



# STAFF HANDBOOK

## TABLE OF CONTENTS

<b>Introduction</b> .....	5
<b>University Purpose</b> .....	5
<b>100 Employment</b>	
101 Staff Member Appointment Status .....	6
102 Working Hours/Working From Home or Off Campus.....	6
103 Breaks and Lunch Periods .....	7
104 Other Employment .....	7
105 Nepotism.....	7
106 Introductory Period.....	7
107 Job Postings .....	8
108 Hiring Process.....	8
109 Orientation.....	8
110 Promotions.....	8
111 Transfers .....	9
112 Equal Employment Opportunity.....	9
113 Collaborative Reviews.....	9
114 Smoking Prohibited .....	9
<b>200 Administration of Wages and Salaries</b>	
201 Compensation .....	10
202 Overtime and On Call Time .....	10
203 Honoraria and Extra Pay for Staff.....	11
204 Compensatory Time for Exempt Staff.....	11
205 Traveling on University Business.....	11
206 Deductions.....	12
207 Loans .....	12
208 The Staff Compensation System .....	12
209 .....	13
210 Inclement Weather.....	14











## **107 JOB POSTINGS**

Vacancy announcements for regular and term positions are normally announced via email and (jobs.sewanee.edu). Most positions are advertised in newspapers and professional journals and may be registered with the Tennessee Job Services Office in Tullahoma. Vacancy announcements normally include a brief description of the position, the qualifications sought, the pay range, the working hours (for non-exempt positions), the date posted, and the closing date or date that



interested in promotion should make their interests known to their supervisor and/or department head.

#### **111 TRANSFERS**

Staff members interested in an open position in another department should make their interests known to the Office of Human Resources. Any qualified regular staff member will normally be interviewed for a vacancy to which he or she applies. Normally regular staff members are not eligible for transfers until successful completion of their introductory period.

From time to time, based on University needs and resources, staff members are transferred to another position or department. In such cases, the University attempts to meet the needs of the staff member as well as the department involved.

#### **112 EQUAL EMPLOYMENT OPPORTUNITY**

The University provides equal employment opportunity to all employees and applicants for employment. No person shall be discriminated against in employment because of race, color, sex, age, national origin, sexual orientation, disability, genetic information, religion (except for those positions in T religious affiliation is a necessary qualification).

#### **113 COLLABORATIVE REVIEWS**

Performance reviews are conducted qpeg" rgt year via our Collaborative Review program University-wide for all continuing employees with staff appointments.

The system is designed to help staff members reach their full potential so that through their work the University can reach its full potential. Helping staff reach their full potential requires that staff understand how their work fits into the overall goals of the organization. Therefore, as part of the review process, University and departmental goals are shared with each person. Staff members are also asked to review their goals from the previous review period and set new goals for the review period to come.

#### **114 SMOKING PROHIBITED**

Smoking is prohibited in all enclosed University property, including vehicles, and is also prohibited within 50 feet of the entrance to any facility. This includes cigarettes.

## **201    COMPENSATION**

The official work week begins at 12:01 a.m. on Saturday. Paychecks for hourly and salary non-exempt staff members are issued bi-weekly and are direct deposited by noon on the proper Friday. Paychecks cover the hours worked in the two-week period up to the Friday before a payday.

Paychecks for exempt staff members are normally direct deposited on the 25th of each month and cover salary due for the entire calendar month. In months where the 25th does not fall on a regular work day, paychecks are direct deposited on the last regular work day prior to the 25th.

Availability of salary increase funds is determined as part of the annual budgeting process. When and if granted, salary increases normally become effective on July 1. Individual salary increases are based on market and equity considerations. The University does not give

disciplinary action. However, all time worked must be recorded and paid regardless of whether or not it was approved in advance.

**203 HONORARIA AND EXTRA PAY FOR STAFF**

Normally full-time, full-year exempt staff and faculty with administrative appointments are not eligible for extra pay when they assume additional duties. Additional pay may occur when an employee temporarily takes on additional duties and responsibilities of a position that is in a higher career band.

Normally, full-time, non-exempt staff are not allowed to work in a position other than their regular position. However, on occasion, with the written approval from Human Resources, a non-exempt staff member may work extra hours in another non-exempt position. The hiring

## 206 DEDUCTIONS

The following deductions may be made from payroll checks:

- Federal Income Tax Withholding
- Social Security (FICA)
- AAUP (American Association of University Professors) Dues
- Community Chest
- Court ordered garnishments
- Credit Union
- Medical and Dependent Care Flex Spending
- Garbage pickup
- Insurances (e.g., health, life, dental, automotive, and homeowners)
- Payroll savings plans
- Penalties for University parking violations
- Rent or property lease
- Retirement contribution
- United Way
- University gifts
- University loans, or monthly accounts
- Uniform deductions

## 207 LOANS

Regular full-time staff members may be eligible to receive certain University-funded loans.

dependent children enrolled in degree-granting programs at accredited post-secondary institutions; and (2) educational loans awarded to staff members. The issuance of these loans

budget, and other terms and conditions. Applications for and the details about educational loans are available from the Financial Aid Office.

## 208 THE STAFF COMPENSATION SYSTEM

diverse workforce at competitive compensation levels. The University pursues that goal through the objectives below.

Objectives

**Affirmation.** Every employee is a valuable contributor to the mission of the University.  
**External competition.**







## **401 INTRODUCTION TO TIME AWAY FROM WORK**

The University has extremely generous sick leave, vacation, holiday, and short-term disability programs. Staff members who are away from work in excess of accrued leave normally will be disciplined unless they have been granted a leave of absence. Staff members who are away from work for more than one year are normally considered to have voluntarily terminated their employment.

Time away from work eligibility is determined as follows:

Full time regular staff members or term appointees for terms in excess of two years are eligible for holiday, vacation, sick and short-term disability leave.

Part-time regular staff members or term appointees for terms in excess of two years, who regularly work at least 1/2 time (1,040 hours annually for non-exempt staff), are entitled to holiday, vacation, sick and short-term disability leave benefits on a prorated basis.

Full time term staff with a term appointment of a least one academic year (or nine months/ 1,560 hours) are eligible for holiday and sick leave.

Temporary or term appointment less than nine (9) months are not eligible for these benefits.

## **402 VACATION**

Full-time non-exempt hourly staff members receive vacation on the following schedule:

0-3 years: accrue 13 days/year

3-5 years: accrue 15 days/ year

5-8 years: accrue 18 days/year

8-12 years: accrue 20 days/year

+ 12 years: accrue 25 days/year

Part-time non-exempt staff members, who regularly work 20 or more hours per week, receive vacation hours in direct proportion to the hours worked.

Full-time exempt and non-exempt salaried staff members who have full-year appointments receive 25 work days of vacation per year. Part-time exempt and non-exempt salaried staff members who have full-year appointments and who work an equivalent of at least one-half time, receive vacation in proportion to the time worked.

Vacation for non-exempt staff members accrues biweekly and vacation for exempt staff members accrues monthly. Vacation does not accrue when staff members are on leave from the University. Vacation cannot be taken before it is earned without permission of the appropriate division head and the director of Human Resources.

Although the University seeks to schedule vacations at the times sought by staff members, it is

emergen

prior to its use. Any staff member who believes that he or she has been unfairly prevented from



taking vacation should inform the director of Human Resources; likewise, supervisors should inform the d

staff members who work more than half-time, but less than full





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

### **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt

## **Enforcement**

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

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

Tennessee state law may provide an additional four weeks of unpaid leave for the birth of a child to full-time staff members who have been employed for at least one year and who provide at least three of Human Resources.

Employees on FMLA leave may not work for another employer or otherwise engage in activities inc

policy are subject to termination.

### **409 LEAVE OF ABSENCE WITHOUT PAY**

Leave of absence without pay may be granted for justifiable absences. Normally requests must be recommended by the department and division heads (a specific period for the leave must be recommended), and approved by the director of Human Resources. A staff member who does not return to work at the end of the leave period will be deemed to have resigned.

A staff member on leave of absence without pay for FMLA, military duty, or formal study may be eligible to continue membership in all group insurance plans in which enrolled prior to commencement of the leave for the full period of the leave. Costs for such insurances shall be at the regular staff member rates of contribution or COBRA rates.

Vacation time, sick leave, and short-term disability will not accrue during leave without pay.

### **410 CLOSING UNIVERSITY OFFICES FOR FUNERALS**

In the case of the death of a current or retired staff member, the head of the deceased staff her office in order to permit the staff to attend the

offices or permit staff to attend the funeral, they should obtain permission from the head of their division.

When an office is closed for a funeral, regular non-exempt staff members scheduled to work during the funeral will have the time the office is closed counted as time worked. Payroll will need to be notified that the office has been closed in order to process time records properly.

## **501 DISCIPLINARY ACTION**

All staff members are at-will employees of the University, and the University reserves the right to terminate employment at any time for any lawful reason. However, progressive disciplinary action will normally precede separation for staff members who have finished the introductory period and have regular appointments. However, the seriousness of the actions determines whether and in what manner progressive discipline is implemented.

1. On the occasion of the first violation of a work rule the supervisor shall take the following action:
  - a. Meet with the staff member to discuss the matter;
  - b. Inform the staff member of the nature of the problem, the action necessary to correct it, and the consequences if it is not corrected; and
  - c. \_\_\_\_\_ ds indicating that the meeting has taken place.
2. Should another violation of the work rules occur, the supervisor and a representative from the Office of Human Resources shall hold a meeting with the staff member at which the following action shall be taken:
  - a. Issue a written reprimand to the staff member; and
  - b. Warn the staff member that a third incident will result in more severe disciplinary action.
3. Should additional violations occur, the supervisor shall consult with his or her supervisor and the director of Human Resources about which one of the following actions should be taken:
  - a. Issue a written reprimand or warning;
  - b. Suspend the staff member without pay for up to 10 working days; or
  - c. Terminate the staff member.

No wages, vacation, or sick leave shall be paid or accrued to any staff member while he or she is suspended from work.

Staff members who believe they have been improperly disciplined may use the grievance procedure (see *601 GRIEVANCE PROCEDURES*).

## **502 TERMINATION FOR INADEQUATE PERFORMANCE**

A general though non-exhaustive list of work performance infractions is contained in Appendix A, Work Rules. The procedures contained in one through three of 501 herein will normally apply to minor work performance inadequacies. In some cases of performance inadequacies, one through three of 501 herein shall not apply, and the supervisor may recommend to his or her supervisor immediate termination of the staff member or some other disciplinary action. Decisions on termination normally are

made jointly by the supervisor and the director of Human Resources. Termination is effective on the date specified by Human Resources.

### **503 TERMINATION FOR MISCONDUCT**

In cases involving serious misconduct, including but not limited to dishonesty, insubordination, improper conduct, failure to report for work, the threat or use of violence or physical harm to

under the influence of alcoholic beverages or drugs while on duty or otherwise violating the provisions of the Drug-Free Campus Statement or other serious infractions of University Work Rules (Appendix A), the procedures contained in one through three of 501 herein shall be disregarded. The supervisor may recommend to his or her supervisor suspension of the staff member immediately and, if appropriate, termination of the staff member. Decisions on supervisor and the director of Human Resources. Termination is effective on the date specified by Human Resources.

### **504 RESIGNATIONS AND TERMINATIONS**

Staff members who are away from work for a period of one year for any reason are normally terminated at the end of that year.

If a non-exempt staff member wishes to resign, a written resignation letter should be given to the department head who will inform the Office of Human Resources. If an exempt staff member wishes to resign, a written resignation letter should be given to the department head.

The termination date is the last day the staff member works at the University of the South. The staff member should give proper notice (two weeks for non-exempt staff members and one month for exempt staff members). Except in special circumstances, the staff member must also be at work (not on vacation, etc.) during the notification period. That is, non-exempt staff members must be at work the two weeks prior to the termination date and exempt staff members must be at work the month prior to the termination date. The departing staff member and his or her dependents, in accordance with federal law, may be entitled to continue health insurance coverage at his or her expense. The staff member should consult with the Office of Human Resources if he or she wishes to continue health plan coverage.

Unused vacation up to the maximum amount a staff member receives in one year, may be paid upon termination of employment.

All terminating staff members are required to complete the necessary processing before leaving the University. Any keys to University buildings or other University property must be returned to the supervisor, and all University bills and loans must be paid. Failure to observe these procedures may affect the amount and issuance of the final paycheck.

### **505 UNEMPLOYMENT COMPENSATION**

The University provides unemployment compensation as a benefit to staff members, consistent with this compensation at the local office of the Tennessee Department of Employment Security.



According to applicable laws, the following conditions may render the unemployed ineligible for unemployment compensation:

1. voluntary resignation from work;
2. discharge for misconduct;
3. refusal or failure to apply for or to accept suitable work.

**506 LAYOFF**

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the subject matter of the complaint with a state or federal court or agency, the University reserves the right to discontinue the grievance proceedings.

The director of Human Resources, in his or her discretion, may extend any time limit of this grievance procedure.

**STEP ONE Discussion with immediate supervisor**

Most grievances and on-the-job conflicts can and should be settled in conversation between the staff member and the immediate supervisor. If the staff member is unable to discuss the matter directly with the director of Human Resources.

**STEP TWO Discussion with higher-level supervisor**

If the staff member and the immediate supervisor are not able to reach a mutually satisfactory resolution to the grievance, the staff member may discuss the matter with the next-higher-level supervisor.

The director of Human Resources or a designated representative shall render a recommendation for resolving the grievance in writing to the staff member within seven working days from the date the meeting was held.

**STEP FIVE The Final Appeal**

If the staff member is not satisfied with the recommendation of the director of Human Resources, he or she must initiate an appeal within seven working days after receipt of the recommendation by sending the determination letter and the basis for the appeal to the provost.

The provost will then appoint a three-member Review Committee. This committee will same working unit as the grievant, a member of the administration, and a member of the Faculty Committee on Advice and Grievances, who will serve as chair of the Review Committee. The chair of the Review Committee will convene and conduct a meeting at which the grievant and the person(s) against whom the grievance was filed may appeal and present information concerning the grievance. The director of Human Resources may also present additional information. The recommendation of the Review Committee will be by majority vote of its members, and the recommendation and its justification will be sent to the provost within 30 days of the review meeting. The provost will render his or her decision within 10 days of receipt n of the Provost is final.

## **701 EMPLOYMENT RECORDS**

The University maintains certain records on each staff member, which are directly related to file, benefits file, and payroll file. Medical information, unrelated to work performance or attendance, is filed separately.

Access to the files by any University official is on a need-to-know basis. Examples of individuals who have a legitimate need to inspect employment records include: the Vice-Chancellor, the provost, treasurer, the University general counsel, the director and staff of the Office of Human Resources, and a department head who is considering a staff member for promotion, transfer or other personnel action.

In order to keep employment records up-to-date, staff members are urged to notify the Office of Human Resources of any changes in name, address, telephone number, marital status, number of dependents, beneficiaries, and other persons to be notified in the event of an emergency.

## APPENDIX A

### WORK RULES

#### I. INTRODUCTION

Work rules are defined as rules issued by the University regulating the conduct of staff members while at work. Work rules are designed to protect the rights and increase the safety of all. They provide written guidance to both supervisors and staff members regarding the standards of behavior expected at work.

Work rules are listed below. Committing any of the infractions on the list may be sufficient grounds for disciplinary action ranging from reprimand to immediate discharge. The severity of the discipline will depend upon, among other things, the seriousness of the offense, the number of infractions, the prior disciplinary history of the staff member, and the specific context of the incident(s) giving rise to the infraction(s). Staff members who feel the work rules have been applied unfairly are encouraged to discuss the matter with their supervisor or the director of Human Resources. Staff members who are concerned that a co-worker is violating the work rules may discuss the matter with their supervisor or with the director of Human Resources.

These work rules constitute the general work rules applicable to staff members of the University. Additional work rules may be issued which concern only individual positions or classes of positions or work units when such work rules are required by the nature of the work performed. Likewise, *these work rules do not constitute all infractions for which staff members may be disciplined*. Other work rules, for example, are provided by law or established by the University administration. Violation of them may also result in appropriate disciplinary action. A  
including termination.

#### II. WORK PERFORMANCE INFRACTIONS

- A. Insubordination, disobedience, failure or refusal to follow the written or oral instructions of a supervisor or to carry out work assignments.
- B. Neglecting job duties and responsibilities.
- C. Loafing, loitering, sleeping, engaging in unauthorized personal business, or visiting during work hours.
- D. Disclosure of confidential information or records to unauthorized personnel.
- E. Falsifying employment application or other records or giving false information.
- F. Failure to observe all safety rules and practices, including the use of protective equipment and clothing, or in the operation of vehicles and equipment.
- G. Failure to report as soon as possible, but no later than 24 hours following their occurrence, all accidents or injuries occurring during working hours or while in the performance of University business, including traffic accidents, regardless of the ownership of the vehicles involved.

- H. Inadequate work performance.
- I. Failure to cooperate in any University investigation.
- J. Failure to comply with any University policy.

**III. ATTENDANCE INFRACTIONS**

- A. Failure to report promptly at the scheduled starting time; leaving before the scheduled quitting time; or failure to notify the proper authority in a timely manner of an impending absence or tardiness.
- B. Unexcused or excessive absenteeism.
- C. Abuse of sick or other leaves

- G. Unauthorized possession or use of alcoholic beverages or narcotics during work hours, while on U



## **APPENDIX B**

### **POLICES**

(see list below).

[\(http://www.sewanee.edu/provost/information-for-faculty-and-staff/policies-and-procedures/\)](http://www.sewanee.edu/provost/information-for-faculty-and-staff/policies-and-procedures/)

## **Policies and Procedures**

The Provost's Office maintains on



Student Life - College

[EQB: The Guide for Living in Community](#)

Student Records

[FERPA Policy](#)

[Notification of Student Rights with Respect to Their Education Records](#)

Technology

[Policy on Technology Projects](#)