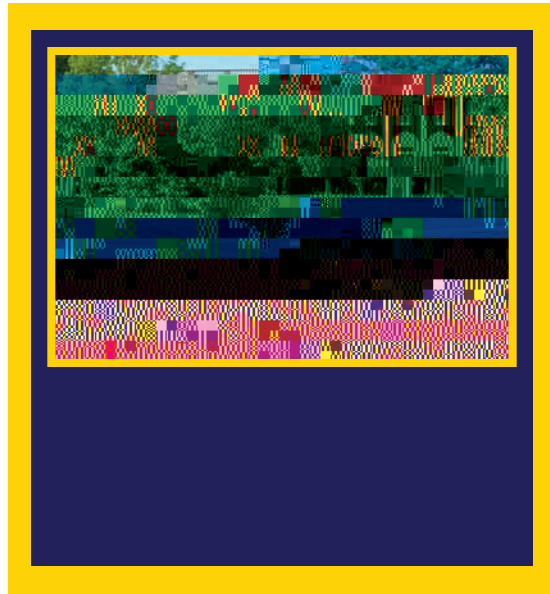




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Murray State University Staff Handbook

approved by the Board of Regents Sept. 7, 2012

www.murraystate.edu

1. Organization and Administration

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1.1 History of Murray State University

Murray State Normal School, created by the Kentucky General Assembly in 1922, admitted its first students in September 1923. In 1926, when the General Assembly granted the institution authority to confer baccalaureate degrees, it was renamed Murray State Normal School and Teachers College. The college was accredited by the Southern Association of Colleges and Schools in 1928 and received authority to offer liberal arts and pre-professional courses in 1930, when the name was changed to Murray State Teachers College. In 1948 the name was changed to Murray State College. In 1966 the General Assembly authorized the Board of Regents to change the name to Murray State University.

1.2 The Murray State University Shield

1.6 Value Statements

Murray State values

- accessibility: broad, equal, and affordable educational access for all;
- academic freedom: the generation and free exchange of ideas in a peaceful and orderly environment that encourages communication and the resolution of differences;
- accountability: a comprehensive accountability system through outcomes assessment and institutional effectiveness, supporting our primary mission as a university;
- diversity: attracting, developing, and maintaining a diverse, high-quality faculty, staff, and student body;
- excellence: a sustained commitment to teaching, research, and service excellence;
- integrity: an environment that demands high levels of professional and academic ethics;
- nurturing environment: a safe, friendly, and supportive campus and community environment;
- shared governance: a culture of shared governance, open communication and understanding among administration, faculty, staff, and students; and
- student-centered learning: an environment that fosters the engagement of the student in the learning process, both in and beyond the classroom.

Approved by Board of Regents, September 17, 2010

1.7 Strategic Imperatives

Excellence through Quality • Outreach with Partnerships • Innovation for Impact

1.8 Comprehensive Plan

The University's comprehensive plan may be viewed online at http://www.murraystate.edu/Libraries/President_s_Documents/Comprehensive_Plan_Feb_2012.sflb.ashx.

1.9 Characteristics of the University

Related to Students and Student Enrollment

The University conducts sustained recruitment operations in a five-state area and internationally to meet the enrollment goals established by the Council on Postsecondary Education and the Board of Regents.

The University establishes academic and student life policies and programs to meet the retention and graduation rate goals established by the Council on Postsecondary Education and the Board of Regents.

1.14 MSU Governing Bodies

1.14.1! Staff Congress

This is an elected governing body of MSU staff with membership in each staff category and at-large membership. Staff Congress has a variety of standing committees to which members are appointed to serve during their terms in Staff Congress. In addition, Staff Congress may appoint members to various university-wide committees. This group conducts an annual survey to generate ideas and collect concerns from the staff. This information is used at the monthly regular meetings to evaluate issues and generate policies and procedures that impact staff morale and effectiveness.

<http://www.murraystate.edu/staffcongress>

1.14.2! Faculty Senate

This is an elected governing body of MSU faculty with departmental and at-large representation.

<http://www.murraystate.edu/HeaderMenu/FacultyStaff/FacultySenate.aspx>

1.14.3! Student Government Association

This is an elected governing body of MSU students, representing all academic colleges, residential colleges, and at-large membership. Additionally, members are selected for positions on the Campus Activities Board and Judicial Board.

<http://www.msusga.com>

2. Staff Policies

2.1 Personnel Policies and Procedures

! Due to periodic change in federal and state law and in Murray State's Board of Regents' mandates, policies and procedures contained in this handbook are subject to change. As university policies and procedures are modified and

3. Faculty
4. Staff

II.M. EMPLOYEE EXEMPTION FROM THE STATE WAGE AND HOUR LAW

1. Executive
2. Administrative
3. Professional
4. Supervisory

III. PAYROLL & WORKING HOURS

III.A. WORKING HOURS

1. Workweek
2. Shifts
3. Days

III.B. PAYROLL

1. General information
2. Non-exempt staff
3. Exempt staff
4. Faculty

III.C. PAYROLL DEDUCTIONS

1. Required deductions
2. Optional deductions
3. Procedures

3.3.2 Bicycle Loan

Full-time faculty and staff, employed at the University for at least six months, are eligible to apply for an interest-free 12-month bicycle loan. The Bicycle Loan Program will provide 80% of the cost of the bike and one helmet to a maximum outstanding balance of \$2,000. Loans will be repaid through automatic payroll deduction. Written requests should be submitted to Accounting Specialist, 200 Sparks Hall. If the employee terminates employment with the University, the outstanding balance on the bicycle loan will be deducted from the last payroll check. If the last check is not sufficient to cover the remaining loan balance, the employee will be required to pay the balance prior to final clearance from the University. For details, refer to the current Human Resources Benefit Guide at

