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EAST TENNESSEE STATE UNIVERSITY

STAFF SENATE

AGENDA

August 12, 2002

1. Call to Order
2. Guest: Mr. Bill Coleman
3. Approval of Meeting Minutes – July 8, 2002
4. Treasurer Report
5. Committee Reports
 - A. Staff Development and Evaluations
 - B. Staff Concerns and Grievances
 - C. Committee on Committee
 - D. Elections
6. Old Business
7. New Business

Next Meeting - Monday, September 9, 2002

EAST TENNESSEE STATE UNIVERSITY

Staff Senate

Minutes

August 12, 2002

PRESENT: Carolyn Bond, Bonnie Burchett, Sharon Chandler, Eric Crigger, Kim Denton, Tim Dills, Mary Duncan, Debbie Fanning, Charles Forrester, Carolyn Hopson, Karen Hughes, David Jones, Jane Jones, Mary Jordan, Billie Lancaster, Judy Lawson, Pam Murray, Betty Ann Proffitt, Sue Taylor, Kathy Thacker, Carla Warner, Shirley White, and Valerie Swartz.

ABSENT: Constance Alexander, JoAnn Fitzgerald, Linda Fore (excused), Betty Grice (excused), Judy Harrell, Steve Honaker (excused), Chris Loveday, Pat Myrick (excused), Terry Nelson (excused), Cindy Proffitt (excused), Kathy Smith (excused), Sue Speer (excused), Andre Stevens, and Reed Sturdivant (excused).

GUEST: Mr. Bill Coleman

- I. President Hopson called the meeting to order at 2:30 p.m.
- II. President Hopson welcomed senators. Mr. Bill Coleman, Associate Vice President of Human Resources, gave a detailed overview of the proposed salary plan increases for ETSU employees. Proposals include the second step of equity increases to be in August paychecks with step three in the planning process. A merit increase is being reviewed. The state budget process has approved a 2% across the board increase to be effective January 1, 2003. Mr. Coleman also addressed the CPS training in which Northeast State serves as the training site for ALL state employees in northeast Tennessee. ETSU will not offer CPS courses due duplication of services. He encouraged staff to continue to participate in the CPS program. He thanked the senate for providing a graduate assistant to work with Chris Carter on staff development programs. Information will be forth coming on a state approved support staff grievance procedure. President Hopson thanked Mr. Coleman for his presentation. She also reflected appreciation for President Stanton and senior staff for their efforts in working to provide pay increases for employees.
- III. A motion was made by Mary Jordan and seconded by David Jones to approve the July 9, 2002 minutes. Motion carried.
- IV. Treasurer Charles Forrester presented the final treasurer's report for the 2001-2002 fiscal year. The operating account had \$332. remaining, staff awards had \$1,000., Thanksgiving baskets and staff picnic had a zero balance, and the Staff Senate shirt account had \$58.02. The 2002-2003 budget was funded at \$7,560 that includes the graduate student.
- V. Committee Reports
 - A. Staff Development and Evaluations Committee – Bonnie Burchett distributed copies of a draft of the revisions of the staff handbook requesting everyone to review and send comments or suggestions to Kathy Smith by August 16. The committee made a motion to accept changes and authorize the committee to make additional corrections with the additional corrections coming back to Staff Senate as a matter of information. Motion carried. President Hopson thanked the committee for their work.
 - B. Staff Concerns & Grievances – No Report.
 - C. Committee on Committees – No Report.
 - D. Election Committee – Ballots from the election have been counted and winning candidates will be notified in writing and letters of thanks to all other candidates.
- VI. Old Business – None
- VII. New Business
 - A. Concern was expressed concerning parking. Faculty and staff are driving vehicles without permits and not being ticketed, handicapped parking is being utilized by people who may not be handicapped, and open parking beginning at 3:30 p.m. presents a problem for second shift employees to find parking (primarily around the area of University High). President Hopson will follow up with Chief Cottrell and Kim Denton will investigate as well.

B. The next meeting will be September 9, 2002 in the Tennessee Room. .

VII. Meeting was adjourned at 4:00 p.m.

Respectfully submitted,
Sue Taylor, Secretary

Guest Speaker: Bill Coleman

- ① CPS - Northeast State Tech - can service a wider area - do not want to compete - also do not have facilities or instructors
- ② Equity Raise - Employed on June 30, 2001 - will be in Step 2 pay raise - Raise on Aug paycheck.
- ③ No increase in insurance that is known.

Treasurers Report:

Balance - June 30, 2002	382.82	
Have 6 staff awards -	6000.00	
Special accounts - Thanksgiving Baskets	0	
Staff Senate Shirts	58.02	
Staff Picnic	0	
Income -	3,000	Operating Budget
	2,560	APS Scholarship
	7,000	Staff Awards

DRAFT
RESOLUTION ON THE FINANCIAL SUPPORT FOR HIGHER EDUCATION

WHEREAS, Higher Education in the State of Tennessee is in need of significant increases in state financial support to provide the citizens of Tennessee with a high quality and viable system of higher education;

WHEREAS, the Tennessee Board of Regents (TBR) System is in need of increased state funding to fulfill its teaching, research and service missions as the largest and most diverse university and community college system in the State of Tennessee;

WHEREAS, the staff at the Tennessee Board of Regents (TBR) Institutions if provided better resources can provide support, direction and assistance for students to succeed in their chosen profession and personal endeavors and to encourage students to participate actively in their professions and communities in Tennessee;

And WHEREAS, increased funding for public higher education and for the Tennessee Board of Regents (TBR) System depends upon meaningful tax reform at the state level;

BE IT RESOLVED, by the Staff Senate of East Tennessee State University, that the State's government must undertake and complete the tax and financial reform necessary to provide the State of Tennessee with a competitive system of higher education that will help make Tennessee a leader in the United States and the world in the twenty-first century;

And BE IT FURTHER RESOLVED, the Staff Senate, in conjunction with the Faculty Senate, the Student Government Association, and other interested organizations of East Tennessee State University, strongly urges legislators to resolve their differences and publicly promote meaningful tax reform that will reverse the downward trend of financial support of state higher education institutions and the negative impact on the moral and respect of faculty, staff and students.

List of changes and updates to Staff Handbook:

August 5, 2002

Prepared by Staff Development Committee

Senators:

Please Review and return the reviewed copy with commits, changes, or suggestions to Kathy Smith, Office of the President, Box 70734 by August 16, 2002.

- 1) Welcome from the President - Normal School to normal school
Deleted the word "and"
- 2) The Staff Handbook –changed "Business & Finance to "Administration"
- 3) Table of Contents
 - a. Added - Types of support for educational assistance... ..3
 - b. Employee Training and Development.....3
 - c. Added to the - Index Paternity Leave.....3
- 4) Benefits
 - a. 7 to 8 holidays
 - b. Employee Training and Development.....3
 - c. 7-8 designated holidays
 - d. added - Memorial Day
 - e. Recreation Statement was replaced
- 5) Employment Practices
 - a. Changed - Business and Finance to Administration
 - b. Added "or sexual orientation"
 - c. "Please Post" was changed to "Employment Opportunities"
 - d. Under Grievances and Complaint Procedure a page number was added. (PPP-61)
- 5) Other Policies
 - a. Under Performance Evaluation Procedures – last sentence changed.
 - b. Under Safety and Security on Campus – added a line about location on web site.
 - c. Under Staff Senate – added a line about VP of Admin being SS advisor and added the Staff Senate web address.
 - d. Under Volunteers – changed "in office of Human Resources" to "on the Human Resources Web Page"

Draft August 5, 2002

WELCOME FROM THE PRESIDENT

Draft

Greetings!

I am pleased to welcome you to East Tennessee State University. You are joining a long list of proud and dedicated individuals, both past and present, who have served admirably in helping ETSU grow from a small ~~Normal School~~ normal school, to a state teachers college, ~~and~~ to the fine comprehensive university of today. ETSU is recognized the nation over for its excellent programs, superb educators, health sciences programs, state-of-the art medical training, and most of all, for its outstanding students and alumni. This success is directly related to the determined work and devotion of our employees. Each of us makes an important contribution to the achievements of our students and the university.

As an employee of East Tennessee State University, you are an important part of the university's vision to become the University of Choice in the region and the best regional university in the nation. As we realize that vision, we recruit and retain personnel who have the talents and the commitment to help ETSU fulfill its mission to:

Educate students to become responsible, enlightened, and productive citizens;

Conduct scholarship that improves the human condition;

Serve business, education, government, health care systems, and community;
and:

Enhance the cultural environment of the region.

ETSU is a student-centered community of learning reflecting high standards and promoting a balance of liberal arts and professional preparation, continuous improvement, and based on core values where:

PEOPLE come first, are treated with dignity and respect, and are encouraged to achieve their first potential;

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RELATIONSHIPS are built on honesty, integrity, and trust;

DIVERSITY of people and thought is respected;

EXCELLENCE is achieved through teamwork, leadership, creativity, and a strong work ethic;

EFFICIENCY is achieved through wise use of human and financial resources, and;

COMMITMENT to intellectual achievement is embraced.

This handbook sets forth general information and summaries of important policies concerning your employment at ETSU. It is not intended to represent all applicable employment guidelines nor complete policies. For further information and details, you should contact your supervisor, or the Office of Human Resources.

I wish for you a successful and fulfilling experience as a member of the ETSU family.

Sincerely,

Paul E. Stanton, Jr.
President

Draft August 5, 2002

THE STAFF HANDBOOK

This Handbook was prepared as an employee guide to institute benefits, services, policies and procedures. The Handbook is applicable to East Tennessee State University employees only. It supercedes any previous personnel handbooks. It has been prepared in loose-leaf format for convenience. As policies change, Handbook pages will be issued to replace outdated ones. Please make every effort to keep your copy current.

This Handbook is not a legal document. East Tennessee State University reserves the right to amend or modify the Handbook as necessary, or make exceptions to application of any of its provisions in particular situations. The Handbook is not intended to imply any conditions of employment. The language used in this handbook is not intended to create, nor is it to be construed to constitute an employment contract between ETSU and any of its employees, or to guarantee continuous employment. Employment at East Tennessee State University is "at-will" under the laws of the state of Tennessee. None of ETSU's supervisors or agents have authority to make any binding assurances that conflict with the "at-will" doctrine. This employment relationship can be terminated with or without cause, and with or without notice, at any time, by either ETSU or the employee. Only the President, or the Vice President for ~~Business and Finance~~ Administration, in the case of Support Staff (hourly) employees, have the authority to enter into binding employment agreements, which are enforceable only if given in writing and signed by the President (or Vice President).

If there is a conflict between this Handbook and official ETSU and Tennessee Board of Regent's Policy or Guidelines, University wide Administrative Memoranda, or Tennessee state policy or law, those policies, guidelines, memoranda, or laws will prevail.

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QUICK REFERENCE TELEPHONE NUMBERS

Emergency on ETSU campus	911
Emergency on VAMC campus	439-8911
Administration, Office of	439-4890
Advisement Resources and Career Center	439-8650
Athletic Ticket Office	439-5372
Budget and Finance	439-4383
Campus Operator	439-1000
Campus Recreation	439-4266
Center for Adult Programs	439-5641
Comptroller Office	439-4212
Credit Union	439-4423
Disability Services	439-8346
Diversity/Equal Employment Opportunity	439-4211
Health & Safety	439-6201
Human Resource	439-5825
Information Technology (Help Desk)	439-4648
Insurance	439-6126
Legal Services	439-8550
Physical Plant	439-7900
President's Office	439-4211
Public Safety	439-6900
Public Safety	<u>439-4480</u>
University Relations	439-4317
Women's Resource Center	439-7847
Worker's Compensation	439-7089

STAFF HANDBOOK

A. BENEFITS

ADMINISTRATIVE CLOSING:

In addition to the seven ~~eight~~ holidays granted, five administrative closing days shall be designated as time off from work with pay for regular full-time and part-time employees. Certain days, such as the Friday after Thanksgiving Day and those during the week of Christmas when classes are not in session, may be designated as days of administrative closing each year by the University President, with the approval of the Chancellor. Additional information can be found in the Personnel Policy Manual - PPP-14.

ANNUAL LEAVE:

All personnel entitled to accrue annual leave may request use of annual leave at any time preferred by application to their proper approving authority. Such requests are subject to the discretion of the approving authority, who is responsible for planning the work under his or her control, and should be approved only at such times as the employee can best be spared. Regular full-time employees (excluding nine, ten and eleven month faculty) regardless of probationary status, shall be eligible to accrue annual leave. Regular part-time employees, including twelve month academic personnel (excluding nine, ten and eleven month faculty) scheduled to carry less than a full teaching load or its equivalent, regardless of probation status, shall be eligible to accrue annual leave on a prorated basis equal to the percentage of their employment to full-time employment.

Regular full-time and part-time clerical and support personnel (non-exempt) shall accrue annual leave in accordance with the following schedule:

Years of Service	Accrual Rate Per Month	Maximum Annual Accumulation	Maximum Total Accumulation Within FY	Maximum Accumulation Carried Forward to Next FY
0 - 5	7.5 hours	90.0 hours	315.0 hours	225.0 hours
5 - 10	11.3 hours	135.6 hours	405.6 hours	270.0 hours
10 - 20	13.2 hours	158.4 hours	450.9 hours	292.5 hours
20 plus	15.0 hours	180.0 hours	495.0 hours	315.0 hours

Executive, administrative and professional personnel (exempt), who are regular full-time employees, who are exempt from the provisions of the Federal Wage and Hour Law, shall accrue annual leave at the rate of 15 hours per month, with the maximum accumulation of 315 hours to be carried forward to the next fiscal year. All regular part-time personnel employed on a twelve-month basis and regular part-time personnel on MODFY (modified fiscal year) appointments shall accrue annual leave on a prorated basis equal to the percentage of their employment compared to full-time employment, with said percentage to be applied to the rate of accrual and maximum accumulation described in this section, as applicable.

Additional information can be found in the Personnel Policy Manual - PPP-17.

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ATHLETIC EVENTS:

All regular full-time and part-time employees may purchase season tickets to athletic events at a discount for all home games. Schedules are posted on the ETSU website. Contact the Ticket Office at Memorial Center for further information.

CAREER SKILLS ENHANCEMENT PROGRAM:

The Career Skills Enhancement Program (CSEP) is an employee-training program offered through the Office of Human Resources. Its mission is to educate University employees to improve job and lifelong learning skills. The program is open to all regular full-time and part-time University employees. Work release may be approved for employees with no lost pay, and no need to use annual leave. For more information contact the Office of Human Resources.

CERTIFIED PROFESSIONAL SECRETARY EXAMINATION (CPS):

Employees who work in a clerical-secretarial or clerical-management non-exempt position will be granted a nine percent (9%) increase in salary upon successful completion of the Certified Professional Secretary Examination. Exempt (administrative/professional) employees are not eligible for the increase. It is the employee's responsibility to provide the appropriate verification to the Office of Human Resources after passing all parts of the examination. Additional information is available in the Office of Human Resources.

CREDIT UNIONS:

There are several credit unions in the Johnson City area. One credit union is located on the ETSU campus.

EDUCATIONAL BENEFITS:

Support for educational assistance of personnel and their dependents is available subject to funds being budgeted and available within the University. The Office of Human Resources is responsible for the administration of the various programs. Forms for each program can be obtained from the Office of Human Resources. Guidelines and/or restrictions that may apply are listed in each program. Additional information on the following is available in Personnel Policy Manual - PPP-13.

Types of support for educational assistance:

1. Administrative/Professional Staff Grant-in-Aid (GIA) program - is intended to serve as a means of career (job-related) development as well as individual professional development. All regular administrative and professional staff who have been employed by the University for two years or more may be eligible for a GIA.

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2. Administrative/Professional Staff Tuition or Maintenance Fee Reimbursement Program - is intended to serve as a means of career (job-related) development as well as individual professional development. All regular part-time or full-time administrative and professional staff who have been employed by the University for at least six months may be eligible to participate.
3. Employee Audit/Non-Credit program - is designed to provide course or maintenance fees only for an employee who takes courses on an audit or job-related non-credit basis. Any regular full-time or part-time employee who has been employed by the University for at least six months is eligible to participate.
4. Clerical and Support Staff Maintenance Fee Payment Program - is to encourage staff members to develop their skills and knowledge through participation in educational programs. It is available to all regular part-time and full-time clerical and support staff employees who have been employed by the University at least six months.
5. Fee Waiver for TBR/UT System Employees (PC-191) - Full-time employees with the TBR system are eligible to enroll in one course per term at any public post secondary institution with fees waived for the employee on a space available basis.
6. Desegregation Development Programs - (Black Staff Development Program) - is authorized by the *GEIER* Stipulation of Settlement, enables Black staff members to obtain advanced degrees and become eligible for positions of higher education.
7. Fee Discount for Spouse and Dependent Children of Employees - provides fee discounts up to 50% of the undergraduate fee and technology access fee for spouses and dependent children of regular full-time and part-time employees when enrolled in undergraduate courses at any of the institutions in either the Tennessee Board of Regents (TBR) or the University of Tennessee (UT) systems.

EMPLOYEE TRAINING AND DEVELOPMENT

The Office of Human Resources is aware of the value and necessity of employee training, education, and development in maintaining a productive workforce. The mission of the Office of Human Resources training and development program is to:

- (1) Improve individual and organizational performance;
- (2) Reduce employee turnover;
- (3) Enhance workplace harmony and communication;
- (4) Enhance overall well being of employees.

Check the Office of Human Resources web site for current training opportunities,
www.etsu.edu/humanres/.

HOLIDAYS:

The University observes ~~7~~ 8 designated holidays per year. Designated holidays include: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. In addition, the University President may

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declare 5 administrative closing additional holidays to be observed by the University. (See Administrative Closings)

When a holiday falls on Saturday, the Friday preceding will be substituted. When a holiday falls on Sunday, the Monday following will be substituted. When work schedules or duties make it necessary for an employee to work on a holiday, a corresponding amount of time off may be granted. Additional information can be found in the Personnel Policy Manual - PPP-20.

IDENTIFICATION CARDS (ID CARDS):

Personal Identification cards are issued to regular full-time and part-time personnel through the University ID System.

INSURANCE AND OPTIONAL BENEFITS:

Employment benefits such as health insurance, life insurance, cancer care, long term disability, optional term life and optional universal life, dental, flexible benefits, optional annuities, employee assistance program, and retirement are discussed in detail during new employee orientation session. For additional information and assistance, you may contact the Office of Human Resources.

LONGEVITY PAY:

The longevity pay plan became effective on July 1, 1979. All regular full-time clerical and support staff, administrative/professional employees, and modified fiscal year employees with 36 months of full-time service are eligible for longevity payments. In addition, all regular part-time employees who are scheduled to work 1600 or more hours in a fiscal year and have 36 months of service are also eligible for longevity payments. Additional information can be found in the Personnel Policy Manual - PPP-15.

RECREATION:

~~The primary mission of the Campus Recreation Department is to provide high quality recreational facilities, programs, and services for the entire campus community—students and staff. Programs are available in four areas: fitness, intramurals, outdoor-adventure and sports clubs. Facility times are set aside on a daily basis for self directed recreational activities. Proper ETSU identification is required for admission. For more specific information about these and other programs contact Campus Recreation.~~

All recreational programs provided for students including the New Center for Physical Activity are available to employees as well. There are five types of activities: fitness, intramural sports, non-credit instruction, outdoor adventure, and sports clubs. The CPA's fitness floor, pool, and racquetball courts are available on a daily basis and employees are encouraged to participate. Family programs are scheduled as well. For more information, please call 439-7980.

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SERVICE AWARD PROGRAM:

Certificates and service pins are awarded to active regular employees with 5, 10, 15, 20, 25, 30, 35, and 40 years of State service. Additional information is available in the Office of Human Resources.

SICK LEAVE:

It is the policy of the University to protect all regular full-time and part-time employees against loss of earnings due to illness, injury, or incapacity to work, including illness or incapacity to work due to pregnancy, and to provide time off to employees in the event of serious illness or death of certain family members. Additional information can be found in Personnel Policy Manual - PPP-24.

SICK LEAVE BANK:

The Non-Faculty Sick Leave Bank was established to provide emergency sick leave to participants in the plan who have unexpected personal illness, surgery, or injury with complications beyond their control and who have exhausted their personal sick and annual leave. Additional information can be found in Personnel Policy Manual - PPP-39.

SUGGESTION AWARD PROGRAM - STATE EMPLOYEES:

This program provides cash or honorary awards to State employees and Retired State employees whose adopted suggestions will result in substantial savings or improvement in State operations. The program is administered by the Employee Suggestion Award Board which is composed of the Commissioner of Finance and Administration, the Commissioner of Personnel, the Commissioner of General Services, the Executive Director of Fiscal Review committee, and one member appointed by the Tennessee State Employees Association.

Contact the Office of Human Resources to obtain forms and further instructions for submitting suggestions. Additional information can be found in the Personnel Policy Manual - PPP-12.

TRAVEL REGULATIONS:

All regular full time employees who need to travel in relation to job duties may do so in accordance with provisions provided in Financial Procedures Manual - Directive #FP - 7.

B. EMPLOYMENT PRACTICES

ACCESS TO ETSU ELECTRONIC DATA, FILES, SOFTWARE AND NETWORKS:

This policy has been developed to define ETSU employees' responsibility concerning access and use of ETSU data files, software and networks. All employees have access to various types of ETSU data. These data are considered sensitive and in some cases confidential and are the property of ETSU.

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Data should not be released in any fashion without the consent of those authorized for its release. Any questions concerning the release of data should be directed to the Executive Assistant to the President for University Relations or through appropriate channels to the Office of the Vice President for ~~Business and Finance Administration.~~

Any person who knowingly brings on campus, has in their possession or distributes any virus without the authorization and written permission of the Office of Information Technology will be in violation of the Code of Ethics and is subject to disciplinary action. Additional information can be found in Personnel Policy Manual - PPP-44.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT:

East Tennessee State University affirms that it will not discriminate against any employee or applicant for employment because of race, creed, color, sex, religion, age, national origin, ~~disabilities or veteran disabilities, veteran status or sexual orientation.~~ This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination and all other privileges, terms and conditions of employment.

AMERICANS WITH DISABILITIES ACT:

The Americans with Disabilities Act (ADA) of 1990 was signed into law on July 26, 1990. The Act gives civil rights protection to individuals with disabilities similar to those rights provided to individuals on the basis of race, color, religion, national origin and sex (Civil Rights Act of 1964). To be protected under the ADA, an employee or an applicant for employment must meet the definition of the term "disability", as stated in the law. Under the ADA, an individual with a disability is a person who has: (1) a physical or mental impairment that substantially limits one or more major life activities; (2) a record of such an impairment; or (3) is regarded as having such an impairment.

The ADA makes it unlawful to discriminate in all employment practices such as: recruitment, hiring, promotion, training, lay-off, pay, firing, job assignments, leave, benefits, and all other employment related activities. The university's search guidelines detail proper advertising, testing, interviewing and hiring procedures in accordance with the ADA. If an employee believes that he/she has been discriminated against based upon his/her disability, the employee can seek resolution of the problem following proper university procedures. Contact the Affirmative Action Officer for additional information. Employees may seek accommodation assistance by contacting the Director of Disability Services. Additional information concerning ADA can be obtained from Personnel Policy Manual - PPP-45.

CHECK-OUT PROCEDURES:

Each terminating employee shall complete a **check-out** form upon resignation/termination. The chair/director or his/her designee will be responsible for delivering the form to the Office of Human Resources. Failure to achieve final clearance of all items within seven (7) working days prior to the employee's last pay check may result in his/her final check being delayed.

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COMPENSATION PLAN:

ETSU's Compensation Plan was developed to ensure that employees are classified accurately and equitably paid in accordance with the complexities of their job duties.

The Plan is comprised of two separate components, one for administrative/professional positions and one for clerical/support (classified) positions, and includes two separate sets of evaluation factors against which all jobs are measured. Separate salary schedule/tables have been developed for clerical/support (classified) and administrative/professional positions. Position audits, conducted by the Office of Human Resources, are required to change the title and/or pay level of an existing position. The Plan outlines standard university policy for determining entry level salaries, salaries upon promotion or transfer, salaries resulting from position reclassification, and hourly wages. Additional information can be found in the Personnel Policy Manual- PPP-32.

DISCRIMINATION CLAUSE:

East Tennessee State University is a Tennessee Board of Regents institution and is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, sex, color, race, religion, national origin, disability, veteran status, or sexual orientation.

DRUG FREE CAMPUS:

It is the policy of this University that the unlawful manufacture, distribution, possession, use of alcohol and illicit drugs on the ETSU campus in the workplace (on or off campus), on property owned or controlled by ETSU, or as part of any activity of ETSU is strictly prohibited. All employees and students are subject to applicable federal, state and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary action. Additional information can be found in Personnel Policy Manual- PPP - 26.

The University also enforces a policy on alcohol and drug testing. Information on this policy can be found in the Personnel Policy Manual - PPP-51.

EMPLOYMENT CLASSIFICATION:

The following defines the different employee categories and is from TBR Policy No. 5:01:01:00.

1. **Executive, Administrative and Professional (exempt)** personnel are employees who perform professional, executive or administrative responsibilities, which require recognized professional achievement acquired by formal training, academic preparation or equivalent experience.

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2. **Clerical and Support (non-exempt)** personnel are employees who perform duties in support of the academic and administrative functions of the University.
3. **Student employees** are personnel whose primary purpose for being at school is to be enrolled in an academic program. Student employees are temporary employees.

Each employee is also assigned one of the following designations:

1. **Regular Full-time** - All personnel who are employed on a continuing basis, expected to exceed six months, and who have a regular work week of 37.5 hours or who are scheduled to carry a full teaching load or its equivalent. Regular full-time employees include full-time MODFY (modified fiscal year) employees.
2. **Regular Part-time** - All personnel who are employed on a continuing basis, expected to exceed six months and who have a regular work week of less than 37.5 hours or who are scheduled to carry less than a full teaching load or its equivalent. Regular part-time employees include part-time MODFY (modified fiscal year) employees.
3. **Temporary** - All personnel whose period of appointment or expected service is less than six months. **This definition should not be confused with employees who are designated as probationary employees, who may be regular full-time or part-time employees, and who are entitled to all leave benefits.**
4. **MODFY (modified fiscal year)** - All regular, full and part-time, non-teaching personnel whose service year period is for nine (9) consecutive months or ten (10) consecutive months.

EMPLOYMENT OF MINORS:

East Tennessee State University has adopted a specific policy concerning age restrictions and conditions of employment. No person under the age of sixteen (16) may be employed by the University. Minors who are sixteen (16) and seventeen (17) may be employed under certain conditions. Additional information can be found in the Personnel Policy Manual - PPP-48.

EMPLOYMENT OPPORTUNITIES:

All University vacancies are listed and posted in the "PLEASE POST" "Employment Opportunities" which is a cumulative listing of all positions currently available at the University. The "PLEASE POST" is distributed every two weeks and a copy is sent to each department for posting. Also, See the Human Resources web page.

FACILITIES USE:

The purpose of this policy is to inform that the following buildings are available for use by staff and not to establish guidelines for the use of buildings, rooms and areas as these will be prepared by the

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facilities director for each building or group of buildings.

- Group 1: Memorial Center: Memorial Gymnasium, University High Gymnasium
Athletic and Physical Education Support Areas
- Group 2: D.P. Culp University Center
- Group 3: Auditoriums and Theaters: Amphitheater, Carroll Reece Museum
Fine Arts Building Auditorium, Gilbreath Hall Auditorium
Rogers-Stout Hall Auditorium, Science Auditorium
C.C. Sherrod Library Auditorium

GENERAL HARASSMENT:

East Tennessee State University desires to maintain an environment, which is safe and supportive for students and employees and to reward performance solely on the basis of relevant criteria. Accordingly, the university will not tolerate harassment of employees or students.

If the potential of danger or harm to self or others exists in the harassment, contact Public Safety immediately (911 or 4480). Determine the nature of the harassment. If it is sexual harassment, refer to the section of the manual on *Sexual Harassment - Personnel Policy Manual- PPP- 30*. Document and report any conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment. When possible, harassment should be dealt with within the department. Persons who feel they have been or are continually harassed should attempt to follow the chain of supervision (for example, immediate supervisor, chair, dean/director, vice president, president). If the chain of supervision is not available, is not cooperative in dealing with harassment, or has proven ineffective in dealing with or stopping the harassment, contact the Affirmative Action Director in the Office of the President. See also section on *Grievance/Complaint Procedures*.

GRIEVANCE/COMPLAINT PROCEDURES:

The Grievance/Complaint Procedure is to afford the rights and a mechanism to seek redress of perceived maltreatment in the employment relationship and to resolve a grievance/complaint at the lowest possible step in the chain of supervision.

Employees need to understand the difference between a grievance (subject to committee review) and complaints (resolved without committee review) and understand which matters can be grieved in accordance with policy. Common mistakes made by supervisors are ignoring the employee's perception of the impact of an act he or she considers unjust and minimizing threat or employee's fear of retaliation. Employees should involve Human Resources and Affirmative Action as early as possible; ensure particular issue meets TBR definitions for complaint/grievance (see TBR Guideline P-110); and ensure that no hint of retaliation is tolerated.

ETSU Personnel Policy Manual - PPP-27 and PPP-61.

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HEALTH AND SAFETY:

The primary purpose of the ETSU Health and Safety Program is to assure a safe and healthful working/learning environment, free from all recognized hazards that might cause serious injury or death, for all segments of the University community. This will be accomplished primarily by integrating an effective safety and health program into the normal operation of campus activities. To accomplish this, a vigorous program of education, enforcement, and evaluation to identify and eliminate conditions of actions which create an unsafe environment will be undertaken. Needless to say, the program's effectiveness will depend largely upon the cooperation and active participation of the people it protects and serves, i.e., the University community. The Tennessee Occupational Safety and Health Act serves as the basis for the ETSU Health and Safety Program. Specific University programs that have been developed to assist in meeting State requirements are:

1. ETSU Bloodborne Pathogen Exposure Control Program.
2. ETSU Chemical Hygiene Plan.
3. ETSU Disaster Preparedness Plan.
4. ETSU Hazardous Waste Management Guide.
5. ETSU Institutional AIDS Policy.
6. ETSU Smoking Policy.

Additional information on this policy can be found in the Personnel Policy Manual- PPP-42.

INCLEMENT WEATHER POLICY:

Administrators and staff of ETSU are expected to make every reasonable effort to be at their work assignment on time, taking into consideration the personal risk involved. Administrators or staff employees who anticipate arriving late, or not arriving at work at all, should notify their immediate supervisor of this fact as soon as possible and request annual leave for the period of absence. All personnel can be informed concerning weather or closure status of the University by listening to WETS-FM (89.5 FM) radio station. Additional information can be found in the Personnel Policy Manual - PPP-28.

INJURIES ON CAMPUS/WORKER'S COMPENSATION PROGRAM:

Injuries to University employees, visitors and students, while they are at work and/or while they are performing services for the University may be compensable. Claims are submitted to the Division of Claims Administration of the State Treasury Department.

Accidents to University employees including student workers should be reported to the immediate supervisor and the Office of Human Resources as soon as possible. Accidents to visitors and students, and/or damage to property should be reported immediately to the Office of the Comptroller.

The failure to file an accident report and/or claim within a reasonable time may result in denial of the claim. Contact the Office of Human Resources for a list of health care providers who have been

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approved to render treatment for workers' compensation injuries, and other additional information on available benefits to injured State employees and how to file for benefits.

Additional information can be found in the Personnel Policy Manual - PPP-08.

TYPES OF LEAVE:

ADOPTIVE PARENTS LEAVE:

It is the policy of the University to provide leave for a period of up to four (4) months to adoptive parents who are regular full-time or part-time employees. Upon receipt of an employee's written request for leave, accompanied by a statement from the adoption agency indicating the required bonding period, the University President or his/her designee will process the request in accordance with the provisions as specified in the policy and TBR Family and Medical Leave Act Policy 5:01:01:14. Additional information can be found in Personnel Policy Manual - PPP-16.

BEREAVEMENT LEAVE:

Any employee who is absent during his/her regularly scheduled work week due to the death of an immediate family member shall receive payment for reasonable and customary days absent, such days of payment not to exceed three (3) regularly scheduled work days. Immediate family shall be deemed to include spouse, child, step-child, parent, step-parent, foster parent, parent-in-law, sibling(s), and grandparents and grandchildren. In addition to the three (3) regularly scheduled work days, sick leave not to exceed two (2) days may be granted at the discretion of the appropriate approving authority. Additional information can be found in Personnel Policy Manual- PPP-18.

CIVIL LEAVE:

Regular employees shall be granted civil leave when, in obedience to a subpoena or direction by proper authority, an employee appears as witness for the Federal government, the State of Tennessee, or a political subdivision of the State, or when it is necessary to attend any court in connection with official duties or serve on a jury in any State or Federal Court.

For the period an employee eligible for civil leave renders jury service or serves as a witness, he or she shall be entitled to his or her regular compensation and the amount allowable for such service. The employee may be required to provide a statement from the court which includes dates and times of service and any compensation received.

Employees involved in personal litigation, or who serve as witnesses in private litigation, shall be charged with annual leave or leave without pay. Additional information can be found in Personnel Policy Manual - PPP - 19

EDUCATIONAL LEAVE:

It is the policy of the TBR to provide time off to regular TBR employees to continue their education and/or participate in research, grants, or fellowships on a full-time basis. Requests for educational leave for regular employees must be approved in advance by the University President. Such approval

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must specify the length of the leave, which normally should not exceed twelve (12) months. Each request will be evaluated and approval will depend upon the evidence provided as to the enhancement of the employee's value to the University resulting from the leave. Leave of absence for periods exceeding one (1) year may be granted upon recommendation of the University President and approved by the Chancellor as stated in TBR Personnel 5:01:01:03. Additional information can be found in the Personnel Policy Manual - PPP-52.

FAMILY AND MEDICAL LEAVE:

In compliance with the Family Leave Act of 1993, it is the policy of the Tennessee Board of Regents to provide eligible male and female employees up to twelve workweeks of leave during a twelve month period for specified family and medical reasons, to provide continued health insurance coverage during the leave period and to insure employee's reinstatement to the same or an equivalent level of position following the leave period. For purposes of this policy, "State" shall be defined as any State agency, the Tennessee Board of Regents System, and/or the University of Tennessee System. Additional information can be found in Personnel Policy Manual- PPP-46.

LEAVE OF ABSENCE:

It is the policy of the University to provide time off to regular employees due to reasons of illness or injury, or disability of an employee who has insufficient accumulated annual and/or sick leave, leave for education purposes and leave for justifiable personal reasons. A leave of absence without pay, not to exceed one year, may be granted for justifiable absences where in it is not desirable to terminate the employee. Additional information can be found in the Personnel Policy Manual - PPP-21.

MATERNITY LEAVE:

It is the policy of the University to provide a period of up to four (4) months to regular, female employees due to the birth of children, in accordance with T.C.A. 50-1-501 through 503 and the Family and Medical Leave Act of 1993 (FLMA).

Upon receipt of the regular employee's written request for maternity leave, the University President or his/her designee will process the request in accordance with the provisions of this policy and the employee's eligibility for leave under TBR FLMA policy no. 5:01:01:14.

Additional information can be found in the Personnel Policy Manual - PPP-22.

MILITARY LEAVE:

All employees who are members of any reserve component of the armed forces of the United States or of the Tennessee National Guard shall be entitled to leave of absence from their duties, without loss of time, pay (refer to personnel policy 23 for additional information on pay), regular leave or vacation, impairment of efficiency rating, or any other rights or benefits to which otherwise entitled, for all periods of military service during which they are engaged in the performance of duty or training in the

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services of this State, or of the United States, under competent orders. Additional information can be found in the Personnel Policy Manual - PPP - 23.

PATERNITY LEAVE:

It is the policy of the Tennessee Board of Regents to provide up to 30 working days of paternity leave to regular, male employees due to the birth of children, in accordance with T.C.A. 50-1-503 and the Family and Medical Leave Act of 1993 (FMLA).

Upon receipt of the regular employee's written request for paternity leave, the president/director/Chancellor or his/her designee will process the request in accordance with the provisions of this policy and the employee's eligibility for leave under TBR Family and Medical Leave Policy No. 5:01:01:14 and TBR Paternity Leave Policy 5:01:01:16.

VOTING LEAVE:

Employees who are registered voters may receive reasonable time off to vote if they request such time off before 12 noon the day of the election. The supervisor may specify the hours during which the employee may be absent to vote, and the time off may not exceed three hours. No time off will be granted if the polls in the county where the employee resides is open three (3) or more hours before the employee is scheduled to begin work or if the polls close three (3) or more hours after the employee's work schedule ends.

Time off to vote shall be recorded as non-duty pay hours. Time off to vote is recorded for non-exempt employees as non-worked time when calculating overtime. Additional information can be found in Personnel Policy Manual- PPP-49.

OTHER POLICIES:

NEPOTISM POLICY:

The nepotism policy is designed to prevent occurrences whereby relatives who are employees of the University are in direct supervisory line with respect to each other. In order to guard against these practices, the University prohibits full, part-time, student or temporary employees who are relatives from being placed within the same line of supervision where one relative is responsible for supervising the job performance or work activity of another relative. Additional Information can be found in Personnel Policy Manual - PPP-29.

OUTSIDE EMPLOYMENT:

Employees may engage in outside professional employment or continuing business activity upon notification to and approval from the Director of Human Resources.

The State of Tennessee will not assume liability in legal actions stemming from acts or omissions

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which occur outside the scope of a University employee's employment. In effect, the employee could be held personally liable for such acts if the activity has not been approved in advance. Additional information can be found in Personnel Policy Manual - PPP-07.

PARKING & TRAFFIC REGULATIONS:

The Department of Public Safety office is located at the main entrance to campus, east side, on University Parkway. Personnel are on duty 24 hours a day. The emergency number is 911. For business calls, the number is 439-4480 or 439-6900.

~~The Department of Public Safety issues a "Parking & Traffic Regulations" pamphlet annually which may be obtained from their office.~~

All persons who are employed by ETSU for 6 weeks or longer and intend to park a motor vehicle on campus, must purchase a faculty/staff parking permit. All faculty, staff and students with disabilities who intend to park a motor vehicle on campus must register their vehicle and purchase an appropriate University parking permit.

Additional information can be found in the Parking & Traffic Regulations Pamphlet issued annually by the Department of Public Safety – extension 94480.

PATENTS AND COPYRIGHTS:

It is the policy of East Tennessee State University to: (1) encourage inventions, discoveries, and the production of copyrightable materials by members of the University community; (2) facilitate the utilization of such discoveries and materials to the benefit of the public, the University, and the members of the University community; and (3) provide for the equitable sharing of any proceeds derived from the commercial exploitation of inventions, discoveries, and copyrightable materials in which, pursuant to this policy, the University is determined to have an interest. Every University employee who conducts research or who invents is free to publish the details of that research or work and not seek a patent. Additional information can be found in Personnel Policy Manual - PPP-37.

PAY PROCEDURES:

All employees of the University who are considered to be full-time shall work a minimum of 37.5 hours per week throughout the year; the official workday is 7.5 hours; the normal fiscal work year is 1950 hours. The work schedule includes one (1) hour lunch/meal break and, as work flow permits, up to two 15 minutes miscellaneous breaks. Work breaks and/or lunch breaks cannot be accumulated or used to compensate for early departure from duty.

Compensatory time and overtime payments are available to clerical and support employees only. No employee may work overtime without prior supervisory approval.

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Physical Plant and Department of Public Safety employees are paid on the 15th and the last working day of each calendar month. Temporary employee's wages are held two weeks in arrears and are paid on the 15th and the last working day of each calendar month. All graduate assistants are paid on the last working day of each month. All other full-time employees, including 12-month, fiscal year faculty, are paid on the last working day of each month. More information is available in the Personnel Policy Manual -PPP-05.

In order for an employee to be paid, an individual time report is required which is distributed at the beginning of the pay period. Direct Deposit of paycheck(s) are mandatory for all regular full-time employees, excluding temporaries and students. Other employees may request direct deposit of paycheck if they desire.

PERFORMANCE EVALUATION PROCEDURES:

ETSU has a firm commitment to performance evaluation of University employees, whatever their category and level, through the medium of a formalized system. The purpose of such evaluation is to assist personnel in professional development and in achieving University goals. Procedures for evaluating non-faculty University employees are addressed in the **Employee Performance Evaluation Procedures Guide** ~~which is distributed annually to all department heads and available from the Office of Human Resources and the Periodic Review of Administrators (PPP-59), both available on the Human Resources web page.~~

PERSONNEL RECORDS:

Under the provision of Tennessee Code Annotated Section 10-7-503, Records Open to Public Inspection, personnel records are considered public records and may be inspected, extracted, or copied by any citizen of Tennessee during normal business hours, in accordance with reasonable University procedures. All questions concerning public records should be addressed to the Office of University Relations. Additional information can be found in Personnel Policy Manual - PPP-03.

PROBATION PERIOD:

All new hire support staff will be on an initial probation period of six months. If, at any time during the probationary period it is apparent that the employee is not performing to expectations she/he may be terminated without notice. If the employee is one who has worked for the institution for a number of years, when she/he begins the new position - whether through transfer or promotion - she/he is treated just as a new hire would be.

RESIGNATION AND/OR TERMINATION:

Each terminating employee shall submit a resignation in the form of a letter to his/her immediate supervisor; clerical and support staff are requested to give 14 days notice; administrative employees are requested to give 30 days notice. Additional information can be found in Personnel Policy Manual - PPP-06.

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SAFETY AND SECURITY ON CAMPUS:

The Department of Public Safety is responsible for campus security. The Public Safety Office is located at the main entrance of the campus on University Parkway. The campus and facilities of ETSU are governed by the Tennessee Board of Regents (TBR) and are restricted to students, faculty, staff, guests, and invitees of the University, except when part or all of the campus, its building, or facilities are open to the general public for a designated time and purpose. The Department of Public Safety publishes an annual "Safety and Security on Campus" report, which provides additional information on safety and security programs, along with selected crime statistics involving ETSU students and staff. This report is located on the Department of Public Safety web site at <http://www.etsu.edu/dps>.

SEXUAL HARASSMENT:

East Tennessee State University desires to maintain an environment which is safe and supportive for students and employees and to reward performance solely on the basis of relevant criteria. Accordingly, the university will not tolerate sexual harassment of students or employees.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- ❖ submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- ❖ submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- ❖ such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Detailed information on informal and formal procedures, including investigation of and response to charges of sexual harassment are available in Personnel Policy Manual - PPP-30 and 31, Tennessee Board of Regents Policy 5:01:02:00, Tennessee Board of Regents Guideline No. P-080.

SEXUAL ORIENTATION:

All persons are treated equally in the University's programs and activities, recruitment and admissions, and employment practices. It is the policy of East Tennessee State University that neither its students nor its employees be discriminated against on the basis of that individual's sexual orientation. Such a policy helps ensure that only relevant factors are considered and that equitable and consistent standards of conduct and performance will be applied. For the purpose of this policy, sexual orientation shall be defined as heterosexual, homosexual or bisexual status. Additional information on this policy is available from the Office of Human Resources.

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SMOKING POLICY:

Smoking and other tobacco usage are completely prohibited in any and all buildings, including buildings owned, leased or rented by ETSU. This includes buildings located outside of the Johnson City campus. Doorway areas are considered part of the building for the purposes of this policy. Smoking continues to be prohibited in all state vehicles.

It is the responsibility of all members of the University community to observe this smoking policy. Complaints relating to the implementation of this policy should be referred to the building coordinator. The complaint either will be resolved by the building coordinator or will be referred to the appropriate supervisor. If necessary, disciplinary actions will be initiated consistent with University policy. Additional information can be found in Personnel Policy Manual - PPP-53.

SOLICITATION:

The mission of the fund raising program at East Tennessee State University is to generate contributions to be used to enhance the University's broad spectrum of projects and programs. The President of the University has ultimate responsibility for the fund raising program of the institution. The Chief Development Officer is charged with the responsibility of establishing and administering the University's fund raising program. Any solicitation of a gift, which might require a commitment of University resources, including unusual space or manpower requirements, maintenance contracts, or matching funds will require appropriate approvals up to and including the University President before the gift is solicited. The President may also seek the consultation and/or approval of the Chancellor of the TBR before final approval is granted. Additional information can be found in the Financial Procedures Manual - FP-24.

STAFF SENATE:

The ETSU Staff Senate is a body whose purpose is to establish committees to study and make reports on matters of concern to the total University staff and to offer appropriate recommendations to the senate and appropriate administrative channels. The Vice President of Administration serves as advisor to the Staff Senate.

Committees created by the senate receive their authority from the senate and shall report their findings and make their recommendations to the senate.

Elections to the senate shall be conducted annually during the month of July. Nominations shall be derived from each EEOC category so as to represent as fairly as possible the total University staff. The Constitution, Bylaws, meeting minutes and other information is posted on the Staff Senate website location. <http://www.etsu.edu/stsenate/>.

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VOLUNTEERS:

It is the policy of the University to allow departments to have volunteer (unpaid) staff. To become a volunteer a statement of Understanding/Agreement must be prepared by the department, signed by the chair/director and forwarded to the Office of Human Resources (forms available in the Office of Human Resources) on the Human Resources web page. The Office of Human Resources will obtain final approval signatures and will send signed copies of the agreement to the department, and will notify the Board of Claims. The Office of Human Resources will maintain a volunteer file. Additional Information can be found in Personnel Policy Manual - PPP-50.

Staff Concerns and Grievances:

<u>Name</u>	<u>Phone</u>
Karen Hughes	94362
Bobbie Lewis	97519
Mary Duncan	94302
Judy Lawson	96590
Carolyn Bond	96989 94238
Clifford Hudson	96900
Eric Crigger	95825
Suzy Hooven	97186
Mary Jordan	94211

SIGN UP SHEET FOR SERVING ON COMMITTEES

STANDING COMMITTEES

Staff Development and Evaluations:

1. Donna Hauk
2. Mary Jordon
3. Pat Myrick
4. Kathy Smith - *Chair*

Committee on Committees:

1. Betty Grice
2. David Jones - Chair
3. Chris Loveday
4. Shirley White

Staff Concerns and Grievances:

1. Carolyn Bond
2. Billie Lancaster - *Chair*
3. Chris Loveday
4. Betty Ann Proffitt

Elections:

1. Linda Fore
2. Charles Forrester
3. Pat Myrick
4. Carla Warner - Chair

WORK COMMITTEES

Thanksgiving Basket Committee:

1. Mary Duncan
2. Betty Grice - Chair
3. Judy Lawson
4. Cindy Proffitt
5. Betty Proffitt
6. Sue Speer

Picnic Door Prize Committee:

1. David Jones - Chair
2. Pamela Murray
- 3.
- 4.
- 5.
- 6.

Picnic Committee:

1. Carolyn Bond
2. Tim Dills
3. Mary Duncan
4. Debbie Fanning
5. Steve Honaker - Chair
6. Judy Lawson
7. Terry Nelson

Blood Drive Committee:

1. Cindy Proffitt - Chair
2. Kathy Smith
3. Sue Speer
4. Reed Sturdivant
- 5.
- 6.