

# MSU Personnel Policies and Procedures Manual

Due to periodic change in federal and state law and in Murray State's Board of Regents' mandates, policies and procedures contained in this manual are subject to change. As University policies and procedures ar

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## **Interpretations and Rights**

POLICY NUMBER: I

SUBJECT: INTERPRETATION AND RIGHTS

APPLIES TO: FACULTY AND STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

### **INTERPRETATION AND RIGHTS**

Murray State University through its Board of Regents and the authority granted by the state of Kentucky has adopted the personnel policies contained in this manual to serve as comprehensive guides and ready reference for employees and supervisors to promote a well-organized and consistent personnel program.

#### **1. Interpretation**

This manual from time to time makes an effort to summarize applicable provisions of state and federal law. This effort has been made in good faith with the aim of providing assistance to the Murray State University employee. It should be obvious that in the event of a conflict as between federal and state law and the summary expression as stated herein, the federal and state law will prevail over the expression. The final responsibility for the interpretation of federal and state law is with the employee. The University has attempted, and will continue to attempt, to provide a degree of guidance, but the employee is responsible for the final determination as to his or her rights under federal or state law.

#### **2. Disclaimer of Contractual Significance**

Nothing contained in Murray State University's written personnel policies, manuals, handbooks, publications, transmittals, web site or any oral statement in connection therewith shall constitute or imply a contract of employment between the University and any employee of such University.

#### **3. Reservation of Rights**

Murray State University reserves the right to change any rule or regulation stated herein. The right to modify or change is subject to any limitations imposed by law. Systematic efforts will be made to notify staff and faculty of all policy changes.

#### **4. Overview of the Manual**

- a. The policies in this manual were developed by Human Resources, reviewed by the vice presidents, recommended by the President, and the



**Staff Status**

POLICY NUMBER: II B

SUBJECT: STAFF STATUS

APPLIES TO: STAFF

EFFECTIVE DATE: July 1, 2010

REVISED FROM: July 1, 1993

**STAFF STATUS**

All employment documents whether a formal contract, letter of employment, or personnel action form should reflect the employment status as set forth in the policy, viz., regular staff employee (full-time), regular staff employee (part-time), temporary staff employee (full-time) and temporary staff employee (part-time).

The followi

- i. Temporary employees will not receive contracts or letters of employment concerning continuation of employment after June 30 of each year. The dates listed on the initial Personnel Action Form will provide authority for continued employment into the new fiscal year.
- j. Active full-time Kentucky public K-12 teachers and administrators who work in temporary positions at Murray State may purchase TRS-equitable time in certain circumstances.

**Affirmative Action Policy**

POLICY NUMBER: II C

SUBJECT: AFFIRMATIVE ACTION POLICY

APPLIES TO: FACULTY AND STAFF

EFFECTIVE DATE: May 8, 1993

REVISED FROM: May 8, 1993

AFFIRMATIVE ACTION POLICY

Murray State Universit





**Probationary Period**

POLICY NUMBER: II E

SUBJECT: PROBATIONARY PERIOD

APPLIES TO: STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

PROBATIONARY PERIOD

1. A probationary period of six months shall be required of all regular staff employees at the time of initial employment at

**Employment of Relatives**

POLICY NUMBER: II F

SUBJECT: EMPLOYMENT OF RELATIVES

APPLIES TO: FACULTY, STAFF, AND STUDENTS

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

EMPLOYMENT OF RELATIVES

## Promotions and Transfers

POLICY NUMBER: II G

SUBJECT: PROMOTIONS AND TRANSFERS

APPLIES TO: STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

### PROMOTIONS AND TRANSFERS

Developing effective incentives for employee initiative and ambition is of major concern to the University. One of the most successful ways for departments to obtain skilled and experienced employees is to encourage advancement opportunities through transfers and promotions. When they meet all qualifications prescribed for the new position, Murray State University employees are encouraged to apply for job vacancies which would result in a promotion or transfer.

Transfer or promotion within a department or from one department to another may be made. Careful consideration should be given to the benefits which can be derived for both the employee and the University.

#### 1. Definitions

- a. Promotion is defined as the movement of an employee from one position to another position of a higher pay grade or salary.
- b. Transfer is defined as the movement of an employee from one position to another position at the same pay grade level or similar salary.

#### 2. Requirements

- a. An employee must normally have completed at least six (6) consecutive months of employment in the current position before being eligible for transfer or promotion. The Director of Human Resources shall have the authority to waive the six (6) months requirement where circumstances indicate that an exception would serve the best interests of the University. See also Probationary Period.
- b. The employee must have the qualifications specified in the position specifications for the new position.

#### 3. Promotion and Transfer Procedures

##### a. Within a Department

- i. Promotions and transfers within a department may be effected if the employee meets all of the designated requirements for the vacant position. Approval to fill the vacancy must be obtained by the department before transfers or promotions can be initiated. The transfer or promotion may be effected without advertising the vacant position.
- ii. Requests to transfer employees within a department should be made to the department chair or administrative director by the supervisor. The department chair or administrative director shall initiate such transfers by completing and forwarding the Notice of Personnel Action Form through the proper channels.

##### b. Between Departments

Requests for transfer or promotion may be initiated by department chairs or administrative directors but must be coordinated through Human Resources when two departments are involved.

##### c. When Initiated by the Employee

- i. An employee may seek a promotion or transfer by applying through Human Resources for any posted position vacancy which meets his/her qualifications.
- ii. The employee may contact Human Resources to discuss promotion and transfer possibilities at any time.
- iii. Notification to Supervisor

1. In the overall interest of a satisfactory employment relationship, it is recommended that an employee initially discuss his/her interest in transfer with the current supervisor. Such



**Demotions**

POLICY NUMBER: II H

SUBJECT: DEMOTIONS

APPLIES TO: NON-EXEMPT STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

DEMOTIONS

Demotion is defined as the movement of an employee from one position to another position of a lower pay grade or salary.



## Terminations and Layoffs

POLICY NUMBER: II J

SUBJECT: TERMINATIONS AND LAYOFFS

APPLIES TO: STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

### TERMINATIONS AND LAYOFFS

#### 1. Involuntary Termination

If any employee's performance of duty or personal conduct is unsatisfactory, appropriate action shall be taken toward involuntary termination of that employee from the University. Employees may be subject to termination due to:

##### a. For Cause Due to Employee's Action:

i. Inefficiency: An employee who demonstrates inability to perform his/her job satisfactorily; is excessively absent from the job without justification; or exhibits lack of interest, carelessness, or other traits resulting in failure to meet the standards established for his/her position may be separated from employment depending upon the severity of the offense. When possible, an employee who has completed the probationary period shall be given at least two-weeks advance notice by his/her supervisor prior to termination. See policies regarding Absenteeism and Employee Discipline.

ii. Misconduct: An employee who conducts himself/herself in a manner which reflects unfavorably upon the University or his/her department will be subject to disciplinary proceedings which may be cause for termination depending upon the severity of the offense.

Note: Employees wishing to appeal termination for cause (other than pursuant to termination based on discrimination grievance procedures) shall file the appeal in writing with the Director of Human Resources within ten (10) working days of receipt of notice of termination. Following the filing of the appeal, the Director of Human Resources shall set a date for a hearing of the appeal. The hearing date shall not be set sooner than ten (10) working days nor later than thirty (30) calendar days from the date the appeal is filed. The Vice President for Finance and Administrative Services shall appoint a hearing officer to preside over the hearing. Forms for the filing of the appeals may be obtained from Human Resources. Employees wishing to appeal termination based on discrimination grievance procedures shall follow the appeal process set forth in said procedures in Policy VI.B.

##### b. Reduction of Forces:

i. The department chair or administrative director, with the approval of his/her vice president, may lay off or reduce the hours of work of an employee because of lack of work, funds, elimination of the position, or other reasons requiring a general reorganization of the departmental staff.

ii. The selection of employees to be laid off within the general classification of work and within the department affected will be determined by the department chair or administrative director after giving due consideration to: (a) Work performance and (b) Seniority in length of service

iii. The employee shall be given at least two-weeks notice or be paid two-weeks pay in lieu of notice in all cases involving a reduction of forces.

#### 2. Layoff

a. Temporary Layoff: A layoff not exceeding four months will be classified a temporary layoff and will be reported as leave without pay on the Personnel

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## Exit Interview and Clearance Procedure

POLICY NUMBER: II L

SUBJECT: EXIT INTERVIEW AND CLEARANCE PROCEDURE

APPLIES TO: FACULTY AND STAFF

EFFECTIVE DATE: January 1, 2019

REVISED FROM: July 1, 1993

### EXIT INTERVIEW AND CLEARANCE PROCEDURE

1. Department Responsibility  
Each department must notify Human Resources and Payroll immediately upon ascertaining that a faculty or staff employee is terminating his/her employment with the University (applies to voluntary and involuntary termination). The department must complete the top portion of the Employee Clearance Record (Personnel Form No. 8), submit the top sheets to Human Resources and Payroll, and give the last page to the terminating faculty or staff employee to obtain proper signatures. Failure to initiate proper clearance procedures may result in charges to the department's budget for equipment replacement and other costs incurred as a result of improper clearance.
2. Responsibility of Departments to be Cleared
  - a. Each of the following departments must be cleared by each terminating employee (applies to voluntary and involuntary termination). He/she must obtain an authorized signature. The purposes for clearing the stipulated departments are listed below.
    - i. Faculty/Staff Department - verify that all property of the University assigned to the employee that belongs to the department has been returned. Advise the terminating employee that he/she discontinue the use of the Purchasing Credit Card (PCard), University identification card, etc., after termination of employment. Such items which are the responsibility of the department should be retrieved by the department. University Library - verify that all books or other library materials and fines have been returned and/or paid.
    - ii. Bursar's Office - verify that all debts, parking fines, and equipment purchases have been paid.
    - iii. Parking Services - verify if are parking fines owed and removes employee parking privileges.
    - iv. Grants Development - verify that any pending grants are completed and obligations to granting authority fulfilled.
    - v. Human Resources
    - vi. Discuss and counsel with employees concerning fringe benefit options upon termination. Complete necessary form for fringe benefit termination and/or continuation.
    - vii. Collect University credit cards and i.d. cards, if applicable.
    - viii. Collect completed Employee Clearance Record and notify Payroll of clearance completion.
    - ix. University Store
  - b. Improper approval by a clearing department may result in loss of University property. Errors made by the clearing department must be corrected by that department. Any financial loss to the University may be charged to the clearing department's budget.
3. Faculty
  - a. Each faculty member who is terminating his/her employment for any reason with the University must schedule an exit interview with his/her department chair as part of the faculty member's clearance procedure (applies to voluntary and involuntary termination). This exit interview must be scheduled far enough in advance of the last day of work to allow for completion of any required action by any party.
  - b. Each faculty member must obtain the proper signatures on the Employee Clearance Record and schedule a meeting with Human Resources to review appropriate benefit termination and benefit continuation.
  - c. The completed Employee Clearance Record must be submitted to Human Resources prior to employee's last day last day of work.
4. Staff
  - a. Each staff employee who is terminating his/her employment for any reason will be scheduled for an interview with Human Resources. This interview is to be a part of the employee clearance procedure and must be completed prior to the employee's receipt of his/her final salary payment. An Employee Clearance Record (Personnel Form No. 8) must be completed with proper signatures as part of the clearance procedure.
  - b. The exit interview is to serve the following purposes:
    - i. Complete necessary forms related to leaving the employment of the University.
    - ii. Explain termination of fringe benefits such as group insurance and retirement.

- iii. Discuss reasons why the employee is leaving the University.
- iv. Discover the employee's attitude toward his/her job, his/her supervision, and the University including suggestions and recommendations for improvement.
- v. Determine if the reasons given for termination are the same as those stated by his/her supervisor.
- vi. Foster good relations with the employee.
- c. Each staff employee must obtain the proper signatures on the Employee Clearance Record and schedule a meeting with Human Resources to review appropriate benefit termination and benefit continuation.
- d. The completed Employee Clearance Record must be submitted to Human Resources prior to employee's last day of work.

## Employee Exemption from the State Wage and Hour Law

POLICY NUMBER: II M

SUBJECT: EMPLOYEE EXEMPTION FROM THE STATE WAGE AND HOUR LAW

APPLIES TO: FACULTY AND STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

### EMPLOYEE EXEMPTION FROM THE STATE WAGE AND HOUR LAW

Several policies of Murray State University refer to exempt and/or non-exempt employees from the Fair Labor Standards Act. Employees are exempt from this law if they are employed in positions which meet the qualifications of executive, administrative, supervisory, or professional employees as defined below.

#### 1. Executive

Any employee

- a. whose primary duty consists of the management of the institution or of a customarily recognized department or subdivision thereof;
- b. who customarily and regularly directs the work of two or more other employees therein;
- c. who has the authority to hire and fire other employees or whose suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status will be given considerable weight;
- d. who customarily and regularly exercises discretionary powers;
- e. who earns not less than \$155 per week and does not devote more than 20 percent of his/her hours of work in the workweek to activities which are not directly and closely related to the performance of the work described in paragraphs (a) through (d) of section 1; or
- f. who earns not less than \$250 per week and whose primary duty consists of the management of the enterprise in which he/she is employed or of a customarily recognized department or subdivision thereof, and includes the customary and regular direction of two or more other employees therein, shall be deemed to meet all the requirements of this section.

#### 2. Administrative Any employee

- a. whose primary duties consist of either
  - i. the performance of office or non-manual work directly related to management policies or general business operations; or
  - ii. who performs functions in the administration of an educational institution, or of a department or subdivision thereof, in work directly related to academic instruction or training carried on therein;
- b. who customarily and regularly exercises discretion and independent judgment;
- c. who
  - i. regularly and directly assists an employee employed in a bona fide executive or administrative capacity; or
  - ii. performs under only general supervision work along specialized or technical lines requiring special training, experience, or knowledge; or
  - iii. executes under only general supervision special assignments and tasks;
- d. who
  - i. earns not less than \$155 per week and does not devote more than 20 percent of his/her hours of work in the workweek to activities which are not directly and closely related to the performance of the work described in paragraphs (a) through (c) of section 2; or
  - ii. earns not less than \$250 per week and whose primary duty consists of the performance of work described in paragraph 2 (a) which includes work requiring the exercise of discretion and independent judgment, shall be deemed to meet all the requirements of this section.

#### 3. Professional

Any employee

- a. whose primary duty consists of the performance of
  - i. work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes; or
  - ii. work that is original and creative in character in a recognized field or artistic endeavor (as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training), and the result of which depends primarily on the invention, imagination, or talent of the employee; or
  - iii. teaching, tutoring, instructing, or lecturing in this activity as a teacher certified or recognized in an

educational institution by which he/she is employed.

- b. whose work required the consistent exercise of discretion and judgment in its performance;
- c.



**Payroll**

POLICY NUMBER: III B

SUBJECT: PAYROLL

APPLIES TO: FACULTY AND STAFF

EFFECTIVE DATE: January 1, 2011

REVISED FROM: July 1, 1993

**PAYROLL**

Employees of the University are paid on a biweekly or monthly payroll depending on their status as non-exempt or exempt employees under the provisions of the State Wage and Hour Law.

1. General Information

- a. Payroll schedules are distributed to each department by the Payroll Office prior to the beginning of each fiscal year delineating the dates for submitting payroll information and date of payment.

2. Non-exempt Staff

Non-exempt employees are paid biweekly with pay delayed two weeks to allow for processing the payroll after time reports are submitted to the Payroll Office.

- a. Deadlines for reporting time are stated in Tw 0.892 @TchB; Tj -0.002 Tc 0.002 Tw 0.253 202.3002 Tw9 -0.002 Tc 0

## Payroll Deductions

POLICY NUMBER: III C

SUBJECT: PAYROLL DEDUCTIONS

APPLIES TO: FACULTY AND STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

### PAYROLL DEDUCTIONS

#### 1. Required Deductions

The University is required by law to make the following deductions from the individual employee's paychecks:

- a. Federal income tax
- b. State income tax
- c. City tax
- d. FICA tax
- e. Retirement System employee contributions

#### 2. Optional Deductions

The individual employee has the option to request the following deduction(s) be taken from his/her paycheck:

- a. Supplemental life insurance to the life insurance company approved by the Board of Regents to carry Murray State University's life insurance program.
- b. Tax sheltered annuity or deferred compensation plans that are approved by the University.
- c. Flexible spending accounts
- d. Disability insurance
- e. Deposits to the MSU Federal Credit Union and/or the banking/savings institutions in the continental U.S.
- f. Contributions to United Way, the MSU Annual Fund or other miscellaneous agencies accommodated by Payroll.
- g. Other optional deductions may be made by approval by the Board of Regents.

#### 3. Procedures

- a. Payroll deductions for state and federal income taxes are computed from information submitted by the employee on W-4 and K-4 forms. If the individual fails to complete a W-4 and a K-4 form, his/her withholding must be computed on the basis of a single person with no withholding exemptions.
- b. Employees desiring to change the amount withheld for state and federal income taxes may submit a revised W-4 and/or a K-4 form to Human Resources or the Payroll Office no later than the first of the month in which the revised withholdings are to be made.
- c. Employees desiring to participate in the optional programs must complete the necessary forms in Human Resources authorizing the action before any money can be withheld from the employee's paycheck.

**Overtime and Exceptional Compensation**

POLICY NUMBER: III D

SUBJECT: OVERTIME AND EXCEPTIONAL COMPENSATION

APPLIES TO: NON-EXEMPT STAFF

EFFECTIVE DATE: July 1, 2017

REVISED FROM: February 17, 1990

## OVERTIME AND EXCEPTIONAL COMPENSATION

As a general policy, it is expected that the University's various workloads should be accomplished within the basic schedule of the workweek. Due to peak workloads, unforeseen circumstances, or emergency situations which prevent the work from being accomplished during the regularly scheduled working hours, it is recognized that overtime work may be necessary.



An employee who is required to remain on call on the employer's premises or so close thereto that the employee cannot use the time effectively for his/her own purposes is working while "on-call." An "on-call" employee who is not required to remain on the employer's premises but is merely required to leave word where he/she may be reached, either by telephone or electronic communication device (i.e., waiting to be engaged), is not considered to be working while "on-call." When the employee in such a situation who is not working is notified to report for work, only the hours worked and travel time to and from the work place are counted as hours worked. If, however, the "on-call" conditions are so restrictive that the employee is not free to use the intervening periods effectively for his/her own purposes (i.e., engaged to wait) such waiting time "on-call" will also be counted as hours worked. Departments that have a need to implement an "on-call" policy must contact Human Resources prior to implementation in order to ensure that the policy is in compliance with the "on-call" provisions of the Fair Labor Standards Act.

## **5. Compensation for University Holidays**

- a. Employees who are required or permitted to work on University approved holidays will be compensated as provided in Holiday Policy IV D 2(b).

## **6. Unscheduled University Closing**

An employee required to work after the University has been closed due to an unscheduled event (such as inclement weather) will be compensated at a rate equal to their regular wage plus their regular wage (double time) up to 40 hours per week. Time worked in excess of 40 hours will be compensated at a rate of regular pay plus one and one half regular pay.

## **7. Overtime for the Same Employer**

- a. An employee who holds two (2) or more positions concurrently, but in different departments, must receive overtime compensation for all combined hours worked which exceeds forty (40) for all work performed during the workweek. The department charged the overtime compensation may vary.
- b. When an employee is presently working in one part-time position and is hired in a second part-time position in another department, the second hiring department must notify the employee's department where he/she is presently employed due to the effect of hours worked and the possibility of overtime costs.
- c. If the employee holds two (2) or more positions at different rates of pay, any overtime compensation will be computed using the weighted average of such rates, or at the higher rate of pay.

**Pay Plan**

POLICY NUMBER: III E

SUBJECT: PAY PLAN

APPLIES TO: NON-EXEMPT STAFF

EFFECTIVE DATE: July

- d. Summer Wages (Employees Working Elsewhere on Campus) - Raises for employees who temporarily transferred to another position on campus during the summer months will be effective upon their return to their regular positions.

**4. Reclassification**

- a. Upgrade of Job - The pay rate of the present employee shall be adjusted by the midpoint progression percentage per grade or the entry rate for the new grade, whichever is higher.
- b. Downgrade of Job - An employee whose position is reclassified to a lower classification grade will remain

**Extra Compensation Staff**

POLICY NUMBER: III F

SUBJECT: EXTRA COMPENSATION FOR STAFF

APPLIES TO: STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

EXTRA COMPENSATION FOR STAFF

The policy of the University is to arrange for an employee to be released from normal duties to perform specialized work both within and outside the University. Overload pay will be the exception.

On rare occasions when overload payment to exempt staff is appropriate and has been formally approved, it will be kept to

- c. Staff cannot receive extra compensation from University funds or University generated funds for consultative services when either of the following conditions exists:
  - i. Where the unit of the University on whose budget staff member appears also controls the account from which extra compensation is to be

## **Recording Time Worked**

POLICY NUMBER: III G

SUBJECT: RECORDING TIME WORKED

APPLIES TO: NON-EXEMPT STAFF AND STUDENTS

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

### RECORDING TIME WORKED

All employees including students who are doing non-exempt work as defined by the State Wage and Hour Law are required to record all hours worked during each University workweek. (See definition of University workweek.)

#### **1. Method of Recording Time Worked**

The University requires that time be recorded by all employees doing non-exempt work using either a time sheet or a time clock. Each department is required to maintain accurate records of time worked and report the time worked to the Payroll Office on a scheduled basis.

- a. Time sheets
  - i. To be used in recording time if the department does not use a time clock.
  - ii. Time sheets must be signed by the employee and the designated supervisor.
- iii. Time clocks
  1. To be used in recording time by those departments using time clocks.
  2. Time cards with recorded time must be signed by the employee and the designated supervisor.

#### **2. Verification of Time Worked**

- a. Each employee and hi

**Absenteeism**

POLICY NUMBER: III H

SUBJECT: ABSENTEEISM

APPLIES TO: STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

**ABSENTEEISM**

Attendance on the job by all employees is vitally important to the smooth functioning of operations at the University.

1. Notifying Supervisor of Absence
  - a. The supervisor must be notified by the employee as early as possible but not later than the beginning of the shift on the first day of absence.
  - b. The supervisor must be informed if the absence is prolonged beyond the intended absence.
  - c. The next level supervisor may be notified if the employee is unable to notify his/her supervisor. The supervisor notified will inform the immediate supervisor so that arrangements may be made to cover the workload of the department.
2. Consequences of Failure to Notify Supervisor or Department of Absence

Absence for three (3) or more consecutive working days may be cause for separation without notice.

**Performance Evaluation**

POLICY NUMBER: III I

SUBJECT: PERFORMANCE EVALUATION

APPLIES TO: REGULAR STAFF

EFFECTIVE DATE: July 1, 1993



- iii. The Director of Equal Opportunity will respond within fifteen days of receipt of the appeal. The employee will be notified if additional time is required to complete a response.
- iv. Procedures set forth in Policy VI B, Equal Opportunity Grievance Procedure, will be followed when the appeal concerns discrimination.

## **Rest Periods**

POLICY NUMBER: III J

SUBJECT: REST PERIODS

APPLIES TO: STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

### REST PERIODS

All staff who work a minimum of four (4) hours in a work day must be granted a rest period.

#### Supervisor's Responsibility

1. The supervisor will establish the rest period for the employees which he/she supervises.
2. The following rules shall apply:
  - a. Time for rest periods must be at least ten (10) minutes and shall not exceed fifteen (15) minutes during each four (4) hour work period.
  - b. Scheduling of rest periods shall be established so the services to the University will not be disrupted.
  - c. Rest periods may not be accumulated from day to day or added together to create a prolonged break.
  - d. Rest periods cannot be foregone to make up for time lost due to absence or tardiness.
  - e. Rest periods may not be used at the beginning or end of the work schedule or added to the scheduled meal period.
  - f. No reduction in compensation shall be made for staff employees for scheduled rest periods.

## Weather

## **Flexible Work Arrangements**

POLICY NUMBER: III L

SUBJECT: FLEXIBLE WORK ARRANGEMENTS

APPLIES TO: STAFF EFFECTIVE

DATE: January 1, 2024

### FLEXIBLE WORK ARRANGEMENTS

The flexible work arrangements policy allows for workplace flexibility while still meeting the needs, interests and mission of Murray State University (MSU) as required by Kentucky Revised Statute. The University's operational needs are consistent with its status as a traditional, residential, comprehensive university.

Regular full-time and part-time staff positions may be eligible for consideration for flexible work arrangements.

This policy does not apply to incidental or brief time periods that are best managed through the use of leave or other arrangements with the employee's supervisor.

Flexible work arrangements are not feasible within some departments or for certain positions within a department. Positions that are ineligible for flexible work arrangements include but are not limited to dispatch and police operations, central plant and facilities management, farm operations, parking enforcement, post office, student financial services, student recruitment and retention, the wellness center, among others, in order that expected services and student engagement are at the forefront of operations and the delivery of services. Student facing positions, especially, require careful review and evaluation.

Flexible work arrangements that cause a department to incur overtime will not be approved. This policy does not allow for altering the regular full-time definition of a workweek from either 37.5 or 40 hours per week.

The University may establish new or open positions in which a flexible work arrangement is available. For positions designated for flexible work, the job posting will describe the flexible work arrangement available and include a statement that the ability to work effectively and efficiently is a qualification of the position. Flexible work arrangements must comply with applicable local, state and federal laws, including the Fair Labor Standards Act.

Flexible work arrangements refer to flexible work schedules during a 37.5 or 40 hour workweek which permit variable daily starting and ending times. Flexible scheduling options include:

- Fixed starting and ending times that vary from the standard unit operating hours;

- Variations in workday length but maintaining the same hours per week requirement.

The University's workweek is Saturday through Friday.

There may be situations where there is a mutual agreement between a supervisor and staff that some component(s) of a staff's work may be performed at home for a specified number of hours per week. These situations will be managed and approved on an individual basis.

Flexible work arrangements are not designed for, or intended to be used as, a substitute for in-home or other types of dependent care.

1.

**2. Flexible Work Arrangements Outside of Kentucky**

An additional review of flexible work arrangements by Human Resources and other required departments is needed for work locations outside of Kentucky and may not be approved. Flexible work arrangements outside of the United States will not be approved.

**3. Workers' Compensation**

Work-related injuries are subject to workers' compensation at the primary work location or a flexible work arrangement that is considered an extension of the primary work location.

**General Leaves of Absence**

POLICY NUMBER: IV A

SUBJECT: GENERAL LEAVES OF ABSENCE

APPLIES TO: STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

GENERAL LEAVES OF ABSENCE

The Board of Regents may grant a leave of absence for a period up to one year except as stated in Policy IV E, Personal Leave. After the leave, the employee will return to his/her regular job or similar position. Each applicant will be required to state the purpose for which a leave is sought and to detail the manner in which an approved leave would be used. Leaves may be granted provided that satisfactory arrangements can be made to insure minimal disruption of operations. While a leave cannot exceed one year, it is subject to extension by the Board of Regents on a year-to-year basis. An employee granted subsequent leaves (beyond the first year) will be given every consideration for re-employment at the end of the leave period.

Conditions and requirements of specific types of leaves of absences are defined in subsequent policies.

**Vacation Leave**

POLICY NUMBER: IV B

SUBJECT: VACATION LEAVE

APPLIES TO: STAFF AND TWELVE-MONTH FACULTY

EFFECTIVE DATE: July 1, 2001

REVISED FROM: July 1, 1993

VACATION LEAVE

**1. Eligibility**

All regular employees, except faculty members on academic year contracts, are eligible for vacation benefits.

**2. Accrual and Accumulation**

- a. Vacation shall accrue by the month or major portion (12 or more working days). The actual calculation will be denoted in hours not days as follows:
  - i. .833 days





**Sick Leave**

POLICY NUMBER: IV C

SUBJECT: SICK LEAVE

APPLIES TO: FACULTY AND STAFF

(3) For the temporary care of members of his/her immediate family who are disabled as a result of illness, accident or injury, pregnancy, childbirth, or related medical conditions requiring the presence of the employee. Immediate family shall be the employee's spouse, children or step-children, parents or step-parents, siblings or step-siblings or in-laws.

(4) Adoption of a child.

(5) When the employee's appointment with a physician or dentist cannot reasonably be scheduled during non-work hours. NOTE: Routine medical or dental appointments for immediate family members may not be charged to sick leave. Such leave must be charged to accrued vacation or time off without pay.

(6) If a faculty or staff member exhausts his/her accumulated vacation and sick leave, the University will continue to cover the University's portion of basic life and health insurance benefits for a maximum period of three (3) months if the employee does not qualify for family medical leave.

b. A faculty member may use accumulated sick leave only during periods of active employment.

c. An employee is charged with sick leave for absences only on days which they would otherwise work and receive pay. Should a University holiday be observed on one of the employee's regularly scheduled work days while he/she is on sick leave, he/she shall not be charged for sick leave for the holiday.

## **5. Requesting Sick Leave**

An employee who is unable to report to work due to personal or family illness must notify his/her supervisor as soon as possible. Such notification shall be no later than the beginning of the work schedule on the first day of absence and on each succeeding day of absence thereafter, unless the length of absence has been established and previously approved. Failure to properly report an absence may result in the denial of requested sick leave or other disciplinary action. It is the employee's responsibility to ensure proper notification.

## **6. Evidence of Disability**

a. Either before, during, or after an absence an employee may be required by his/her supervisor or the Director of Human Resources to furnish a statement from an attTd [(us)-6dng Tw 1.181 0 Td ( ) Tj -0.00235 Tw [-3o absencan(t)-1.1(e58(t)-1.1(ed s)3]

Employees shall be credited for accrued sick leave not to exceed the allowable maximum when separated by proper resignation, lay off, or retirement. The employee's amount of accrued sick leave shall be listed on the Personnel Action Form effecting the separation. An employee who is re-employed may have his/her unused sick leave balance reinstated upon request by the supervisor and with approval of the administrative head of the department.

### **9. Coordination with Workers' Compensation**

An employee who is injured or becomes ill due to a work related accident or illness will be compensated as follows:

a. An employee will be paid his/her accrued sick and vacation leave on record. When sick and vacation leaves are used, the employee shall return the Workers' Compensation benefits to the University. This is to assure continuation of retirement credit.

b. Sick and vacation leaves will be charged proportionately to the percentage of pay received from the University. Example: If Workers' Compensation benefits amount to 60% of the employee's salary, sick leave will be charged at 40% per day. (See Workers' Compensation)

### **10. Disability Retirement**

An employee who has applied for disability benefits under Teachers' Retirement or Kentucky Employees Retirement will be placed on leave without pay effective at the time all sick leave has been used and be carried on leave until a decision is made on the disability application. Group insurance will remain in effect during his/her leave with the employee paying his/her share of the premium and the University continuing to pay the remainder of the premium.

**Holidays**

POLICY NUMBER: IV D

SUBJECT: HOLIDAYS

APPLIES TO: STAFF AND TWELVE-

(3)

**Personal Leave**

POLICY NUMBER: IV E

SUBJECT: PERSONALLEAVE

APPLIES TO: STAFF AND FACULTY

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

PERSONAL LEAVE

A leave without pay for a period or periods not to exceed

**Educational Leave**

POLICY NUMBER: IV F

SUBJECT: EDUCATIONALLEAVE

APPLIES TO: STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

**EDUCATIONAL LEAVE**

An educational leave with or without pay may be granted for a period of one year or less to attend a college or university or for the purpose of training in areas related to the work of an employee which will benefit the University.

1. The Board of Regents must approve an educational leave.
2. Upon return from an educational leave of one year, the employee will return to his/her regular job or a similar position.
3. An employee granted subsequent leaves (beyond one year) will be given every consideration for re-employment in his/her former position or a position for which he/she is qualified.
4. All accrued sick leave and benefits will be restored at the time the employee is returned to the payroll.
5. The employee may continue medical and life insurance coverage at his/her own expense while on leave without pay. If the employee decides not to be covered, drops the coverage during the l

**Military Leave**

POLICY NUMBER: IV G

SUBJECT: MILITARY LEAVE

APPLIES TO: FACULTY AND STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

## MILITARY LEAVE

A regular employee who volunteers or is inducted through the Selective Service of the United States shall be granted military leave without pay in accordance with existing law. Upon his/her honorable discharge, provided he/she is still physically and mentally qualified, he/she shall be restored to his/her former position or employed in a position of like seniority, status, and pay. If he/she is not qualified to perform the duties of such a position by reason of disability sustained during his/her military service but is qualified to perform the duties of such other vacant position at the University, he/she shall be employed in such other position as will provide him/her like seniority, status, and pay. The employee must make application for re-employment within 90 days after he/she is discharged from military service or from hospitalization continuing after discharge for a period of not more than one year.

When conclusive evidence exists that an employee's service was extended beyond his/her obligatory service requirement, his/her statutory re-



**Annual Military Leave with Pay**

POLICY NUMBER: IV H

SUBJECT: ANNUAL MILITARY LEAVE WITH PAY

APPLIES TO: FACULTY AND STAFF

EFFECTIVE DATE: March 13, 2014

REVISED FROM: July 1, 1993

Any employee who is a member of the National Guard or of any reserve component of the Armed Forces of the United

POLICY NUMBER: IV H  
SUBJECT: ANNUAL MILITARY AND EMERGENCY DUTY LEAVE  
APPLIES TO: FACULTY AND STAFF  
EFFECTIVE DATE: July 1, 1993  
REVISED FROM: February 17, 1990

#### ANNUAL MILITARY AND EMERGENCY DUTY LEAVE

Any employee who is an active member of any U. S. Armed Forces Reserve or the National Guard of any state shall be relieved from civil duties upon request, therefore, to serve under orders on training duty without loss of regular compensation or vacation leave for a period not to exceed ten working days in any calendar year or as provided by statute.

Absences in excess of ten days per calendar year will be charged to vacation leave or leave without pay.

An employee may be required to submit a copy of orders or other official notice at least two weeks in advance of the date of absence. In the case of an emergency leave, the orders or other official notice may be submitted within a reasonable time after the employee returns to his/her job. Failure to submit proper notice will be justification for not granting leave with pay.

**Voting**

POLICY NUMBER: IV I

SUBJECT: VOTING

APPLIES TO: STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

## VOTING

Any person entitled to vote in any election in this state shall be entitled to absent himself/herself from any services or employment in which he/she is then engaged or employed for a period of four (4) hours on the day of the election between the time of opening and closing the polls.

The employee will be given the option as to how this absence is to be charged. He/she shall choose either time off without pay or the time absent will be charged against his/her accumulated vacation.

**Bereavement Leave**

POLICY NUMBER: IV J

SUBJECT: BEREAVEMENTLEAVE

APPLIES TO: FACULTY & STAFF

EFFECTIVE DATE: July 1, 2022

REVISED FROM: May 12, 1997

BEREAVEMENT LEAVE

Bereavement leave will be granted due to:

**1. Death of immediate family member**, foster child, grandparents, grandchildren or \*other qualifying adult (immediate family member includes spouse, child, or step-child, parent or step-parent, siblings or step-siblings, or in-laws).

a. Paid bereavement leave may not exceed three (3) working days.

b. Leave with pay may be extended if extensive travel is involved. The total time off with pay cannot exceed five (5) working days.

**2. Death of a close relative or close relative of a spouse**



**Public Service Leave of Absence Without Pay**

POLICY NUMBER: IV L

SUBJECT: PUBLIC SERVICE LEAVE OF ABSENCE WITHOUT PAY

## **Family & Medical Leave**

POLICY NUMBER: IV M

SUBJECT: FAMILY & MEDICAL LEAVE

APPLIES TO: FACULTY AND STAFF

EFFECTIVE DATE: April 1, 2022

REVISED FROM: February 10, 2010

### FAMILY & MEDICAL LEAVE

Effective August 5, 1993, the Family and Medical Leave act requires Murray State University to grant up to twelve weeks of unpaid leave per year to employees who need to care for family members and for other qualifying reasons. The University's policy (already in place prior to the passage of FMLA) is in general more generous than the FMLA and grants up to six months (26 workweeks) of unpaid leave per year.

A faculty or staff member may be granted up to six months (26 workweeks) unpaid, job-secured leave following childbirth or adoption, for the serious illness of the employee, for the purpose of caring for a seriously ill parent, spouse, child, or covered servicemember; or for a qualifying exigency, if the faculty or staff member has exhausted his/her vacation and sick leave.

#### **1. To be eligible for FMLA benefits, an employee must:**

a. have worked for Murray State University for a

iv. Financial and legal arrangements

v.



#### **4. Certification Requirements**

- a. Murray State University may require medical certification

The Family and Medical Leave Act does not affect any Federal or State law prohibiting discrimination, or supersede any State law which provides greater family or medical leave rights.

The family and medical leave policy incorporates, and is inclusive of, any applicable state and/or federal mandated leave requirements.

**Marriage**

POLICY NUMBER: IV N

SUBJECT: MARRIAGE

APPLIES TO: FACULTY AND STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

**MARRIAGE**

Employees will be granted one day with pay to attend their own wedding or the wedding of individuals in the immediate family when the wedding falls on a workday.

Individuals considered as members of the immediate family are the employee's children, siblings, parents, in-laws or any member of the employee's household.

## **Sick Leave Bank**

POLICY NUMBER: IV O

SUBJECT: SICK LEAVE BANK

APPLIES TO: FACULTY AND STAFF

EFFECTIVE DATE: July 1, 2018

REVISED FROM: December 6, 2013

### **SICK LEAVE BANK**

The purpose of the Sick Leave Bank is to provide a means of obtaining additional sick leave days to avoid loss of compensation due to a catastrophic illness or injury of the employee sick leave bank member that requires intermittent or continuous absence from work. Catastrophic injury or illness is defined as a life-threatening condition or combination of conditions affecting the mental or physical health of the employee, and includes, but is not limited to, the following: lengthy hospitalizations, necessary surgery requiring a lengthy recovery, an ongoing treatment regimen requiring frequent time off work, or complicated pregnancy requiring bed rest or hospitalization. The catastrophic illness or injury must require the services of a health provider. This benefit is available to eligible, voluntarily participating faculty and staff who have legitimately exhausted all of their accumulated sick and vacation leave.

#### **1. Responsibility**

The Office of Human Resources shall be responsible for managing and administering the University Sick Leave Bank to include the procedural establishment, solicitation of contributions from faculty and staff, processing of applications and records management.

#### **2. Membership**

- a. All regular full-time and regular part-time Murray State University employees who have a sick leave balance of six or more days at the time of the initial contribution shall be eligible to participate in the Sick Leave Bank.
- b. Newly hired employees shall be eligible to participate in the Bank the month following the accumulation of six sick leave days.
- c. Upon joining, an eligible employee must immediately contribute 1-3 days of accumulated sick leave.
- d. Once employees elect to participate in the Sick Leave Bank, membership is established for the duration of their employment by Murray State University, unless they submit a statement to discontinue membership or decline to make the required annual contribution to the Sick Leave Bank.
- e. A participant granted leave of absence shall retain his/her status upon returning to regular duties.

#### **3. The general operating procedures are as follows:**

- a. Enrolled employees will be automatically re-enrolled each year and may be required to contribute 1-3 days from their sick leave accumulation to the Bank depending upon the annual cumulative usage from the Bank. Employees continue as members until they submit a statement to discontinue membership or decline to make a required annual contribution, or employment ends.
- b. The Sick Leave Bank may be opened for re-enrollment of participating members in any month following a decline to a balance of less than one day per member.
- c. Non-participating employees shall be provided an opportunity to enroll in each succeeding annual benefits open enrollment period and may be required to contribute 1-3 days from their sick leave accumulation to the Bank depending upon the annual cumulative usage from the Bank.

d. Participation is restricted to eligible employees who have contributed to the Bank.

e. Sick Leave Bank usage is not available to an employee's family member.

f. Sick Leave Bank usage is not available to employees who:

(1) Are currently receiving University sick or vacation leave payments.

(2) Are currently receiving long-term disability payments.

(3) Are currently receiving University retirement system payments.

(4) Are currently receiving Social Security disability payments.

(5) Are currently receiving workers' compensation disability payments.

g. For purposes of this policy, one day is considered as 7.5 hours per day or 8.0 hours per day, depending on the common work day length in the employee's current department. Employees who work more or less than 7.5 or 8.0 hours per day will have sick leave bank days granted in a manner that is proportional to other employees who work 7.5 or 8.0 hours per day. For example, this policy will consider employees who work four 10.0-hour days each week as employees who work five 8.0-hour days each week.

#### 4. Contributions

a. Each employee who is a member shall contribute 1-3 days.



**Paid Parental Leave**

POLICY NUMBER: IV P

SUBJECT: PAIDPARENTAL LEAVE

APPLIES TO: FACULTY AND STAFF

EFFECTIVE DATE: April 1, 2022

**PAID PARENTAL LEAVE**

Regular faculty and staff may be granted up to six (6) weeks paid parental leave within the first twelve (12) weeks following an eligible childbirth or adoption. Paid parental leave may be used in lieu of accrued sick leave, vacation leave, family and medical leave or other qualifying leaves; however, this leave does not extend the amount of time an employee may qualify to be away from work. Part-time employees will receive paid parental leave on a pro-rata basis.

1) Eligibility

- a) An employee must have worked in a regular position at Murray State University a minimum of six (6) consecutive months prior to the start of the requested leave.
- b) Paid parental leave may be taken following the birth or adoption of a child under the age of 18. The adoption of a spouse’s child is excluded from this policy.
- c) \$ Q H P S O R \ H H x P D \ U H F H L Y H X S W R x V L [ Z H H N H P e R o d . S D L G S D U H Q V
- d) If both parents are employees of the University, each parent is entitled to receive six (6) weeks of paid parental leave, if eligible. Parents may use their paid parental leave concurrently or during separate periods.

2) Procedure

- a) An employee must provide at least 30-calendar days of advance notice prior to the intended use of the leave, if possible. Employees who are prevented from giving advance notice because of a medical emergency or because the notice of adoption was received less than 30-calendar days in advance shall not forfeit their benefits under this policy.
- b) An employee must submit a written request for paid parental leave to the Office of Human Resources.
- c) An employee must furnish a statement from a healthcare provider or other acceptable documentation supporting the paid parental leave request.
- d) An employee may request to take paid parental leave continuously or intermittently; leave may be taken in no less than 15-minute increments. Intermittent leave cannot exceed more than six (6) calendar weeks.
- e) An employee may request additional leave beyond the six (6) weeks of paid parental leave by applying for accrued sick leave, vacation leave, family and medical leave or other qualifying leaves. Paid parental

## **Group Life, Medical Insurance and Flexible Spending Programs**

POLICY NUMBER: V A

SUBJECT: GROUP LIFE, MEDICAL INSURANCE AND FLEXIBLE SPENDING PROGRAMS

APPLIES TO: FULL-TIME STAFF AND FACULTY

EFFECTIVE DATE: January 1, 1994

REVISED FROM: February 17, 1990

### **GROUP LIFE, MEDICAL INSURANCE AND FLEXIBLE SPENDING PROGRAMS**

Murray State University provides a Group Medical and Life Insurance program for its eligible full-time faculty and staff. Details of the program, certificates, identification cards, and claim forms may be obtained from Human Resources.

The contract with insurance companies to underwrite or administer claim payments is currently on a calendar year basis renewable January 1 of each year. The contract and/or coverage may be changed by the University at any time in accordance with the terms of the underwriting contract.

#### **1. Eligibility**

All full-time, regular employees working a minimum of 37 1/2 hours per week are eligible for medical insurance coverage on themselves and their eligible dependents, the basic life insurance coverage on themselves, and the tax-saver program. The effective date for medical insurance, life insurance, and tax-saver programs is the first day of the month following thirty (30) days of employment.

#### **2. Life Insurance**

Term life insurance coverage and accidental death and dismemberment coverage are provided to all eligible faculty and staff employees.

#### **3. Optional Life Insurance Coverage**

- a. Through payroll deductions each eligible faculty and staff employee may purchase additional life insurance coverage (does not include dependents). Details are available in Human Resources.
- b. New employees may purchase optional life insurance coverage during the first 30 days of their initial employment.
- c. An employee who resigns his/her employment with the University and is rehired at a later date is considered a new employee for insurance purposes.
- d. An employee cannot buy more



b. Medical Spending Account - An employee may set aside money in an individual medical spending tax-saver account for reimbursement of out-of-pocket medical expenses not covered by insurance and incurred during a calendar year. Money put into a medical spending account is not subject to federal and state income taxes or to Social Security tax. IRS regulations stipulate that amounts left in medical spending or dependent care accounts at year end cannot be returned to the employee.

c. Dependent Care Account - a dependent care account can be used for reimbursement of eligible day care costs of a dependent under the age of 13 or a dependent child or adult who meets IRS qualifications. Money put into a dependent care account is not subject to federal and state income taxes or to Social Security tax. The annual maximum established by IRS code that can be put into a dependent care account is \$5,000.

## **6. Coverage Periods**

a. Anyone covered under the group plan who wishes to continue the medical insurance upon termination of employment should contact Human Resources. The spouse and/or dependent children may also continue the medical insurance under the COBRA (Consolidated Omnibus Budget Reconciliation Act) if qualifying events such as the death of the employee, divorce or legal separation, or the dependent child reaching the age limit of 19 or 24 removes him/her as a covered dependent. Details are available from Human Resources.

b. A ten-month faculty or staff member who has signed a contract to return in August will have the University portion of

(b) An employee who retires and is vested but chooses not to participate in KERS/TRS immediately and is not covered by another medical plan may elect coverage under COBRA at his/her own expense. (See Consolidated Omnibus Budget Reconciliation Act)

(c) An employee who retires and is not vested in TRS/KERS and is not covered by other medical coverage may elect coverage under COBRA at his/her own expense. (See Consolidated Omnibus Budget Reconciliation Act)

(2) Life Insurance

(a) The retired employee who is vested in TRS/KERS is provided with a death benefit policy through the retirement system when he/she begins to receive his/her retirement.

(b) The retired employee can convert his/her life insurance at the time of retirement. This transaction is strictly between

f. When Human Resources is notified that one of these events has occurred, it will in turn notify the affected individual that he/she has the right to choose continuation coverage. He/she will have 60 days from the date coverage would terminate because of one of the events described above to inform Human Resources that he/she wants continuation coverage. If he/she does not choose continuation coverage within the allowable period, his/her group medical insurance coverage will end.

g.



## 6. Contributions

- a. TRS - The University deducts from the salary each month the proper contribution and forwards it to the Retirement System. It is the responsibility of the retirement system staff to properly credit the account. Annually on June 30, the University makes a detailed report showing the salary contributions and service of each member. When this report is received in the Retirement System Office, the correct amount is credited to each member and interest is added.
- b. Optional Retirement Program (ORP) - The University deducts from the salary each month the proper contribution and forwards it to the designated retirement plan. It is the responsibility of the retirement plan staff to properly credit the account. Periodic reports are sent to the participants showing contributions and interest earned.

## 7. Relation of Contribution, Salary, and Service Credit - TRS

- a. TRS - Service credit and salary (both of which directly affect the member's rights to retire and his/her annuity payments) are determined on the basis of the contribution made. Contributions of less than full contributions result in a reduction in service credit and salary. If for any reason the member is absent without pay or if his/her salary is reduced for some other reason, he/she should insure that either through the University or by personal check a full contribution of the gross salary is made by December 31, next following the end of the school term.
- b. ORP - Annuity payments are determined by the employee and University contributions plus the return on investments.

## 8. Definition of Retirement

Murray State provides to its retirees continued access to certain University programs, such as discounts on tickets to athletics events and tuition waivers. These programs may change and a current listing is available from Human Resources.

Retirement status, for continued access to these programs, for individuals who participate in ORP Pe ipat(.14n O)-7.2(RM4(e det)-11

member may make a change without notifying the previous beneficiary. The member may name his/her estate as beneficiary. To change the beneficiary, you must request a change of beneficiary form directly from the Retirement System. The law requires that if you have a living spouse and you designate someone else as your beneficiary, the spouse must sign to show that they are aware that they are not the listed beneficiary.

b. ORP

(1) The member's responsibility is to maintain his/her beneficiary designation in a current condition. Failure to do so can cause serious consequences and possible loss of valuable benefits.

(2) If the beneficiary dies, a new beneficiary should be designated. The member may name more than one beneficiary and

## **Kentucky Employees Retirement System**

SUBJECT: KENTUCKY EMPLOYEES RETIREMENT SYSTEM

APPLIES TO: STAFF

EFFECTIVE DATE: July 1, 2010

REVISED FROM: July 1, 1993

### KENTUCKY EMPLOYEES RETIREMENT SYSTEM

#### **1. Eligibility**

a. The Kentucky Employees Retirement System provides for retirement allowances and other benefits for an employee of Murray State University who is not employed in a position covered by the Teachers' Retirement System. The retirement system in which an employee participates is determined by Human Resources based upon the eligibility for the Teachers' Retirement System.

b. Each regular, full-time employee and each regular part-time employee who works an average of 100 hours or more per month during a fiscal or calendar year in a KERS position is mandatorily included in the system. Part-time employees who work less than an average of 100 hours per month during a fiscal or calendar year, and seasonal & temporary employees are excluded from membership in the system.

c. Temporary employees in a KERS position who average more than 100 hours per month during a fiscal or calendar year and have a one calendar month break in service once the limit of nine months is met will be excluded from membership in the system. A termination and re-hire date must exist for the break in service. (Refer to Policy II B.)

d. The Kentucky Retirement System is an agency of the Commonwealth of Kentucky. KRS policies are mandated

and

this board. KERS was established by the 1956 General Assembly to provide retirement benefits for officers and employees of various



**Social Security**

POLICY NUMBER: V D

SUBJECT: SOCIAL SECURITY

APPLIES TO: FACULTY AND STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

SOCIAL SECURITY

Each employee of the University except a student employee employed in a student capacity is covered by the Old-Age and

**Workers' Compensation**

POLICY NUMBER: V E

SUBJECT: WORKERS' COMPENSATION

APPLIES TO: FACULTY, STAFF, AND STUDENT EMPLOYEES

EFFECTIVE DATE: July 1, 2018

REVISED FROM: July 1, 1993

WORKERS' COMPENSATION

Each University employee is covered under Workers' Compensation for injuries or occupational illnesses incurred while engaged in regularly assigned duties and University business away from his/her regular place of work. The University is mandated by the state of Kentucky to provide insurance coverage and participate in the state plan. Claims are processed in accordance with the Kentucky Workers' Compensation Statutes.

**1. Accident Reporting Requirements**

**2. Statutory Benefits Under the Law**

- a. During the first seven days of disability, the employee will use his/her accumulated sick leave and/or vacation to assure continuation of salary.
- b. If disability continues beyond fourteen days, the employee will use a portion of his/her accumulated sick leave

**Unemployment Compensation**

POLICY NUMBER: V F

SUBJECT: UNEMPLOYMENT COMPENSATION

APPLIES TO: STAFF AND FACULTY

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

**UNEMPLOYMENT COMPENSATION**

In compliance with federal and state law, the University is liable for unemployment insurance benefits to its eligible, terminated employees who became unemployed through no fault of their own.

**1. Eligibility**

**Disability Retirement Income**

POLICY NUMBER: V G

SUBJECT: DISABILITY RETIREMENT INCOME

APPLIES TO: STAFF AND FACULTY

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

DISABILITY RETIREMENT INCOME

Disability through the Retirement Systems

1. Both retirement systems, KERS and TRS, offer the benefit of total disability retirement to employees that are vested in either retirement system.
2. Medical and life insurance coverage may be continued while retirement system's decision on disability is pending. The employee will be required to pay his/her share of the insurance premium.

**Tax-Sheltered Annuities**

POLICY NUMBER: V H

SUBJECT: TAX-SHELTERED ANNUITIES

APPLIES TO: FACULTY AND STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

**TAX-SHELTERED ANNUITIES**

Internal Revenue Code, Section 403 (b), permits employees of the University to purchase tax-sheltered annuities for the purpose of deferring federal and state income taxes until a later date.

**1. Intent of 403 (b) Plans**

a. Under such a plan a portion of an employee's annual salary is not taxed at the time the salary is earned. It is withheld from an employee's salary and paid to Teachers' Retirement System, TIAA/CREF, and/or mutual fund groups to be held until the employee wishes to withdraw the funds at which time taxes would be paid.

b. The intent of such plans is to create a retirement fund and defer taxes until retirement when an employee would normally be in a lower tax bracket. Appropriate taxes must be paid at the time the funds are withdrawn.

**2. Approved Companies**

All insurance companies licensed by the state of Kentucky and authorized by the Commissioner of Finance for payroll deductions shall be permitted to offer tax-sheltered annuity programs to Murray State University under the following conditions:

a. The proposed tax-sheltered annuity program will be submitted in writing to the Director of Human Resources.

b. If necessary, an appointment will be made for the company's representative to meet the Director of Human Resources and and

## **Kentucky Public Employees Deferred Compensation Plans**

POLICY NUMBER: V I

SUBJECT: KENTUCKY PUBLIC EMPLOYEES DEFERRED COMPENSATION PLANS

APPLIES TO: STAFF AND FACULTY

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

### KENTUCKY PUBLIC EMPLOYEES DEFERRED COMPENSATION PLANS

Deferred Compensation Plans for employees of state and local government are authorized under the United States Internal Revenue Code. The plans are established by Murray State University under the Kentucky Employees Deferred Compensation System. The System was created by state law and is administered by a Board of Trustees.

#### **1. Available Information**

Information on the plans is available in Human Resources.

#### **2. Enrollment in the Plans**

Enrollment in the plans must be made through the Kentucky Public Employees Deferred Compensation System by completing forms which the System provides to the enrollee.

#### **3. Changes by C(019 Tc 0.0P.805 0 6.9(S024 463.t)-1.1(n S)-21..1(he)-)x(n)0.i.1( F)sn**







the offering of the course, then in such event, the limitations as to paying students will be disregarded.

b. The tuition waiver does not extend to correspondence study, life and learning courses, and overseas programs.



**G.E.D. Examination Fee Waiver**

POLICY NUMBER: V L

SUBJECT: G.E.D. EXAMINATION FEE WAIVER

APPLIES TO: ALL REGULAR, FULL-TIME AND REGULAR, PART-TIME STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

G.E.D. EXAMINATION FEE WAIVER

It is the policy of Murray State University

**Doctoral Tuition Assistance**

POLICY NUMBER: V M

SUBJECT: DOCTORAL TUITION ASSISTANCE

APPLIES TO: ALL REGULAR, FULL-TIME FACULTY AND STAFF

EFFECTIVE DATE: July 1, 2011

**DOCTORAL TUITION ASSISTANCE**

It is the policy of Murray State University to encourage the professional growth of all employees. To facilitate such growth for full-time faculty and staff, and in order to foster their continued employment with Murray State, Murray State University may, in accordance with guidelines to be established by the President, support full-time employees in the pursuit of doctoral degrees. Employees may inquire with their direct supervisors about the possible extension of this benefit.

**1. General Qualifications**

- a. Regular, full-time staff, currently working or on an approved leave of absence with or without pay, that have worked continuously for at least six months are eligible to be considered for tuition assistance under this policy. Faculty members currently working or on an approved leave of absence with or without pay that have worked continuously for at least one academic semester are eligible to be considered for tuition assistance under this policy.
- b. MSU may, in accordance with guidelines to be established by the President, determine to reimburse an eligible employee for tuition and fees incurred for classes in furtherance of and in the pursuit of the doctoral degree.
- c. Tuition and fees will be reimbursed at a previously agreed rate upon the provision of a valid grade report and a bill correlating to the hours taken to the reimbursing unit(s) for each academic term. Documentation of grades and bills are to be maintained by the reimbursing unit. Only hours considered successfully completed by the reimbursing unit(s) will be reimbursed. No direct payment from MSU will

and Financial Services and make available terms and contents to ensure any possible tax consequences to the employee will be properly reported.

## **2. Employee Responsibility**

a. Courses or sessions can be taken during working hours if (1) the supervisor approves the time off during working hours, and (2) the lost working time is made up at times satisfactory to the employee's supervisor. An employee may use available vacation time in lieu of requirement 2a.

b. To receive tuition and fee reimbursement the employee must provide an invoice from the degree granting institution and a grade report corresponding to the term for which payment is sought.

## **3. Supervisor Responsibility**

a. Prior to distribution of tuition and fee assistance, the direct supervisor must confirm that the employee has successfully completed the requirements in section 1(c).

b. The direct supervisor must identify funds to support any proposed Tuition and Fee Assistance Agreement. Other units of the institution may provide additional funds at their sole discretion.

**Staff Grievance**

POLICY NUMBER: VI A

SUBJECT: STAFF GRIEVANCE

APPLIES TO: STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

## STAFF GRIEVANCE

## 1. Definition of a Grievance

For the purpose of this policy, a grievance is a complaint by an employee relating to the employment relationship with Murray State University based on issues resulting from the following:

- a. administration and/or application of policies, procedures, rules, or regulations;
- b. alleged unfair or unequal treatment;
- c. working conditions; and/or
- d. disciplinary action not involving termination.

## 2. Exemptions to this Policy

The following matters are not subject to grievance procedures under this policy, although there may be other grievance procedures available through other policies.

- a. The content of policy, procedure, rules, or regulations.
- b. The method, means, and work force necessary to carry on work activities.
- c. Performance evaluations.
- d. Discrimination based upon race, color, creed, religion, sex, age, national origin, disability, or veteran's status.
- e. Any matter for which due process is available through other established channels.

## 3. Procedure

- a. A systematic procedure for handling grievances is stated below. Copies of all written grievances will be placed in a separate file and not be included in the employee's official personnel file. The action of filing a grievance shall not be cause



**Grievance Procedure**

POLICY NUMBER: VI B

SUBJECT: REPORTING ALLEGATIONS OF DISCRIMINATION & DISCRIMINATION GRIEVANCE PROCEDURES

APPLIES TO: FACULTY & STAFF

EFFECTIVE DATE: September 6, 2013

**Office of Institutional Diversity, Equity and Access (IDEA) Grievance Procedure**

Murray State University commits itself to investigating and determining all claims or allegations of discrimination in the operation and administration of its programs, services and employment practices.

[Grievance Procedures](#)

[Grievance/Complaint Preparation Guidelines](#)



**Employee Discipline**

POLICY NUMBER: VI C

SUBJECT: EMPLOYEE DISCIPLINE

APPLIES TO: STAFF

EFFECTIVE DATE: September 7, 2012

REVISED FROM: July 1, 1993

EMPLOYEE DISCIPLINE

1. Procedures

The following procedures for disciplinary action will be followed:

a.

emergency

|   |     |     |     |   |
|---|-----|-----|-----|---|
| e. Unexcused absence of three or more days  | T   | -   | -   | - |
| f. Absence from assigned work resulting from, or in support of, unauthorized work stoppage, illegal picketing, or striking activity directed toward the University* | T   | -   | -   | - |
| g. Intentional falsifying of University records   | 5/S | T   | -   | - |
| h. Punching time card for another employee or having own card punched by another employee   | 5/S | T   | -   | - |
| i. Drinking alcoholic beverages or using drugs while on duty**  | 5/S | T   | -   | - |
| j. Provoking a fight on University premises   | 5/S | T   | -   | - |
| k. Reporting to work under the influence of alcohol or drugs**  | W   | 5/S | T   | - |
| l. Insubordination, restricting output  | W   | 3/S | T   | - |
| m. Willful violation of University rules, regulations, or policies  | W   | 5/S | T   | - |
| n. Unexcused absenteeism of less than three days  | W   | 3/S | T   | - |
| o. Sleeping on duty   | W   | 5/S | T   | - |
| p. Gambling on University premises  | W   | 5/S | T   | - |
| q. Making false or malicious statements detrimental to the University or to other employees   | W   | 3/S | 5/S | T |
| r. Tardiness - unexcused  | W   | 3/S | 5/S | T |
| s. Neglectful failure to punch own time card or leaving work place without permission   | W   | 3/S | 5/S | T |
| t. Loafing on University time   | W   | 3/S | 5/S | T |
| u. Carelessness affecting personal safety or safety of other employees or neglect and mishandling of equipment  | W   | 3/S | 5/S | T |
| v. Malicious use of profane or abusive language   | W   | 3/S | 5/S | T |

\*The President is authorized to take whatever action he/she deems prudent and necessary to implement disciplinary action resulting from this offense.

\*\*After the first offense the employee will be referred to the Counseling and Testing Center for counseling.

### 3. Action for Continuation of Offenses

a. Offenses requiring disciplinary action will be considered active for a period of one (1) year. Disciplinary action will only be based upon offenses occurring within the last twelve months.

b. Any combination of five of the preceding offenses within twelve consecutive months will result in the employee's automatic discharge.

### 4. Record Retention

All written disciplinary reports will be maintained in the employee's personnel file for a minimum of five (5) years from the last offense.



## **Personal Financial Responsibility**

POLICY NUMBER: VI E

SUBJECT: PERSONAL FINANCIAL RESPONSIBILITY

APPLIES TO: STAFF AND FACULTY

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

### PERSONAL FINANCIAL RESPONSIBILITY

Personal financial affairs are a primary concern of each individual employee and should be managed in a manner which prevents involving the University in legal proceedings and unnecessary expense through garnishments, tax levies, and other collection devices.

#### 1. University's Responsibilities Due to Employee's External Indebtedness:

##### a. Garnishments, tax levies, or other extended difficulties over indebtedness

(1) The employee should make an attempt to avoid garnishments and to prevent more than one garnishment when possible.

(2) When financial difficulties interfere with the employee's job performance (or in any way hinder the normal operation of the University) an administrative review of the situation may be initiated to determine the desirability of continued employment.

##### b. University's legal obligation

The University is required by state law to accept and process garnishments served by officials of the court and tax levies submitted by the state of Kentucky.

(1) The state or an officer of the court delivers a garnishment or a tax levy to Payroll.

(2) A tax levy, garnishment, etc. will be processed by Payroll according to state of Kentucky law.

(3) Payroll distributes copies of the completed form to the employee and the garnisheeing party along with the check.

#### 2. University's Obligation to Collect Internal Indebtedness

a. When an employee is indebted to the state of Kentucky or Murray State University and the indebtedness has become due and payable, such indebtedness shall be applied to any claim which that individual has against the state of Kentucky or Murray State University pursuant to the terms of the statute.

b. Should an employee deny his/her indebtedness to the state or University or any part thereof he/she shall be entitled to an administrative hearing. A hearing officer shall be designated by the President to hear the case and shall promulgate rules and regulations for the hearing of the case. Due process shall be accorded.

**Drug-Free Work Place**

POLICY NUMBER: VI F

SUBJECT: DRUG-FREE WORK PLACE

APPLIES TO: FACULTY AND STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

DRUG-FREE WORK PLACE

It is the policy of Murray State University that the unlawful manufacture, distribution, dispensing, possession, or use of

**On-Campus Vehicle Parking**

POLICY NUMBER: VI G

SUBJECT: ON-CAMPUS VEHICLE PARKING

APPLIES TO: STAFF AND FACULTY

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

ON-CAMPUS VEHICLE PARKING

Parking permits are required for all faculty and staff who park vehicles on campus.

Parking regulations are distributed by Public Safety, where details are provided concerning parking.

## **University Governance System**

POLICY NUMBER: VI H

SUBJECT: UNIVERSITY GOVERNANCE SYSTEM

APPLIES TO: STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

### UNIVERSITY GOVERNANCE SYSTEM

Note: Certain sections of the University Governance System Document which do not pertain to staff have been omitted. The full document is found in the Faculty Handbook and is also available in the President's Office.

Policies regarding University governance bodies, whether characterized as the power to propose, formulate, review, determine, or as otherwise stated, shall be considered as advisory in nature to the President of the University. In those cases where a component part of the governance structure is instructed herein to make recommendations to other individuals or groups, a copy of this recommendation shall be delivered to the President or to an appropriate vice president as the President may direct.

#### 1. Purpose

This policy establishes and/or clarifies the role of the Faculty Senate, Academic Council, Staff Congress, Student Government Association, and the University Standing Committees, in relationship to the University governance system of Murray State University. This policy is designed to bring the special talents and expertise of the various elements of the University community to bear on policy matters of vital interest. University governance bodies shall be considered as being advisory in nature.

#### 2. Authority

The legislature of the state of Kentucky has vested the primary responsibility for the governance of Murray State University in the Board of Regents. The Board of Regents has, in turn, delegated to the President of the University the responsibility of ensuring that the affairs of the University are handled in a manner which is consistent with the policies of the University. This policy will serve the purpose of ensuring University-wide participation in the decision-making process on those matters which involve faculty, staff, and student responsibility and interest.

The component parts of the governance structure addressed herein (Faculty Senate, Academic Council, Staff Congress, Student Government Association, and University Standing Committees) may make recommendations to the President of the University on those matters wherein they are empowered to act unless otherwise directed by the President.

#### 3. Reviewed

Periodically, no less than every three years and no more than every year, the governance system, or any part thereof, shall be formally reviewed by the Faculty Senate, the Student Senate, the Staff Congress, and the University vice presidents. Following the review, amendments or corrections may be recommended to the President of the University. This provision shall not preclude the Board of Regents from making changes in the governance system at any time; nor does it preclude ad hoc recommendations to the President by any individual or group.

#### 4. The Staff Congress

a. The Staff Congress is authorized by the Board of Regents to act for the University staff, with delegated authority to y

## Group C--Facilities Management

### Group D--Executive/Managerial/Professional,

(2) five at large staff representatives, and

(3) one staff representative from the Breathitt Veterinary Center.

(4) To be eligible for election to Staff Congress, an employee must have one or more years with the University. Other bylaws of the Staff Congress govern the election process.

#### c. The Staff Congress may:

(1) study and determine those policies and objectives that the Staff Congress feels will best fulfill the needs, concerns, and interests of the staff;

(2) promote better cooperation among the administration, faculty, students, and staff;

(3) make recommendations to the University administration and to the Director of Human Resources on matters affecting staff;

(4) create a stronger bond within the staff by providing a means to solicit and express opinions; and

(5) act as the official channel of staff opinion on all matters of staff concern.

d. The Staff Congress will formulate its own rules and procedures consistent with its constitution, the policies of the University, and the laws of the Commonwealth. All meetings of the Staff Congress shall be open, and the Staff Congress may request the opinion of any individual or group concerning any matter before the Congress provided that any individual or group may decline to give an opinion if to do so would constitute a conflict of interest, or pre-empt orderly administrative procedures. Members of standing committees shall be selected in accordance with the Bylaws of the Staff Congress.

## 5. The University Standing Committee System

### a. General Operating Principles of University Standing Committees

(1) The President's administrative assistant shall keep and maintain a current list of all standing committees and other University-wide committees. At a minimum, the list shall contain the name, special instructions, purpose, and membership of each committee.

(2) Elections to standing committees shall be held prior to May 1 of each year. Faculty and staff representatives to a committee, unless otherwise specified, shall be elected for three-year terms, beginning July 1. The terms of the elected faculty and staff representatives to each committee shall be staggered so that one-third of each group is elected each year.

(3) Vacancies in elective positions shall be filled by appointment unless another provision has been made by the electorate for that position. The appointment shall be by the President of Staff Congress.

(4) Ex-officio members of the committees, unless otherwise specified, shall not have voting privileges.

(5) The Vice President of the Faculty Senate and the Vice President of the Staff Congress shall ensure that these standing committees are convened for an organizational meeting not later than September 15 of each year. Each committee shall choose its own chair from its membership, exclusive of ex-





Three members of the faculty, three members of the staff, two students, and a representative of the Office of Public Safety. These members, who serve staggered three-year terms, are appointed by the President.

c. Meetings of the Committee will be called by the President or the Director of Equal Opportunity.

## **Sexual Harassment**

POLICY NUMBER: VI I

SUBJECT: SEXUAL HARASSMENT

APPLIES TO: FACULTY AND STAFF

EFFECTIVE DATE: May 12, 1990

REVISED FROM: February 29, 2008

### SEXUAL HARASSMENT

A. **Commitment.** Murray State University is committed to maintaining an environment free from unlawful discrimination. Consistent with this, sexual harassment will not be tolerated at Murray State University. The University will continue to educate the campus with respect to sexual harassment and will continue to provide avenues for redress when issues arise. However, it is the responsibility of all Students, Faculty, Staff, and Regents to avoid sexually harassing behaviors.

B. **Definitions.** Sexual harassment is a form of gender discrimination which violates state and federal law and University policy. Students and employees can be the victims, or perpetrators, of sexual harassment. Whether actions constitute sexual harassment depends upon the particular facts surrounding, and law applicable to, the situation in question. However, in general, sexual harassment may be present if there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature and:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or participation or performance in any course, program, or activity.
2. submission to or rejection of such conduct by an individual is used as a basis for making decisions with respect to the individual's employment or participation or performance in any course, program, or activity; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or participation or performance in a course, program, or activity, or creates an intimidating, hostile, or offensive environment for work or any course, program, or activity.

Sexual harassment can occur in different relationships including that of supervisor-employee, teacher-student, and student-student. Purely voluntary personal or social relationship without any of the discriminatory effects noted above may not be sexually harassing behavior. However, Regents, administrators, faculty, and staff are strongly urged to avoid relationships of an amorous or intimate nature with individuals, such as subordinates or students, whom they supervise, have an instructional responsibility for, or have or may have the responsibility to evaluate. The existence of a power differential between the parties naturally raises the question whether the relationship is, in fact, voluntary. Victims of sexual harassment are primarily, but not exclusively, women. Sexual harassment occurs primarily, but not exclusively, between members of opposite sexes.

Sexual harassment takes many forms. It can include sexual innuendo, suggestive or demeaning comments, insults, hostile remarks, humor and jokes about gender or gender-specific traits, requests or demands for sexual favors, threats, or suggestive gestures. It can also include touching, pinching, brushing the body, assault, or coerced or nonconsensual sexual intercourse.

C. **Reporting Sexually Harassing Behavior.** Murray State University encourages every member of the University community who believes he or she has been the victim of sexual harassment to report the allegations as soon as possible.



**Committee Meetings**

POLICY NUMBER: VI J

SUBJECT: COMMITTEE MEETINGS

APPLIES TO: STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

COMMITTEE MEETINGS

1. Meetings of University committees will be held at times and locations selected by the individual committees unless otherwise mandated.
2. Each committee should consider the hour, location, and schedule of meetings at the first meeting of each year and revise by vote of the committee as needed.
3. A committee member is elected or appointed to represent a group of employees and should attend all meetings of the committee.
4. A committee member must notify his/her supervisor in advance of committee meetings which he/she is obligated to attend. An employee must not leave his/her work station without prior approval from his/her supervisor.
5. A supervisor should release employees to attend committee meetings, if the employee is a member of the committee.
6. If meetings are held after normal working hours or after a member's normal shift, the member will not be granted time off from work or be paid overtime due to the extra time spent in committee meetings.
7. The employee must notify his/her supervisor of any tardiness due to committee meeting attendance.
8. Committee meetings are open to all interested employees; however, employees who are not committee members will normally not be released from their normal duties to attend meetings. If such an employee wishes to attend a meeting for a justifiable reason, he/she must request permission from his/her supervisor in advance.

**Outside Employment**

POLICY NUMBER: VI K

SUBJECT: OUTSIDE EMPLOYMENT

APPLIES TO: STAFF

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

**OUTSIDE EMPLOYMENT**

An employee who is employed outside the University shall comply with the following regulations:

1. The hours of the employee's outside employment shall not conflict with his/her University hours of scheduled work including requested overtime by his/her department.
2. Outside employment shall not conflict with the employee's University job responsibilities or affect the employee's ability to perform satisfactorily in his/her University position.
3. Outside employment shall not cause the employee to arrive late for, or leave early from, his/her scheduled work shift or hours.
4. An employee cannot directly or indirectly maintain an outside business or financial interest, or engage in any outside business or financial activity, which conflicts with the interests or principles of the University.
5. Any employment or interest which a supervisor or department head feels is detrimental to the individual's job performance shall be discussed with the individual, and necessary action will be determined to remedy the situation.

**Intellectual Property**

POLICY NUMBER: VI L

SUBJECT: INTELLECTUAL PROPERTY

APPLIES TO: FACULTY &amp; STAFF

EFFECTIVE DATE: September 7, 2012

## INTELLECTUAL PROPERTY

**1 Policy**

Murray State University embraces the multiple missions of a state supported university: teaching, research and support of the public interest. The university encourages research and scholarship and recognizes that intellectual properties may arise from the scholarly activities of the university. While many intellectual properties are best disseminated by publication and placement in the public domain, there are a significant number that are most effectively handled by protection under





Copyrightable Works not specifically exempted by Section 2.13.2.4 which are developed within the person's Scope of

Public Domain Preference - The university and the Creator(s) may place

protection and/or commercialization of the Intellectual Property.

If the President determines that there is a reasonable chance for successful commercialization, the Provost and Vice President for Academic Affairs shall inform the Creator(s) and the IPC in writing that the university claims ownership rights to the Intellectual Property and determine and record the rights of the Creator(s) to share in any income. For disclosed intellectual property in which the university is deemed to have an ownership interest, following a decision by the President of the university to seek patent protection, copyright registration, and/or commercialization of the Intellectual Property, the Provost, or their designee, shall arran

appropriate return should be sought.

In an effort to commercialize Intellectual Property, the university may seek a variety of arrangements such as licenses, assignments or sale of rights, partnerships, and joint ventures. The selection of particular arrangements will depend upon the individual circumstances.

In some instances, it may be in the best interests of the Creator(s), university, and the general public to enter into a commercialization arrangement with entities wholly or partially owned or controlled by the University Personnel who originated the Intellectual Property. Because these arrangements have the potential of contributing to economic development, such arrangements may be considered and accepted, provided they are not specifically prohibited by law and that adequate provisions, including full disclosure of interests, are made to avoid or otherwise protect against. Commercialization arrangements which involve or may involve University Personnel (i.e. any contract between the university and University Personnel or entity/business in which University Personnel has an interest) shall be subject to the requirements set forth in the university's Statement of Ethical Principles and Code of Conduct policy and shall be approved by the Board of Regents.

## **1.7**

Nothing herein shall require the university to negotiate with any person regarding ownership rights of Intellectual Property contrary to this IP Policy. Absent written documentation signed

## **Weapons and Dangerous Materials**



## Remotely Operated Aircraft Systems / Drones

POLICY NUMBER: VI N

SUBJECT: REMOTELY OPERATED AIRCRAFT SYSTEMS / DRONES

APPLIES TO: FACULTY & STAFF (APPLICABLE TO STUDENT LIFE POLICIES)

EFFECTIVE DATE: July 1, 2023

### Remotely Operated Aircraft Systems ("ROAS") or Drones

#### I. Definitions

- A. For purposes of this policy, "ROAS" means: An aircraft and associated control elements including communication systems, cameras, sensors and payload delivery mechanisms used by the operator to safely and efficiently operate the aircraft remotely.
- B. For purposes of this policy, "remotely operated aircraft" or "drone" means: An aircraft that is operated without the possibility of direct human intervention either upon or within the aircraft and that is operated remotely.

#### II. Policy Statement

In furtherance of the University mission to advance student learning and research opportunities, and in the interest of applying knowledge and skills safely and efficiently, the University embraces the technologies and learning opportunities available with remotely operated aircraft systems and the variety of applications these systems provide for the university and its students. In addition to



## V. Policy Violations

Violations of this policy by members of the campus community may be addressed through the appropriate process including MSU Student Life Policies, Rules and Procedures; the MSU Faculty Handbook, and MSU Personnel Policies and Procedures Manual Policy VI C, Employee Discipline; or other applicable regulations and policies.

## VI. Supplementation of this Policy

1. The University ROAS / Drone committee is authorized to expand this policy ~~and~~ such additions are not inconsistent with the policy as it exists on the date of approval, and as authorized by the University President.
2. The President is authorized to amend or supplement this Policy if necessary to be consistent with state ~~and~~ federal

**Employee Assistance Program**

POLICY NUMBER: VII A

SUBJECT: EMPLOYEE ASSISTANCE PROGRAM

APPLIES TO: STAFF AND FACULTY

EFFECTIVE DATE: July 1, 2018

REVISED FROM: July 1, 1993

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is a confidential program that provides professional help to employees and their household members. An employee may take advantage of the EAP that is offered by a third-party administrator through the Office of Human Resources. If a supervisor believes that an employee could benefit from this service, he/she may recommend that the employee avail himself/herself of this confidential service.

**Health Services**

POLICY NUMBER: VII B

SUBJECT: HEALTH SERVICES

APPLIES TO: STAFF AND FACULTY

EFFECTIVE DATE: July 1, 2018

REVISED FROM: July 1, 1993

HEALTH SERVICES

The campus community is provided with information of any on-campus health services available.

**Diagnostic and Remediation Services**

POLICY NUMBER: VII C

SUBJECT: DIAGNOSTIC AND REMEDIATION SERVICES

APPLIES TO: STAFF AND FACULTY

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

DIAGNOSTIC AND REMEDIATION SERVICES

**1. The**

**Athletic Ticket**

POLICY NUMBER: VII D

SUBJECT: ATHLETIC TICKETS

APPLIES TO: ALL REGULAR, FULL-TIME AND REGULAR, PART-TIME STAFF AND FACULTY AND RETIRED STAFF AND FACULTY

EFFECTIVE DATE: July 1, 1993

REVISED FROM: February 17, 1990

ATHLETIC TICKETS

A regular, full-time or part-time faculty or staff member, retired employee, and surviving spouse may purchase season tickets within the following rules:

1. Each eligible employee will be allowed to purchase a maximum of one season ticket per year. This includes the employee, the employee's spouse, and the employee's dependent children. The employee's spouse and dependent children are not eligible to purchase season tickets if the employee is not purchasing a season ticket. The employee's spouse and dependent children are not eligible to purchase season tickets if the employee is not purchasing a season ticket. The employee's spouse and dependent children are not eligible to purchase season tickets if the employee is not purchasing a season ticket.





**Library Privileges**

POLICY NUMBER: VII G

SUBJECT: LIBRARY PRIVILEGES

APPLIES TO: STAFF, FACULTY

AND RETIREES EFFECTIVE DATE: