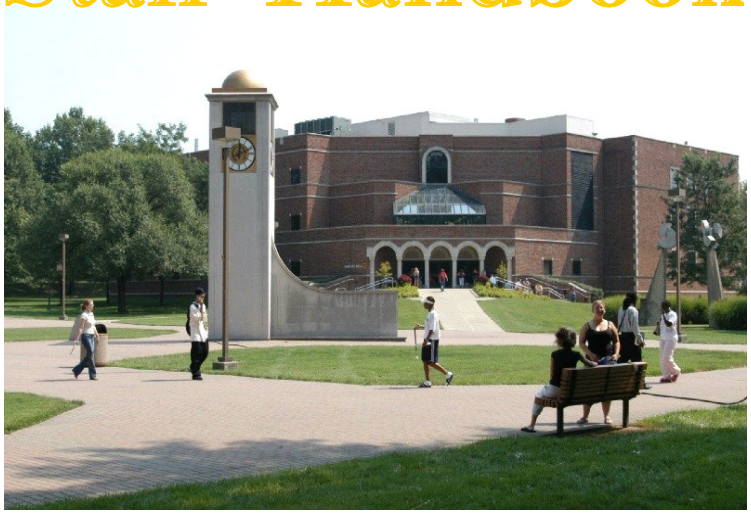
WEST VIRGINIA STATE UNIVERSITY

Staff Handbook



Introduction...

This Classified Staff Handbook contains descriptive guidelines about employment and supersedes and replaces all previous staff handbooks. State law, Series, and Policies prevail over any errors which are inadvertently contained herein. At the University's discretion, these guidelines are changed. Also, this Handbook is not an implied or expressed employment contract. It is to be seen as a guide to questions that you may have during your employment here at State.

West Virginia State University (WVSU) and West Virginia State Community and Technical College (WVSCTC) adhere to Equal Opportunity/Affirmative Action activities. As such, they do not discriminate on any basis in the administration of any of their educational programs, activities or with respect to admission or employment.

We welcome your suggestions and criticisms to be used for future editions of this Handbook; they should be directed to the Human Resources Department.

Revised 2005

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THE UNIVERSITY - AN HISTORICAL SKETCH

LOCATION:

West Virginia State University stands on land once owned by our first United States President, George Washington. Later developed as a plantation by Samuel I. Cabbell, this rich fertile farmland provided the root base for West Virginia State.

The area of Institute has a rich history about which one may want to explore further in the Drain-Jordan Library. In addition, there is a downtown presence at the WVSU Capitol Center on Summers Street. Various other locations are also either owned or utilized.

SPECIFIC EDUCATIONAL DEVELOPMENT:

The Second Morrill Act of 1890 made agricultural and mechanical arts training available to Black citizens. Like other states that maintained segregated educational systems, West Virginia responded quickly and on March 17, 1891 enacted legislation to create a special land grant institution for Blacks. To this end, federal funds provided $3,000 for faculty salaries, and the West Virginia Legislature appropriated $10,000 to purchase a farm and build a school building upon it. The institution was founded as the West Virginia Colored Institute. In 1915, the name was changed to the West Virginia Collegiate Institute; in 1929 it was changed to West Virginia State College, and in 2004 it was changed to its present name of West Virginia State University.

From its beginning until 1915 the institution offered the equivalent of a high school education with a curriculum devoted primarily to agriculture, the trades and teacher education. In 1915 the school was given the authority to award college degrees that included instruction in mathematics, chemistry, French and English. The first college degrees were awarded in 1919.

Beginning in 1919 the College turned increasingly to the development of a strong liberal arts curriculum with emphasis upon academic excellence. The first of America's Negro Land Grant Colleges to earn full accreditation, it has the distinction of having the longest continuing accreditation in the North Central Association of all state colleges and universities in West Virginia.

CURRENT STATUS:

Since 1954, West Virginia State College (now University) has been transformed into a racially integrated institution attracting students from across the state, nation and many foreign lands. The College was heralded for its integration in reverse with the saying - - - "A Living Laboratory of Human Relations," which has now been accepted as its official motto.

In 1956, the State Board of Education voted to surrender the Land Grant status of West Virginia State College. In 1957, Land Grant personnel and related state funding were transferred to West Virginia University, a 1862 Land Grant institution. Thus State was not eligible to receive federal funding dedicated to the 1890 Land Grant schools. The University successfully regained its Land Grant status in 1991 by vote of the West Virginia Legislature and in 1994 by the U.S. Department of Agriculture. The University began receiving federal Land Grant funding in 1994.

The Master's, Baccalaureate and Community College courses are an effective response to the needs of students. In 2003, West Virginia State was notified by the North Central Accrediting Association of its approval to offer graduate programs in Communications and Biotechnology. From a modest beginning with a total enrollment of forty students, West Virginia State has developed into a multimillion dollar campus with more than 35 buildings, serving more than 5,000 students making it the fourth largest institution in the state.

West Virginia State serves many non-traditional students, of whom many are employed in full-time positions and take classes at State as their schedules permit. In addition, students from other states and foreign countries elect to attend this fine institution.

Selected Administrators of:

WVSU and WVSCTC

Dr. Hazo W. Carter, Jr. ---- WVSU President

Dr. Cassandra B. Whyte ---- WVSU Vice

President for Administrative Services

Dr. Gregory Epps ---- WVSU Assistant Vice President for Administrative Services and Special Assistant to the President

Ms. Barbara J. Rowell ---- WVSU Director of Human Resources

Dr. Ervin V. Griffin, Sr. ---- WVSCTC President

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WVSU BOARD OF GOVERNORS

Ms. Patricia McClure ---------- Chairperson

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HIGHER EDUCATION POLICY COMMISSION

Dr. J. Michael Mullen ---------- Chancellor

Ms. Margaret Buttrick ---------- Human Resources Administrator

Dr. Bruce Flack ---------- Director of Academic Affairs/ Interim Vice Chancellor for State Colleges

Mr. Bruce Walker --------- General Counsel

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THE WVSU BOARD OF GOVERNORS

West Virginia State is governed by the WVSU Board of Governors which reports to the Higher Education Policy Commission. This Board consists of eleven persons, to which the University contributes three members, one each representing the students, classified staff and faculty. The other eight members are required to be citizens of the state and are appointed by the Governor.

The West Virginia State University Board of Governors delegates to the President of West Virginia State University the responsibility and the authority to manage the business and educational affairs of the institution. Additionally, there is a Board of Advisors which provides specific governing recommendations to WVS Community and Technical College.

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES

The West Virginia State Advisory Council of Classified Employees provides a structured means for classified employees of the University to discuss and make recommendations regarding job conditions, fringe benefits, employee-employer relations, or anything which affects their jobs. Through its elected Classified Staff Council, they also advise the University President and Administration on these matters and present the ideas and suggestions of the classified employees.

The Classified Staff Council is **not a grievance board.** It cannot take an active part in a grievance case, but its members are knowledgeable of how to file a grievance and can be of assistance in this area. Likewise, the Council is not a resource for solving problems of employees. It concerns itself primarily with problems affecting classified employees as a whole. The Council is not in a position to make decisions and changes in policies and regulations which are under the control of the Board of Governors.

The Classified Staff Council generally meets on the second Wednesday of each month. Minutes are sent to all classified employees. The Advisory Council of Classified Employees welcomes all classified employees' suggestions. Correspondence may be sent directly to the current chairperson of the Classified Staff Council or the occupational group representative.

For further information concerning the Advisory Council of Classified Employees, please contact your Human Resources Department.

HUMAN RESOURCES DEPARTMENT:

The Human Resources Department's responsibilities include, but are not limited to the following:

1) Recommending procedures to insure that employees of the University are accorded fair and equal treatment in accordance to Equal Opportunity and Affirmative Action Guidelines and other pertinent laws or regulations,

2) Informing employees of their rights and responsibilities as employees of West Virginia State,

3) Operating an effective program of recruiting and screening employees for the University,

4) Maintaining a complete and accurate personnel file on each staff employee,

5) Arranging workshops, seminars and other forms of on-the-job training for employees of the University,

6) Assisting in the writing, review, evaluation and initiation of personnel policies, procedures and practices,

7) Performing other personnel-related duties as assigned by the Assistant Vice President for Administrative Services, and/or the Vice President for Administrative Services,

8) Offering a monthly orientation program for new employees,

9) Calculating sick and annual leave for staff employees,

10) Facilitating position evaluations, and

11) Counseling and providing assistance and technical support to staff and administration.

CATEGORIES OF EMPLOYEES:

Employees of West Virginia State are divided into three main categories which are listed below:

1) Classified Employees

a) Administrative/Managerial,
b) Professional Non-Faculty,
c) Clerical/Secretarial,
d) Technical/Paraprofessional,
e) Skilled Crafts, and
f) Service/Maintenance

2) Non-Classified Employee

In this group are all employees whose responsibilities entail the management of the University or major subdivisions thereof. Each is expected to exercise discretion and independent judgment and to direct the work of a significant number of others. Non-classified employees are not subject to the classification program but are eligible for benefits. Non-classified employees serve at the "will and pleasure of the President."

3) Faculty

This group includes all employees whose primary responsibility is instruction. The following academic ranks are utilized:

Instructor,
Assistant Professor,
Associate Professor, and
Full Professor.

Librarians also have faculty status and the current ranks being utilized are:

Assistant Librarian, and
Associate Librarian.

In addition to the types of Classified Employees as listed under Item 1), Classified Employees are also grouped according to the conditions of their employment. Specifically:

A) Full-Time Regular Employee – an employee in a classified position created to last a minimum of nine months of a twelve-month period and in which such employee is expected to work no less than 1,040 hours during said period. The full-time equivalent (FTE) of such a position is no less than 0.53. Such an employee is covered under the classification system and is eligible for all applicable benefits of a full-time regular classified employee, subject to the qualifying conditions of each benefit. Such benefits shall be prorated in relation to a 1.00 FTE. Length of service as a full-time regular employee with the State of West Virginia shall be credited toward initial placement on the salary schedule.

B) Part-Time Regular Employee - an employee in a position created to last less than 1040 hours during a twelve-month period. An employee in a PTR position is not eligible for benefits, but is covered under the classification program.

C) Temporary Employee – an employee hired into a position expected to last fewer than nine months of a twelve-month period regardless of hours worked per week. A temporary employee is not eligible for benefits, but is covered by the classification program. Service in this capacity does not apply to any seniority or years of experience.

D) Casual Employee - a casual employee position is a position created to meet specific operational needs at an institution for no more than 225 hours in a twelve-month period. Individuals in a casual employee position are not eligible for benefits and are not covered by the classification program. Service in this capacity does not apply to any seniority or years of experience.

E) Student Employee – an employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits and is not covered by the

classification program. Service in this capacity does not apply to any seniority or years of experience.

GETTING STARTED ON THE JOB

West Virginia State is a close-knit organization sharing common goals in order to provide the best possible service to our students, faculty, staff and the citizens of West Virginia.

As a part of the entrance interview, employees report to their supervisor on the first day of work. The supervisor will begin their entrance interview by way of introducing them to members of their department and arrange for visits to the Human Resources and Payroll Departments.

NEW EMPLOYEE ORIENTATION:

Each new employee attends an Orientation Program sponsored by the Human Resources Department. This program explains various personnel rules and regulations, as well as benefits offered by the University. In addition, "Right-to-Know" Training and information about the University's *Emergency Response Plan* will be presented. New employees are encouraged to ask questions they may have concerning employment at the University.

PERSONNEL FILES:

The Human Resources Department maintains a personnel file on each classified and non-classified employee of the University. This file contains a variety of job-related information, much of which is protected by State and Federal privacy acts. A staff member may schedule to see any information contained in his/her file.

In the event that an employee changes his/her name, address, marital status, telephone number, beneficiary or number of dependents, the same should be reported to the Human Resources Department. Delay in doing so may lead to complications in the payment of benefits or salary.

FEDERAL IMMIGRATION REQUIREMENTS

The Immigration Reform and Control Act of 1986 requires all employees, as a condition of their employment, to provide original documents, which establish their identity and employment eligibility. Each employee must complete his or her portion of the Immigration and Naturalization Services Employment Eligibility Verification Form (Form I-9).

Regular employees must provide these documents within three days of the first day of employment. WVSU retains copies for the University and the Community and Technical College employees for three years after the date of hire, or one year after the date the employment is terminated, whichever is later.

West Virginia State is governed by the Equal Pay Act of 1963, as amended, in making job classification and compensation decisions.

COMPUTERIZED PERSONNEL DATA SYSTEM:

The University maintains a computerized Personnel Data System that contains job-related and demographic facts on each staff member.

IDENTIFICATION CARDS:

Each full-time employee of the University is required to have an official West Virginia State Identification Card. These cards may be obtained through an appointment with the Public Safety Department, Room 112 of Wallace Hall.

WORKING HOURS AND WORK WEEK:

The normal work week is 37 1/2 hours beginning Sunday morning midnight and running through Saturday evening midnight or as designated by the President, or his/her designee. Supervisors are charged with informing employees about the details of their work schedules.

PUNCTUALITY:

All employees are expected to report to work on time. Failure to do so may result in disciplinary action.

RECRUITMENT AND SCREENING:

The Human Resources Department is charged with the responsibility of administering the University's program of recruitment, interviewing, screening, and referral of all qualified applicants for position vacancies. The University actively enforces the philosophy of Affirmative Action and Equal Opportunity.

FILLING OF VACANT AND NEW POSITIONS:

When staff vacancies occur, the appropriate Vice President sends to the Human Resources Department a description of the position to be filled. The Human Resources Department advertises first on campus to give current employees an opportunity to apply. If there are no appropriately qualified candidates in-house then the position is advertised for the public to respond. The applications are then evaluated by the respective unit head who will determine the most qualified applicant for the position, then submitting written justification for the choice to the Human Resources Department. The recommendation is also sent to the appropriate vice president or provost with the final approval being in the hands of the President. Records of such personnel decisions are kept on file in the Human Resources Department.

DOCUMENTATION FOR PERSONNEL ACTIONS:

All records of interviews, appointments, promotions, resignations, retirement and extended leave must be documented in writing at the Human Resources Department. WRITTEN JUSTIFICATION from the Affirmative Action Officer, supervisor, and appropriate Vice President or Provost are required before personnel actions are finalized.

PROMOTION - TRANSFER:

Employees are strongly encouraged to improve their employment status through promotion or transfer within the University. This philosophy is based on the belief that employees are more productive and content in situations that allow for unrestricted advancement in keeping with ability, training and experience.

Those employees seeking promotion or transfer must initiate that action by applying, in writing, to the Human Resources Department

for the specific position. At the request of the employee, the Human Resources Department will forward his/her application to the respective unit supervisor who will review all applications and select the most qualified person for the position vacancy. Promotions and transfers will only be made in keeping with the EO/AA Policies.

PROBATIONARY PERIOD:

New employees participate in a six-month adjustment period, commonly called "probation" or "probationary period." This is a time for the employee to adjust to his/her new position and the work it requires. The supervisor will monitor the employee's progress and provide counseling if it is needed.

The employee may resign their employment with the institution if he/she does not find the position acceptable. After consultation with the employee and following one letter of warning, each having occurred within the probationary period, the supervisor may recommend that employee be terminated. (See the section on Termination During the Probationary Period.) The supervisor is the person who sets the standards.

EXTENSION OF PROBATIONARY PERIOD:

Occasionally, longer adjustment periods are needed. Under special circumstances, an adjustment period can be extended to a maximum of twelve months. Extensions can only be made in writing with the consultation and concurrence of the employee's institutional President, or his/her designee. Copies requesting extension must be given to the employee and his/her respective department. The supervisor, in his/her request for extension, must include a planned program outlining specific goals and objectives to be accomplished over a specific time period. These goals and objectives are used to evaluate the employee's job performance during the extension.

TERMINATION DURING THE PROBATIONARY PERIOD:

Employees who do not meet established performance standards may be terminated at any time during the normal or the extended probationary period.

The supervisor or the relevant vice president or provost must

provide a written explanation, including documentation, before the termination occurs and pending approval by the President for such action, will notify the employee that he/she is being terminated. A copy of the termination notice becomes part of the personnel records at the employee's institution. Except in the case of gross misconduct (as defined by West Virginia Code), counseling will be provided prior to any termination unless circumstances make this impossible.

COMPLETION OF SATISFACTORY PROBATIONARY PERIOD:

At the completion of a satisfactory probationary period, the employee will be considered a regular employee.

PERFORMANCE EVALUATION:

All classified employees are given performance evaluations at specified times during their probationary periods, at the end of the probationary periods and annually thereafter.

CLASSIFICATION REVIEWS:

Each employee will receive a classification review on a yearly basis.

The University shall review annually each job description in relationship to the assigned duties and responsibilities, current job title and pay grade of each classified employee. Based upon the data collected through such review, the University shall determine which, if any, of its classified employees should be recommended for a change in job title in order to conform to the personnel classification system of its governing board. Any classified employee filling a position or carrying out the duties and responsibilities of a position normally assigned a higher pay grade shall be recommended for a change in job title or shall be returned immediately to the duties and responsibilities outlined in the appropriate job description.

Please refer to HEPC Series 8 for further information.

POSITION AND SALARY:

Positions are classified in accordance to the nature of duties, responsibilities, education, and other variables. Every classified position is assigned a Job Title and a Pay Grade between 1 and 25.

PAY SCHEDULE:

All employees are paid bi-monthly. For months with 31 days, the mid-month payday will be on the 16th; for months with 30 days the mid-month payday will be on the 15th. If any of these dates falls on a weekend, checks will be issued on the preceding Friday. Some form of valid identification is required to pick up your check. If you choose, your checks can be directly into your banking account for you.

All employees hired on or after July 1, 2002 will be paid one pay cycle in arrears.

OVERTIME:

There are times when the work requirements of a unit make it necessary for employees to work beyond the hours of a normal workweek. The workweek at West Virginia State is 37 1/2 hours. Employees who are not exempt from overtime standards of the Fair Labor Standards Act are eligible for overtime pay or compensatory time off.

The rate of pay shall be one and one-half (1 1/2) times the employee's hourly rate for all hours worked in excess of 40 hours during the workweek. Straight time will be paid for the hours worked between 37 1/2 and 40 hours.

This rule applies whether the employee was authorized and scheduled to work overtime or was "suffered and permitted" to do so, as defined by the Fair Labor Standards Act. Occasionally working a few minutes over, which is not practical to record, can be disregarded as "de minimus." When possible, overtime is distributed equally among all employees within a group, department or occupation; this practice is called Equalization of Overtime (see section on this topic). Employees in relevant units are expected to work overtime during emergencies unless excused for valid reasons. Please refer to HEPC Series 39 for further information.

ELIGIBILITY FOR OVERTIME:

Only nonexempt employees are eligible for overtime compensation. Most nonexempt employees are those who are classified in the following categories:

1) Clerical/Secretarial,
2) Technical/Paraprofessional,
3) Skilled Crafts, and
4) Service/Maintenance.

Exempt employees are not eligible for overtime pay; they are executive, administrative, and professional staff, as defined by the Standards of the Fair Labor Standards Act. However, when an exempt employee is required to work on any designated University holiday, the employee will be given substitute time off on an hour-for-hour worked basis.

LIMITATION OF OVERTIME:

Overtime shall be limited to special situations and shall be performed only upon recommendation of the supervisor and with prior approval of the supervisor.

INELIGIBILITY FOR OVERTIME COMPENSATION:
Subject to policies of the HEPC and certain exemptions under the FLSA defining the terms "executive," "administrative" and "professional," employees engaged in supervisory exempt, jobs need not be compensated for overtime. These employees are required to work without additional compensation in most instances.

EQUALIZATION OF OVERTIME:

Overtime rosters shall be maintained. Employees shall be placed on the roster based on seniority. Overtime will be offered to the most qualified senior employee. The next occasion for overtime will be offered to the next qualified senior employee. This process will continue until the list is exhausted. If the employee whose turn it is to be offered overtime refuses the overtime work, it will be offered to the next person on the list. If all employees decline, then overtime is assigned to the most junior employee whose name appears on the roster and who is capable of doing the work.

REQUIRED OVERTIME:

Employees may be required to work overtime under certain circumstances. However, the work must be of reasonable duration. Also, employee health, safety and endurance must be considered and the direction to work must be issued under reasonable circumstances.

COMPENSATORY TIME-OFF:

When a nonexempt employee is required to work more than the employee's regular daily work schedule, that employee may be given compensatory time-off as follows:

> If compensatory time-off can be granted and used before the end of that employee's regularly scheduled workweek, the employee may be given compensatory time-off equal to the actual hours worked beyond the employee's regularly scheduled workday. Such compensatory time-off is calculated at the straight time rate for up to forty hours per week.
>
> If compensatory time-off cannot be used before the end of the employee's regularly scheduled workweek and the employee works more than forty hours during the workweek in which the compensatory time is earned, compensatory time-off may be given at the rate of one and one-half (1 1/2) times the number of hours actually worked. However, compensatory time-off must be used within a reasonable period of time not to exceed sixty calendar days from the date it is earned. The employee may accrue no more than 37 1/2 compensatory hours based on time actually worked and shall be paid overtime compensation monetarily for any additional overtime hours worked. Use of such compensatory time-off must be scheduled with the employee's supervisor so as not to disrupt the operation of the work unit or the institution. See HEPC Series 8 for further information.

When an exempt employee is required to work on any designated institution holiday, that employee shall be given substitute time off on an hour-for-hour worked basis.

All requests and approvals for compensatory time must be turned in to the Human Resources Department. Compensatory time off will be allowed only to the extent authorized by federal and state law. A record shall be maintained in order to calculate final payment in case an employee leaves the University.

RESIGNATION:

A written notice of resignation should be filed with the supervisor and with the Human Resources Department Office at least two weeks in advance of the last working day. Professional employees should extend this period to at least thirty (30) days.

An unexplained absence of three (3) consecutive workdays shall be considered as an automatic resignation from University employment and steps shall be taken to replace the staff member.

RETIREMENT:

Any employee considering retirement from the University should consult with the Payroll Office concerning related benefits.

GENERAL POLICIES AND THE EMERGENCY RESPONSE PLAN

CONFLICT OF INTEREST FORM:

In compliance with the West Virginia Code all employees are required to file a Conflict of Interest Form annually. These forms are generally distributed to each employee with his/her last paycheck in the calendar year.

GENERAL CONDUCT:

Employees are to conduct themselves in a professional manner and at no time enter into rough or boisterous play which might injure another or self. In case of accidents because of rough-housing, an employee "most probably would not be eligible for Worker's Compensation."

ALCOHOLIC BEVERAGES AND DRUGS:

The use or possession of alcoholic beverages and non-prescribed, controlled substances is forbidden on the campus of West Virginia State, in accordance to the **Drug-Free Campuses and Communities Act of 1989 and the Drug-Free Workplace Act of 1988 and West Virginia State Administrative Policy.** Any employee found in violation of state, federal or local laws concerning alcoholic beverages or drugs is subject to sanctions up to, and including, dismissal.

CAMPUS MAIL:

Interdepartmental mail is distributed through the individual offices. The University's mail service is to be used for official communications and not for personal mailings.

USE OF CAMPUS TELEPHONES

The telephones at West Virginia State are important tools of the University's business. Office lines should not be tied up with personal calls. Employees are expressly prohibited from using state telephone trunk lines to make long distance personal calls except in an immediate emergency and then this needs communicated to supervisor as soon as possible so reimbursement to the University may occur. Misuse of personal calling time is prohibited. Abuse of telephone use is cause for reprimand and, if continued, may result in suspension and/or termination.

IN CASE OF EMERGENCY, PLEASE CALL:

1) For any dire emergency - 911

   a) Pay phones - no charge to call - 911

   b) office phones - dial 9, then 911

2) Notify the Department of Public Safety for **any** emergency, whether or not you have called 911. (Use extension 3353 or 3181)

DEPARTMENT OF PUBLIC SAFETY:

There is 24-hour police coverage of our Campus provided by the West Virginia State University Department of Public Safety. Each officer is academy trained and a certified law enforcement official. In addition to providing extra vigilance, there are Contract Security personnel available for special activities and to help watch over the parking areas.

The administrative office for Department of Public Safety, where you may purchase your I.D. Card and Parking Permit, is located on the first floor of Wallace Hall. Department of Public Safety also has an office in the Howard House which is near the parking lot across the street from Ferrell Hall. Should you have visitors coming to Campus, please have them park in the Visitor's Lot by Wallace Hall and get a Guest Permit.

The Department of Public Safety may be reached at 766-3353 or 766-3181 at all times.

If you plan to work beyond hours when buildings are open, please notify the Public Safety Department by dialing 3181.

ON-CAMPUS PARKING:

Employees of West Virginia State are required to purchase Parking Permit Decals if they plan to park their cars on Campus. The University's parking regulations are enforced by Campus Police Officers. Failure to purchase a parking permit or to abide by the parking and traffic regulations can result in tickets and/or towing. Parking permits may be purchased from the Department of Public Safety Office located on the first floor of Wallace Hall.

Parking areas are marked as follows:

RED:	FACULTY/STAFF
WHITE:	STUDENTS/FACULTY/STAFF
BLUE:	HANDICAPPED
GREEN:	VISITOR'S LOT and 15 minute ZONES
YELLOW:	SERVICE VEHICLES (these are no parking zones)

The internal portion of the Campus is closed to vehicular traffic. Center bollards (poles/pegs) are removable for response to emergency situations.

EMERGENCY RESPONSE PLAN:

There is a comprehensive *Emergency Response Plan* for West Virginia State. The plan may be activated in the event of environmental situations which potentially affect the safety of the campus citizenry. In almost all instances, the gathering of persons in designated shelter areas is the most safe and proper response. This point cannot be emphasized enough. There is considerable safety associated with staying inside buildings with windows closed and air circulating systems shut down to protect against outside air. For the most extreme cases, the plan provides for evacuation of campus occupants to a safer location as a precautionary measure.

Unannounced and announced drills will be held throughout the year to familiarize faculty, staff, and students of West Virginia State with the *Emergency Response Plan*. Surprise drills will test procedures and equipment, help in the refinement of procedures and improve the ability of the University to safely cope with emergencies.

Every member of the campus family should read the *EMERGENCY RESPONSE GUIDE* booklet describing emergency procedures and thoroughly understand it in order to be ready to react to an emergency situation on a moments notice. During a real emergency there will be little time to review procedures.

EARLY WARNING ALERT:

The early warning alert indicates the possibility of an impact to the campus of an emergency situation. The alert will be indicated by a continuous (up to 3 minutes) high-tone signal from local sirens. It is extremely important to remember that the siren(s) only signal the possibility of an emergency that may impact the campus. Upon hearing the early warning alert, implement the Shelter-In-Place Protective Action procedure outlined below.

SHELTER-IN-PLACE Protective Action:

1) All persons on campus, whether in buildings or outside, will go to pre-designated assembly areas within campus

buildings. Designated University staff members will act as Shelter Coordinators and issue further instructions as necessary.

2) Persons will be directed to remain in the Shelter-In-Place Protective Action mode in the pre-designated assembly areas until the emergency situation is resolved and the All Clear Signal given, or until the Prepare to Evacuate and/or Evacuate Protective Action procedures are implemented as necessary.

For further information, refer to the manual titled *Emergency Response Guide* which you were given during New Employee Orientation. The manuals are also available at the Wallace Hall Department of Public Safety Office.

HAZARD COMMUNICATION (RIGHT-TO-KNOW) POLICY:

Right-to-Know legislation requires that all employees be educated regarding methods to determine safety of materials with which they work.
To accommodate this, all new employees at West Virginia State are presented with Hazard Communication Training. Information is provided during the New Employee Orientation held each month. Employees who have worked at the University for several years may also participate in special departmental training. The Master Chemical Listing of hazardous materials for West Virginia State is on file at the Drain-Jordan Library, the Physical Facilities Work Control Center, the Public Safety Office, and at the second floor Chemistry Laboratory stockroom in Hamblin Hall.

In the event of an emergency, knowing what and where materials are stored would be invaluable to fire fighters. In addition, Material Safety Data Sheets (MSDS) are available for materials in the locations where the materials are used. For example, MSDS for the Chemistry Laboratory may be found also at the second floor Chemistry Laboratory stockroom and also in the Physical Facilities Work Control Center. These sheets contain information about the precautions to be used when working with a particular material.

The University has a written *Hazard Communication Plan*

regarding continuing efforts to meet the Right to Know Regulations.

HAZARDOUS WASTE:

Employees are expected to handle and dispose of hazardous material waste as per guidelines established in the University's Chemical Hygiene Plan titled *CHEMICAL SAFETY IN THE WORKPLACE AND CLASSROOM***.**

GENERAL HARASSMENT POLICY (sexual, racial, age, ability, etc.):

General: West Virginia State has the commitment to provide every student and employee with an environment which is not only conducive to working and learning but, is free of any conditions which would negate that commitment.

West Virginia State expressly prohibits:

1) Any student or employee from subjecting another person to unwanted verbal and/or physical sexual attention,

2) Any student or employee in a position of authority or who is able to control or affect another person's job, academic career, grades, or emotional well-being from attempting to, or coercing any individual into sexual relations,

3) Any student or employee in a position of authority, or who is able to control or affect another person's job, academic career, grades, or emotional well-being from creating or imposing any punitive measures or conditions upon individuals who refuse or report such unwanted verbal and/or physical sexual attention,

4) Any other form of discrimination including sexual, racial, age, ability, etc.

Any student or employee of the University who, after a thorough investigation, has been found to have subjected an individual to sexual harassment and/or attempts to prevent the reporting of such incidence shall be subject to severance from his/her relationship with the University.

ROOM RESERVATIONS:

To reserve a meeting room, it is required that communications be made with the appropriate University office. For example:

Ferrell Hall -113	President's Office x3111
Ferrell Hall -217	President's Office x3111
Ferrell Hall P. Ahmed Williams Auditorium	Administrative Services x3249
Wallace Hall Auditorium - 122	Academic Affairs x3043
Erickson Alumni Center	Erickson Alumni Center Office x4134
Fleming Hall	Athletics Office x3165

DRUG-FREE WORKPLACE POLICY/PROCEDURES:

PURPOSE: To comply with the Drug-Free Workplace Act of 1988 (Pub. L. 100-690 Title V, Subtitle D, 41 U.S.C. 701 et. seq.) federal statute enacted by Congress.

COVERAGE: All West Virginia State employees, including faculty, classified and non-classified staff, administrators and student employees.

PROHIBITIONS:

a) The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and/or alcoholic beverage is prohibited in the workplace.

b) Reporting for work under the influence of a controlled substance is prohibited.

NOTICE TO EMPLOYEES: As a condition of University employment, every employee shall:

a) abide by the terms of this policy and

b) notify his/her supervisor and the Director of Human Resources, Vice President for Academic Affairs or Director of Financial Aid (as applicable to your employment status) of any criminal drug statute conviction, for a violation occurring in the University workplace, no later than five (5) days after such conviction.

SANCTIONS: Any employee found in violation of this prohibition shall be subject to disciplinary action, including dismissal, and may be required to participate in a drug abuse assistance or drug rehabilitation program.

AWARENESS: An awareness program for West Virginia State employees will be established. Recommended means of communication are the West Virginia State University student newspaper and faculty and staff handbooks. The program will inform employees about:

– the dangers of drug abuse in the workplace;

– WVSU's policy regarding a drug-free workplace;

– consequences of violation of the policy.

IMPLEMENTATION: The University will notify employees individually of the Policy through Staff Orientation and seminars.

DRUG-FREE CAMPUSES AND COMMUNITIES ACT: Classified employees will be notified annually of the Drug Prevention Program, its requirements and individual and West Virginia State`s responsibilities in complying with this federal regulation.

SMOKING: Recognizing its obligation to provide safe and healthful surroundings for students, faculty, staff and visitors, West Virginia State will, to the extent possible, provide a smoke-free environment in all campus facilities. The Kanawha County Health regulations are a continuing guide.

Smoking is prohibited in instructional areas and learning centers, including classrooms, lecture rooms, auditoriums, conference rooms, laboratories and the library. Also, smoking is prohibited in areas such as auditoriums, indoor athletic facilities, bookstore, computer facilities and elevators.

CONDUCT and DISCIPLINARY ACTION:

The purpose of disciplinary action is to correct, not to punish, work-related behavior. Each employee must maintain standards of performance and conduct as outlined by the immediate supervisor and institutional policy and is to comply with applicable policies and procedures and laws. When an employee does not maintain the appropriate standards of performance or conduct, disciplinary action, including, but not limited to demotion, suspension, transfer, or dismissal may be taken.

When practical, the supervisor will give the employee notice of the unacceptable performance, an explanation of the supervisor's concerns, and an opportunity of the employee to provide an explanation for the behavior in question before any form of disciplinary action occurs. Notice and an opportunity to explain will always precede major disciplinary actions.

Reasons for dismissal include, but are not limited to, the following circumstances:

1) reporting for work, or being under the influence of alcohol or narcotics, or partaking of these while on duty;
2) malicious destruction or theft of property belonging to the University, its visitors, patrons or employees;
3) refusing to comply with or violating University rules and regulations;
4) disobedience;
5) neglect of duty;
6) dishonesty;
7) sleeping on duty;
8) wrongful injury to an employee;
9) insubordination;
10) abuse of the telephone

11) failure to maintain performance standards;
12) habitual absence from work; and
13) consistent lateness.

Dependent upon the actual and potential consequences of the offense, employee misconduct may be considered minor misconduct or gross misconduct. Minor misconduct is that which is generally deemed by the supervisor as correctable by counseling and/or instruction through progressive discipline. Progressive discipline requires notice of concern and expectations to the employee through formal counseling and letter(s) of warning, with potential suspension, demotion, transfer, and termination. Gross misconduct is of substantial actual and/or potential consequence to operations or persons, typically involving flagrant or willful violation of policy, law, or standards of performance or conduct. Gross misconduct may result in any level of discipline up to and including immediate dismissal at the supervisor's discretion in conjunction with Human Resources, the appropriate vice president or provost and the President.

Additional information regarding disciplinary action maybe obtained by contacting the Office of Human Resources.

GRIEVANCE PROCEDURE:

Classified employees may pursue resolution of work-related disputes through administrative appeal procedures, as applicable to the circumstances of the person and the event, act, or behavior challenged. Copies of the actual procedure(s) and consultation are available to employees and supervisors by confidential contact with the Office of Human Resources (ext. 3156).

Under all procedures, the employee or the designated representative has the responsibility to clearly indicate that a grievance is being filed, which procedure is being used, and to provide an explanation of the issue including the specific policy violation and the remedy sought for resolution of the issue.

SALARY DEDUCTIONS and FRINGE BENEFITS

These benefits are available to all employees working at least 20 hours per week and assigned to a regular budgeted position.

MANDATORY DEDUCTIONS

Federal and State Tax Withholding

Federal and State taxes will be withheld based on the filing status that you indicated on your completed W-4 and IT-104 forms.

Social Security (FICA/Medicare)

All employees must contribute 7.65% of their gross salary to social security. The University on your behalf also contributes 7.65% to social security.

Retirement

All employees must participate in either the TIAA/CREF or the Educator's Money retirement plan. You are required to contribute 6% of your gross salary and West Virginia State contributes 6% as well. Your contribution is sheltered from both federal and state taxes.

Worker's Compensation

This pays medical and hospital costs for employees who are injured on the job. If the accident or illness disables an employee temporarily or permanently, that employee will be entitled to receive an income substitute in the form of disability payments. The University pays this contribution; there is no cost to you.

OPTIONAL DEDUCTIONS

Group Supplemental Retirement Annuity

If you choose, you may tax shelter additional money to a GSRA (403b), or a deferred annuity (457b) provided through TIAA/CREF or Educator's Money. The University does not match these contributions. This allows

you to enhance your retirement plan, save on taxes which must be paid while working, and you have the ability to borrow against the money paid into any of these plans.

Medical Insurance

Each employee may choose between an indemnity (80/20) plan or an HMO plan. The employee's portion of the monthly premium is dependant upon the plan the employee selects and is also salary based. This premium is sheltered from federal, state and social security taxes. Changes in the plan may be made only during an open enrollment period for each plan year.

Basic Life Insurance

Term life insurance in the amount of $10,000. The premium is paid by the University in your behalf.

Optional Life Insurance

Group term life insurance is available to all employees enrolled for health insurance and/or the basic life insurance plan. There is a wide range of coverage from which to choose. You alone are s responsible for paying the entire monthly premium. The premium for up to $40,000 coverage is sheltered from federal, state and social security taxes.

Dependent Life Insurance

An employee may elect to enroll for dependent life insurance which insures a spouse and/or each eligible child. There are four levels of coverage; you alone are responsible for paying the entire monthly premium.

Long Term Total Disability Insurance

An employee is eligible to enroll in the Standard disability plan (provided in conjunction with TIAA/CREF) which becomes effective the month following their employment date. This plan covers 60% of the employee's gross salary and contributes 12% of the gross salary to the employee's

retirement. You alone pay the premium. Read carefully the materials you received from the Payroll Office.

Mountaineer Flexible Benefits

Dental, Optical, and Disability insurances; flexible spending accounts; and a group legal plan are available to employees through the Mountaineer Flexible Benefits plan. Premiums for these plans, with the exception of the legal plan, are pretax dollars. Changes in the plans offered may be made during the open enrollment period for each plan year.

Various Other Optional Deductions

You may also choose to have deductions made from your paycheck for:

WV Public Employees Credit Union,
United States Savings Bonds,
Tax Sheltered Annuities,
Various Supplemental Insurances,
United Way of Kanawha Valley, or the
WV State University Foundation.

HOLIDAYS:

West Virginia State recognizes a selection of paid holidays in accordance with Higher Education Policy Commission Series 14. These holidays include July 4, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas, the day after Christmas and New Year's Day. Other of the six assignable holidays are listed in the annual holiday memorandum from the Vice President for Administrative Services.

It has been the practice of WVSU to close the University between Christmas and New Years and to place several of the six assignable holidays around this interval in order to provide employees an extended vacation time. Normally, there will remain two or three days for which annual leave is to be taken during this period when the University is closed. Special arrangements will be made for those employees who do not have unused annual leave days available. Should there be an emergency situation which

necessitates the presence of classified staff employees on campus, compensatory time and/or the payment of overtime will be utilized in a manner consistent with other University polices

LEAVE POLICIES:

Leave policies for employees of the state-related institutions of higher education are set forth in the Higher Education Policy Commission, Series 38. The policy reads:

A) Major Administrators and Faculty with twelve-month contracts shall be eligible for 24 days of leave per year, calculated at the rate of 2.00 days per month from the date of employment.

B) All other full-time, regular employees in classified positions shall be eligible for annual leave with pay on the following basis:

1) Less than 5 years of service (60 months): 1.25 days per month (15 days per year);

2) Five–ten years of service (61–120 months): 1.50 days per month (18 days per year);

3) Ten–fifteen years of service (121–180 months): 1.75 days per month (21 days per year);

4) Fifteen or more years of service: 2.00 days per month (24 days per year).

C) No person who is earning a higher accumulation than is authorized under this policy shall be reduced to comply with this policy. However, upon leaving the position, the proper accumulation rate shall thenceforth apply.

D) Term of service described in B above shall be total service and does not require continuous service to fulfill the required term.

E) Employees working more than one-half time on a regular and continuing basis shall accumulate annual leave on a pro-rata basis.

F) Annual leave shall not be accorded emergency or short-term employees or students employed on a part-time basis.

G) A holiday occurring during an employee's leave period shall not be considered as a day of leave.

H) Accumulated annual leave for continuing employees may be extended beyond that earned during a period of one year by written approval of the President, or his/her designee, but in no case shall it exceed twice the amount earned in any twelve-month period.

I) An employee is entitled to accumulated leave at termination of service, but in no case may this exceed the limits set in H above. Leave time may not be earned during a terminal leave period.

LEAVE RECORDS:

A complete leave record and file is maintained for each employee. This record shall disclose at all times accrued leave as well as leave that has been used.

OTHER CONDITIONS:

A) Annual leave at the request of the employee may be granted to an employee because of illness provided all earned sick leave has been used.

B) Calculation of annual leave shall be based on years of service under the Higher Education Policy Commission.

C) Annual leave shall be arranged to fit operating schedules. However, consideration should be given to an employee's request. Leave may not be taken before it is earned.

D) In the event of an employee's death, accumulated leave will be credited to the employee's heirs or estate.

E) Each institution under the HEPC shall keep on file a record showing classification of each employee and current leave status.

MILITARY LEAVE:

An employee who is a member of the National Guard or any Reserve Component of the Armed Forces of the United States shall be entitled to and shall receive leave of absence without loss of pay, status, or efficiency rating, for all days in which engaged in drills or parades ordered by proper authority, or for field training or active service for a maximum period of thirty (30) calendar days in any one calendar year ordered or authorized under provisions of State Law. The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, notwithstanding the fact that such employee may receive other compensation from federal sources during the same period. Furthermore, such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increase, and experience with the institution. An employee shall be required to submit an order or statement in writing from the appropriate military officer in support of the request for such military leave. The terms of this policy shall not apply under the provisions of any Selective Training and Service Act, or other such Act whereby the President of the United States may order into active duty the National Guard and the Reserve Components of the Armed Forces of the Federal Government.

LEAVE OF ABSENCE WITHOUT PAY:

A full-time regular employee upon application in writing and upon written approval by the institutional President, or his/her designee, may be granted a continuous leave of absence without pay for a period of time not to exceed one year provided, if granted because of illness, all accumulated sick and annual leave have been used.

The President, at his/her discretion, may require the written approval of the supervisor before accepting the written application of an employee for a leave of absence without pay.

The President, at his/her discretion, shall determine if the purpose for such a leave, as requested, is proper and within sound administrative policy.

At the expiration of a leave of absence without pay, the employee shall be reinstated without loss of any rights unless the position is no longer available due to a reduction in staff caused by curtailment

of funds or a reduced work load. Failure of the employee to report promptly at the expiration of a leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for termination of employment by the institution.

SICK AND EMERGENCY LEAVE:

The following information describes the policies for proper utilization of sick and emergency leave:

ELIGIBILITY AND ALLOWANCE:

A) All full-time employees of the Board of Governors and employees who work more than one-half time on a regular and continuing basis, exclusive of faculty members who work on less than a twelve-month appointment, shall be eligible to accumulate and receive sick leave with pay. Full-time employees shall accumulate sick leave with pay at the rate of 1.5 days for every employment month or a major fraction thereof.

Part-time employees working more than one-half time shall accumulate sick leave on a pro-rata basis.

B) Sick leave with pay may be accumulated without limit.

C) Sick leave may be used by the employee when ill or injured, when a member of the immediate family is seriously ill or when death occurs in the immediate family. For the purpose of administering this leave policy, the immediate family is defined as your: father, brother, mother, sister, son, husband or wife, daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, step children **or** others considered to be members of the household and living under the same roof.

D) Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom shall be, for all job-related purposes, temporary disabilities and shall be treated the same as any other off-the-job illness or disability would be treated for sick leave

entitlement. For this reason, employees shall be entitled to sick leave for their disabilities related to pregnancy and childbirth on the same terms and conditions as they or other employees would be entitled for other illnesses and disabilities. In determining whether an employee is unable to work because of a disability related to pregnancy or childbirth, the same criteria shall be used as would be used in the case of another type of off-the-job illness or disability.

E) Sick leave for more than five (5) consecutive days shall not be granted to an employee for illness without satisfactory proof of illness or injury as evidenced by a statement of the attending physician or by other proof satisfactory to the institution.

F) The institution may require evidence from an employee for verification of an illness or other causes for which leave may be granted under this policy, regardless of the duration of the leave.

G) In cases where all accumulated sick leave has been used and annual leave is available, it shall be the option of an employee to 1) use any accumulated annual leave until it has expired rather than being removed from the payroll or 2) to retain the accumulated annual leave for use after return to work, but be taken off the payroll immediately after the accumulated sick leave has expired.

H) On-the-job injuries or occupational illnesses which involve no more that three (3) days of disability leave or absence from work shall not be charged against the employee's accumulated sick leave. If on-the-job injuries or illnesses require a leave beyond the three-day period, the employee may have the option of either of the following: 1) using earned and accumulated sick and annual leave until both may be exhausted receiving any additional benefits adjudged to be due under the West Virginia Compensation Law; 2) reserving for future use any earned and accumulated sick and annual leave and receiving only Workmen's Compensation benefits for which the employee is judged eligible.

I) An employee is required to notify his supervisor immediately if ill or unable to work for any reason. The notification shall be given to the immediate supervisor prior to the employee's normal starting time and should include the approximate length of absence. Following two written warnings, failure to report off from work shall be a basis for disciplinary action, which may include suspension, or discharge.

J) Students employed on a part-time basis through campus and federal work programs are not eligible for sick leave provisions.

K) Accumulated sick leave may be transferred with an employee from one agency of West Virginia State Government to a Board institution. Certification of the balance which existed in the losing State agency must accompany the request for transfer and bear the signature of an officer of that agency.

L) Sick leave provisions are contingent upon continued employment. When the services of an employee have terminated, all sick leave credited to the employee shall be considered ended as of the last working day with the institution and no reimbursement shall be provided for unused sick leave. Employees who resign in good standing and are later reemployed may have their accumulated sick leave reinstated. Sick leave may be transferred to another state agency.

M) Each institution shall maintain a sick leave record on each employee for computation, audit, and research purposes.

N) Special emergency leave with pay may be granted by the President, or his/her designee, to those regularly employed in the event of extreme misfortune to the employee or the immediate family, provided annual leave is not available. The leave should be the minimum necessary, and in no case may it exceed five (5) days within any fiscal year. Typical events which may qualify an employee for such leave are fire, flood, or other events (other than personal illness or injury, or serious illness or death in the immediate family) of a nature requiring emergency

attention by the employee.

O) The maximum charge against sick leave will be 260 work days per confinement, at which time disability retirement should be considered.

CATASTROPHIC LEAVE:

A) A classified, non-classified, or 12-month faculty employee experiencing a catastrophic illness or injury as defined by the West Virginia Code may request approval to receive paid leave time donated by other employees.

B) Within established limits, employees may voluntarily donate accumulated sick or annual leave directly to an approved recipient. For information, contact the Office of Human Resources (Ext. 3156).

C) When Catastrophic Leave is approved, an employee's status will be changed to hourly and arrears payment will be in effect upon returning to work.

WITNESS AND JURY LEAVE:

A) Upon the application in writing, a permanent, probationary, provisional or temporary employee of the Board of Regents may be granted leave as indicated hereinafter in this section. Annual leave will not be charged under the provisions of this section.

B) When, in obedience to a subpoena or direction by proper authority, an employee appears as a witness for the Federal Government, the State of West Virginia, or a political sub-division thereof, the employee shall be entitled to leave with pay for such duty and for such period of required absence.

C) When attendance in a Court is in connection with an employee's usual official duties, time required in going and returning shall not be considered as absence from duty.

D) When an employee serves upon a jury, or is subpoenaed in litigation, the employee shall be entitled to leave with pay for such duty and for such period of required absence.

WORKMEN'S COMPENSATION:

Any full-time or part-time staff member of the University is fully covered by the Workmen's Compensation Law of West Virginia. This covers work-related injuries only. It is the employee's responsibility to notify his/her supervisor if an injury has been sustained.

In case of an on-the-job injury and compensability has been determined by the Commissioner of Workmen's Compensation, employees may be entitled to:

1) medical and hospital care, and/or
2) weekly compensation as established by the Workmen's Compensation Commission.

To safeguard the employee's rights under the law, every case of accident or injury must be reported to the supervisor within twenty-four (24) hours, regardless of whether the injury or accident involves lost work time. Failure to report could result in loss of benefits.

In the event of an accident or injury, the supervisor shall see to it that the proper forms are forwarded promptly to the Director of Fiscal Affairs.

UNEMPLOYMENT COMPENSATION:

Under the West Virginia Unemployment Compensation Law, effective January 1, 1972, all employing units (an individual, partnership, association or corporation having in its employ one or more individuals performing services within West Virginia) are required to participate in Unemployment Compensation. This law permits an unemployed individual, if the eligibility requirements are met, to collect unemployment compensation.

EMPLOYEE INCENTIVES

DINING FACILITY:

The University has a Snack Bar and Cafeteria which are operated by a vendor and are located on the first floor of the Wilson Union Complex. Also available through reservation are the Banquet and "State" Dining Rooms used for meetings, parties, and other university functions. Adjacent to these areas a variety of prepared foods, beverages and snacks are available.

FACULTY/STAFF HOMES:

A limited number of faculty and staff homes are available to university personnel. Guidelines governing their assignment are available in the office of the Vice President for Administration or the Director of Fiscal Affairs. The primary purpose of the housing, however, is for new faculty attempting to get "started" in our community. Generally, occupancy is limited to a maximum of three years.

STUDY OPPORTUNITIES FOR STAFF MEMBERS:

West Virginia State course offerings are available to all staff members who meet admission requirements. A limited number of tuition and registration fee waivers (activity fees must be paid) are available to West Virginia State non-faculty employees who have been on the University's staff for twelve months or more. Allocation is generally made on a first come, first served basis. Interested persons must make written application in the Vice President for Administrative Services Office for graduate level study, and in the Financial Aid Office for undergraduate study.

Staff members may be allowed to take a maximum of one class (up to three (3) credit hours per semester) that conflicts with regular working hours. Approval must be given by the supervisor.

RECREATIONAL FACILITIES:

Staff members should contact the Department of Health, Physical Education, Recreation, and Safety for information regarding the use of University recreational facilities such as the swimming pool and tennis courts. Bulletins announcing special programs are issued

periodically. In no case should staff members use WVSU facilities unless specifically authorized by the person responsible for the facility.

In addition, there are recreational facilities in the Wilson University Union. As the Campus Master Plan continues to evolve, more seating areas as well as outdoor recreational opportunities will be forthcoming.

HEALTH SERVICE:

Staff members are to use the Health Center facilities **only in cases of emergency**. This is primarily a student facility.

FREE OR REDUCED PRICE PROGRAM POSSIBILITIES:

When publicity indicates, certain cultural and educational entertainment programs are available to staff when showing their current WVSU Identification Card. There are also times when WVSU employees enjoy a reduced admission fee to certain athletic events and/or other activities. (As mentioned in another section, your Identification Card may be obtained in the Security Office at Wallace Hall.)

WEST VIRGINIA PUBLIC EMPLOYEES CREDIT UNION:

Please reference the section about Employee Benefits for information regarding this subject.

LIBRARY PRIVILEGES:

The West Virginia State Library contains a significant number of volumes and periodicals for your utilization. Proper identification is required in order to check materials out of the Library. Books may be checked out of the library for a designated period of time and may be renewed one time if another patron has not placed a "hold" on the book(s). Periodicals can not be checked out.

The individual is responsible for any and all books which they check out of the library. Check-out privileges may be revoked when a library patron has unreturned books or has failed to pay library fines. If materials/books are not returned and fines paid, the

Public Safety Office will be notified and it will not be possible for that individual to obtain a new parking permit until such time as the records are cleared. The Registrar's Office is also notified.

A departing staff member will sign-off with the Library and other designated campus offices as part of the termination interview. All pertinent records from the University will be withheld until Library fines are paid and proper clearance is obtained.

Library hours are as follows:

Monday through Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 6:00 p.m.
Sunday	1:00 p.m. - 10:00 p.m.

GLOSSARY OF TERMS

1. Appeal - Request to transfer a case to a higher committee, person, or court,

2. Classification - Category according to a group with certain levels of responsibilities and pay levels,

3. Compensation - Pay as an equivalent i.e., Workmen's Compensation,

4. Conflict of Interest - A clash between the private interests and the official responsibilities of an employee,

5. Disciplinary Action - Action taken after employee's inappropriate behavior,

6. Grievance - A circumstance thought unjust or inaccurate,

7. Harassment - Unnecessary tormenting or worrying; subjecting another to unwanted remarks or attention regarding sex, race, age ability, etc.,

8. Insubordination - Not submitting to authority,

9. Leave - Permission to be absent from the job,

10. Overtime - Work time accumulated beyond the normal workweek total,

11. Performance Evaluation - A check to see how the supervisor thinks an employee is performing his/her job,

12. Policies - Governing principles - employees are to follow policies of the University,

13. Position - A specified job with specified duties and pay level,

14. Probationary Period - A testing or trial work period to see if an employee performs work as required,

15. Procedures - Methods for implementation of policies to get work accomplished.