

TROY UNIVERSITY

Staff Handbook

For Classified and Professional Personnel

March 2006

The policies, practices, and benefits discussed in this handbook are general operating guidelines, which do not represent a contract of employment and remain subject to change at any time by Troy University.

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PREFACE

This Staff Handbook reflects general internal Troy University guidelines in effect at the time of publication. It supersedes all previous Staff Handbooks throughout the University. Although revisions of the actual document may occur periodically, the current Handbook will be on the University website under Human Resources, located under the Administrative Services link. As changes occur, a ***change page*** will be placed on the website (<http://www.troy.edu/humanresources>) for two weeks to make personnel aware of any change(s). Additionally, notification will be sent to all personnel regarding said changes. This handbook attempts to include basic information about the University's personnel policies and fringe benefits. Any policy or statement found in this handbook, which is contrary to the language or intent of policies of the University Board of Trustees, is null and void. Certain policies set forth in this handbook concern matters governed by provisions of the law. Such provisions contained herein are intended to be in compliance with applicable Federal or State law. In the event, however, any provisions conflict with applicable Federal or State law, the law will govern.

The Staff Handbook applies to all campuses within the University. It is not meant to be inclusive of all University policies and procedures. It should be used in conjunction with other University publications, including the on-line policy manual, as appropriate. It is not a contract. The University reserves the right to revise policies, procedures, salaries, and fringe benefits at anytime. A request for a deviation from this handbook should be submitted through proper administrative channels to the Chancellor.

The Staff Handbook provides guidelines for faculty members (in areas not addressed

by the Faculty Handbook), professional staff, and classified staff. It also applies, as appropriate, to faculty personnel who are primarily involved in administrative duties.

In an attempt to keep the Staff Handbook current, the Office of Human Resources will review it as necessary and recommend additions, deletions, or amendments. Any suggestions or recommendations for correcting dated information, improving clarity of language, or for otherwise improving the Staff Handbook should be submitted to the Office of Human Resources.

The Staff Handbook also attempts to answer questions concerning personnel policies and benefits and to address employee responsibilities.

Troy University is accredited by the Commission on colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone 404-679-4501) to award the associate degree, the bachelor's degree, the master's degree, and the education specialist degree.

The History of the University

Troy University's tradition of teaching excellence dates to its founding on February 26, 1887 when an act of the Alabama Legislature established State Normal School, Troy as an institution to train teachers for Alabama's schools. Joseph Macon Dill was the institution's first president. In 1893, the school was renamed Troy State Normal College. The original campus was located in downtown Troy.

The Normal College offered extension courses for teachers and granted teaching certificates until 1929, when the State Board of Education changed the charter of the institution and renamed it Troy State Teacher's College. That same year, the college moved to its present site and the first two buildings were dedicated: Shackelford Hall, named for Edward Madison Shackelford, president of the school from 1899-1936, and Bibb Graves, Alabama's "education governor." Graves is also remembered for commissioning the Olmsted Brothers architectural firm of Brookline, Massachusetts, to design the campus landscape plan.

Like many American universities, Troy State Teacher's College enjoyed one of its most prosperous periods of growth in the years following World War II, when returning veterans took advantage of the GI Bill. The enrollment of the College more than doubled and this growth led to the introduction of degree programs in disciplines other than education, most notably in business. In 1957, the State Board of Education recognized this expanded role and dropped "Teacher's" from Troy State College's name.

The decade of the 1950s also marked the University's long relationship with the United States Military, as extension courses were offered on nearby bases, first at Fort

Rucker, near Dothan; and later at Maxwell Air Force Base in Montgomery. A separate Troy State College teaching center was established at Fort Rucker in 1961, which evolved into the present-day Dothan Campus. A similar center, begun at Maxwell Air Force Base in 1965, led to the creation of the present-day Montgomery Campus. These programs were the forerunners of the modern University College division of Troy University, which operates all TROY teaching sites outside of Alabama. In 1973, the University opened sites at military bases in Florida. Today, University College operates more than 60 sites in 17 U.S. states and 11 nations.

In 1967, Gov. Lurleen B. Wallace appointed eight members to the newly established Troy State College Board of Trustees, removing the institution from the control of the State Board of Education. One of the first acts of the new board was to recommend the change of the name to Troy State University. The new name became official on Dec. 14, 1967.

In 1975, the Phenix City Campus was opened as a branch of the main campus.

In 1982, the Troy State University System was formed, as the campuses in Dothan and Montgomery were granted independent accreditation status. In April of 2004 the Board of Trustees voted to drop "State" from the University's name to better reflect the institution's worldwide mission. In August 2005, all TROY campuses were again unified under one accreditation.

Troy University Mission Statement

Approved by the Board of Trustees

April 16, 2004

Effective August 1, 2005

Troy University is a public institution comprised of a network of campuses throughout Alabama and worldwide. International in scope, Troy University provides a variety of educational programs at the undergraduate and graduate levels for a diverse student body in traditional, nontraditional, and emerging electronic formats. Academic programs are supported by a variety of student services which promote the welfare of the individual student. Troy University's dedicated faculty and staff promote discovery and exploration of knowledge and its application to life-long success through effective teaching, service, creative partnerships, scholarship and research.

Troy University Goals

1. Provide an international scope to University programs and services.
2. Provide a variety of undergraduate and graduate programs in traditional, non-traditional and electronic formats.
3. Maintain a diverse student population.
4. Provide services that promote the individual welfare of students.
5. Maintain a dedicated faculty and staff.
6. Promote discovery and exploration of knowledge dedicated to life-long learning success.
7. Ensure effective teaching.
8. Ensure the development of creative partnerships, scholarship and research.

9. Ensure efficient and effective operations and to assess and provide resources as needed to implement institutional mission, goals and objectives.

Equal Employment Opportunity

Troy University recognizes its legal and moral obligation to provide an employment environment in which opportunities are available to all qualified individuals without discrimination on the basis of race, color, sex, age, political or religious opinions or affiliations, national origin, disability, or disabled veteran/Vietnam-Era veteran status.

The University affirms its commitment to this principle. The University also commits itself to maintaining on a nondiscriminatory basis the conditions for continuing employment and for individual advancement. Troy University is committed to the following principles and procedures:

1. Recruiting, employing, training, retaining, and promoting individuals in all employment classifications, without regard to race, color, political or religious opinions or affiliations, sex, age, national origin, disability, or disabled veteran/Vietnam-Era veteran status, except in those cases in which sex, age, national origin, or disability are *bona fide* occupational qualifications.
2. Rendering employment decisions to advance the principle of equal employment opportunity.
3. Ensuring that promotion decisions are based upon the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
4. Ensuring that all personnel actions, such as compensation, benefits, transfers, and leave policies, are administered without regard to race, color, political or religious opinions or affiliations, sex, age, national origin, disability, or disabled veteran/Vietnam-Era veteran status.
5. Providing a work environment in which harassment of employees by other employees or non-employees is not tolerated; viz., any form of harassment related to an employee's race, color, sex, political or religious opinions or affiliations, national origin, age, physical or mental disability, or veteran status.

Troy University is a government contractor subject to Section 503 of the Rehabilitation

Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 which require government contractors to take affirmative action to employ and to advance in employment qualified individuals with disabilities, qualified disabled veterans, and qualified veterans of the Vietnam era. The Executive Vice Chancellor and Provost is the equal employment opportunity/affirmative action officer for academic personnel; the Director of Human Resources is the equal employment opportunity/affirmative action officer for non-academic personnel and is also responsible for supervising the University's equal employment opportunity program and for monitoring its effectiveness.

1.0 EMPLOYMENT

1.1 TYPES OF EMPLOYMENT

Employment with Troy University is student-centered. The goal of all personnel should be to provide a student-friendly environment which emphasizes quality, safety, attractiveness, and affordability. Employment with the University is on an at-will basis and may be terminated by either the employee or the University at any time with or without cause or motive. Employment for any specified duration shall not be valid or binding on the employee or the University unless it is expressly set forth in a written document and signed by the employee and the Chancellor.

A. Regular

1. Full-time

Employment that is expected to continue indefinitely on a full-time basis (approximately 40 hours per week). Employees in this category are entitled to all fringe benefits provided by the University after completing the required waiting periods.

2. Part-time

Employment that is expected to continue indefinitely on a part-time basis (fewer than 40 hours per week). The following applies to part-time employees:

- a. Employees who work fewer than 40 hours per week are not entitled to most university benefits. All university employees may elect to participate in the Supplemental Retirement Program.
- b. Employees who work 20 hours or more per week are required to participate in the Teachers' Retirement System.

B. Temporary

Personnel employed for a specifically defined project or during periods for peak workloads or for short-time replacement of other employees are classified as temporary employees. No part of a period of temporary service will be counted as part of an appraisal period or waiting period for purposes of fringe benefits in case of subsequent appointment to a regular position. Temporary employment shall not confer upon the employee any privilege or right of promotion, transfer, or reinstatement to a regular position. However, temporary employees who work 20 hours or more per week may elect to participate in the Teachers' Retirement System during the initial year of employment. Temporary employees may not be employed for longer than one year in a temporary status.

C. Interim

Current employees may hold interim appointments for positions in which their services are required for a certain period of time.

D. Sponsored Programs

It is the policy of Troy University to employ, in good faith, personnel to fulfill the requirements of externally funded grants and contracts. These employees are expected to adhere to policies and procedures that apply to all University personnel as indicated in Staff and Faculty Handbooks and other official Troy documents. The benefits to be provided to grant and contract personnel will vary in accordance with the project. The University may, at its discretion, offer additional benefits but is under no obligation to do so. The benefits to be provided

by the external project and/or the University will be outlined to employees at the beginning of the term of employment. The University neither states nor implies that employment will extend beyond the term of the project and/or the funding that applies to the individual position. Fringe benefits cannot be guaranteed and are subject to change at any time.

1.2 **APPRAISAL PERIOD**

A. **New Employees**

The first six months of employment under any type of staff employment is an initial appraisal period for all employees. During this time, both the employee and employer have an opportunity to evaluate one another. During the initial appraisal period, each employee will be evaluated for:

- (1) Ability
- (2) Attitude
- (3) Compatibility with position
- (4) Conduct
- (5) Other areas

If at any time during the six-month initial appraisal period the employee or the supervisor decides to terminate the employment, the employee may be released without cause or advance notice. There will be no appeal of termination or grievance procedure during this initial appraisal period. During the initial appraisal period, full-time employees are entitled to such benefits as holidays, sick leave, and accrual of annual leave. However, applications for taking annual leave are discouraged until regular employee status has been attained. Full-time employees may not compete for other positions on campus

while in the initial appraisal period.

B. Transfers and Promotions

When a full-time employee receives a promotion or is transferred to a position of higher classification, the appraisal period will be three months. The new supervisor will evaluate the performance of the employee during this three-month period in the same manner that a new employee is evaluated. A classified employee will receive a step increase at the end of the three-month appraisal period and on the next anniversary date. A part-time employee who is hired in a full-time capacity shall fall under the six months initial appraisal period under Section 1.2.A. For further information concerning promotions refer to Section 6.2.

2.0 POSITION CLASSIFICATION SYSTEM

2.1 FACULTY

Faculty should utilize the Staff Handbook in conjunction with the Faculty Handbook to learn policies and procedures, which apply to all University personnel.

Employment guidelines for the faculty are outlined in the Faculty Handbook. The current Faculty Handbook may be accessed on the University website under Human Resources.

2.2 STAFF

A. Professional Employees

Professional employees are compensated commensurate with their professional preparation, experience, and responsibilities; they are paid

monthly.

B. Classified Employees

Classified employees are compensated in accordance with the Troy University Salary Classification Plan; they are paid bi-weekly, at an established hourly rate.

C. Exempt and Non-Exempt Employees

The Federal Fair Labor Standards Act, commonly referred to as the "Wage and Hour Law" mandates several timekeeping and overtime requirements. Those who are not subject to the timekeeping and overtime requirements are "exempt" employees and include the faculty and most professional employees. Those who are subject to these provisions of the law are "non-exempt" employees and include all classified employees. Non-exempt employees are required to keep a record of all hours worked. (See Section 4.2 for a complete explanation of timekeeping requirements.) Non-exempt employees receive compensatory time or overtime compensation for all hours worked in excess of forty hours per week.

2.3 **SALARY CLASSIFICATION PLAN**

All full-time, hourly paid employees are covered by the Troy University Salary Classification Plan. The Troy University Salary Classification Plan contains the following:

A. **Job Descriptions**

The Office of Human Resources maintains a written job description for each classified position. Each description contains a brief listing of essential duties, responsibilities, and qualifications for each position. The job description may not necessarily cover every task an employee is asked to perform, but will be reasonably comprehensive.

B. **Salary Schedule (Full-Time Classified Employees)**

The University has a salary schedule for classified employees. Each classified position is included in a specific range in this salary schedule. Each salary range has steps with pay increases between each step. New employees will be placed in Step 1 of the appropriate salary range upon employment unless waived by approval of the Chancellor. Advancement from one step to the next for classified employees will be by merit, based upon an annual evaluation. Classified employees are eligible for consideration for a step raise in accordance with the salary schedule. A step raise for a classified employee must be recommended by the immediate supervisor in the annual evaluation report. A new full-time

classified employee who completes the initial six-month appraisal period is eligible for an increase from Step 1 to Step 2, provided the employee is recommended for this increase by the immediate supervisor's six-month initial appraisal evaluation, and the employee earns regular status. A new full-time employee, who is initially hired above step 1, shall not be eligible for a step increase for a period of one year. Subsequently, normal anniversary dates apply.

C. Personnel Not Covered by Salary Classification Plan

Employees who are not covered by the Salary Classification Plan are not eligible for step increases; any salary adjustment or merit increase for these employees should be recommended by the immediate supervisor, Vice Chancellor, Senior Vice Chancellor or by the Chancellor, in accordance with established procedures.

3.0 COMPENSATION

3.1 SALARY

It is the University's desire to maintain reasonable standards of compensation for employees. University funding is supplemented by State of Alabama appropriations. Therefore, compensation levels and personnel policies must relate directly to the financial resources of the University. The University does not give automatic salary increases.

- A. **Classified employees** - All classified employees are covered by a salary schedule. This schedule is available in the Office of Human Resources. Each employee is evaluated on an annual basis. If the supervisor concludes that an employee warrants a merit increase, a recommendation for a step raise will be made to the appropriate authority. Step increases are not automatic. They are subject to the financial resources of the University.
- B. **Professional employees** - Employees in this group are not covered by the position classification plan. Each employee is evaluated on an annual basis.

3.2 **PAY PROCEDURES**

3.2.1 **PAY PERIOD**

The official workweek for employees begins at 12:01 a.m. on Sunday and ends at midnight on Saturday. Payroll payments for classified staff will be issued bi-weekly and are normally available on the appropriate Friday.

Payments will reflect hours recorded on the employee's time card. Payroll payments for professional staff and faculty will normally be released to employees on the last working day of the month.

3.2.2 **PAYROLL POLICIES**

An employee's payroll payment will not be released to another person without signed permission. If a payroll payment is lost or stolen, prompt notification must be furnished in writing to the campus Office of Human Resources. Payments may not be issued in advance of regularly scheduled pay dates.

3.2.3 DIRECT DEPOSIT

All employees must participate in the University's Direct Deposit Program. Employees will receive their regular pay through direct deposit to a financial institution of their choice. A completed Direct Deposit Authorization form must be completed and submitted to the Office of Human Resources no later than one week prior to an employee's pay date to ensure timely payment. Forms are available in the Office of Human Resources or at the following web address

<http://www.troy.edu/humanresources/DirectDeposit.pdf>.

3.2.4 ERRORS

If an error is thought to have been made in computing wages, the employee should inform the Office of Human Resources.

3.3 ANNIVERSARY DATE

All full-time classified employees (after completion of a six-month initial appraisal period) are assigned an anniversary date of August 1. This anniversary date is used to determine eligibility for a one-step pay increase in the particular salary range assigned to the employee upon satisfactory evaluation by the supervisor and upon the availability of funds. A one-step increase is not automatic with each anniversary date.

3.4 PAYROLL FORMS AND DEDUCTIONS

A list of eligible payroll deductions along with information concerning these deductions may be found on the University website, or for a printed list of payroll deductions, check with the Office of Human Resources.

Employees must have signed W-4 and A-4 forms (or appropriate state form) on file in the University Payroll Office for verifying the number of federal and state income tax deductions. It is each employee's responsibility to review the W-4 and A-4 forms to insure that the correct number of exemptions will be claimed. Changes made in the withholding status of employees must be completed no later than the 15th day of each month. The W-4 and A-4 forms must use the exact name as it appears on the employee's Social Security card.

4.0 WORKING HOURS

4.1 GENERAL

The University serves a diverse student body and public, thus giving rise to variations in the work schedules. Working hours must be scheduled to satisfy the needs of the area in which one works, and to make certain that an adequate staff will be available when needed. Work schedules depend upon the job to be performed. An employee will be informed by the supervisor about the normal schedule and about any subsequent changes which may be required.

The University reserves the right to implement alternative schedules as necessary for cost reduction and other concerns. In some instances, however, additional work will be required; and during peak periods, professional personnel and

perhaps other employees may work more than the normal work hours per week.

The normal work schedule is a forty-hour week. Lunch breaks are decided at the discretion of each campus. Where possible, lunch breaks will be staggered so that offices remain open. If it becomes necessary to reduce an employee's normal number of hours of work per week, or responsibility, the University reserves the right to adjust an employee's pay accordingly.

4.2 TIME-KEEPING REQUIREMENTS

A full-time, non-exempt employee's time card should reflect that the employee is at work; on sick leave, annual leave, compensatory time, or administrative leave, or on holiday to total 80 hours per pay period. There are spaces allowed on the time card to note the hours the employee worked, leave taken, and hours of overtime worked, if any. The cards will be signed by the employee and the supervisor attesting to the fact that the information reported is correct.

4.3 TIME RECORDING

All non-exempt employees are subject to the following time-recording requirements:

1. Classified employees must record time daily on a time card.
2. Full-time classified employees receive work credit for days absent for approved sick and annual leave, or for approved administrative leave and holidays, or for approved compensatory time leave.

Falsification of records by the employee is cause for immediate dismissal. An employee may not record time worked for another employee. Such action could lead to the discipline of both employees. If recorded time must be corrected for any reason, the supervisor must be contacted and advised of the problem before

any correction is made.

4.4 **COMPENSATORY TIME AND OVERTIME PAY**

All employees of the University, other than those specifically exempted, are employed subject to the provisions of the Fair Labor Standards Act (FLSA). This act is primarily concerned with the payment of minimum wages and premium pay for overtime. Employees will be advised of their FLSA status during employment orientation. Because of the range of activities conducted or sponsored by the University, variations in work schedules may be necessary. Such variations may require overtime (in excess of forty hours per week) to be worked or an adjustment in the normal working schedule to maintain the regular forty hours per week. In the event that approved overtime is worked, only hours actually worked count in the overtime calculation. Therefore, holidays not worked, annual leave, sick leave, and other paid leave are not counted. All employees are expected to work a reasonable amount of overtime upon request. If it is necessary for an employee to work outside of the normal schedule, these changes must be approved by the immediate supervisor and be announced to give the employee as much advance notice as possible. In the event that overtime is required, the employee normally has the option of choosing compensatory time at the rate of one-and-one-half times the hours worked or overtime pay at the rate of one-and-one-half times the normal rate of pay. At the time of employment, non-exempt employees will complete a Compensatory Time Authorization form. This form specifies whether the employee prefers compensatory time or overtime pay for time worked in excess of the forty-hour week. The Compensatory Time Authorization form may

be changed by the employee at any time. As with annual leave, the employee must request supervisory approval prior to taking compensatory time. Overtime work must be approved in advance by the supervisor prior to the overtime work being performed. Overtime and compensatory time provisions do not apply to exempt employees.

4.5 **ABSENCES FROM WORK**

If an employee expects to be absent from work for ANY REASON, the supervisor must be notified in advance. An employee absent from work without permission is considered to be on unauthorized leave without pay -- a condition which is cause for dismissal. Three consecutive working days of absence without notice constitutes a resignation and forfeiture of all accumulated University benefits.

5.0 EMPLOYEE BENEFITS

5.1 **GENERAL**

The University strives to provide a balanced employee fringe benefit program to support the many needs of its diverse workforce. **Fringe benefits cannot be guaranteed and are subject to change at any time.** Details about Troy University employee fringe benefits are available on the University website and in the Human Resources Office.

5.2 **HOLIDAYS**

Troy University has nine official holidays each calendar year:

**New Year's Day
Martin Luther King, Jr./Robert E. Lee Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day/Day after Thanksgiving
Christmas Day**

5.3 ANNUAL LEAVE

Only permanent full-time staff employees earn annual leave. Full-time professional (non-faculty) personnel earn eight (8) hours of annual leave at the completion of each month of employment. Classified personnel earn annual leave at the rate of 80 hours per year. This computes to 3.12 hours per bi-weekly pay period. Classified employees must annotate annual leave taken on the time card. Professional employees must complete a Leave Request/Report form (forms available in the Office of Human Resources) prior to taking annual leave. Said form must be signed by the supervisor and submitted to the Office of Human Resources. Annual leave accumulates to a maximum of 160 hours. In September of each year, records are adjusted to reflect no more than 160 hours of available annual leave. A continuous record of annual leave is maintained. Annual leave must be prearranged with the immediate supervisor and scheduled at the convenience of the University. Upon termination of employment, employees will be paid for accrued leave, not to exceed 160 hours (20 days).

5.4 SICK LEAVE

Only regular full-time employees accrue sick leave. Monthly-paid personnel accrue 8 hours of sick leave for each month of employment. Sick leave for bi-

weekly paid personnel is accrued at the rate of 3.68 hours each biweekly pay period. Sick leave accrual is unlimited. Sick leave for classified employees must be annotated on the time card. Sick leave for faculty and professional employees must be reported to the Office of Human Resources by completing the Leave Request/Report form on the first day the employee returns from sick leave. An employee is not paid for unused sick leave upon termination or retirement. Sick leave may be used for retirement credit according to the policy of the Teachers' Retirement System. Sick leave is a privilege and must not be abused. It is granted for the following reasons:

1. Illness or injury of the employee or visits to a doctor or dentist.
 2. Care for an ill member of the immediate family (spouse, child, mother, father, brother, sister, grandparent, mother-in-law, father-in-law).
 3. Death in the immediate family (as defined above).
- A. A doctor's certificate or other proof of illness may be required to verify appropriate use of sick leave. Immediate supervisors should be notified as early as possible prior to sick leave absences. During an extended illness, an employee's accumulated sick leave is used until it is exhausted; then any accumulated annual leave is used to keep the employee on the payroll. Sick leave will not be advanced.
- B. An employee who has experienced an extended absence due to personal or immediate family illness may request sick leave donations. To request donated sick leave hours, an employee notifies the immediate supervisor in writing stating the reason for the request and the estimated number of sick leave hours needed. The written request is forwarded through the

supervisor to the Office of Human Resources. The employee must exhaust all leave balances prior to receiving donated sick leave hours. A limit of 12 weeks donated sick leave per rolling year is allowed.

- C. The University will accept, for retirement purposes only, sick leave earned at other Alabama state agencies which participate in the Retirement Systems of Alabama.

5.5 **MATERNITY**

Leave is provided for conditions associated with pregnancy and childbirth and related medical conditions. Such leave may be accumulated sick leave and/or FMLA leave. (See the FMLA policy with reference to the concurrent use of University-provided leave and FMLA leave). Absences related to pregnancy, childbirth, and related medical conditions are treated the same as illnesses. Medical verification may be required. Pregnant employees may continue working as long as they desire, provided they have the consent of their obstetrician. (Such written consent may be required by the University). Application for leave should be made as far as practicable in advance of the expected starting date of leave so that arrangements for a replacement can be accomplished.

5.6 **ADMINISTRATIVE LEAVE**

Administrative leave, authorized by the administration, may be given with pay and does not affect annual or sick leave. Neither compensatory time nor overtime pay can be claimed when working on administrative leave days, unless total hours worked exceeds 40 hours during the work week. Employees required to work during administrative leave days do not receive additional compensation but are paid as regular hours worked.

5.7 **JURY DUTY**

The University permits full time employees leave with pay for attendance in court for jury duty. Written evidence of jury duty may be requested by the University. The University will comply with all applicable Federal and State laws governing jury duty.

5.8 **VOTING**

All employees are encouraged to vote in each election. If necessary, time (not to exceed one hour) will be scheduled by supervisors to enable full-time employees to vote.

5.9 **MILITARY LEAVE**

All full-time employees who are active members of the Alabama National Guard, or any reserve component of the Armed Forces of the United States, will be granted military leave from their positions for training or other service ordered under Alabama or Federal Laws. Official military orders must be provided to the immediate supervisor for approval of military leave. Leave with full pay cannot be granted for more than 21 days in any calendar year. Leave with partial pay shall abide by the provisions set forth by the Code of Alabama.

5.10 LEAVE OF ABSENCE WITHOUT PAY

Full-time employees may request a leave of absence without pay. Except for illness or sick leave, employees are required to submit a thoroughly documented Leave of Absence Request form to the supervisor for initial review and recommendation at least two months in advance (if possible) of the beginning date of leave. The leave must be approved by the appropriate Senior Vice Chancellor. A copy of the approved request will be furnished to the employee and included in the employee's personnel record. Health and life insurance may be continued during the leave of absence, but the total cost of such benefits must be borne by the employee. However, should the Family and Medical Leave Act be utilized, employees may make arrangements to pay their portion of the health insurance premiums during their leave. Sick leave and annual leave do not accrue during an employee's leave of absence. Employees granted a leave of absence retain their jobs and will be reinstated upon return to work. Overstaying a leave of absence without prior notification and approval, or seeking and accepting other employment without previous authorization, constitutes an automatic resignation and subsequent loss of benefits. Personnel Action Forms must be completed by the supervisor to remove the employee from the payroll and to reinstate the employee. A leave of absence may be granted for the following reasons:

1. **Education Leave (up to 12 months)** - Must be job-related in that it leads to an advanced degree or increased job qualifications.
2. **Sick Leave (up to 12 months)** - Can be granted for additional maternity leave and extended illness.
3. **Personal Leave (up to 6 months)** - Must be for a justifiable reason and must not unduly interfere with normal University business.
4. **Child Care Leave (up to 6 months)** - Will be granted on the same

basis as personal leave.

5. **Special Leave (up to 6 months)** - Will be granted in special cases when it is in the best interest of the University and the employee.

5.11 **FAMILY AND MEDICAL LEAVE ACT**

University faculty and staff are eligible for 12 weeks of unpaid leave within any 12 months period in accordance with the Family and Medical Leave Act of 1993 (FMLA), as follows:

1. Eligibility for FMLA Leave: To be eligible for FMLA leave, you must (a) have been employed by the University for at least 12 months and (b) have performed at least 1250 hours of service for the University during the 12 month period immediately preceding the commencement of the leave.
2. Qualifying events: The qualifying events for FMLA leave are:
 - (1) For the birth of a son or daughter, and to care for the newborn child;
 - (2) For placement with the employee of a son or daughter for adoption or foster care;
 - (3) To care for the employee's spouse, son, daughter, or parent with a serious health condition; and
 - (4) Because of a serious health condition that makes the employee unable to perform the functions of the employee's job.
3. Requesting FMLA leave: The forms to request FMLA leave are available in the Office of Human Resources. Forms are also available on the University website at: www.troy.edu/humanresources/forms.htm.
4. Notice to the University: Where practicable, you should give 30 calendar days advance notice of the need to take FMLA leave. Where 30 days

advance notice is not practicable, you should give as much notice as is practicable. These provisions are designed to enable the University to make arrangements for a replacement.

5. Certification of Health Care Provider: Where leave is requested for an employee's serious health condition or the serious health condition of a spouse, son, daughter, or parent, the form to request FMLA leave will be accompanied by an FMLA form known as Certification of Health Care Provider which the employee must have completed by the attending health care provider and returned to the Office of Human Resources. A completed and returned Certification of Health Care Provider is required, and is a condition to the approval of FMLA leave.

6. Absence of more than 3 Consecutive Days for an Employee's Serious Health Condition: An employee who is required to be absent for more than three (3) consecutive days because of his or her serious health condition should notify his or her supervisor, who in turn will notify the Office of Human Resources to provide the FMLA request form and Certification of Health Care Provider to the employee for his or her use if he or she so desires.

7. Concurrent use of accrued University provided time off: All forms and types of paid and unpaid leave related to an FMLA qualifying absence shall be counted toward an employee's maximum 12 weeks FMLA leave.

Therefore, an employee will be required to utilize any University-provided time off concurrently with FMLA leave, with both University-provided time

off and FMLA leave being counted toward the 12 weeks FMLA leave. For example, in the case of an employee with 30 days accrued sick days, such first 30 days of sick days will be applied to the maximum of 12 weeks FMLA leave.

8. Insurance coverage: Employees on FMLA leave may maintain any existing health care insurance coverage and any existing life insurance coverage by paying the employee share of the premium.

9. Return to work: An employee on FMLA leave is entitled to be returned to the same position he or she held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. A fitness for duty certification from the employee's health care provider may be required by the University.

10. 12 months period: For purposes of determining eligibility for 12 weeks FMLA leave within any 12 months period, such 12 months period will be measured backward from the date any FMLA leave begins to determine the number of FMLA weeks available.

5.12 RETIREMENT

All full-time employees and non temporary part-time employees (non-students) who work at least 20 hours per week are required to participate in **The Teachers' Retirement System of Alabama**. This retirement plan is the primary retirement plan for University employees. Information about the plan is available in the Office of Human Resources. Employees planning to retire should notify the Office of Human Resources 90 days prior to the retirement date so that appropriate documents may be prepared.

5.13 TUITION ASSISTANCE

Full-time employees are eligible for tuition assistance in accordance with the Troy University Tuition Assistance Policy. Employees, their spouses, and eligible dependents may qualify for a reduction of normal tuition cost under the policy. The University Tuition Assistance Policy is available on the University website. Employees must make up any work time missed while taking a course during business hours.

6.0 POLICIES AND GENERAL INFORMATION

6.1 COURTESY

Troy University is student-centered. Students are the business of the University. Therefore, personal attention and quality service are important ingredients in every transaction on the campus--whether in the classroom or in offices. These qualities demonstrate a caring environment through courtesy to students, visitors, co-workers, and colleagues.

6.2 PROMOTIONS/VACANCIES

Supervisors are encouraged to fill vacancies or new positions from within the University. When a vacancy is advertised, applications will be accepted from both current employees and prospective employees and will be advertised on campus and off campus. Employees and all other applicants proceed through the same application procedures. A classified employee should only apply for or be selected for a position that is in a higher salary range than the employee's current range. A promoted classified employee will receive a minimum pay increase of 3% by being placed in step one of the new range or at a step in the higher range which will provide a 3% raise. Supervisors considering an internal candidate as a finalist should contact the candidate's current supervisor prior to any interview for final selection.

6.3 DEPARTMENTAL POLICIES

Departments may establish additional rules and procedures for their areas with the approval of the appropriate administrator. These rules and procedures must be consistent with this handbook.

6.4 POLITICAL ACTIVITY POLICY

The Board of Trustees (hereinafter referred to as the Board) hereby reaffirms its historic position that the institution shall neither endorse nor support any candidate for nomination or election to any public office of the State of Alabama or any other political entity. However, employees of the University do not surrender their civil and political rights and responsibilities by virtue of their employment. Indeed, the Board encourages the officials and employees of the University to fulfill their civic responsibilities as private citizens. But the Board shall continue to require that,

consistent with state law, no University employee shall use University resources, time, or property for or on behalf of any political candidate, campaign, or organization, or for any contribution or solicitation of any contribution to a political campaign or organization. (Nothing in this rule is intended to discourage the impartial use of University facilities as a public forum.) The Board recognizes that it is often difficult for the public to distinguish between the public and private activities of University employees, particularly when these employees occupy senior administrative positions within the institution. For this reason and because the University is a public institution, the Board wishes to guard against actions that are illegal and improper as well as those that may create the appearance of impropriety. It is incumbent upon employees of the University to make clear in any political activity whatsoever that they are acting in a private and individual capacity and that their activities have neither University sponsorship nor support. It is also incumbent upon employees of the University to avoid any private actions of a collective nature that may lend or appear to lend the support of the University to political activity. Because of their prominent identification with the institution, the major administrative officers of the University have a particularly heavy obligation to insure that their activities are not misinterpreted or misunderstood. No University employee may seek or hold public office without first giving written notification to the Chancellor through appropriate reporting channels. If an employee wishes to engage in a political activity and is unsure of the appropriateness of the activity with respect to Board Policy, the employee shall request an interpretation on the matter from the Chancellor's office.

6.5 **SUPPLEMENTAL EMPLOYMENT**

Supplemental employment is any employment other than the employee's regular University position; it includes other work within the University. Supplemental employment is permitted, provided it does not interfere with the efficient performance of the University assignment. Supplemental employment must be discontinued if it has an adverse effect on an employee's work performance or is of the type that would reasonably give rise to criticism or suspicion of a conflict of interest. An employee may not use any University resources or property in connection with employment outside the University. The immediate supervisor must be informed whenever an employee accepts supplemental employment. It is strongly recommended that the employee seek the supervisor's guidance before accepting supplemental employment.

6.6 **PERSONNEL RECORDS**

Official personnel records are maintained in the Office of Human Resources at Troy University, Troy. An employee's personnel record contains all information pertinent to employment; it is the property of the University.

The information in the personnel record is personal and confidential. An employee may personally review the personnel file at any reasonable time by making an appointment to do so. Supervisors may review an employee's personnel file for official reasons.

6.7 **UPDATING PERSONNEL RECORDS**

Employees are responsible for informing the Human Resources Office of any changes in personal status such as name, address, marital status, payroll

deductions, insurance, etc. by completing the appropriate forms. The University is not responsible for any loss of benefits caused by an employee's failure to report such changes.

6.8 NEPOTISM

It is the policy of the University that relatives of current employees may apply for, compete, and be selected for any position, full or part-time, temporary or permanent, unless selection would place the relative hired within the same department or anywhere in the immediate supervisory chain, above or below, the current employee. Relative is defined as any individual to whom the employee or his/her spouse is related through blood, marriage (in-laws), or other legal action.

6.9 SOLICITATION

Solicitation by employees in the workplace violates University policy. Individuals not employed by the University may not solicit funds; sell tickets, chances, or merchandise; or distribute or place literature on the University premises without proper approval.

6.10 GIFTS

Unless used for University purposes, an employee should not accept an employment-related gift from any individual or organization of significant economic value as defined by the Alabama State Ethics Law.

6.11 DRUG-FREE WORKPLACE POLICY

Troy University complies with the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). For the purposes of this policy, the term *Workplace* means any office,

building, classroom, laboratory, or property (including parking lots) owned or operated by the University, or any other site at which an employee is to perform work for the employer. An *employee* of the University is any faculty, staff, or student receiving remuneration for services rendered. *Student* means any person registered at the University for any type of academic credit, regardless of the length of the student's program of study. *Possession* means to be contained either on a student's or employee's person, or in a student's or employee's person, or in a student's or employee's motor vehicle, tools, briefcases, book bags, or areas entrusted to the control of the student or employee. *Impaired* means under the influence of an illicit drug or alcohol such that the student or employee is unable to perform his or her assigned tasks properly. The unlawful possession, use, consumption, manufacture, distribution, or dispensation of alcohol or other controlled substances in the workplace of any employee or student, or as any part of any functions or activities of Troy University, is prohibited. Any student or employee of Troy University against who a determination has been made for violating the University's policy regarding alcohol or drugs, shall be subject to sanctions imposed by the University. Such sanctions shall be determined on a case-by-case basis and shall be commensurate with the severity of the violation. Such sanctions may, however, include termination in the case of an employee and suspension in the case of a student. Additionally, violators will be referred to the appropriate law enforcement officials for prosecution. Troy University will maintain a drug-free awareness program to inform students and employees of the dangers of alcohol and drug abuse and will also maintain a current roster of local and area drug and alcohol treatment and rehabilitation programs. Each employee and

student at Troy University will annually receive a written copy of this policy. Troy University will make a good faith effort to ensure that the criteria in this policy are met and to review the policy on an annual basis.

6.12 TOBACCO USAGE POLICY

It is the policy of Troy University to prohibit the use of tobacco in all nonresidential buildings. The use of tobacco will not be allowed in public areas of Troy University facilities including (but not restricted to): lobbies, corridors, stairwells, elevators, waiting rooms, public reception areas, classrooms, offices, laboratories, clinics, conference rooms, meeting rooms, employee lounges and break rooms, restrooms, cafeterias and restaurant facilities (unless a specified smoking area is provided), and multiple-occupancy work areas. Residential units owned by the University and occupied by individuals or families are subject to the smoking preferences of the occupants. Failure to comply with this policy will constitute a violation of University policy and may be dealt with accordingly through established formal disciplinary procedures.

6.13 FRINGE BENEFIT PROPOSAL

Any unsolicited proposal from an outside vendor concerning a fringe benefit will be considered as follows:

- A. A written proposal will be presented to the Office of Human Resources. The Director of Human Resources will review the proposal and determine if the proposal has sufficient merit to be forwarded to the Personnel Advisory Committee.
- B. If the Director of Human Resources determines that the proposal has merit, a special sub-committee of the Personnel Advisory Committee consisting of the Chair and three other committee members will determine whether or not the proposal should be presented to the full

committee. If presented to the full committee, the Chair will determine whether the proposal should be presented at a specially called meeting or at the next regularly scheduled meeting. The Chair will also decide whether the presentation to the committee should be written or oral.

- C. If a formal written or oral presentation is made to the full committee, a recommendation will be made to the Chancellor.
- D. The Chair is authorized to make direct contact with the proposer during this entire process.

6.14 TELEPHONE

Employees will be given instructions for operating the telephone system. A University personnel directory is provided. Telephones should be answered promptly, stating the work area and employee name (e.g., "Good morning, Troy University, Financial Affairs Office, Jane Jones speaking"). It is important to speak distinctly, clearly, and in a friendly, professional manner. University telephones are for official use.

6.15 PERSONAL APPEARANCE

The University expects all employees to dress appropriately and to select work clothing which ensures a safe working environment and is conducive to the professional atmosphere of a university setting.

6.16 PERFORMANCE EVALUATION

Employees will be evaluated at the end of appraisal periods and annually thereafter.

6.17 PERSONAL VISITORS, CALLS, EMAIL, AND MAIL

Personal telephone calls, emails, and visitors during work hours should be limited.

Employees should discourage individuals from sending them personal mail in

care of the University. If a personal visit must be made, it should be limited to 10 minutes; personal telephone calls should be limited to 5 minutes.

6.18 HARASSMENT

Harassment of any kind, whether based on sex, race, national origin/ancestry, age, color, or disability, is forbidden and will be subject to disciplinary action up to and including dismissal (See Appendix A for complete policy).

6.19 SAFETY/EMERGENCY PROCEDURES

Safety of students, the public, and personnel is of major importance. All safety hazards should be reported to the appropriate campus authority as soon as a hazard is noticed. Employees should become familiar with their campus Safety and Security Plan.

6.20 INFECTIOUS DISEASE

6.20.1 Introduction

This policy establishes general principles regarding persons with infectious diseases within the University. Persons with an infectious disease may be considered by law to have disabling conditions. The legal rights of disabled individuals must be guaranteed.

6.20.2 Policy

A. University policy prohibits discrimination against persons with or perceived to have an infectious disease. Complaints may be addressed to the campus affirmative action officer.

B. No current or prospective employee of the University shall be required to receive an HIV antibody test or other diagnostic test associated with HIV

disease as a condition of employment.

C. Employees of the University who may contract an infectious disease will not be excluded from enrollment or employment or restricted in their access to University services or facilities by reason of their infection unless individual medical judgments establish that exclusion or restriction is necessary to the welfare of the individual or of other members of the University community. Individual cases may be subject to review by a physician designated by the University.

D. Information regarding an individual's diagnosis of an infectious disease will be maintained as confidential personal medical information, which will not be released to any party without the specific written consent of the individual, except where required by law. The confidentiality of information is superseded only by the necessity to protect others who may be or could be placed in life-threatening circumstances by actions of the infected person.

E. Members of the University community with an infectious disease have a responsibility to be aware of information and the most recent recommendations from the Centers for Disease Control, to prevent transmission of the diseases to others. Basic information about HIV/AIDS and other blood-borne diseases is available at the Troy University Student Health Center. Persons who know or suspect they are infected with an infectious disease are expected to obtain and follow appropriate medical advice and are further expected to conduct themselves responsibly for the

protection of others. Failure to do so may lead to disciplinary action.

F. Detailed standards and procedures consistent with this policy shall be implemented by individual departments where risks of contact with body fluids are significant. Each departmental procedure shall be subject to review by a designee of the Chancellor. Those who work or study in such departments shall be subject to these procedures.

G. This policy shall be reviewed as needed by the Infectious Disease Task Force. It shall be published in University documents as appropriate.

6.21 BLOOD BORNE PATHOGEN EDUCATION AND PREVENTION POLICY

This policy establishes that the University is aware of risk factors associated with certain academic majors and other activities, and has adopted measures to deal responsibly with both employees and students. The policy recognizes that departments face varying degrees of risk for exposure to employees and students, and provides for separate departmental procedures to be developed in areas of high risk. Specific provisions are identified for prevention measures and post-exposure follow-up for employees, at University (departmental) expense. Likewise, specific provisions are given for students to bear the cost of prevention measures and other expenses.

A. Policy

Troy University adopts this policy to limit any occupational exposure to blood borne infections by providing training sessions for employees and for students, an Exposure Control Plan, vaccination for Hepatitis B, post-exposure evaluation and follow-up, medical records, and policy implementation. This

policy has been prepared in accordance with the Occupational Safety and Health Administration (OSHA) Blood Borne Pathogens regulation, 29 CFR 1910.1030.

B. Scope

This policy and related procedures will cover all employees who could be "reasonably anticipated," as a result of their job duties, being exposed to blood borne infections. All such employees must be familiar with the "Universal Precautions." In addition, this policy and related procedures will apply to any student who could be "reasonably anticipated," as a result of academic requirements, to be exposed to blood borne infections.

C. Employee and Student Information and Training

The University will make available the policy and institutional guidelines for blood borne infections to both employees and students. Training and education of employees at risk of exposure shall take place within the first ten work days of employment. Training and education of students in departments of courses where exposure risks can be anticipated shall take place during new student orientation or within the first week of each semester. Training records shall be maintained for at least three years in each departmental office, according to procedures adopted in each department. Students who may be potentially at risk of exposure to blood borne pathogens during clinical laboratory experiences include Nursing, Athletic Training, and Medical Technology. For students and employees with no specific risk of exposure, information will be provided through routine publications about potential risk,

existing policy, and incident reporting procedures.

D. Blood/Body Fluid Spill Incident Reporting Procedures

If an accident or illness occurs where blood or body fluids are spilled, immediately contact the University Police or the Security Officer for your campus.

***DO NOT TRY TO CLEAN UP A SPILL WITHOUT
PROPER TRAINING AND SAFEGUARDS.***

1. Identify spill.
2. Immediately remove contaminated clothing and wash hands with soap and water.
3. Phone University Police or Campus Security, and give details of the incident, identifying the situation as one with blood or body fluids.
4. The Security personnel will contact an ambulance or other emergency service as needed.
5. The Security personnel will contact Physical Plant Housekeeping to clean up spill in a proper manner.
6. Security personnel will write an incident report and will notify the Campus Safety Officer if exposure to blood or body fluids has occurred.

E. Exposure Control Plan

A model exposure control plan has been developed by the University and shall

be individualized at the departmental level. Detailed policies and procedures consistent with this University policy shall be defined and implemented by individual departments where there is significant risk of exposure to blood or body fluids. Each department's policies and procedures shall be approved by the Dean of the College. Those who work or study in the departments covered shall be subject to these specific departmental policies and procedures. The exposure control plan shall include key definitions, hazard recognition, and exposure control procedures. Such procedures shall include but not be limited to: engineering controls, required general work practices, personal protection equipment, housekeeping, waste disposal, laundry, communication of hazards to workers, medical surveillance, record keeping, student education, and exposure control action plan. The University will provide facilities and equipment through affected departments and ensure that employees use them following exposure to blood or body fluids. Universal Precautions shall be used to minimize needle sticks, to minimize splashing and spraying of blood, to ensure appropriate disposal of specimens, to regulate wastes, and to decontaminate equipment.

F. Hepatitis B Vaccination

The University, through the supervision of licensed physicians or other licensed health care professionals through the Student Health and Wellness Center, will make Hepatitis B vaccination available to all employees who are at risk for occupational exposure to blood. This vaccination will be at no charge to the employee. Students who have exposure risk to human blood in a clinical

lab setting or other students who are concerned with exposure potential may receive vaccinations at the expense of the student through the Student Health and Wellness Center.

G. Post-Exposure Evaluation and Follow-Up

Following an exposure incident, follow-up will include a confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling, and evaluation. The University will, upon request, provide laboratory tests at no cost to all employees who have had a documented on-the-job exposure incident. The laboratory tests for the employee will be scheduled through a designated laboratory.

H. Record Keeping for Exposure Incidents

The Office of Human Resources will keep records of each employee's occupational exposure under OSHA guidelines, which currently require that such records be maintained for the duration of employment plus 30 years. Medical records must be made available to the employee, anyone with written consent of the employee, or OSHA.

I. Disposal of Contaminated Materials

The Campus Security Officer or the Student Health and Wellness Center must be contacted regarding disposal of all contaminated materials, such as towels and other fabric products, gauze, sterile pads, swabs, etc. The College of Health and Human Services has separate disposal plans for medical wastes

and sharps which have been contaminated.

J. Policy Review and Publication

This policy and related procedures shall be reviewed and updated in keeping with developments in medical practice and federal/state regulations. The policy shall be published in the *University Safety and Security Procedures Manual* and departmental documents as appropriate.

6.22 **Communicable Disease Alert**

Inasmuch as Troy University is a global institution in scope, the University is occasionally affected by the outbreak of serious communicable diseases which restrict access and necessitate precautions in certain areas, viz., the recent Severe Acute Respiratory Syndrome (SARS). In each such instance, it is the policy of the University to adhere to guidelines issued by such agencies as the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO) to ensure the safety of its employees. As these guidelines become available, they will be communicated to all faculty and staff.

6.23 **Policy Statement on Significant Communicable Diseases & University Travel**

The purpose of this statement is to advise the University community on measures to be implemented to safeguard the health and welfare of students, staff, faculty, and the community from the spread of significant communicable diseases.

DEFINITION: A significant communicable disease is one which has been identified by a recognized authority (e.g., World Health Organization, Centers for Disease Control, U.S. Department of Health and Human Services) as one which may have life-threatening potential or result in serious illness or infirmity and may be contracted

merely by travel within a certain region. Recent examples include Severe Acute Respiratory Syndrome (SARS), Asian Influenza, Yellow Fever, and Dengue Fever.

All students, faculty, and staff are strongly discouraged from travel to countries, provinces, or locations under travel advisories. However, all students, faculty, and staff planning to travel to and return from a geographic area under health advisory are strongly encouraged to seek advice from appropriate University offices (the International Programs Office, University College, the Office of Student Health Services, or the campus Student Services Office) to protect themselves, insofar as possible, from exposure through personal hygiene and self-protection.

Those who travel to regions under health advisories will be advised that re-enrollment or return to work may require passing a screening procedure administered through a public health department, a licensed physician or clinic, or the Office of Student Health Services. The cost of any such screening procedure shall be borne by the student or staff member unless the travel was a requirement of the University. Individuals showing symptoms will require immediate isolation and proper treatment until symptoms are no longer present.

Departments which require or initiate travel for faculty, staff, or students will be required to monitor health advisories issued by CDC or WHO, and to review travel authorization to destinations for which an advisory is issued.

New students, staff, and faculty arriving from countries under health advisories will be subject to the screening procedure set forth above.

If, for any reason, faculty or staff must travel to areas under health advisories, they must adhere strictly to all precautions and guidelines set forth by the Centers for

Disease Control (CDC).

For additional information, refer to www.cdc.gov/travel/.

6.24 PURCHASING POLICIES

University employees may not enter into purchase contracts or otherwise obligate the University for expenditures unless authorized. Any unauthorized expenditure will be classified as a non-reimbursable personal expense.

6.25 TRAVEL AND REIMBURSEMENT REGULATIONS

It is the policy of the University that reasonable expenses for official travel shall be reimbursed in accordance with the University policy. Travel regulations are available on the University website.

6.26 PARKING REGULATIONS

Parking areas are provided for employees. In order to park on campus, the automobiles must be registered with the campus. At the time the motor vehicle is registered, the employee will receive an identification decal with instructions for proper mounting. Decals are not transferable from one person to another. Decals should be removed whenever a motor vehicle is sold or traded. Some campus sites may require alternative parking arrangements. See the appropriate campus administrator for additional details.

6.27 IDENTIFICATION CARDS

Identification cards are made available to employees at no charge. These cards are to serve as proof of eligibility for use of certain University facilities and for other identification purposes. Employees leaving the service of the University are required to return identification cards.

6.28 **USE OF EQUIPMENT AND FACILITIES**

The equipment and facilities of the University are for educational purposes. The first priority for the use of this equipment and facilities must be the education of students. Other use may be authorized with appropriate approval and fees.

6.29 **WEAPONS ON CAMPUS**

Troy University prohibits on all University properties possession, use, and transportation of any dangerous or potentially dangerous weapons described below:

1. Fixed blade knives concealed on the person or in a vehicle (e.g., Bowie Knife, knife, or instrument of like kind or description).
2. Shotgun or rifle or other shoulder gun.
3. Pistol or revolver.
4. Air gun (e.g., air or gas powered rifle or pistol).
5. Bow and arrow (e.g., archery equipment).
6. Slingshots (including throwing weapons).
7. Swords.
8. Crossbows.
9. Brass Knuckles.
10. Fireworks or explosive devices.
11. Electronic stunning devices.

This policy shall apply to all faculty, staff, and students of Troy University; and to all visitors to any University properties. This policy does not apply to duly authorized law enforcement officials in the lawful discharge of their duties. Temporary exclusions may be granted by permit only by the Dean of Students or his designated representative for job-related, educational, or demonstration purposes. Department Chairs and respective faculty members may be granted a blanket authorization by the Dean of Students or his authorized representative for organized activities. These organizations must guarantee qualified instruction, safety, and security for such

activities. All applicable federal, state, as well as local laws and ordinances will be strictly enforced.

6.30 INCIDENT REPORTING

Any accident or unusual occurrence on campus must be reported to the Campus Police, or other appropriate campus safety office, as soon as possible. All injuries (employees, students, and visitors), no matter how slight, must be reported to the Human Resources Office. A reporting form may be obtained on-line at www.troy.edu/humanresources/forms.

6.31 COMPUTER FACILITIES

The University's data processing facilities and services are available for students and employees. Computer use must be related to the University's instructional mission or administrative needs, not to support personal or outside commercial activities.

6.32 TECHNOLOGY USE POLICY

Use of the University's various technologies (computers, telephones, etc.) are a privilege available to those who abide by this Technology Use Policy. All users are obligated to use technology resources in a responsible, legal and ethical manner. The University respects each individual's right to privacy in electronic formats and expects all users to respect the privacy of others. Users must abide by all applicable copyright laws and licensure agreements. The University shall take disciplinary and/or legal action, as appropriate, against individuals who violate this policy. Violators will be temporarily or permanently suspended from technology facilities and will be prosecuted for statutory violations. Examples of violations

include (but are not limited to):

- ◆ Unauthorized use of accounts (telephone or computer)
- ◆ Interference with another's electronic mail
- ◆ Impersonation of other individuals through electronic means
- ◆ Unauthorized access (or attempt to access) alter, browse, view, share or distribute restricted or private databases and electronic information
- ◆ Attempts to capture or crack passwords
- ◆ Attempts to break encryption protocols
- ◆ Altering or destroying passwords
- ◆ Interrupting data or programs of the University or others
- ◆ Experiments to demonstrate computer vulnerabilities
- ◆ Attempts at or theft or destruction of any property or materials owned by the University or another individual
- ◆ Use of invasive or infected software, e.g. worms, crackers, viruses, etc.
- ◆ Depriving others of the legitimate and authorized use of equipment, manuals, and supplies owned by the University
- ◆ The abuse, misuse, or altering for other purposes of any equipment or materials
- ◆ The use of excessive quantities of supplies and materials (e.g., paper, ribbons, etc.)
- ◆ The use of computer systems and network resources for personal monetary gain
- ◆ Sending or receiving obscene, pornographic, harassing, nuisance, abusive, or threatening material
- ◆ The use of University facilities for commercial or private political purposes

Troy University expressly and explicitly disclaims any liability and/or responsibility for any violation of this policy.

Troy University Student World Wide Web server (Prism). Students, faculty, and staff who wish to maintain a www page on Prism, should review the policy statement found at <http://prism.troy.edu/policy-prism.html>.

6.33 KEYS

Keys are available as required through the supervisor, or appropriate campus office, and must be returned upon termination prior to the receipt of final

compensation. In case an employee needs a different key, it will be issued as soon as the old key is surrendered. Keys may not be duplicated or loaned.

6.34 **SAFETY**

The Campus Safety and Security Plan is available on each campus in either the Office of Student Affairs, the Office of University Police, the Campus Security Office, the Office of Human Resources, and the Library or administration office.

6.35 **EDUCATIONAL RESOURCES CENTER**

University employees and their dependents may use the Library under the latest published rules and regulations and are invited to avail themselves of its resources and services.

6.36 **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Troy University shall not permit access to or the release of education records or personally identifiable information contained therein, other than directory information, without the written consent of the student, to any party other than those defined in the Student Records Policy located in the Undergraduate and Graduate Bulletins. Students shall have access to such information in accordance with the procedures outlined in the Student Records Policy.

7.0 DISCIPLINARY PROCEDURES

The University's policies and regulations are intended to facilitate productive and harmonious working relationships. However, should the need arise for disciplinary action to be taken against an employee for misconduct, the University provides for five levels of disciplinary procedure. **The level at which disciplinary action begins is determined by the immediate supervisor, based upon the facts**

related to the conduct in question. The goal of progressive discipline is to retain employees and to improve performance while at the same time documenting the efforts of the University in the event of termination of an employee's service. For disciplinary actions under Levels I, II, III, and IV use the on-line form at www.troy.edu/humanresources/forms. Part-time and temporary employees are not covered under Section 7.0.

LEVEL I FORMAL DISCUSSION

In cases of minor misconduct and offenses, supervisors should utilize the formal discussion level of the disciplinary procedure. Proper documentation concerning the discussion should be kept on file by the supervisor.

LEVEL II ORAL WARNING

The oral warning level of the disciplinary procedure should be utilized for misconduct that occurs after the formal discussion. An oral warning may be issued without a formal discussion should the misconduct warrant such action. A summary of the oral warning should be documented on the disciplinary form and signed by the employee being issued the warning and the supervisor issuing the warning. A copy of this document will become part of the employee's official personnel file.

LEVEL III WRITTEN WARNING

The written warning is issued for misconduct that occurs after an oral warning. A written warning may be given instead of an oral warning should the misconduct warrant such action. A written warning should be documented using the disciplinary form. Should a written warning be issued as an extension to a previous warning, the prior warning should be referenced. The written warning should be signed by the employee being issued the warning and the supervisor. A copy of the warning will become part of the employee's official personnel file.

LEVEL IV SUSPENSION

A suspension (with or without pay) may be imposed should

misconduct continue after a written warning has been issued. A suspension may be the first level in the disciplinary procedure should the misconduct warrant such action. The employee should be notified of a suspension in writing, using the disciplinary form, with terms of the suspension clearly stated. The notice should be signed by the employee and submitted to the Office of Human Resources for inclusion in the employee's official personnel file. No annual or sick leave will be earned during any suspension.

LEVEL V TERMINATION

While the University may use any of the above levels prior to termination, termination may also be the first level of the disciplinary procedure. In this event, an **Intent to Terminate** will be issued (for details see Section 8.2.2). The **Intent to Terminate** may be the first level in the disciplinary procedure should the misconduct warrant such action.

8.0 TERMINATION

8.1 RESIGNATION

All employees are required to notify their supervisors of their resignation as early as possible, normally a minimum of four weeks prior to the final working day.

Notification should be in writing, with a copy to the Human Resources Office.

Additional separation paper work may be required from the employee (for details see Section 8.3). Resigning employees will be paid during the next regularly scheduled pay period.

8.2 DISMISSAL

8.2.1. GENERAL

All recommendations regarding dismissal are made at the Senior Vice Chancellor level or above, after consultation with the immediate supervisor and discussion with the effected employee. The University recognizes that

dismissal for any reason is a serious matter. In cases of termination of any employee because of lack of funds or reorganization, the employee is to be notified at least four weeks in advance if circumstances and advance knowledge permit. Reorganization includes, but is not limited to, the elimination, combination, restructuring or alteration of a service division as well as contracting services to a vendor. If dismissed for cause, the employee shall lose any and all accrued University benefits. Part-time and temporary employees are not covered under Section 8.2.2.

8.2.2. **PROCEDURE FOR ISSUING INTENT TO TERMINATE**

Before a non-probationary, regular full-time employee may be terminated for cause, the immediate supervisor must notify the employee with a written **Notice of Intent to Terminate**, in which the reasons for the intent are cited.

The immediate supervisor must present the intent to terminate in person, if at all possible; if not, by certified or registered mail at the employee's last known residence. The immediate supervisor shall simultaneously inform the employee of the right to a hearing as outlined below in Section 8.2.3.

Moreover, the immediate supervisor has the option in any such instance to suspend with pay any employee who requests a hearing.

8.2.3. **HEARING**

An employee entitled to a hearing by virtue of a **Notice of Intent to Terminate** shall have two working days from the date of receipt of the notice of intent to request a hearing before an appeals committee. The request should be submitted to the Chair of the Personnel Advisory Committee. If the employee

does not request a hearing, the employee's salary ceases at the end of the second working day following the receipt of the notice of intent. If the employee requests a hearing, the hearing shall occur within ten working days of the receipt of the notice of intent to terminate (unless a longer time is mutually agreed upon). The decision of the committee (to uphold or reverse the intent) will be presented to the Office of the Chancellor as a recommendation regarding the termination. In matters of dismissal, final authority resides in the Office of the Chancellor.

A committee of impartial employees with no direct relationship to the situation involved will be appointed by the Chair of the Personnel Advisory Committee. The committee may discuss the appeal with the employee's supervisors or other University employees. The committee will accumulate and study the statements of fact in the case. The employee(s) and the supervisor will be notified, in writing, at least three (3) working days before the case will be heard by the committee. The appeals hearing is an internal and informal procedure, but the appellant may bring a representative to the hearing for advisement purposes only. If this person is an attorney, he/she will act solely in an advisory capacity to the employee and will not be permitted to take a direct role in the proceedings.

A reasonable time shall be set aside to conduct the hearing in order to provide ample time for presentation of all materials by both parties. Pertinent materials should be made available to the subcommittee at the scheduled hearing. A general outline of the order of procedure should be provided by the Chair of

the Personnel Advisory Committee. A list of all involved persons, such as witnesses, will be distributed to the members of the subcommittee.

The University reserves the right to have its attorney(s) present. Also, if he/she wishes, the employee may present witnesses. The committee reserves the right to call additional witnesses if the situation warrants this action. The parties interested will be notified as to the time and place of the meeting. Failure of either party to appear shall not prejudice the case nor prevent the committee from hearing the case and rendering a decision. If the proceedings concern a group appeal, no more than three (3) members of the group may be present at the review.

The Appeals Committee will submit a written report and recommendations, which are advisory only, to the Office of the Chancellor. The Office of the Chancellor will provide a final determination of each appeal reaching that level. Copies of the decision will be provided to the appellant and all parties involved within ten (10) working days (unless a longer time is mutually agreed upon).

NOTE: When warranted by unusual circumstances (illness, extended absence, etc.), the Chair of the Personnel Advisory Committee may extend or modify time limits in this procedure and the committee may waive the limits set by the procedure as it pertains to the number of witnesses in unusual circumstances.

8.2.4. IMMEDIATE DISMISSAL

The following actions by an employee may result in a written notice of intent

to terminate (this list is not intended to be all inclusive):

1. Inability or unwillingness to perform assigned duties in an acceptable manner.
2. Excessive absenteeism or tardiness.
3. Deliberate or careless misuse of University property.
4. Possession or transmittal of any weapon or dangerous object in the workplace.
5. Falsification of any information.
6. Excessive garnishments.
7. Possession, usage, or transmittal of unauthorized drugs or alcohol.
8. Theft.
9. Causing or attempting to cause physical injury to another.
10. Leaving premises during scheduled hours of work without supervisor's permission.
11. Sleeping on the job.
12. Willful violation of rules, regulations, or policies.
13. Any other acts considered by the University as major misconduct, insubordination, gross negligence, or gross disregard of obligation to the University as an employee. Such acts shall include violation of another employee's rights concerning discrimination or harassment.

8.3 SEPARATION PROCEDURES

All terminating employees (except for retirement) are required to complete separation forms, which will be provided by the supervisor or the Office of Human Resources. Upon completion, these forms must be submitted to the Office of Human Resources before the final payroll can be processed.

8.4 SERVICE RETIREMENT

Employees should notify the supervisor and the Office of Human Resources at least three months prior to the scheduled retirement date. Retirement policies and procedures are prescribed by the Teachers' Retirement System.

8.5 DISABILITY RETIREMENT

Employees should notify the supervisor if a disability retirement is requested.

Upon notification, the supervisor should contact the Office of Human Resources to

initiate retirement administration. Disability retirement is administered in accordance with the policies of the University's disability insurance carrier, the Teachers' Retirement System, and/or Social Security Administration. The University reserves the right to require documentation from a physician in validating claims of disability.

9.0 GRIEVANCE PROCEDURE

9.1 GENERAL INFORMATION

Open communication between employees and supervisors is encouraged. The grievance procedure provides means for the prompt, fair consideration of complaints, problems, suggestions, and questions. A grievance is defined as a claim by an individual employee, or group of employees, that the employee's rights under announced rules and regulations or past practices have been violated. In order to insure that each party in a dispute will be heard, the grievance procedure outlined below has been implemented. This procedure is not available to employees during an appraisal period. In order to be considered, a grievance must follow the steps outlined below:

The first step in the Grievance Procedure is for the grievant to discuss the complaint with the immediate supervisor within two working days after its occurrence or after the grievant knows or should have known of its occurrence. Most problems should be resolved at this point. This is an oral discussion. Each party to the grievance is urged to consider reconciliation and settlement at each step of the grievance procedure. In attempting to resolve a grievance, each party in the grievance procedure is free to request information which may be pertinent to

the complaint.

9.2 WRITTEN GRIEVANCE PROCEDURE

- A. If the grievance is not resolved in the discussion with the immediate supervisor, the grievant may file a written complaint (called a grievance) with the supervisor within three (3) working days after oral discussions have been completed. The supervisor must provide a written decision on the grievance within three (3) working days after receipt of the written complaint. The supervisor's written decision will be available at the supervisor's office. Copies of the decision should be sent to the supervisor's division administrator and to the campus Human Resources Director.
- B. If the grievance is not resolved by the immediate supervisor, the employee may file a written complaint with the next higher-level administrator. This written appeal process must be repeated at each appropriate supervisory level indicated in the schedule below until the grievance is resolved. The grievant should personally deliver the written complaint to the administrator's office and pick up the administrator's written answers from the same office. In cases where this is not practical, certified mail should be used. A copy of the grievant and the supervisor's correspondence will be sent to the campus Human Resources Director.

GRIEVANCE PROCEDURE

**Grievant Must File
Written Complaint With**

**File Complaint
Within**

**Supervisor Must
Give Written
Answer Within**

Immediate Supervisor	3 Workdays	3 Workdays
Next Level (Dept. Head)	3 Workdays	3 Workdays
Next Level (<u>appropriate Dean or Director</u>)	4 Workdays	4 Workdays
Next Level (Vice-Chancellor Or Senior Vice-Chancellor if applicable)	5 Workdays	5 Workdays
Office of Human Resources	5 Workdays	(See Section 9.3)

9.3 FINAL GRIEVANCE STEP

If the matter still has not been resolved, the employee may present the grievance to the Office of Human Resources and request that it be heard by a Grievance Committee. This request must be made within ten (10) working days after receipt of a decision from the final administrative level (unless a longer time is mutually agreed upon). A committee of impartial employees with no direct relationship to the situation involved will be appointed by the Chair of the Personnel Advisory Committee. The aggrieved employee may select another University employee to appear with him/her before the Grievance Committee. The committee may discuss the grievance with the employee's supervisors or other University employees. The committee will accumulate and study the statements of fact in the case. The employee(s) and the supervisor will be notified, in writing, at least three (3) working days before the case will be heard by the committee. The grievance hearing is an internal and informal procedure, but the grievant may bring a representative to the hearing for advisement purposes only. If this person is an attorney, he/she will act solely in an advisory capacity to the employee and will not be permitted to take a direct role in the proceedings. The University reserves the

right to have its attorney(s) present. Also, if he/she wishes, the employee may present witnesses. The committee reserves the right to call additional witnesses if the situation warrants this action. The parties interested will be notified as to the time and place of the meeting. Failure of either party to appear shall not prejudice the case nor prevent the committee from hearing the case and rendering a decision. If the proceedings concern a group grievance, no more than three (3) members of the group may be present at the review.

The Grievance Committee will submit a written report and recommendations, which are advisory only, to the Office of the Chancellor. The Office of the Chancellor will provide a final determination of each grievance reaching that level.

Copies of the decision will be provided to the grievant and all parties involved within ten (10) working days (unless a longer time is mutually agreed upon).

NOTE: When warranted by unusual circumstances (illness, extended absence, etc.) the Chair of the Personnel Advisory Council may extend or modify time limits in this procedure and the committee may waive the limits set by the procedure as it pertains to the number of witnesses in unusual circumstances.

10.0 CONSULTING POLICY

10.1 GENERAL

This policy applies to staff employees performing consulting work either during or outside normal working hours. Consulting work normally falls under one of the following categories, depending on the party who initiates or sponsors the activity.

10.2 TYPES OF CONSULTING ACTIVITIES

10.2.1. SPONSORED SEMINARS DURING NORMAL WORKING HOURS

The staff members who participate are considered to be performing a part of their regular duties and no additional pay or time off will be given. Travel reimbursement is appropriate if the activity is held off-campus.

10.2.2. SPONSORED ACTIVITIES WHICH REQUIRE WORK BEYOND

NORMAL WORKING HOURS

- a. Individuals who are required to work overtime as part of their regular job will be entitled to compensation as defined elsewhere in this handbook. (See Section 2.2)
- b. Individuals who are asked to participate in seminars, teach credit or non-credit courses or other activities within their areas of expertise, but defined as part of their regular job, will be paid in a manner mutually agreeable between the University and the individual employee.

10.2.3. INDIVIDUAL CONSULTING DURING OFF-DUTY TIME

Consulting is not monitored except in cases in which a violation of the general statement of policy arises (i.e., brings discredit to the University or interferes with normal job performance). University resources must not be utilized for such consulting activities for which the employee is compensated by the contractor of the services.

10.2.4. INDIVIDUAL CONSULTING DURING NORMAL WORKING HOURS ON A PROJECT ARRANGED BY THE INDIVIDUAL

Time away from the job must be scheduled and approved in advance by the supervisor and the absence must be charged to annual leave or leave

without pay. University resources must not be utilized for such consulting activities for which the employee is compensated by the contractor of the services.

10.2.5. SUPPLEMENTAL PART-TIME EMPLOYMENT NOT ASSOCIATED WITH REGULAR WORK DUTIES

Participation will be on a voluntary basis with additional compensation being negotiated between the participant and the employing department.

Time away from the job must be scheduled and approved in advance by the supervisor and the absence must be charged to annual leave or leave without pay.

Full-time staff in administrative positions normally may not teach more than the equivalent of six (6) semester hours on an adjunct basis in any one semester and should not exceed the equivalent of 18 semester hours per calendar year. Exceptions to this policy must be justified and submitted through proper administrative channels for approval.

STATEMENT OF RECEIPT

Troy University Staff Handbook

The Troy University Staff Handbook has been prepared to provide you, as a University employee, with proper notification of policies, procedures, and benefits. The University recognizes that you are our most valuable asset and endeavors to provide you with certain benefits and privileges of employment.

The statements contained in this Handbook do not constitute an expressed or implied contract of employment or guarantee the length of employment to any employee. The provisions herein (including fringe benefits) may be modified or deleted at any time at the sole discretion of the University, except those mandated by federal, state, or local law.

The Staff Handbook will be updated periodically.

EMPLOYEE SIGNATURE

DATE

OFFICE OF HUMAN RESOURCES OFFICIAL

DATE

PLEASE RETURN THIS FORM TO THE OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.

APPENDIX A

TROY UNIVERSITY POLICY ON HARRASSMENT AND DISCRIMINATION

I. Statement of Philosophy

Troy University is proud of its tradition of friendly and congenial relations between students and employees (faculty, staff and administrators). The University is committed to maintaining an environment that nourishes the respect for the dignity of each individual and creates an atmosphere in which students and employees can interact productively. In keeping with these goals, harassment or discrimination by anyone (whether in the classroom, the office, at a University sponsored function, or within any university environment) will not be tolerated.

II. Definition of Harassment

For purposes of Troy University's policy, harassment is defined as a course of comments or conduct consisting of words or actions that are unwelcome or offensive to a person in relation to sex, race, age, religion, national origin, color, pregnancy, or disability. It can include comments or conduct by a person in a position of authority that is intimidating, threatening or abusive and may be accompanied by direct or implied threats to the individual's grade(s), status or job. Harassment can also occur between people of similar authority. Harassment occurs when it is known or ought reasonably to be known that such comments or conduct would be unwelcome.

Examples of harassment include gestures, remarks, jokes, taunting, innuendo, display of offensive materials, threats, imposition of academic penalties, hazing, stalking, shunning or exclusion related to the prohibited grounds.

III. Sexual Harassment

For purposes of Troy University's policy, sexual harassment is defined as any type of sexually oriented misconduct that is unwelcome or inappropriate. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of sexual nature when:

1. Submission to such conduct is explicitly, or implicitly, a term or condition of a student's or employee's academic success or employment.
2. Submission to or rejection of such conduct is used as the implicit or explicit basis for employment or academic decisions affecting the student's or employee's educational and/or work experience.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's or employee's employment or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

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

1. Demanding sexual favors in exchange for favorable evaluations, assignments, promotions, continued employment, grades, letters of recommendation or similar promises.
2. Subtle pressure for sexual activity.
3. Continued or repeated sexual jokes, kidding, teasing, epithets, flirtation, advances, or propositions.
4. Derogatory or demeaning comments about gender, whether sexual or not.
5. Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual.
6. Verbal abuse of a sexual nature.
7. Graphic verbal commentary about an individual's body, clothing, sexual process, or sexual deficiencies.
8. Sexually degrading or vulgar words to describe an individual.

9. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts, or suggestive, insulting, or obscene comments or gestures.
10. The display in the workplace or an academic environment of sexually suggestive objects, pictures, posters or cartoons.
11. Introduction or utilization of inappropriate sexual material in an academic setting.
12. Name calling, relating stories, gossip, comments, or jokes that may be derogatory toward a particular sex.
13. The display of sexually suggestive graffiti.
14. Asking questions about sexual conduct or sexual orientation or performances.
15. Offensive, repeated requests for dates, even if made after work.
16. Continued advances of a sexual nature which are rejected, even after the parties break off a consensual relationship.

IV. Definition of Discrimination

For the purposes of Troy University's policy, discrimination is defined as any action resulting in illegal differentiation or adverse treatment of an individual based on their age, sex, race, religion, national origin, marital status or veteran status.

V. Individuals Covered Under the Policy

Troy University's comprehensive harassment and discrimination policy covers all employees, students, applicants, vendors/contractors and others conducting official business with the University.

VI. Procedures

A. Reporting a Complaint

Troy University encourages any person who believes he or she is a victim of harassment or discrimination to try to resolve the problem informally with the person directly responsible for the harassment. This is not, however, a prerequisite for reporting or filing a complaint. Any person witnessing behavior which they believe to be harassment or discrimination should report the incident.

The University recognizes that an individual may be reluctant and/or embarrassed to complain about harassment or discrimination. As a consequence of this reluctance, the University provides the following reporting avenues:

1. A student may report a complaint to any member of the University's Harassment Response Team or to the Office of Student Affairs. Names and telephone numbers of the Harassment Response Team are available in the Office of Human Resources .
2. A faculty or staff member may report a complaint to the appropriate supervisor, dean, director, or vice chancellor who, in turn, will inform the complainant of the need to report the complaint to the Harassment Response Team. An individual who is uncertain about the appropriate person to whom the complaint should be addressed may direct the complaint to the Office of Human Resources. Names and telephone numbers of the harassment Response Team are available in each Office of Human Resources.
3. Campus visitors may report a complaint to the University Police or to the Office of Human Resources.
4. At the University College locations, the procedure for reporting will follow the same guidelines as 1. and 2. above with coordination through the Site Director (unless the Site Director is the accused or the accuser).
5. At the Phenix City branch, the procedure for reporting will follow the same guidelines as 1. and 2. above.

The Harassment Response Team members shall consist of seven members,

which will include both males and females of various ages, classified personnel, professional staff, tenured and tenure-track faculty, and shall include one person from the Dothan, Montgomery, University College and Phenix City campuses.

B. Confidentiality

The University recognizes the privacy rights of both the complainant and the accused in a harassment situation. Any allegation of harassment that is brought before a member of the Harassment Response Team will be handled discretely. Reasonable effort will be made to protect the privacy of the parties involved; however, it will be necessary to investigate the complaint and to respond to any legal and/or administrative proceedings, which may arise out of or relate to the harassment complaint.

C. Filing a Complaint with the Harassment Response Team

The University encourages any person who files a complaint to do so promptly. The University also understands the complainant's reluctance to file a complaint and assures the complainant that late reporting will not in and of itself preclude remedial action by the University. However, all cases must be reported to the Harassment Team within 180 days of the alleged harassment or discrimination. All complaints made to a member of the Harassment Response Team will be immediately put in writing, whether or not the complainant wishes to pursue the matter further. The written report of the complainant will be read, approved, and signed by the complainant. At this point, the complaint will be pursued further. Depending on this decision, one of two procedures will be followed:

1. If the complainant does not wish to continue with the complaint, the Harassment Response Team member will notify the accused that a complaint was filed. The accused will have the opportunity to respond to the allegations in writing. Both reports, the complainant's and the accused's, will be retained by the University. At this point, an informal resolution will be sought.
2. If the complainant wishes to continue the complaint and seek sanctions against the accused, the investigation process begins. (See section E)

An individual who believes he or she is a victim of harassment or discrimination is encouraged to keep a record of the objectionable conduct. However, the complainant should be aware that a record kept at the direction of the University may be considered privileged, to any extent possible.

The University will retain confidential documentation of all allegations and investigations for a period of two years.

D. Protection Against Retaliation

Neither the University nor its employees or representatives will in any way retaliate against an employee or student who makes a report of harassment or discrimination. Retaliation is a very serious violation of this policy and should be reported immediately. Retaliation against any individual for reporting harassment or discrimination will be treated with the same strict discipline as the complaint itself. All individuals involved in investigating the complaint, including the Harassment Response Team members and witnesses, are also protected from retaliation.

E. Investigating a Complaint

If a complainant wishes to pursue the complaint, (Section C.2) the investigation will begin. The investigation will be done in a timely manner. The investigation will be handled by the Harassment Response Team member to whom the complaint was reported, with the assistance of at least one other Harassment Response Team member.

The University will notify the complainant and the accused, through the Harassment Response Team member, of the procedures that will be followed to allow for due process. Each party to the complaint will be notified that he or she may seek legal counsel at any time during the process.

In general the process will consist of the following procedures:

1. Interview complainant..
2. Have complainant read, approve, and sign written report.
3. Notify accused of complaint. Interview and obtain written report from accused.
4. Interview witnesses to harassment or discrimination.

F. Resolving the Complaint

The University is committed to investigating and resolving any complaint of harassment or discrimination brought to the attention of the University. The results of the investigation, having been completed by members of the Harassment Response Team, will be forwarded to the appropriate body responsible for making the disciplinary decisions. (The Harassment Response Team only investigates and

compiles information – the Team does not make recommendations for disciplinary action.)

Disciplinary procedures will vary as a result of the parties involved, i.e., the complainant and the accused. The parties involved may be a combination of students, faculty, staff, administrators, and individuals under contract by the University, or persons external to the University.

<u>Accused</u>	<u>Appropriate Body</u>
Student	Student Affairs Committee
Faculty	Executive Vice Chancellor Dean of College or School One faculty member Director of Human Resources
Staff or Administrator	Senior Vice Chancellor of the employee's division Two staff members from Personnel Advisory Committee Director of Human Resources
Others Associated With the System	Vary depending on circumstances

Any individual involved in a complaint, as either complainant, accused, or witness, will be replaced by an appropriate person chosen by the Senior Vice Chancellor.

In all cases, the individual accused will be allowed due process.

It is the responsibility of each body to determine whether the complaint has merit.

Each body may decide that the complaint is without merit and recommend no disciplinary action. Alternatively, it may determine that the complaint is valid and will determine the appropriate disciplinary action. (See Sanctions)

The procedures outlined in this policy do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Equal Employment Opportunity Commission (EEOC), initiating civil action, or redress under state, civil, or criminal statutes and/or federal law.

VII. Sanctions

Employees

Potential sanctions for harassment include the following:

- Disciplinary warning/reprimand
- Referral to appropriate counseling
- Reassignment
- Temporary suspension
- Termination

Students

Potential sanctions for harassment include the following:

- Disciplinary warning/ reprimand
- Disciplinary probation
- Suspension
- Expulsion

VIII. Appeals

A party who is not satisfied with the disposition of the findings of the Harassment Response Team may appeal to the Chair, Personnel Advisory Committee for a second review, and, if necessary, a formal hearing, in accordance with the hearing procedures outlined in the Faculty Handbook or Staff Handbook, or Oracle as appropriate.

IX. Education and Training

The University commits to this policy by:

1. developing and reviewing the comprehensive policy on a timely basis;
2. annually communicating the policy to students and employees;
3. annually training and educating students and employees;
4. confidentiality, insofar as possible, in investigating incidents;
5. documenting findings and maintaining records;
6. taking appropriate action when incidents occur.