



# YOU MATTER: STAFF HANDBOOK



**Last Revised: June 2019**

*This handbook is only one resource containing personnel-related policies of JSU. Individual departments may have procedures and/or rules specific to the department. Approved University-wide Personnel Policies are published in the JSU Policies and Procedures Manual at <http://www.jsu.edu/policies manual>.*

*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 JSU.*

*This book should not be used as a sole indication of whether JSU has a policy covering a subject. Contact the Department of Human Resources at 256-782-5007 if further clarification or additional information is needed.*

Dear Employee:

I am pleased to welcome you to the “Friendliest Campus in the South” and to provide you with this Staff Handbook to inform you of your rights and responsibilities as a member of the Gamecock Family.

As an employee who represents our university daily through your interactions with our many constituents, it is important to always portray a positive image and message about JSU and provide world-class customer service to all. You are the “front door” to the University every day, and JSU will be judged by both the quality of your work and interactions with our constituents. At JSU, we are “Transformative, Innovative and Engaged for Success (JSU TIES). As such, all our employees must individually be so as well. We ask you to be committed to the JSU Strategic Plan and its Vision, Mission, Core Values and Strategic Objectives and Goals. JSU is strongly committed to Academic Excellence and Student Success as well as Enrollment Growth and Regional Stewardship.

Our primary mission is to transform our students into competent, ethical professionals and engaged, responsible, global citizens. You will play a key role in this transformation and in advancing our mission of JSU. We are committed to excellent teaching, customer service, personal and intellectual growth, and we are diligent about creating an environment that is inclusive and truly diverse. Our students, faculty, and staff come from different backgrounds – intellectually, ethnically, economically, and geographically – and we would not have it any other way.

At JSU, we are also committed to your professional development and success. We want you to reach your potential personally and professionally. This is consistent with our strategic initiative of “Enhancing Human Capital.” In addition, we also provide a generous fringe benefit package to you in addition to your salary.

This Staff Handbook provides current information regarding the policies and procedures that define your role and responsibilities as a staff member, as well as JSU’s responsibilities to you. I trust that you will find this Handbook to be informative and a valuable resource. Our Human Resources staff is readily available to help you, so please take advantage of their excellent service and expertise. If you have any questions, please contact any member of the Department of Human Resources and they will be happy to assist you.

Thank you for your dedication and service to JSU and Go Gamecocks!

Sincerely,  
John M. Beehler, Ph.D., CPA  
President

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## INTRODUCTION

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The **JSU Staff Handbook: YOU MATTER** designed to help employees understand JSU's employment practices, employee performance expectations and behaviors, benefits, employee responsibilities and JSU's guiding principles. The information outlined in this handbook represents broad internal guidelines and is not intended to be or to represent a contract of employment between JSU and employees. The policies, procedures, and practices outlined in this handbook apply to all JSU employees, however Faculty members are also governed by the *JSU Faculty Handbook and Policies*. Where there is duplication, or a policy overlap of the same issue, the *JSU Faculty Handbook and Policies* will take precedence over this handbook for faculty members.

JSU's official policy and this handbook always takes precedence over any conflicting information that may be conveyed by a supervisor or coworker. If unclear or omitted information is found, please contact the Department of Human Resources and clarity will be provided by the appropriate JSU officials.

### Disclaimer

In summarizing the terms and conditions of staff employment at JSU, this Handbook does not provide a detailed description of all employment policies and practices; each JSU University School/Department/Office/Unit may adopt additional procedures particular to its functions.

From time to time, policies and programs of the University may change; these changes will be summarized in periodic notices. To be sure you have current information, check for these notices posted online at [Important HR Information](#), confer with your supervisor, or contact Human Resources.

This handbook is not an employment contract or an assurance of continued employment. JSU may change without notice, any statement in this handbook concerning rules, policies, procedures, benefits, or other matters. Accordingly, a staff member should check the most current information if there is any doubt about the application of a policy. For the current edition of any Policies, please visit [Handbook and Policies](#).

### Questions:

For questions that are not answered in this Handbook, staff members are encouraged to ask their supervisor or email [hrconfidential@jsu.edu](mailto:hrconfidential@jsu.edu).

## ABOUT THE UNIVERSITY

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### UNIVERSITY MISSION STATEMENT

Jacksonville State University, as a learning-centered community, provides distinctive educational, cultural and social experiences to prepare students to be competent, ethical professionals and engaged, responsible, global citizens.

### UNIVERSITY VISION STATEMENT

Jacksonville State University will be recognized nationally for excellence in providing a transformational learning environment that supports student success and engagement, regional stewardship and innovation.

For information on the University's Strategic Plan and Initiatives, Core Values, visit:

[http://www.jsu.edu/president/strategic\\_planning.html](http://www.jsu.edu/president/strategic_planning.html)

### COMMITMENT TO CUSTOMER SERVICE

Each of us is on a journey to achieve excellence in our work and personal and intellectual growth. JSU is a community of amazing and diverse staff, faculty, and students. JSU is committed to providing quality support services and academic preparation for all customers, including our students. We take pride in JSU and believe we are personally responsible for achieving the University's mission and goals. We seek opportunities to help our students, visitors, and co-workers. We are courteous, we respect diversity among our customers, and we show care and compassion by acknowledging people's feelings. In addition to providing prompt and efficient service to JSU students, employees are expected to be polite, prompt, and knowledgeable when serving our customers, including fellow employees. All employees must be familiar with the duties assigned them and perform those duties in a manner that demonstrates professionalism and an interest in the success of JSU.

#### **JSU SERVICE EXCELLENCE STANDARDS (VISIT: [Gamecock Service Excellence: YOU MATTER Program](#))**

- We make positive impressions with every interaction with all customers.
- We exemplify teamwork and respectful relationships.
- We maintain positive communication with our students and colleagues.
- We take responsibility for the experiences our students/customers and colleagues have at JSU.
- We take care of our work environment.



## MANAGEMENT RIGHTS

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The University has always sought the opinions of its employees about working conditions, efficiency, productivity, and other matters of employee interest. However, the University, like other organizations, must make decisions without prior consultation with its employees. The University maintains exclusive discretion to exercise the customary and/or necessary functions of management, including, but not limited to, hiring, selection, promotion, work assignments, supervision, discipline of employees, and employees' separation from service. The University retains the right to determine the size, structure, and composition of the work force; to establish, change or abolish policies, procedures, rules and regulations; to determine and modify job descriptions and classifications, and to assign duties to employees in accordance with the needs and requirements of the University. The University retains the right to add, modify, or abolish benefits as seen to be in the best interest of the University. It is the University's goal to adequately compensate employees for their contribution to the University; however, this is not to be interpreted as a guarantee of salary increases or adjustments. The fiscal condition of the University and the best interests of the University combined with other relevant factors, will determine the availability of funds for salary structure and increases.

If employees have questions or problems concerning their work or work environment, they should first discuss the issue with their supervisor or manager. If the matter cannot be resolved at the departmental level, employees may contact the Department of Human Resources at 25-782-5007.

### **Employment at Will**

The State of Alabama is an employment at-will state. This handbook should not be construed as and does not constitute an offer of employment for any specific duration, nor is it intended to state any terms of employment. Although it is desirable for employees to have a long-term employment relationship with the University, either the employee or the University may terminate the relationship at any time, for any reason, (except an illegal discriminatory or retaliatory reason), with or without notice.

## WORKPLACE COMMITMENT

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JSU is committed to creating and sustaining a respectful, inclusive, productive, accessible, and safe work environment. JSU's workplace commitment helps with increased effectiveness and efficiency in employee performance, the development of new ideas, and enhances the University's ability to continue to be innovative in an increasingly complex, competitive, and diverse world. If a staff member has knowledge of an action taken by an employee of the University which conflicts with or is in violation of policies, the matter must be reported to the proper University Administrator.

### **Commitment to Diversity**

JSU is comprised of individuals of diverse racial, ethnic, and cultural backgrounds, national origins, religious and political beliefs, ages, and physical abilities. JSU welcomes this diversity and is committed to maintaining a supportive learning and working environment for all persons. Accordingly, the University supports policies, programs, events, and co-curricular activities which enhance awareness and appreciation of cultural and individual diversity, promote community, and encourage full participation of all members and groups in every aspect of University life.

**How JSU Defines Diversity:** The concept of diversity encompasses an inclusive community of people with varied human characteristics, ideas, and political/world views including and not limited to race, ethnicity, sexual orientation, gender, religion, color, creed, national origin, age, disabilities, socio economic status, life experiences, geographical region, or ancestry. JSU fosters an environment of equality which respects and embraces our differences.

### **Affirmative Action**

JSU is a federal contractor and is committed to a program of affirmative action in maintaining and promoting non-discrimination in all aspects of recruitment, employment, and retention of individuals at all levels throughout the university. It is specifically the intent of the university to recruit, hire, and promote all employees without regard to race, color, religion, gender, national origin, age, disability, or veteran status. JSU prohibits retaliation of any form against an employee or student who has filed a discrimination complaint.

For each employment and promotion opportunity, JSU actively seeks women, minorities, veterans, and persons with disabilities to maintain a University community which is based on equal opportunity, reflects the diversity of the American society, and improves opportunities for women, minorities, veterans, and persons with disabilities.

## **Equal Employment Opportunity Workplace**

JSU provides equal employment opportunities to all employees and applicants for employment and education without regard to race, color, religion, sex, sexual orientation, age, covered disability, national origin, citizenship, status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws, or any other protected status recognized by federal or state law.

The University complies with all applicable nondiscrimination and affirmative action provisions of the Civil Rights Act of 1964, Executive Order 11246, the Education Amendments of 1972, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Pregnancy Discrimination Act of 1978, the Immigration Reform and Control Act of 1986, the Americans with Disabilities Act of 1990, and the Family and Medical Leave Act of 1993, in every location, in which JSU has facilities. These provisions apply to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training. All JSU employees are required to actively participate in adhering to these requirements to ensure all qualified applicants and employees who are women, minorities, have disabilities, or have protected veteran status are considered and treated in a non-discriminatory manner with respect to all employment-related decisions.

### **Sexual Harassment Prevention ([Sexual Harassment Policy #1:02:05](#))**

It is the established policy of Jacksonville State University to provide a work and study environment for faculty, staff and students that is free from all forms of sexual harassment, sexual intimidation, and exploitation. Jacksonville State University condemns such behavior and will review all claims of sexual harassment. The Equal Employment Opportunity Commission guidelines generally define sexual harassment, in part, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made a condition of employment or admission of an applicant;
- Submission to or rejection of the conduct is made the basis for a personnel action (e.g., performance appraisal, recommendation for retention, salary increases, promotion, tenure or grades);
- The conduct has the purpose or effect of unreasonably interfering with the individual's work performance or of creating an intimidating, hostile, or offensive working or studying environment. Such behavior may violate federal law and/or give rise to personal liability for the results of such behavior.

To further define the prohibited behavior, sexual harassment may consist of explicit demands for sexual favors and may involve threats or punishment where sexual favors are denied or promises of employment benefits are made if sexual favors are granted. Sexual harassment may be subtle and may not

involve threats of punishment or promises of benefits. Examples of conduct outside the generally accepted academic environment which can create a sexually offensive working environment include, but are not limited to: (1) sexually offensive or oriented foul or derogatory language, jokes, kidding, hazing or taunting; (2) the display of sexual objects; (3) the circulation or display of publications such as calendars, cartoons or graffiti with sexually oriented content; (4) unwelcome touching; (5) unwelcome flirtations or requests for dates or after hours meetings; or (6) any other verbal, physical, hazing or visual conduct of a sexual nature that would create an uncomfortable or hostile environment. The forms of sexual harassment may come from supervisors, administrators, co-workers, and even from outsiders such as, vendors, service representatives or others.

This policy applies to all university employees (inclusive of faculty, staff, and student employees), volunteers, contractors, and further applies, where possible, to those who do business at the university. Compliance with this policy is a term and condition of employment or conducting business with the university.

**Procedures for Initiating a Complaint of Sexual Harassment.** The University cannot address harassment unless it has been made aware of the harassment. If an employee feels that she or he has been subjected to sexual harassment, or has witnessed any form of sexual harassment, the employee may proceed with the complaint to his or her immediate supervisor or may address the complaint directly to the Office of Human Resources. The University strongly encourages the timely filing of any complaints of sexual harassment. EEOC guidelines generally suggest the filing of such claim within six (6) months of the alleged occurrence. Filing a contemporaneous complaint assists the university in conducting an investigation which is thorough and fair to all parties.

An employee does not have to put his or her complaint of sexual harassment in writing for an informal investigation to be initiated. If the employee wishes to submit an informal complaint to a supervising employee, he or she may discuss the matter with the supervisor. The Department of Human Resources encourages resolution of sexual harassment complaints at the lowest administrative level. Some complaints may be resolved by a conversation, better communication, education and/or the supervisor's support of the University's policy, and of a work environment free of sexual harassment. If a satisfactory conclusion is not reached at the level of the immediate supervisor, either party may pursue the matter to the next level of supervision, e.g., Dean or Director. At this stage, a formal written charge of sexual harassment signed by the charging party must be submitted by the employee against whom the charge is made, and the accused will be provided with an opportunity to respond. If a satisfactory conclusion is not reached at the dean or director

level, either party may pursue the matter to the Vice President of his or her Division. A final appeal may be made to the President and the decision of the President will be final.

If the employee **does not** wish to pursue an informal or formal sexual harassment complaint through the supervisor, the employee may pursue an informal or formal complaint or charge directly with the Department of Human Resources, Office of Diversity and Inclusion. The guidelines and procedures of due process outlined above will apply. If a satisfactory conclusion is not reached with the involvement of Human Resources, either party may pursue the complaint to the President. The decision of the President will be final.

**Confidentiality.** The University's administration is fully committed to creating a work environment free of sexual harassment. Thus, the University will investigate all complaints of sexual harassment, whether written or verbal. Therefore, while the University will consider requests for confidentiality, there can be no guarantee of complete confidentiality. The administration, supervisors, and representatives of Human Resources will, wherever practicable, only discuss the matter with those closely involved, and if necessary, the University attorney and/or outside counsel. The University is also keenly aware of the need to protect the rights of the accused and will attempt to balance the process of investigating complaints with observation of those rights.

### **Compliance With Americans With Disabilities Act (ADA)**

Jacksonville State University (JSU) complies with all applicable provisions of the Americans with Disabilities Act (ADA), the Rehabilitation Act, and all applicable state and local laws prohibiting discrimination, harassment, and retaliation in employment against qualified individuals with disabilities. JSU is committed to providing qualified persons with disabilities an equal opportunity to participate in and benefit from all programs and services offered by the University. JSU is committed to providing equal employment opportunity for persons with disabilities, therefore, without limitation, JSU will ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.

JSU will inform employees of the provision for reasonable accommodation to qualified individuals with disabilities by stating such in the Employee Handbook, by including the policy in the official policy manual, by dissemination of this policy and related information at New Employee Orientation, and to supervisors concerning their responsibilities relative to the provisions of this policy.

Reasonable accommodations for program accessibility and employment are made on an individual basis. It is the responsibility of persons with disabilities, however, to seek available assistance and make their needs known. While the University strives to accommodate the needs of individuals with disabilities as fully

as possible, reasonable accommodations do not include measures that fundamentally alter the University's programs and services or that place an undue administrative or financial burden on the University. JSU will keep all medical-related information confidential in accordance with the requirements of ADA and provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on JSU.

**Employee Request for Reasonable Accommodation ([Policy# 1:02:26](#)).** An employee with a qualifying disability may be entitled to a reasonable accommodation to help perform the essential functions of the job. Employees should direct any requests for accommodations to the Office of Diversity & Inclusion. Employees requesting accommodations should complete and submit the 'Reasonable Accommodation Request Form'. JSU will engage in a timely exchange of information to determine if there is an effective reasonable accommodation, absent undue hardship to the operation of JSU. During this interactive process, JSU may require the employee to provide medical certification from his or her health care provider.

It is the responsibility of the employee to identify him or herself as an individual with a disability and request a reasonable accommodation. It is also the responsibility of the employee to document his/her disability and how the disability limits his/her ability to complete the essential functions of the job. Employees and supervisors with questions regarding job related accommodations should contact the Office of Diversity and Inclusion at 256-782-5007 or [inclusion@jsu.edu](mailto:inclusion@jsu.edu).

**Non-Discrimination Notice.** Jacksonville State University is committed to maintaining compliance with the Americans with Disabilities Act, and all applicable state and local laws prohibiting discrimination, harassment and retaliation in employment against qualified individuals with disabilities. Further, JSU prohibits discrimination on the basis of genetic or family medical history information, race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, age, disability, protected veteran status or any other legally protected basis in admission or access to, or treatment of employment in, its programs and services. These prohibitions against discrimination apply to recruitment, application, selection, hiring, appointment, transfer, demotion, promotion, tenure, job assignments, classification, compensation, benefits, leaves of absences (sick leave or any other leaves), job training and development, tuition assistance, participation in University sponsored educational, social, and recreational programs, termination, layoff, and/or any other term, condition or privilege of employment.

### **Unlawful Harassment and Retaliation**

Harassment or other illegal discrimination against protected individuals or groups of a protected status not only is against the law, but also is inconsistent with the values and ideals of Jacksonville State

University and against University policy. Harassment is defined as unwelcome conduct, whether verbal, written, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental disability, or other protected status. Jacksonville State University will hold all members of the JSU community (including faculty, staff, and students) accountable for any applicable adverse actions, and will not tolerate harassing conduct that interferes unreasonably with an individual's work or academic performance, or which creates an intimidating, hostile, demeaning, or offensive working or learning environment, or affects tangible job or education benefits. Individuals who participate in harassment directed against a person or group because of their protected status, or in illegal discrimination are subject to disciplinary action up to and including termination.

Each member of the JSU Leadership is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers. Any employee who experiences any job-related discrimination or harassment based on race, color, religion, national origin, or another factor, or believe that he/she have been treated in an unlawful or discriminatory manner, must promptly report the incident to their immediate supervisor who will investigate the matter and take appropriate action, including reporting it to the Office of Diversity and Inclusion. If an employee believes it would be inappropriate to discuss the matter with his/her supervisor, a report may be made directly to the Office of Diversity and Inclusion. If Jacksonville State University determines that an employee is guilty of unlawfully discrimination against another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

**Retaliation.** JSU has zero tolerance for retaliation of any form including against a qualified individual with a disability that files a request for reasonable accommodation, employee who files a legitimate or bona fide sexual or any other form of harassment or unlawful discrimination complaint or against witnesses involved in such investigations. If an individual believes that he or she is a victim of retaliation based on the protected classes identified under federal law, the individual should direct the complaint to the Office of Diversity and Inclusion at 256-782-5007 or [inclusion@jsu.edu](mailto:inclusion@jsu.edu).

However, if, after investigating any complaint of harassment or unlawful discrimination, JSU determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

## **WORKING AT JSU**

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JSU is an excellent place to work, providing a challenging work environment and competitive rewards. This combination is reinforced by strong benefits and workplace opportunities, the ability of staff members to maintain an effective integration between their work and personal lives, and the personal satisfaction of advancing the goals of one of the top universities in the world.

### **Maintaining Integrity and Fairness in Workplace**

JSU employees must act with fundamental honesty and integrity in all activities as representative of the University, comply with all laws which govern the University, maintain an ethical and professional work environment, and comply with all company policies. JSU employees are required to treat students, fellow employees and vendors with respect, dignity, honesty, fairness and integrity. JSU's reputation depends heavily on the actions and integrity of its employees. It is imperative that you, as a JSU employee, avoid any relationships or activity which might impair, or even appear to impair, your ability to make objective and fair decisions when performing your job. You must never use JSU property or information for personal gain or take personal advantage of any opportunity that arises in the course of your work for JSU.

### **Expected Behavior - Civility and Mutual Respect**

As members of the JSU community, staff, are expected to interact with each other with civility and respect, recognizing that disagreements and informed debate are valued in an academic community. When employee conduct varies from this expectation, it is the responsibility of the supervisor, director, department head, dean, or vice president of that specific Division of the person engaging in the inappropriate conduct to address it. Inappropriate conduct covers a broad range of behaviors from rude, obnoxious, bullying behavior to threats of violence. The level of danger in the behavior determines the action that the supervisor should take. For guidance on identifying potential threatening or violent behavior and for the best ways to deal with these incidents, contact an HR Representative at [hrconfidential@jsu.edu](mailto:hrconfidential@jsu.edu).

### **Unacceptable Behavior**

DemEANing, intimidating, threatening, bullying, or violent behaviors which affect the ability to learn, work, or live in the University environment depart from the standard for civility and respect. These behaviors have no place in the JSU community.



## **Responsibility for Public Relations**

As a JSU employee, you contribute significantly to the public image of JSU; you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and always exhibit a high degree of personal integrity. Your contact with students, alumni, visitors, and the community, places you as a representative of the JSU; to these individuals, you are JSU. It is important that you treat these individuals courteously and thoughtfully. This not only involves sincere respect for the rights and feelings of others, but also demands, that both in your business and your personal life you refrain from any behavior that might be harmful to you, your co-workers, and/or JSU. Whether you are on or off duty, your conduct reflects on JSU. You are, consequently, always encouraged to observe the highest standards of professionalism. The same qualities which you appreciate in others, will make you a valuable employee and co-worker. Tact, dependability, punctuality, and a friendly attitude will continue to make JSU a pleasant working environment.

## **Personal Appearance and Dress Codes**

Employees are expected to use good judgement always regarding personal appearance. Employees are required to perform a variety of jobs and are expected to dress appropriately for the functions they perform. Employees are expected to be neat, to wear clean clothing, and to be careful of their personal hygiene. Employees should always act professionally, as well as look professional. Any employee engaging in flagrant violations of commonly accepted standards of cleanliness or dress may be subject to disciplinary action. Employees should direct all questions related to the appropriateness of apparel to their immediate supervisor.

## **Absence from Duty**

If an employee expects to be absent from work for ANY REASON, the supervisor should be notified in advance. The supervisor will make the most suitable disposition of the work ordinarily done by the employee, and, more importantly, work can be distributed so that it will not cause undue hardship on fellow employees. If the employee is absent unexpectedly, the supervisor should be notified as soon as possible. Any employee on leave without permission of the supervisor, or without a satisfactory explanation, is considered to be on unauthorized leave without pay. The employee may also be subject to disciplinary action including possible suspension without pay for one (1) to three (3) working days, or discharge with forfeiture of any benefits.

**Job Abandonment.** While any period of absence or unauthorized leave may call for disciplinary action, three (3) consecutive working days of absence without notice or satisfactory explanation will be accepted as a resignation and a forfeiture of any accumulated benefits. A Leave Request/Record Form MUST be completed ANY time an employee is not at work, regardless of whether the employee is classified as EXEMPT or NON-EXEMPT. Violation of this requirement may subject the employee to disciplinary action.

### **Attendance at University Sponsored Events**

Attendance at official university-wide functions or at Departmental or Divisional functions is considered "working hours" and employees will not be required to charge the absence to annual leave. Attendance at these functions must be approved in advance with the supervisor, and such attendance should not interfere with normal operations of the area in which the employee works. Attendance at recreational events sponsored by the University, when scheduled during work hours, is not considered "time worked" and annual leave must be taken to attend the events.

### **Breaks and Rest Periods**

When working conditions permit, for each four hours of scheduled work, non-exempt employees may be permitted a 15-minute rest period. Rest periods and meal breaks are non-cumulative and may not be used to arrive to work late, leave work early, or extend the lunch period. Employees who abuse this benefit may be subjected to disciplinary action, up and including termination.

### **Violence In the Workplace**

Violence is behavior which causes harm to a person or damage to property or causes fear for one's safety or the safety of others. Examples of violent behavior include physical contact which is harmful and expression of intent to cause physical harm. Such behavior is unacceptable in the JSU community.

**Violation:** Any JSU employee member who displays inappropriate conduct is subject to disciplinary action up to and including separation of the offending party from the University, consistent with JSU's disciplinary procedures.

## **Conflict of Interest**

JSU employees staff members have a primary professional obligation to act in the best interests of the University and not allow outside activities or financial interests to interfere with that obligation. As part of this responsibility, JSU expects staff members to apply their time and effort appropriately and use University resources toward University ends. Staff members must use their position, time, and JSU resources in a manner that does not detract from or interfere with their University responsibilities. If a staff member's actions provide inappropriate personal advantage, or are detrimental to the University's mission, this presents a conflict of interest which must be avoided or managed appropriately. All JSU employees are expected to abide by the Alabama Code of Ethics ([http://abec.alabama.gov/PDFs/Code\\_Ethics\\_12-06.pdf](http://abec.alabama.gov/PDFs/Code_Ethics_12-06.pdf)) To this end, all employees will participate in mandatory training facilitated by the Alabama Ethics Commission (<http://www.ethics.alabama.gov/about.aspx>).

**Conflict of Interest and Financial Disclosure in Research and other Sponsored Programs.** JSU has developed and implemented a Conflict of Interest Policy for Grants/Sponsored Projects (**[Policy #1:01:15](#)**) which applies to any university Principle Investigator (PI)/Project Director (PD), and/or a JSU employee whose salary is paid more than 50% from a grant/sponsored project. PIs, PDs or JSU employees are charged with notifying a responsible representative of JSU if a conflict of interest arises as a result of a grant. JSU chooses to proactively reduce or eliminate conflicts of interest by requiring public disclosure of significant financial interests, monitoring of research by independent reviewers, modification of the research plan, and disqualification from participation in the portion of the sponsoring agency's funded research that would be affected by significant financial interests.

## **Employee Safety**

In an effort to create and maintain a safe and healthy environment for employees, the University has charged all supervisors with preparing a safety plan for their office or area. Employees are encouraged to become familiar with that safety plan. Employees should acquaint themselves with the fire evacuation routes posted in the buildings. Employees are encouraged to learn safety procedures for equipment that they use in their jobs and to always avoid unsafe or reckless behavior. Practicing safe work habits benefits not only the individual employee, but also prevents harm or injury to a co-worker.

## **Smoking**

Smoking, including the use of electronic cigarettes and vaping, is prohibited in JSU buildings and within 25 feet of building entrances, as well as in designated outdoor facilities.

## **Working with Relatives-Nepotism ([Policy # 1:02:23](#))**

Jacksonville State University's Nepotism Policy operates in accordance with the State of Alabama's nepotism statute, Alabama Code, Section 41-1-5 (1975). The purpose of this policy is to ensure that standards for new hires, evaluations, promotions, reappointments, terminations, and general employment decisions are based on experience, qualifications for the position, performance, ability, and other objective standards, and that the university avoids favoritism, the appearance of favoritism, discrimination, the appearance of impropriety, a hostile or uncomfortable work environment, or conflict of interest in all employment decisions. No employee is permitted to work within the chain of command when work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of one relative could be influenced by the other relative.

The hiring of a relative as defined by the Nepotism Policy is prohibited if the employment of an individual would result in a direct supervisor/subordinate relationship. Therefore, the hiring of an employee's relatives in any position that has a review, evaluation or control relationship to the employee's job is not allowed. Relatives include spouse, parent, child, sibling, in-law, grandparents, grandchildren, aunt, uncle, cousin, or step relative. Also, the University reserves the right to refuse employment to an individual in the same unit wherein his/her relationship to a current employee has the potential for an adverse impact on supervision, safety, security, morale, or conflict of interest. Should a personal or family relationship develop during employment, both parties may retain their positions, unless a direct supervisory relationship is created. The University leadership reserves the right to decide on reporting structure based on operational needs. Any exceptions to this policy require administrative approval.

### **Consensual or Romantic Relationships**

Consensual or romantic relationships between faculty and staff members, although discouraged by the University, will remain the private business of such employees unless the relationship becomes disruptive to the operation of the University or results in unfair treatment of either party involved in the relationship or a third party. All consensual relationships between employees (faculty or staff) and students are strongly discouraged and may be examined closely for improprieties. However, a consensual relationship between an employee and a student when the employee is in a position of power or authority over the student are absolutely forbidden and prohibited. It is important to remember that several of our students are legal minors, and relationships with these students could result in criminal penalties. Examples of prohibited relationships are a student worker and a supervisor, or a student and a counselor or advisor, or relationships with any student over whom an employee exercises any academic, administrative, supervisory,

evaluative, counseling, advisory, or extracurricular authority or influence, or if the employee has the authority to influence the academic progress, aid, benefits, or services to a student.

Continuing in a relationship which is prohibited or that has become disruptive can result in disciplinary action, including termination.

## **Drug and Alcohol Use and Abuse**

Members of the entire University community have the right to pursue their individual and collective goals in a safe and healthy educational and work environment which is free from the effects of alcohol and drug abuse. Alcohol and drug abuse adversely affect the University and the University's pursuit of its goals. Every member of the University community is responsible for his or her individual problems of any substance abuse (alcohol, drug, and any other detrimental substance).

**Drug-Free Workplace ([Policy #1:02:13](#))**. Jacksonville State University (JSU) is committed to providing a drug-free workplace and to fostering the well-being and health of all employees (faculty and staff). That commitment is jeopardized when any JSU employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses or comes to work under the influence of alcohol. Therefore, in accordance with the federal Drug-Free Workplace Act of 1988 and in furtherance of its commitment to maintain a safe working environment, JSU has established the Drug-Free Workplace ([Policy #1:02:13](#)), and the accompanying [Substance Abuse Policy Statement](#)

All members of the University community have a personal responsibility to adhere to all applicable federal, state, and local laws. The Drug-Free Workplace Policy is applicable to all full and part-time employees, including faculty, administration, all exempt and non-exempt staff, and all student employees and interns. The Drug-Free Campus and Workplace Policy is applicable to behavior that occurs on the University campus, University owned or controlled property, while on assignment for the University and at University sponsored or supervised activities.

**Drug Awareness, Counseling, and Treatment**. Jacksonville State University offers employees the benefit of an Employee Assistance Program (EAP) available to all employees and their eligible dependents. The EAP provides confidential assessment, referral and short-term counseling for employees and their dependents who need or request it. If an EAP referral to a treatment provider outside the EAP is necessary, costs may be covered by the employee's medical insurance, but the cost of such outside services are the employees' responsibility and not the responsibility of JSU. Confidentiality is assured through the EAP as no information regarding the nature of the personal problem addressed through the program will be made available to supervisors, nor will it be included in the permanent personnel file.

### **Mandatory Self-Reporting (Policy #1:02:24)**

An employee must disclose any arrest, conviction, or the preferring of charges for any of the criminal offenses designated below (state, federal or municipal)—excluding minor traffic violations that do not result in an arrest, injury or risk of injury to others—that occur after the employee accepts employment, whether full or part time. Disclosure shall be made within five (5) calendar days of the subject event, unless the University is closed then in such event within two (2) business days of it reopening, whichever is longer, and shall be made to the Department of Human Resources, on a form to be promulgated by that office.

### **Duty to Cooperate ([Policy #1:02:25](#))**

An employee has a duty to cooperate fully in any administrative investigation conducted by a university official acting in that capacity, to provide such official complete and accurate information as requested or otherwise relevant to the inquiry, and, when so advised, to maintain confidentiality of the investigation. Willful failure to cooperate, the giving of false or misleading information, or failure to maintain confidentiality shall be deemed employee misconduct subject to disciplinary action.

### **Children in the Workplace ([Policy # 1:02:21](#))**

The University values family life and encourages all employees to have a balance of work and family. However, bringing children to the workplace in lieu of other daycare or childcare arrangements is not conducive to a productive work or study environment. Participation in an organized and approved educational or University event which permits children to observe and/or participate in University activities is acceptable. An incidental or brief visit by a child to a parent's workplace is acceptable. The employee's supervisor, however, may direct the employee to remove the child from the workplace at any time if the supervisor determines that this policy has been violated, or that the child's presence negatively impacts the University interests.

### **Volunteers in the Workplace ([Policy # 1:02:20](#))**

Occasionally a department or office may request or be offered, the voluntary services of an individual who wishes to assist with an activity, project, or event of the University. When this occurs, the volunteer supervisor for the department/office using the volunteer should (1) request that the Volunteer complete the Volunteer Application Form 102 and (2) the volunteer supervisor must complete the Volunteer Application Form 103. The volunteer supervisor is responsible for submitting both completed Form 102 and Form 103 to HR at least two weeks prior to the planned start date in the department.

In collaboration with the University Safety office, HR will review the information to determine whether this is an appropriate Volunteer arrangement and determine if a background screening is

necessary. Once Forms 102 and 103 have been successfully processed, HR will coordinate with the Volunteer to sign a Volunteer Services Participation Agreement Form 104. Completion of the Volunteer Services Participation Agreement (prepared annually) documents that the volunteer is performing his/her activities without the expectation of compensation, and ensures the University is protected from liability in the event of accident or injury. Volunteer supervisor must not allow the Volunteer to begin services until clearance has been received from HR. For more information about utilizing the services of volunteers in the workplace, please visit: [Volunteers at JSU](#).

## JSU INFORMATION TECHNOLOGY

It is the policy of JSU to maintain access to local, national, and international networks for the purpose of supporting its fundamental activities, which include education, research, and administration. Violation of policies for use of computers and networks is subject to corrective action, up to and including termination of employment. University property and equipment are purchased with university funds and are for university use only. Most of the computer software used by JSU is protected by copyright. It is against University policy and federal copyright law to duplicate or make unauthorized use of copyrights. University vehicles and property are not to be used for personal business.

**Net ID and Email:** Each staff member is provided with a JSU network Id (NetID) as well as an email address for the conduct of University business. A staff member's NetID password is not to be shared with anyone. The JSU NetID and its associated password are the property of the University.

**System Use:** JSU electronic resources are primarily intended for execution of University business, with incidental personal use permitted. Incidental personal use is determined to be occasional and short-term use of JSU's electronic resources that does not:

- Adversely affect a staff member's work performance or productivity
- Cause JSU to incur undue cost
- Impede the performance of JSU's networks and systems, or
- Violate any JSU policy or applicable laws or regulations.

Under no circumstances will staff members give others access to any system that they do not administer.

**Network Administration:** Administrators of systems and networks have the responsibility to protect the rights of the users of the systems, to set policies consistent with those rights, and to publicize those policies to their users. They have authority to control or refuse access to anyone who violates these policies or threatens the right of other users, and they will make reasonable efforts to notify users affected by decisions they have made.

**Privacy:** JSU places a high value on privacy and recognizes its critical importance in an academic setting. However, given that the University information systems are provided for the purpose of conducting JSU business, the University maintains the right to access system accounts. Although the University does not routinely monitor the content of communications or transmissions using University infrastructure, at times, legitimate reasons exist for persons other than the account holders to access these services. Examples include, but are not limited to:



- Ensuring the ongoing operations of JSU systems or business operations
- Responding to valid legal requests or demands for access to JSU systems and records, or
- Investigating suspected violations of JSU policies, regulations, or rules

**Threats and Harassment.** Use of JSU's electronic resources by any employee to send threatening or harassing content or messages or to view, download, retransmit, distribute, or otherwise communicate content or messages that may violate JSU's Policy on Discrimination and Harassment and/or Policy on Sexual Misconduct, is prohibited.

**Pornography.** Use of JSU's electronic resources by faculty, staff, student employees, contractors, temporary personnel, vendors, and visitors to intentionally display, hold, send, view, print, download, retransmit, distribute, or otherwise communicate content which the University may deem to be indecent, obscene, sexually explicit, or pornographic is prohibited by JSU policy absent a legitimate academic, research, or medical purpose.

Use of JSU's electronic resources by anyone to display, hold, send, view, print, download, retransmit, distribute, or otherwise communicate child pornography is illegal and therefore strictly prohibited. Any occurrence of child pornography material is a violation of federal and state statutes and must be immediately reported to University Police as required by law and University policy.

**Social Media.** Staff members are expected to use social media in a responsible manner that does not violate any JSU policy. Staff members using JSU electronic resources are responsible for abiding by all Information Technology policies.

**Telephone Usage.** Employees are expected to answer telephone calls promptly and in a courteous manner. The telephone is an important link between the University and its students, alumni and other constituents. While we realize that employees will need to make occasional personal calls, the University insists that incoming and outgoing personal calls be kept to a minimum. Personal long-distance calls charged to JSU are not permitted under any circumstances, and any such use can result in disciplinary action, up to and including termination.

**Email and Internet Usage.** All electronic and telephone communications systems and all communications and information transmitted by, received from, or stored in these systems are the property of Jacksonville State University and as such are to be used solely for job-related purposes. The use of any software and business equipment, including but not limited to, facsimiles, telephones, computers, and copy machines for private purposes is strictly prohibited. Further, employees are not permitted to use a computer code, access a file, or retrieve any stored communication unless authorized to do so, or unless they have

received prior clearance from an authorized Jacksonville State University representative. All computer pass codes are the property of Jacksonville State University. No employee may use a computer pass code that has not been issued to that employee or that is unknown to Jacksonville State University. Employees who violate this policy are subject to disciplinary action, up to and including termination. To ensure that the use of electronic and telephone communications systems and business equipment is consistent with Jacksonville State University's legitimate business interests, authorized representatives of Jacksonville State University may monitor the use of such equipment from time to time.

### **Political Activity**

Staff members will not actively participate in any political activity in their capacity as employees or representative of JSU.

### **Parking and Vehicle Registration**

JSU, like other institutions, has traffic problems that necessitate safety regulations. All vehicles that will be operated and parked on the campus must be registered with the University police. Employees must purchase a parking decal which must be displayed on the vehicle.

Please use this link for more information related to parking regulations on campus:

<http://www.jsu.edu/police/traffic.html>.

## EMPLOYEE RELATIONS

### Employee Discipline ([Policy #1:02:10](#))

Procedures to support a progressive discipline process have been established for the orderly progress of every organization. JSU's employee discipline procedures are intended to facilitate productivity and satisfactory working relationships based on trust, self-discipline, and respect for the rights of others. Depending on the gravity of the situation all the steps described below may not be applied, or some or none of the steps described below may be applied. Whenever possible and feasible, JSU will work with an employee through a "progressive disciplinary" process which means that the least severe level of discipline applicable to the situation will be explored before invoking more harsh levels of discipline. The goal of progressive discipline is to retain employees and to improve employees' performance while at the same time documenting the efforts of the supervisor and the University. The following are approved progressive disciplinary steps:

**Verbal Warning.** This step should be used for first time, minor policy violations or work performance concerns. In order to resolve minor problems before they become serious issues, a verbal warning should normally be given by supervisors to employees. Verbal warnings are recommended to be given in private by the supervisor. Written documentation reflecting the deficiency, details of the deficiency, the names of witnesses or other persons involved, if any, and the name of the supervisor who gave the notice, should be maintained in the department file.

**Written Warning.** When a Verbal Warning has been unsuccessful, when the problem is recurring, or for more serious misconduct, a formal Written Warning should be given to the employee. The written document should state the deficiency, the details of the deficiency, and any other pertinent information, including what is expected of the employee in the future.

**Suspension Without Pay.** For misconduct that is more serious or for a recurring offense, the employee may be suspended without pay for one (1) to three (3) working days. The suspension must be approved by the Vice President of the employee's division and by the Department of Human Resources prior to its occurrence. The employee should be informed of the intended suspension and provided the reasons thereof.

**Termination for Cause.** Termination for Cause should only occur after a careful review of the case with the appropriate departmental representative and the Department of Human Resources. Termination may occur immediately. Reasons for termination may include but are not limited to incompetence or inability to perform job duties, work habits, overall attitude, demeanor, repeated violations of policy, rules, and regulations, or for first-time incidents of gross misconduct. Termination of an employee may be recommended by the supervisor, department head, or divisional Vice President. Recommendations for

termination must be discussed with the Department of Human Resources; HR will prepare the official termination notification which will be issued to the employee by the appropriate University representative.

**Grievance Procedure**

A **grievance procedure** is a means of internal dispute resolution by which an employee may have his or her **grievances** addressed. The University wishes to quickly resolve any disagreement which may arise between employees and supervisors. The grievance procedure is established to allow each party to a dispute an opportunity to be heard. Employees who are within the first six months of employment (probationary period) are not entitled to participate in a grievance procedure, except for charges of unlawful discrimination.

**A. Discussion Stage** - The first step in the Grievance Procedure is for the employee to discuss the complaint with his/her supervisor within two (2) working days after the occurrence of the action leading to the complaint, or after the grievant knows or should have known of the occurrence of the action. It is anticipated that most problems should be resolved at this point.

**B. Written Grievance Procedure**

- i. If your complaint is not resolved in the discussion with your immediate supervisor, you may file a written complaint (a “grievance”) with your supervisor within three (3) working days after your conference. A copy of the grievance should be delivered to the Department of Human Resources. The supervisor must give you a written decision on the grievance within three (3) working days after receipt of your complaint. A copy of the supervisor’s written decision should be delivered to the Department of Human Resources.
- ii. If your immediate supervisor does not resolve your complaint, you may file a written complaint with the next highest-level supervisor. The written appeal process must be repeated at each appropriate supervisory level indicated in the schedule below until the grievance is resolved.

<b>FILE WRITTEN: COMPLAINT WITH</b>	<b>FILE COMPLAINT WITHIN:</b>	<b>SUPERVISOR MUST GIVE WRITTEN ANSWER WITHIN</b>
Immediate Supervisor	3 workdays	3 workdays
Next Level Supervisor (Department Head, Director, Manager, etc.)	3 workdays	3 workdays
Next Level Supervisor (Dean or Director Reporting to Vice President)	3 workdays	3 workdays
Next Level Supervisor (Vice President or President)	3 workdays	3 workdays
Department of Human Resources	5 workdays	(See “3” below)

III. If the matter has not been resolved at this stage, you may present your written complaint to the Human Resources Office and request that it be heard by a Grievance Committee. This request must be made within five (5) working days after receipt of the decision. A Grievance Committee consisting of three university employees appointed by the President will have a conference to review the written complaint. The Chief Human Resources and Diversity Officer will serve as ex-officio, non-voting member of the Grievance Committee. You may have another JSU employee of your choice appear with you before the Grievance Committee, if you wish.

No outside representatives will be allowed to participate in the grievance process. Any evidence, exhibit or document offered, introduced to, or offered to the Committee by any person will become the property of the University and will be delivered to Human Resources. The University may choose to tape record interviews or meetings at the University's discretion. All such recordings become the property of the University and will be delivered to the Department of Human Resources. The Grievance Committee is an administrative process designed to allow both sides to be heard. It is not a legal process with formal rules of evidence or other practices.

The Grievance Committee will provide a written copy of its findings and recommendations to the employee asserting the grievance, the President, the Department of Human Resources, and all parties involved in the grievance within thirty (30) working days from the date the Committee is appointed (unless a longer time is mutually agreed to in writing by the employee asserting the grievance and the Grievance Committee).

The President will review the Committee's findings and recommendations and enter a decision on the grievance. The decision of the President will be final.

All parties to the grievance are urged to consider reconciliation and settlement at each step of the grievance procedure. All reconciliation/settlement arrangements must be reported to the Department of Human Resources and acknowledged by all parties to the grievance.

## **WORKFORCE ADMINISTRATION**

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### **Confidentiality**

In collecting, maintaining, and disclosing personnel information, JSU makes every effort to protect employee and student privacy rights and interests, and to prevent inappropriate or unnecessary disclosures of information from employees' and students' file or record. While complying with governmental reporting and record keeping requirements, JSU strives to ensure that all personal and job-related information about employees is maintained in a secure, confidential, and appropriate fashion. Therefore, employees should prevent and not participate in the unauthorized access, use, review, disclosure, dissemination, alteration, or destruction of confidential information regarding students and employees.

Employees who are responsible for improperly releasing confidential information breach a trust the University has with our students and our employees. It is the policy of Jacksonville State University to ensure that the operations, activities, and affairs of Jacksonville State University and our customers and students are kept confidential. If, during employment, employees obtain confidential or proprietary information about Jacksonville State University and its clients, such information is to be handled in strict confidence and not to be discussed with outsiders. Employees are also responsible for the internal security of such information. Employees may be asked to sign a statement of confidentiality at the time of initial employment and periodically throughout their term of employment to acknowledge their awareness of, and to reaffirm their commitment to maintain confidentiality. Employees found to have breached any confidential information are subject to disciplinary action, up to and including termination.

### **Personnel Records**

The Department of Human Resources maintains the personnel records of all employees; updates to a personal record must be initiated by the employee. Please advise HR immediately whenever there are changes in your address, marital benefits information or status, number of dependents, or when a single child reaches the age of 26. Incorrect information could create problems concerning your pay, benefits, or state and federal taxes. Also, if you acquire additional education or receive licensure or certification in your area of expertise, be sure this information is communicated to the HR. Personnel records of employees are the property of JSU.

## **Pre-Employment Requirements ([Policy #1:02:14](#) )**

All finalists who are being considered for employment at Jacksonville State University (for full-time, part-time, temporary, and specific student assistant positions), will be subject to the University's pre-employment screenings before an official offer of employment is extended. At a minimum, these screenings will include a reference check, federal and state criminal background check, social security trace, education and employment verification, and employment eligibility verification. Depending on the position sought, prospective employees may be required to undergo additional background screening including, without limitation: license verification, creditworthiness, drug test, and more In-depth criminal background checks which may include fingerprinting. In addition to prospective employees, staff who are being hired into another within the University, will be subject to the University's pre-employment screenings before an official offer of employment is extended only if the employee has not undergone such screening in the preceding twelve (12) months.

**Employment Eligibility Verification (Form I-9).** The U.S. Citizenship and Immigration Service (USCIS) requires all employees to complete the Form I-9, Employment Eligibility Verification, to establish identity and employment eligibility.

## **New Employee Orientation (NEO)**

All newly hired employees are required to attend and participate in the New Employee Orientation (NEO) administered by Department of Human Resources. During the NEO, the employee will meet with a representative of the Department of Human Resources and will be presented important information on the benefits available through the university, mandatory and optional payroll deductions, handling absences, parking, and employee rights and responsibilities. New employees are required to complete their Benefits selection within 30 days of their hire date. If new employees do not make election for certain benefit coverage within the first 30 days of employment, they may not be allowed to enroll or elect coverage under the benefit until the next annual open enrollment period.

Current temporary employees changing from to regular full-time position must attend orientation within 30 days following the date of their change of status.

## Employee Performance Management

**Performance Feedback.** Managers and supervisors are encouraged to provide their employees with ongoing and timely feedback which is useful for improving performance. Frequent feedback, goals setting, and a supervisor's documentation of an employee's performance are keys to effective performance management and demonstrates to employees that they are valued, and help to increase employee morale, contributes to the development and advancement of employees, and helps with employee retention. Ongoing feedback may be in the form of formal or informal coaching sessions.

**Probationary Period** ([Policy #1:02:08](#)). The probationary period reflects the first six (6) calendar months of employment and is not tied to a specific classification or position. The Probationary Period provides an opportunity for the University to assess an employee's work performance and adherence to JSU policies and procedures will be monitored. An employee must successfully complete the probationary period for continued employment. No further probationary periods will be served, regardless of future changes in classification or position.

During the probationary period, new employees accrue annual and sick leave, and are entitled to holidays. However, the use of annual leave is generally discouraged during the probationary period. An employee serving a probationary period is not eligible for other University position while on probation. At any time during the probationary period, with consultation from the Department of Human Resources, disciplinary action may be administered for conduct, job performance, or rule violation, and a probationary employee may be terminated at any time without cause, and without right of appeal. A supervisor may extend the probationary period for up to three (3) months in order to allow more time to evaluate the new employee's performance. If at any time during the probationary period you or your supervisor decide to terminate your employment, you may be released without advance notice, and there will be no right of appeal for unsatisfactory performance, misconduct or position incompatibility. During the probationary period, you may accumulate and may accrue benefits such as holidays, sick leave, and annual leave.

**Annual Employee Performance Evaluation** ([Policy #1:02:09](#)). Jacksonville State University (JSU) strives for continuous improvement as a learning-centered community committed to developing the ability to think critically, solve problems creatively and collaboratively and communicate effectively. We should exhibit this mission in all we do and in all relationships. It is important that all employees understand how what they do each day contributes to the achievement of JSU's goals in a manner demonstrating our values. While feedback is ongoing, it is important to have a face-to-face discussion each year that is captured in writing to ensure that individuals and managers have a common understanding of progress. The staff performance evaluation is intended to be a fair and balanced assessment of an employee's performance. It is a time for supervisors and employees to give and receive feedback, clarify job duties, state management's



expectations, and set goals for the coming year. To accomplish a fair and balanced assessment, supervisors must provide the employee an opportunity to express his/her opinions about the employment relationship. The employee's position description and/or departmental goals and objectives should be used to evaluate and clarify an employee's duties.

If an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of JSU, based on violations either of the above or any other Jacksonville State University policies, rules, or regulations, employees will be subject to disciplinary action, up to and including dismissal.

**Demotion.** Voluntary and Involuntary demotions occur when an employee cannot perform assigned job duties satisfactorily. It is most often used when an employee's skills are not matched to the job assignment and will result in a salary reduction based on the salary range of the new position. A demotion without a decrease in salary must be approved by the appropriate division's Vice President or by the Department of Human Resources.

### **Recognition and Rewards**

Jacksonville State University offers a variety opportunities for recognize, appreciate and reward benefits-eligible staff members who have served JSU in an exceptional manner by exemplifying outstanding customer service through their work, who actively support JSU's strategic goals and initiatives, and who consistently exhibit a positive and supportive attitude which is above and beyond the normal expectations of his or her job with a high degree of excellence, professionalism, and integrity.

### **Employee Training and Development**

Jacksonville State University is committed to developing its employee workforce. In order to meet the needs of JSU's employees and managers, JSU has designed a Talent Development Program with a differentiated instruction model which offers resources to fit every learning style. This allows employees to take advantage of every professional development opportunity, whether in a workshop, on their own, or in a pair.

## **JOB CLASSIFICATION AND COMPENSATION (POLICY #1:02:02)**

Employment at JSU is subject to a variety of terms and conditions as identified by University needs and generally accepted personnel management practices. JSU strives to maintain a System which supports a job classification and compensation structure (Classification and Compensation System). This System reflects an element of the University's total compensation package for faculty, staff, and administrators, and is directed toward attracting, retaining, and rewarding a highly qualified, engaged, committed, and diverse workforce to serve the University's students.

### **JOB CLASSIFICATION**

**Classification Structure:** JSU's job classification structure reflects job categories, job groups, job levels, and the respective positions, position grades. The levels and grades within job categories and positions are determined by the level of responsibility and the skills, professional knowledge, and experiences needed to effectively perform the assigned duties.

Reflected in the Classification Structure are positions and the respective responsibilities and duties of each position which are assignable to one employee. Although there may be multiple individuals with the same job or job title, each individual employee with that job title has his or her own position. Each position is accompanied by a position description which is a structured document assigning work to a specific position and outlines the expectations to be performed after customary orientation and training, but is not intended to cover every kind of work assignment in detail, or every activity during the workday. The position description is the key document used to determine the appropriate grade and level of a position.

**Employment Classifications.** The following terms describe Fair Labor Standards Act (FLSA) (commonly referred to as the "Wage Hour Law" employment classifications:

**Exempt Employees:** Exempt employees are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA). An exempt employee is one whose specific job duties and salary meet all of the requirements of the U.S. Department of Labor's regulations. In general, an exempt employee is one who is paid on a salary basis at not less than \$455 per week who holds an administrative, professional, or management position.

**Non-Exempt Employees:** Those are employees who are covered by FLSA and are subject to timekeeping requirements and are paid at the hourly rate of pay for up to 40 hours per workweek. All non-exempt employees are required to keep a record of time worked. Non-exempt employees are entitled to compensatory time off or overtime pay for all hours worked in excess of 40 hours per week. Any hours

**actually worked** in excess of 40-hours per week will be credited to compensatory time at a rate of one and one-half times the normal rate, or in few cases the employee will receive overtime pay for these hours. All overtime pay must be pre-approved by the appropriate Vice President or the President. Non-exempt employees are paid bi-weekly.

**Employment Types.** To determine benefits eligibility, all non-faculty employees (staff) are classified at the time of employment as full-time, part-time, temporary, or student employees (Federal Work Study, University Assistants, and Graduate Assistants).

**Full-time (eligible/qualified for JSU Benefits):** employees in full-time status regularly work a minimum of 37.5 hours per week. Employees in this category are entitled to all benefits provided by JSU after serving the waiting periods required for certain benefits. These employees may be “exempt” or “non-exempt” and are expected to continue in their assignment indefinitely on a full-time basis.

**Part-time:** employees who work part-time are eligible to contribute to the Teacher’s Retirement System (TRS) of Alabama. Employees in this classification work a maximum of 26 hours per week. Part-time employment can be temporary or expected to continue indefinitely. Part-time employees work a maximum of 26 hours per week.

**Temporary (Time-Limited):** employees in a temporary status work a maximum of 26 hours per week. Employees in this category are employed for a specifically defined project, for peak workloads, or for short time replacement of full-time employees, and have an expected termination date of less than one year from the initial date of employment. However, if a department requires the services of a temporary employee for longer than one year, the employee must have a thirty-day break in service documented on a Temporary Employment Extension Request Form by the hiring manager. After this break in service, the temporary employee may return for a period not to exceed one year from the date of re-hire.

Periods of temporary employment will not be counted as part of a probationary period or waiting period for purposes of benefits in case of subsequent appointment to a regular position. Temporary employment does not confer upon the employee any privilege of right of promotion, transfer, or reinstatement to regular position. A temporary employee may apply for a full-time position when and if a full-time position becomes available.

**Student Workers:** These are currently enrolled JSU students hired to participate in on-campus employment opportunities as University student assistants, Federal Work Study, graduate assistants (research assistants or teaching assistants), student housing resident assistants, tutors or interns whether paid from institutional, grant or stipend sources. These on-campus jobs enable students to earn money, gain

work experience, and to build their professional resume. To qualify, a student must be enrolled at JSU, and registered for at least six credit hours as an undergraduate student or three credit hours as a graduate student during Fall and Spring semesters. Students currently participating in a dual enrollment program not eligible to participate in the Student Employment Program (please refer to the Student Employment Handbook). No person may be employed as a staff or faculty member of JSU and as a student employee or graduate assistant at the same time.

**Grant Funded (Time-Limited):** Grant-Funded employees are either in full, temporary, or student positions and could be exempt or non-exempt under FLSA. The costs of associated with Grant-funded position are paid by the grant awarded to the University. Grant-funded positions will not continue beyond the expiration of the grant. Employment in a position funded by a grant does not confer on the employee any right or promise to a non-grant funded position. Salaries and benefits requested and/or approved in a grant must conform to all university policies relating to titles, salary, classifications, etc., and will be administered by the University. In the event benefits are provided by the grant, full-time employees will be eligible for the same benefits provided to JSU full-time regular employees or otherwise specified in the Grant. All changes to grant-funded positions must be managed through the Department of Human Resources. HR must receive written Approval from the Grant Administrator for any title changes, changes to duties performed, job or position classification, change in compensation, or extensions to employment agreements, etc.

**Personnel Action Changes.** JSU has implemented a process for the request and approval of personnel and position changes (including new positions, position reclassifications, position title changes, promotions, transfers, and other adjustments in compensation, etc.) to all positions, inclusive of grant-funded jobs/positions. This systematic approach to personnel and position change requests allows for consistent, fair, and equitable responses to how requests are identified, evaluated, and resolved. It also creates a collaborative process for how to best meet the personnel needs of the University in a financially responsible manner.

The goals of the personnel and position action change review and approval process are: (1) to create clear, transparent, and understandable processes to identify and communicate a needed or desired personnel action, and to evaluate and conclude upon each request; (2) deploy processes that maximize opportunities to create and maintain a diverse work force; (3) execute the process with the expediency and deliberation as appropriate to the situation. In all cases the timeline should be clearly defined and understood by all; (4) process each request with simultaneous and complementary evaluation of human

resources principles (e.g., job classification, grade, position title, duties, internal equity, etc.) and budgetary considerations and constraints; (5) maximize the effectiveness of constrained resources to achieve institutional priorities.

Changes to grant-funded positions/personnel or requests for new grant-funded positions will not be considered without prior approval from the responsible party representing the funding source. The department requesting any changes to grant-funded positions must submit written approval of such changes to the Department of Human Resources.

**Promotions/Vacancies.** When a vacancy is advertised, applications will be accepted from both current and prospective employees and will be advertised on campus and off campus. Employees and all other applicants proceed through the same application procedures. Employees are discouraged to apply for or be selected for a position that is in a lower salary range or grade than the employee's current position. When an employee agrees to position at a lower grade and salary, this is considered a Voluntary Demotions and may retain current salary upon approval from the divisional Vice President. If a decision is made by a Vice President that a lateral move (same job classification and grade) will be made to fill a vacancy in the same pay range, there will be no pay increase. Supervisors considering an internal candidate as a finalist should contact the candidate's current supervisor prior to any interview for final selection.

**Changing positions within the University (Internal Recruitment)- [Recruitment & Selection Policy #1:02:02:01](#)** ). Internal searches are limited to Jacksonville State University employees only. The President, upon the recommendation of the Provost or a Vice President, may determine that it is in the best interest of the university to conduct an internal search to fill a vacant position. Internal recruitment will be utilized to support career mobility of existing qualified employees. Employees who meet the minimum qualifications for a position must be employed at least one year in order to be considered for a position outside of their current Division; to be considered for a position within their current Division, qualified employees must be employed at least six (6) months. All exceptions to the waiting period(s) must be approved by the appropriate Division Vice President. All employees being hired for another position must have a current satisfactory performance evaluation on record with the Department of Human Resources.

When an employee receives a promotion or is hired into position, it is not mandatory that the employee serve a probationary period in the new position. However, supervisors are encouraged to monitor employee performance in the new role and to provide consistent constructive feedback. The Supervisor may elect to evaluate the employee's performance at any point during the first six (6) months and provide appropriate feedback.

Employees moving from one department to another, must be paid any accumulated compensatory time by their current department. Compensatory Time should not be transferred to another department, but fully paid out to the employee. It is the responsibility of the employee's current supervisor to initiate the completion of the [Separation/Transfer Clearance Form](#) which must be signed by both the current supervisor and the existing employee. The signed Form must be sent to the Department of Human Resources for records maintenance.

## COMPENSATION

**Compensation Structure.** The University's compensation plan is presented in the form of a Salary Table which is comprised of Pay Grades and Salary Ranges and is reflective of the Job Categories and Job Groups. Employee compensation should reflect individual performance, qualifications required, and the complexity, scope and impact of work performed. Strategically, the compensation system, in conjunction with other human resource strategies, contributes to workplace conditions which support employees at all levels of the University in meeting or exceeding performance standards. The University's total compensation rewards employees for fulfilling their job responsibilities and expectations, and for supporting the objectives of the institution.

**Job Category:** a group of jobs with work of similar nature and comparable levels of responsibility which may require different skills and/or professional knowledge.

**Job Group:** work consisting of responsibilities and duties that are sufficiently alike to justify being covered by a single job specification. A job may be assignable to more than one employee (i.e., the job of administrative assistant is held by more than one person, but these individuals are in the same job because they all perform similar duties and responsibilities). A job refers to the combination of duties and responsibilities that are carried out by all persons in that job.

**Job Grade:** a grouping that encompasses positions with the same or similar values in order to assign compensation rates and structures. All jobs in a pay grade have the same salary range with a minimum, midpoint, and maximum established rate.

## TIME KEEPING REQUIREMENTS

The regular workweek for the University is 8:00 am to 4:30 pm, Monday through Friday, or 37 ½ hours per week. but many employees have a schedule with different work hours based on the needs of the department. The University recognizes the attractiveness of the five-day workweek, and where possible, schedules are arranged on this basis. In some instances, however, additional work and/or alternative schedules will be required during peak periods.

Regular attendance and punctuality are expected of all employees. Ultimately, departments have the authority to establish attendance expectations for their areas. Work hours must be scheduled to satisfy the needs of the department or area in which you work, and to make certain that adequate staff is available when needed. Employees will be informed by their supervisor of the normal schedule and about any schedule that changes which may be required. There may be times when it is necessary for employees to be

absent due to illness or personal reasons. Employees needing to be absent or tardy should notify their supervisor in accordance with departmental guidelines.

Note: Employees who are absent from work for three (3) or more consecutive workdays without appropriate notification to their supervisor are considered to have voluntarily resigned and abandoned their position.

Non-exempt employees are covered by the overtime provisions of the Fair Labor Standards Act (FLSA) and must record and be compensated for all time worked. Non-exempt (or hourly) employees are paid on a bi-weekly basis. The minimum workweek is 37.5 hours for fulltime non-exempt employees. Full time employees take a lunch period of either one half hour or one hour depending on the employee's assigned work schedule. All employees are encouraged to maintain accurate records regarding their work time. All non-exempt employees are subject to the following timekeeping requirements:

- i. All hours worked in the workweek must be accurately and reported electronically via web-time entry. Falsification of such records will subject the employee to immediate dismissal.
- ii. Employees who work during lunch periods and before or after established work schedules must report that time as time worked.
- iii. No employees should record time for any other employee or "clock in" or "clock out" for another employee.

**Overtime.** Under the Fair Labor Standards Act (FLSA), any non-exempt employee must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rate of pay. Stated another way, if an employee's total hours actually worked in a workweek are not more than 40, the FLSA overtime rules do not apply.

**Overtime Compensation.** Any non-exempt employee who exceeds the maximum forty-hour (40-hour) workweek will be asked to take time off in lieu of overtime pay. This time off is referred to as "compensatory time." Compensatory time is granted at the rate of one and one-half hours off for each overtime hour worked beyond forty hours per week. If it is not feasible for a non-exempt employee to take compensatory time off, he or she will receive overtime pay at the rate of one and one-half times the regular rate of pay for each hour of overtime worked. Overtime pay instead of compensatory time must be approved at the Vice-Presidential level.

- Compensatory time may be accumulated and used at a later date.
- The accumulated balance of compensatory time **may not exceed 240 hours**.
- All compensatory time must be used before any absence is charged to annual leave.
- All compensatory time must be reported to and accounted for in the employee's timecard. Anyone charging an absence to compensatory time must report this time used on an absence report.
- All compensatory time taken must be approved by your immediate supervisor.



**On-Call Compensation.** An employee who is on-call is required to be available off premises in case of an emergency. The employee must be available via telephone within the department-specified response time. Non-exempt employees placed on-call receive a set rate for the on-call hours. If the employee is called in, he/she will be paid at the regular rate of pay for actual time worked or two hours, whichever is greater. Hours worked in excess of 40 hours in a work week will be paid at time and-a-half. *Once an employee reports to work, on-call pay stops.* An employee may not receive payment for working and on-call pay for the same hours. The total hours paid plus the on-call hours may not exceed 24 hours in a given day except in the case of a designated holiday or in the event an employee is required to remain on call while on paid leave for vacation or personal holiday.

An employee may not receive on-call pay at the same time he/she is receiving sick pay since it is presumed the employee would be unable to work when ill. However, an employee may be on-call while on vacation, personal/designated holiday.

**Call Back Compensation.** Should the university be closed, any non-exempt staff member requested to report to work during an emergency to bring the campus back up to operational status, may receive compensatory time at the rate of one and one-half hours for each hour worked during the emergency. This is an exception to the 40-hour workweek calculation for compensatory time and will require the approval of the respective Vice President.

## **BENEFITS OF WORKING AT JSU**

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### **Employee Benefits Administration**

JSU strives to ensure competitive benefits are provided to employees. The value of benefits should be considered as part of a total compensation package earned by an employee. Employee health is important to JSU therefore, every effort is made to provide opportunities for employees to stay healthy. At a minimum, JSU provides eligible employees with group health insurance.

### **State Offered Benefits**

**PEEHIP Health Insurance.** JSU participates in the Public Education Employees' Health Insurance Plan (PEEHIP), which is administered by Blue Cross and Blue Shield of Alabama, and is made available to eligible employees, their spouse, and/or dependent unmarried children. Dependent children are defined as children up to the age of 19, or up to age 26 if the dependent is a full-time student. The plan includes the Preferred Medical Doctor (PMD) and offers single and family medical coverage. If employee or spouse are tobacco users, there is a \$50 per participant monthly surcharge. These deductions are pre-taxed (mandatory). To assist in making informed decisions about your benefits choices, please access the quick reference [Benefits Guide](#).

**PEEHIP Optional Insurance Plans.** PEEHIP offers employees Dental, Cancer, Hospital Indemnity, and Vision Optional Insurance Plans, which are offered through Southland Benefits Solutions. Use this link for a full description: [PEEHIP Optional Insurance Plans](#).

**Flexible Benefit Plan.** Employees are afforded an opportunity to participate in a health flexible spending and/or dependent care account. Employees may use pre-tax dollars to set aside cash for many health care and dental expenses not covered by the medical plan, as well as daycare expenses incurred. This plan is administered by Blue Cross and Blue Shield of Alabama. For more information concerning the flexible benefit plan, please visit: [Flexible Benefit Plan](#).

**Alabama Teachers' Retirement.** All full-time employees of Jacksonville State University are required to participate in the State Retirement Program. Tier 1 employees (hired prior to January 2013 or are former TRS members) contribute 7.5% of your gross salary per pay period. Tier 2 employees (hired after January 2013) will contribute 6% of your salary each pay period. Deductions are on a pre-tax basis and sent to the Retirement System. You become vested after being a contributing member for 10 years. Tier 1 employees are eligible to retire at any age after 25 years of service, or at age 60 with 10 years of service. Tier 2 can retire at age 62 with 10 or more years of service. For more detailed information about this benefit, please

visit the [Teachers' Retirement website](#).

**Deferred Compensation (RSA-1).** Additional tax-deferred contributions may be made to the Alabama Teachers Retirement System and credited to a deferred compensation plan. Participation in this plan is voluntary and not matched by the University. Use this link to access additional information: [Deferred Compensation \(RSA-1\)](#).

## **JSU Supported Benefits**

**403-B Plan Administered by TIAA.** The University offers a retirement annuity plan with TIAA. The plan is pre-taxed and consists of Regular Annuity (RA) and Supplemental Retirement Annuity (SRA). **RA:** The University will match an employee's contributions with TIAA at 3%, 4%, or 5%, only after two years of full-time employment. However, if an employee is coming from another Higher Education Institution without a break in employment, the employee may be eligible for immediate matching. Documentation verifying continuous employment and prior participation in a TIAA plan is required. If an employee chooses not to contribute to this plan, the University will contribute 1% of the employee's salary to this plan on behalf of the employee. **SRA:** Employees may participate in the Supplemental Retirement Annuity upon employment or anytime thereafter. Contributions to the SRA will not be matched by the University.

**Life Insurance.** JSU provides Basic Group Term Life Insurance for all full-time employees in an amount equal to two times the annual salary, not to exceed \$300,000. Accidental Death and Dismemberment coverage is also offered at two times an employee's annual salary, not to exceed \$300,000. For more information concerning the Basic Group Life Insurance, please visit: [JSU Group Life Insurance](#). The University affords employees the option to purchase additional life insurance coverage up to three (3) times their annual salary. Additionally, dependent life insurance is available at one flat rate for a spouse and/or any number of dependents. Please use this link: [JSU Supplemental Life Insurance](#)

**Long-Term Disability Insurance.** JSU offers employees disability insurance coverage after one year of employment at no cost if approved. This plan is administrated by Boston Mutual and pays 60% of *Monthly Earnings* to a *Maximum Gross Monthly Benefit* of \$5,000.00 per month subject to reduction by deductible sources of income or *Disability Earnings*. Benefits will begin at the beginning of the month following six months from the date of disability and will continue until age 65, no longer considered disabled, or separation from the University. Use this link to access additional information: [Disability Insurance](#).

**Employee Assistance Program.** The Employee Assistance Program (**EAP**) is a confidential, voluntary, professional counseling and referral service designed provide employees and their qualified dependents with no-cost professional support to work through personal challenges that may interfere with work/life

balance. As a benefit, the mission of this program is to enhance the quality of life for JSU employees and improve personal effectiveness. JSU works with an external employee assistance provider staffed with licensed professionals. Appointments can be arranged at the convenience of the employee. For more information or to get contact information visit: [\(Employee Benefits Summary\)](#).

**Tuition Assistance (Policy #1:03:02).** After one year of full-time employment, JSU employees and their dependents are allowed to participate in the Tuition Assistance Program. Dependents are defined as the spouse, unmarried children and/or stepchildren, up to age 26. Children of deceased employees who died while in service to JSU and had held a full-time regular position for at least one year, or who died while receiving retirement benefits or disability retirement benefits may receive tuition assistance up to age 26. Temporary or part time employees are not eligible for tuition assistance. Eligible employees are allowed to audit one course each semester free of charge, however, dependents of employees must pay usual JSU audit fees. Tuition assistance does not apply to auditing classes. This benefit will be in the form of remission and will not be paid in cash or refunded in the case of withdrawal. For more detailed information, contact the Department of Human Resources.

**Class Attendance.** While the primary purpose of each employee is to carry out his or her assigned tasks and to be available for work during normal working hours, JSU also recognizes the importance of each employee being able to further his/her education. In order to make it possible for employees to further their education, the following class attendance guidelines have been established. An employee may take one (1) course per semester not to exceed five (5) semester hours during the regular workday if all the following conditions are met:

- class attendance must not interfere with the work of the office or the work of any other office
- the employee's supervisor must approve class attendance
- any time missed must be made up by:
  - working beyond the regular working hours, or
  - charging the absence to annual leave

## LEAVES ADMINISTRATION

Jacksonville State University offers a variety of generous and flexible leave benefits to all eligible employees. The University recognizes that all employees should enjoy occasional time away from work using vacation and holiday time, and that both personal and medical situations may temporarily interfere with an employee's ability to work. All leave, other than emergencies, must be approved by the supervisor in advance. For more information, visit [Leave Administration Page](#).

### Leaves with Pay

**Annual Leave:** JSU recognizes the need for employees to have occasional days off for rest, vacation, and to take care of personal business. It is the intention of JSU to provide you with enough time each year to take care of these needs. Employees are expected and are encouraged to take annual leave within the specified time. Temporary employees are not eligible annual leave. Annual leave will be earned by all regular full-time employees (including those serving their probationary period) as follows:

<u>Yrs. of Continuous Service</u>	<u>Accumulation Rate</u>	<u>Maximum Accumulation</u>
0 through 9	8 hrs. per month	192 hrs. or 24 days
9 through 19	10 hrs. per month	240 hrs. or 30 days
19 and over	12 hrs. per month	288 hrs. or 36 days

On August 31 of each year, every employee's leave accumulation will be compared to the maximum allowed, and any excess leave will be added to the employee's sick leave accumulation. Annual leave must be earned before it can be taken. An employee shall earn leave in any pay period in which they are paid for a minimum of one-half of the pay period. All compensatory time shall be used before any absence is charged to annual leave. An employee with an annual leave balance **may not** choose to have pay withheld for an absence instead of charging the absence to annual leave. **Leave cannot be advanced** and must be approved by the supervisor prior to the requested leave period except to cover emergencies. Supervisors should maintain schedules of annual leave to be taken to facilitate departmental scheduling and to allow the employee advance notice if a particular time for leave cannot be granted.

Employees must notify their supervisor as soon as their leave plans are known. The effective continuation of the normal work routine should be the primary factor for consideration. Annual leave will be granted at the convenience of JSU. Annual leave may be used for sickness in lieu of sick leave; but sick leave may not be used in lieu of annual leave.

**Use of Annual Leave:** For full-time employees, annual leave will be charged at the rate of eight (8) hours for a whole day, four (4) hours for a half-day, and hourly for absences of less than one-half day. If a holiday occurs within a paid annual leave period, that day is counted as a holiday and not as annual leave. All fringe benefits continue while on a paid leave.

**Holidays:** Normal business operations of Jacksonville State University will be suspended on holidays that are approved by the President and published annually by the Department of Human Resources.

**Full-time staff:** Those staff members who are entitled to a paid holiday will be excused on such days (or on a designated alternative day) without loss of pay. Essential services will be arranged for by the supervisor in charge, and personnel eligible for the holiday who must work will be given another day off in lieu of the holiday. When a holiday falls on an employee's regular off day, an alternate day off will be arranged with the employee's supervisor.

An employee on official leave of absence without pay, or absent without leave, will not be paid for holidays falling during the leave period. In order to receive pay for a holiday (or a holiday period), an employee must be at work (or have a sufficient leave balance to cover) both the day before and the day after a holiday. Actual employment must exist both immediately before and after a holiday or holiday period in order to be compensated for such.

A resignation effective immediately before, during, or after a holiday period will result in forfeiture of holiday pay. A service retiree, as defined by the Teachers' Retirement System, may retire during a holiday period and receive holiday pay through their date of retirement.

**Part-Time Staff:** Part-time employees may receive holiday pay, depending on the number of hours worked. Part-time employees expected to work 32 hours but less than 37.5 per week will earn holiday pay on a pro-rata basis. Part-time employees expected to work 20 hours but less than 32 hours per week will also earn holiday pay on a pro-rata basis. Part-time employees working less than 20 hours per week are not eligible for holiday pay.

**Sick Leave:** Sick leave is provided as a benefit to employees to help offset the loss of salary caused by short-term illness. Sick leave is a privilege, and its use should not be abused. Sick leave is accrued to an unlimited amount by all full-time faculty and staff (including those serving their probationary period) at the rate of eight (8) hours per month. Except for Tier 2 Employees, upon retirement, employees are allowed to convert unused sick time into service time for the purpose of retirement. Use this link to access additional information: [Attendance and Leave Policy](#).

**Use of Sick Leave:** An employee may take time away from work for personal illness or injury of the employee or a member of the immediate family; and/or, medical, dental, or other appointment(s) with a licensed healthcare provider for the employee or a member of the employee's immediate family. Sick leave will be charged at the rate of eight (8) hours for a whole day, four (4) hours for a half-day, and hourly for absences of less than one-half day. Sick leave may not be used for annual leave purposes. However, on a case by case basis, the University may consider the use of sick leave for certain absences where all other leave has been exhausted. If applicable, any remaining absence will be charged to leave without pay.

Any employee becoming ill during annual leave may cancel their annual leave and use sick leave for the remaining period provided the such employee notifies the appropriate supervisor at the onset of the illness and presents appropriate documentation (upon request) of such illness upon return to duty. Extensions of annual leave may be authorized at the convenience of JSU. The University reserves the right to require an employee to obtain a physician's statement of employee's or family member's illness.

If a holiday falls within a paid sick leave period, that day is counted as a holiday and not as sick leave. All benefits continue while on a paid leave.

**Transfer of Sick Leave from a Previous Employer:** Employees can transfer their sick leave accumulations from previous employers which are an agency of the State of Alabama participating in either the State Teachers' Retirement System of Alabama or the Employees' Retirement System of Alabama. The accumulated sick leave balance must be certified to the Department of Human Resources in order to obtain credit. The form for certifying sick leave transfer is available in Human Resources.

**Transfer of Sick Leave to a New Employer:** Employees can transfer their sick leave accumulations to their new employer, if that employer is an agency of the State of Alabama participating in either the State Teachers' Retirement System of Alabama or the Employees' Retirement System of Alabama. The transfer of sick leave balances is only for the use of the employee.

**Temporary Staff:** Temporary employees are not eligible for annual leave, sick leave or holiday pay.

**Changing positions within the University.** An employee who transitions from a position which accrues Annual Leave (e.g. Staff) to a position which does not accrue Annual Leave (e.g. Faculty) may be paid-out for the unused annual leave up to the maximum allowed based on years of service, only if this employee has worked with the University for at least one (1) year. Any hours in excess of the maximum allowed will be transferred to the employee's sick leave balance.

An employee who transitions from a position which accrues Annual Leave and/or Sick Leave (Staff or Faculty) to a position which does not Annual and Sick Leave (e.g. Adjunct Faculty or Temporary Staff) may be paid-out for the unused annual leave up to the maximum allowed based on years of service, only if this employee has worked with the University for at least one (1) year. At the employee's discretion, any Sick Leave balance can either be donated to the Sick Leave pool or zeroed out.

An employee who transitions from a position which does not accrue Annual Leave/Sick Leave (Faculty, Adjunct, or Temp.) to a position which accrues Annual Leave/Sick Leave will be allowed to accumulate annual leave based on the date of the new position.

An employee who transitions from a Non-exempt to Exempt position may be paid-out the balance of any accrued Compensatory Time.

### **Special Circumstances Leave**

**Family and Medical Leave Act:** FMLA refers to the Family and Medical Leave Act, a federal law which guarantees eligible employees up to 12 workweeks of paid/unpaid leave each year with no threat of job loss. FMLA also requires that employers covered by the law maintain the health benefits for eligible workers just as if they were working. Therefore, the University requires employees to use accumulated sick hours for covered absences. While on approved FML, employees are required to pay their portion of the health insurance premiums. For more information, please visit:

<https://www.dol.gov/whd/regs/compliance/whdfs28.pdf>.

**Administrative Leave.** When the President or designee has reason to believe that the presence of an employee on University property presents a threat to the health or safety of the employee or anyone in the University community, or represents a threat of substantial disruption or interference with the normal operations of the University community, the President or designee may place the employee on leave pending an investigation of the occurrence. Leave pending investigation is approved leave with pay and with no reduction of accrued leave. Under such circumstances, the Department of Human Resources will be responsible for ensuring appropriate accountability for managing and recording this leave.

**Education Leave:** Education Leave provides an opportunity for full-time staff members who have been employed with JSU in a fulltime status, for at least on year to pursue the completion of a terminal degree. The Education Leave program provides for staff members to receive up to a twelve (12) month stipend of \$1,500 a month plus university paid routine benefits which include but are not limited to health insurance, teachers' retirement and the appropriate percentage match of eligible tax deferred annuities (if applicable), while enrolled in a full-time approved course of study. While on Education Leave, the employee



will not be paid wages, but must continue to pay ordinary premiums and does not accrue annual or sick leave.

**Bereavement Leave.** The University provides up to three (3) days to an employee upon the death of an immediate family member. Employees are required to complete an appropriate leave form and submit completed form to the Department of Human Resources. Bereavement leave may be allowed in circumstances involving the death of immediate family member, as defined hereinabove.

**Court Summons.** Paid leave shall be provided to an employee summoned as a witness regarding university matters only. Paid leave shall not be provided to an employee serving as an expert witness. Witness pay shall be retained by the employee. Employees must complete a Leave Request Form.

**Jury Duty.** Upon receipt of a summons to report for jury duty, employees must immediately provide their supervisor with a copy of the summons. Employees summoned as a member of a jury panel, shall be granted leave with pay and any jury fees shall be retained by the employee. Employees must complete a Leave Request Form; leave granted by the University during jury duty shall not affect the employee's accrued annual or sick leave balance. Paid leave shall not exceed the number of hours in the employee's normal workday. If jury duty does not require absence for the entire workday, the employee shall return to work immediately upon release by the court. (Acts 1969, No. 619, p. 1126; Act 2005-311, 1st Sp. Sess., §1.)

### **Leaves Without Pay**

Regular, full-time employees with a year or more of continuous service may request a leave of absence without pay. Except for medical and sick leave, employees are required to submit a formal request for leave of absence, with complete documentation to the supervisor at least one (1) month in advance of the beginning date. The effective inclusive dates of leave should be included. All leaves of absence must be approved by appropriate authority and are subject to the approval of the President. A copy of the approved request will be given to the employee, and the original will be placed in the employee's personnel file. Employees applying for a leave of absence should contact Human Resources concerning benefit status, leave balances, insurance coverage, etc. Insurance benefits may be continued while on a leave of absence, but the total cost of these benefits is the responsibility of the employee. (See Family and Medical Leave for exception to health insurance.). An employee has the option of taking a leave of absence without pay in order to continue his/her education. Sick and annual leaves do not accrue during a leave of absence without pay.

Employees returning from leave must notify the Department of Human Resources of their return to work. Overstaying a leave without proper notification and approval constitutes an automatic resignation and

subsequent loss of benefits. Upon return from leave, the employee will be returned to the same or equivalent position with equivalent pay, benefits, and other employment terms. While on leave without pay, an employee is still considered to be employed by JSU, and therefore should not accept other employment during the leave period. An unpaid leave of absence may be granted for the following reasons:

- **Educational Leave (Up to 12 months)** - Must be job related in that it leads to an advanced degree or increased job qualifications.
- **Personal Leave (Up to 6 months)** - Must be for a justifiable reason and must not unduly interfere with normal University business.
- **Family and Medical Leave ([Family Medical Leave Act](#))**
- **On-the-Job Injury Leave:** JSU is not subject to the Worker's Compensation Laws of Alabama. However, JSU provides certain benefits for job-related injuries. Employees who are injured on the job may be entitled to paid leave, subject to the approval by the appropriate Vice President. On-the-job injuries requiring medical treatment are covered under the employee's personal health insurance plan. Employees may file a claim with the State Board of Adjustment to be reimbursed for co-insurance, deductibles, and non-covered items. For more information, contact the Alabama Board of Adjustment at: <http://www.bdadj.alabama.gov/Default.aspx>

For more information about Special Circumstances Leave, use this link: [Attendance and Leave Policy](#)

## EMPLOYEE PERKS AND DISCOUNTS

**Athletic Season Tickets:** All employees are eligible to participate in the purchase of season tickets to all regular season athletic events at a considerable discount. Payment may be made by payroll deduction.

**Cafeteria Discounts:** Meals are available at the Jack Hopper Dining Hall at a reduced rate for JSU employees. Meals include a choice of entrees, vegetables, salad, desserts, and beverages for one low price. Sodexo, in addition to operating the campus dining facilities, offers catering to the public.

**University Recreation:** University Recreation offers opportunities for employees and their dependents to experience active and healthier lifestyles. For more information, visit: [University Recreation](#) .

**Dining Hall Discount:** Meals are available at the Jack Hopper Dining Hall at a reduced rate for JSU employees with JSU ID card. In order to receive the discounted rate you will need to have a credit balance on your ID card.

**Library:** Employees and eligible dependents have unlimited access. For library hours visit: [JSU Library](#).

**Little River Canyon Center:** The Canyon Center features a regular schedule of programs that include concerts, workshops, hikes, lectures, and other activities. For more information visit: [Little River Canyon Center](#).

**Longleaf Studios:** Longleaf Studios offers opportunities for employees and their dependents to experience a variety of films & filmmakers. For more information visit: [Longleaf Studio Events](#).

**Drama Department:** All employees are eligible to participate in the purchase of season tickets to all drama events at a considerable discount. For more information about Drama Events, visit: [JSU Drama Events](#).

**Music Department:** The David L. Waters Department of Music offers opportunities for employees to experience a variety of musical events all year long. For more information visit: [JSU Music Events](#).

## **SEPARATION FROM EMPLOYMENT** ([Policy #1:02:11](#))

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Non-faculty employees of Jacksonville State University (JSU) are employed with an “at will” status; therefore, either party for any reason, with or without cause, may terminate the employment relationship at any time. Only the University President or the Board of Trustees has authority to enter into any Agreement for employment specifying any period of time or to make any agreement contrary to the foregoing.

### **Voluntary Separations**

**Resignation.** An employee may voluntarily resign from a position within the University or from employment with the University. Whether resigning from a position or from the University, employees are expected to submit a written resignation providing a minimum of two (2) weeks’ notice to his or her supervisor. It is the expectation that the supervisor formally acknowledges and accepts the resignation in writing. Due to the complexity/operational commitments of exempt positions, employees in this class are expected to provide at least one (1) month notice. If an employee provides the proper notice as specified above, he/she will be entitled to all benefits accrued, provided the 180-day probationary period has been completed.

**Retirement.** If an employee is retiring, the employee is advised to provide written notice at least 90 days before his/her anticipated retirement date to ensure there is no delay in applying for and receiving retirement compensation. Our retirement providers require that the application for retirement be completed no more than 90, but no less than 30 days prior to retirement date.

**Completion of Term Appointment (Temporary Employees).** Temporary employees are employed at the University under a term appointment agreement. Employees hired for a term appointment will be separated from the University as of the specified date unless the supervisor notifies the Department of Human Resources that the appointment will be extended.

**End of Grant:** If a grant is terminated or ends, those individuals employed in grant-funded positions will be separated from the University.

### **Involuntary Separations**

**Termination for Cause.** An employee may be terminated for unsatisfactory performance, misconduct, neglect of job responsibilities, violations of departmental or JSU regulations or for other reasons deemed to constitute proper cause by the University. If an immediate supervisor requests to terminate an employee, the case will be referred to the next level of supervision. An employee who is terminated may not be entitled to accrued annual leave, and this action will become part of the employee’s employment

record.

**Separation during Probation.** Any full-time or part-time employee may be separated from employment during the six (6) month probationary period.

**Job abandonment.** The University considers job abandonment when an employee does not report to work for three (3) consecutive days without the supervisor's permission or does not notify the University of an absence for more than three days, except when an emergency precludes giving notice. Workdays are considered consecutive even when broken by normal non-working days such as holidays or weekends. Additionally, job abandonment is considered when an employee fails to return to work within the prescribed time limits, following an authorized leave of absence.

**Reduction In Force (RIF).** Conditions may arise which necessitate a layoff due to reorganization, lack of work, material change in duties of the University and/or lack of funding.

Such situations are discussed between Division leaders and Human Resources and communicated to affected staff members by their School/Department/Unit leadership. When a reduction in force is necessary, employees will be given as much notice as is possible.

**Termination Without Cause.** Termination without cause may be affected by a supervisor for reasons, which include, but may be not limited to, incompetence or inability to perform the prescribed work satisfactorily. In such case, the employee being terminated may be entitled to any qualified accrued benefits. Termination without cause means that the employee is being **terminated** for reasons that are not related to misconduct and notice of the **termination** and possibly severance pay is required as outlined in the employment/labor standards.

All employees, at the time of their separation from the University must return all uniforms, keys, and other equipment to the University before their final paycheck is disbursed.

**Separation From Employment Process** ([Employee Separation Procedures](#)).

**Exit Process.** All employees transferring from one Department/Division to another, or leaving JSU, whether resigning, retiring, or terminated, must participate in the Exit Process with their supervisor and/or Human Resources, by completing an [Employee Separation/Transfer Clearance Form](#). This process allows employees transferring from one Department/Division to another return and/or account for any property belonging to the department. The Exit process allows employees leaving the University to discuss matters pertinent to the separation, such as extension of benefits, handling of final paycheck, return of University property, forwarding addresses, disposition of leave, and related matters. For more information, reference the [Employee Separation Procedures](#).

**Accumulated Leave at Separation from Employment.** If an employee separates from employment with JSU, whether by retirement or resignation, that employee may be paid for accumulated annual leave up to the maximum allowed for the employee's years of service.

If the employee is retiring from the University, the employee will also have the option of requesting all or part of accumulated annual leave be transferred to their sick leave balance and may be used for retirement credit with, the Teachers' Retirement System. If an employee dies while in service and has annual leave in excess of the maximum accumulation, the deceased employee's excess annual leave will be transferred to the sick leave balance.

**Retirement Credit.** Upon termination of employment, an employee will not be paid for any accumulated sick leave. However, the Teachers' Retirement System will allow unused sick leave to be counted as service credit for retirement purposes. (See also D.5) Contact Human Resources for current information on converting sick leave to retirement.

### **Unemployment Compensation**

All employees (except student workers) are covered by Unemployment Compensation Insurance. Resignation or discharge for causes are not normally covered by unemployment compensation. Specific qualification requirements for benefits may be obtained from the local state employment office. It is understood that student workers and residence hall directors are given employment to aid in the furtherance of their education and are not covered by unemployment insurance.