

Employment Policies Handbook for Administrative Staff

PER 9.0

Human Resources

Policy Type: Administrative
 Applies to: Administrative staff and salaried staff

POLICY DATES

Issued:
 Revised: January 2018
 Edited:
 Reviewed:

This handbook ([Employment Policies Handbook for Administrative Staff](#)) is designed to give each Administrative Staff member a better understanding of the employment policies that apply to the administrative staff of University of Mount Union. These policies are intended to be fair and are in compliance with federal, state and local regulations. The Office of Human Resources must authorize all policy changes. Administration of employment policies and practices will be based upon this handbook. Administrative Staff are encouraged to read this handbook and discuss any portion with the Office of Human Resources.

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

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Definitions

Term	Definition
Administrative Staff Member	<p><u>Full-time</u> - All Mount Union Exempt professional office staff who regularly works at least 36 hours per week on a 10, 11 or 12- month basis.</p> <p><u>Part-time</u> - Are Mount Union Exempt professional office staff that regularly works 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.</p> <p><u>Retired</u> - Any former Administrative staff member who is so classified by the University of Mount Union.</p>
Dependent	<p>(a) An Administrative staff member's spouse, as recognized by law;</p> <p>(b) An Administrative 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.)</p>
Exempt	As Executives, Administrators or Professionals; administrative staff members are excluded from 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

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	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.
Year	<u>Academic year</u> - Is the period August 1 through May 31. <u>Calendar Year</u> - Is the period January 1 through December 31. <u>Fiscal Year</u> - Is the period July 1 through June 30.

Policy Details

Responsibilities

Position or Office	Responsibilities
Human Resources	Questions and Information

Resources

[Employment Policies Handbook for Administrative Staff](#)

Contacts

Subject	Office	Telephone	E-mail/URL
Director of Human Resources	Office of Human Resources	(330) 829-6560	humanresources@mountunion.edu

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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