TROY UNIVERSITY

Staff Handbook

For Classified and Professional Personnel

REVISION – April 13, 2016

The policies, practices, and benefits discussed in this handbook are general operating guidelines, which do not represent a contract of employment and remain subject to change at any time by Troy University.

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PREFACE

This Staff Handbook reflects general internal Troy University guidelines in effect at the time of publication. It supersedes all previous Staff Handbooks throughout the University. Although revisions of the actual document may occur periodically, the current Handbook will be on the University website under Human Resources, located under the Policies link at http://trojan.troy.edu/employees/humanresources. When the handbook is updated, notification will be sent to all personnel regarding said changes. This handbook attempts to include basic information about the University's personnel policies and fringe benefits. Any policy or statement found in this handbook, which is contrary to the language or intent of policies of the University Board of Trustees, is null and void. Certain policies set forth in this handbook concern matters governed by provisions of the law. Such provisions contained herein are intended to be in compliance with applicable Federal or State law. In the event, however, any provisions conflict with applicable Federal or State law, the law will govern.

The Staff Handbook applies to all campuses and sites within the University. It is not meant to be inclusive of all University policies and procedures. It should be used in conjunction with other University publications, including the on-line e-policy manual, as appropriate. It is not a contract. The University reserves the right to revise policies, procedures, salaries, and fringe benefits at any time. A request for a deviation from this handbook should be submitted through proper administrative channels to the Chancellor.

The Staff Handbook provides guidelines for faculty members (in areas not addressed by the Faculty Handbook), professional staff, and classified staff. It also applies, as appropriate, to faculty personnel who are primarily involved in administrative duties.

In an attempt to keep the Staff Handbook current, the Office of Human Resources will review it as necessary and recommend additions, deletions, or amendments. Any suggestions or recommendations for correcting dated information, improving clarity of language, or for otherwise improving the Staff Handbook should be submitted to the Office of Human Resources.

The Staff Handbook also attempts to answer questions concerning personnel policies and benefits and to address employee responsibilities. Troy University is accredited by the Commission on colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone 404-679-4501) to award the associate degree, the bachelor's degree, the master's degree, the education specialist degree, and the doctoral degree.

The History of the University

Troy University's tradition of teaching excellence dates to its founding on February 26, 1887 when an act of the Alabama Legislature established State Normal School, Troy as an institution to train teachers for Alabama's schools. Joseph Macon Dill was the institution's first president. In 1893, the school was renamed Troy State Normal College. The original campus was located in downtown Troy.

The Normal College offered extension courses for teachers and granted teaching certificates until 1929, when the State Board of Education changed the charter of the institution and renamed it Troy State Teacher's College. That same year, the college moved to its present site and the first two buildings were dedicated: Shackelford Hall, named for Edward Madison Shackelford, president of the school from 1899-1936, and Bibb Graves, Alabama's "education governor." Graves is also remembered for commissioning the Olmsted Brothers architectural firm of Brookline, Massachusetts, to design the campus landscape plan.

Like many American universities, Troy State Teacher's College enjoyed one of its most prosperous periods of growth in the years following World War II, when returning veterans took advantage of the GI Bill. The enrollment of the College more than doubled and this growth led to the introduction of degree programs in disciplines other than education, most notably in business. In 1957, the State Board of Education recognized this expanded role and dropped "Teacher's" from Troy State College's name.

The decade of the 1950s also marked the University's long relationship with the United States Military, as extension courses were offered on nearby bases, first at Fort Rucker, near Dothan; and later at Maxwell Air Force Base in Montgomery. A separate Troy State College teaching center was established at Fort Rucker in 1961, which evolved into the present-day Dothan Campus. A similar center, begun at Maxwell Air Force Base in 1965, led to the creation of the present-day Montgomery Campus. These programs were the forerunners of the modern University College (now Global Campus) a division of Troy University, which operates all TROY teaching sites outside of Alabama. In 1973, the University opened sites at military bases in Florida. Today, Global Campus operates in numerous states as well as international locations.

In 1967, Gov. Lurleen B. Wallace appointed eight members to the newly established Troy State College Board of Trustees, removing the institution from the control of the State Board of Education. One of the first acts of the new board was to recommend the change of the name to Troy State University. The new name became official on Dec. 14, 1967.

In 1975, the Phenix City Campus was opened as a branch of the main campus.

In 1982, the Troy State University System was formed, as the campuses in Dothan and Montgomery were granted independent accreditation status. In April of 2004 the Board of Trustees voted to drop “State” from the University’s name to better reflect the institution’s worldwide mission. In August 2005, all TROY campuses were again unified under one accreditation.

Troy University Mission Statement

Approved by the Board of Trustees

April 16, 2004

Effective August 1, 2005

Troy University is a public institution comprised of a network of campuses throughout Alabama and worldwide. International in scope, Troy University provides a variety of educational programs at the undergraduate and graduate levels for a diverse student body in traditional, nontraditional, and emerging electronic formats. Academic programs are supported by a variety of student services which promote the welfare of the individual student. Troy University's dedicated faculty and staff promote discovery and exploration of knowledge and its application to life-long success through effective teaching, service, creative partnerships, scholarship and research.

Troy University Goals

1. Provide an international scope to University programs and services.
2. Provide a variety of undergraduate and graduate programs in traditional, non-traditional and electronic formats.
3. Maintain a diverse student population.
4. Provide services that promote the individual welfare of students.
5. Maintain a dedicated faculty and staff.
6. Promote discovery and exploration of knowledge dedicated to life-long learning success.
7. Ensure effective teaching.
8. Ensure the development of creative partnerships, scholarship and research.
9. Ensure efficient and effective operations and to assess and provide resources as needed to implement institutional mission, goals and objectives.

Equal Employment Opportunity

Troy University recognizes its legal and moral obligation to provide an employment environment in which opportunities are available to all qualified individuals without discrimination on the basis of race, color, sex, age, political or religious opinions or affiliations, national origin, disability, protected veteran status, genetic information, sexual orientation, gender identity, or gender expression, except in those cases in which sex, age, national origin, or disability are bona fide occupational qualifications. The University affirms its commitment to this principle. The University also commits itself to maintaining on a nondiscriminatory basis the conditions for continuing employment and for individual advancement. Troy University is committed to the following principles and procedures:

1. Recruiting, employing, training, retaining, and promoting individuals in all employment classifications, without regard to race, color, sex, age, political or religious opinions or affiliations, national origin, disability, protected veteran status, genetic information, sexual orientation, gender identity, or gender expression, except in those cases in which sex, age, national origin, or disability are bona fide occupational qualifications.

2. Rendering employment decisions to advance the principle of equal employment opportunity.

3. Insuring that promotion decisions are based upon the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.

4. Insuring that all personnel actions, such as compensation, benefits, transfers, and leave policies, are administered without regard to race, color, sex, age, political or religious opinions or affiliations, national origin, disability, protected veteran status, genetic information, sexual orientation, gender identity, or gender expression, except in those cases in which sex, age, national origin, or disability are bona fide occupational qualifications.

5. Providing a work environment in which harassment of employees by other employees or non-employees is not tolerated; viz., any form of harassment related to an employee's race, color, sex, age, political or religious opinions or affiliations, national origin, disability, protected veteran status, genetic information, sexual orientation, gender identity, or gender expression, except in those cases in which sex, age, national origin, or disability are bona fide occupational qualifications.

Troy University is a government contractor subject to Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 which require government contractors to take affirmative action to employ and to advance in employment qualified individuals with disabilities, qualified disabled veterans, and qualified veterans of the Vietnam era. The Senior Vice Chancellor for Academic Affairs is the equal employment opportunity/affirmative action officer for academic personnel; the senior leader of Human Resources is the equal employment opportunity/affirmative action officer for non-academic personnel and is also responsible for supervising the University's equal employment opportunity program and for monitoring its effectiveness.

1.0 EMPLOYMENT

1.1 TYPES OF EMPLOYMENT

Employment with Troy University is student-centered. The goal of all personnel should be to provide a student-friendly environment which emphasizes quality, safety, attractiveness, and affordability. Employment with the University is on an at-will basis and may be terminated by either the employee or the University at any time with or without cause or motive. Employment for any specified duration shall not be valid or binding on the employee or the University unless it is expressly set forth in a written document and signed by the employee and the Chancellor.

1.1.1 Regular

1.1.1.1 Full-Time

Employment that is expected to continue indefinitely on a full-time basis (approximately 40 hours per week). Employees in this category are entitled to all fringe benefits provided by the University after completing the required waiting periods. Employees working an average of 130 hours or more per month during any year must be offered health insurance benefits. Part-time employees who meet this number should contact Human Resources to enroll in Health Insurance if they want coverage under the University's health plan.

1.1.1.2 Part-Time

Part-Time Employment can be temporary (see policy 1.1.2) or expected to continue indefinitely. Part-time employees work less than 20 hours per week; this time limitation applies to both classified/hourly and professional/monthly paid employees. For guidelines related to part-time faculty/adjuncts, see Faculty Handbook. Part-time employees are not eligible for benefits unless stated otherwise in the staff or faculty handbook, or the Employee Benefit Guide.

State and Federal guidelines require various benefits be given or offered for part-time employees that exceed time as stated in this policy; therefore, assigning a part-time employee 20 or more hours of work per week requires approval through the appropriate Senior Vice Chancellor with notification to Human Resources. When approved to work more than 20 hours per week, some

part-time employees may be eligible to participate in the University's health plan. Employees working an average of 130 hours or more per month during any year must be offered health insurance benefits. Part-time employees who meet this number should contact Human Resources to enroll in Health Insurance if they want coverage under the University's health plan.

1.1.1.3 Student Employment

The University provides employment for students through work-study and work-ship programs. Students may hold only one student position and may not be otherwise employed through the University. The Federal Work-Study Program is a federally funded, need-based student work program awarded and administered by the Student Financial Aid Office. To be eligible for work-study students must apply for financial aid and show financial need. Work-study employees are limited to no more than 13 hours per week. Work-ship is part-time employment up to an average of 15 hours per week in various departments on campus. All work-ship positions must be approved through the Office of Human Resources and follow the procedures required by that department. To qualify for student employment, the student must be enrolled (at least half-time) and regularly attending classes in pursuit of a course of study. In addition, the student employment must be incident to and for the purpose of pursuing a course of study; the educational aspect of the relationship between the student and Troy must be predominant.

The IRS states in the revenue procedure that a pay period that falls fully or partially within an academic term will be eligible for the FICA exemption. At Troy University, if the academic term begins at any point within a pay period, the entire period is considered for the exemption, not just the days actually within the term.

1.1.2 Temporary Employment Arrangements

1.1.2.1 Policy Statement

Temporary employment is considered to be a short duration of less than twelve consecutive months, with extensions requiring approval from Human Resources, the appropriate senior vice chancellor, and the Chancellor.

Temporary employees may be used for the following reasons:

- Temporary absences of regular employees
- During recruitment of vacant positions
- When help is necessary during peak or seasonal time periods
- For special projects that have a defined time limit

1.1.2.2 Temporary Employees of Troy University

Temporary employees may be employed and compensated through the Troy University payroll system; however, they are ineligible for any fringe benefits. No part of temporary employment will be counted as an appraisal period or a waiting period for the purpose of fringe benefits in the case of subsequent appointment into a regular position. Temporary employment does not give the employee any privilege or right to promotion, transfer, or reinstatement to a temporary or regular position after any type of leave.

NOTE: In accordance with TRS guidelines, temporary employees working 20 hours or more per week on an extended time arrangement over one-year must participate in the Teachers' Retirement System which entails employee and employer contributions. Further, there are guidelines related to the Federal Affordable Care Act that regulates the definition of temporary employee and can require a period of non-employment of 4 to 24 weeks between temporary assignments. Otherwise, temporary employees must be offered health insurance benefits if they work an average of 130 hours or more per month during any year. Temporary employees who meet this number should contact Human Resources to enroll in Health Insurance if they want coverage under the University's health plan.

1.1.2.3 Temporary Employees through Temp Agencies

In general, the use of temporary agencies to fill temporary positions at TROY is discouraged. However, if efforts to fill a temporary position through the TROY recruitment process are unsuccessful, a department may request permission through Human Resources to engage in the services of a temporary employment agency.

The request must be submitted prior to the employment of the temporary agency and must include:

- A detailed description of the duties to be performed
- Clear documentation of previous efforts to fill the position through the TROY recruitment processes
- Documentation that no other alternative is available to accomplish the work
- A copy of the proposed temporary agency agreement

Financial viability of utilizing temporary agencies will also be analyzed to determine if the return on investment is adequate. All expenses incurred related to temporary agency fees and salaries paid are the responsibility of the department utilizing the temporary agency worker. Coordination with the temporary agency related to responsibilities, compensation, performance assessment, and duration of assignment is the responsibility of the TROY supervisor of the hiring department.

NOTE: Temporary agency workers are not employees at TROY and do not receive any TROY benefits; however, they are subject to TROY policies and procedures to include background checks prior to reporting to work.

1.1.3 Interim

Current employees may hold interim appointments for positions in which their services are required for a certain period of time.

1.1.4 Sponsored Programs

It is the policy of Troy University to employ, in good faith, personnel to fulfill the requirements of externally funded grants and contracts. These employees are expected to adhere to policies and procedures that apply to all University personnel as indicated in Staff and Faculty Handbooks and other official Troy documents. The benefits to be provided to grant and contract personnel will vary in accordance with the project. The University may, at its discretion, offer additional benefits but is under no obligation to do so. The benefits to be provided by the

external project and/or the University will be outlined to employees at the beginning of the term of employment. The University neither states nor implies that employment will extend beyond the term of the project and/or the funding that applies to the individual position. Fringe benefits cannot be guaranteed and are subject to change at any time except as provided by State or Federal laws, which includes Teacher's Retirement contributions and Affordable Care Act guidelines.

2.0 POSITION CLASSIFICATION SYSTEM

2.1 FACULTY

Faculty should utilize the Staff Handbook in conjunction with the Faculty Handbook to learn policies and procedures, which apply to all university personnel. Employment guidelines for the faculty are outlined in the Faculty Handbook. The current Faculty Handbook may be accessed on the University website under Human Resources.

2.2 STAFF

2.2.1 Professional Employees

Professional employees are compensated commensurate with their professional preparation, experience, and responsibilities; they are paid monthly.

2.2.2 Classified Employees

Classified employees are compensated in accordance with the Troy University Salary Classification Plan. Classified employees are paid bi-weekly, at an established hourly rate.

2.2.3 Exempt and Non-Exempt Employees

The Federal Fair Labor Standards Act, commonly referred to as the "Wage and Hour Law" mandates several timekeeping and overtime requirements. Those who are not subject to the timekeeping and overtime requirements are "exempt" employees and include the faculty and most professional employees. Those who are subject to these provisions of the law are "non-exempt" employees and include all classified employees. Non- exempt employees are required to keep a record of all hours worked. (See Section 4.2 for a complete explanation of timekeeping requirements.) Non-exempt employees receive overtime compensation for all hours worked in

excess of forty hours per week. The rate will be 1.5 hours for each hour worked over forty in a normal pay work week.

3.0 COMPENSATION AND EVALUATIONS

3.1 SALARY

It is the University's desire to maintain reasonable standards of compensation for employees. University funding is supplemented by State of Alabama appropriations. The University does not give automatic salary increases. Any salary adjustment or merit increase should be recommended by the immediate supervisor to the appropriate Vice Chancellor, Senior Vice Chancellor, Athletic Director, or Chancellor, in accordance with established procedures and is subject to the budgetary restrictions of the University. Additional pay increases for classified employees after the appraisal periods stated below will be determined by the Chancellor based on University budgetary considerations. The University is committed to maintaining a nondiscriminatory environment for continuing employment and for individual advancement as outlined in the University Equal Employment Opportunity Statement. The following information is presented as a compensation guide. The University reserves the right to exercise discretion in the management of these guidelines including, but not limited to hiring, promoting, transferring, demoting, suspending, dismissing, assigning, supervising, and disciplining employees; to determine the work schedule; to determine the sizes of and composition of the workforce; to establish, change and abolish policies, procedures, rules and regulations; to determine and modify job descriptions and job classifications; to assign responsibilities to employees, and to establish and change salary and wage rates in accordance with needs and requirements determined by the University.

3.1.1 Classified Employees

Each classified position is included in a specific range in the University's Classified Employee Salary schedule. This schedule is on the Payroll website at: http://trojan.troy.edu/employees/controllers-office/payroll.html. Each salary range has the entry level hourly wage rate as well as the annual amount of pay for a regular full-time employee in that range. New employees will be placed in the entry level pay scale for that range unless approved of the Chancellor to pay at a higher amount. All full-time, hourly paid employees are

covered by the Troy University Salary Classification Schedule. Each classified position is included in a specific range in this salary schedule. All employees begin employment at the beginning wage level unless approved otherwise by the Chancellor. Advancement within ranges will be based on a percentage of increase as approved by the Chancellor or as recommended and approved through the various supervisory levels up to and including the Chancellor. New classified employees who complete the initial six month appraisal period are eligible for a 3% pay increase provided the employee is recommended for this increase by the immediate supervisor's six month initial appraisal evaluation. A new employee who is hired above the entry level pay scale shall not be eligible for the six month appraisal pay increase. Also, any existing employee placed in a higher range or in a higher pay amount in their current range are not eligible for the six month appraisal pay increase.

3.1.2 Professional Employees

Employees in this group are not covered by the position classification plan. Each employee's salary is determined by the type of position and level of responsibility, as well as on a combination of education, experience, performance, and market comparisons. Any salary adjustments or merit increases for these employees should be recommended by the immediate supervisor, Vice Chancellor, Senior Vice Chancellor, Athletic Director, or by the Chancellor, in accordance with established procedures.

3.2 PAY PROCEDURES

3.2.1 Pay Period

The official workweek for employees begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. Payroll payments for classified staff will be issued bi-weekly and are normally available on the appropriate Friday. Payments will reflect hours recorded on the employee's time card. Payroll payments for professional staff and faculty will normally be released to employees on the last working day of the month.

3.2.2 Payroll Policies

An employee's payroll payment will not be released to another person without signed permission. If a payroll payment is lost or stolen, prompt notification must be furnished in

writing to the campus Office of Human Resources. Payments may not be issued in advance of regularly scheduled pay dates.

3.2.3 Errors

If an error is thought to have been made in computing wages, the employee should inform the Office of Human Resources.

3.2.4. Direct Deposit

All employees must participate in the University's Direct Deposit Program. Employees will receive their regular pay through direct deposit to a financial institution of their choice. A completed Direct Deposit Authorization form must be completed and submitted to the Office of Human Resources no later than one week prior to an employee's pay date to ensure timely payment. Forms are available in the Office of Human Resources or at the following web address http://trojan.troy.edu/employees/humanresources/forms/DirectDeposit.pdf.

3.3. EVALUATIONS

3.3.1 New Employees

The first six months of employment under any type of staff employment is an initial appraisal period for all employees. During this time, both the employee and employer have an opportunity to evaluate one another. During the initial appraisal period, each employee will be evaluated for:

(1) Ability
(2) Attitude
(3) Compatibility with position
(4) Conduct
(5) Other areas

If at any time during the initial appraisal period the employee or the supervisor decides to terminate the employment, the employee may be released without cause or advance notice. There will be no appeal of termination or grievance during this initial appraisal period. Also, full-time employees are entitled to such benefits as holidays, sick leave, and accrual of annual leave; however, applying for annual leave is discouraged until the employee attains regular employee status. Full-time employees may not compete for other positions on campus while in the initial appraisal period.

New full-time classified employees will receive a 3% pay increase upon successful completion of the six-month appraisal period.

3.3.2 Annual Evaluation

Supervisors should complete the staff annual evaluation form and an employee review session after July 31st. This should be done after the first full year of employment at the University and each year thereafter. The annual evaluation period is August 1st through July 31st each year. Supervisors should maintain a copy of the evaluation, provide a copy to the Employee, and forward a copy to Human Resources.

3.3.3 Transfers and Promotions

When a full-time employee receives a promotion or is transferred to a position of higher classification, the appraisal period will be three months. The new supervisor will evaluate the performance of the employee during this three-month period in the same manner that a new employee is evaluated. Classified employees will receive a 3% pay increase upon successful completion of the appraisal period provided the employee is recommended for this increase by the immediate supervisor's three month initial appraisal evaluation.

3.3.4 Demotion

Voluntary and Involuntary demotions will result in a salary reduction based on the new position salary range. Exceptions should be recommended by the immediate supervisor, Vice Chancellor, Senior Vice Chancellor, Athletic Director or by the Chancellor, in accordance with established procedures and is subject to the budgetary restrictions of the hiring department. The new supervisor will evaluate the performance of the employee during this three-month period in the same manner that a new employee is evaluated.

3.4 PAYROLL FORMS AND DEDUCTIONS

A list of eligible payroll deductions along with information concerning these deductions may be found on the University website, or for a printed list of payroll deductions, check with the Office of Human Resources.

Employees must have signed W-4 and A-4 forms (or appropriate state form) on file in the University Payroll Office for verifying the number of federal and state income tax deductions. It is each employee's responsibility to review the W-4 and A-4forms to insure that the correct number of exemptions will be claimed. Changes made in the withholding status of employees must be completed no later than the 15th day of each month. The W-4 and A-4 forms must use the exact name as it appears on the employee's Social Security card.

4.0 WORKING HOURS

4.1 GENERAL

The University serves a diverse student body and public, thus giving rise to variations in the work schedules. Working hours must be scheduled to satisfy the needs of the area in which one works, and to make certain that an adequate staff will be available when needed. Work schedules depend upon the job to be performed. An employee will be informed by the supervisor about the normal schedule and about any subsequent changes which may be required.

The University reserves the right to implement alternative schedules as necessary for cost reduction and other concerns. In some instances, however, additional work will be required; and during peak periods, professional personnel and perhaps other employees may work more than the normal work hours per week. The normal work schedule is a forty-hour week. Lunch breaks are decided at the discretion of each campus. Where possible, lunch breaks will be staggered so that offices remain open. If it becomes necessary to reduce an employee's normal number of hours of work per week, or responsibility, the University reserves the right to adjust an employee's pay accordingly.

4.2 TIME-KEEPING REQUIREMENTS

A full-time, non-exempt employee's time card submission should reflect that the employee is at work; on sick leave, annual leave, administrative leave, holiday, or other appropriate status to total 80 hours per pay period. (See section 5.11 for a complete explanation of Leave of Absence without Pay). There are spaces allowed on the web time card to note the hours the employee worked, leave taken, and hours of overtime worked, if any. When hours need to be recorded on

the time card for other reasons such as FMLA, Workers Comp., etc., contact the Human Resources Office for instructions. The web submitted time cards will be signed by the employee and the supervisor attesting to the fact that the information reported is correct.

4.3 TIME RECORDING

All non-exempt employees are subject to the following time-recording requirements:

1. Classified employees must record time daily on a time card.

2. Full-time non-temporary classified employees receive work credit for days absent for approved sick and annual leave, jury duty, funeral leave, or for approved administrative leave and holidays.

3. Falsification of records by the employee is cause for immediate dismissal. An employee may not record time worked for another employee. Such action could lead to the discipline of both employees. If recorded time must be corrected for any reason, the supervisor must be contacted and advised of the problem before any correction is made. Supervisors may make corrections on time cards before the Payroll deadline when the time is incorrect.

4.4 COMPENSATION FOR OVERTIME PAY

All employees of the University, other than those specifically exempted, are employed subject to the provisions of the Fair Labor Standards Act (FLSA). This act is primarily concerned with the payment of minimum wages and premium pay for overtime. Because of the range of activities conducted or sponsored by the University, variations in work schedules may be necessary. Such variations may require overtime (in excess of forty hours per week) to be worked or an adjustment in the normal working schedule to maintain the regular forty hours per week. In the event that approved overtime is worked, only hours actually worked count in the overtime calculation. Therefore, holidays not worked, annual leave, sick leave, and other paid leave are not counted. All employees are expected to work a reasonable amount of overtime upon request. If it is necessary for an employee to work outside of the normal schedule, these changes must be approved by the immediate supervisor and be announced to give the employee as much advance

notice as possible. In the event that overtime is required, the employee will be paid overtime pay at the rate of one-and-one-half times the hours worked or overtime pay at the rate of one-and-one-half times the normal rate of pay. Overtime work must be approved in advance by the supervisor and the appropriate senior vice chancellor prior to the overtime work being performed. The Overtime Approval Request Form is at the following link: http://trojan.troy.edu/employees/humanresources/forms/overtime-approval-request-form.pdf. Supervisors must ensure their payroll budgets will support the overtime hours prior to approval. Overtime provisions do not apply to exempt employees.

4.5 ABSENCES FROM WORK

If an employee expects to be absent from work for ANY REASON, the supervisor must be notified in advance. An employee absent from work without permission is considered to be on unauthorized leave without pay -- a condition which is cause for dismissal. Three consecutive working days of absence without notice constitutes a resignation and forfeiture of all accumulated University benefits.

5.0 EMPLOYEE BENEFITS

5.1 GENERAL

The University strives to provide a balanced employee fringe benefit program to support the many needs of its diverse workforce. Fringe benefits cannot be guaranteed and are subject to change at any time. Details about Troy University employee fringe benefits are available on the University website and in the Human Resources Office.

5.2 HOLIDAYS

Troy University has nine official holidays each calendar year:

New Year's Day	**Martin Luther King, Jr./Robert E. Lee Day**
Memorial Day	**Independence Day**
Labor Day	**Veteran's Day**
Thanksgiving Day & Day after Thanksgiving	**Christmas Day**

Bi-weekly paid employees must record Holidays on their bi-weekly time submission.

5.3 ANNUAL LEAVE

Only regular full-time staff employees earn annual leave. Full-time professional/salaried (non-faculty) personnel earn eight (8) hours of annual leave at the completion of each month of employment. Annual leave must be prearranged with the immediate supervisor and scheduled at the convenience of the University. Professional employees must complete a Leave Request/Report form at https://forms.troy.edu/cgi-bin/adobe/index.cgi?action=leave_form prior to taking annual leave. Bi-weekly paid employees earn annual leave at the rate of 80 hours per year. This computes to 3.12 hours per bi-weekly pay period. Bi-weekly paid employees must annotate annual leave taken on their biweekly time submission. Annual Leave will not be advanced. In September of each year, records are adjusted to reflect no more than 160 hours of available annual leave. A continuous record of annual leave is maintained. Full-time employees must request a leave of absence when 1) additional sick/medical leave is needed past three months (including FMLA), 2) more than four weeks of continuous annual leave is needed for education, personal, or child care/extended maternity leave, or 3) anytime leave is requested and the employee has insufficient accrued sick or annual leave. See the Leave of Absence policy for details. Upon termination of employment, employees will be paid for accrued leave, not to exceed 160 hours (20 days). However, as specified in Section 8.2.5, when an employee is terminated for cause, the employee shall be removed from the payroll and lose any and all accrued University benefits. Employees who are funded through a Sponsored Programs agency will only be paid for accrued annual leave upon termination of employment if the sponsoring agency allocates sufficient funds for this benefit without degrading the funding integrity of the grant project. Otherwise, the annual leave balance for these terminating employees will be unpaid and unusable after employment ends.

5.4 SICK LEAVE

Only regular full-time employees (both faculty and staff/non-temporary) accrue sick leave. Professional/Salaried non-temporary personnel and full-time faculty accrue 8 hours of sick leave at the completion of each month of employment. Sick leave for bi-weekly paid personnel is accrued at the rate of 3.68 hours each biweekly pay period. Sick leave accrual is unlimited. Sick leave is a privilege and must not be abused. It is granted for the following reasons:

- Illness or injury of the employee or visits to a doctor or dentist.

- Care for an ill member of the immediate family (spouse, child, mother, father, brother, sister, grandparent, grandchild, corresponding in-laws, "step" relations).
- Death in the immediate family (as defined above).

A doctor's certificate or other proof of illness may be required at the discretion of the supervisor to verify appropriate use of sick leave. Immediate supervisors should be notified as early as possible prior to sick leave absences. During an extended illness, an employee's accumulated sick leave is used until it is exhausted; then any accumulated annual leave is used to keep the employee in an active pay status. Sick leave will not be advanced. Full-time employees must request a leave of absence when 1) additional sick/medical leave is needed past three months (including FMLA) or 2) anytime sick leave is requested and the employee has no accrued sick or annual leave. See the Leave of Absence policy for details.

Sick leave for full-time faculty and professional employees must be reported to the Office of Human Resources by completing the Leave Request/Report form at https://forms.troy.edu/cgi-bin/adobe/index.cgi?action=leave_form on the first day the employee returns from sick leave. Bi-weekly paid employees must record sick leave on their bi-weekly time submission. An employee is not paid for unused sick leave upon termination or retirement.

5.5 SICK LEAVE DONATIONS

An employee who has experienced an extended absence due to personal or immediate family illness may request sick leave donations. To request donated sick leave hours, an employee notifies the immediate supervisor by submitting a Donated Leave Request form and the estimated number of sick leave hours needed. If approved by the supervisor, the form is forwarded to the Office of Human Resources. If the supervisor disapproves, the request is denied. The employee must exhaust all leave balances prior to receiving donated sick leave hours. Donated sick leave is limited to 12 weeks per rolling year. Employees within their probationary period will not be eligible to request or donate Sick Leave. Employees who wish to donate must maintain a minimum of 40 hours of Sick Leave for their own use. Once sick leave is donated, it cannot be reinstated to the donator. The donator must stipulate on the donation form whether they want the donated leave transferred on an as-needed basis, or transferred in whole, all at once. The Sick Leave Donation form is available at

http://trojan.troy.edu/employees/humanresources/forms/Sick-Leave-Donation-Request.pdf . Sick leave may be used for retirement credit according to the policy of the Teachers' Retirement System. Further, the University will accept and allow immediate use of any transferred sick leave earned at other Alabama state agencies which participate in the Retirement Systems of Alabama. The University will also accept and allow immediate use of unused sick leave earned from previous assignments at the University with no more than one year break in service.

5.6 MATERNITY

Leave is provided for conditions associated with pregnancy/childbirth and related medical conditions. See the FMLA policy for details. Pregnant employees may continue working as long as they desire, provided they have the consent of their obstetrician. (Such written consent may be required by the University). Request for leave should be made as far as possible in advance of the expected starting date of leave.

5.7 ADMINISTRATIVE LEAVE

Administrative days are pre-authorized and announced by Troy's Executive Administration on an annual basis. These days may be given with pay and do not affect annual or sick leave. Overtime pay can only be claimed when working on administrative leave days when total hours worked exceeds 40 hours during the work week. Employees required to work during administrative leave days do not receive additional compensation but are paid as regular hours worked. Administrative days are not to be modified by management or offered on alternate days. Bi-weekly paid employees must record Administrative Days on their bi-weekly time submission.

5.8 JURY DUTY & SUBPOENAS

The University permits full time employees leave-with-pay for attendance in court for jury duty. Written evidence of jury duty may be requested by the University. The University will comply with all applicable Federal and State laws governing jury duty.

Full-time employees who have received a subpoena to be a witness in court and are not party to the legal action will be permitted leave-with-pay; however, if the employee is party to the legal action they will be allowed to utilize accrued vacation leave and if needed, leave without pay.

5.9 VOTING

All employees are encouraged to vote in each election. If necessary, time with pay (not to exceed one hour) will be scheduled by supervisors to enable full-time employees to vote.

5.10 MILITARY LEAVE

Troy University does comply with the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable Alabama laws pertaining to military leave. As the laws change, military leave benefits for the University employees will change accordingly. Therefore, as military leave situations arise, employees should consult with their supervisor and/or Human Resources for current and complete details regarding their military leave rights.

Nothing in this policy constitutes a contract of employment, and this policy shall not be deemed to provide contractual benefits or obligations. Troy University reserves the right to modify the provisions of this policy without notice, within the limits provided for under applicable law.

In accordance with federal and state law, it is Troy University's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the Human Resources Department.

5.10.1 Eligibility for Leave

Eligibility for military leave applies to all employees that are absent from work due to "service in Uniformed Services". "Service" includes performance of any of the following on a voluntary or involuntary basis: active duty, active duty for training, inactive duty for training, full-time National Guard duty, funeral honors duty, and/or absence from work for an examination to determine an individual's fitness for any of the above types of duty. "Uniformed Services"

include the Army, Navy, Air Force, Marine Corps, National Guard, Coast Guard, National Disaster Medical System, Public Health Service commissioned corps, the reserve components of these services, and any other category of persons designated by the President in time of war or emergency.

5.10.2 Duration of Leave

Employees performing a service in the Uniformed Services are entitled to military leave of absence without pay for a period not to exceed a cumulative total of five years over the course of his or employment with the University, subject to certain exceptions under federal law.

5.10.3 Notice of Leave

Unless military necessity prevents it, or it is otherwise impossible or unreasonable, an employee should provide notice of the need for leave as far in advance as is reasonable under the circumstances. Written notice is preferred, but not required under the law or this policy. If available, a copy of the appropriate military orders or other supporting documentation for situations that do not warrant military orders should be submitted to the Human Resources Department. When written orders are not provided in advance of leave, Human Resources may request the orders upon return from leave.

5.10.4 Compensation for Leave

A maximum of 21 working days of pay per calendar year is provided to all employees who are ordered to military duty. The 21 working days per year includes weekend drills, as well as summer training, and any other type of military duty. Employees will be paid only for the time for which they would ordinarily be scheduled to work. In no case will employees be paid for a period in excess of the time for which they are ordered to military duty. A copy of the orders or other satisfactory documentation of attendance must be provided to Human Resources as soon as possible in order to receive compensation.

After the first 21 days of military leave per calendar year, any additional military leave, except that which is provided for in 31-12-5 of the Code of Alabama of 1975, will be without pay or may be charged to accrued annual leave at the discretion of the employee. Employees electing to use accrued annual leave during a military leave of absence must complete and submit the Leave

Request/Report form available on the Troy University website. Otherwise, the employee will take leave without pay for the remainder of the leave period.

Employees called into active service during the war on terrorism, which commenced on September 11, 2001, are eligible for the difference in pay between lower active duty pay and a higher public salary, for the duration of the active military service, pursuant to § 31-12-5, Ala. Code 1975.

5.10.5 Continuation of Benefits

An employee on military leave will retain their health insurance coverage for the first 31 days of Uniformed Service. Employees on military leave which extends beyond the 31 days will be eligible for continuation of health insurance benefits for up to 24 months. If the employee chooses to continue health insurance benefits, he or she must pay the applicable premium. Coverage will cease if the employee fails to make premium payments as scheduled, becomes covered by another group plan, or becomes eligible for Medicare. Even if the employee does not elect to continue coverage during military service, the employee has the right to be reinstated in the University's health insurance plans upon reemployment, generally without exclusions except for service-related illnesses or injuries.

Employees called into active service during the war on terrorism, which commenced on September 11, 2001, and are receiving a salary differential during such active duty, may elect to continue their health insurance coverage under the University's plan for the duration of the time he or she receives the salary differential, pursuant to § 31-12-7, Ala. Code 1975.

Time spent on military leave (whether paid or unpaid) is not considered a break in employment for retirement benefit purposes. Upon return to the University from military leave, if applicable, the employee can request to purchase retirement credit in the Teachers' Retirement System and pay whatever amount the employee would have contributed had he or she not been absent. The returning service member who is eligible for reinstatement under USERRA has up to 3 times the length of military leave (up to a maximum of 5 years) to make the retirement contribution payments he or she would have made to establish retirement credit. USERRA does not permit

double credit in two retirement systems for the same military leave. Therefore, the employee is not entitled to purchase credit in TRS if he or she receives credit in any other public retirement system, except the federal social security system. Information can be obtained by contacting Teachers Retirement System.

Participation in Group Life Insurance, Voluntary Life Insurance, and Long-term Disability will terminate the day the employee initiates active military leave. These types of coverage will be reinstated, with no waiting period, when the employee returns to active employment with the University. Employees do not accrue annual or sick leave while on unpaid military leave. Time spent on eligible military leave counts as time served on the job for any calculation, determination or other decision that is dependent upon length of employment service. Employees reemployed following military leave will receive credit for years of service and other benefits determined by years of service that the employee had at the beginning of the military leave, plus any additional benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed.

5.10.6 Reemployment Rights

Except as provided below or as provided in applicable law, employees returning from military leave are entitled to reemployment rights and other benefits, if the employee is discharged under honorable conditions and the employee reports for or submits a letter of petition for reemployment according to the specified time limits. Unless applicable law provides otherwise, employees whose period of Uniformed Service is less than 31 days must report to work on the first regularly scheduled workday following 8 hours of rest time, upon returning from the place of duty. Employees whose period of Uniformed Service was from 31 days to 180 days must submit a letter of petition for reemployment no later than 14 days after the completion of service. Employees whose period of Uniformed Service was more than 180 days (and less than 5 years) must submit a letter of petition for reemployment no later than 90 days after completion of service. Employees who, at the time of release from military service, are hospitalized for or recuperating from an illness or injury incurred or aggravated during the Uniformed Service must report or submit a letter of petition for reemployment at the end of the period necessary for recovery from the illness or injury, provided the recovery period does not exceed 2 years. Documentation must be provided to establish timeliness of letter of petition, and to ensure that

all eligibility requirements for reemployment are met. Failure to provide documentation cannot be used as a basis to deny reemployment if the requested information is not readily available through no fault of the employee.

An employee whose period of Uniformed Service was less than 91 days must be reemployed promptly:

- in a position that the employee would have attained if employment had not been interrupted by military service
- or, if found not qualified for such a position after reasonable efforts by Troy, must be reemployed in the position the employee held prior to military service.

For an employee whose period of Uniformed Service was 91 days or more, the employee must be reemployed promptly:

- in a position that the employee would have attained if employment had not been interrupted by military service
- or, if found not qualified for such a position after reasonable effort by Troy, must be reemployed in the position the employee held prior to military service
- or a position of like seniority, status, and pay for which the employee is qualified.

An employee who has a disability incurred in or aggravated during military service who, after reasonable accommodation efforts by Troy, is not qualified for employment in the position he or she would have attained or in the position that he or she left:

- the employee will be employed in any other position of similar seniority, status, and pay for which the employee is qualified or could become qualified with reasonable efforts by Troy
- or, if no such position exists, must be reemployed in the nearest approximation consistent with the circumstances of the employee's situation.

Troy University will provide refresher training and any other training needs to update the

returning employee's skills if the employee is no longer qualified due to technological advances, unless such training would cause undue hardship to the University.

If the period of military service was more than 180 days, the employee may not be dismissed, except for cause, within the first year of reemployment. If the period of military service was between 30 and 180 days, the employee may not be dismissed, except for cause, within the first six months of reemployment.

5.10.7 Exceptions to Reemployment

In addition to the employee's failure to submit a letter of petition for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if conditions exist and applicable law provides for disqualification, including, but not limited to, the following: 1) the University's circumstances have so changed as to make reemployment impossible or unreasonable; 2) reemployment would pose an undue hardship upon the University; 3) the employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period; 4) the employee did not receive an honorable discharge from military service; or 5) the employee's cumulative length of absence for service in the Uniformed Services exceeds five years.

5.11 LEAVE OF ABSENCE WITHOUT PAY

Full-time employees may request a leave of absence when 1) additional sick/medical leave is needed past three months (including FMLA), 2) more than four weeks of continuous annual leave is needed for education, personal, or child care/extended maternity leave, or 3) anytime leave is requested and the employee has no accrued sick or annual leave, or donated sick leave. If an employee has accrued leave, they must use it prior to using Leave of Absence. Regular part-time employees and Graduate Assistants must also request a leave of absence when more than four weeks of continuous leave is needed. The leave must be approved through the appropriate chain of command as reflected in the policies on Approving Authority levels. A copy of the approved request will be furnished to the employee and included in the employee's personnel record. Health insurance may be continued during the leave of absence, but the total

cost of such benefits must be borne by the employee and must be elected through COBRA. However, should part of the leave of absence be covered by the Family and Medical Leave Act, employees may make arrangements to pay only their portion of the health insurance premiums during their FMLA related leave. Sick leave and annual leave do not accrue during an employee's unpaid leave of absence; however, accrued leave can be utilized during a leave of absence if available and appropriate (sick leave can only be used for illness related leave of absences). Life insurance may also be continued for up to 60 days given the employee remits the premium to Human Resources on a monthly basis for payment. Employees granted a leave of absence will retain their employment and will be reinstated to their job or a comparable job upon return to work. Overstaying a leave of absence without prior notification and approval, or seeking and accepting other employment without previous authorization, constitutes an automatic resignation and subsequent loss of benefits. The supervisor must work with Human Resources to remove the employee from payroll after all leave has been exhausted and to place them back on payroll upon their return.

A leave of absence may be granted for the following reasons:

1. Education Leave (up to 12 months continuous leave) -Must be job related in that it leads to an advanced degree or increased job competencies.

2. Sick/Medical Leave (up to 12 months continuous leave) -Can be granted for an extended illness due to employee's own serious health condition (12 months is inclusive of FMLA related leave).

3. Personal Leave (up to 6 months continuous leave) -Must be for a justifiable reason and must not unduly interfere with normal University business.

4. Child Care/Extended Maternity Leave (up to 6 months continuous leave) -Will be granted on the same basis as personal leave.

5. Special Leave (up to 6 months continuous leave) -Will be granted in special cases when it is in the best interest of the University and the employee.

Note: An employee who does not/cannot return to work after the maximum leave of absence timeframe, inclusive of FMLA, will be separated from the University (PART OF FMLA POLICY 5.12)

5.12 FAMILY AND MEDICAL LEAVE ACT

The University provides eligible employees with leave from work consistent with the provisions

of the Family and Medical Leave Act of 1993 (FMLA).

5.12.1 Eligibility

An administrator or staff member who (1) has been employed by the University for at least twelve months and (2) has worked at least 1,250 hours during the 12 month period immediately preceding the commencement of the leave is eligible to apply for FMLA.

An employee does not need 12 consecutive months of employment at the University to meet the 12-month service requirement, except that the University need not count employment periods prior to a break in service of 7 years or more. Only actual hours worked are included to determine eligibility. Annual, sick, administrative and holiday hours paid do not count towards the 1,250 hour requirement. However, military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA) will count towards fulfilling both eligibility requirements.

5.12.2 Qualifying Reasons

Eligible employees may take up to 12 weeks of Family and Medical Leave within a rolling 12 month period for the following reasons:

- The employee's own serious health condition, including pregnancy and birth-related conditions, that render the employee unable to perform the essential functions of his or her job,
- The birth of the employee's child and to care for that child,
- The placement of a child with the employee for adoption or foster care and to care for that child,
- To care for the employee's spouse, child or parent who has a serious health condition,
- A qualifying exigency that occurs while the employee's spouse, child, or parent is on active duty or called to active duty status in the National Guard or Reserves.

Time taken to care for a covered service member injured in the line of duty may qualify for FMLA under the Military Caregiver Leave section of this policy.

Married Co-workers – If two spouses are both eligible employees of Troy University, they are each entitled to up to 12 work weeks in a calendar year for the birth of a child or to care for their newly-born child, or for the placement of a child for adoption or foster care.

An employee who is required to be absent for more than three (3) consecutive days because of his or her serious health condition should notify his or her supervisor, who in turn will notify the Office of Human Resources to provide the appropriate paperwork to the employee for his or her use if he or she so desires.

5.12.3 Definitions

Spouse - A husband or wife as defined or recognized by the State of Alabama.

Parent - A biological parent, adoptive parent, step-parent, or an individual who stood in loco parentis (in place of a parent) to an employee. This does not include "in-laws."

Child – A biological, adopted , or foster child, a stepchild, a legal ward or a child of an individual standing in loco parentis (in place of a parent) who is under the age of 18 or over age 18, but incapable of self-care because of a mental or physical disability.

For purposes of Military Caregiver Leave and leave qualifying under the qualifying exigency military provision, there is not an age requirement.

Serious Health Condition - An illness, injury, impairment, or physical or mental condition that involves (1) an overnight stay in a hospital or medical care facility and any period of incapacity or subsequent treatment related to the same condition, or (2) continuing treatment by a health care provider. Continuing treatment may be established under any of the following circumstances:

a. Short-term incapacity for more than three full consecutive calendar days that also involves one of the following:

i. Treatment by a health care provider on at least one occasion with a continuing regimen of treatment under the health care provider's supervision. The visit to the health care

provider must be in-person within 7 days of the first day of incapacity.

ii. Treatment two or more times by a health care provider. The first visit to the health care provider must be in-person within 7 days of the first day of incapacity and the second treatment must take place within thirty days of the first day of incapacity and must be determined by the health care provider.

b. Pregnancy or prenatal care;

c. Chronic serious health condition (such as asthma, diabetes, epilepsy) which require periodic visits for treatment by a health care provider at least twice a year;

d. Permanent or long-term incapacity (such as Alzheimer's, severe stroke, terminal stages of a disease);

e. Absence to receive multiple treatments for restorative surgery after an accident or injury or a condition that would likely result in an incapacity of 3 or more days if not treated (such as cancer, severe arthritis, kidney disease).

Qualifying Exigency - Specific activities arising out of the fact that a covered military member is on active duty, including issues related to short notice deployment, attendance at military events and related activities, arranging for or addressing childcare and school activities (but not routine childcare), making financial and legal arrangements, attending counseling, rest and recuperation with a covered service member, and attending post-deployment activities.

Next of Kin - the nearest blood relative other than the covered service member's spouse, parent, son or daughter, in a set order of priority, unless another blood relative has been designated as next of kin. This applies to Military Caregiver Leave only.

5.12.4 Designation of Leave

It is the responsibility of the employee and/or the supervisor to notify Human Resources if a

leave is believed to be FMLA related; however, if it is reasonably known that leave is related to an FMLA qualifying event, the university may designate it as FMLA and notify the employee. Once leave has been designated as FMLA by Human Resources, previous absences will be reviewed to determine FMLA designation status.

5.12.5 Duration of Leave

Employees may be granted a maximum of twelve weeks of Family and Medical Leave in any twelve-month period. The twelve-month period is a "rolling" twelve-month period measured backward from the date an employee uses any leave. An employee's FMLA balance is equal to 12 weeks minus any FMLA time taken during the immediately preceding 12 months.

Leave for a **newborn child** or for **adoption** or **foster care placement** of a child must be complete within twelve months of the birth, adoption or placement. The leave cannot be taken intermittently or on a reduced schedule unless both the department and the individual agree on the schedule of intermittent or reduced leave.

Leave for a **serious health condition** (for a seriously ill child, spouse or parent or the employee's own condition) may be taken intermittently or on a reduced schedule but only if certified by a health care provider as needed for medical reasons.

Employees are obligated to remain in contact with their supervisors regarding their status during the FMLA leave as frequently as the supervisor deems appropriate and necessary under the circumstances. Employees must keep their supervisors informed about the day they intend to return to work. For employees who are approved for intermittent FMLA leave, such contact must be made every day that the employee intends to use intermittent leave. For employees on an approved FMLA leave that extends more than 30 days, such contact must be made at a minimum of every 30 days. Failure to keep the department updated may result in disciplinary action.

If on intermittent leave, the employee must make reasonable efforts to schedule the intermittent leave so as not to disrupt the operation of the department. The University may temporarily transfer employees to an available alternative position if an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee, a family member, or a covered service member, including during a period of recovery from one's own serious health condition, a serious health condition of a spouse, parent, son or

daughter, or a serious injury or illness of a covered service member, or if the University agrees to permit intermittent or reduced schedule leave for the birth of a child or for placement of a child for adoption or foster care. In such cases, the alternative position shall have equivalent pay and benefits.

5.12.6 Pay during FMLA Leave

The University requires employees to use accrued sick leave or annual leave as outlined in the table below. Sick leave donations may be requested or donated as outlined in paragraph 5.4. When sick and annual leave are exhausted, employees may continue FMLA in a Leave without Pay status.

Reason for Leave	Sick	Annual
Employee's Own Serious Health Condition	X	X
Birth of a Child (Mother) (Sick leave allowed until released by physician)	X	X
Adoption, Foster Care Placement, or Care for newborn (Mother/Father)		X
Serious Health Condition of Spouse, Child or Parent	X	X
Workers' Compensation	Optional	Optional
Military Qualifying Exigency		X
Military Caregiver Leave	X	X

Any and all leave time approved as FMLA, whether paid or unpaid, is counted as part of the twelve-week Family and Medical Leave period. Time off for Worker's Compensation or leave

related to an on-the-job injury is counted as FMLA. Holidays, bad weather days, and administrative days are not counted as FMLA.

5.12.7 Reinstatement

Before an employee can return from a leave for their own serious health condition, the employee must present a certification from their health care provider that they are fit-for-duty and able to return to work.

An employee returning from an approved Family and Medical Leave will be restored to the same position that the employee held when the leave started, or to an equivalent position, with equivalent benefits, pay and other terms and conditions of employment. Any employee who chooses not to return to work upon release by their physician will be considered to have resigned their position effective the last day of the leave.

5.12.8 Extended Medical Leave

Any medical leave that extends beyond the duration of FMLA leave must be approved as a Leave of Absence (refer to the Leave of Absence policy). The total leave may not extend beyond 12 consecutive months, including the three months of FMLA. For example, an employee receiving 3 months of FMLA related leave may request up to 9 months of Leave of Absence. An employee who is not released to return to work by a health care provider within one year from the beginning of any medical leave, inclusive of FMLA, will be separated from the University.

5.12.9 Military Caregiver Leave

FMLA provides up to 26 weeks of leave in a single 12-month period to an employee who is the spouse, son, daughter, parent, or next of kin of a covered service member. 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 and is undergoing medical treatment, recuperation, or therapy; or is otherwise in outpatient status; or is on the temporary disability retired list.

For purposes of Military Caregiver Leave, a "single 12-month period" is defined as a rolling year beginning with the first day of the leave. An eligible employee is entitled to a combined total of 26 weeks of Military Caregiver Leave and leave for any other FMLA qualifying reason in a single 12-month period, provided that the employee may not take more than 12 weeks of leave for any other FMLA qualifying reason during this period. For example, in a single 12-month period, an employee could take 12 weeks of FMLA to care for a newborn child and 14 weeks of Military Caregiver Leave, but could not take 16 weeks of leave to care for a newborn child and 10 weeks of Military Caregiver Leave.

It is the employee's responsibility to provide complete, sufficient, and timely certification when requesting leave.

5.12.10 Employee Notice Requirements

In the event a Family and Medical Leave is required for planned medical treatment; the course of treatment should be scheduled so as not to unduly disrupt the department's operations. Employees should consult with their department prior to arranging appointments so that a schedule can be agreed upon that best suits both employee needs and the needs of the department. If the leave is foreseeable, 30 days prior written notice to the University is required. When 30 days' notice is not practical, employees must notify their supervisor as soon as practicable and must comply with the department's normal call-in procedures. Failure to provide proper notice may result in delay or denial of the leave, and may result in disciplinary action.

5.12.11 Medical Certification

When a Family and Medical leave is requested because of the employee's own serious health condition, or the serious health condition of a covered relative, appropriate medical certification as requested by the University must be provided in a timely manner. Failure to provide satisfactory medical certification will result in denial of leave until appropriate medical certification is provided.

The University reserves the right to request and obtain a second opinion of a serious health condition from a health care provider at the University's expense.

5.12.12 Medical Re-Certification during Extended Leave

Employees on extended medical leave must provide a medical re-certification to the department or the Office of Human Resources upon request.

5.12.13 Continuation of Benefits

During the covered FMLA leave, an employee's benefits will continue as long as the employee makes his/her normal contributions to such benefits. Benefits funded by the University also continue during this period. The Internal Revenue Code, section 129, does not allow participation in the Dependent Care Flexible Spending Account while on medical leave. Dependent care expenses incurred during a medical leave are not eligible for reimbursement. An employee on an approved Family Medical Leave of absence may elect to change his/her Dependent Care election for the balance of the year. This change must be made through the Office of Human Resources. If an employee's leave extends beyond FMLA and approval is received for a Leave of Absence, the employee's benefits can continue only if he/she pays the full cost of coverage in accordance with the Leave of Absence process which requires election of COBRA coverage.

5.13 RETIREMENT

All full-time employees and non-temporary, part-time employees (non-students) who work at least 20 hours per week are required to participate in **The Teachers' Retirement System of Alabama.** This retirement plan is the primary retirement plan for University employees. Information about the plan is available in the Office of Human Resources. Employees planning to retire should notify the Office of Human Resources 90 days prior to the retirement date so that appropriate documents may be prepared. Once becoming participants in the Teachers' Retirement System, employee should review their annual statements for accuracy and completeness. If errors are detected, the employee should notify the Teachers' Retirement System immediately.

5.14 TUITION ASSISTANCE

The Tuition Assistance Program affords eligible participants the opportunity to take courses at one of the campuses/sites of Troy University at a reduced cost.

General guidelines:

Eligibility: Tuition Assistance Program is available to full-time regular employees of Troy University or the dependent of such an employee meeting eligibility requirements. Retirees that were eligible on their date of retirement and their dependents are also eligible. No part-time, temporary, or adjunct personnel will be eligible for any form of tuition assistance. Employees or dependents funded by Budgeted Restricted Funds (grants, contracts, non-recurring funding) are not eligible for Tuition Assistance unless specifically authorized and budgeted from their funding source. For purposes of this policy, a dependent is anyone eligible for Troy University health insurance. Dependents of an eligible participant who dies are eligible to continue the dependent's Tuition Assistance benefit if they are a senior in high school or have taken the first course under the dependent tuition assistance plan within the 12 months prior to the eligible participant's death. Individuals transitioning from dependent status to employee status will be eligible to continue receiving tuition assistance under the employee status. Dependents who are seniors in high school and are accepted into the Troy Early Admission Program are eligible for the Tuition Assistance Program if their parents meet all the other eligibility requirements. High School students who are dual enrolled or who participate in the Troy Accelerate Program are not eligible for tuition assistance for those courses.

Eligibility Date: Tuition Assistance is effective after one calendar year of continuous full-time regular service. Interim, temporary, and part-time employment does not count toward fulfilling the one-year requirement. An employee must still be employed on the first day of class in order to be eligible for the tuition assistance waiver. Eligibility for dependent status is established on the first day of class; therefore, if an employee's dependent loses dependent status prior to the first day of class, they will not receive the tuition waiver even if previously approved.

Eligible Courses: In-class and online courses as part of a degree program can be taken under tuition assistance. Only semester or term based courses fall under Tuition Assistance; Course auditing is not covered by this policy. Special and uniquely designed degree programs that have special-priced tuition rates such as Aviation programs and special priced cohort programs are not eligible for Employee/Dependent Tuition Assistance.

Tuition assistance can only be used toward one degree at each level (one bachelor's degree, one master's degree, and one doctorate degree where available). If tuition assistance is utilized for any portion of a degree, it will not be granted for any portion of a second degree at the same level. Employees and dependents who have a higher level degree from any college or university are not eligible to pursue a lower level degree or equal level degree using Employee/Dependent Tuition Assistance, except for unique circumstances approved by the Chancellor.

Academic Standing: In order to be eligible for tuition assistance, students must be in good academic standing. Good academic standing for the purposes of Tuition Assistance means that those eligible to receive Tuition Assistance must not be on any type of University "Hold" that would prevent them from being allowed to register for courses. If allowed to register for courses, and all other eligibility requirements are met, Tuition Assistance may be awarded. If the employee or dependent is registered in the semester or term and in a degree program, they are eligible for employee/dependent tuition assistance, unless ineligible for other policy reasons.

Dropped courses/Withdraws: If a student drops or withdraws from courses that received a tuition waiver, it is the student's responsibility to immediately notify Human Resources so the waiver can be removed from the individuals account. If notification is not made until after the drop/add/withdrawal deadline date, the student is responsible for paying all tuition and fees for the courses. Failure to notify Human Resources of post drop/add date withdrawals and failure to pay the associated tuition will result in the employee or dependent being ineligible for further tuition assistance. If courses receiving waived tuition are failed, the tuition will not be waived for those courses a second time.

Professional development/education courses: Courses taken by employees outside of a degree program and for professional development/education must be job related. These course fee waivers are charged to the employees department and therefore must be approved by the supervisor and funds must be available.

Waiver Details:

- Tuition amount waived: The rate of waiver is only up to the established, in-class,

in-state tuition rate; all other costs and fees are the responsibility of the student and must be paid by established and published University deadlines. Failure of students to pay their fees and their portion of tuition will result in payment plan and late fees. The surcharge for distance learning (the amount charged over and above regular tuition) must be paid by the employee/dependent. Dependents of employees hired before September 30, 2015 receive a 75% waiver of eligible amounts for courses approved by their academic advisor. Dependents of employees hired on October 1, 2015 or later receive a 50% waiver of eligible amounts for courses approved by their academic advisor. After spring semester/T-4 Term 2020, all dependents of employees receive a 50% waiver of eligible amounts for courses approved by their academic advisor. Employees receive 100% waiver of eligible amounts for up to nine semester hours per academic year (usually one course each fall, spring, and summer semesters; supervisors can approve 2 courses in one semester or term if only one course is during business hours and the maximum number of hours are not exceeded for the academic year). For courses with an associated lab, the four credit hour course will be covered and calculated as a three hour course.

- Cap of Hours: Tuition waivers will be capped at 120 hours for undergraduate programs and 36 hours for graduate programs.
- Use of Waiver when other aid is received: If full, or partial, tuition is provided by any institutional/university source, then that source must be applied to tuition first, with tuition assistance being applied to the remaining balance. For example: If a full tuition payment is made by a Troy scholarship, tuition assistance would not apply. If you receive tuition assistance or reimbursements from other sources, such as federal loans, grants, G. I. Bills, or PACT payments - those sources will be applied to tuition after the tuition assistance is applied. Should the eligible participant's full tuition cease to be covered by another source for any reason while the participant is still eligible for Tuition Assistance, Tuition Assistance may be utilized at such time.

NOTE: Employees must receive supervisor's approval to take courses during the business day and in such cases, extended work days should be arranged to ensure hours spent commuting and

in class are worked at an alternate time.

Tax implications: Under current tax laws (subject to change), employee and retiree undergraduate and up to $5,250 worth of graduate tuition assistance and dependent undergraduate tuition assistance are not considered taxable. Dependent graduate tuition assistance is considered taxable income for the employee or retiree and will be reported on the employee's IRS Form W-2 or on IRS Form 1099 for retirees. Payroll withholding taxes will be deducted from the employee's pay on the next pay period following the Semester/Term Census date (day after the final day to drop/add/withdraw without financial penalty).

Application process: Applications for Tuition Assistance must route through the immediate supervisor. The form can be obtained online under the Human Resources section of the University website and must be returned to the Office of Human Resources after registration each academic term but prior to the 1st day of class. Eligibility requirements must be met for each term and must be established prior to the first day of class. Forms received after the first day of class will not be processed for tuition assistance unless approved by the applicable senior vice chancellor or athletics director due to circumstances beyond the employee's control.

5.15 FUNERAL LEAVE

Employees will be allowed three (3) days of funeral leave for the death of an immediate family member. This leave will not affect sick/annual leave balances. Any leave past the initial 3 days must be requested and approved through the employee's supervisor. For the purpose of this policy, immediate family includes, spouse, child, parent, sibling, grandparent, grandchild, corresponding in-laws and "step" relations. Funeral leave is allowed more than once a year.

6.0 POLICIES AND GENERAL INFORMATION

6.1 COURTESY

Troy University is student-centered. Students are the business of the University. Therefore, personal attention and quality service are important ingredients in every transaction on the campus--whether in the classroom or in offices. These qualities demonstrate a caring environment through courtesy to students, visitors, co-workers, and colleagues.

6.2 PROMOTIONS/VACANCIES

Supervisors are encouraged to fill vacancies or new positions from within the University. When a vacancy is advertised, applications will be accepted from both current employees and prospective employees and will be advertised on campus and off campus. Employees and all other applicants proceed through the same application procedures. A classified employee is encouraged to only apply for or be selected for a position that is in a higher salary range than the employee's current range. Voluntary demotions are discouraged; however, if the classified employee agrees and it is approved by the appropriate senior vice chancellor to fill a vacant position at a lower pay level, the employee may retain current salary and be eligible for a 3% increase after 3 months depending on job performance in the new position. Classified employees will receive a 3% pay increase upon successful completion of the appraisal period provided the employee is recommended for this increase by the immediate supervisor's six month initial appraisal evaluation. If a decision is made by a senior vice chancellor that a lateral move will be made to fill a vacancy in the same pay range, there will be no pay increase initially; however, the employee is eligible for a 3% increase after 3 months depending on job performance in the new position and a recommendation by the supervisor. Supervisors considering an internal candidate as a finalist should contact the candidate's current supervisor prior to any interview for final selection.

6.3 DEPARTMENTAL POLICIES

Departments may establish additional rules and procedures for their areas with the approval of the appropriate administrator. These rules and procedures must be consistent with this handbook.

6.4 POLITICAL ACTIVITY POLICY

The Board of Trustees (hereinafter referred to as the Board) hereby reaffirms its historic position that the institution shall neither endorse nor support any candidate for nomination or election to any public office of the State of Alabama or any other political entity. However, employees of the University do not surrender their civil and political rights and responsibilities by virtue of their employment. Indeed, the Board encourages the officials and employees of the University to fulfill their civic responsibilities as private citizens. But the Board shall continue to require that,

consistent with state law, no University employee shall use University resources, time, or property for or on behalf of any political candidate, campaign, or organization, or for any contribution or solicitation of any contribution to a political campaign or organization. (Nothing in this rule is intended to discourage the impartial use of University facilities as a public forum.) The Board recognizes that it is often difficult for the public to distinguish between the public and private activities of University employees, particularly when these employees occupy senior administrative positions within the institution. For this reason and because the University is a public institution, the Board wishes to guard against actions that are illegal and improper as well as those that may create the appearance of impropriety. It is incumbent upon employees of the University to make clear in any political activity whatsoever that they are acting in a private and individual capacity and that their activities have neither University sponsorship nor support. It is also incumbent upon employees of the University to avoid any private actions of a collective nature that may lend or appear to lend the support of the University to political activity. Because of their prominent identification with the institution, the major administrative officers of the University have a particularly heavy obligation to insure that their activities are not misinterpreted or misunderstood. No University System employee may seek or hold public office without first giving written notification to the Chancellor. If elected to a state public office in Alabama, the employee must resign or retire (if eligible) from Troy University in accordance with the laws of the State of Alabama.

If an employee wishes to engage in a political activity and is unsure of the appropriateness of the activity with respect to Board Policy, the employee shall request an interpretation on the matter from the Chancellor's office.

6.5 SUPPLEMENTAL EMPLOYMENT

Supplemental employment is any employment other than the employee's regular University position; it includes other work within the University. Supplemental employment is permitted, provided it does not interfere with the efficient performance of the University assignment. Supplemental employment must be discontinued if it has an adverse effect on an employee's work performance or is of the type that would reasonably give rise to criticism or suspicion of a conflict of interest. An employee may not use any University resources or property in connection

with employment outside the University, or for the purposes of monetary gain for the employee. The immediate supervisor must be informed whenever an employee accepts supplemental employment, and the supervisor will determine whether or not the supplemental employment conflicts with employment at the University.

6.6 PERSONNEL RECORDS

Official personnel records are maintained in the Office of Human Resources at Troy University, Troy. An employee's personnel record contains all information pertinent to employment; it is the property of the University. The information in the personnel record is personal and confidential. An employee may personally review the personnel file at any reasonable time by making an appointment to do so. Supervisors may review an employee's personnel file for official reasons.

6.7 UPDATING PERSONNEL RECORDS

Employees are responsible for informing the Human Resources Office of any changes in personal status such as name, address, marital status, payroll deductions, insurance, etc. by completing the appropriate forms. The University is not responsible for any loss of benefits caused by an employee's failure to report such changes.

6.8 NEPOTISM

Troy University's employment decisions are based on qualifications for the position, ability and performance. The purpose of this policy is to ensure that University practices do not create a conflict of interest or favoritism.

Troy University permits the employment of qualified relatives who are considered immediate family members as defined below, as long as employment does not place a relative in the same chain of command. Specifically, no individual will be hired as a regular, temporary, or student employee either part-time or full-time, for a position over which a member of the employee's immediate family exercises supervisory or managerial authority or is within the chain of command where influence over work responsibilities, disciplinary actions, hiring, promoting, evaluating, compensating, or terminating of an employee is present. For the purpose of this policy, immediate family includes, spouse, child, parent, sibling, grandparent, grandchild, aunt,

uncle, first cousin, corresponding in-laws, "step" relations, "foster" relations or any member of the employee's household. A position is considered outside the influence of the chain of command (a supervisor) if the position is at least 3 times removed.

Policy compliance is the responsibility of the hiring supervisors. Directors will monitor changes in employment reporting relationships after initial hire to ensure compliance with this policy. If any employees enter into a family relationship as listed in this policy, one of the employees must seek transfer or a change in reporting relationship. In the case of employment relationships which would otherwise violate this policy but were in place prior to this policy's implementation, there shall be no required change provided that the University takes appropriate action to insure that employees neither initiate nor participate in decisions involving direct benefit to the relative.

No exception to this policy will be made without the written approval of the Chancellor.

6.9 SOLICITATIONS

Solicitation by employees, or actions resulting in personal financial gain for the employee in the workplace, violates University policy. Individuals not employed by the University may not solicit funds; sell tickets, chances, or merchandise; or distribute or place literature on the University premises without proper approval.

6.10 GIFTS

Unless used for University purposes, an employee should not accept an employment-related gift from any individual or organization of significant economic value as defined by the Alabama State Ethics Law.

6.11 DRUG-FREE WORKPLACE POLICY

Troy University complies with the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). For the purposes of this policy, the term *Workplace* means any office, building, classroom, laboratory, or property (including parking lots) owned or operated by the University, or any other site at which an employee is to perform work for the University. An *employee* of the University

is any faculty, staff, or student receiving remuneration for services rendered. *Student* means any person registered at the University for any type of academic credit, regardless of the length of the student's program of study. *Possession* means to be contained either on a student's or employee's person, or in a student's or employee's person, or in a student's or employee's motor vehicle, tools, briefcases, book bags, or areas entrusted to the control of the student or employee. *Impaired* means under the influence of an illicit drug or alcohol such that the student or employee is unable to perform his or her assigned tasks properly. The unlawful possession, use, consumption, manufacture, distribution, or dispensation of alcohol or other controlled substances in the workplace of any employee or student, or as any part of any functions or activities of Troy University, is prohibited. Any student or employee of Troy University against who a determination has been made for violating the University's policy regarding alcohol or drugs, shall be subject to sanctions imposed by the University. Such sanctions shall be determined on a case-by-case basis and shall be commensurate with the severity of the violation. Such sanctions may, however, include termination in the case of an employee and suspension in the case of a student. Additionally, violators will be referred to the appropriate law enforcement officials for prosecution. Troy University will maintain a drug-free awareness program to inform students and employees of the dangers of alcohol and drug abuse and will also maintain a current roster of local and area drug and alcohol treatment and rehabilitation programs. Each employee and student at Troy University will annually receive a written copy of this policy. Troy University will make a good faith effort to ensure that the criteria in this policy are met and to review the policy on an annual basis.

6.12 SMOKING/TOBACCO USE POLICY

It is the policy of Troy University to prohibit the use of tobacco products, as well as vapor-type smoking devices in all buildings, and on campus grounds and parking lots. The use of tobacco products and/or vapor-type smoking devices is also prohibited in all on campus residential units. Failure to comply with this policy will constitute a violation of University policy and may be dealt with accordingly through established formal disciplinary procedures.

6.13 FRINGE BENEFIT PROPOSALS

Any unsolicited proposal from an outside vendor concerning a fringe benefit will be considered

as follows:

1. A written proposal will be presented to the Office of Human Resources. The senior leader in Human Resources will review the proposal and determine if the proposal has sufficient merit to be forwarded to the Personnel Advisory Committee.

2. If the senior leader in Human Resources determines that the proposal has merit, a special sub-committee of the Personnel Advisory Committee consisting of the Chair and three other committee members will determine whether or not the proposal should be presented to the full committee. If presented to the full committee, the Chair will determine whether the proposal should be presented at a specially called meeting or at the next regularly scheduled meeting. The Chair will also decide whether the presentation to the committee should be written or oral.

3. If a formal written or oral presentation is made to the full committee, a recommendation will be made to the Chancellor.

4. The Chair is authorized to make direct contact with the proposer during this entire process.

6.14 TELEPHONE

Employees will be given instructions for operating the telephone system. A University personnel directory is provided. Telephones should be answered promptly, stating the work area and employee name (e.g., "Good morning, Troy University, Financial Affairs Office, Jane Jones speaking"). It is important to speak distinctly, clearly, and in a friendly, professional manner. University telephones are for official use.

6.15 PERSONAL APPEARANCE

The University expects all employees to dress appropriately and to select work clothing which ensures a safe working environment and is conducive to the professional atmosphere of a university setting.

6.16 PERFORMANCE EVALUATION

Supervisors must evaluate their employees at the end of appraisal periods and annually thereafter. The annual appraisal period is from August 1 through July 31 each year.

6.17 PERSONAL VISITORS, CALLS, EMAIL, AND MAIL

Personal telephone calls, emails, and visitors during work hours should be limited. Employees should discourage individuals from sending them personal mail in care of the University. If a personal visit must be made, it should be limited to 10 minutes; personal telephone calls should be limited to 5 minutes. Employees will be given instructions for operating the telephone system. A University personnel directory is provided. Telephones should be answered promptly, stating the work area and employee name (e.g., "Good morning, Troy University, Finance and Business Affairs Office, Jane Jones speaking"). It is important to speak distinctly, clearly, and in a friendly, professional manner. University telephones are for official use.

6.18 HARASSMENT AND DISCRIMINATION

Harassment or discrimination by anyone, whether in the classroom, the office, at a University sponsored function, or within any university environment, will not be tolerated. Individuals found to participate in harassment or discrimination will be subject to disciplinary procedures up to and including termination. (See Appendix A for complete policy.)

6.19 SAFETY/EMERGENCY PROCEDURES

Safety of students, the public, and personnel is of major importance. All safety hazards should be reported to the appropriate campus authority as soon as a hazard is noticed. Employees should become familiar with their campus Safety and Security Plan.

6.20 INFECTIOUS DISEASE

6.20.1 Introduction

This policy establishes general principles regarding persons with infectious diseases within the University. Persons with an infectious disease may be considered by law to have disabling conditions. The legal rights of disabled individuals must be guaranteed.

6.20.2 Policy

A. University policy prohibits discrimination against persons with or perceived to have an infectious disease. Complaints may be addressed to the campus affirmative action officer.

B. No current or prospective employee of the University shall be required to receive an HIV antibody test or other diagnostic test associated with HIV disease as a condition of employment.

C. Employees of the University who may contract an infectious disease will not be excluded from enrollment or employment or restricted in their access to University services or facilities by reason of their infection unless individual medical judgments establish that exclusion or restriction is necessary to the welfare of the individual or of other members of the University community. Individual cases may be subject to review by a physician designated by the University.

D. Information regarding an individual's diagnosis of an infectious disease will be maintained as confidential personal medical information, which will not be released to any party without the specific written consent of the individual, except where required by law. The confidentiality of information is superseded only by the necessity to protect others who may be or could be placed in life-threatening circumstances by actions of the infected person.

E. Members of the University community with an infectious disease have a responsibility to be aware of information and the most recent recommendations from the Centers for Disease Control, to prevent transmission of the diseases to others. Basic information about HIV/AIDS and other blood-borne diseases is available at the Troy University Student Health Center. Persons who know or suspect they are infected with an infectious disease are expected to obtain and follow appropriate medical advice and are further expected to conduct themselves responsibly for the protection of others. Failure to do so may lead to disciplinary action.

F. Detailed standards and procedures consistent with this policy shall be implemented by individual departments where risks of contact with body fluids are significant. Each departmental procedure shall be subject to review by a designee of the Chancellor. Those who work or study in such departments shall be subject to these procedures.

G. This policy shall be reviewed as needed by the Infectious Disease Task Force. It shall be published in University documents as appropriate.

6.21 BLOOD BORNE PATHOGEN EDUCATION AND PREVENTION POLICY

This policy establishes that the University is aware of risk factors associated with certain academic majors and other activities, and has adopted measures to deal responsibly with both employees and students. The policy recognizes that departments face varying degrees of risk for exposure to employees and students, and provides for separate departmental procedures to be developed in areas of high risk. Specific provisions are identified for prevention measures and post-exposure follow-up for employees, at University (departmental) expense. Likewise, specific provisions are given for students to bear the cost of prevention measures and other expenses.

6.21.1 Policy

Troy University adopts this policy to limit any occupational exposure to blood borne infections by providing training sessions for employees and for students, an Exposure Control Plan, vaccination for Hepatitis B, post-exposure evaluation and follow-up, medical records, and policy implementation. This policy has been prepared in accordance with the Occupational Safety and Health Administration (OSHA) Blood Borne Pathogens regulation, 29 CFR 1910.1030.

6.21.2 Scope

This policy and related procedures will cover all employees who could be "reasonably anticipated," as a result of their job duties, being exposed to blood borne infections. All such employees must be familiar with the "Universal Precautions." In addition, this policy and related procedures will apply to any student who could be "reasonably anticipated," as a result of academic requirements, to be exposed to blood borne infections.

6.21.3 Employee and Student Information and Training

The University will make available the policy and institutional guidelines for blood borne infections to both employees and students. Training and education of employees at risk of exposure shall take place within the first ten work days of employment. Training and education of students in departments of courses where exposure risks can be anticipated shall take place

during new student orientation or within the first week of each semester. Training records shall be maintained for at least three years in each departmental office, according to procedures adopted in each department. Students who may be potentially at risk of exposure to blood borne pathogens during clinical laboratory experiences include Nursing, Athletic Training, and Medical Technology. For students and employees with no specific risk of exposure, information will be provided through routine publications about potential risk, existing policy, and incident reporting procedures.

6.21.4 Blood/Body Fluid Spill Incident Reporting Procedures

If an accident or illness occurs where blood or body fluids are spilled, immediately contact the University Police or the Security Officer for your campus. **DO NOT TRY TO CLEAN UP A SPILL WITHOUT PROPER TRAINING AND SAFEGUARDS.**

1. Identify spill.
2. Immediately remove contaminated clothing and wash hands with soap and water.
3. Phone University Police or Campus Security, and give details of the incident, identifying the situation as one with blood or body fluids.
4. The Security personnel will contact an ambulance or other emergency service as needed.
5. The Security personnel will contact Physical Plant Housekeeping to clean up spill in a proper manner.
6. Security personnel will write an incident report and will notify the Campus Safety Officer if exposure to blood or body fluids has occurred.

6.21.5 Exposure Control Plan

A model exposure control plan has been developed by the University and shall be individualized at the departmental level. Detailed policies and procedures consistent with this University policy shall be defined and implemented by individual departments where there is significant risk of exposure to blood or body fluids. Each department's policies and procedures shall be approved by the Dean of the College. Those who work or study in the departments covered shall be subject to these specific departmental policies and procedures. The exposure control plan shall include key definitions, hazard recognition, and exposure control procedures. Such procedures shall

include but not be limited to: engineering controls, required general work practices, personal protection equipment, housekeeping, waste disposal, laundry, communication of hazards to workers, medical surveillance, record keeping, student education, and exposure control action plan. The University will provide facilities and equipment through affected departments and ensure that employees use them following exposure to blood or body fluids. Universal Precautions shall be used to minimize needle sticks, to minimize splashing and spraying of blood, to ensure appropriate disposal of specimens, to regulate wastes, and to decontaminate equipment.

6.21.6 Hepatitis B Vaccination

The University, through the supervision of licensed physicians or other licensed health care professionals through the Student Health and Wellness Center, will make Hepatitis B vaccination available to all employees who are at risk for occupational exposure to blood. This vaccination will be at no charge to the employee. Students who have exposure risk to human blood in a clinical lab setting or other students who are concerned with exposure potential may receive vaccinations at the expense of the student through the Student Health and Wellness Center.

6.21.7 Post-Exposure Evaluation and Follow-Up

Following an exposure incident, follow-up will include a confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling, and evaluation. The University will, upon request, provide laboratory tests at no cost to all employees who have had a documented on-the-job exposure incident. The laboratory tests for the employee will be scheduled through a designated laboratory.

6.21.8 Record Keeping for Exposure Incidents

The Office of Human Resources will keep records of each employee's occupational exposure under OSHA guidelines, which currently require that such records be maintained for the duration of employment plus 30 years. Medical records must be made available to the employee, anyone with written consent of the employee, or OSHA.

6.21.9 Disposal of Contaminated Materials

The Campus Security Officer or the Student Health and Wellness Center must be contacted regarding disposal of all contaminated materials, such as towels and other fabric products, gauze, sterile pads, swabs, etc. The College of Health and Human Services has separate disposal plans for medical wastes and sharps which have been contaminated.

6.21.10 Policy Review and Publication

This policy and related procedures shall be reviewed and updated in keeping with developments in medical practice and federal/state regulations. The policy shall be published in the *University Safety and Security Procedures Manual* and departmental documents as appropriate.

6.22 COMMUNICABLE DISEASE ALERT

Inasmuch as Troy University is a global institution in scope, the University is occasionally affected by the outbreak of serious communicable diseases which restrict access and necessitate precautions in certain areas, viz., the Severe Acute Respiratory Syndrome (SARS) and the Ebola Disease. In each such instance, it is the policy of the University to adhere to guidelines issued by such agencies as the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO) to ensure the safety of its employees. As these guidelines become available, they will be communicated to all faculty and staff.

6.23 POLICY STATEMENT ON SIGNIFICANT COMMUNICABLE DISEASES AND UNIVERSITY TRAVEL

The purpose of this statement is to advise the University community on measures to be implemented to safeguard the health and welfare of students, staff, faculty, and the community from the spread of significant communicable diseases.

DEFINITION: A significant communicable disease is one which has been identified by a recognized authority (e.g., World Health Organization, Centers for Disease Control, U.S. Department of Health and Human Services) as one which may have life-threatening potential or result in serious illness or infirmity and may be contracted merely by travel within a certain region. Recent examples include Severe Acute Respiratory Syndrome (SARS), Asian Influenza,

Yellow Fever, Dengue Fever, and the Ebola Disease.

• All students, faculty, and staff are strongly discouraged from travel to countries, provinces, or locations under travel advisories. However, all students, faculty, and staff planning to travel to and return from a geographic area under health advisory are strongly encouraged to seek advice from appropriate University offices (the International Programs Office, Global Campus, the Office of Student Health Services, or the campus Student Services Office) to protect themselves, insofar as possible, from exposure through personal hygiene and self-protection.

• Those who travel to regions under health advisories will be advised that re-enrollment or return to work may require passing a screening procedure administered through a public health department, a licensed physician or clinic, or the Office of Student Health Services. The cost of any such screening procedure shall be borne by the student or staff member unless the travel was a requirement of the University. Individuals showing symptoms will require immediate isolation and proper treatment until symptoms are no longer present.

• Departments which require or initiate travel for faculty, staff, or students will be required to monitor health advisories issued by CDC or WHO, and to review travel authorization to destinations for which an advisory is issued.

• New students, staff, and faculty arriving from countries under health advisories will be subject to the screening procedure set forth above.

• If, for any reason, faculty or staff must travel to areas under health advisories, they must adhere strictly to all precautions and guidelines set forth by the Centers for Disease Control (CDC).

For additional information, refer to http://wwwnc.cdc.gov/travel.

6.24 PURCHASING POLICIES

University employees may not enter into purchase contracts or otherwise obligate the University for expenditures unless authorized. Any unauthorized expenditure will be classified as a non-reimbursable personal expense.

6.25 TRAVEL AND REIMBURSEMENT REGULATIONS

It is the policy of the University that reasonable expenses for official travel shall be reimbursed in accordance with the University policy. Travel regulations are available on the University website at http://trojan.troy.edu/employees/controllers-office/#policies.

6.26 PARKING REGULATIONS

Parking areas are provided for employees. In order to park on campus, the automobiles must be registered with the campus. At the time the motor vehicle is registered, the employee will receive an identification decal with instructions for proper mounting. Decals are not transferable from one person to another. Decals should be removed whenever a motor vehicle is sold or traded. Some campus sites may require alternative parking arrangements. See the appropriate campus administrator for additional details.

6.27 IDENTIFICATION CARDS

Identification cards are made available to employees at no charge. These cards are to serve as proof of eligibility for use of certain University facilities and for other identification purposes. Employees leaving the service of the University are required to return identification cards.

6.28 USE OF EQUIPMENT AND FACILITIES

The equipment and facilities of the University are for educational purposes. The first priority for the use of this equipment and facilities must be the education of students. Other use may be authorized with appropriate approval and fees.

6.29 WEAPONS ON CAMPUS

A Troy University employee may not possess firearms on campus or while otherwise engaged in duties associated with their employment, except for a firearm properly maintained in a personal vehicle in a manner consistent with Alabama laws. University students may not possess firearms at any time on campus except as expressly authorized by the Executive Director of Public Safety

and Security. The Department of Public Safety and Security provides for temporary storage of firearms at its office when lawfully possessed by students. Troy University prohibits on all University properties possession, use, and transportation of any dangerous or potentially dangerous weapons described below:

1. Fixed blade knives concealed on the person or in a vehicle (e.g., Bowie Knife, knife, or instrument of like kind or description).
2. Shotgun or rifle or other shoulder gun.
3. Pistol or revolver.
4. Air gun (e.g., air or gas powered rifle or pistol).
5. Bow and arrow (e.g., archery equipment).
6. Slingshots (including throwing weapons).
7. Swords.
8. Crossbows.
9. Brass Knuckles.
10. Fireworks or explosive devices.
11. Electronic stunning devices.

This policy shall apply to all faculty, staff, and students of Troy University; and to all visitors to any University properties.

This policy does not apply to duly authorized law enforcement officials in the lawful discharge of their duties. Temporary exclusions may be granted by permit only by the Dean of Students or his designated representative for job-related, educational, or demonstration purposes. Department Chairs and respective faculty members may be granted a blanket authorization by the Dean of Students or his authorized representative for organized activities. These organizations must guarantee qualified instruction, safety, and security for such activities. All applicable federal, state, as well as local laws and ordinances will be strictly enforced.

6.30 INCIDENT REPORTING

Any accident or unusual occurrence on campus must be reported to the Campus Police, or other appropriate campus safety office, as soon as possible. All injuries (employees, students, and visitors), no matter how slight, must be reported to the Human Resources Office. A reporting form may be obtained on-line at http://trojan.troy.edu/employees/humanresources/forms/InjuryReport.pdf.

6.31 COMPUTER FACILITIES

The University's data processing facilities and services are available for students and employees. Computer use must be related to the University's instructional mission or administrative needs, not to support personal or outside commercial activities.

6.32 TECHNOLOGY USE POLICY

Use of the University's various technologies (computers, telephones, etc.) are a privilege available to those who abide by this Technology Use Policy. All users are obligated to use technology resources in a responsible, legal and ethical manner. The University respects each individual's right to privacy in electronic formats and expects all users to respect the privacy of others. Users must abide by all applicable copyright laws and licensure agreements. The University shall take disciplinary and/or legal action, as appropriate, against individuals who violate this policy. Violators will be temporarily or permanently suspended from technology facilities and will be prosecuted for statutory violations. Examples of violations include (but are not limited to):

- Unauthorized use of accounts (telephone or computer)
- Interference with another's electronic mail
- Impersonation of other individuals through electronic means
- Unauthorized access (or attempt to access) alter, browse, view, share or distribute restricted or private databases and electronic information
- Attempts to capture or crack passwords
- Attempts to break encryption protocols
- Altering or destroying passwords
- Interrupting data or programs of the University or others
- Experiments to demonstrate computer vulnerabilities

- Attempts at or theft or destruction of any property or materials owned by the University or another individual
- Use of invasive or infected software, e.g. worms, crackers, viruses, etc.
- Depriving others of the legitimate and authorized use of equipment, manuals, and supplies owned by the University
- The abuse, misuse, or altering for other purposes of any equipment or materials
- The use of excessive quantities of supplies and materials (e.g., paper, ribbons, etc.)
- The use of computer systems and network resources for personal monetary gain
- Sending or receiving obscene, pornographic, harassing, nuisance, abusive, or threatening material
- The use of University facilities for commercial or private political purposes

Troy University expressly and explicitly disclaims any liability and/or responsibility for any violation of this policy.

6.33 WIRELESS COMMUNICATION DEVICE USAGE POLICY

The University provides wireless communication services for designated personnel in support of mission-related activities. Wireless communications usage should be based upon cost-effective practices that support the University's mission and comply with government rules and regulations.

6.33.1 Wireless Communication Device Usage

Handheld wireless devices (including cell phones) are an effective resource for the University because they enable communication in areas or situations where use of conventionally wired telephones is not available or is impractical. In general, wireless communication devices may be assigned to employees for whom the nature of their work requires wide mobility and simultaneous access to public and private voice and data networks.

Departments are responsible for establishing departmental acquisition, monitoring, and payment policies and procedures pertaining to wireless communication service to include the criteria contained within the university-wide policy.

A. Approval Procedures for Wireless Communication Devices

The issuance of wireless communication devices to employees for University business must be approved by the appropriate senior vice chancellor. The senior vice chancellor must ensure that there is a clearly established business need that cannot be met through other means of communication and that sufficient funds are available in the department budget to cover the cost of wireless devices and service. There are multiple levels of devices available, and senior vice chancellors are to decide as to the level of devices that are to be assigned to individuals.

B. Acquisition and Maintenance of Service

Wireless service and equipment must be obtained directly from authorized University wireless service suppliers, utilizing the contracts in place. Requests to secure service contracts from vendors other than those having contracts with the University must be submitted to the Information Technology Office and approved by the Senior Vice Chancellor for Finance & Business Affairs.

Departments have the responsibility to maintain all wireless service activation and individual plan descriptions in a central location available for an audit review.

All costs associated with wireless communication devices are the responsibility of the department ordering the service. These costs include, but are not limited to: equipment acquisition, service initiation, monthly fees, per-minute cost of calls in excess of the calling plan allocation, accessories, maintenance and repair of equipment, insurance costs, and replacement of lost or stolen equipment.

Departments ordering the wireless service are responsible for coordinating the repair or replacement of the equipment, reviewing individual employee's wireless bills on a monthly basis, making adjustments to the employee's wireless plan based on usage to obtain optimal cost savings, payment of invoices on a timely basis to avoid late payment charges. Employees that use the wireless service for personal reasons must pay the designated monthly fee for this service.

C. Oversight

Use of wireless communications devices is subject to all rules and regulations regarding utilization of University-provided facilities.

The Information Technology Department Telecommunications Office may review individual and/or department usage and suggest plans to assure that the most appropriate rate plan is in use and to screen for possible abuse. The information will then be forwarded to the department head for administrative review and response.

D. Usage

Use of a University-owned wireless communications device and airtime service is intended for official University business. However, the University recognizes that personal calls are sometimes necessary. Since personal calls are made and received on the departmental wireless device, the employee must pay a monthly "personal wireless service fee" of $10/month through payroll deduction.

E. Security and Conduct

The end user should exercise discretion as to who has access to his/her cell phone number as there could be a charge associated with the telephone use regardless of whether the communication is incoming or outgoing.

University employees have an obligation to use their wireless communications services in a responsible, informed, and safe manner -- conforming to network etiquette, customs, courtesies, safety practices and any applicable laws or regulations.

Employees using wireless communications devices are responsible for securing them at all times.

All losses shall be reported immediately to the designated departmental representative. Employees may be held liable for lost, stolen or damaged University leased or owned wireless communications equipment.

Wireless communications are not secure, and employees should use discretion in relaying confidential information on wireless communication devices.

6.34 ALTERNATE WORKSITE/TELECOMMUTING POLICY AND GUIDELINES

Alternate worksite (telecommuting) agreements should be made on a temporary basis with a written agreement indicating the time frame and necessity for the arrangement. Because employees are needed for on campus support, impromptu meetings, and/or appointments; there is cost of travel and equipment; potential security and safety risks; and because of potential perceived inequities, there is a need to limit these agreements. The maximum time for an alternate worksite agreement is 12 months with a mandatory review of University needs and employee effectiveness at 6 months. This review is to be conducted by the employee's supervisor and documented in the employees file. Alternate worksite/telecommuting agreements are not intended to apply to adjunct online instructors. Alternate worksite/telecommuting arrangements for a period of less than three (3) months require approval at the Sr. Vice Chancellor or Athletic Director level with information provided to the Chancellor and all alternate worksite/telecommuting agreements beyond three (3) months require approval by the Chancellor.

Telecommuting can be requested for the following reasons:

- To meet critical business needs of University due to staffing/funding/office space issues
- Employee has a temporary health issue that would prohibit them from being present in a work environment but would not prohibit them from being productive from an alternate worksite.

    - If this request is made based on an Americans with Disability Act (ADA) claim or FMLA need, procedures to request accommodations must be obtained from Human Resources to determine if the alternate worksite arrangement is a reasonable accommodation on a temporary basis.

Employees eligible for telecommuting must satisfy the following criteria:

- Classified as exempt from overtime provisions as outlined in the FLSA

- Have no recent (last 12 months) or pending disciplinary actions
- Have portable job duties (determined by review of job duties with Human Resources)
- Have suitable worksite at alternate location free of hazard and distraction
- Non-probationary status

NOTE: Telecommuting is not an alternative for child care as it is difficult to work effectively while trying to care for children.

Employees currently in an alternate worksite arrangement as part of their employment agreement, will continue with the stipulation of an annual evaluation to ensure University needs are being met and to inform their respective Senior Vice Chancellors. The Chancellor may approve or discontinue Alternate Worksite Agreements at any time.

How to Develop an Alternate Worksite Agreement

- Discuss job duties with Human Resources to determine their portability
- Describe in detail the department's and/or employee's need for alternate worksite arrangements to include how the arrangement is beneficial to the University
- Indicate the agreed upon time frame
- Indicate where employee will work to include location and office space set-up
- Indicate how the workplace will be maintained as a safe and usable environment free of physical risk and distraction
- Indicate scheduled hours and days when work will be performed
- Outline how solutions to problems will be accomplished such as
    - Communicating with supervisor, coworkers, students, and others
    - Distribution of materials both received and submitted
    - Response to unexpected events and/or urgencies within the department requiring employees input or presence
- Document a deliberate plan for monitoring the effectiveness of the arrangement on a quarterly basis

- Receive signature approval from Department Head, Sr. Vice Chancellor and Chancellor prior to commencement of arrangement
- Have supervisor and employee sign the agreement
- Forward agreement to Human Resources for inclusion in the employee's personnel record

6.35 KEYS

Keys are available as required through the supervisor, or appropriate campus office, and must be returned upon termination prior to the receipt of final compensation. Final pay may be withheld if keys are not returned. In case an employee needs a different key, it will be issued as soon as the old key is surrendered. Keys may not be duplicated or loaned.

6.36 SAFETY

The Campus Safety and Security Plan is available on each campus in either the Office of Student Services or the Office of University Police. It is also available on the Troy University website at http://www.troy.edu/universitypolice/.

6.37 EDUCATIONAL RESOURCES CENTER

University employees and their dependents may use the Library under the latest published rules and regulations and are invited to avail themselves of its resources and services.

6.38 THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Troy University shall not permit access to or the release of education records or personally identifiable information contained therein, other than directory information, without the written consent of the student, to any party other than those defined in the Student Records Policy located in the Undergraduate and Graduate Bulletins. Students shall have access to such information in accordance with the procedures outlined in the Student Records Policy.

7.0 DISCIPLINARY PROCEDURES

Employees are expected to meet University standards of performance, ethics, and professionalism. The University follows a progressive discipline philosophy which is designed

to, whenever possible, give employees who fail to meet standards an opportunity to improve. As part of progressive discipline, areas of concern are clearly explained to employees, clear action steps for improvement are outlined, and a follow-up is scheduled to review progress. Progressive discipline is a constructive way to improve employee performance; however, with each occurrence requiring discipline, the severity of the sanction increases to include suspension and/or termination. The level at which disciplinary action begins is determined by the immediate supervisor, in coordination with Human Resources, based upon the facts related to the conduct in question. The following outlines various steps in the progressive discipline plan.

For disciplinary actions under Levels I write a "memo to the file" and under Levels II, III, and IV use the on-line form at http://trojan.troy.edu/employees/humanresources/forms/DisciplinaryNotice.pdf. This documentation is to be completed by the supervisor and signed by both the supervisor and the employee. If the employee refuses to sign, that should be indicated on the memo and witnessed by another party. After the form is signed, forward a copy to Human Resources for inclusion in the employee's personnel file.

- **LEVEL I FORMAL DISCUSSION**

  A formal discussion is used to coach an employee when there is a problem in an employee's job performance or instances of minor misconduct or offenses in the work place. It is the supervisor's responsibility to assure that the employee understands exactly what the performance, conduct, and/or workplace problem is. Further, the supervisor must outline job expectations and what changes are necessary to meet the performance standard. It is important that the employee has an opportunity to participate in a solution to the problem, that the employee is offered guidance or training to help resolve the situation, and that the employee realizes the significance and seriousness of the situation and need for change.

- **LEVEL II VERBAL WARNING**

  The verbal warning level of the disciplinary procedure is generally utilized for misconduct that occurs after the formal discussion. A verbal warning may be issued without a formal discussion should the misconduct warrant such action. A summary of the oral warning should be documented on the disciplinary form and

signed.

- **LEVEL III WRITTEN WARNING**

  The written warning is generally issued for misconduct that occurs after a verbal warning. A written warning may be given instead of a verbal warning should the misconduct warrant such action. Should a written warning be issued in progression to a previous warning, the prior warning should be referenced.

- **LEVEL IV SUSPENSION**

  A suspension (with or without pay) may be imposed should misconduct continue after a written warning has been issued. A suspension may be the first level in the disciplinary procedure should the misconduct warrant such action. A disciplinary suspension is without pay and is imposed to emphasize to the employee the seriousness of the situation and the fact that improvement is required or termination of employment will be coordinated. The employee should be notified of a suspension in writing, using the disciplinary form found on the Human Resources website, with terms of the suspension clearly stated. No annual or sick leave will be earned during any suspension.

  NOTE: An employee under investigation (such as in a harassment charge investigation) may be suspended with pay pending the completion of the investigation. A suspension during an investigation may be converted to a disciplinary suspension without pay or termination at the conclusion of the investigation if findings dictate that level of disciplinary action.

- **LEVEL V TERMINATION**

  While the University may use any of the above levels prior to termination, termination may also be the first level of the disciplinary action should the misconduct warrant such action. Determinations will be based on factors such as severity, frequency, and degree of deviation from expectations. Because of the great variety of situations that may arise, the University may need to make decisions related to employment outside of the progressive disciplinary procedures. When an employee is terminated for cause, the employee shall be removed from the payroll and lose any and all accrued University benefits.

Examples of Infractions and potential action steps

Employees are prohibited from engaging in conduct listed below and may be disciplined up to and including termination. The following list has been established to serve as examples of behavior that could warrant a range of disciplinary sanctions. This list is not exhaustive and is only a guideline of progressive disciplinary action; the violation will dictate the action taken and the circumstances of the offense could require more aggressive discipline than listed below.

Example Infraction	***1st Step of Discipline***
Loitering or being idle during working hours	Formal Discussion
Failure to report and/or record absence in a timely manner	Formal Discussion
Failure to meet Professional appearance or departmental dress code	Formal Discussion
Failure to meet performance standards on a consistent basis	Verbal Warning
Failure to record work time appropriately such as submitting time late (falsification of recorded time will result in termination)	Verbal Warning
Excessive tardiness	Verbal Warning
Neglect of job duties	Written Warning
Posting, removal or defacing of notices, signs, or writing of any form on any bulletin boards or University property without permission	Written Warning
Willful violations of safety rules or University safety practices	Written Warning
Obscene or abusive language	Written Warning
Failure to report on-the-job accident or injury to supervisor	Written Warning
Inappropriate conduct towards other employees, students, visitors	Written Warning
Improper use of University property to include using university property for personal use	Written Warning
Smoking within non-smoking areas	Written Warning
Excessive absenteeism	Written Warning
Sexual/Discriminatory Harassment	Potential suspension during the investigation/sanction determined based on outcome of investigation
Willful violations of purchasing policy or University purchasing practices	Suspension
Threatening, intimidating, or coercing employees, students, or visitors on University property at any time	Suspension or Termination
Misrepresentation of paid/unpaid leave benefits (sick, jury, funeral, FMLA)	Suspension
Sleeping on the job	Suspension

Theft or destruction of University, other employee's, visitor's or student's property	Suspension during investigation/sanction determined based on outcome of investigation
Insubordination or direct refusal to do an assigned job or task	Suspension
Possession of firearms or weapons on University property	Suspension or Termination
Unauthorized release of confidential data	Suspension or Termination
Operating state-owned vehicles, equipment or private vehicles on state business without proper license & insurance, or operating in an unsafe manner	Suspension or Termination
Reporting to work under the influence or in possession of alcohol or drugs	Suspension or Termination
Leaving during work hours without permission	Suspension or Termination
Fighting	Termination
Causing or attempting to cause physical injury to another	Termination
Falsifying time cards	Termination
Falsification of any information to include Employment Application or other necessary data requested during the employment process	Termination
Immoral conduct or indecency during working time	Termination
Deliberate destruction, damage, or careless misuse of University property or property of fellow employees in any manner	Termination
Inability or unwillingness to perform assigned duties in an acceptable manner	Termination
Excessive Garnishment or for those requiring bonding, any situation that prohibits bonding	Termination
Willful violation of rules, regulations, or policies.	Termination
Acts considered by the University as major misconduct, insubordination, gross negligence or disregard of obligation to the University as an employee.	Termination
Acts that violate discrimination or harassment policy and/or law.	Termination
Failure to report to work for three consecutively scheduled workdays without notifying immediate supervisor	Considered job abandonment and resignation of position

8.0 TERMINATION

8.1 RESIGNATION

All employees are required to notify their supervisors of their resignation as early as possible, normally a minimum of two weeks prior to the final working day. Notification should be in writing, with a copy to the Human Resources Office. Additional separation paper work may be required from the employee (for details see Section 8.3). Resigning employees will be paid

during the next regularly scheduled pay period.

8.2 DISMISSAL

8.2.1. General

All recommendations regarding dismissal or termination are made at the Senior Vice Chancellor level or above. Dismissals/terminations will be discussed with Human Resources, the immediate supervisor, and the effected employee. The University recognizes that dismissal/termination for any reason is a serious matter. In cases of dismissal of any employee because of lack of funds or reorganization, the employee will be notified at least four weeks in advance if circumstances and advance knowledge permit. Reorganization includes, but is not limited to, the elimination, combination, restructuring or alteration of a service division as well as contracting services to a vendor. These employment decisions may not be appealed.

8.2.2 Procedure for Issuing Notice of Termination

Before a non-probationary, regular full-time employee may be terminated for cause, the immediate supervisor must coordinate with Human Resources. The letter of Notice of Termination is a written notice that cites the reasons for the termination. Prior to the supervisor presenting the Notice of Termination to the employee, Human Resources will review and the appropriate Senior Vice Chancellor must approve the termination. The supervisor must present the notice of termination in person, if at all possible; if not, by certified or registered mail or any other method of delivery where reasonable proof of delivery can be established, at the employee's last known residence. The supervisor shall simultaneously inform the employee of the right to an appeal as outlined below in Section 8.2.3.

8.2.3 Appeal of Notice of Termination

A regular, full-time employee may appeal a **Notice of Termination**. The employee has two working days from the date of receipt of the notice of termination to request an appeal. Delivery Receipt of Notice for certified mail is reasonable proof that delivery has been accomplished. The request should be submitted in writing, to the Chair of the Personnel Advisory Committee either by email or written notice. If the employee requests an appeal, the Chair of the Personnel Advisory Committee will schedule an appeals hearing within a reasonable time frame based on

the need to coordinate schedules and obtain pertinent information. If an appeal is requested, the appellant will be eligible for health benefits through COBRA. If reinstated, sick leave and annual leave do not accrue during the elapsed time for the appeals process.

8.2.4 Termination Appeal's Hearing

A. Coordination between the Chair of the Personnel Advisory Committee and the appellant will occur to determine location and venue for the hearing; if requested, attending the hearing via video conference may be available. If a terminated employee must travel for attendance at the appeal hearing, expenses will not be paid by Troy University. Failure of the appellant to appear shall not prejudice the case nor prevent the committee from hearing the case and rendering a decision. If the proceedings concern a group appeal, no more than three (3) members of the group may be present at the hearing.

B. A committee of impartial employees with no direct relationship to or involvement in the situation will be appointed by the Chair of the Personnel Advisory Committee, hereafter referred to as the Appeals Committee. The hearing is an internal and informal, process; however, the appellant may bring a representative or attorney to the hearing for advisement purposes only. This person will act solely in an advisory capacity to the employee and will not be permitted to take a direct role in the proceedings. The University reserves the right to have its attorney(s) present.

C. The appeals committee will accumulate and study the statements of fact in the case. The employee(s) and the supervisor will be notified, in writing, or any other method of delivery where reasonable proof of delivery can be established at least three (3) working days prior to the hearing of the location, date and time. Pertinent materials will be available to the appeals committee and the appellant at the scheduled hearing. The appeals committee may discuss the appeal with the employee's supervisors or other University employees as needed to make a determination. The appeals committee may ask any university employee to produce evidence related to the termination and question any witnesses that may have relevant information to the termination. The university and the appellant will be allowed to question all witnesses appearing at the hearing. Each

party will be allowed to present or refute any evidence heard by the appeals committee. The appeals committee may grant adjournments of reasonable length to enable either party to investigate evidence. University employees, administration and the appellant will cooperate with the appeals committee in obtaining witnesses' statements, attendance at hearings, and making evidence available as needed.

D. A reasonable time shall be set aside to conduct the hearing in order to provide ample time for presentation of all materials by both parties. A general outline of the order of procedure will be provided by the Chair of the Personnel Advisory Committee. A record (tape recorded or otherwise) of the hearing may be made by a representative from Human Resources, if deemed necessary. The committee reserves the right to call additional witnesses if the situation warrants this action. The parties interested will be notified as to the time and place of the meeting.

E. The Appeals Committee, findings of fact and recommendation to uphold, abate, or reverse the termination will be submitted in a written report to the Office of the Chancellor. The Office of the Chancellor will provide a final determination of each appeal reaching that level.

F. The Chancellor may request further investigation or information from the appeals committee prior to approval. The appeals committee, upon gathering and review of new information, will reconsider findings as necessary. If reconsideration dictates, the committee may require a new hearing and subsequent steps of recommendation and Chancellor's approval.

G. Terminations may be overturned if based on discriminatory or harassing practices or if the termination is found to be without merit.

H. If the appeals committee recommends a reversal or abatement of the termination, a petition for back wages and reinstatement of leave that would have accrued may be submitted to Human Resources. The determination of allowable back wages will be determined by the Senior Director of Human Resources and the appropriate Senior Vice

Chancellor.

NOTE: Copies of the decision will be provided to the appellant and all parties involved. When warranted by unusual circumstances (illness, extended absence, etc.), the Chair of the Personnel Advisory Committee may extend or modify time limits in this procedure and may waive the limits of appellants allowed to be present set by the procedure.

8.2.5 Immediate Dismissal

While the University may use progressive discipline, termination may also be the first level of the disciplinary action should the misconduct warrant such action. A determination will be based on factors such as severity, frequency, and degree of deviation from expectations. Please see Policy 7.0 Disciplinary Action for examples of offenses that warrant immediate termination. When an employee is terminated for cause, the employee shall be removed from the payroll and lose any and all accrued University benefits.

8.3 SEPARATION PROCEDURES

All terminating employees are required to complete separation forms, which will be provided by the supervisor or the Office of Human Resources. Upon completion, these forms must be submitted to the Office of Human Resources before the final payroll can be processed.

8.4 SERVICE RETIREMENT

Employees should notify the supervisor and the Office of Human Resources at least three months prior to the scheduled retirement date. Retirement policies and procedures are prescribed by the Teachers' Retirement System.

8.5. DISABILITY RETIREMENT

Employees should notify the supervisor if a disability retirement is requested. Upon notification, the supervisor should contact the Office of Human Resources to initiate retirement administration. Disability retirement is administered in accordance with the policies of the University's disability insurance carrier, the Teachers' Retirement System, and/or Social Security Administration. The University reserves the right to require documentation from a physician in validating claims of disability.

9.0 GRIEVANCE PROCEDURES

9.1 GENERAL INFORMATION

Open communication between employees and supervisors is encouraged. The grievance procedure is an internal mechanism designed to provide means for the prompt, and impartial consideration of concerns by Troy University staff who allege a misapplication of policy, procedure or practice. The Grievance procedure applies to regular full-time and regular part-time staff that has successfully completed their initial probationary period. These procedures do not apply to appeals regarding employment decisions, work assignments, promotions, pay raises, employee performance evaluations, disciplinary action or other non-arbitrary decisions made during legitimate management decisions, including elimination of an employee's position. Further these procedures do not apply to complaints regarding illegal harassment or discrimination or sanctions associated with violation of Troy University Harassment and Discrimination Policy. Concerns of this type follow that section of the Staff Handbook.

All grievances must follow the process and timeline outlined in the steps below. Failure to do so waives the grievant's right to file a grievance.

9.1.1 Grievance Procedure Steps

A. Employees should notify supervisor within three working days of an incident and supervisors should make every reasonable effort to verbally resolve concerns at the management level. Human Resources is available to provide assistance as needed.

B. If the grievance is not resolved verbally at the management level, the grievant may file a written grievance outlining the specific complaint/concerns with the supervisor within three (3) working days after oral discussions have been completed. The supervisor must respond in writing to the grievance within ten (10) working days after receipt of the written grievance. The supervisor's written decision will be sent to the grievant, and to the senior leader of Human Resources.

C. If the grievance is not satisfactorily resolved by the immediate supervisor, the employee may file a written complaint with the next level of management. This written appeal process must be repeated at progressive levels of management as outlined below

until the grievance is resolved or until it reaches Human Resources where it will be resolved or dismissed as without merit. In cases where hand delivery of correspondence is not practical, certified mail should be used. Copies of all correspondence from the grievant and all levels of management should be sent to the senior leader of Human Resources.

9.1.2 Grievance Procedure Timeline

The following table outlines the order of and time lines for the steps of the grievance procedure. It is in everyone's best interest to reach resolution in a timely manner; therefore, every effort will be made to stay within the timelines listed below. Given the need to gather facts, and at the Human Resources level to call a subcommittee of the Personnel Advisory Committee to review the claim, time frames may shift to accommodate schedules as needed; further, the fact that a specified action is delayed does not dictate a breach of process or policy on the University's part.

Files Complaint With	Grievance Claim - Time Frame	Response Given - Time Frame
Immediate Supervisor (verbally)	3 work days	Until determination that resolution cannot be reached verbally
Immediate Supervisor (in writing)	3 work days	10 work days
Next Level Management (i.e. Department Chair or Director) (in writing)	3 work days	10 work days
Next Level Management (i.e. Dean , Vice Chancellor or Sr. Vice Chancellor) (in writing)	3 work days	10 work days
Office of Human Resources (in writing)	3 work days	As outlined within policy

An employee may withdraw their grievance at any time. Once withdrawn, however, the request

may not be reinstituted.

9.1.3 Final Grievance Step

If after the receipt of a decision from the final administrative level the grievance is not resolved through the progressive levels of management, the grievant must notify the Office of Human Resources in writing. Then the issue will be reviewed by a subcommittee of the Personnel Advisory Committee. The senior leader of Human Resources and a sub-committee of the Personnel Advisory Committee will determine if the employee's complaint is a grievable incident and if a hearing is appropriate. If the decision is made to not hold a grievance hearing, that decision is final. Should a hearing be held, a committee of impartial employees with no direct relationship to the situation involved will be appointed by the Chair of the Personnel Advisory Committee hereafter referred to as the Grievance Committee, to resolve the issue.

A. The Department of Human Resources will gather information relevant to the grievance to include all previous correspondence related to the grievance, rebuttal and/or supporting information from other employees. The Grievance Committee will review the facts in the case and convene for a hearing. The employee(s), supervisor, and if necessary the person(s) against whom the grievance has been filed will be notified, in writing, at least three (3) working days prior to the hearing, of the location, date and time. Human Resources representatives and the Grievance Committee may request the presence of the employee's supervisors or other University employees as needed to collect facts. The Grievance Committee may ask the parties to produce evidence on specific issues, may question witnesses, and may call and question its own witnesses. Employees serving as witnesses that provide any deliberate falsehoods are subject to disciplinary action. The Grievance Committee may grant adjournments of reasonable length to enable either party to investigate evidence. Both of the parties, and the University, will cooperate with the Grievance Committee in obtaining witnesses and making available documents and other evidence needed by the parties or the Grievance Committee.

B. The grievance hearing is an internal and informal procedure, but the grievant may bring a representative to the hearing for advisement purposes only. If this person is an attorney,

he/she will act solely in an advisory capacity to the employee and will not be permitted to take a direct role in the proceedings. The University reserves the right to have its attorney(s) present. Also, if he/she wishes, the employee may present witnesses. Failure of either party to appear shall not prejudice the case nor prevent the committee from hearing the case and rendering a decision. If the proceedings concern a group grievance, no more than three (3) members of the group may be present at the review.

C. The hearing will be scheduled with reasonable time set aside for presentation of all materials. A general outline of the order of procedure should be provided by the Chair of the Personnel Advisory Committee. A record (tape recorded or otherwise) of the hearing may be made by Human Resources representatives, if deemed necessary.

D. The Grievance Committee will submit a written report and recommendations, which are advisory only, to the senior leader of Human Resources within ten (10) business days of conclusion of the hearing process. After review, recommendation from the Grievance Committee and the senior leader of Human Resources will be forwarded to the Chancellor for final determination.

E. The final determination will be submitted, in writing, to all parties involved by the Office of the Chancellor, whose decision is final.

NOTE: When warranted by unusual circumstances (illness, extended absence, etc.) the Chair of the Personnel Advisory Council may extend or modify time limits in this procedure and the committee may waive the limits set by the procedure as it pertains to the number of witnesses in unusual circumstances.

10.0 CONSULTING BY FACULTY AND STAFF

10.1 GENERAL

This policy applies to staff employees performing consulting work either during or outside normal working hours. Consulting work normally falls under one of the following categories, depending on the party who initiates or sponsors the activity.

10.2 TYPES OF CONSULTING ACTIVITIES

10.2.1. Sponsored Seminars during Normal Working Hours

The staff members who participate are considered to be performing a part of their regular duties and no additional pay or time off will be given. Travel reimbursement is appropriate if the activity is held off-campus.

10.2.2. Sponsored Activities Which Require Work beyond Normal Working Hours

1. Individuals who are required to work overtime as part of their regular job may be entitled to compensation as defined elsewhere in this handbook. (See Section 2.2)

2. Individuals who are asked to participate in seminars, teach credit or non-credit courses or other activities within their areas of expertise, but not defined as part of their regular job, will be paid in a manner mutually agreeable between the University and the individual employee.

10.2.3. Individual Consulting During Off-Duty Time

Consulting is not monitored except in cases in which a violation of the general statement of policy arises (i.e., brings discredit to the University or interferes with normal job performance). University resources must not be utilized for such consulting activities for which the employee is compensated by the contractor of the services.

10.2.4. Individual Consulting During Normal Working Hours on a Project Arranged by the Individual

Time away from the job must be scheduled and approved in advance by the supervisor and the absence must be charged to annual leave or leave without pay. University resources must not be utilized for such consulting activities for which the employee is compensated by the contractor of the services.

10.2.5. Supplemental Part-Time Employment Not Associated With Regular Work

Participation will be on a voluntary basis with additional compensation being negotiated between

the participant and the employing department. Time away from the job must be scheduled and approved in advance by the supervisor and the absence must be charged to annual leave or leave without pay.

AVAILBILITY OF STAFF HANDBOOK TO EMPLOYEES

The Troy University Staff Handbook has been prepared to provide you, as a University employee, with proper notification of policies, procedures, and benefits. The University recognizes that you are our most valuable asset and endeavors to provide you with certain benefits and privileges of employment.

The statements contained in this Handbook do not constitute an expressed or implied contract of employment or guarantee the length of employment to any employee. The provisions herein (including fringe benefits) may be modified or deleted at any time at the sole discretion of the University, except those mandated by federal, state, or local law.

The Staff Handbook IS AVAILABLE ON THE University website at http://trojan.troy.edu/employees/humanresources/documents/TroyUniversityStaffHandbook.pdf

The Staff Handbook will be updated periodically.

APPENDIX A

TROY UNIVERSITY POLICY ON HARRASSMENT AND DISCRIMINATION

Harassment or discrimination by anyone, whether in the classroom, the office, at a University sponsored function, or within any university environment, will not be tolerated. Individuals found to participate in harassment or discrimination will be subject to disciplinary procedures up to and including termination.

Individuals Covered Under the Policy

Troy University's comprehensive harassment and discrimination policy covers all employees, students, applicants, vendors/contractors, visitors, and all others conducting official business with the University.

I. **Definition of Harassment**

For purposes of Troy University's policy, harassment is any comments or conduct consisting of words or actions that are unwelcome or offensive to a person in relation to sex, race, age, religion, national origin, color, marital status, pregnancy, disability or veteran's status. This is inclusive of comments or conduct by a person in a position of authority that is intimidating, threatening or abusive. Harassment can also occur between people of similar authority. Harassment occurs when it is known or ought reasonably to be known that such comments or conduct would be unwelcome.

Examples of harassment include gestures, remarks, jokes, taunting, innuendo, display of offensive materials, threats, imposition of academic penalties, hazing, stalking, shunning or exclusion related to the discriminatory or harassing grounds. The victim should

directly inform the harasser that the conduct is unwelcome and must stop. The victim should report any complaint as dictated by policy.

NOTE: In any case of harassment, the harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee to include students.

Sexual Harassment

Sexual harassment as defined by this policy includes unwelcome sexual advances, requests for sexual favors, and any other verbal, graphic, or physical conduct. If these events are of sexual nature it constitutes sexual harassment when submission to, or rejection of this conduct explicitly or implicitly, affects an individual's employment or educational experience, unreasonably interferes with an individual's work performance or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

1. Demanding sexual favors in exchange for favorable evaluations, assignments, promotions, continued employment, grades, letters of recommendation, or similar promises.
2. Subtle pressure for sexual activity.
3. Continued or repeated sexual jokes, kidding, teasing, epithets, flirtation, advances, or propositions.
4. Derogatory or demeaning comments about gender, whether sexual or not.
5. Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual.
6. Verbal abuse of a sexual nature.
7. Graphic verbal commentary about an individual's body, clothing, sexual process, or sexual deficiencies.
8. Sexually degrading or vulgar words to describe an individual.
9. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts, or suggestive, insulting, or obscene comments or gestures.

10. The display in the workplace or an academic environment of sexually suggestive objects, pictures, posters or cartoons.
11. Introduction or utilization of inappropriate sexual material in an academic setting.
12. Name calling, relating stories, gossip, comments, or jokes that may be derogatory toward a particular sex.
13. The display of sexually suggestive graffiti.
14. Asking questions about sexual conduct or sexual orientation or performances.
15. Offensive, repeated requests for dates, even if made after work.
16. Continued advances of a sexual nature which are rejected, even after the parties break off a consensual relationship.

II. Definition of Discrimination

For the purposes of Troy University's policy, discrimination is defined as any action resulting in illegal differentiation or adverse treatment of an individual based on their age, sex, race, religion, national origin, marital status or veteran status.

III. Procedures

A. Reporting a Complaint

Troy University encourages anyone that believes he or she is being harassed or discriminated against should report the incident within 180 days. An incident should be reported in one of the following ways:

- Directly inform the harasser that the conduct/comments are unwelcome and must stop. If the conduct and/or comments do not cease immediately, the accuser should report the complaint to the accused's supervisor or the Department of Human Resources.
- If the accuser does not desire to confront the alleged harasser directly, he/she should report the incident to the alleged harasser's superior (the individual to whom the alleged harasser reports) who will report the complaint to the Department of Human Resources.
- If the complainant is not comfortable reporting the incident to the accused's supervisor, he/she can report the complaint directly to the

Department of Human Resources.

Once the complaint is received by the Department of Human Resources, the complainant can choose:

1. To proceed informally; where the superior of the alleged harasser, in conjunction with Human Resources, will assist in resolving the matter.
2. If the matter is not resolved informally to the satisfaction of the reporting party, the complainant may request to begin a formal investigation process.
3. The complainant may request to begin the process with a formal investigation rather than an informal procedure if warranted.
4. To begin a formal investigation, the complaint must be submitted to Human Resources in writing and signed by the complainant.

NOTE: Anyone witnessing an act of harassment and/or discrimination may report the incident directly to the Human Resources Department.

B. Investigation

Human Resources will coordinate the investigation of the complaint and file a summary report with a subcommittee of the Personnel Advisory Committee. The subcommittee and the appropriate Senior Vice Chancellor will determine whether there is a reasonable basis for believing the alleged violations of the harassment and discrimination policy has occurred. The investigation may include oral interviews and/or written statements from the complainant, the alleged harasser, any witnesses who may be able to provide pertinent information about the facts of the case, and review of any documentation of previous allegations and/or disciplinary actions related to harassment or discrimination. In the course of the investigation, the accused individual will be informed of the allegations and the facts surrounding the allegations and will be afforded a full opportunity to respond.

In general, the investigation process will consist of the following procedures:

1. Interview complainant.
2. Have complainant read, approve, and sign a written report of the incident.

3. Notify accused of complaint.
4. Interview and obtain written report from accused.
5. Interview and obtain written reports from witnesses to the incident of harassment or discrimination.

The University is committed to investigating and resolving any complaint of harassment or discrimination brought to the attention of the University.
The investigation process will be completed in an appropriate and timely manner.

An individual who believes he or she is a victim of harassment or discrimination or retaliation is encouraged to keep a record of the objectionable conduct. However, the complainant should be aware that a record kept at the direction of the University may be considered privileged, to any extent possible.

C. Committee Review and Resolution

The results of the investigation will be reviewed by an appropriate subcommittee of the Personnel Advisory Committee and the appropriate Senior Vice Chancellor. The accuser and/or the accused have the option (not required) to appear in person or via teleconference to present their comments regarding the allegations to the committee and answer questions that may be asked by committee members; however, the accuser and the accused may not appear or present at the same time.

Individual Accused	**Appropriate Committee to Hear Claim**
Student	Student Affairs Committee
Faculty	▪ Senior Vice Chancellor/Provost ▪ Dean of College or School ▪ Faculty member serving on Personnel Advisory Committee ▪ Senior leader of Human Resources
Staff or Administrator	▪ Senior Vice Chancellor of the employee's division ▪ 2 members of the Personnel Advisory Committee

	▪ Senior leader of Human Resources
Others	▪ Varies based on circumstances – appropriate representatives determined by the senior leader of Human Resources

If a member of the appropriate body is involved in the incident or asked to be recused from the review, another appropriate representative will be appointed to the review committee by the senior leader of Human Resources.

The results of the investigation may fall into two categories:

• **No Merit** - If the appropriate committee determines the complaint is without merit, the complaint will be regarded as resolved with no further action.

• **Merit** - If after review by the appropriate committee, the complaint is determined to have merit, appropriate sanctions and/or disciplinary action will be taken. The harasser's supervisor, in conjunction with the appropriate Senior Vice Chancellor and the Department of Human Resources, will coordinate the disciplinary action which may include (but not be limited to) counseling or education about discrimination or harassment, verbal or written reprimands, reassignment, suspension or termination. Disciplinary procedures will vary as a result of the parties involved, i.e., the complainant and the accused. A recommendation of sanctions will be forwarded to the Office of the Chancellor for approval, whose decision is final.

In all cases, the senior leader of Human Resources will provide a written response to the complainant and the accused following conclusion of the process. The procedures outlined in this policy do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Equal Employment Opportunity Commission (EEOC), initiating civil action, or redress under state, civil, or criminal statutes and/or federal law.

D. Confidentiality

Harassment or Discrimination is a particularly sensitive issue that may affect any member

of the University community. The University recognizes the privacy rights of both the complainant and the accused in a harassment or discrimination situation. The University and its employees will take care to provide confidentiality to all parties involved in a discrimination or harassment charge. However, it will be necessary to investigate the complaint and to respond to any legal and/or administrative proceedings, which may arise out of or relate to the harassment or discrimination complaint. The need to include individuals in the investigation will obligate sharing of information in the process.

E. Non-Retaliation

Retaliation is a very serious violation of this policy and should be reported immediately. Any attempt to penalize or retaliate in any way against a person bringing, investigating, or cooperating with an investigation of a harassment or discrimination charge is prohibited and will be treated as a separate incident to be reviewed on its own merit.

F. Protection of the Alleged Harasser

In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the alleged harasser if it was damaged by the proceeding.

G. False claims

A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to the full range of the University's disciplinary procedures from official reprimand to dismissal.

Sanctions

Sanctions will be determined based on the severity and/or number of incidents. Prior issues related to harassment and discrimination will be taken into account in determining the appropriate disciplinary level.

Employees

Potential sanctions for harassment or discrimination include (but are not limited to) the following:

- Disciplinary warning/reprimand

- Referral to appropriate counseling
- Reassignment
- Temporary suspension
- Termination

Students

Potential sanctions for harassment or discrimination include (but are not limited to) the following:

- Disciplinary warning/ reprimand
- Disciplinary probation
- Suspension
- Expulsion

Appeals

If the sanction associated with the committee findings is termination, the terminated employee may appeal the termination as outlined in the Notice of Termination policy. This appeal will be to address the sanction; however, the determination of the merit of the harassment and/or discrimination charge is not eligible for appeal.

Education and Training

The University commits to this policy by:

1. Developing and reviewing the comprehensive policy on a timely basis;
2. Annually communicating and educating the policy to students and employees;
3. Confidentiality, insofar as possible, in investigating all reported incidents;
4. Documenting findings and maintaining records; and
5. Taking appropriate action when incidents occur.