



Staff Handbook

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HUMAN RESOURCES STAFF

Staff Handbook

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INTRODUCTION

The Shepherd University *Staff Handbook* includes information related to the employment of full-time and part-time classified and non-classified employees. It is not a comprehensive manual of all policies and procedures, but is intended to answer many basic questions and to direct the reader to additional sources of information.

Policies and procedures will change from time to time to accommodate changes in circumstances and applicable law. At any given time, existing policy and law will prevail over inadvertent errors or outdated material in the *Staff Handbook*.

The Human Resources website is an excellent source of information about employment issues and resources. (www.shepherd.edu/hrweb/)

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HIRING PRACTICES AND PROCEDURES

The following practices and procedures need to be followed when hiring non-classified and classified staff members. For information on faculty hiring practices and procedures, please consult the *Faculty Handbook*.

1. When a vacancy occurs, the first step for the supervisor is to begin a Separation Notice using PeopleAdmin, the online HR system (See HR System Administration Site link on HR website: www.shepherd.edu/hrweb). Instructions for completing online personnel actions are available at that website.
2. Contact LuAnn Yanna in the HR Office to begin a job posting requisition. The job must be posted for a minimum of 10 days. The extent of external advertising desired should be requested in the posting requisition.
3. After the posting has been approved by everyone in the approval hierarchy and reaches the HR Office, the HR Office will advertise the job as requested in the job posting requisition.
4. Individuals who are interested in the position will apply online and the hiring manager and search committee can view the applications online.
5. The HR Director should be invited by each search committee to attend the first meeting of the committee and speak with committee members about EEO issues and hiring practices. (Please note that there are some questions that cannot be asked of candidates and topics that may not be discussed in relation to the hiring process. Search committee members must be alert to avoid discussing candidates or talking with them in a way that might be considered as discriminatory.)
6. Once candidates are interviewed by the hiring manager and the search committee and a selection has been made, the employment offer may be extended with authorization from the appropriate administrator, usually at the executive level.
7. Please note that *non-exempt classified employees* who have applied for *non-exempt classified positions* have preference over external applicants. (See BOG Policy 9 for more details at <http://www.shepherd.edu/bogweb/policies/policy9.pdf>.) When there are multiple internal non-exempt classified applicants for a non-exempt classified position, and if the candidates are equally qualified for the position, then the employee with the most seniority must be hired. If one internal candidate is deemed by the hiring manager to be better qualified for the position than other internal candidates, then that individual may be hired even if he or she does not have as much seniority as other internal candidates.
8. The hiring manager must notify the HR Office that a selection has been made so that the HR Office can initiate the generation of email notifications to the unsuccessful applicants telling them that the position has been filled. The hiring manager should call (as opposed to sending a letter or email message) any candidate who has been interviewed for the job, whether the interview was by phone or in person, to tell them that they have not been selected for the position.
9. Once the successful candidate has been identified, the next step is for the hiring manager to begin a Hiring Proposal through PeopleAdmin, the online HR system.
10. Employees *are not permitted to work* until the supervisor is notified by the HR Office that the employee has been authorized to begin.

REFERENCE CHECKING AND INTERVIEW QUESTIONS

It is very important that the questions a supervisor and search committee ask during reference checks and interviews are directly related to the applicant's ability to perform the particular position being hired for. Make a list of questions and ask the same questions of each applicant or reference, in the same order. Questions related to the applicant's **gender, race, age, national origin, religion, sexual preference or orientation, handicap, familial status**, or other considerations not related to the job, may be discriminatory and may not be asked. Instead, rephrase the question to focus on a skill or trait directly related to the job. Ask about personal characteristics, such as height and weight, only if it is a direct qualification for the job. Request the name of an emergency contact only after the candidate has been hired. When discussing the qualifications of candidates, the comments should be limited to job-related qualities.

Unacceptable Question	Employment Issue	Acceptable Question
About maiden name, marital status	Work history	Have you ever worked under a different name?
Wish to be addressed as Mr., Miss, Mrs. or Ms?	None	None
About number, age of children	Work availability	What schedule can you work?
About babysitter	Work availability	Are there times you cannot work?
About skin coloring, requesting a photo	None regarding race	None
About location of current address, home ownership	None regarding race	None
About length at current address, home ownership	None regarding age	None
High school, college graduation date	Education	Do you have the diploma, degree required for the job?
What is your age?	None regarding age	None
Where were you born? Where are your parents from?	Employment eligibility	Are you legally eligible for employment in the U.S.?
What is your native language?	Job-related language proficiency	If job-related, in what languages are you fluent?
About religious practices; labor union, club, lodge or society membership	None regarding non-job related organizational affiliations	Do you have non-work responsibilities that could interfere with job duties and requirements, like travel?
About home ownership, wage garnishing, bankruptcy	Job-related credit history	Must comply with Fair Credit Reporting Act of 1970 and Consumer Credit Reporting Reform Act of 1996
Do you have a car?	Work availability	Are there times you cannot work?
Have you ever been arrested?	Job-related criminal history	Have you ever been convicted of a crime? If so, when, where, and what was the disposition of the case?
About job disabilities	Job performance	Can you perform the duties of the job for which you are applying?
About military service dates, discharge type, veterans disability pension	Military record	What job-related education and experience did you receive in the military?

SHEPHERD UNIVERSITY EMPLOYMENT

EEO and Affirmative Action Policy

Shepherd University is an equal opportunity/affirmative action institution. The University neither affiliates knowingly with, nor grants recognition to, any individual, group or organization having policies that discriminate. Shepherd University, through its Affirmative Action Plan, seeks to employ qualified personnel on an equal opportunity basis. Faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the University's Equal Opportunity Policy/Affirmative Action Plan. Supervisors are directly responsible for equal opportunity/affirmative action matters at the unit level. A copy of the University's Affirmative Action Plan is available for review on the Human Resources web site (www.shepherd.edu/hrweb/). The Director of Human Resources also serves as the Director of Affirmative Action/Equal Opportunity.

Immigration Reform and Control Act of 1986

The Immigration Reform and Control Act of 1986 requires all employees, as a condition of employment, to provide original documents which establish their identity and employment eligibility. Also, all employees must complete their portion of the USCIS Employment Eligibility Verification Form (Form I-9) and go to the Human Resources Office to have the employee section of the form completed. Employees must provide these documents within three days of the first day of employment. Shepherd University retains copies of the completed Form I-9 for a period of years as required by the Act.

Medical Examination During Employment

Under certain conditions such as health and safety concerns, requirements of federal or state law, or for independent medical leave verification, Shepherd University may require employees to undergo one or more medical examinations. Such examinations will be performed at the University's expense. The result of medical examinations and any associated reports will be shared with the employee and will serve as a basis for making administrative decisions related to job retention, reassignment efforts, reasonable accommodations, job separation, and other personnel matters related to the affected employee(s). Any supervisor who wishes to require such an examination can do so only after approval of the Director of Human Resources regarding the particular situation.

Job Accommodation During Employment

An employee in his/her present position, who is otherwise qualified and has or acquires a permanent medical impairment or impairments causing functional restrictions or limitations that can be reasonably accommodated, will be provided such measures by Shepherd University if reasonable accommodation will permit the employee to meet the essential requirements of his or her particular job. For additional information or to request such accommodation, contact the Office of Human Resources.

Orientation

During the first days of employment, the orientation process will begin. Supervisors will provide employees with an introduction to policies, procedures, programs, performance, and expectations of the position. The supervisor is the primary authority and best source for specific information regarding position responsibilities and performance expectations. The supervisor is the first person to contact concerning any questions, problems, or complaints pertaining to duties and responsibilities or workplace conditions.

A new employee orientation program will be offered periodically by the Human Resources Office. This program will familiarize classified and non-classified employees with the University history, mission, and values, as well as helpful resources.

Probationary Period

A six-month probation and evaluation period is provided for new classified employees or those classified employees who have been transferred or promoted within the institution. If one does not meet the standards of performance that have been previously discussed with the supervisor, the probationary period, at the discretion of the President, may be extended to a maximum of twelve months. The supervisor must request this extension from the Office of the President. To request an extension of the probationary period, a supervisor must identify specific deficiencies and include a planned corrective program, outlining goals and objectives within a specific time frame for achieving the desired performance. The employee will be notified of the extension and the deficiencies and improvements required.

If the initial probationary period is extended, the supervisor should develop an appropriate improvement plan and continue to do probationary performance appraisals every three months. During the initial or extended probationary period, employees may not apply for a transfer or promotion at Shepherd without written authorization from their immediate supervisor, and they are ineligible for the tuition waiver program. A classified employee may be separated during the initial or extended probationary period if he/she fails to meet established position expectations. During this time period, termination of a newly hired employee may occur following one letter of warning for misconduct or performance issues. Transferred, promoted, or demoted employees in a probationary period may be terminated for misconduct issues or performance issues following two letters of warning. Classified employees will be evaluated at the end of three months and then, at the end of the probationary period, they will be considered regular classified employees. Non-classified employees are "will and pleasure" and the aspects of probation do not apply to the terms of their employment.

Employment Status (BOG Policy 9)

Full-Time Regular Employee – an employee in a staff position created to last a minimum of nine months of a twelve-month period and in which such employee is expected to work no less than 1,040 hours during said period. The full-time equivalent (FTE) of such a position must be reported at no less than .53 FTE. Such an employee is eligible for all applicable benefits of a full-time regular employee, subject to the qualifying conditions of each benefit. Such benefits shall be prorated in relation to a 1.00 FTE. Length of service as a full-time regular employee with the State of West Virginia shall be credited toward initial placement on the salary schedule for classified employees.

Part-Time Regular Employee – an employee in a position created to last less than 1,040 hours during a twelve-month period. An employee in a part-time regular position is not eligible for most benefits, but may be covered under the classification program.

Temporary Classified Employee – an employee hired into a position expected to last fewer than nine months of a twelve-month period regardless of hours worked per week. A temporary employee is not eligible for benefits, but may be covered by the classification program. Service in this capacity does not apply to any seniority or years of experience.

Casual Employee – a casual employee position is created to meet specific operational needs at an institution for no more than 225 hours in a twelve-month period. Individuals in a casual employee position are not eligible for benefits and are not covered by the classification program. Service in this capacity does not apply to any seniority or years of experience.

Student Employee – an employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification program. Service in this capacity does not apply to any seniority or years of experience.

Non-Classified Employee – an employee who is responsible for policy formation at the department or institutional level, is in a critical retention position, or reports directly to the President of the institution. Non-classified employees are not subject to the classification program but are eligible for benefits, if at least .53 FTE. Non-classified employees are “will and pleasure.”

Overtime

Classified and non-classified positions are either exempt or non-exempt from the Fair Labor Standards Act. This determination is made based on FLSA criteria. Questions regarding FLSA status and overtime should be directed to the Office of Human Resources.

Non-Exempt Employees – are entitled to overtime compensation at the rate of 1.5 times the actual hourly rate for all hours worked in excess of 40 during the work week. Hours worked between 37.5 and 40 are compensated at the straight time hourly rate. Holidays and sick or annual leave hours are not hours worked. Employees should presume that they should not work overtime at their own initiative but only with their supervisor's approval. Employees will be paid for overtime unless a compensatory time agreement exists.

Exempt Employees – do not receive overtime compensation. These employees meet the Fair Labor Standards Act criteria for executive, professional, or administrative positions.

Equalization of Overtime

Overtime rosters will be posted by supervisors for any overtime assignments which are anticipated more than one work day in advance. Employees shall be placed on the roster based on seniority. Overtime will be offered to the most qualified senior employee. The next occasion for overtime will be offered to the next qualified senior employee. This process will continue until the list is exhausted. If the employee whose turn it is to be offered overtime refuses the overtime work, it will be offered to the next person on the list. If all employees decline, then overtime is assigned to the most junior employee whose name appears on the roster and who is capable of doing the work.

Required Overtime

Employees may be required to work overtime under certain circumstances. However, the work must be of reasonable duration. Also, employee health, safety, and endurance must be considered, and the direction to work must be issued under reasonable circumstances.

Compensatory and Holiday Time Off

Compensatory time off shall be allowed only to the extent authorized by federal and state law. Non-exempt employees will be paid for overtime and holiday pay unless a compensatory time written agreement exists. Any comp time must be used within a six-month period following the holiday. When a classified or non-classified *exempt* employee is required to work on any designated institution holiday, that employee shall be given substitute time off on an hour-for-hour worked basis.

Flex Time

An employee may request and work other than Shepherd University business hours, to include flex time, four-day work week, and job sharing, provided that he/she works the required number of hours in the respective work week with the approval of the immediate supervisor. The supervisor, with the approval of the President, may approve or deny a request for flexible work hours. Based on operational need, the supervisor has the authority to require flex time only in unusual circumstances. Flex time may be granted on a fixed schedule or on a short-term basis.

Lunch Breaks

When an employee works a shift of five hours or less, it is at the supervisor's discretion whether they take an unpaid meal break of 30-60 minutes. When an employee works a shift of longer than five hours, an unpaid meal break of 30-60 minutes is required, the exact timing of which is at the discretion of the supervisor. (Police officers are an exception to this policy because of their duties as to emergency response.)

Rest Breaks

Employees may be granted rest periods not to exceed 15 minutes per day. Additional unauthorized time away from the work site must be credited against an appropriate leave accrual. Break periods shall be granted at the discretion of the supervisor. The purpose of such break periods is to provide relief from duties and absence from the work station, offering employees the opportunity to attend to personal activities (i.e., to smoke, to make personal calls). Based upon operational needs, an employee may be required to work through a break; in such cases, the employee is not entitled to additional compensation. Breaks are compensated work-release time and may not be used or accrued to make up work time, leave work early, or extend lunch time, etc.

Work Schedules (HEPC Series 8)

The work week is defined as a regularly recurring period of one hundred sixty-eight hours in the form of seven consecutive twenty-four hour periods. Work begins at 12:01 a.m. on Sunday and ends at 12:00 a.m. (midnight) the following Saturday. The standard number of work hours for a full-time classified or non-classified employee is 37.5 hours during the work week. Employees are expected to be punctual and functioning in their positions consistent with their scheduled work hours. Based on operating need, supervisors have the authority to require employees to work more than their normal hours. Supervisors also have the authority to assign employees to work different shifts on a temporary or permanent basis. When practical, employees will be given 15 days advanced notice of any significant schedule change. However, employees have the responsibility of reporting as assigned by their supervisors, even if there has not been advanced notice of a significant schedule change given to the employee. It is the policy of Shepherd University not to routinely make temporary, non-emergency changes in an employee's work schedule

University Business Operational Hours

The official business hours of Shepherd University are 8:00 a.m. to 4:30 p.m., Monday through Friday. The business hours relate to the time period when University administrative offices are open to meet daily operational needs. Each office must maintain University business hours. The vice president or director may implement flex time schedules and establish specific work schedules for each position. Flex time and core time may also apply to shifts other than day shift

Procedures for Reporting Unscheduled Absences

Notification of an unscheduled absence, prior to an employee's scheduled start time, is of the utmost importance. If for any reason an employee is unable to report to work as scheduled, the employee must notify their supervisor prior to their scheduled start time with the reason and expected duration of the absence. Failure to notify an immediate supervisor concerning an absence can result in discipline to the employee, including termination. It is the obligation of the employee to make certain that the immediate supervisor or designee is notified of an absence prior to the employee's scheduled start time.

Reporting On-the-Job Injuries

On-the-job injuries must be reported to one's supervisor as soon as possible after they occur. The employee must submit a written accident report form to the designated supervisor no later than 24 hours after the injury occurs. All accidents must be reported, regardless of whether they result in a Worker's Compensation claim. Each employee's supervisor or designated party is responsible for having the appropriate form completed and submitted immediately to the Office of Human Resources. Special rules apply to leave caused by Worker's Compensation claims. For further information, employees should contact the Office of Human Resources. The Accident/Incident Report form is available on the Safety Committee website (www.shepherd.edu/facilities/safety) as well as the Facilities Management website (www.shepherd.edu/afweb/facilities).

Hiring of Relatives

Consistent with Shepherd University policy, employees may neither initiate nor participate in institutional personnel decisions involving a direct benefit to an immediate family member. Such decisions include, but are not limited to, hiring, supervision, retention, promotion, salary, and leave of absence. Family member is defined by one of the following: relationships by blood (parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin); or relationships by marriage (husband, wife, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece.)

Transfer and Promotion Opportunities

All transfer and promotion applications should be submitted through the online HR application system. The employee must apply for a specific vacancy as advertised. It is the employee's obligation to provide information and complete an application for review in each decision. Questions concerning the transfer and promotion process should be directed to the Office of Human Resources.

Access to Personnel Files

A confidential personnel file containing pertinent employment information is maintained for each employee in the Office of Human Resources. The employee is entitled to inspect or copy his or her personnel file in the presence of a Human Resources staff member. The employee shall not be entitled to inspect or copy any letter of reference or other similar record that he/she has previously waived the right to inspect when the information was solicited by or supplied to Shepherd University based on such waiver. The employee shall not be entitled to inspect or copy any other record exempt by WV Code 29B-1-4 unless there is clear and convincing evidence of a legitimate reason sufficient to overcome exception. If employees wish to examine their personnel files, they should notify the Office of Human Resources by phone or by filing a written appointment request at least 24 hours in advance of the desired appointment time. Personnel files may be examined only during normal Shepherd University business hours. The response of the Office of Human Resources to outside requests for employment verification is restricted to the release of the employee's name, employment dates, and job title. Salaries of state employees are a matter of public record.

WORKPLACE STANDARDS

Employee Rights and Responsibilities

Employees are required to provide a full day's work each day on the job; to behave in a civil, professional manner; to treat others with respect; to comply with state and federal laws and regulations related to individual rights, business operations and procedures, health and safety, conflict of interest, and to comply with West Virginia Higher Education Policy Commission and Shepherd University regulations, rules, policies, and procedures. Employees are entitled to be treated with respect and dignity by supervisors and other employees and are entitled by statute and policy to file a grievance for work-related disputes free from retaliation.

Management Rights and Responsibilities

Managers and supervisors at Shepherd University should treat employees with respect and dignity. Managers and supervisors are responsible for compliance with University policies and procedures and for communicating and applying operational based directives. Managers and supervisors are also responsible for carrying out administrative directions and decisions.

Management/supervisory rights and responsibilities include, but are not limited to, such things as:

- Determining the work force direction and objectives;
- Determining the number and type of positions required, changed or consolidated;
- Establishing standards of performance and conduct;
- Determining the people to be hired;
- Conducting employee evaluations;
- Determining disciplinary action;
- Scheduling of the work force, including determination of the number of shifts to be worked, and the scheduling and amount of overtime to be worked;
- Determining when reductions in work force are required, including hour reductions and layoffs; determining when recalls are required;
- Establishing a safe work environment;
- Providing the materials and equipment to do the work required; and
- Ensuring adherence to applicable laws and policies.

Solicitation

Solicitation and selling of products and articles on Shepherd University property, owned or leased, is prohibited except by organizations and groups directly affiliated with and recognized by Shepherd, and authorized by written approval of the institution's President or the President's designee. The names of Shepherd University and the West Virginia Higher Education Policy Commission may not be used to secure funds for any purpose or through any means without the written permission of the institution's President or the President's designee. Employees may not participate in the solicitation of funds by sales or donation, stated or implied, using the name of the institution or their title without the written permission of the University President or the President's designee.

University Property

Shepherd University programs, personnel, time, titles, and property, including equipment, systems, vehicles, information, supplies, and office space are to be used in conducting authorized business of the University. Use of such for personal benefit of gain may be grounds for disciplinary action.

Private information protected under policy or law, such as certain financial, personnel, patient, donor, or student information, histories, and mailing lists, is to remain confidential. Such information may be disclosed, viewed, or copied only with proper authorization and must be disposed of in a manner that retains this confidentiality. Willful disclosure, viewing, or copying of private information without authorization from one's supervisor may result in disciplinary action and/or legal prosecution.

Employees are responsible for securing the University building, office, room, equipment, and other keys assigned to them for work-related reasons. Costs incurred by the institution as the result of unauthorized use or the misuse of University property, such as but not limited to personal telephone calls, will be recovered from the responsible employee. Personal calls must be avoided at all times except for emergencies. An employee may not use institutional phones for personal long-distance calls or telegrams, unless he/she is charging them to his or her home telephone number or personal credit card or securing a personal access code whereby charges will be incurred directly to the employee.

The University disposes of large quantities of "trash" every day. Depending upon the position held, every staff member has varying levels of discretion in choosing to "throw away" University property that is not inventoried. However, no employee may take for personal use any University property. Employee retrieval of items from trash cans, dumpsters, etc., for personal use is permissible only if a supervisor with authority over the University property confirms in writing that the item has been "discarded" by the University. An employee is never authorized to take anything on the Shepherd campus for personal use on a basis of it "appearing" to be abandoned; this will be treated as theft. This includes items that had belonged to students or visitors to the campus

Dress and Grooming Codes

All employees are to be suitably attired and groomed during work hours or when representing the interests of Shepherd University. The supervisor will determine the appropriate dress and grooming codes for each department or work area, according to operational need. Dress and grooming codes will be nondiscriminatory.

Harassment Policies

Shepherd University does not tolerate harassment in the work place, or of members of the University community, and wants to provide an environment free of any form of harassment. Harassment is defined as any form of conduct that would be offensive, intimidating, or threatening to the average person and is done on the basis of religion, gender, age, sexual preference or orientation, handicap, familial status, or because of the recipient's relationship with person(s) of protected class status. Harassment may be of a sexual, racial, or more general nature.

Employees or students who believe they have been harassed in violation of this policy should take the steps that are outlined in the Racial Harassment Policy, Sexual Harassment Policy, or the General Harassment Policy as found in the Shepherd University EEO/AA Plan. The EEO/AA Plan is available on the Human Resources web page, in the Office of Human Resources, and in the Scarborough Library. The harassment policies outline formal and informal resolution steps. Individuals such as the Director of Human Resources, the Campus Ombudsman, and the Director of Counseling are available to provide assistance. Any supervisor, agent or other employee who is found, after appropriate investigation, to have engaged in the harassment of another employee or student will be subject to appropriate sanctions depending on the circumstances, up to and including termination

Drug-Free Workplace Policy and Procedures

All employees of Shepherd University, including faculty, staff, administrators, and student employees, must comply with the Drug-Free Workplace Act of 1988 (Public Law 100-690 Title V, Subtitle D, 41 U.S.C. 701 et. seq.) and The Safe and Drug Free Schools and Communities Act of 1989. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place. Reporting for work under the influence of a controlled substance or alcohol is prohibited. As a condition of Shepherd University employment, every employee shall abide by the terms of this policy and notify their supervisors and the Office of Human Resources of any conviction of drug or alcohol related charges resulting from any activity occurring in the work place or otherwise on University premises no later than five days after such conviction. Any employee found in violation of this provision shall be subject to disciplinary action, including dismissal, and may be required to participate in a drug abuse assistance or drug rehabilitation program.

Smoking Policy

Smoking of tobacco, except in designated areas, is prohibited in all buildings and facilities of Shepherd University. Smoking is also prohibited in any motor vehicle owned, leased, or otherwise operated by the University. Smoking within 25 feet of building entrances is prohibited as designated by signage. Cigarette ashes and cigarette remains should be placed only in designated receptacles. Tobacco products, such as snuff and similar substances, are prohibited in all buildings and institutional vehicles.

Hazardous Materials

A Material Safety Data Sheet is to be maintained in the workplace for any hazardous material present. Employees are encouraged to review those safety sheets. Employees who are concerned about materials which they believe may be hazardous, but which have not been identified as such, should consult with the supervisor before handling the material. If the concern is not satisfied, the employee may contact the Assistant Director of the Facilities Management or the Hazardous Material Program Manager.

PAYROLL

Paychecks

Employees are paid twice a month. If a month has 30 calendar days, pay day will be on the 15th and the 30th of the month. If a month has 31 days, pay day will be on the 16th and the 31st of the month. When a pay day falls on a weekend, pay checks will normally be issued the preceding Friday. The University is required by law to make deductions from paychecks for federal and state income taxes, Social Security, and retirement (if full-time). Employees should immediately notify their supervisors or the Payroll Office if they believe there is a problem with their pay check. New employees will have one pay check held in arrears.

Direct Deposit of Paychecks

All employees are strongly encouraged to have their pay checks deposited directly into their bank accounts. Direct Deposit applications are available on Payroll's web site (www.shepherd.edu/afweb/payroll/) and in the Business Office and the Office of Human Resources. New employees are required to register for Direct Deposit.

Non-Exempt Salaried Employees

Non-exempt salaried employees must submit to the Office of Human Resources a monthly work record signed by their supervisor, verifying hours worked. The monthly work record, as well as instructions for its completion, can be found on the HR website (http://www.shepherd.edu/hrweb/monthly_record.doc).

Time Sheets

Time sheets are submitted to the Payroll Office twice a month for all hourly employees. They are due by noon on the 12th and 27th of each month, or, if the 12th or 27th falls on a weekend, they are due by 4:00 p.m. the preceding Friday. Salaried employees who fall below five days of leave will typically be placed on the hourly payroll.

BENEFITS

Employee Benefits Plan

Shepherd University provides benefits-eligible employees an opportunity to participate in a comprehensive package of benefits, including health, life, disability, retirement, dental, vision, and medical spending accounts. Employees will learn more about each of these plans at the new employee benefits session. All plans, programs, benefits, services, and other provisions are subject to review and change.

Health Insurance Programs

West Virginia Public Employees Insurance Agency (PEIA) (<http://www.peia.wv.gov/>) offers hospital, surgical, major medical, prescription, and other medical care coverage. Employees pay a portion of the premium cost.

New employees should enroll as soon as possible and must enroll by the end of the month from the starting date of their benefits-eligible position to enroll for coverage with an effective date the first day of the following month. New enrollees may be subject to pre-existing condition limitations. Premiums for the health and life plans are pre-tax (no federal or WV state tax or social security are deducted from the premiums) under Section 125 of the IRS Code.

Guidelines allow existing employees to enroll or change coverage during the open enrollment period each year. If a family status change occurs, employees should change their insurance plan through the methods provided by the insurance company; otherwise employees may make changes only during the open enrollment period.

All hospital admissions must be pre-certified by the employee or his/her doctor. A separate deductible must be met for prescription drugs, which are paid at various rates.

Mountaineer Flexible Benefits Plan

Various benefit plans are available on a pre-tax basis, including dental and vision insurance. See the Human Resources website (<http://www.peia.wv.gov/services/Pages/mountaineerflexiblebenefits.aspx>) for more information.

Life Insurance

The basic, no-cost health plan under PEIA (The Public Employees Insurance Agency) includes \$10,000 term life insurance with an accidental death and dismemberment benefit. Employees not needing coverage under the health plan may elect life insurance only. Additional optional life insurance may be purchased by employees for a monthly premium based on age and the principal sum selected – up to \$500,000. Dependent life insurance may also be purchased. Enrollments under both options are subject to a statement of health after employees have been with the institution for three months or more. Health statements are normally not required of new employees.

Long-Term Disability Insurance

The Standard Insurance disability policy is a long-term disability plan providing a non-taxable monthly income to age 65 in the event of total disability. The income benefit is based upon the employee's base salary and begins after six months of total disability. The monthly income benefit, which includes any income payable from employee sick leave, Social Security, Workers Compensation, and any disability benefit payable under any insurance or retirement plan sponsored by Shepherd University, is equal to 60% of the monthly salary to a maximum of \$10,000. The minimum monthly benefit under this plan is \$100. The premium is calculated on the base salary and age of the employee and is paid by the employee. If employees enroll after the first full month of employment, they may be subject to a requirement for a medical exam. Employees enrolling for the disability income benefit are also included under the "Annuity Benefit" provision of the plan. The annuity benefit provides for the monthly payment of 12% of the employee's salary into a TIAA-CREF or Great West Life Insurance Company account, in addition to the disability income payments.

Social Security

All employees except student employees must contribute to Social Security. The employee's contributions are matched by Shepherd University.

Retirement Programs

Participation by benefits-eligible employees in a tax-sheltered retirement program is required by West Virginia State law. Employees must contribute six percent of their gross pay to the Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF) Retirement Program (<http://www.tiaa-cref.org/>) or to Great West Life Insurance Co. (<http://www.greatwest.com/>). Shepherd University matches the employee's six percent contribution. Vesting is immediate. Retirement income is based on age at retirement, amount of dollars accumulated, and the income option chosen, i.e. single life or joint life.

403(b) Supplemental Retirement Plans & 457(b) Deferred Compensation Plans

In addition to the basic retirement plan, all Shepherd University employees, including part-time, have the option of tax sheltering additional money through a 403(b) Supplemental Retirement Account or 457(b) Deferred Compensation Plan. Supplemental Retirement Accounts and Deferred Compensation Plans are available through TIAA-CREF and Great West Educator \$ Money.

Employee Assistance Program

Shepherd University offers an Employee Assistance Program (EAP) through Behavioral Health Services of the Shenandoah Valley Medical System in Martinsburg. The EAP provides a wide range of counseling services in a confidential setting. The University pays for the initial two visits with the employee responsible for the costs of any subsequent visit. These costs may be covered by medical insurance. To use this service, employees may contact Behavioral Health Services directly at 304-263-7023.

Spouse or Dependent Tuition Waiver Program

Full-time faculty and staff may apply for a Shepherd University tuition waiver for a spouse or eligible dependent. The employee must have completed at least six calendar months of work prior to the beginning of the semester for which the waiver is requested. For more information, go to the Human Resources website (www.shepherd.edu/hrweb).

Unemployment Compensation

Wages at Shepherd University are reported quarterly to Workforce West Virginia. For more information about this program, contact the local Workforce West Virginia Career Center in Martinsburg at (304) 267-0065.

Workers Compensation

Shepherd University employees are protected against job-related injuries by the BrickStreet Insurance Company which administers Workers Compensation in West Virginia, and to which Shepherd University pays premiums for all employees. Employees injured on the job must report the injury to their supervisor within 24 hours. All accidents must be reported on a Shepherd University Accident Report Form. The employee should secure a BI-1 Form from the medical provider which should be submitted to BrickStreet Insurance Company. The time limit for filing a Workers Comp Claim for job-related injury or illness was reduced from two years to six months effective February 10, 1995. Occupational Safety and Health Administration (OSHA) regulations require that each department report any occupational injury or illness by submitting an incident report to the Office of Human Resources within three days. This information is then entered into the University's log of occupational injuries and illnesses.

On-the-job injuries or occupational illnesses that involve no more than three days of disability leave or absence from work will not be charged against the employee's accumulated sick leave. If on-the-job injuries or illnesses require a medical leave beyond the three-day period, the employee must choose either of the following options: (1) Receive earned and accumulated sick leave benefits until they are exhausted and forfeit any benefits determined to be due under the West Virginia Workers Compensation Laws; or (2) Request leave of absence without pay, reserving for future use any earned and accumulated sick and annual leave, and receive only Workers Compensation benefits for which he/she is determined eligible. It is never appropriate for an employee to receive both University pay and Workers Comp pay for the same work day.

Identification Cards

A Rambler Card is issued to each full-time and part-time regular employee by the Rambler Card Office as a form of identification. Employees may be required to present their identification cards when a reduced rate option on events is offered, or when accessing University owned facilities and services. For information, contact the Rambler Card Office at extension 5273.

TELECOMMUNICATIONS POLICY

Misuse of Computing and Telecommunications Resources

Computing and Telecommunications resources include, but are not limited to:

- West Virginia Network for Educational Tele-computing (WVNET);
- Shepherd University Computing Services Systems, including hardware equipment, data, and programs;
- Shepherd University Campus Network;
- Shepherd University Telecommunications and Telephone Systems;
- University-owned microcomputers and printers;
- University-owned software.

Computer or communications equipment, data, or programs owned, leased, or otherwise provided by Shepherd University or the HEPC Central Office are for authorized administrative and academic purposes. The following is specifically prohibited:

- Disruption or interference with the normal use of computers or communications related equipment, data, or programs of individuals, WVNET, or the University;
- Unethical, unprofessional, unauthorized, illegal or other improper use of this equipment, data, or programs;
- Attempts to breach security in any manner;
- Use of a computer account or network access for other than the purpose for which assigned;
- Unauthorized copying or unauthorized use of computer software.

Telephones are only for University related business. Personal calls should be made from pay phones, billed to one's home number, or to one's personal calling card.

Egregious violations of this policy may be deemed to be gross misconduct.

LEAVE (BOG Policy 10)

Leave Management System

Employees request leave and supervisors approve it through Replicon, the University's leave management system. Leave must be taken in 15-minute increments. Changes to leave requests that already have been approved can be made only by the Human Resources Office. For complete instructions on the use of the leave management system, please go to the Human Resources website (<http://www.shepherd.edu/hrweb/leave-instructions.pdf>).

Annual Leave

All full-time regular employees in classified positions shall be eligible for annual leave with pay on the following basis:

Less than 5 years of service	1.25 days accrual per month
5 but less than 10 years service	1.50 days accrual per month
10 but less than 15 years service	1.75 days accrual per month
15 or more years service	2.00 days accrual per month

Non-classified employees will initially earn annual leave at a rate between 1.25 days and two days per month as determined by the President at the time of employment. Non-classified employees always accrue at least as much annual leave as they would as classified employees.

Full-time regular employees working between 1,040 hours and 1,950 hours over at least nine months of a twelve-month period shall accumulate annual leave on a prorated basis. Annual leave shall not be granted to casual, temporary, or part-time employees.

No person who is earning a higher accumulation than is authorized under this policy shall have his or her accumulated leave reduced to comply with this policy while in the current position. However, upon leaving the position, the proper accumulation rate shall apply to the employee who fills this vacant position.

Annual leave is a benefit of paid days off work which employees are expected to use in a reasonable manner. Employees who have a modest number of accumulated sick leave days are expected to restrict their use of annual leave to reasonably maintain a reserve of accumulated leave in case of an onset of illness. Monitoring this is the responsibility of the employee. Failure to do so is considered a deficiency of performance.

Annual Leave Conversion Upon Retirement - Upon meeting certain requirements, individuals retiring from Shepherd University may be eligible to apply unused annual leave as a credit toward the premium for the West Virginia Public Employees Insurance Plan, just as they can apply unused sick leave for this purpose. This option is not available to employees hired after July 1, 2001

Accumulation Limits - Accumulated leave for continuing employees may not exceed twice the amount earned in any twelve-month period. Employees are entitled to compensation for accumulated annual leave at termination of service, but in no case may this exceed twice that amount earned in any twelve-month period. Nine-month employees may accumulate twice the amount of leave earned during their nine months of work, not twice what they would have earned if they were working for 12 months.

Calculation Based on Years of Service to the State of West Virginia - Annual leave accrual rate shall be based on years of service to the recognized agencies of the State of West Virginia.

Crediting Years of Service - An annual appointment period of nine months or more of full-time work shall be credited for one year of service for seniority relative to annual accrual rate determination.

Scheduling and Use of Annual Leave - Annual leave must be approved in advance by the supervisor. Annual leave shall be arranged to fit operating schedules; however, consideration shall be given to an employee's request. Seniority may be considered by the supervisor when arranging vacation schedules. An employee may not take leave before it is earned.

Illness During Annual Leave - Illness which occurs during scheduled annual leave is counted as annual leave.

Transfer of Annual Leave - Up to 15 days of annual leave may be transferred with an employee from other agencies of the West Virginia State Government to Shepherd University. Certification of the balance which existed with the previous employing agency must accompany the request for transfer of annual leave by the employee. The request must be made within one year from the last day of employment with the other agency or institution.

Unused Annual Leave Credits - In the event of an employee's death, accumulated annual leave will be credited to the employee's estate.

Lump Sum Payment Option for Unused Annual Leave - Upon termination of active employment through resignation, retirement, or otherwise, an employee may opt to be paid a lump sum amount of accrued and unused annual leave or to remain on the payroll until such accrual is exhausted.

Leave Request/Time Sheet Documentation - Hourly employees must submit leave requests as well as reflecting on their time sheets that they have used sick or annual leave that day.

Sick Leave

Full-time regular classified and non-classified employees accrue 1.5 days of sick leave per month of active employment. Sick leave may be used by an employee who is ill or injured or when a member of the immediate family is seriously ill as defined by the treating physician, or when a death occurs in the immediate family. For the purpose of administering this leave policy, the immediate family is defined as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, step-mother, step-father, step-children, or others considered to be members of the household and living under the same roof. Sick leave may also be used for employee medical appointments which are approved in advance by the supervisor.

Accumulation of Sick Leave - Accumulation of sick leave is unlimited. Employees working between 1,040 hours and 1,950 hours over at least nine months of a twelve-month period shall accumulate sick leave on a prorated basis.

Transfer of Sick Leave - Accumulated sick leave may be transferred to Shepherd University for employees coming to Shepherd from other agencies of West Virginia State Government. Certification of the employee's sick leave balance which existed at the state agency must accompany the request for transfer and bear the signature of an officer of that agency. A request for transfer must be made within one year from the last day of employment with the other state agency.

Reinstatement of Sick Leave Upon Reemployment - When an employee terminates employment for reasons other than retirement, all sick leave credited to that employee shall be considered ended as of the last working day with the institution and no reimbursement shall be provided for unused sick leave. If an employee resigns in good standing and is later reemployed, he/she may have his/her accumulated sick leave reinstated if the date of termination is less than one year from reemployment. However, if the employee returns to work after more than one year from the date of termination, no more than 30 days of sick leave may be reinstated.

Sick Leave Conversion Upon Retirement - Upon meeting certain requirements, individuals retiring from Shepherd University may be eligible to apply unused sick leave as a credit toward the premium for the West Virginia Public Employees Insurance Plan, just as they can apply unused annual leave for this purpose. This option is not available to employees hired after July 1, 2001.

Medical Leave Verification - Medical leave verification or assessment is a signed statement from the treating health care provider to validate the illness or other cause for which sick leave or medical leave of absence may be granted. The health care provider signing the medical assessment must be currently and appropriately licensed. The document must provide information regarding the individual's medical condition, diagnosis, prognosis, and functional limitations, including duration and treatment plan, if any. Based upon the medical assessment, employability and/or accommodation determinations will be made by Shepherd University.

Medical leave verification/assessment is required:

- To validate a sick leave absence of more than five consecutive days under the terms of the sick leave policy;
- To return to work following a sick leave absence of more than five consecutive days, or a medical leave of absence;
- If requested of the employee by the supervisor following a sick leave absence, regardless of duration, as a condition of returning to work;
- To apply for and sustain catastrophic leave eligibility;
- To apply for and sustain a medical leave of absence; and/or
- To assure continued access to benefit coverage while on medical leave of absence.

It is the employee's responsibility to pursue and obtain the necessary medical assessment from the treating health care provider, and to present the completed evaluation to the University in a timely manner. Incomplete, unacceptable, or untimely medical information may result in:

- Prohibition to charge time absent from work to accrued sick leave;
- Prohibition to return to work if one's capacity to perform essential duties is in question;
- Disallowed or discontinued medical leave of absence;
- Discontinuation of benefit access; and/or
- Disciplinary action, up to and including termination of one's employment with Shepherd University.

A Medical Leave Verification form is available on the HR website (http://www.shepherd.edu/hrweb/medical_leave.doc).

Catastrophic Leave

(WV Code 18B-9-10, effective June 5, 1992)

A staff member experiencing a catastrophic illness or injury as defined by the West Virginia Code and Shepherd University policy may request approval to receive paid leave time donated by other employees. Within established limits, employees may voluntarily donate accumulated sick or annual leave directly to an approved recipient. Employees returning from catastrophic leave will be placed on the hourly payroll at least until their leave accrual reaches five days.

Funeral Leave

When a death occurs in the immediate family, a reasonable amount of time (maximum of five days) may be charged to accrued sick leave as required for the employee to arrange for and attend the funeral and related services, including travel time. For the purpose of administering this leave policy, the immediate family is defined as: parent, child, grandparent, grandchild, brother, sister, husband, wife, step-parent, step-child, brother-in-law, sister-in-law, or others considered to be members of the household and living under the same roof. "Reasonable" amount of time is determined at the discretion of the supervisor, and is based upon geographic distance, work load and similar factors. Sick leave is not provided for an extended bereavement period or to attend to the affairs of the estate; annual leave may be requested for these purposes.

Red Cross Leave

An employee that is a certified disaster service volunteer of the American Red Cross may be granted, with the supervisor's approval, leave with pay for up to 15 work days per year to participate in relief services for the Red Cross.

Grievance, Witness and Jury Leave

Employees who are subpoenaed or directed to serve as jurors or appear as witnesses for review proceedings of the Federal Government, the State of West Virginia, or a political subdivision thereof, shall be entitled to work release time for such duty and for such period of required absence which overlaps regularly scheduled work time. Employees are entitled to leave with pay for the required period of absence during the regularly scheduled work time including reasonable travel time. When attendance in court is in connection with usual official duties, under subpoena, or as directed by the supervisor, time required, including reasonable travel time, shall not be considered as absence from duty. Likewise, time spent by Shepherd University employees as hearing officers, hearing committee members, and parties or witnesses in a grievance hearing is considered legitimate work time if it occurs during their normally scheduled work hours, and is part of a service to Shepherd University. Appearing as a witness without a subpoena at the request of a fellow employee and without the request of an authorized supervisor does not constitute University business. An employee who is scheduled to work prior to the court or hearing start time shall initially report to work, travel time permitting. An employee who is excused from court/hearing prior to the end of the scheduled work day shall immediately report to work for the remainder of the work day. This policy does not apply to employees who are called to testify as expert or consulting witnesses and who are paid for their witness services. Further, this policy does not apply to employees involved as parties to a personal lawsuit unrelated to work.

Military Leave

Members of the National Guard or any reserve component of the armed forces of the United States are entitled to and will receive a leave of absence without loss of pay, status, or efficiency rating, for all days engaged in field training or service for a maximum period of 30 working days in any one calendar year, ordered or authorized under provision of state law. The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, notwithstanding the fact that such employee may receive other compensation from Federal sources during the same period. Furthermore, such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increase, and experience with the institution. An employee shall be required to submit an order or statement in writing in advance from the appropriate military officer in support of the request for such military leave. The terms of this policy shall apply for 30 working days following an order into active duty under the provisions of any Selective Training and Service Act, or other such Act whereby the President of the United States may require the services of the National Guard and the reserve components of the armed forces of the government.

Declared Emergency

At the discretion of the President of Shepherd University or the President's designee, in consultation with local or state public safety officials, University operations may be shut down in total or in part because of any circumstance which threatens the health or safety of employees and/or students, such as extreme inclement weather and facility shutdowns. The President or the President's designee will later declare when emergency conditions no longer exist.

Full-time regular classified and non-classified employees are eligible for regular pay for work time lost because of a declared emergency. Work time lost will be considered regular work time for pay purposes and will not require time charged to accrued leave nor will there be a requirement that the time be made up. When operational needs require a non-exempt, regular classified or non-classified employee to work during a University declared emergency period, in addition to regular pay the employee will receive compensation in either Compensatory Time Off (CTO) or pay at the rate of time and one-half for the actual hours worked during the University-declared emergency period. Exempt employees that work during a declared emergency period receive CTO on an hour-for hour-basis.

Emergency Leave

Emergency leave of up to five days within any fiscal year, with pay, may be granted by the President of Shepherd University in the event of extreme misfortune to the employee or his/her immediate family, provided that all accrued annual leave has been exhausted. Typical events which may qualify an employee for such leave include fire, flood, or other occurrences (other than personal illness or injury, or serious illness or death in the immediate family) of a nature requiring emergency attention by the employee.

Pregnancy Related Illness or Disability

Disabilities which may be caused by pregnancy shall be treated the same as any other off-the-job illness or disability would be treated for sick leave entitlement. Pregnancy-related illness shall include pregnancy, miscarriage, abortion, childbirth and recovery. In determining if an employee is unable to work because of a pregnancy related illness, the same criteria shall be used as for any other disability. The University policy on normal births is to allow six weeks of sick leave, if available, to be used.

Family and Medical Leave Act of 1993 (BOG Policy 10)

The Family and Medical Leave Act (FMLA) allows employees to request up to 12 weeks per year of unpaid leave. The request should be made to the Office of Human Resources. All sick leave does not have to be exhausted to request coverage under the FMLA but all annual leave must be exhausted before the employee can go off the payroll. FMLA leave can run concurrent with paid sick or annual leave. In other words, the 12 weeks would include any paid leave that is used by the employee during this period. Medical coverage may continue during this leave period with the employee paying full costs.

Reasons for taking FMLA leave:

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

Absence Due to Inclement Weather

Absences from work due to weather conditions other than during a declared emergency must be charged against accumulated annual leave, or the employee must be removed from the payroll in question. Sick leave may not be charged for absence due to weather. Time lost from work may be made up in the same work week at the discretion of the employee's supervisor.

Cancellation Policy

Employees encountering severe travel conditions should notify their supervisors of their absence and discuss work conditions, leave time, and special needs.

All employees designated as emergency personnel (via a memo from their supervisors) will be required to report at their regular work times regardless of weather conditions, unless otherwise directed by their unit supervisors.

Should an extreme weather emergency or power or water failure warrant the closing of offices and/or canceling or altering the schedule of classes by the President, then public notification will be made via Shepherd's website, switchboard, Rave text-messaging system and area media.

Leave of Absence Without Pay

A full-time regular employee, upon application in writing and with written approval by the University President, may be granted a continuous leave of absence without pay for a period not to exceed one year. Leaves of absence without pay may be granted for medical reasons, personal need, or in compliance with the Parental or Family Leave Acts. All annual leave must be taken before a personal leave of absence is approved. For additional information refer to Shepherd University Board of Governors Policy 10. The President, at his or her discretion, may require the written approval of the supervisor before accepting the written application of an employee for a leave of absence without pay and shall determine if the purpose for which such leave is requested is proper and within sound administrative policy.

All annual leave must be taken before a parental/family leave of absence is approved. Parental/family leave of absence provides a maximum of 12 weeks leave without pay during any twelve-month period.

At the expiration of a leave of absence without pay, the employee shall be reinstated without loss of any rights, to the vacant position or a comparable position. During a leave of absence without pay, Shepherd University will honor an employee's rights under WV Code Section 18B-7-1. Failure of the employee to report promptly at the expiration of an approved leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for termination of employment by the institution.

Employees who are on leave of absence without pay may be transferred to the hourly payroll when they deplete their leave, at least until they have accrued five days of leave.

Employees may not routinely take leave without pay when they have annual and sick leave accrued. Paid leave must generally be used first.

It is the policy of Shepherd University that paid holidays are a benefit provided to active, continuing employees. This includes not only the days designated on the formal list of annual holidays, but also any days or portions of days added to the holiday schedule after the fiscal year has begun. (The occasional circumstance of all or part of a scheduled business day which is cancelled due to a weather or other emergency condition is not included in this policy.)

To that end, in order to be eligible for a paid holiday, generally an employee must be active on the payroll (i.e., either at work or on paid leave) on the day before and the day after a holiday(s). If the employee does not work a traditional Monday – Friday work week, this applies to the last preceding day that the employee would have worked, and the next following day after the holiday(s) which would be worked. For an employee to be paid for a cancelled business day, it is not required that the employee be active on the payroll on the day before and the day after the cancelled day.

In the interest of equity, a limited number of exceptions will be made to this generally applicable rule. The University's grant of an exception will be limited to employees who are not "at fault" in excessive/imprudent consumption of accrued leave prior to the holiday. (Brand new staff who have not yet accumulated leave, or staff who have suffered recent, documented catastrophic illness depleting all leave, are examples of these limited circumstances.)

HOLIDAYS

Guidelines for University observed holidays are provided in Shepherd University Board of Governors Policy 8. Holidays established are intended to grant full-time regular employees the benefit of one work day of paid time off.

There are 13 paid holidays each fiscal year, including statewide primary and general election days, plus two additional half-holidays when Christmas and New Year's Day fall on Tuesday through Friday. Half-holidays shall be counted as half-days in computing the total number of holidays (3 hours, 45 minutes). Holidays include: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Dr. Martin Luther King's Birthday. The remaining holidays are designated at the discretion of the President each year. Proclamations of a legal holiday by the President of the United States, governor, or any other authority are generally recognized at Shepherd University. If a recognized holiday occurs on a Saturday, the University may observe it officially on the preceding Friday. If a recognized holiday occurs on a Sunday, the University may observe it officially on the following Monday. Any specific adjustment regarding a day of observation will be announced by the President's Office or designated authority.

When operational needs require a full-time or part-time *non-exempt* staff member to work on any of the observed University holidays, in addition to regular pay the employee will receive compensation in either Compensatory Time Off (CTO) or pay at the rate of time and one-half for actual hours worked on the holiday. The CTO must be used within six months following the holiday. Employees will be paid for overtime unless a written compensatory time agreement exists.

When operational needs require an *exempt* employee to work on any of the observed University holidays, the employee will receive substitute time off on an hour-for-hour worked basis. If an observed holiday occurs on an employee's scheduled day off, an extra day off in lieu of the holiday shall be granted. When an observed holiday occurs during an employee's scheduled annual leave, the day will not be charged to annual leave.

In accordance with the law, the University will consider granting reasonable time off to employees who may observe religious holidays not included on the list of University observed holidays, as long as this causes no undue operational problems and hardships within the department. Such time off requires prior supervisory approval and will be charged to accrued annual leave or compensatory time off.

STAFF DEVELOPMENT AND TRAINING

Educational Activities

Employees are encouraged to utilize University educational opportunities for career development and self-improvement. An employee, at the discretion of his/her immediate supervisor, based on operational need, may receive time off during scheduled work hours for the purpose of attending educational activities. Work release time is subject to the prior approval of the employee's executive officer or director. Occasional in-service training may be required as a term of employment. Supervisors have discretion over requiring employees to attend specified training activities.

University Classes

Full-time regular employees are eligible for time off or adjusted work schedules to attend classes. Eligible employees may be allowed time off during work hours to attend up to one, three hour credit, undergraduate or graduate level class, provided the absence will not unduly interfere with the unit's operation and is approved by the organizational unit administrator. The time for this one three hour credit class does not need to be made up. If more than one approved class is taken, time away from work for the additional classes must be made up during the same week. An adjusted schedule may also be approved for the semester. During emergencies, the employee must work as assigned by the supervisor even if release time had been previously granted.

An employee must have completed at least six calendar months of work prior to the beginning of the semester in which he/she seeks admission in order to be granted educational release time. Classified employees must have completed their probationary period.

Course work may be taken on a tuition waiver basis at Shepherd University. Waivers from other institutions, such as West Virginia University or Blue Ridge Community and Technical College, may also be available. The Registrar processes tuition waivers, and questions about the employee tuition waiver program may be directed to the Registrar.

Before the semester in which classes are to be taken, the employee is required to provide his/her supervisor a written request for release time. The supervisor will then approve or disapprove the release and provide the employee with a written statement of the decision. Copies of this agreement must be endorsed by the unit's executive officer and filed in the employee's personnel file in the Office of Human Resources.

Business and Legal Reports (BLR.com)

Shepherd subscribes to Business and Legal Reports (BLR.com), a service that offers training programs on safety issues and general human resources issues for faculty and staff. Training modules can be delivered in two ways--Desktop Tutorials or PowerPoint Presentations. More information can be found at: <http://www.shepherd.edu/hrweb/news/training.html>.

ADDITIONAL PROGRAMS AND PRIVILEGES

Library Privileges

Employees may use library facilities, collections, and information services. Contact the Scarborough Library for information about accessing these services.

Athletic Events

Full-time employees are eligible for an athletic pass upon request by the employee. This pass is issued by the Shepherd University Athletic Department at extension 5481.

Bookstore

The Shepherd University Bookstore offers a complete line of trade books, textbooks, school supplies, office supplies, clothing, imprinted items, and miscellaneous items. Faculty and staff are eligible for an employee discount at the Bookstore.

Parking

For current information on parking rates and locations, please contact the Campus Police at extension 5374 or go to www.shepherd.edu/police. All employees are expected to have a valid parking permit on their vehicles each year and may not park on campus without one.

Wellness Center

The Shepherd University Wellness Center is a state-of-the art facility which includes a swimming pool, exercise equipment, and a running/walking track. Employee discounts are available for Wellness Center memberships.

EMPLOYEE ORGANIZATIONS

Classified Employees Council

The Classified Employees Council is an advisory council to the President of the University and a means for all classified employees to express their opinions about job conditions, fringe benefits, employee-employer relations, or other areas that affect their jobs. The Classified Employees Council is composed of elected members from the six major occupational categories as well as the classified employee representative to the Shepherd University Board of Governors and the classified employee representative to the Advisory Council of Classified Employees.

Staff Development Committee

The Classified Employees Council has created a Staff Development Committee (SDC) to oversee the funds provided to classified staff for training and development. Requests for staff development funds should go to the chair of the SDC. The SDC, Classified Employees Council, or the Office of Human Resources can provide information regarding staff development.

CLASSIFICATION AND COMPENSATION

The Director of Human Resources is responsible for the assignment of all Shepherd University classified positions to appropriate job titles and pay grades within the Higher Education Classification System. This system requires that the work performed by employees in classified positions be documented in an official position description, known as the Position Information Questionnaire. The position description must be updated by the appropriate supervisor, signed by the appropriate administrators and submitted to the Office of Human Resources when posting a vacant position or submitting a position for classification review. If significant changes occur in the essential duties or responsibilities of a classified position, it is the responsibility of the supervisor, through established University procedures, to submit the position to the Office of Human Resources for review. Questions regarding position descriptions, position reviews or job evaluation should be directed to the Office of Human Resources.

Review of Position Information Questionnaire

Supervisors are responsible for ensuring that current, signed job descriptions are on file for every staff member. To request a review of a Position Information Questionnaire (PIQ) for purposes of considering a change in the pay grade of a classified position, the supervisor needs to provide an updated PIQ to the Director of Human Resources, along with an explanation of what has changed since the last version of the PIQ. Employees who wish to seek a PIQ review independent of their supervisors must contact the Human Resources Office. Blank PIQ forms can be found on the HR website (www.shepherd.edu/hrweb/forms.html).

The Director of Human Resources may elect at any time to perform a desk audit of the employee's position in order to better determine the duties included in the employee's responsibilities. Classified positions may be downgraded with the approval of the Vice President/Executive Officer. Executive Staff approval is required to upgrade classified positions. The Executive Staff reviews upgrade requests following a job factoring evaluation by the Director of Human Resources.

DISCIPLINARY ACTION

Each employee must maintain standards of performance and conduct as outlined by the immediate supervisor and institutional policy and to comply with applicable policies, procedures, and laws. When a classified employee does not maintain the appropriate standards of performance or conduct, disciplinary action, including but not limited to, demotion, suspension, transfer, or dismissal may be taken. The supervisor will give the employee notice of the unacceptable performance, an explanation of the supervisor's concerns, and an opportunity for the employee to provide an explanation for the behavior in question. Notice and an opportunity to explain should usually precede major disciplinary actions such as suspension or dismissal.

Depending upon the actual and potential consequences of the offense, employee misconduct may be considered minor misconduct or gross misconduct. Minor misconduct is that which is generally deemed by the supervisor as correctable by counseling and/or instruction through progressive discipline. Progressive discipline requires notice of concern and expectations to the employee through counseling and letter(s) of warning, with potential suspension, demotion, transfer, and termination. Gross misconduct is of substantial actual and/or potential consequence to operations or persons, typically involving flagrant or willful violation of policy, law, or standards of performance or conduct. Gross misconduct may result in any level of discipline up to and including immediate dismissal at the President's discretion.

Campus police officers and all non-classified staff are not covered by the progressive disciplinary policy because they are "at will" employees. Additional information regarding disciplinary action may be obtained by contacting the Office of Human Resources.

GRIEVANCE PROCEDURE

The statutory grievance procedure is available to all state employees for resolution of most work-related concerns. Exceptions include pension or other retirement system issues, insurance issues, or matters not within the vested authority of the employer. Grievances are filed with the President's Office and must also be sent by the grievant to the Grievance Board in Charleston. Grievances must be filed within 15 days of the aggrieved incident. For additional information refer to WV Code Chapter 29, Article 6A, contact the Office of Human Resources, or go to the Grievance Board's website (www.state.wv.us/admin/grievanc).

Under all procedures, the employee or the employee's designated representative has the responsibility to clearly indicate that a grievance is being filed, provide an explanation of the issue including the specific policy violation, and the remedy sought for resolution of the issue. Grievance must be filed with the President's Office and with the Grievance Board in Charleston.

Performance Appraisals

Staff members will have their job performance evaluated by their supervisors during the probationary period and at least once annually thereafter, prior to June 30th. The appraisal interview with the employee will be accomplished for the purpose of clarifying job understanding and expectations, improved performance, improved communications, performance counseling, goal setting and development. The performance appraisal results will be used as a factor to be considered in employee transfer, promotion, retention, and demotion determinations and, for non-classified employees, will be used to determine in part the employee's salary increase.

TERMINATIONS

Voluntary Termination

Employees who intend to resign from their positions are expected to give their supervisors at least two weeks advanced written notice. In order for an employee to leave with a record in good standing with Shepherd University he/she must: (1) provide advance notice of his/her resignation, (2) return all University property such as keys, equipment, IDs, uniforms, documents, etc., and (3) settle any monetary or other obligations with the University. An employee is expected to work throughout the two-week notice, unless waived by the immediate supervisor. Employees who do not leave Shepherd with a record in good standing may be ineligible for reemployment with the University.

Dismissal for Cause

When it is determined by the supervisor that an employee is not meeting performance or conduct standards or fails to comply with legal or policy requirements, termination for cause may occur consistent with the disciplinary procedures.

Automatic Termination

Absence from work for three consecutive work days without proper notice, explanation, and/or authorization shall be deemed gross misconduct and neglect of duty, and the employee's University employment will be terminated.

Reduction in Force

The elimination of any full-time regular classified position requires the prior written approval of the President. In the event a full-time regular classified position is eliminated because of lack of funds or work, the University will comply with the requirements of WV Code 18B-7-1. Consultation of supervisors with the Shepherd University Office of Human Resources for proper layoff management is required prior to notification of layoff to any full-time regular classified employee.

Separation from University Employment for Medical Reasons

Whenever it is medically, psychologically, or psychiatrically determined that an employee can no longer perform the essential duties of the position and reasonable accommodation cannot be made, the employee will be separated from the University for medical reasons. The employee should investigate what benefit entitlements are applicable. Existing laws and policies will guide the University in protecting the employment and retention rights of disabled employees who are considered otherwise qualified within the meaning of such laws.

Terminating Employee Health Insurance Privileges

On April 7, 1987, federal law adopted the Consolidated Omnibus Budget Act (COBRA). COBRA mandates employers to offer continuation of group health insurance to certain employees who lose coverage. In the case of employee terminations, the law requires the employer to notify the plan administrator within 30 days after the employee's termination of employment. The Public Employees Insurance Agency (PEIA), not Shepherd University, will notify terminating employees of his or her COBRA rights. The University is required to complete a PEIA health insurance termination form for every PEIA participant who leaves Shepherd University or becomes ineligible for benefits. Any employee on a nine-month contract who terminates in May, June, or July, regardless if benefits are escrowed, will generally be covered by insurance only to the end of the month in which regular wages are received.

CONCLUSION

Copies of policies, rules, and laws cited in the *Staff Handbook* are available on the HR website (www.shepherd.edu/hrweb/). If you have any questions or comments about the contents of the *Staff Handbook*, you should discuss them with your supervisor or the Human Resources staff.

The *Staff Handbook* is not an implied or expressed employment contract. The provisions of the *Staff Handbook* are guidelines rather than policies, and Shepherd University reserves the right to depart from such guidelines where circumstances warrant. Existing policy and law will prevail over any inadvertent errors in the *Staff Handbook* text. This includes the provisions of all rules of the West Virginia Higher Education Policy Commission and the Shepherd University Board of Governors. Guidelines outlined in the *Staff Handbook* may be changed at any time at Shepherd University's discretion. The duration of employment for any employee is unspecified, and is at the discretion of Shepherd University within appropriate parameters established by applicable rules, policies, and laws. This edition of the *Staff Handbook* supersedes and replaces all previous handbooks, including but not limited to the *Board of Regents Staff Handbook* of 1987, the *Shepherd College Handbook* of 1999, the *Shepherd University Classified Employee Handbook* of 2005, and the *Shepherd University Staff Handbook* of 2007.

REFERENCES

EEO/AA Plan
Harassment Policy
Guidelines for Reporting Sexual Harassment
Classified Staff Salary Schedule
New State Grievance System
State Employees Grievance Board

BOG Policies:

4 – Sexual Harassment
8 – Holidays
9 – Classified Employees (Same as WV HEPC Rule 39)
10 – Employee Leave (Same as WV HEPC Rule 38)
11 – Staff Development
24 – Part-Time Employees and Adjunct Faculty
26 – Salary Policy
34 – Staff Work Shifts

WV HEPC Rules:

9 – Personnel Administration – EOE/AA

WV HEPC Chancellor's Interpretive Memoranda

3 – Internal Hiring of Non-Exempt Classified Employees
4 – Non-Classified Status for Positions Considered Critical to the Institution
5 – Grievance Process for Faculty, Classified Employees and Administrators

Links to the above policies can be found on the Human Resources website (www.shepherd.edu/hrweb).

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