



# **EMPLOYMENT POLICIES HANDBOOK FOR HOURLY STAFF**

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## **A. INTRODUCTION**

This handbook is designed to give each hourly staff member a better understanding of the employment policies that apply to the hourly staff of the University of Mount Union. These policies are intended to be fair and are in compliance with federal, state and local regulations. The Director of Human Resources and Staff Development must authorize all policy changes. Administration of employment policies and practices will be based upon this handbook. Hourly staff members are encouraged to read this handbook and discuss any portion with the Director of Human Resources and Staff Development.

It is not the intent of this handbook to be all-inclusive. More detailed information can be obtained from the Human Resources Office. It is the hope that each member of the hourly staff will find a satisfying experience at the University of Mount Union.

## **THE UNIVERSITY**

### **Institutional Mission:**

The mission of the University of Mount Union is to prepare students for fulfilling lives, meaningful work and responsible citizenship.

## **B. ADMINISTRATION**

### **Responsibility for Hourly Staff:**

The Director of Human Resources and Staff Development is responsible for administering personnel policies involving the hourly staff of the University. If questions arise about personnel policies, the Human Resources Office is to be consulted for clarification and interpretation.

The President and/or the Board of Trustees along with the Vice President for Business Affairs and the Director of Human Resources manage the salary and wage policies of the University. The maintenance of personnel records for all staff members is the responsibility of the Director of Human Resources.

The University maintains the "open files policy" for all personnel. With an appointment, a member of the hourly staff may review his/her personnel file. A representative of the Human Resources Department shall be present when this is done. Arrangements to view a personnel file shall be made in advance with the Human Resources office.

### **DEFINITIONS:**

#### Hourly staff member -

Full-time - All Mount Union employees who regularly work at least 36 hours per week on a 10, 11, or 12- month basis.

Part-time -All Mount Union employees who regularly work less than 36 hours per week on a 10, 11 or 12-month basis, or is so defined by their offer letter or annual letter of compensation.

Retired - Any former hourly staff member who is so classified by the University of Mount Union.

Dependent - (a) An hourly staff member's spouse, as recognized by law;  
(b) An hourly staff member's unmarried child (including stepchild or legally adopted child classified as a dependent for IRS purposes) under age 19. (See dependent tuition sections for more details.)

Non-Exempt- Hourly staff members are eligible for overtime compensation.

Immediate Family- For funeral leave purposes, immediate family is defined as: spouse, domestic partner (as established through University policy), parents, legal guardian or other person who stands in place of a parent, children, grandparents, siblings, grandchildren, current stepparent or stepchild, father in-law, mother in-law.

Near Relative- For funeral leave purpose near relative includes nieces, nephews, uncles, aunts, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and your spouses' grandparents

Office hours/Workday- During the academic year, offices are open between 8:00 am and 5:00 pm. Full-time staff members are required to work 8 hours per day between the hours of 7:30 am and 5:30 pm Monday through Friday. Your particular hours of work and the scheduling of your lunch period will be determined and assigned by your supervisor or department head. You are required to take a one-hour (1) unpaid lunch period daily during the academic year. Please understand that you may not "work through lunch" in order to arrive late, leave early or work extra time unless this request is made and approved by your supervisor. This is to be used only on an exception basis and cannot become your normal work schedule.

Summer Hours- From June 1 to August 1, the institution shall have summer hours; offices will be open from 8:00 am to 4:00 pm. Full-time staff are required to work 8 hours per day between the hours of 7:30 am and 4:30 pm Monday through Friday. During summer hours the lunch period is reduced from 1 hour to ½ hour each day. You are required to take your lunch break during summer hours in the same manner as the traditional academic year.

Workweek- The normal workweek is a minimum of 40 hours, 8 hours per day, 5 days per week, and beginning at 12:01 A.M. Sunday and ending at 12:00 midnight the following Saturday.

Flexible Time- Mount Union does not have a flexible time, “flex time” policy. When occasional weekend or evening work is required, it is intended, when possible to adjust the work schedules so that staff can take the equivalent number of hours off during the same workweek. This MUST be done in the same workweek and is subject to all sick, personal and vacation policies.

Year- Academic year - Is the period August 1 through May 31.

Calendar year - Is the period January 1 through December 31.

Fiscal year - Is the period July 1 through June 30.

### **C. EMPLOYMENT CONDITIONS:**

#### **Employment Policy:**

*All staff members of Mount Union are employed at will. As staff members at will, you have the right to resign employment at any time for any or no reason and the University retains the legal right to terminate its employment relationship with you at any time, with or without cause.*

*Neither this Handbook nor any of the policies and practices included within it constitutes, and they should not be construed to form or imply any type of employment contract.*

#### **Equal Employment Opportunity:**

The University of Mount Union is an equal opportunity employer. The University of Mount Union prohibits discrimination on the basis of race, gender, gender identity or expression, sex, sexual orientation, religion, age, color, creed, national or ethnic origin, veteran status, marital or parental status, pregnancy, disability, or genetic information in student admissions, financial aid, educational or athletic programs, or employment as now or may hereafter be required by university policy and federal or state law. Inquiries regarding compliance may be directed to the Director of Human Resources, Beeghly Hall, (330) 829-6560.

#### **Entrance Interview:**

A Human Resources staff member will conduct an entrance interview. The entrance interview will consist of but is not limited to:

1. Explanation of benefits
2. Enrollment into benefits
3. Completion of required payroll forms
4. Instructions for the taking of your picture for your ID
5. Obtaining a parking tag
6. Obtaining a key policy and key registration form

The entrance interview should be scheduled on or before the hourly staff member’s first day of work.

#### **Performance Evaluation:**

A formal performance evaluation will take place annually in the spring or summer of each calendar year however; the performance evaluation is continuous and ongoing through effective supervision

in the process of communicating work assignments, and the monitoring of work activity. The formal evaluation form must be completed, signed by both the supervisor and the staff member, and forwarded to the Human Resources Office. An essential part of the performance appraisal process is the written record that documents goals, decisions, observations, and actions.

**Community Involvement/Outside Employment:**

It is expected that hourly staff will spend sufficient time in the office to meet all employment commitments. At no time is an hourly staff member permitted to be engaged in outside employment during their regularly scheduled work hours.

Public or community service is encouraged, provided it does not significantly interfere with the performance of duties at the University.

Work and service which does not fall into one of the above categories or which otherwise impedes the hourly staff member's efforts at the University is not encouraged and must be considered carefully by both the hourly staff member and the University before it is undertaken.

**Job Openings:**

A notice of a vacancy may be advertised in local and regional newspapers. In addition, open positions may be posted on the Job Opportunities page on Mount Union's website.

**Layoff:**

A layoff is defined as an involuntary separation from the University.

**Exit Interview:**

The exit interview is the staff member's last formal employment contact with the University and it is held by the Human Resources Office prior to your last day on the job, whenever possible. This interview is held for all separations. All University property must be returned before your final paycheck will be released to you. University property includes, but is not limited to: purple plus card, cellular telephone, credit card, keys, library materials and computer equipment.

**Code of Behavior Policy Statement:**

Faculty & Staff members exercise power over students, whether in evaluating them, writing recommendations for them, supervising their work, or serving on University committees.

Professionalism is diminished when those in positions of authority abuse or appear to abuse their power. Codes of ethics for most professions forbid such professional-client relationships, including sexual relationships. In the view of the University, the faculty/staff-student relationship is one of professional and client. The University will view it as professionally unethical if faculty or staff members engage in sexual relationships with Mount Union students, or personal relationships in which the faculty or staff member misuses his/her power over a student of the University, even when both parties have consented to the relationship.

If any personal or familial relationship exists prior to one of the parties entering the University, the faculty or staff member should discuss the situation with his or her supervisor and arrangements should be made so that, if possible, the faculty or staff member would not be directly involved in an evaluative relationship with the student.



**Title IX:**

The University of Mount Union is committed to creating an environment free of harassment and sexual misconduct as well as complying with all requirements as set forth by Title IX of the Education Amendments of 1972 (Title IX). Discrimination on the basis of sex or gender will not be tolerated by any of the University's education programs or activities. This includes, but is not limited to sexual harassment; sexual violence; sex or gender-based bullying; hazing; stalking; relationship violence (including domestic violence and dating violence); as well as failure to provide equal opportunity in admissions, activities, employment or athletics. Sex and gender violations will be addressed by Title IX complaint protocols which are jointly coordinated by the offices of human resources and student affairs.

The University Title IX Coordinator should be informed of, and oversee, all complaints of discrimination – even those that occur at off-campus locations or out of the country. Questions or concerns regarding the University's procedures and Title IX may be directed to any one of the following resources:

**Michelle Gaffney, Associate Dean of Students & Title IX coordinator**

Hoover Price Campus Center, Office of Student Affairs

Phone: (330) 823-2496

E-mail: [gaffnemi@mountunion.edu](mailto:gaffnemi@mountunion.edu)

**Director of Human Resources & Title IX coordinator**

Beeghly Hall, Human Resources, Office of Human Resources

Phone: (330) 829-6560

Additional Title IX Investigators can be found at <http://www.mountunion.edu/title-ix>

Inquiries may be made externally to:

Office of Civil Rights (OCR)

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-1100

Customer Service Hotline: (800) 421-3481

Fax: (202) 453-6012

TDD: (877) 521-2172

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Web: <http://www.ed.gov/ocr>

The University will make a good faith effort to successfully complete the grievance process for complaints of sex discrimination over a period of 60 days or less. The complaining party will receive periodic status updates on the progress of the complaint and any subsequent appeals.

During the investigation and/or grievance process for complaints of sex discrimination, the University may take a number of interim actions in order to ensure the preservation of the educational experience and the overall environment of the party bringing the complaint. These actions may include, but are not limited to imposing a no contact order on the responding party;

residence hall room change for one or more involved parties; changes in academic schedules or assignments for one or both parties, and interim suspension for the responding party.

For more information with regard to University of Mount Union's non-discrimination statement, policies pertaining to acts of intolerance, harassment and sexual misconduct, procedures for filing a grievance, as well as the Student Code of Conduct, and the university's disciplinary process, you may refer to the Student Handbook which can be found on iRaider under Student Life.

Additionally, it is important for members of our campus community to understand that sexual misconduct occurs on a continuum. If permission has not been given or the individual does not want to engage in the sexual activity or is tricked, coerced or pressured into the behavior, it is sexual misconduct. It is also sexual misconduct when sexual behavior occurs when a person is unable to give consent due to being under the influence of alcohol or other drugs.

Finally, when a situation involving sexual misconduct has occurred, there are many decisions a person must make both immediately following and during her/his recovery from such a personal violation. University of Mount Union provides services that can assist the student with this process; the Sexual Misconduct Responder Program is designed for this purpose. More information about the Sexual Misconduct Responder Program and list of current responders can be found on iRaider under Student Life.

Additionally, for study abroad students, please remember, laws may vary from country to country (and Title IX is a US law), so legal options available to you may vary as well. However, the Title IX Coordinator is always available to you whether here or abroad to provide you with assistance and resources should you need them.

**Statement Regarding Harassment:**

As an educational community, the University of Mount Union is committed to promoting responsible behavior. The University will not tolerate behavior that in any way undermines the emotional, physical or ethical integrity of any member of its community. Mount Union seeks to protect and enhance the personal safety, dignity, and self-respect of each member of the University community. Moreover, the University will use its influence to encourage the entire community to treat its students, faculty, staff and affiliated visitors in a manner consistent with the principles of this statement. Academic freedom can only exist when all are free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect. Harassment is thus harmful not only to persons involved, but also to the community.

Nothing in this document shall be construed to limit an individual's rights to freedom of political or artistic expression, or other expressions of an academic nature. In particular, the expression of political opinions about issues both on campus and in the wider national and international community explicitly does not constitute harassment. Works of art created or presented by students, faculty, and other members of the community similarly are protected.

**Definition of Harassment:**

Harassment includes, but is not limited to, any verbal or non-verbal conduct directed at an individual or group of individuals due to their race, religion, ethnic origin, gender, sexual orientation, or disability, when 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 environment for working, learning, or living on campus. Such harassment may occur between any members of the University community. It is a violation of University policies to engage in harassment, or to retaliate against anyone bringing forth a complaint of harassment. False accusations of harassment will not be tolerated and may constitute intimidation and harassment, and will be responded to as any other case of harassment. Repeated incidents, even where each would not on its own constitute harassment, may collectively constitute harassment under this definition.

### **Specific Types of Harassment:**

Certain forms of harassment tend to occur more frequently in society and are therefore described below in more detail.

### **Sexual Harassment:**

Sexual harassment in all of its manifestations runs counter to the mission of The University of Mount Union, and will not be tolerated in the University community. Sexual harassment violates not only the dignity of the individual, but also the integrity of the University. All reports of sexual harassment will be promptly investigated and addressed.

### **Definition:**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

1. Submission to such conduct is either explicitly or implicitly made a condition of employment or academic standing, or where there is an implied or expressed promise of reward or threat of negative consequence for refusal;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. 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 environment for working, learning or living on campus.

### **Examples:**

Examples of sexual harassment include, but are not limited to:

- Coerced sexual activity
- Some incidents of physical assault;
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- Direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work or academic environment;
- A pattern of conduct that unreasonably interferes with the work or academic environment (not legitimately related to the subject matter of a course) including:
  - Sexual innuendoes, inappropriate comments or remarks about an individual's clothing, body, or sexual activities;
  - Suggestive or insulting sounds, inappropriate humor and jokes about sex or gender in general; sexual propositions, invitations, or other pressure for sexual intimacy;

- Inquiries and commentaries regarding a person's sexual activity, experience or orientation;
- Unwanted patting, pinching, brushing against a person's body, attempted or actual kissing or fondling, or any other inappropriate touching or feeling, or staring

### **Racial Harassment:**

Racial harassment is antithetical to the values of the University of Mount Union, and the University will not tolerate acts based on racial bigotry. It is the goal of the University to eliminate all manifestations of racism from the campus and any incidents of racial harassment will be promptly investigated and addressed.

#### Definition:

Racial harassment includes behavior which threatens, intimidates, coerces, or degrades an individual or group because of race, ethnicity, or national origin in a manner that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment for working, learning or living on campus.

#### Examples:

Examples of racial harassment include, but are not limited to:

- Racial/ethnic slurs of any kind
- Any behavior, including the production or display of graphic or written statements, that threatens, intimidates, coerces, or degrades an individual or group because of race, ethnicity, or national origin, or calls attention to the race, ethnicity, or national origin of another person in a manner that prevents or limits their academic and/or personal freedoms;
- Physical assault, destruction of property, intimidation, or any behavior that is physically threatening, harmful, or humiliating when such conduct is directed against an individual or group because of their race, ethnicity, or national origin.

### **Disability Harassment:**

Harassment directed at individuals or groups because of an actual or perceived disability is antithetical to the values of the University of Mount Union. Such acts will not be tolerated by the University of Mount Union and will result in prompt investigation and response.

#### Definition:

Disability harassment includes behavior that threatens, intimidates, coerces, or degrades an individual or group based on an actual or perceived disability in a manner that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment for working learning or living on campus.

#### Examples:

Examples of disability harassment include, but are not limited to:

- Verbal acts and name-calling;
- Any behavior, including the production or display of graphic or written statements, that threatens, intimidates, coerces, or degrades an individual or group because of an actual or perceived disability that prevents or limits their academic and/or personal freedoms;

- Physical assault, destruction of property, intimidation, or any behavior that is physically threatening, harmful, or humiliating when such conduct is directed against an individual or group because of an actual or perceived disability;
- Behavior that creates a hostile environment by unreasonably interfering with or denying a person's participation in or receipt of benefits, services, or opportunities from the University because of an actual or perceived disability.

### **Grievance Procedures**

Persons who believe they have been harassed are encouraged to discuss the complaint with the Associate Dean of Students or the Director of Human Resources and Staff Development. All members of the University community are encouraged to utilize the informal grievance procedures as a means of resolving harassment complaints.

Every attempt will be made to protect any alleged victim from further harassment or injury. The University and persons involved in the investigation will make every effort to maintain the confidentiality of the complaint and the investigation.

### **Procedures for Student to Student/Faculty/Staff Member Harassment:**

#### **Informal Grievance Procedure**

Any campus community member with a complaint of harassment against a student should discuss this complaint with the Associate Dean of Students\*. If appropriate and desired by the complainant, the Associate Dean of Students will arrange a meeting between the two parties and assist in the discussion of the complaint. The complainant has the right to end this informal grievance process at any time and proceed to the formal grievance procedure. If the complainant does not desire an informal meeting, the Associate Dean of Students will assist him/her in the completion of the formal grievance procedure outlined below.

#### **Formal Grievance Procedure**

Any campus community member who wishes to make a formal complaint of harassment against a student should submit a detailed written report about the allegations to the Associate Dean of Students\*. The report should include information about the dates, time, place, participants' name(s), and the harassing behavior. The Associate Dean of Students will discuss the report with the complainant to ensure clear and thorough understanding of the allegations. Every effort will be made to maintain the confidentiality of information regarding the complaint.

The Associate Dean of Students, with the knowledge of the complainant, will contact the accused student to discuss the accusation. Investigation of a harassment complaint may include interviewing other persons necessary to obtain sufficient information on which to make a determination of the situation. The accused student will receive written notice of the allegations and the specific violations of the Student Code of Conduct with which the student is being charged.

A hearing will be scheduled before a Judicial Hearing Officer or Board, as assigned by the Dean of Students or his/her designee. The accused student and the complainant will be afforded all rights outlined in the procedures of the Student-Faculty-Administration Judicial System, which can be found in the Student Handbook.

The Hearing Officer or Board will make a determination of responsibility based upon the preponderance of evidence. If the accused student is found to be responsible for the alleged harassment, he/she will be sanctioned in accordance with the Student Code of Conduct. Based on Title IX of the 1972 Educational Amendments, the complainant will be informed of the determination of responsibility. However, the Family Education Right to Privacy Act prohibits the disclosure to the complainant of any sanctions placed against the accused student unless they directly involve the complainant (i.e. letters of apology to complainant, restrictions on contact, etc.)

Disciplinary action shall be taken against any person found to have willfully falsified a claim of harassment. It is also a violation of this policy to retaliate against another member of the campus community for bringing forward a claim of harassment.

\* If a student/faculty member/staff member wishes to make a complaint of harassment against the Associate Dean of Students, he/she should contact the Dean of Students.

### **Procedures for Faculty/Staff Member to Student Harassment:**

#### Informal Grievance Procedure

Any student with a complaint of harassment against a faculty or staff member should discuss this complaint with the Associate Dean of Students\*. If appropriate, the Associate Dean of Students will contact the Director of Human Resources and Staff Development to discuss the allegations. If desired by the complainant, the Director of Human Resources and Staff Development will arrange a meeting between the student and the accused faculty/staff member and assist in the discussion of the complaint. The Associate Dean of Students may act in an advisory role for the student upon his/her request. The complainant has the right to end this informal grievance process at any time and proceed to the formal grievance procedure. If the complainant does not desire an informal meeting, the Associate Dean of Students and the Director of Human Resources and Staff Development will assist him/her in the completion of the formal grievance procedure outlined below.

#### Formal Grievance Procedure

Any student who wishes to make a formal complaint of harassment against a Faculty/Staff member should submit a detailed written report about the allegations to the Director of Human Resources and Staff Development\*\*. The report must include information about the dates, times, place, participants' name(s), and the harassing behavior. The Director of Human Resources and Staff Development will discuss the report with the complainant to ensure clear and thorough understanding of the allegations. Every effort will be made to maintain the confidentiality of information regarding the complaint. The Director of Human Resources and Staff Development will contact the appropriate vice president and advise him or her of the accusations.

The Director of Human Resources and Staff Development, with the knowledge of the complainant, will contact the accused to conduct a thorough investigation of the allegations. Investigation of a harassment complaint may include interviewing other persons necessary to obtain sufficient information on which to make a determination of the situation. The Director of Human Resources and Staff Development will then make a determination if the accusations can be substantiated and, if so, refer the matter to the appropriate vice president to be handled in accordance with the guidelines in the appropriate personnel handbook.

Disciplinary action shall be taken against any person found to have willfully falsified a claim of harassment. It is also a violation of this policy to retaliate against another member of the campus community for bringing forward a claim of harassment.

\* If a student wishes to make a complaint of harassment against the Associate Dean of Students, he/she should discuss the complaint with the Dean of Students.

\*\* If a student wishes to make a formal complaint of harassment against the Director of Human Resources and Staff Development, he/she should submit a detailed written report about the allegations to the Vice President for Business Affairs and Treasurer.

### **Procedure for Faculty/Staff Member to Faculty/Staff Member Harassment:**

#### Informal Grievance Procedure

Complaints of harassment of any nature will be taken seriously and thoroughly investigated. There are two options for a Faculty or Staff member with a complaint of harassment against another Faculty or Staff member to initiate a claim of harassment. They include contacting one of the following: 1) the Vice President responsible for their department or 2) the Director of Human Resources and Staff Development. If appropriate and with the knowledge of the complainant, the Vice President will contact the Director of Human Resources and Staff Development to discuss the allegations. If desired by the complainant, the Director of Human Resources and Staff Development will arrange a meeting between the complainant and the accused faculty/staff member and assist in the discussion of the complaint. The complainant has the right to end this informal grievance process at any time and proceed to the formal grievance procedure.

#### Formal Grievance Procedure

Any Faculty or Staff member who wishes to make a formal complaint of harassment against another Faculty or Staff member should submit a detailed written report about the allegations to the Director of Human Resources and Staff Development\*. The report must include information about the dates, times, place, participants' name(s), and the harassing behavior. The Director of Human Resources and Staff Development will discuss the report with the complainant to ensure clear and thorough understanding of the allegations. Every effort will be made to maintain the confidentiality of information regarding the complaint. The Director of Human Resources and Staff Development will contact the appropriate vice president and advise him or her of the accusations.

The Director of Human Resources and Staff Development, with the knowledge of the complainant, will contact the accused to conduct a thorough investigation of the allegations. Investigation of a harassment complaint may include interviewing other persons necessary to obtain sufficient information on which to make a determination of the situation. The Director of Human Resources and Staff Development will then make a determination if the accusations can be substantiated and, if so, refer the matter to the appropriate vice president to be handled in accordance with the guidelines in the appropriate personnel handbook.

Disciplinary action shall be taken against any person found to have willfully falsified a claim of harassment. It is also a violation of this policy to retaliate against another member of the campus community for bringing forward a claim of harassment.

\* If a faculty or staff member wishes to make a formal complaint of harassment against the Director of Human Resources and Staff Development, he/she should contact the Vice President for Business Affairs and Treasurer.

**Drug-Free Workplace Policy:**

The Omnibus Drug Initiative Act better known as the Federal Drug-Free Workplace Act (Act), which became effective on March 18, 1989, requires that all grantees receiving grants from any federal agency certify to that agency that they will maintain a drug-free workplace, or, in the case of a grantee who is an individual, to certify to the agency that the staff member will not engage in certain unlawful actions involving controlled substances while conducting grant activities.

The statute provides that if an individual is convicted of certain drug-related federal, state or local offenses, the court may suspend eligibility for federal benefits. Since the University of Mount Union is a recipient of funding from the federal government, all staff members (including students) are required by federal law to abide by this prohibition as a condition of their employment with the University. Further, all staff members are required to report to the Director of Human Resources and Staff Development any conviction under a criminal drug statute for conduct in the workplace within five days of the conviction.

The University of Mount Union prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the property of Mount Union or as any part of the institution's activities.

Keeping our work force free of drugs requires a commitment on the part of the University and you, our staff members.

Staff members who are convicted under a criminal drug statute for conduct in the workplace will be subject to any one of the following remedies:

1. Participation in a drug rehabilitation program approved by the University.
2. Suspension, without pay, from employment until satisfactory progress has been made in a drug rehabilitation program;
3. Immediate dismissal from employment with the University.
4. Referral for prosecution for violations of the standards of conduct.

In addition, any unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, drug abuse instruments, or paraphernalia may constitute a criminal violation under The Ohio Revised Code, and the Alliance Municipal Ordinances. Conviction of any such offense will subject the offender to various penalties.

The University of Mount Union offers a comprehensive alcohol and drug counseling and education program for its students; any member of the community can contact the Office of Alcohol, Drug and Wellness Education for a referral. This office can be reached at:



Office of Alcohol, Drug and Wellness Education  
Hoover-Price Campus Center  
(330) 829-6660

The following locations offer programs for Stark County residents suffering from alcohol and/or drug abuse/dependency issues. These agencies can provide counseling, treatment, rehabilitation, reentry and referral.

### **Alcohol and Other Drug Treatment Options**

Alcoholics Anonymous Intergroup Office  
4125 Hills & Dales Rd. N.W., Suite 400B Canton, OH 44708, (330) 491-1989 (24/7)  
<http://www.aaincantonohio.org/>

Coleman Behavioral Health  
Alliance Office: 1410 W. State St., Alliance, OH 44601, (330) 823-6932  
Canton Office: 400 W. Tuscarawas St, Suite 200, Canton, OH, 44702, (330) 438-2400  
<http://www.colemanservices.org/>

CommQuest  
Main Office: 625 Cleveland Ave NW, Canton, OH 44702, (330) 455-0374  
Alliance Office: 1207 West State St., Suite M, Alliance, OH 44601, (330) 821-8407  
Massillon Office (Driver Intervention Program): 1660 Nave Road SE, Massillon, OH 44646,  
(330) 834-1934 <http://www.commquest.org>

Crisis Intervention and Recovery Center of Stark County  
2421 13th Street N.W., Canton, OH 44708, (330) 452-6000 (hotline) toll free 1-(800) 956-6630  
<http://www.circstark.org/>

Narcotics Anonymous for Northeast Ohio  
Call for meeting times and locations, (888) 438-4673  
<http://www.naohio.org/> or <http://nabuckeye.org/>

### **Tobacco-Free Policy:**

The University of Mount Union prides itself on its dedication to the health and well-being of its community. As an institution of higher learning, the University recognizes that it has a unique opportunity to educate both its campus members and the Alliance community about the serious health consequences associated with the use of tobacco products for both users and non-users alike. In accordance with the campus mission statement: “The mission of the University of Mount Union is to prepare students for fulfilling lives, meaningful work, and responsible citizenship,” effective January 1, 2018, the University is 100% tobacco-free.

The Tobacco-Free Policy applies to all University of Mount Union facilities, properties, sponsored events and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to, all offices,

classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within University of Mount Union housing. Smoking and the use of tobacco products shall also be prohibited outdoors on all University of Mount Union campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

**Concealed Weapons Policy:**

University of Mount Union policy prohibit the possession, use, or storage of weapons or dangerous materials of any type or description anywhere on the University of Mount Union property. This includes, but is not limited to: firearms, compressed-air guns, pellet guns, BB guns, illegal knives, swords, explosive devices, fireworks, ammunition, tasers, stun gun, brass (or any other metal) knuckles, replica weapons, toy (including nerf and water guns) weapons, or any other dangerous “ordnance” as defined by Ohio law. While state legislation (H.B. 12, effective April 8<sup>th</sup>, 2004) authorizes county sheriffs to issue licenses to carry concealed handguns, these firearms are **still** prohibited on University property. Exceptions to this policy for educational purposes (e.g. theater productions) must be granted by the Vice President for Student Affairs/Dean of Students.

**D. WORK SCHEDULE:**

All offices are on flexible hours. Hourly staff can begin work between 7:30 a.m. and 8:30 a. m. with a 1-hour allotted lunchtime for each person. All office personnel are expected to work an eight-hour day. Normal quitting time is between 4:30 p.m. and 5:30 p.m. All administrative offices are open to the public from 8:30 a.m. to 4:30 p.m. daily, Monday through Friday, except as specifically announced in writing by the Director of Human Resources.

Each hourly staff member’s exact hours of starting and leaving work and lunch periods are to be established with approval of the department supervisor. All hourly staff are also required to clock-in/out before and after work as well as before and after lunch.

**Unexcused Absences and Tardiness:**

An employee will be considered to have voluntarily resigned their position if absent from work for three or more days without proper notification. Employees reporting to work more than 8 minutes after the approved starting time are considered tardy and may be subject to disciplinary action.

**E. COMPENSATION:**

**Pay Periods:**

Hourly staff are paid on the 25<sup>th</sup> of each month (for work completed from the 1<sup>st</sup> through the 15<sup>th</sup> of the month) and the 10<sup>th</sup> of the month (for work completed from the 16<sup>th</sup> through the last day of the prior month). If the normal pay date falls on a legal holiday, Saturday, or Sunday, the pay date will be on the last regular business day preceding the holiday or weekend.

**Payroll Deductions:**

The University, like any other employer, is required by law to make certain deductions from employee pay checks. These deductions are federal, state, and local income withholding taxes and FICA (Social Security & Medicare). If there is any change in dependency status, it is the hourly

staff member's responsibility to advise the Human Resources Office and to sign a new deduction authorization.

Deductions may be made for University-sponsored programs.

In the event the hourly staff member terminates employment with the University and has an unpaid accounts receivable balance, that balance will be deducted from the final paycheck.

**Overtime Pay:**

Hourly staffs are entitled to overtime pay for hours worked in excess of 40 hours during the seven day period beginning 12:01 a.m. Sunday. Overtime pay is calculated at one and one-half the regular hourly rate. Overtime must be approved in advance by the department head. If a paid holiday falls within the regular work week, those hours shall be considered as hours worked when computing overtime hours. If you use sick-time, vacation, personal time, jury leave or funeral leave during the regular work week, those hours shall **not** be considered when computing overtime hours.

**Payroll Direct Deposit:**

The University of Mount Union requires payroll direct deposit. You may deposit your payroll check into any financial institution, which has a valid American Bankers Association (ABA) number under the Federal Reserve System of Banking in the United States. Contact the Human Resources Office for more details.

**Pay Advances:**

Pay advances are not authorized for any member of faculty or staff.

**Moving Expenses:**

Moving expenses are taxable by the IRS and, if offered in the employment offer letter, will be paid in the pay period following submittal of receipts for allowable expenses.

**F. SEPARATION:**

**Voluntary Resignation:**

Hourly staff that leave their employment at the University are requested to give their immediate supervisor two weeks advance notice in writing. Pay is allowed for all accrued vacation only after a minimum of one year of service and the full two (2) weeks advance notice is given. You must also work at least the ten days (consecutively) stipulated in your resignation notice in order to receive payment for any unused or earned vacation time you may have accrued. You may not use vacation, sick, personal or any other type of paid time to cover the 10 day requirement.

**Involuntary Resignation:**

Hourly staff who are separated involuntarily will be paid for all accrued vacation earned at the time of separation.

**Death of an hourly staff member:**

In the case of the death of an active University faculty or staff member, the spouse or the estate is paid through the day on which the death occurs, plus pay for all accrued and earned vacation.

**G. FRINGE BENEFITS**

Please contact the Human Resources Office for clarification of benefits.

**General:**

The University of Mount Union reserves the right to amend, at any time with or without notice, it’s insured and non- insured fringe benefit plans, including those for retirees, with the exception of Social Security and to discontinue either in whole or in part its contributions to plans other than Social Security. Participation in most benefit programs is optional and enrollment can only become effective after the completion of a formal application form and after the appropriate waiting periods.

**Vacation Policy for Hourly Staff:**

In an effort to promote and ensure the well-being of our hourly staff, The University of Mount Union offers a reasonable, flexible, beneficial vacation policy, which is explained in detail below.

Vacation time begins to accrue on the date of hire; however, vacation only accrues if at least one half of the month has been worked. Any vacation time accrued from the hire date is awarded on July 1, the beginning of the University’s fiscal year.

Vacation time can be carried over from one fiscal year to the next year under the following conditions:

- A maximum of 40 hours of vacation can be carried over only with a written request approved by the supervisor.
- Vacation carry over balance must be used before December 31st.

Vacation time must be taken in a minimum of 1/4-hour increments and can be used during periods of illness. However, if short-term illness occurs while on vacation, additional vacation time is not granted.

Every effort will be made to give staff members the vacation period requested; however, the University reserves the right to make schedules that best meet the needs of the institution.

Anyone leaving the University after a minimum of 1 year of service will be given pay for any accrued vacation earned, only if the hourly staff member gives a full two (2) week working notice. Paid time off cannot be substituted or used for the 2 week notice.

**Full-Time Staff**

Effective July 1, 2006 hourly staff will accrue vacation based upon months of service.

<b>Months Of Employment</b>	<b>Vacation Hours Accrued Annually</b>	<b>Vacation Days Accrued Annually</b>
0-96 months	6.6 hours per month (80 hours per year)	Up to 10 days per year

97-180 months	10 hours per month (120 hours per year)	Up to 15 days per year
181+ months	13.3 hours per month (160 hours per year)	Up to 20 days per year

Thus, an hourly staff member will begin to accrue at 10 hours per month beginning with the 97<sup>th</sup> consecutive month (after 8 full years) of employment.

**10/11 Month Positions**

Eligible full-time hourly staff members that work a 10/11 month position hired after July 1, 2006, will accrue vacation as follows:

6.6 hours per month per fiscal year (maximum 66 or 72 hours per vacation year)

**Part-Time Staff**

Regular part-time hourly staff that work 20 or more hours per week begin accruing vacation following 9 months of consecutive work at

3.3 hours per month per fiscal year

\* Part-time hourly staff that work less than 20 hours per week or less than 9 consecutive months do not earn or accrue vacation.

**Sick Leave:**

The sole purpose of paid sick leave is to provide continued income during periods of illness. The University grants 8 hours of sick leave per month for each month worked up to a maximum of 960 working hours for regular full-time hourly employees. Part-time employees do not earn sick leave.

No sick leave time is earned during a month in which the employee has not worked or received paid time off at least half of the month. If the employee has sick leave or vacation to cover the time missed during the sick leave, sick leave will be granted.

Also, as with other leaves of absence without pay, an employee does not accrue vacation or sick leave time while on sick leave without pay and does not receive holiday pay while on sick leave.

Absence because of sickness must be reported to the department head no later than one half hour after normal starting time. Failure to report off as required will result in loss of sick leave time for that day and may result in disciplinary action.

The University reserves the right to require a physician's statement for any absences.

All employees are urged to accumulate sick leave as rapidly as possible to offset a major illness, should one occur.

A record of all sick leave used is kept in the employee's personnel file.

Sick leave is deducted in minimums of one quarter hour units.

Sick leave is not acknowledged on the day before nor the day after a holiday without a physician's statement indicating dates, nature and length of illness.

Sick leave may be used for personal illness, doctor appointments, and absence due to illness of a dependent child or step-child under the age of 18.

No pay is given for unused sick leave upon termination of employment at the University.

**Personal Day (Time):**

Each full-time hourly staff member earns one personal day per fiscal year. This personal day cannot be rolled over; and no pay is given for unused personal time upon termination of employment at the University. Personal time can be taken in one quarter (¼) hour increments. New hires will earn eight (8) hours of personal time after six months of full-time employment.

**Short-term Disability:**

Accumulated sick leave is the method by which hourly staff receives short-term disability pay. Accumulated sick leave (960 hour maximum) must be used.

The University reserves the right to request a medical opinion from a physician of the University's preference in all cases.

**You are required to apply for concurrent FMLA leave if you are eligible for Short Term Disability (see "FMLA" or contact the Human Resources Office for details and application forms).**

Maternity or pregnancy related leaves are treated in the same manner as leaves for disability.

**Long-term Disability:**

The University of Mount Union provides all eligible hourly staff members with long-term disability insurance coverage. While this section is a summary of the current provisions of that policy, the terms of the actual policy govern in the event of a conflict. (See your official document or the Human Resources Office for details.)

Group Long-term disability insurance coverage is a fringe benefit given to each full-time hourly staff member by the University effective on the first day of the month following 30 days of continuous active employment. Should a disability exceed 180 days, you may be eligible for long-term Disability coverage. Long-term disability provides continuing income at sixty percent (60%) of your base salary, less a Social Security offset. (Your annual salary determines the amount of long-term disability insurance coverage).

**I. Enrollment**

Hourly staff members MUST complete an enrollment form.

**II. Medical Insurance Under Long-Term Disability**

An hourly staff member with 20 or more years of continuous benefit eligible service will continue on the Mount Union medical insurance plan until 24 months of total disability is accumulated under Social Security Disability. Medicare will then become the primary medical insurance. The University medical insurance then becomes secondary. A covered spouse and legally dependent children will continue to be covered and will be required to contribute the same monthly contribution as other hourly staff members on the active dependent coverage. This payment will be due by the first day of the covered month. Failure to make this payment by the tenth (10<sup>th</sup>) day of the month will result in the cancellation of you and your dependent's Mount Union medical coverage.

An hourly staff member with two (2) but less than twenty (20) years of continuous benefit eligible service will continue on Mount Union's medical insurance plan until twenty-four (24) months of total disability is accumulated under Social Security Disability. Medicare will then become the primary medical insurance. The University medical insurance then terminates. A covered spouse and legally dependent children will continue to be covered during the twenty-four (24) month period and will be required to contribute the same monthly contribution as other hourly staff members on the active dependent coverage. This payment will be due by the first day of the covered month. Failure to make this payment by the tenth (10<sup>th</sup>) day of the month will result in the cancellation of your and your dependent's Mount Union medical coverage.

An hourly staff member with less than two (2) years of benefit eligible service will continue on the Mount Union medical insurance plan as long as that person is receiving sick pay from the University or is on Family and Medical Leave.

**Any eligible hourly staff member electing to waive the medical insurance will only be permitted to reenroll due to changes in family status or during a period of open enrollment.**

### **III. Life Insurance Under Long-Term Disability**

Your University provided Life insurance will be continued:

1. While the hourly staff member remains an "hourly staff member on Total Disability Absence"
2. The date the covered hourly staff member attains age 70;
3. Or, the date the staff member returns to "active employment" whichever comes first.

### **IV. Tuition Benefit Under Long-Term Disability**

In the event of the disability, as defined by the terms of the policy, of a full-time hourly staff member, the spouse and legally dependent children of that hourly staff member are eligible to receive tuition benefits under the same rules and regulations that would apply if the hourly staff member were still working at the University.

While this section is a summary of the current provisions of that policy, the terms of the actual policy govern in the event of a conflict. (See your Group Total Disability policy document for details or contact the Human Resources Office.)

**Supplemental Income Protection Plan:**

The University of Mount Union provides all eligible hourly staff members with Group supplemental income protection insurance coverage. This Supplemental Income Protection Plan, allows you to insure an additional percentage of your income up to an additional maximum monthly benefit of (\$1,250). In the event you are disabled, you can use the benefits for daily living expenses or invest for the long term.

Supplemental Income Protection is available only to full-time hourly staff members. The cost of the Supplemental Income Protection is paid entirely by the hourly staff member. Payroll deduction is made available for this coverage.

While this section is a summary of the current provisions of that policy, the terms of the actual policy govern in the event of a conflict. (See your official document or the Human Resources Office for details.)

**Life Insurance:**

The University of Mount Union currently provides all eligible hourly staff members with term life insurance and Accidental Death & Dismemberment insurance (AD&D) coverage. While this section is a summary of the current provisions of that policy, the terms of the actual policy govern in the event of a conflict. (See your official document or the Human Resources Office for details.)

Group term life insurance coverage is a fringe benefit given to each full-time hourly staff member by the University effective on the first day of the month following active employment. Your annual salary determines the amount of life insurance coverage. You are eligible for one (1) times your annual earnings (a minimum of \$25,000.00 up to a maximum of \$50,000.00.) Your annual salary determines your amount of AD&D.

**Optional Life Insurance:**

The University of Mount Union currently makes available to all eligible hourly staff members term optional life insurance coverage. While this section is a summary of the current provisions of that policy, the terms of the actual policy govern in the event of a conflict. (See your official document or the Director of Human Resources and Staff Development for details.)

Optional Life Insurance is available in increments of \$10,000.00. The combined total for basic and Optional life coverage is limited to \$500,000 and subject to proof of insurability for amounts greater than \$350,000.

Optional life insurance is available only to full-time hourly staff members. The cost of the Optional Life Insurance is paid entirely by the hourly staff member. Payroll deduction is required for this coverage.

**Dependent Life Insurance:**

The University of Mount Union currently makes term dependent life insurance coverage available to all eligible hourly staff members. Group Dependent life insurance coverage is available on a voluntary basis to all full-time hourly staff members of the University effective on the first day of active employment.



This program provides life insurance for dependents at a minimal cost and the amount of coverage is based on the age of the dependent. The cost of this program is paid entirely by the hourly staff member. A payroll deduction is made for this coverage.

For purposes of dependent life insurance an eligible dependent is “an unmarried child or step-child under the age of 19 or under age 25 if a full-time student.

While this section is a summary of the current provisions of that policy, the terms of the actual policy govern in the event of a conflict. (See your official document or the Human Resources Office for details.)

**HIPAA Policy Statement:**

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law that protects the privacy of protected health information. Health care providers and health plans are required to comply with HIPAA’s Privacy Rule. A faculty or staff’s medical information, as maintained in his or her employment record, is not covered by HIPAA’s Privacy Rule, but may be covered by applicable provisions of the Americans with Disability Act or other laws. HIPAA’s Privacy Rule covers Mount Union’s self-funded group health plan.

Group health plan participants will receive a Notice of Privacy Practices from the Group Health Plan directly or from its third-party administrators (known as Business Associates who perform services on behalf of the Group Health Plan). The Notice describes the duties and responsibilities of the group health plan, and its business associates, to protect the privacy of medical or health information used or disclosed to process and pay your claims for medical treatment.

Mount Union’s Group Health Plan will not use or disclose a plan participant’s medical or claims information other than as permitted by the Plan Documents, or as required by law. Additionally, the University of Mount Union, as Plan Sponsor, will restrict access to plan participants’ medical and claims information to a limited number of persons expressly authorized to receive it for the limited purpose of performing administrative functions connected with the group health plan and not for making employment-related decisions.

**Medical Insurance:**

The University of Mount Union offers all eligible hourly staff members with a choice of medical plans. Once you have made your plan election or have declined coverage, you can only change this election if you have a special enrollment event occur or during the annual Group Health plan open enrollment period. The University of Mount Union shares the medical premium with faculty and staff members for employee, employee and spouse, employee and children, family coverage.

While this section is a summary of the current provisions of that policy, the terms of the actual policy govern in the event of a conflict. (See your official Plan document or the Human Resources Office for details.)

**Any work related injury or illness is not covered by this medical plan.**

Group Major Medical Insurance is available on a voluntary basis to all benefit eligible administrative staff members on the first day of the month following active employment. All eligible employees may elect to participate in the University's group health insurance plan. Eligibility for and coverages under the plan are governed by the plan document(s) and insurance contract(s). A payroll deduction is made for this coverage.

Any hourly staff member who is on a leave of absence from the University must arrange with the Human Resources Office to make monthly payments in order to keep medical coverage in force. This payment will be due by the first day of the covered month. ***Failure to make this payment by the tenth (10<sup>th</sup>) day of the month will result in the cancellation of you and your dependent's Mount Union medical coverage.***

If an active hourly staff member or other covered individual terminates or is terminated from medical coverage, the hourly staff member must either have a special enrollment event occur or reenroll during the annual University of Mount Union Group Health Plan open enrollment period to become covered under the Plan.

#### **Medical Insurance Continuation:**

An hourly staff member who qualifies may be eligible to continue benefits at their own cost if active employment ends. The period of continuation will be the lesser of:

- The date the member obtains Active Work; or
- Up to 12 Months.

Please contact the Human Resources Office to obtain a Health Care Continuation enrollment packet.

***COBRA is offered for individuals who terminate their employment at the institution.***

#### **Retiree Medical Insurance:**

Retired hourly staff members over age 65, with at least 20 years of continuous benefit eligible service, and their eligible dependents at the time of their retirement are eligible for supplemental medical insurance through The University of Mount Union. This coverage is secondary to Medicare. The maximum amount that will be paid by the University for each covered individual shall not exceed \$50 per month. Any retired hourly staff member electing to waive the medical insurance will not be permitted to enroll in the plan at a later date.

In order to avoid loss of coverage, full-time hourly staff members should sign up for Medicare at least 3 months prior to their 65th birthday even though the hourly staff member is covered by the University insurance program until retirement or until the hourly staff member voluntarily chooses to leave the plan. Contact the local Social Security Office for details.

An active hourly staff member whose spouse is both:

1. Covered by Medicare, and
2. Enrolled with dependent coverage in the University major medical plan,

has primary coverage with the University insurance and secondary coverage with Medicare until the termination of employment of the hourly staff member regardless of the age of the spouse.

**Dental/Vision:**

The University of Mount Union offers a voluntary dental plan to all benefit eligible hourly staff members on the first day of the month following active employment. Once you have made your plan election or have declined coverage, you can only change this election if you have a special enrollment event occur or during the annual Group Health plan open enrollment period. Mount Union shares the premium with faculty and staff members for both single and family coverage. A payroll deduction is made for this coverage. The comprehensive dental/vision insurance program is available for all benefit eligible hourly staff members their spouses and dependent children to age 26 unless dependent is a full-time student. It is the staff member's responsibility to certify to the insurance company on an annual basis that their dependent over the age of 26 is a full-time student.

In addition, group vision insurance is part of our group dental plan coverage. While this section is a summary of the current provisions of those policies, the terms of the actual policies govern in the event of a conflict. (See your official document or the Human Resources office for details.)

**Flexible Spending Account:**

The University of Mount Union offers you the opportunity to pay for uninsured medical expenses and costs of dependent day care on a pre-tax basis through flexible spending accounts. In addition, any University of Mount Union premiums you pay for your medical or dental coverage can be taken on a pre-tax basis.

Elections under these plans must be made in advance of the beginning of the plan year (January 1), unless you experience a change in family status. Reimbursement from your account can only be made for eligible expenses incurred during the plan year and submitted within 90 days after the plan year ends December 31, or within 90 days if your full-time employment terminates. While this section is a summary of the current provisions of this policy, the terms of the actual policy govern in the event of a conflict. (See your official document or the Human Resources Office for details.)

**Domestic Partner Benefits:**

The University of Mount Union grants domestic partner fringe benefits to both same sex and opposite sex domestic partners, as well as their custodial children. The benefits are offered in accordance with established University procedures and benefit plan documents.

To apply for domestic partner benefits an Affidavit of Domestic Partnership must be filed. The following steps should be taken:

- Complete an Affidavit of Domestic Partnership and submit it to Human Resources
- We suggest consulting an attorney/tax advisor concerning any legal ramifications that may be created by the affidavit

Registration of a domestic partner may take place at any time during the year in the same manner as any other enrollment due to a change in family status. The information in the affidavit will be used by the University for the sole purpose of determining eligibility for domestic partnership benefits. This information will be treated as confidential to the extent permitted by Ohio law and will be used solely for the administration of benefits by the Office of Human Resources. The availability of these benefits is based on eligibility requirements and subject to changes in program provisions.

Domestic partner benefits include: Bereavement Leave, Family Medical Leave Absence, Employee Discount programs, Medical and Dental Insurance coverage and Tuition Waiver.

**Retirement Annuity Plan:**

All hourly staff who have completed one (1) consecutive year of full-time employment are eligible to participate in the TIAA Retirement Annuity Plan. For purposes of the Retirement Plan only, a full-time hourly staff member is any hourly staff member who is scheduled to perform 1,000 hours of service during a 12 consecutive month period. An exception to the one-year waiting period is made for individuals coming to the University who are currently participating in an employer sponsored TIAA Retirement Program. The annual salary is used to determine the amount deposited. The hourly staff member may, but is not required to, deposit any additional funds desired. All deposits are vested immediately in the name of the hourly staff member.

The University deposits an amount equivalent to 10% of your monthly salary with TIAA. (Annual installments may be capped in accordance with IRS rules and regulations.)

The plan has limitations on repurchase, which can be found in the plan document.

Any part-time hourly staff member, who has completed one (1) consecutive year of employment and works at least 1,000 hours per year, is eligible to participate in the TIAA Retirement Annuity Plan. (See the TIAA plan document or the Human Resources Office for more details.)

To participate in this Plan, all eligible hourly staff members must complete the necessary enrollment form(s) and return them to the Human Resources Office. Any person who has been notified that he or she is eligible to participate but who fails to return the enrollment form(s) will be deemed to have waived all of his or her rights under the Plan except the right to enroll at a future date.

**Supplemental Retirement Annuity Plan:**

All hourly staff members who normally work twenty (20) hours or more per week are eligible to participate in the Mount Union TIAA Tax Deferred Annuity Plan. An eligible hourly staff member may begin to participate in this plan on the first day of the month following employment. To participate in this program an eligible hourly staff member must complete a salary reduction agreement, as well as the necessary enrollment form(s) and return them to the Human Resources Office. These forms are available in the Human Resources Office.

**Holidays:**

University of Mount Union currently recognizes the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Eve
- Christmas Day, and 2-3 business days between Christmas and New Year's Eve

The Director of Human Resources publishes a holiday schedule annually before July 1 of each year. Only full-time hourly staff receives holiday pay.

Holiday benefits are forfeited in the case of:

1. Sick leave is not acknowledged on the day before nor the day after a holiday without a physician's statement indicating dates, nature and length of illness.
2. An unauthorized absence when scheduled to work immediately prior to or following the holiday.
3. An unauthorized absence when scheduled to work on a holiday.
4. Absence (extended or otherwise) from scheduled work immediately prior to or following a holiday without vacation or sick day coverage.

If a holiday falls within a vacation period, an extra day's vacation is allowed.

Staff who work an unusual schedule and whose normal day off falls on a holiday, are granted an additional day's pay or an extra day off during the same work week at the option of the staff with the approval of the department head.

When a full-time staff member is required to work on a holiday, Mount Union will pay only actual hours worked of holiday pay regardless of the number of actual hours the employee is scheduled to work.

Part-time staff called-in to work on a holiday is paid their regular hourly rate with no premium for holiday work. Part-time staff do not earn paid holidays.

**Jury Duty/ Witness Release Time:**

The University recognizes the obligation of its hourly staff to serve on jury duty when called. The University will pay the hourly staff member the normal compensation during this time, up to a maximum of three weeks' pay. In addition, no loss of compensation or benefits will occur if an employee is required to testify at the order of a court or agency of government or on request of the University provided that you are not subpoenaed as a witness and are not a plaintiff, defendant or other party to the action.

You must request such leave immediately upon receipt of court summons and must provide a copy of the summons to your supervisor.

In addition, you must furnish evidence from the Clerk of Courts of such duty and the amount paid for such jury service prior to receiving compensation for jury service. Forward a copy of the summons to the Human Resources Office.

Finally, you are required to report for work all or part of any day you are not engaged in jury duty.

**Bereavement/Funeral Leave Policy:**

In the event of a death in the immediate family of a regular full-time Hourly staff member, you will be paid for time lost from work for the purpose of arranging for and attending the funeral. Up to 5 days of bereavement/funeral leave may be used for the death of an immediate family member, depending on need and subject to the approval of the department. Up to 3 days may be used for the

bereavement/funeral leave for the death of a near relative, depending on need and subject to the approval of the department.

In the event of the death of an active faculty or staff member, you will be paid for time lost from work for the purpose of attending the funeral or memorial service. Such pay shall not exceed two (2) hours. The purpose of this leave is to make the staff member whole for their normally scheduled workday. Any lost time above the two (2) hours, personal pay or vacation pay will be used to make the staff member whole. If no paid time off is available, the time above two (2) hours will go unpaid.

If the death of a member of the immediate family member occurs while you are on vacation, consideration will be given for an adjustment in vacation time used. Consideration by the Director of Human Resources will be based on the details of each case.

Funeral leave does not apply to part-time Administrative Staff members.

**Military Leave:**

A military leave of absence will be granted to full-time hourly staff in accordance with federal and state law. The length of such field service is not to exceed the standards established by governmental agencies. Service members employed by the University at the time of induction must reapply for employment if they so desire within the time limit provided for in current law. Failure to apply for leave and reemployment, if appropriate, could result in these protections not being provided to you, and termination of employment may occur. Military leaves of absence are unpaid. However, you may use any available earned vacation days as paid compensation during the leave.

In the event no comparable position to that formerly held is open within 60 days after application, the first offer of a comparable job must be accepted.

An hourly staff member is reinstated with compensation at a level the hourly staff member would have attained had the hourly staff member not left for military service. Seniority and all fringe benefits accrue to the same degree as if there had been no break in service.

In all cases, the University will abide by federal and state regulations regarding the granting of compensation during military leaves of absence.

**Family Medical Leave Act (FMLA):**

The FMLA provides up to 12 weeks of unpaid leave in a consecutive rolling 12-month look-back period to eligible hourly staff members for certain family and medical reasons. This 12-month period will be an individual rolling period for each eligible person, determined from the date any new FMLA leave would begin. You are eligible for FMLA if you have been employed by the University for at least one year and have worked a minimum of 1,250 hours over the 12-month period prior to the start of the FMLA leave. **You are required to complete FMLA paperwork if you are absent from work for 2 or more consecutive days due to your own health condition. This paperwork is to be completed by your physician; as it is your physician that determines if your absence qualifies for FMLA coverage.**

**Unpaid** FMLA leave will be granted for the following reasons:

1. The birth of the employee's child and in order to care for that child.
2. Placement of a child with the employee for adoption or foster care.
3. To provide care for a spouse, child or parent of the employee who has a serious health condition.
4. Due to the employee's own serious health condition that renders the employee unable to perform the functions of his or her position.
5. "Qualifying exigency", this is when an employee's spouse, child, or parent is on active duty or has been notified of an impending call or order to active duty in the armed forces in support of a contingency operation.
6. To provide care for a "covered service member".

The leave may be taken consecutively or, for medical conditions, intermittently, or as part of a reduced work schedule. In addition, intermittent leave or leave on a reduced leave schedule is available for you or your family member's serious health condition, where medically necessary. If leave is taken intermittently or on a reduced leave schedule, the University may find it necessary to assign you to an alternate position.

Your entitlement to leave for the birth or placement for adoption expires at the end of the 12-month period beginning on the date of the birth or placement. Spouses, both of which are employed by the University of Mount Union and both of which are eligible for FMLA leave are only eligible for a combined 12-week leave.

Medical evidence is required to obtain FMLA leave for a medical condition of yourself or a family member. Certain benefits are continued during the leave, and your job is guaranteed for 12 weeks, subject to the provisions of FMLA. You may also be returned to an equivalent position upon return to work. Certain highly compensated persons may be excluded from coverage. Failure to apply for leave and provide certification, if appropriate, could result in these protections not being provided to you, and termination of employment may occur.

During FMLA leave periods, the University of Mount Union will continue to pay its portion of your health insurance premium. However, to maintain benefits during FMLA leave, you must continue to pay your portion of any premiums due. Payments are due by the 10<sup>th</sup> of each month. If you fail to return from FMLA leave, you may be required to pay the University of Mount Union share of premiums incurred during the leave.

Under normal circumstances, you must provide at least (30) days' notice prior to taking leave. All requests must be submitted to the Human Resources Office, by completing an application for FMLA leave. Attached to the application is a copy of a medical certification form. If you are requesting leave for the serious health condition of a family member or your own serious health condition, you must have the medical certification completed and returned to the Human Resources Office within 15 days. Upon receipt of the application and, if required, the medical certification, the Human Resources Office will review the application and let you know if your leave request is approved, denied, or whether a second opinion is necessary.

If the leave is not foreseeable, you must contact the Human Resources Office within 2 days of your absence, if practicable, and complete the application for leave. If you are unable to complete the

application, we will complete it for you and provide you with a copy of the medical certification, which must be completed by your health care provider and returned within 15 days. If your leave is denied, you will be expected to return to work as soon possible, depending on the circumstances.

Contact the Human Resources Office immediately when you learn that you must be absent for one of these reasons. Your FMLA leave will begin effective on your first day of absence, even if you have not completed your application form and supplied supporting documentation. Medical evidence will be required in order for paid time-off benefits to begin, and for the FMLA leave to continue if based on a medical condition. Appropriate documentation will also be required for non-medical leave purposes.

You will be required to provide a doctor's certification from your Health Care provider regarding fitness to return to work and restrictions, if any, when the leave is due to your own medical condition. The certificate must state that you are able to return to work and perform the functions of your job on a full-time basis.

FMLA now provides 12 weeks of FMLA leave which is being classified as “qualifying exigency”. This is when an employee’s spouse, child, or parent is on active duty or has been notified of an impending call or order to active duty in the armed forces in support of a contingency operation. It is yet to be determined by the Secretary of Defense what is and isn’t a qualifying exigency. The employee must provide the employer with “reasonable and practicable” notice when an employee requests leave for a qualifying exigency and the necessity for the leave is foreseeable.

The spouse, child, parent, or next-of-kin (defined as the “nearest blood relative”) of a “covered service member” is entitled to a total of 26 weeks of leave during a 12 month period to care for the service member. A “covered service member” is defined as a service member who is “undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness.” “Serious illness or injury” is defined as a condition that may render the service member “medically unfit to perform the duties of the member’s office grade, rank, or rating.”

FMLA leave is unpaid. However, the University of Mount Union **will** require you to use any available paid time-off benefits you have accrued, such as short-term disability and vacation time.

#### **Paternity Leave:**

Paternity leave provides up to 1 week of sick leave to eligible hourly staff members for the birth of the employee's child and in order to care for that child, or for the placement of a child with the employee for adoption or foster care. You are eligible for paternity leave if you have been employed by the University for at least one year and have worked a minimum of 1,250 hours over the 12-month period prior to the start of the paternity leave. **You are required to complete FMLA paperwork to receive your sick-leave pay.**

#### **Unpaid Personal Leave of Absence Policy:**

This policy provides the opportunity for a non-faculty full-time or part-time employee to request an unpaid personal leave of absence of up to 30 calendar days for reasons not addressed in other types of available leave.



**Eligibility:**

An employee may request an unpaid personal leave of absence for reasons other than those addressed in other types of leave of absence. The conditions under which they may request are:

- Employee must be in good standing with acceptable or better performance, and not on a performance improvement plan.
- Have at least six months of continuous service.
- All appropriate earned and/or qualifying leave or paid time off must be used before an unpaid leave of absence can be requested.
- Request can be made only once in a (2) two-year period.
- The employee must initiate the request no less than 2 weeks before the beginning date of the leave.

**The considerations for granting approval include:**

- The leave requested must not be at additional expense to the University or disrupt the University's operations. Leave may be cancelled at any time for business necessity.
- The leave being requested must identify the beginning and ending date.
- The leave being requested must include the reason for the leave and cannot be for self or other employment. Employee may be required to provide documentation to support the request.
- The immediate supervisor, area Vice President and Director of Human Resources are the approvers of the requested leave. Confirmation of the leave will be made by HR to the employee with a copy to the supervisor and Vice President.
- Under unusual circumstances, a leave request may cross over a fiscal year with agreement from the affected department leader, area Vice President and the Director of Human Resources.
- It is within the sole discretion of the University (not a right of employment) to approve, deny and/or amend the leave.

**During an unpaid leave of absence, the following occurs:**

- Accruals for paid time off are suspended for the duration of the unpaid personal leave
- Holiday pay is not authorized for anyone on an unpaid personal leave of absence should a University recognized holiday occur at any time during that unpaid personal leave
- An employee on an approved unpaid personal leave of absence may continue benefit participation to the same extent they participated immediately prior to the leave at the same employee rates/contribution.
- Employees may be subject to discipline up to and including employment termination if, during their leave, they engage in activities inconsistent with the stated purpose of the leave. Misrepresentations or any act of dishonesty related to the leave will also be ground for discipline, up to and including employment termination.

**Returning from an unpaid personal leave of absence:**

- An employee on an unpaid personal leave of absence is expected to return to active employment at the end of the approved leave.
- The University will return the employee to the same position they held prior to the leave, or to a similar position if available. If they are unable to return at the end of the leave or if no suitable position is available, they will be considered to have resigned or will be involuntarily terminated.
- An employee upon return to active employment from an approved unpaid personal leave of absence will retroactively accrue service credit for the duration of the leave so that there is no break in service.
- If an employee does not return to active employment from an approved unpaid personal leave of absence their service ends at the beginning of the leave and the University reserves the right to request the full premium cost for the benefits that were continued during the leave.

**Travel Insurance:**

A group travel accident insurance policy covers all members of the campus community while on official business trips for the University. The maximum benefit payable to any covered hourly staff member for dismemberment or to the named beneficiary of such hourly staff member for accidental death is \$100,000 with an aggregate limitation of \$500,000 for a single accident or occurrence.

Exclusions in the coverage of the policy are:

1. Suicide or intentionally self-inflicted injury;
2. Sickness, disease, medical or surgical treatment therefore except pus-forming infection which shall occur through an accidental cut or wound;
3. War or any act of war, whether war is declared or not;
4. Injury sustained while in any of the armed forces of any country or international authority at war, whether war is declared or not; and
5. Injury sustained while, or in consequence of, riding as a passenger or piloting any unscheduled or privately owned aircraft, as well as any specialized aviation.
6. Injury sustained while incarcerated.

While this section is a summary of the current provisions of that policy, the terms of the actual policy govern in the event of a conflict. (See your official document or the Human Resources Office for details.)

**Workers' Compensation:**

The Workers' Compensation Law of Ohio protects each hourly staff member in case of injury on the job. It is the responsibility of the hourly staff member to report the injury to the Human Resources Office within 24 hours, it is also the responsibility of the staff member to complete the necessary forms within 24 work hours and forwarded to the Human Resources Office. The Human Resources Office will then prepare and forward the appropriate forms to the Bureau of Workers Compensation (BWC) and to our Managed Care Organization (MCO). An hourly staff member who sustains any injury or illness on-the-job should immediately report this to his or her supervisor and complete an "Initial Injury Report". This form needs to be filed within 24 work hours with the Human Resources Office for future reference in case the injury develops into a Workers' Compensation Claim. If your injury requires medical treatment, we recommend the following

facilities; Alliance Community Hospital or Family Medical Center of Alliance, Inc. These facilities are familiar with the Mount Union injury procedures. A provider directory is available in the Human Resources Office in the event follow up or specialized care is necessary.

Compensation for work related injuries approved by the BWC and certified by the University of Mount Union may be made through the University's wage continuation program or the BWC. However, you will not be eligible to receive payment(s) from wage continuation or the BWC while at the same time receiving wages from Mount Union's short-term or long-term disability program(s).

The University of Mount Union has designed a transitional work program which will be utilized, as appropriate, if a work related injury or illness prevents an employee from performing all of the duties required for the position. The University will make every effort to accommodate any work restrictions with transitional work. This will enable a gradual return to the full duty position as the employee recovers.

### **Wage Continuation Program:**

Mount Union has established a wage continuation program for those faculty/staff members who incur a compensable lost time accident. Under certain conditions, you will be eligible to receive your current rate of pay without interruption and not have to wait for the Bureau of Workers' Compensation to issue reduced benefit compensation. You will be paid at your present hourly rate for a forty hour work week. Federal and State taxes and all mandated deductions will be withheld. Wages will continue for a maximum of 6 weeks.

Eligibility for wage continuation is as follows:

- The claim must be a fully certified Workers' Compensation claim.
- The doctor must complete a detailed medical evaluation form as provided by the University at two (2) week intervals to certify continued disability. Medical evaluations should be submitted to the Human Resources Office no later than Tuesday of the week in which pay will be issued.
- All Claims will still be filed with the Bureau of Workers' Compensation, and at that time the University of Mount Union will notify the Bureau that you will be receiving wage continuation. Wage continuation will be issued in lieu of temporary total disability benefits issued by the Bureau of Worker's Compensation. Any check which you receive from the Bureau would have been issued in error, and that check should be immediately brought to the Human Resources Office.
- Lost time claims will be referred for possible vocational rehabilitation to assist you in an early recovery and return to work. Wage continuation will be discontinued for failure to participate in same. Wage continuation will be superseded by indemnity benefits that may be payable during an approved rehabilitation program.
- Wage continuation will be discontinued for any of the following: When you do not provide proper disability documentation; you return to work; the maximum of 6 weeks has been reached; if a dispute arises regarding the cause or extent of disability; your employment terminates; or, if you are able to perform restricted duty when available and refuse to accept it.

Remember, it is your responsibility to keep the University apprised of your continuing medical status and disability. Non-report of your condition may jeopardize your continued employment.

**Unemployment:**

The University of Mount Union is a reimbursable participant in the State of Ohio Unemployment Program. Hourly staff members who believe that they are entitled to unemployment benefits should pursue a claim through the Ohio Bureau of Employment Services.

**Tuition Assistance Benefit for Hourly Employees:**

Hourly employees, hired on or after January 1, 2018, are eligible for tuition assistance for yourself, spouse, dependent child(ren) after one-year of continuous employment

**A. Undergraduate Tuition:**

All hourly employees of the University of Mount Union may take courses in the traditional undergraduate academic program at the Institution for credit or audit without tuition charge. The deposit, parking, and technology fees are waived, but employees are responsible to pay the graduation fee. Regular admission procedures, including a formal application and acceptance to the institution by meeting admissions standards must be followed. Requests for participation in the tuition assistance program must be submitted each semester by the staff member on a Faculty/Staff Educational Benefits Request form which may be obtained from the Office of Human Resources. The form must be completed by the staff member, signed by his/her supervisor, and submitted to Human Resources before the start of each semester. Supervisor approval is necessary before a class can be scheduled. Hourly employees are only permitted to take one course per semester during their regular working hours and one additional course during non-working hours. Time spent in class is required to be made up.

It is the intention of this policy to encourage staff members to further their education. Department heads should attempt to assist, whenever possible, staff members in taking one course per semester during working hours. However, there may be departmental demands that make this difficult in any one semester since position responsibilities take precedent over course work. Every effort should then be taken to accommodate the course work in the following semester. When scheduling a course, please schedule the course to maintain the efficient operation of one's job and department during normal business / scheduled hours.

Enrollment in a particular class is contingent upon the availability of class space. Enrollment by a hourly employee cannot result in the opening of another section of the same course that would not otherwise be required.

**Exclusions**

Graduate courses, the undergraduate nursing program, the accelerated BSN program, directed study courses, study abroad courses and program, internships, private music lessons, special workshops and seminars are **not** included in the tuition benefit.

**Consortium Courses**

Any outside courses taken through a Mount Union sponsored consortium must be paid for by the employee. Pricing for courses can be confirmed with the Business Office. If you are paying for a course, it will not be counted against your tuition benefit.

**B. Summer School:**

Employees may enroll in summer courses following the same guidelines indicated above.

**C. Hourly Employees:**

Hourly employees are eligible to register and enroll for regular undergraduate courses at the University of Mount Union. The application fee, if applicable, for admission to the institution is required to be paid by all hourly employees. Regular admission procedures, including a formal application and acceptance to the institution by meeting admissions standards must be followed. Requests for participation in the tuition assistance program must be submitted each semester by the employee on a standard form, which may be obtained from the Office of Human Resources. The cost for these courses is the responsibility of the part-time staff member and is priced at the current summer rate as published by the business office.

**Tuition Benefits for Spouses and Dependent Child(ren) of Full-Time Hourly Employees**

Tuition support at the University of Mount Union and other accredited institutions of higher education is intended solely for regularly enrolled undergraduate credit work. Tuition paid by the institution may not be used for fees, room and board, or books at other accredited institutions of higher education nor for such activities as foreign travel, off-campus living experiences, or in any other manner that evades the principal purpose of paying for the direct tuition cost of the child(ren) of **full-time hourly employees**.

**A. Spouse at the University of Mount Union:**

The institution will pay full tuition for spouses of full-time hourly employees at Mount Union in accordance with the following conditions:

1. Spouses are entitled to 100% tuition allowance at Mount Union at the beginning of the first semester following eligibility.
2. The spouse must be admitted as a student through the regular admission process. All fees including, but not limited to: deposit, technology fees, parking fees, graduation fees, etc. are required to be paid by all spouses. Regular admission procedures, including a formal application and acceptance to the institution by meeting admissions standards must be followed. NOTE: If the spouse would be considered an international student, the international admissions process must be followed.
3. The spouse **must** submit a Financial Aid Form (FAF) specifically the Free Application for Federal Student Aid (FAFSA) to determine eligibility for other financial aid from federal

and state programs. Federal and state grants and other Mount Union scholarships will be deducted from the direct costs of tuition and fees. The maximum tuition benefit cannot exceed the cost of tuition. This amount will be reduced if the spouse is eligible for other federal and state grants or Mount Union scholarships so that the total grant/scholarship amount does not exceed the direct cost. If the spouse is eligible for a Stafford Loan in addition to the above grants/scholarships, these funds can be used for books and/or miscellaneous expenses.

4. In order to receive the benefit, the employee and spouse must complete the Dependent Tuition Benefit Form obtained from the Office of Human Resources.
5. Graduate courses, the accelerated BSN program, directed study courses, study abroad courses and program, private music lessons, special workshops and seminars are **not** included in the tuition benefit.
6. Spouses may enroll in summer courses following the same guidelines indicated above.
7. Any outside courses taken through a Mount Union sponsored consortium must be paid for by the spouse. Pricing for courses can be confirmed with the Business Office. If you are paying for a course, it will not be counted against your tuition benefit.

**B. Dependent Child(ren) at Mount Union:**

For Tuition Benefit purposes, a dependent child is defined as:

1. Your natural or legally adopted child, if that child meets all of the following:
  - a. lives within your home, or you pay court ordered child support
  - b. is dependent upon you for more than ½ of their living expenses
  - c. is unmarried and has never been married
  - d. is not emancipated and has never been emancipated,
  - e. first enrolled in an accredited institute of higher education prior to the age of 21,
  - f. is under the age of 25
2. Your step child, if that step child meets all of the following:
  - a. lives within your home or has lived within your home for 24 consecutive months prior to applying to Mount Union
  - b. is dependent upon you for more than ½ of their living expenses
  - c. is unmarried and has never been married
  - d. is not emancipated and has never been emancipated
  - e. first enrolled in an accredited institute of higher education prior to the age of 21
  - f. is under the age of 25
3. Eligible dependent children are entitled to 100% tuition remission at Mount Union at the beginning of the first semester following the date of hire.
4. The dependent child must be admitted as a student through the regular admission process. All fees including, but not limited to: deposit, technology fees, parking fees, graduation fees, etc. is required to be paid by all dependent children.. Regular admission procedures, including a formal application and acceptance to the institution by meeting admissions standards must be followed. NOTE: If the child would be considered an international student, the international admissions process must be followed
5. The student and family **must** submit a Financial Aid Form (FAF) specifically the Free Application for Federal Student Aid (FAFSA) to determine eligibility for other financial aid from federal and state programs. Federal and state grants and other Mount Union

scholarships will be deducted from the direct costs of tuition, fees, room, and/or board that is applicable to the student's housing arrangements. The maximum tuition benefit cannot exceed the cost of tuition. This amount will be reduced if the student is eligible for other federal and state grants or Mount Union scholarships so that the total grant/scholarship amount does not exceed the direct cost. If a dependent is eligible for certain outside loans (Direct Stafford, E.C., and Perkins) in addition to the above grants/scholarships, these funds can be used for room, board, books and/or miscellaneous expenses. See Financial Services for clarification.

6. . In order to receive the benefit, the employee and dependent must complete the Dependent Tuition Benefit Form obtained from the Office of Human Resources.

Tuition assistance at Mount Union when the legally dependent child is in high school is not chargeable against normal tuition support.

8. Tuition support at Mount Union is limited to **136** attempted semester hours. Attempted credit hours are determined by the Registrar's Office and included for purposes of calculating the dependent tuition benefit, any course in which the student receives a grade of A-F, AU, UA, S, U, H, W. If student runs out of tuition discount during a semester, the student will be expected to pay for the number of hours without discount at the part-time undergraduate rate. If the number of hours that the student has to pay for is more than full-time tuition rate then discount will be reduced by number of hours that need to be paid for times the part-time undergraduate rate. Contact Student Accounts for further details.
9. Dependents may enroll in summer courses following the same guidelines indicated above.
10. Graduate courses, the accelerated BSN program, directed study courses, study abroad courses and programs, private music lessons, special workshops and seminars are not included in the tuition allowance benefits.
11. Any outside courses taken through a Mount Union sponsored consortium must be paid for by the employee. Pricing for courses can be confirmed with the Business Office. If you are paying for a course, it will not be counted against your tuition benefit.

### **C. Termination of Tuition Benefit**

#### **Tuition allowance will cease for an eligible spouse or dependent child upon the earlier of:**

1. When the child is 25 years old on or before the first day of the academic semester.
2. When the child or spouse ceases to be a legal dependent.
3. When a baccalaureate degree is conferred upon the dependent.
4. When the dependent has attempted 136 semester hours, including classes taken for credit when the dependent has withdrawn from the class after the add/drop date and classes taken pass/fail.
5. When the dependent child uses their allotment of TE credits.
6. If an employee leaves Mount Union during an academic semester that they have a spouse or dependent taking classes, the employee will be responsible for a pro-rata share of the tuition for the balance of the semester.
7. If an employee leaves Mount Union during an academic semester in which they have a dependent on Tuition Exchange, the student **will be permitted** to complete the balance of the semester.

Please contact the financial aid office once the tuition allowance ceases to obtain the remaining balance due.

**D. Other Tuition Benefits:**

A. **Tuition Benefit for Retirees**

Staff who officially retire from their positions are eligible for tuition remission equivalent to that of the currently employed staff members for themselves and their dependents. (See the Office of Human Resources for more details.)

B. **Tuition Benefit after the Death of an Hourly Employee**

In the event of the death of a full-time hourly employee, the surviving spouse and/or the legally dependent children of that staff member are eligible to receive tuition benefits under the same rules and regulations that would apply if the staff member were still actively working at the institution.

The surviving spouse would no longer be eligible for tuition benefits in the event the surviving spouse remarries.

**H. EMPLOYEE DISCIPLINE**

Immediate supervisors are expected to discuss marginal work performance with staff in a constructive manner at such times as necessary and, during the annual performance appraisal. Hourly staff may be unaware of certain University regulations; hence, infractions may have occurred. Violations of University rules and other activities may open staff to discipline. The University follows a progressive disciplinary procedure, as set forth below:

1. **Warning.** A warning can be either verbal or written to the staff member, a copy of which is forwarded to the Human Resources Office and placed within the staff member's employment folder.

2. **Suspension.** A suspension without pay is often the next step after the written warning; however, in some cases a suspension without pay may be the first step. This action will be done in writing and a copy of which is forwarded to the Human Resources Office and placed within the staff member's employment folder.

3. **Dismissal.** The University recognizes that dismissal is a very serious penalty. Dismissal may occur after warnings and/or suspension without pay or in certain cases may be the first step of discipline depending on the situation involved.

a.) Adequate cause for dismissal of staff members will be related to fitness of the staff member in his or her professional capacity.

The following list includes examples of such conduct, BUT THIS IS NOT AN EXCLUSIVE LIST:

1. Assault, fighting or other acts of violence on University property or during the course of employment;



2. Theft;
3. Insubordination, including refusal to abide by University policies;
4. Falsification of any University record or document, including employment applications and time cards;
5. Destruction of or damage to University property or the property of customers or other faculty or staff members;
6. Rudeness or disrespect during the course of employment;
7. Possession of firearms or other weapons on University property or during the course of employment;
8. Harassment or threats of violence on University property or during the course of employment;
9. Working or reporting for work under the influence of alcohol and/or illegal drugs;
10. Possession or use of alcohol or illegal drugs on University property or during the course of employment;
11. Unauthorized disclosure of proprietary data, or other confidential information;

**This list of major infractions is for illustration only. There are other infractions that may arise which could lead to immediate discharge but are not outlined within this handbook.**

- b.) Dismissal will be preceded by discussion with the hourly member's supervisor in an effort to resolve the problem. If the supervisor recommends dismissal and the appropriate Vice President accepts the recommendation, the hourly staff member will be notified of the intention to dismiss him or her and the hourly staff member will be provided with information concerning settlement arrangements for their termination of employment from the University. If the arrangements are satisfactory to the individual and if the hourly staff member does not wish to challenge the dismissal, the arrangements for the termination will be completed. If the hourly staff member requests, a hearing may be arranged consisting of members of the President's Council. Members of this Hearing Committee who consider themselves disqualified for bias in the case should remove themselves from the hearing.
- c.) Upon request, the hourly staff member will be provided with a written statement, which frames, with a reasonable degree of particularity, the reason(s) for dismissal. The Hearing Committee shall conduct the hearing with regard for due process, and using rules designed to obtain the most reliable evidence available. The Hearing Committee will not, however, be bound by rules of legal evidence and may admit evidence which is of probative value in determining the issues involved. The objective is for the Hearing Committee to arrive at the best judgment possible considering fairness to the individual and fairness to the institution.
- d.) The Hearing Committee will provide its recommendation with supporting record to the Vice President. If the Hearing Committee recommends dismissal and the Vice President does not accept the recommendation of the committee, he will inform the hourly staff member of that decision. If the Hearing Committee recommends dismissal, and the Vice President accepts the recommendation of the committee, s/he will inform the hourly staff member of the decision and arrange for the hourly staff members termination at the University. If the Hearing Committee recommends against dismissal, and the Vice President accepts the recommendation of the committee, s/he will inform the administrative staff member of the decision. If the Hearing Committee recommends against dismissal and the Vice President

does not accept the recommendation of the committee, s/he will inform the hourly staff member of the decision and arrange for the hourly staff member's termination from the University.

- e.) Within ten days after notification by the Vice President, the hourly staff member may request that a Review Committee from the Executive Committee of the Board of Trustees review the case. The hourly staff member may provide any material, which he or she considers pertinent to the case. The Vice President will furnish this material and the entire record of the hearing to the Review Committee. After the Review Committee has reviewed the case, the Vice President will report their action to the hourly staff member. If the Review Committee decides for dismissal, termination arrangements will be completed.

## **I. GRIEVANCE PROCEDURES**

The purpose of this Grievance Procedure is to provide a way for a staff member to bring to the attention of the University conditions which the staff member feels are unjust or unfair. The Grievance Procedure will provide an opportunity to clear up any misunderstandings, to take action, to remove causes for legitimate complaint and to help create sound relations between staff members and the University.

When a condition exists which is felt to be unjust or unfair, the employee should follow this procedure:

Step 1: A person who has a grievance should notify their supervisor. It is desirable that this be done as soon as possible after the occurrence of the incident. The decision of the supervisor shall be given to the staff member promptly, within ten (10) days from the time the staff member presents the grievance. If a staff member does not receive a written response within ten (10) days, the staff member may go on to the next step if they wish to pursue the grievance.

Step 2: In the event the grievance is not settled in Step 1, the staff member may, within ten (10) days from the time of the decision, submit the grievance in writing to the Director of Human Resources and Staff Development. A decision will be given to the staff member within ten (10) days from the time the staff member presents the grievance. If a staff member does not receive a written response within 10 days, the staff member shall go on to the next step if they wish to pursue the grievance.

Step 3: If the grievance is not settled in Step 2, then the staff member may request submission of the grievance to the President, whose decision shall be final.

### **PREPARATION ASSISTANCE:**

If a staff member feels there is a legitimate grievance or complaint, the University wants to know about it. If a staff member needs or desires help in preparing a written grievance, the Director of Human Resources and Staff Development and members of the Human Resources staff can provide assistance.

## **J. GENERAL INFORMATION:**

### **University Equipment:**

Various pieces of University equipment or property are entrusted to each hourly staff member to perform work assigned. If the equipment is in need of repair, servicing or cleaning, it is expected that the hourly staff member will report it to the immediate supervisor and then follow up to see that such maintenance is accomplished.

Equipment given to you for use in work responsibility must be turned in upon termination of employment including but not limited to:

Credit Card	Laptop Computer	Tablet	Digital Camera
Uniform(s)	Keys		

**Confidential Material:**

Members of the campus community maybe exposed from time-to-time to items of a confidential nature. This information must not be discussed or released to anyone without the approval of the proper authority. Failure to respect this confidence is cause for disciplinary action.

**Verification of Employment:**

Administrative staff members of the University of Mount Union are not to verify employment by phone. The University of Mount Union uses the Work Number to provide automated, secure employment and income verifications. Visit The Work Number at [www.theworknumber.com](http://www.theworknumber.com) for more information. The University of Mount Union Employer Code is 101515.

Student employment verifications are handled by the Office of Student Financial Services.

**Personnel Information Changes:**

All hourly staff members are required to notify the Human Resources Office of all changes in their own or their dependents status within 30 days of the event. A change in dependent status includes, but is not limited to:

1. Marriage
2. Divorce
3. Birth
4. Death
5. Adoption
6. Dependent reaching age 26
7. Dependent no longer a full-time student
8. Dependent that is a full-time student but has reached his or her 25th birthday

(Those persons on the medical plan who delay this notification will be required to complete the PROOF OF INSURABILITY form before medical coverage will be available.)

Other changes of status, which must be reported to the Human Resources Office for payroll, insurance and retirement include, but are not limited to the following:

1. Change of address
2. Change of name
3. Change of income tax exemptions
4. Change of beneficiary

**Health and Safety:**

Health and safety should be the concern of every member of the campus community. Poor policies and practices in this area are reflected directly or indirectly in the economic growth of the whole community. If you see an unsafe working condition, report it to your supervisor or the Director of the Physical Plant. If you see conditions around you that could cause an accident, call these to the attention of your supervisor or the Director of the Physical Plant.

Some examples of good safety practices are:

1. Maintain a work area that is clean and orderly.
2. Keep desk and cabinet drawers closed when not in use.
3. Have any defective equipment repaired or replaced.
4. Wrap broken glass, mark it, and put it aside (not in wastebasket) for the housekeeper.
5. Put matches and ashes in the sand urns, not in the wastebasket.
6. Keep restrooms and storerooms clean and orderly.
7. Open one drawer of a file cabinet at a time to avoid an upset and evenly distribute stored materials to avoid empty bottom drawers that can cause an upset.
8. Take time to be safe - especially when using stairways. Walk – don't run.
9. Avoid use of makeshift equipment and tools.
10. Do not use extension cords over 6 feet in length except for temporary use (i.e. use with projectors).
11. Drive vehicles with care and watch for pedestrians.
12. Seat belts are required to be used in all Mount Union vehicles.
13. Texting and talking on a cellphone are not permitted while operating a Mount Union vehicle.

Remember: SAFETY IS NO MYSTERY, JUST COMMON SENSE!

## **K. ADDITIONAL BENEFITS AND CONVENIENCES**

### **Athletic Events:**

Hourly staff members may attend all athletic events on campus. Your I. D. card will admit you and members of your dependent family; this admission does not apply to reserved seating. Additional information can be obtained from the secretary in the McPherson Academic and Athletic Complex.

### **Athletic Facilities:**

The McPherson Academic and Athletic Complex is available for use by the campus community and their dependents. The schedule is available in the athletic office. All dependents under the age of 16 must be supervised by an adult while in or using these facilities.

### **University Store:**

The University Store is located in the Hoover-Price Campus Center. A 20% discount is available to all faculty and staff members. Only those faculty and staff members who have completed a payroll deduction form are permitted to charge items utilizing their purple plus card at the University Store.

### **Bulletin Boards:**

Bulletin boards are a means of communication with the campus community, and only authorized persons may put up, take down, or alter items on the bulletin boards. Bulletin boards are located in most of the campus buildings. (Please refer to the posting policy for details.)

**Purchasing Cards:**

Purchasing cards, which may be issued to faculty and staff for University-related business, must be returned to the Business Office upon termination of employment. Cards may be available to all full-time faculty & staff upon approval of the respective Vice President and the Office of Business Affairs. Applications are available through the Business Office.

**Food Service:**

The University dining hall and B&B Cafe located in the Hoover-Price Campus Center are open to all members of the campus community. Lunch tickets for the hourly staff member and their dependent family may be purchased at a discount and charged to their purple plus card.

**Health Center:**

The main responsibility of the Health Center, located in the Alliance Community Hospital, is to provide medical services to students. The only exception, if offered, is immunizations for a fee. In certain cases the Health Center can order a vaccine that can be made available to faculty & staff. The Health Center will announce the availability of the vaccine and will charge faculty, staff and their families an amount at least equal to the amount charged to students for the immunization. The Health Center is responsible for health regulations and procedures and may prescribe certain immunizations or medical examinations to be required of staff members, as well as students. These prescriptions, if made, normally will be directed toward preventing the transmission of communicable diseases.

**Purple Plus ID Card:**

All members of the campus community are given I. D. cards. (“Purple Plus” cards). The following benefits are available for you and your legal dependents with the use of your I. D. card:

- 20% Discount in the University Store
- 20% Discount at AVI locations on campus
- Free admittance at sporting events, does not include reserved seating or NCAA play-offs
- Free admission to Rodman Playhouse Productions
- Free admission to Presser Recital Hall Performances
- Discounted lunch prices at Hoover-Price Campus Center
- Use of the McPherson Academic and Athletic Complex during scheduled times.
- Use of University Library facilities

**Library:**

All members of the campus community are given free use of the University Library.

**Mail Service:**

Mail service is provided daily to outlying campus buildings. The service center, headquartered in the physical plant, provides easy transmittal of business mail from one campus location to another. In addition to intra-university mail, the service center collects outgoing U.S. mail.

**Mileage Reimbursement:**

A staff member who uses a personal vehicle for business related travel will be reimbursed. The business office publishes the current rate of reimbursement. A requisition must be submitted to the Accounts Payable Clerk after proper approval to receive this reimbursement.

**Notary Public:**

If you need the services of a Notary Public, please call the Business Office for an appointment.

**Parking:**

Parking is free to faculty & staff of the University. It is necessary for you to register your vehicle with campus security to obtain a Mount Union parking permit. You retain full responsibility for your own vehicle, and for any parking penalties, liabilities, or damage claims resulting from possession or operation of your vehicle on campus.

**Personal Property:**

The University is not responsible for the personal property of members of the campus community, which is kept on campus.

**Printing:**

The Print Shop, run by Document Concept and headquartered in the basement of Beeghly Hall, provides printing service for a fee to staff members of the University.

**Service Awards:**

Service awards for members of the campus community are presented annually.

**Telephones:**

All campus telephone numbers are listed in the on-line Campus Directory, which is available through the Mount Union intranet.

**L. PUBLICITY:**

Publicity releases related to the University are the exclusive responsibility of the Vice President of Marketing.

**Publications:**

Information on how to access the employment policies handbook is provided to each new employee by Human Resources at the time of employment and covers general University policies and practices.

The Dynamo is the campus student newspaper published weekly during the school year by the student body.

**M. HUMAN RELATIONS:**

Every member of the campus community has a moral obligation to see that the University is a little better for their having been employed here. The courtesy, which is extended to fellow campus community members, generates a spirit of human dignity. Consideration of other persons is reflected in the promptness with which the telephone is answered, respect given to authority, and the attitude expressed toward fellow members of the campus community.