

# **Staff Handbook**

## **Indiana University Southeast**

For Appointed  
Professional Staff

Classification: PA

**Revised September 2002**

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## *Notice*

The content of this handbook is not all-inclusive nor a promise or contract between Indiana University and its staff. These guidelines are intended to help you understand how university policies and procedures apply to staff.

At any time, the university reserves the right to modify, change, suspend, or cancel all or any part of the policies, procedures, and programs contained in this handbook. The university will, at its discretion, make changes and develop new or revised policies and procedures from time to time. When possible and appropriate, the university will seek input from staff groups, exclusive employee representatives, and administrators. When the university develops or modifies new policies, procedures, and programs, it will notify members of the university community as soon as possible. Differences that result from such changes will take precedence over the contents of this handbook.

For the most current policy information, visit the University Human Resource Services Web site at [www.indiana.edu/~uhrs](http://www.indiana.edu/~uhrs).

University Human Resource Services  
Indiana University

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## *AT A GLANCE*

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### *Indiana University*

Indiana University is one of the oldest and finest public universities in the nation. It is composed of eight campuses—a residential campus in Bloomington, an urban campus in Indianapolis, and six others located in Richmond, Fort Wayne, Kokomo, Gary, South Bend, and New Albany. The campuses at Indianapolis and Fort Wayne are jointly held by IU and by Purdue, Indiana's second largest state university. IU currently serves over 93,000 students and employs nearly 16,000 faculty and staff. It is among the largest institutions of higher education in the United States and was one of the country's first major universities to admit women on an equal basis with men.

The president of IU's eight campuses is Myles Brand. President Brand reports to a nine-member board of trustees. Several vice presidents work with the IU president on matters like administration, finance, research, and public/government affairs.

Chancellors head all IU campuses. The chancellor at Bloomington is Sharon Stephens Brehm, who is also vice president for academic affairs of the entire eight-campus university. Chancellor Brehm is aided by several campuswide deans. The chancellor at IUPUI, Gerald L. Bepko, is also IU's vice president for long-range planning.

### *Indiana University Southeast*

Located in the heart of the beautiful southern Indiana countryside, Indiana University Southeast (IUS) is one of the eight campuses of Indiana University, a prestigious center of learning chartered in 1820 in Bloomington, Indiana.

IU Southeast began as a small Indiana University extension called the Falls Cities Area Center in nearby Jeffersonville in 1941. Its present name was adopted in 1968, and the campus moved to New Albany in 1973. Since then, IU Southeast has grown steadily and now serves more than 6,600 full and part-time students.

IU Southeast is dedicated to offering a comprehensive array of undergraduate and graduate programs aimed at expanding economic opportunities, enhancing cultural activities, and serving the continuing educational needs of the area.

As one of more than 600 faculty and staff at IU Southeast, you enhance the success of the university. Whether you maintain the physical facilities or work in student services, an academic division, or an administrative department, your best effort touches those around you and ultimately leads to the success of IU Southeast. It is your motivation, creativity, and dedication —your effort toward excellence— that help to ensure the university's mission and the success of its students.

IU Southeast recognizes the individual worth and diversity that you bring to the academic environment. You will be treated with dignity, and encouraged to think creatively and to develop new knowledge and skills. IUS will recognize and reward you for superior effort using its total compensation package of pay and benefits. You are a vital part of the success of IU Southeast.

## ***EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION***

### **Equal Employment Opportunity/Affirmative Action**

Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the university and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender marital status, national origin, race, religion, sexual orientation, or veteran status.

Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women, and Vietnam-era veterans.

An Affirmative Action office on each campus monitors the university's policies and assists individuals who have questions or problems related to discrimination.

### **Policy Against Sexual Harassment**

The university policy against sexual harassment is designed to protect all members of the university community. It applies to relationships among peers and to superior/subordinate relationships. It also applies to all individuals, regardless of their gender or sexual orientation.

Harassment on the basis of sex is a violation of federal and state law. Indiana University does not tolerate sexual harassment of its faculty, staff, or students. Individuals who believe they are victims of sexual harassment and those who believe they have observed sexual harassment, are strongly urged to report such incidents promptly. IU will

investigate every sexual harassment complaint in a timely manner and, when there is a finding of sexual harassment, take corrective action to stop the harassment and prevent the misconduct from recurring. The severity of the corrective action, up to and including discharge or expulsion of the offender, will depend on the circumstances of the particular case.

Once a person in a position of authority at IU has knowledge, or should have had knowledge, of conduct constituting sexual harassment, the university could be exposed to liability. Therefore, any administrator, supervisor, manager or faculty member who is aware of sexual harassment and condones it, by action or inaction, is subject to disciplinary action.

### ***What Is Sexual Harassment?***

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- An individual communicates to you—directly or indirectly—that your employment or academic advancement depends on your submitting to such conduct.
- You submit to or reject such conduct and an individual uses this as a basis for your employment or academic decisions.
- Such conduct unreasonably interferes with your ability to work or perform academically or creates an intimidating, hostile, or offensive working environment.

### ***Reporting Sexual Harassment***

Sexual harassment can be reported to a supervisor, an academic or student services dean or official, the Office of Affirmative Action, Vice Chancellor of Administrative Affairs, Vice Chancellor of Student

Affairs or Human Resources. Confidentiality of information related to investigations of sexual harassment complaints will be maintained to the extent practical and appropriate under the circumstances and to the extent permitted by law.

### ***Preventing and Eliminating Sexual Harassment***

Education is the best tool for the prevention and elimination of sexual harassment. Each dean, director, department chair, and/or administrative officer is responsible within his or her area of jurisdiction for the implementation of this policy, including its dissemination and explanation. It is the obligation and shared responsibility of all members of the university to adhere to this policy.

## **Americans with Disabilities Act (ADA) Rights**

University policy and federal law forbid employment discrimination against qualified persons with physical and mental disabilities. A *qualified person with a disability* is someone with a disability who meets the necessary skill, work experience, education, training, licensing or certification, or other job-related requirements of a position.

**The ADA defines a person with a disability as an individual who:**

- Has a physical or mental impairment that limits one or more major life activities (walking, speaking, seeing, hearing, etc.)
- Has a record of such impairment
- Is regarded as having such an impairment

IU is committed to ensuring equal employment opportunities for qualified persons with disabilities. The university will provide reasonable accommodation as provided in the law for employees protected by the ADA by making changes in the work environment or

by changing certain practices and procedures. If you have a disability and meet the qualifications above, contact your supervisor or Human Resources to discuss your needs.

## ***EMPLOYMENT AND COMPENSATION***

### **Employment of Relatives**

Indiana University does not hire or transfer persons related by blood, adoption, marriage, or same-sex domestic partnerships into positions that create a relationship of *immediate supervision* (supervisor to employee) between two people. The chancellor of each campus determines what is immediate supervision.

Persons related by blood or adoption that fall under this policy include: parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, and first cousin.

Persons related by marriage or same-sex domestic partnerships that fall under this policy include: husband, wife, same-sex domestic partners, stepparent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, daughter-in-law, son-in-law, half-sister, half-brother, uncle, aunt, nephew, niece, and relations of the same degree of a same-sex domestic partner.

### **Consensual Romantic Relationships**

The university policy about employment of relatives (see above) prevents staff from making employment-related decisions concerning such persons. Likewise, the purpose of the consensual romantic relationships policy is to prevent problems of safety, security, supervision, and morale. These problems may arise when relationships occur between employees, students, and prospective employees.

Whenever a conflict of interest occurs, or may occur, it is your responsibility to tell your immediate supervisor about the relationship. If the relationship involves your immediate supervisor, then go to the next level of management. Your supervisor or the next level of management is responsible for making arrangements to eliminate or solve the conflict.

## **New-Employee Evaluation Period**

All new appointed employees must serve an evaluation period, also called a qualifying or probationary period. This assures that you can perform your job satisfactorily.

- Professional staff serve an evaluation period of six months.

Under certain circumstances, a department head may extend this period so you have enough time to demonstrate satisfactory performance. If your supervisor decides at anytime during the period not to continue your employment, contact Human Resources to discuss other job opportunities. By the end of the new-employee evaluation period, your supervisor will tell you whether you have satisfactorily completed the period.

The following rules apply during the new-employee evaluation period:

- You may discuss any work problems with your supervisor. However, IU places certain restrictions on using the problem-grievance resolution procedure. Consult your supervisor or Human Resources for specific information.
- Once you have completed the evaluation period, you begin acquiring seniority. Your seniority date reverts back to when you were appointed.

## **Performance Management**

Departments are to implement a performance management program for their professional staff. In contrast to performance appraisal, which focuses primarily on an annual evaluation form, performance management emphasizes a continuous process of planning, communication, evaluation, development, and recognition. Employees who want information about the program should contact their supervisor. Managers who want assistance setting up a performance management program should consult Employee and Organizational Development in University Human Resource Services.

## **Corrective Action (Discipline)**

Discipline, in its literal sense, is training that corrects or improves behavior and performance. Its purpose in the workplace, therefore, is to help an employee improve within his or her position. It is the university's policy and practice to see that discipline is progressive in nature, beginning with the least severe action necessary to correct the undesirable situation, and increasing in severity only if the problem is not corrected.

The steps of corrective action usually include oral counseling, a written warning, a final warning in writing, and if necessary, separation. However, if the problem is serious, the supervisor may bypass earlier steps.

Under some circumstances, the corrective action process may include a suspension without pay, subject to circumstances described in the personnel policy manual. As provided in the manual, the university will only exercise its right to discipline and discharge for just cause.

## **Separations**

For voluntary separation, you are expected to give an advance notice of at least two weeks; for involuntary separation, the university determines the amount of notice you receive.

## **Personnel Files**

You may view the contents of your official personnel file. These include files maintained in your department and in Human Resources. Contact your supervisor or Human Resources to make arrangements.

## **Pay Schedule and Delivery**

Each department distributes checks on the first workday of each month. If the first falls on a weekend or a holiday, paychecks are available on the preceding workday.

If your name or address changes, or if you want to change the amount of withholding from your check, contact Human Resources, Library Building 002 or extension 2356.

### ***Direct Payroll Deposit***

Direct payroll deposit is a requirement for all employees. Your paycheck is deposited directly into your bank or credit union account. The money goes into your checking or savings account and is available on payday. Instead of receiving a check, you get a receipt that lists the same information as a paycheck stub (gross pay, deductions, net pay, etc.).

Direct payroll deposit offers the benefits of convenience, dependability, and safety.

## **Promotions and Transfers**

It is a university policy to fill vacancies whenever possible by promoting current staff. Sometimes this is not possible. When deciding promotions and transfers, the university considers many factors, including the following:

- Ability to do the work
- Prior work performance
- Attendance record over the last 12 months
- Amount of university service

All eligible staff are encouraged to apply for promotions or transfers. Human Resources posts all vacant positions.

## **Adverse Weather**

Bad weather or adverse road conditions may occasionally be so severe that the university must suspend normal operations. However, certain essential services must remain in operation. Staff members in departments that provide essential services should make every effort to get to work.

Sometimes, adverse road conditions are present but the campus is not closed. In these cases, you may use accrued time off to cover an absence or take the time off without pay if you wish. With your supervisor's approval, you may work later in the week to make up lost time.

**Be aware that . . .**

In emergencies, it is your responsibility to listen to local news media or to contact your supervisor to see if you should report to work.

### ***Compensation for Work When Campus is Closed***

Nonessential employees who are told not to work receive pay for the time they were absent. Essential employees who work receive additional time off or pay.

## Working Hours

Most staff members work a normal week that consists of five 8-hour days, Monday through Friday. Typically, university office hours are 8 a.m. to 5 p.m. Many departments keep different work schedules. In some departments, you may have the option of working an alternative or flexible work schedule. Consult your immediate supervisor for information about your work schedule.

## Overtime

Professional employees who are exempt under the definitions of the Fair Labor Standards Act do not receive overtime pay. To fulfill your professional work duties, you may occasionally need to work an irregular shift, or work more than 40 hours a week. In certain emergency or unusual situations, you may have to work extra hours for a sustained period. In these cases, you may receive compensatory time off.

## Staff Jobs and Classifications

Each professional employee is assigned to a job that has been classified as *professional*. Each job is evaluated and assigned a classification level within the professional group. To evaluate jobs, the university uses several factors including education and experience requirements, complexity of the work, and the work environment. Jobs that are similar in terms of the factors used are grouped into the same classification level.

Occasionally, the duties of a position change significantly enough to consider reclassifying the position. Reclassifying a position requires a formal process of reevaluation. If you or your supervisor feels that your position has changed significantly, you may request that your position be

reevaluated. Contact your campus human resources department for information about the specific procedure.

## **Fiscal Misconduct**

Internal Audit investigates reported incidences of fraud, embezzlement, and ghost employment. It is authorized by the Board of Trustees to audit all parts of the university. When doing so, Internal Audit has full and complete access to any of the university's records, physical properties, and personnel.

### ***Ghost Employment***

It is against Indiana law for the university to assign and pay you to perform duties not related to university business. Likewise, it is unlawful for you to accept payment for performing non-university work during working hours. For example, a supervisor may not ask a graphic designer to prepare a church brochure during work hours using university facilities, or report you as being at work when you are not here. If you believe that you have been asked to perform such work, contact the Internal Audit department or your campus human resources director.

### ***Employee Responsibility***

IU financial institutional policy states, "If any employee knows or suspects that other university employees are engaged in theft, fraud, embezzlement, fiscal misconduct or violation of university financial policies, it is their responsibility to immediately notify the Internal Audit department or the appropriate campus police department."

**Internal Audit:** 812-855-3361 or [www.indiana.edu/~iuaudit/main.html](http://www.indiana.edu/~iuaudit/main.html)

## **Seniority**

Seniority Recognition Dates

IU establishes this seniority recognition date . . .	According to this date . . .	For consideration in these situations . . .
University service date	When you began continuous employment at the university	Promotions and transfers into other units, paid time off earnings
Occupational unit service date	When you began continuous employment in your current occupational unit	Promotions and transfers within a unit, shift preference, and order of layoffs during a reduction in force

An occupational unit may consist of a campus, department or subunit of a department. The personnel policy manual for your functional group describes the occupational units.

Occasionally, a staff member transfers from an hourly position to an appointed position. Also, some staff leaves and later returns to university employment. In these cases, there are special guidelines that apply to receiving one's seniority credit. For more information concerning these special circumstances, consult Human Resources.

## **Reduction in Force**

Indiana University aspires to provide stable, long-term employment. However, sometimes reducing the workforce is necessary. This happens when shortages of work or funds occur, or when programs and needs change. Frequently, the university can make these personnel reductions through routine attrition such as retirement, promotion, and transfers. If layoffs are necessary, IU follows an established policy that considers your length of prior service and your qualifications to perform available work. If you receive notice of a layoff, please contact Human Resources immediately to discuss the policy and employment opportunities.

## **Part-time Appointments**

If your appointment is for 50 percent or greater, you are eligible to participate in IU's basic retirement plan. You also receive a prorated amount of paid time off and holiday pay based on your specific full-time equivalency (FTE).

You must be on 100 percent appointment to be eligible for group health plans, life insurance, and fee courtesy.

## **Re-Employment Benefits**

If you quit your job with the university with at least a two-week notice and are rehired within 18 months, you may have your prior length-of-service credits restored.

If you are hired in any department within 18 months after being laid off from the university due to a permanent reduction in force, your unused sick leave and length-of-service credits for paid time off will be restored to the balances that existed at the time of separation.

If you terminate employment because of illness or injury (including medical problems associated with pregnancy and postnatal infant care), your seniority benefits will be restored as long as you are reappointed to a university department within 12 months from the date of termination.

## **Terminal Pay**

Appointed employees are eligible to receive pay for certain accrued benefits when separating employment from the university. Such benefits include the following:

A holiday that falls on the next workday following the last scheduled workday

Unused holidays that are still eligible for use within the specific time allowed

Accumulated and unused honorary vacation balance up to defined limits (for those hired before January 1, 1985)

Accumulated and unused paid time off balance

If you retire from the university, terminal pay may include a portion of your accrued sick leave hours. Contact Human Resources eligibility requirements and pay rates.

# ***HOLIDAYS, LEAVES, AND TIME AWAY FROM WORK***

## **General Information**

Regular attendance is a condition of employment.

You should report any anticipated absence to your supervisor ahead of time. In an emergency, let your supervisor know as soon as possible the reason for the absence and when you expect to return.

If you are absent for three consecutive working days and do not notify your supervisor, you may be subject to separation from employment.

If you are absent for five consecutive working days and do not notify your supervisor, you are subject to automatic termination without notice.

## **Holidays**

As an appointed staff member, you are excused from work with pay for the following holidays, except where continuous service is essential:

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Independence Day	Friday after Thanksgiving
Campus Holiday	Labor Day	Christmas Day

When a holiday falls on a Sunday, IU observes the holiday on the following Monday. When a holiday falls on a Saturday, IU observes the holiday on Friday, the day before. To receive holiday pay, you must be in pay status on the day before or the day following the holiday. When it is necessary to work on a holiday, you receive equivalent time off.

## ***Religious Holidays***

Some staff members celebrate religious holidays that are not in the above list. If you want time off for a religious holiday that IU does not observe, your department may make reasonable accommodations in your work schedule. You can use paid time off or the Campus Holiday to cover the absence from work. A supervisor may also let you take time off without pay, or rearrange your schedule to make up for missed work time.

## ***Campus Holiday***

Campus holiday is a “floating” holiday that is available to use on or after the first day of Spring Break. You choose which day you want to be excused with pay – provided that you have prior approval from your supervisor.

## **Family and Medical Leave (FMLA) Rights**

The Family and Medical Leave Act (FMLA) of 1993 is a provision that allows you to take up to 12 weeks of unpaid leave for certain family and medical reasons. You do not have to take the leave all at once. To be eligible, you must be able to answer “yes” to both of these questions:

Have you worked for Indiana University for 12 months? (The months of service do not have to be consecutive.)

Did you have a total of at least 1,250 *actual work hours* Indiana University during the 12-month period preceding the start of your intended absence? (Do not count paid or unpaid excused absences as part of this total.)

## ***Reasons for Taking a Leave***

The university grants FMLA for the following reasons:

For birth of a child and to care for the newborn child

For placement of a child with the employee for adoption or foster care  
To care for a spouse, same-sex domestic partner, child, or parent with a serious health condition  
To care for yourself, if you have a serious health condition that prevents you from doing your job

### ***FMLA Advance Notice and Medical Certification***

You must provide 30 days advance notice when the leave is foreseeable. If you request a leave for a serious health condition, you will be asked to provide medical certification to support your request.

### ***Job Benefits and Protection***

During a leave, you may want to maintain your health coverage under the group insurance plan. Contact Human Resources for details about how to do this. When you return to work after a leave, you will be restored to your original or an equivalent position—with equivalent pay, benefits, and other employment terms.

### ***Use of Accrued Leave Benefits***

Starting on the first day of a leave, you must take all accrued paid time off as part of the 12-week absence.

## **Discretionary Leave of Absence**

A discretionary leave of absence is absence without pay, authorized in advance, for 30 or more calendar days. It is not related to an absence that qualifies under the FMLA. You may, however request a discretionary leave of absence to provide additional time following a leave granted by the FMLA. A leave of absence means that you intend to return to the same or a similar position. Therefore, the position—or a similar position—will be available when you return.

To request a leave of absence, you must have the recommendation of the academic dean, department head, or designated authority. When determining whether to approve a leave of absence, the administrative authority explores answers to the following questions:

Has the department head recommended the absence?

What are the purpose and length of the absence?

What is the staff member's length of service?

What is the expected or potential length of service once the staff member returns?

Do we need to hire a temporary replacement? If so, what problems might we encounter?

Once a leave of absence is approved, you should Human Resources concerning the status of your retirement and group insurance plans. You do not earn paid time off while on a leave of absence.

If you have ten or more years of service, you may take a leave of absence for up to 90 calendar days. The university grants this opportunity only once in the life cycle of employment. The absence must not cause your department undue hardship.

## **Short Tours of Military Duty**

If you belong to the National Guard or a reserve component, or if you are retired from the naval, air, or ground forces, you are entitled to a paid leave of absence for annual training. The leave must not exceed 15 working days in any one military year (October 1 to September 30). To receive pay for military training that exceeds 15 working days in any one military year, you may use paid time off. If you have no accrued paid time off, you may take the absence without pay. In this case, you would still earn the standard benefits. As with any absence, you should submit the written military orders to your supervisor as soon as you receive them.

## **Extended Active Military Duty**

IU grants a military leave of absence without pay if you are inducted through Selective Service, enlist voluntarily, or are called through membership in the National Guard or a reserve component into the Armed Forces of the United States or the Coast Guard.

Extended active military duty is for up to four years. It may be extended an additional year at the request of the federal government, even if the additional year is voluntary on your part.

You must cancel or convert the IU Health Care Plan when you enter the Armed Forces for extended active duty.

When you return from a military leave of absence, you will be reinstated to your former position or in one of similar status and pay. The position is subject to the same adjustments in pay and benefits that you would have received had you remained in the position. You must be discharged from the military service under honorable conditions and request employment within the time limits specified in the personnel policy manual. (See Reappointment Benefits policy.)

## **Jury and Court Duty**

If you are called to serve on a jury, or if you are subpoenaed as a witness in court, you may perform this duty without losing your regular earnings. To be eligible for earnings, you must notify your supervisor and provide proof of notification.

## **Voting**

You are urged to exercise your right to vote. Work schedules usually provide up to two hours for voting either before or after work.

## Paid Time Off

Paid time off (PTO) provides time for vacation, sick leave, personal business, and funerals. To calculate the days you earn, refer to the chart below. Be aware that you do not earn PTO while on a leave of absence, while absent without pay, or during a temporary reduction in force.

	Full-time staff on 12-month appointments earn this amount	Part-time staff earn this amount	Staff on 10-month appointments earn this amount
During the first 60 months of appointment	An annual allowance of 30 days per year or 2½ days per month	Prorated amounts equal to the FTE percent	A monthly amount, based on the FTE percent, for the number of months covered by appointment
After 60 months of appointed service	An annual allowance of 36 days per year or 3 days per month	Prorated amounts equal to the FTE percent	A monthly amount, based on the FTE percent, for the number of months covered by appointment

### *Frequently Asked Questions*

#### **When do I receive PTO?**

You receive PTO at the end of the last workday of each month.

When can I use PTO?

With your supervisor's approval, you can use PTO on the first day of the month that follows the month in which you receive it. For example, if you earn 2½ days on July 31, 2000, then you can use it on August 1.

If you earn 2½ days on the last workday of November, you can use it on December 1. You cannot take time off *before* Thanksgiving unless you have accrued PTO to cover your absence.

Can I use one-half day of PTO?

No. You must take PTO in full-day increments unless you are using it to cover an authorized Family and Medical Leave of Absence.

How much PTO can I accumulate?

If you accumulate PTO and do not use it, you can apply it to the next calendar year. You can carry over no more than what you earn in one year. The most you can accumulate is two years of PTO. At the end of each year, you can transfer unused PTO to a personal sick leave account. One hundred percent FTE staff can transfer up to 12 days to their sick leave account. Part-time staff may transfer a portion of this amount prorated by their FTE percent.

Keep Tabs on Your PTO Balance

Be sure to review your PTO balance throughout the year to ensure that you do not lose any accrued hours. If you accrue a significant amount of PTO, towards the end of the year, you may want to use some hours or transfer them to your sick leave account.

How much PTO can I use each year?

You can use as much PTO as you earn from January 1 to December 31 of each year.

Can I borrow PTO from future earnings?

The only time you can “borrow” future earnings of PTO is when you are a new employee who has not earned enough PTO to cover the closing of your department between the Christmas and New Year holidays.

Can I receive pay in exchange for PTO?

The only time you can receive pay in exchange for unused PTO is when you terminate. The maximum amount you can exchange for pay is two years of PTO.

## ***POLICIES AND PROCEDURES***

### **Confidentiality of Student, Medical, and Personnel Records**

You may be required to handle confidential information. Indiana University views this information as an important trust. Confidential information refers to nonpublic information about students, faculty, and employees. Some examples of confidential information include grades, financial aid, performance evaluations, family data, and medical records.

You should behave responsibly when handling confidential information. If anyone asks for confidential information, you must follow the specific policy that applies to that request. You must not release confidential information to anyone unless that person has authorization.

#### **Family Educational Rights and Privacy Act**

Federal law classifies most student record information as private. This information cannot be released to third parties (including parents) without signed consent from the student.

All employees are working for the common good of the university. This means that you cannot use confidential information for personal reasons. For example, you cannot use someone's address to seek political contributions or to present information about a sales campaign.

The consequences of mishandling confidential information (intentionally or unintentionally) range from instruction on the proper handling of such information to corrective action or discipline.

### **Political Activity**

You can participate in political activity as long as it does not conflict with our work performance. In your participation, you must make it

clear that you are acting as a *private* citizen and that you do not represent the university.

Following are some guidelines for participating in political activity:

You may not use university property (computers, telephones, etc.) for political activities.

If the activities prevent you from fully accomplishing your job responsibilities, you must request a leave of absence for the period of activity.

If participation affects your job duties, you must inform the department head.

If you and an administrative officer disagree about your ability to fulfill university obligations, you can appeal through the grievance procedure.

## **Information Technology Use**

Access to IU information technology resources (computing, networking, phones, etc.) is a privilege granted to all university faculty, staff, and students. Responsibilities such as secure, legal, and ethical usage accompany that privilege.

For a detailed explanation of computer users' privileges and responsibilities, visit UITS web site at [www.indiana.edu/~uitspubs/iu001/](http://www.indiana.edu/~uitspubs/iu001/). Additional information about the use of technology and security issues is located at [www.itpo.iu.edu](http://www.itpo.iu.edu).

Use of technology resources must be limited to support one's studies, instruction, duties, official business with the university, and other university-related activities. However, "incidental personal use" is an accepted and appropriate benefit of being associated with IU's rich technology environment. Such use must adhere to all university policies covering appropriate use. Also, senior managers have the right to

disallow or define appropriate forms and levels of “incidental personal use” for their departments.

Examples of "Incidental Personal Use"

Use of e-mail to send personal messages to friends, family, or colleagues

Use of the personal home page (PHP) server to provide information about your hobbies and interests

Use of the telephone to make a doctor's appointment

### ***Electronic Mail (E-mail)***

You may open an account that gives you access to the university computer network and facilities. This includes the capability to send and receive e-mail. IU encourages you to use e-mail as a tool to help you carry out your tasks more efficiently.

University policy prohibits sending messages or materials that are obscene, threatening, or otherwise violate the law, and imposes other limitations on technology resources usage. Under appropriate circumstances, university administration or information technology personnel may access the content or noncontent-based attributes (e.g., headers) of employee e-mail messages. It is also possible that employee e-mail may be obtained in the course of litigation or law enforcement activities.

When using e-mail, you should be discreet. Its contents should be considered no more private than that of a postcard. As a rule of thumb, do not send any message that you would not want a person other than the receiver to see.

To open an account, request a form from Computer Services at extension 2287.

## *Telephone Usage*

Follow the guidelines of your department regarding personal telephone calls. You should reserve business phones for business calls. If a personal call is necessary, make the call during lunch, break time, or when it does not interfere with work. Calling 900 numbers or other long-distance numbers that result in charges to the university is not allowed. Charge these types of calls to your credit card or home phone.

You may be authorized to make business-related long distance calls. If so, the university will give you an access code and instructions on how to use the university long distance system properly. This access code is not to be used for making personal calls.

If you have questions about the use of telephones or telephone equipment, call a service consultant at your campus telecommunication services department.

## **Campus and U.S. Mail**

The university handles two types of mail: internal campus and U.S. mail. The university is able to use its internal Campus Mail system free of charge for university business. Under federal rules and regulations, personal mail must first go through the U.S. mail system before Campus Mail can deliver it. Also, the university assumes that any mail delivered to a university address is university business. Authorized persons may open mail, even though it may be addressed to you. To avoid overloading our campus mail delivery system, do not have personal mail or packages delivered to the workplace.

## **Travel**

Staff who are required to travel on IU business must follow the university travel policies and procedures. Travel Management Services

has specific information. Travel Management Services offers assistance in the following areas:

Corporate American Express and Diners Club cards for university business

Rental car and hotel discounts

Preferred air carrier discounts

List of IU travel agencies

Prepayment of many travel expenses

Telephone: 855-2873

Office: Poplars 120

Homepage: [www.indiana.edu/~travel/](http://www.indiana.edu/~travel/)

## **Grievance Procedures**

It is the intent of Indiana University to apply its policies in a fair and consistent way. However, disagreement and misunderstandings may occur. When you have a matter of personal concern or dissatisfaction about your job—or you believe that a policy has been incorrectly applied—you have the right to present the matter to the university. The university, in turn, will consider the matter based on its merits. You are encouraged to discuss such a matter with your supervisor, dean, or director. If a solution is impossible, you can try to resolve a dispute through a formal grievance procedure.

You can request a copy of the grievance procedure and necessary forms from Human Resources.

## **Parking**

If you drive and park a motor vehicle on university property, either regularly or occasionally, you must register the vehicle. You must also secure and display a current parking decal at all times. The university regulates all university parking facilities, including visitor and pay lots.

You must park in designated parking spaces only. You may pay your parking permit fees through payroll deduction.

To register your vehicle, buy a decal, and get a copy of the parking regulations, contact University Police and Safety, University Center 007.

## **Office Keys**

A department head or division dean authorizes keys for full-time appointed staff and faculty. Keys are issued by the University Police located in the University Center 007. You are responsible for your keys and must report lost keys to the University Police. There is a \$3 fee to replace a key. At the end of your employment, you must return all keys before the last payday.

## ***HEALTH AND SAFETY***

### **Employee Safety**

Indiana University is committed to ensuring your safety and to complying with all regulatory requirements related to employee safety. The Environmental Health and Safety department is responsible for developing and implementing campus safety programs. Program areas include the following:

Chemical safety

Hazardous waste management

Radiation safety

General sanitation

Biological safety

Emergency response

Fire safety

All employees are expected to cooperate fully in carrying out these programs. Also, you are encouraged to contact the Department of Environmental Health and Safety to voice your concerns about safety in the workplace.

IU Southeast expects you to cooperate fully in carrying out these programs. Also, you are encouraged to contact the chief of safety and security at 2400 or Human Resources at 2356 to voice your concerns about safety in the workplace.

### **Firearms and Dangerous Weapons**

Unauthorized firearms, weapons, ammunition, explosives, and other items that the campus police consider to be dangerous are prohibited on university premises and at IU events. This policy includes activities such as introducing, possessing, using, buying, or selling firearms. Even if you have a valid state permit to carry a firearm, you are not authorized to carry the firearm on university premises. Only law enforcement officers and others in exceptional circumstances who have prior approval by the police chief are authorized to carry a firearm.

If you know of a violation of this policy, immediately notify the campus police department or your supervisor. Anyone violating this policy can be immediately terminated.

## **AIDS Guidelines**

A complete set of AIDS Guidelines is available in the personnel policy manual.

The university determines the employment of persons infected with the HIV virus on an individual basis. It also considers situations that place an infected staff member at risk for his or her own health on an individual basis. The chancellor or chief administrative officer of each campus is responsible for making decisions about the compatibility of an infected person at work. All persons diagnosed with AIDS or AIDS-related disorders are encouraged to seek assistance from the campus health service or local physician or hospital. IU holds in confidence all health information to the fullest extent that the law and university obligations permit.

## **Alcohol and Drug Policy**

Indiana University intends to maintain an alcohol and drug-free workplace within the scope of the law. To that end, the following policy governs all university campuses and workplaces. IU expects and requires you to report to work on time and in appropriate mental and physical condition for work. It is the university's intent and obligation to provide a drug-free, healthful, and secure work environment.

The university absolutely prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on university premises or while conducting university business off university premises. Violation of this policy may result in immediate termination of employment.

The university recognizes drug dependency as an illness and a major health problem. The university also recognizes drug usage as a potential health, safety, and security problem. Employees with such problems are encouraged to seek help from IU-sponsored programs, if applicable, and from community-based support programs. Conscientious efforts to seek such help will not jeopardize an employee's job.

Full-time appointed staff members with drug or alcohol problems are encouraged to seek confidential help by contacting an Employee Assistance Program (EAP) counselor.

Call toll free at 1-888-23 IU EAP  
(1-888-234-8327)

You must, as a condition of employment, abide by the terms of the above policy, and report to the campus chancellor any conviction under a criminal drug statute for violations occurring on university premises or while conducting university business off university premises. A report of a conviction must be made within 5 days after conviction and is required by the Drug-Free Workplace Act of 1988.

There are numerous criminal penalties and health risks associated with alcohol and drugs. A partial description of these is contained in the university personnel policy manual.

## **On-the-Job Injuries**

If you are injured while performing university duties, and the injury is covered under Indiana Workers Compensation laws, you are eligible for Workers Compensation benefits. Additionally, Indiana University provides supplemental benefits during the first seven calendar days of disability. To receive these supplemental benefits, you must follow the procedures outlined below.

- Report the injury to your supervisor immediately.

- Report the injury to University Police and Safety, University Center 007.
- Complete the occupational injury/illness report.

If needed, first aid will be administered and transportation will be provided to a hospital for treatment. For more information, please consult the human resources personnel policy manual.

## **Policy Against Workplace Harassment and Violence**

It is the goal of Indiana University to promote a safe, respectful, and productive work environment in which to deliver quality academic programs and administrative services. To this end, the university will not tolerate, condone or ignore workplace harassment or violence as described in this policy.

Each department head, manager, supervisor, and employee is responsible for keeping the workplace free of harassment and violence. This includes intimidating, hostile, threatening, or violent behavior by employees or non-employees (vendors, job applicants, visitors, spouses, etc.) against self, others, university property, or property on university premises belonging to others.

This prohibition covers all university premises and university-sponsored events as well as off-campus sites should an incident occur that is shown to have an adverse impact on the university. All reports of workplace harassment or violence will be investigated promptly and impartially and as confidentially as possible. Appropriate action will be taken against persons found to be in violation of this policy.

## **Smoke-Free Policy**

Smoking is prohibited in all indoor university areas and university vehicles.

## **Reporting of Crimes**

A campus police department protects all IU campuses. For assistance or to report problems, call 941-2400.

## ***BENEFITS, PROGRAMS, AND SERVICES***

### **Health Care Coverage**

Full-time employees who are appointed to an eligible position—for nine months or more—may participate in the university health care benefit program. Eligible staff have the option of selecting from several different health care plans. The coverage, preferred provider network, deductibles, co-payment, and rates vary from plan to plan. For details about a specific plan, or to change health care coverage enrollment, contact Human Resources.

You can change health plans or drop plan coverage, for any reason, once a year—during the annual open enrollment period in November of each year. The changes you make during open enrollment become effective on the following January 1.

If a specific qualifying event occurs, you may be able to change health care coverage enrollment during the year, rather than waiting until open enrollment. Such changes are retroactive to the date of the event, provided that you request a change within 60 days of the qualifying event.

Examples of a qualifying event are marriage, divorce, death, birth, and the starting or ending of a spouse's employment status.

### **Retirement Benefits**

Eligible appointed professional staff participate in the IU Retirement Plan. This is a defined contribution plan where IU makes contributions to your individually owned retirement account. You may choose to have your contributions made to any of the university-approved funds at TIAA-CREF (Teachers Insurance and Annuity Association and the College Retirement Equities Fund) or Fidelity Investments.

## IU Retiree Status

Employees who qualify for IU Retiree status are eligible for these benefits: enrollment in one or more health care options, reduced amount of life insurance, and fee courtesy. In addition, Retirees generally receive an e-mail account and staff rates when purchasing tickets to university events or memberships to IU athletic and cultural centers.

To qualify for IU Retiree status, you must meet the age and service criteria listed below. All periods of full-time service covered by IU life insurance count toward the requirements. (The years of service requirement are prorated for ages that fall between the ages listed in the table.)

### Age and Service Required for IU Retiree Status

Age at termination	Years of IU service	Age at termination	Years of IU service
55	30	61	15
56	28	62	15
57	26	63	14
58	24	64	12
59	22	65	10
60	15		

## Basic Life Insurance

IU provides basic life insurance coverage to staff on full-time appointment of nine months or more. The amount is equal to twice your base salary. The maximum amount is \$50,000 until the age of 65. After age 65, the coverage is 1.3 times your base salary with a maximum amount of \$32,000. In the case of accidental death, this plan pays two times the amount of the above coverage. This basic package includes life insurance coverage of \$3,000 for spouses or same-sex domestic partners and \$1,000 for dependent children. The cost of this plan is paid by IU.

Eligible staff have the option of purchasing additional life insurance and personal accident and long-term disability (LTD) insurance. The payroll department can deduct the payments from your paycheck. Contact Human Resources for details about coverage and rates.

## **Tax Saver Benefit Plan**

Full-time appointed employees may participate in a Tax Saver Benefit Plan that can save you money by reducing your tax burden for health care and dependent care expenses. For details, contact Human Resources. Here's how it works.

1. Decide how much money you should set aside from your paycheck for health care expenses (e.g., medical, dental, vision expenses not covered by a health plan) and for dependent care expenses (e.g., babysitting, day care, elder care).
2. Payroll deducts this amount from your gross pay over a period of one year.
3. Payroll places this amount into a health or dependent care account. Taxes are then calculated based on the remaining amount of your pay.
4. You pay for the actual expenses out-of-pocket.
5. Request reimbursement from your account(s).
6. Receive a reimbursement check; this amount is not taxable.

## **Tax Deferred Annuities**

A Tax Deferred Annuity (TDA) is a voluntary retirement plan. Using this plan, you contribute and accumulate money for your retirement. You do not have to pay taxes on the amount you contribute nor on the interest you earn until you withdraw the money.

A TDA is smart way to supplement other retirement benefits such as Social Security and an employer-sponsored retirement plan. It also lowers your taxable salary. Result: you pay fewer taxes. For more information, contact Human Resources.

## **Pre-Tax Commuting Expense Plan**

All Indiana University employees with a regular salary payment (excluding those with student status) may elect to participate in the Pre-Tax Commuting Expense Plan.

### ***Pre-Tax Parking Expenses***

This plan allows an employee to exclude from gross income up to \$175 per month for qualified parking. Indiana University provides this benefit directly for the purchase of IU parking stickers on a salary reduction basis through the payroll system. This qualified parking allowance is voluntary. Contact Human Resources/Payroll to enroll.

### ***Pre-Tax Mass Transit Expenses***

The plan also allows for qualified mass transit expense up to \$65 per month for bus, train, etc., expenses to and from work. Upon submission of qualified receipts for mass transit expenses, a pre-tax credit through the university's payroll system will be prepared. Employees save on payroll and income taxes on the amount of the benefit they purchase, since that amount is no longer treated or reported as taxable salary. Contact Human Resources/Payroll for details.

## **Employee Assistance Program (EAP)**

The Employee Assistance Program offers many services to help you deal with personal issues that may interfere with your day-to-day well being. All full-time appointed employees and members of their household are eligible to participate. Expenses for this program are paid by IU. A group of highly qualified counselors offers counseling in the following areas at any time of the day or night by telephone:

- Stress or anxiety
- Divorce or separation
- Conflict in the workplace
- Alcohol or drug concerns

- Loss of a spouse or loved one
- Child or elderly parent issues
- Relationship problems

Your use of the services is strictly confidential. To contact a counselor, call toll free at 1-888-23-IU EAP (1-888-234-8327). Trained professional counselors are available by phone 24 hours a day, 365 days a year. After an initial assessment, EAP will help you schedule further counseling at a time and place of your choice. Counselors are located near campus. The EAP is structured to provide counseling over the telephone and brief focused face-to-face counseling for up to three sessions per issue. If additional mental health or substance abuse services are required, the EAP counselor will refer you to appropriate providers covered by your health plan.

## **Fee Courtesy**

IU is committed to providing you and your family opportunities to continue your education. The fee courtesy applies to Indiana University regular and independent study courses only. The chart below explains who can take courses at what rates. Note: Under IRS rules, the value of fee courtesy for graduate courses is treated as taxable income.

## Fee Courtesy Rates and Information

<i>This group . . .</i>	<i>Can take this number of credit hours . . .</i>	<i>And receives this fee courtesy benefit . . .</i>
Full-time appointed staff and Retirees	First 3 credit hours per semester (or combined summer sessions)	100% resident rate
	Next 3 credit hours	50% resident rate
Spouses or same-sex domestic partners of current staff and Retirees	First 3 credit hours per semester (or combined summer sessions)	50% resident undergraduate rate
Dependent children of staff and Retirees	140 total credit hours (includes transfer hours) or until the dependent earns the first baccalaureate degree, whichever comes first	50% resident undergraduate rate

To register for a class scheduled during a workday, you must have the approval of the department head. Also, you must make up time away from your job. Before registering for a class, be sure to consult the Fee Courtesy Policy.

## Wellness Program

Faculty and staff are encouraged to use the Activities Building for unstructured recreational activities. During scheduled open recreation periods, the building is available for basketball, volleyball, weight lifting, jogging, etc. Check the front window for weekly schedules or contact Athletics at 2432 for details.

## **Child Care**

The Indiana University Southeast Children's Center, "Little IUS," is located on University Drive at the corner of the Evergreen East parking lot. The center is closed during all breaks, on weekends, and during inclement weather. Call the Children's Center at 941-2402, or visit the Web site at [www.ius.edu/childrencenter](http://www.ius.edu/childrencenter).

## **Paul W. Ogle Cultural and Community Center**

The Paul W. Ogle Cultural and Community Center presents seasons full of exciting performances. Experience scintillating dramas, outstanding orchestras, glitzy Off-Broadway shows and rock-n-roll, country, and gospel concerts under the stars. With four indoor theaters and an outdoor amphitheater, the Ogle Center has something for everyone. Staff receive discounts of up to half of the regular ticket price. You can purchase tickets at the Ogle Center Ticket Office, the Kentucky Center for the Arts Box Office, or by calling 584-7777 or 1-800-775-7777.

# ***PERSONAL CONDUCT***

## **Personal Dress and Appearance**

Although there is no policy that outlines a dress code for most employees, some departments call for certain standards of dress for a particular work area. Dress according to what is appropriate for your area and what is considered good grooming. Departments that require uniforms have clear policies and practices about them. If you have questions about appropriate dress for a particular situation, or about uniforms, consult your supervisor.

## **Gift Giving**

Your department may have a policy that prohibits certain types of gift giving. Following are reasons why: First, avoiding gift giving—especially between supervisors and employees—helps to maintain objectivity about your performance. Second, during holidays, it preserves your right to privacy and to participate in religious and cultural customs of your beliefs. Third, it reduces any financial burden you may feel when asked to give toward a gift. Check with your supervisor for details of the policy that applies to your department.

## **Licensing**

If you lose or are threatened with the loss of a certificate or a license that is required to perform your job, notify your supervisor immediately.

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***Handbook Receipt***

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I acknowledge receipt of the Staff Handbook for Appointed Professional Staff which outlines some of my privileges and obligations as an employee of Indiana University.

First name (Please print)

Last name (Please print)

Department:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Social security number:

\_\_\_\_\_

Date: \_\_\_\_\_

Please send this receipt to Human Resources for placement in your personnel file.