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# STAFF HANDBOOK

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# INTRODUCTION

This handbook has been prepared as a guide for staff employees who work at Glenville State University. It contains information about statewide and institutional policies and practices that relate to you and your work, and about benefits and advantages that are yours as a member of the GSU staff. Although it is not an inclusive source for all policies and procedures, it is intended to provide information from various areas.

Detailed descriptions of policies and procedures that apply to all employees throughout the State University and University System of West Virginia are found in state code, in a series of policy documents issued by the Higher Education Policy Commission and the GSU Board of Governors. If you have specific questions about the provisions of any of the “source documents” referred to throughout this manual, you should consult with the Office of Human Resources.

The policies and procedures outlined in this handbook are subject to change at any time. Outdated materials in the handbook will be “overruled” by existing policy and laws. Addendums and appendices may be added, as necessary, as rules are updated. These changes will be available to the employee via the GSU website.

Although the GSU Staff Handbook may be particularly helpful to those who have recently joined the staff, we hope that all employees will find it to be a useful reference regarding the policies, practices, benefits, and services that pertain to them.

Additional information regarding personnel policies and procedures is available in the Office of Human Resources.

The [Faculty and Staff website](#) is also an excellent source of information about employment issues and resources.

# GLENVILLE STATE UNIVERSITY

## MISSION, VISION, AND VALUES

### **Mission Statement**

Glennville State University prepares and inspires students to be thoughtful, productive, engaged, and responsible citizens who contribute to the well-being of their community, state, nation, and world.

### **Vision Statement**

Glennville State University will provide a safe, supportive learning community, equipping students to make a positive impact on the world.

### **Our Values**

#### *Service*

As a student-centered institution, the University's faculty and staff serve the curricular and co-curricular needs of its students.

#### *Scholarship*

The University promotes the pursuit of knowledge, inquiry, and lifelong learning, and nurtures professional success through sustaining rigorous, research-based, curiosity-driven, and thought-provoking academic programs.

#### *Growth*

The University fosters the growth of quality academic programs that reflect the contemporary needs of its constituencies and advances the personal growth of individuals, the institution, and the community through responsible, innovative practices.

#### *Collaboration*

The University supports partnerships and cooperation among individuals, departments, and the larger community through an environment that encourages teamwork, open communication, and trust.

#### *Community*

The University oversees its legacy, which includes delivering quality education, serving the public, and maintaining a safe, inviting, and healthy environment on and around its campus.

#### *Equity*

The University respects a culture of diversity and inclusivity at all levels, welcoming and valuing all members of the campus communities.

## **Objectives 2021-2026**

The University has adopted the following objectives for 2021-2026 in accordance with its mission, vision, and values.

*Deliver Quality Education.* Glenville State University will enrich the educational, residential, and working environment at the University by providing relevant curricular and co-curricular programs, including supporting services to prepare students for a diverse, technological, and global workplace and society, and expanding access to an array of professional development opportunities for all members of the campus community.

*Foster Equity.* Glenville State University will celebrate the span of human diversity across national origins, religions, cultures, genders, and undeserved and historically underrepresented populations. The university will conduct itself in a responsible, fair, empathetic, and ethical manner.

*Enhance Financial Position.* Glenville State University will increase its financial strength through budgetary flexibility and innovation.

*Enhance Community Engagement.* Glenville State University will expand its impact on the community through strategic partnerships with public and private entities and will continue to support its relationship with the city of Glenville.

# CLASSIFICATION AND COMPENSATION

## Job Classification System

All staff employee positions at Glenville State University will fall under the State of West Virginia Job Classification and Compensation System for Higher Education Institutions, as dictated by the West Virginia High Education Policy Commission.

The West Virginia Higher Education Policy Commission Compensation Program for Staff Employees is designed to attract, retain, and motivate a highly talented and committed workforce in support of the unique missions and goals of public higher education institutions. Competitive pay is a key element in attracting, retaining, motivating and rewarding the type of employees that are needed to fulfill the missions of West Virginia's Colleges and universities. The goal of Commission, Council, and affiliated colleges and universities is to pay competitive salaries and wages by using systems that are clearly communicated to employees and readily administered by managers.

Additional information related to [compensation management](#) is available on the GSU website.

The Commission, Council, and associated colleges and universities are complex organizations of varying sizes and structures. Each institution contains a wide variety of jobs and competes for labor in a variety of markets. The West Virginia Higher Education Policy Commission Division of Human Resources collects and analyzes market data from these markets including Workforce West Virginia, other public higher education institutions, not-for-profit organizations and other local employers. The Division of Human Resources uses carefully selected credible salary surveys conducted by reputable survey organizations to ensure the compensation system is built on current, relevant and reliable data.

In compliance with best practice and West Virginia legislative requirements, the Division of Human Resources will monitor the labor market and recommend adjustments to the pay structure, as appropriate, to ensure it continues to reflect competitive pay.

The pay ranges associated with the grades are wide enough to accommodate a variety of experience and performance levels, from novice to expert. Additionally, [pay range spreads](#) are broad enough to manage pay during market shifts in any given year.

Jobs were assigned pay grades in the new salary structure based on job responsibilities and requirements, benchmark market data, as well as market median and position average salaries.

Future compensation decisions should be made after consideration of a number of factors including the institutional available budget, the employee's calculated comp-ratio and or range penetration, skills, competency and performance.

## **Employment Status**

**Full-Time Regular** – A staff position created to last a minimum of nine months of a 12-month period and in which the employee is expected to work no fewer than 1,040 hours during this period. The full-time equivalent (FTE) of such a position must be reported at no less than .53 FTE. An employee in this status is eligible for all applicable benefits, subject to the qualifying conditions of each benefit. Benefits will be pro-rated, where applicable, for positions of less than 1.0 FTE. For example, leave accrual would be pro-rated. Insurance coverage and benefits would not be pro-rated.

If employees do not consistently work enough hours to qualify for full-time status (at least 1,040 hours during the year) there is the risk that these positions will be reduced to part-time, non-benefits-earning status. Supervisors must ensure that employees in full-time status work at least 1,040 hours per year.

**Part-Time Regular** – A staff position created to provide fewer than 1,040 work hours during a 12-month period. An employee in a part-time regular position is not eligible for most benefits. Part-time regular positions typically continue from one fiscal year to another.

**Temporary** – A position that is expected to last fewer than nine months of a 12-month period regardless of the number of hours worked per week. A temporary employee is not eligible for benefits.

**Casual** – A position created to meet specific operational needs in an institution for no more than 225 hours in a 12-month period. Individuals in casual positions are not eligible for benefits and are not covered by the classification program. Service in this capacity does not apply to any seniority or years of experience.

**Student** – A position created for degree-seeking students whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification program. Service in this capacity does not apply to any seniority or years of experience.

Please Note: References to a 12-month period in the above descriptions refer to the fiscal year (July 1 through June 30).

Although part-time, casual, temporary and student employees are not eligible for higher education benefit programs, GSU will monitor average hours worked per week to identify situations where eligibility for health insurance is triggered and compliance with the federal Affordable Care Act (ACA) is required. No number of ACA eligible periods of part-time, temporary, casual, or student employment shall create any presumption of a right to appointment as a full-time or part-time regular employee.

**Change in Status** - The president or their designee will review and make a final determination as to the status or change in status of any employee. Determination of status or change in status means assignment to, or change in the type of employment or the category to which an employee is assigned.

When the president or their designee determines that a part-time regular employee becomes a full-time regular employee, they shall credit that employee's previous service toward any

calculation of length of service for purposes of this rule and benefit eligibility based upon a prorated comparison against a 1.00 FTE. Previous length of service as temporary, casual, and student employees shall not be credited toward seniority calculations under other sections of this rule or any statute unless otherwise required to do so by law.

### **Federal Fair Labor Standards Act (FLSA) Status Definitions**

**Exempt** – A position that is not covered by the Federal Fair Labor Standards Act (FLSA) because it meets the FLSA criteria for executive, professional, or administrative positions. Employees in exempt positions are not eligible for overtime compensation. In the WV OASIS/UKG leave and time keeping system, exempt employees are called Exception Paid.

**Non-Exempt** – A position that is covered by the Federal Fair Labor Standards Act (FLSA). Employees in non-exempt positions are entitled to overtime compensation for all work hours in excess of 37.5 during the work week and they are paid at the overtime rate for hours in excess of 40. See section on overtime for more information. In the WV OASIS/UKG leave and time keeping system, non-exempt employees are called Positive Paid.



# WORK SCHEDULES

## **University Business Operational Hours**

Normal University business operational hours shall be from 8:00 a.m. to 4:00 p.m. EST, Monday through Friday, excluding holidays. These times reflect the normal hours when students, vendors, sales representatives, or the general public should attend to their business in the administrative offices at Glenville State University.

Each office must maintain University business hours. However, the Department Head in charge of a department may implement a flex schedule to accommodate special operational needs. A flex schedule should be reported to the Payroll Department and the Human Resources Department prior to implementation. When practical, the supervisor shall provide the affected employee with a fifteen (15) day notice of any such work schedule changes.

The Maintenance Department shall follow the operational hours of 7:30 a.m. to 3:30 p.m. EST, Monday through Friday, excluding holidays. This is to allow for the preparation of the campus for regular operational hours. In some cases, evening shifts are required.

Offices which require shift work, such as Public Safety, shall report to work in a timely manner.

Athletic Department appointment schedules will be determined by the President or designee.

## **Working Hours/Work Week [Source: WV HEPC Series 55]**

The standard workweek is thirty-seven and one-half hours. The workweek is a regularly recurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four (24) hour periods. It begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. on Friday.

## **Lunch Break**

After working six (6) continuous hours a non-exempt employee must take a one-half hour uninterrupted lunch break, in accordance with the West Virginia Division of Labor. Once again, lunch breaks are uncompensated time.

Working through lunch cannot be used as a justification to leave work early. For example, an employee starting to work at 8:00 a.m. and working through lunch and leaving at 3:30 p.m. does not qualify as having worked 7.5 hours for that day. Due to the fact that lunch breaks are uncompensated time and the requirement of taking a one-half hour uninterrupted lunch break after 6 hours of work, an employee should not be credited for working 7.5 hours in a day by working through their lunch and leaving 30 minutes early.

Additional time away from the work site must be credited against an appropriate leave accrual. Pay must be docked if the employee has insufficient leave balances.

While allowed, exempt employees are not required to take a lunch break or rest break.

### **Flexible Work Schedule, Job Sharing, and Swing Shift [Source: WV HEPC Series 55]**

Flex Time - Flex time is defined as working hours other than the individual employee's normal work hours.

Job Sharing - Job sharing is defined as one full-time position being performed by two or more employees.

Swing Shift - Swing shift is a rotation of day/evening/night shifts to cover operational hours on a weekly, bi-weekly, or monthly basis.

An employee may request and may work other than University business hours, to include flex time, job sharing, and swing shift, provided that they work the required number of hours in the respective work week with the approval of the immediate supervisor. The supervisor, with the approval of the President or the President's designee, may approve or deny a request for flexible work hours. The supervisor has the authority to request flex time, based on operational need or in the case of an emergency situation. Flex time may be granted on a fixed schedule or short-term basis.

### **Changes in Work Schedule [Source: WV HEPC Series 55]**

Based on operating requirements, supervisors have the authority to request employees to work more than their normal hours. Except in emergency situations or based on operational requirements, employees will be given 15 days advance written notice of any schedule change. Employees are responsible for reporting as assigned by their supervisors, even if there has not been advance notice of temporary schedule change given to the employee in an emergency situation. It is the policy of the University not to make temporary, non-emergency changes in an employee's work schedule.

### **Reporting to Work and Tardiness**

Employees are expected to report for and remain at work as scheduled and to be at their work stations at their starting time. Employees who call off work for personal reasons should, when possible, call off in advance of their starting time in accordance with GSU BOG Policies 16 and 17 and procedures established by their supervisors. This is in addition to submitting leave requests in the computer-based leave record keeping system. Employees who call off must contact their supervisor or designee each day of their absence unless they have made alternate arrangements. Calling off work in accordance with this procedure will not necessarily result in an employee receiving approved leave for their absence.

Any employee who reports to work late, extends their lunch or break without authorization if applicable, or who leaves before the end of their scheduled shift, may be subject to disciplinary action and/or docked pay depending upon leave accruals in accordance with this policy.

# LEAVE

## **Leave Requirements**

Leave earning employees must apply the appropriate type of leave (annual or sick) when they are absent from work. Leave must be taken in 15-minute increments.

## **Reporting Leave**

Supervisors must ensure that employees reporting to them submit leave requests via UKG whenever absences occur. Exempt and non-exempt employees are not permitted to be absent from work without submitting leave requests to account for that absence. Being absent from work without submitting leave requests to cover the absence is fraudulent and is grounds for disciplinary action.

## **Leave Matrix**

There are many different types of leave and they are described on the following pages. Different policies and procedures apply to different types of leave. A chart showing rules specific to each type of leave can be found at the end of this section of the *Staff Handbook*.

## **Leave Management System**

The State of West Virginia payroll system uses UKG as its leave management system and Glenville State University is required to use that system. UKG is part of WV OASIS, the State's Enterprise Resources Planning (ERP) system, which includes all aspects of payroll processing. Leave earning employees request leave and supervisors approve leave requests through UKG. Changes to leave requests that already have been approved can be made by the employee's supervisor or the Human Resources Office. For full instructions on using the leave management system, please go to the Human Resources Office for training manuals.

## **Procedures for Reporting Unscheduled Absences**

Notification of an unscheduled absence, prior to an employee's scheduled start time, is of the utmost importance. If for any reason employees are unable to report to work as scheduled, they must notify their supervisor prior to their scheduled start time with the reason and expected duration of the absence. If the absence exceeds one day, then the employee must notify the supervisor daily, unless otherwise arranged. Failure to notify an immediate supervisor concerning an absence can result in disciplinary action for the employee, up to and including the termination of employment.

It is the obligation of the employee to make certain that the immediate supervisor or designee is notified of an absence prior to the employee's scheduled start time, following whatever protocol has been outlined by the supervisor (for example, calling and speaking directly with the supervisor on the phone). Submitting a leave request through UKG, the leave management system, does not satisfy the requirement of notifying the immediate supervisor of an unscheduled absence unless the supervisor has explicitly directed the use of that protocol. Each

supervisor has the discretion to establish the unscheduled leave notification protocols for each department, office, or category of employees.

## **ANNUAL LEAVE**

Annual leave is the term that the State uses for vacation days. Annual leave can be used by employees for any purpose. It must be approved in advance by the employee's supervisor. It is okay to use annual leave for illness but it is not okay to use sick leave for vacations or other 'personal days.'

### **Annual Leave Accrual**

#### **Non-Classified Staff Annual Leave Accrual**

Non-Classified employees earn annual leave at a rate of two days per month.

#### **Pro-Rated Leave Accrual**

Full-time regular employees working between 1,040 hours and 1,950 hours over at least nine months of a 12-month period (the fiscal year) accumulate annual leave on a pro-rated basis. Annual leave is not granted to casual, temporary, or part-time employees.

#### **Accumulation Limits**

Glenville State University permits, as an additional benefit, all employees to accrue up to twice what they earn in 12-month period. Accumulated leave for continuing employees may not exceed twice the amount earned in any 12-month period. Employees are entitled to compensation for accumulated annual leave at termination of service, but in no case may this exceed twice that amount earned in any 12-month period. Full time employees with less than 12-month appointments may accumulate twice the amount of leave earned during their appointment period, not twice what they would have earned had they been working for 12 months (i.e. 10 and 11-month employee appointments).

#### **Transfer of Annual Leave from Another State Agency**

Up to 15 days of annual leave may be transferred with an employee from other agencies or institutions of the West Virginia State Government to Glenville State University. Certification of the balance which existed with the previous employing agency must accompany the request for transfer of annual leave by the employee and bear the signature of an officer of that agency. The request must be made within one year from the last day of employment with the other agency or institution.

### **Use of Annual Leave**

#### **Scheduling and Use of Annual Leave**

Annual leave must be approved in advance by the employee's supervisor. Annual leave shall be arranged to fit operating schedules; however, consideration will be given to an employee's preferences. Seniority may be considered by the supervisor when arranging vacation schedules. An employee may not take leave before it is earned and may not take annual leave unless the employee's supervisor has approved it in advance.

#### **Employee's Responsibility**

Annual leave is a benefit of paid days off work, which employees are expected to use in a reasonable manner. Employees who have a modest number of accumulated sick leave days

are expected to restrict their use of annual leave to reasonably maintain a reserve of accumulated leave in case of an onset of illness or other occurrence which would require time off. Monitoring an employee's leave balance is the responsibility of the employee, and failure to do so is considered a deficiency of performance.

### **Illness During Annual Leave**

Illness which occurs during scheduled annual leave does not cause the annual leave request to be changed to a sick leave request. It is still considered annual leave.

### **Administration of Unused Annual Leave**

#### **Annual Leave Conversion Upon Retirement**

For employees hired prior to July 1, 2001 and upon meeting certain requirements, individuals retiring from Glenville State University may be eligible to apply unused annual leave as a credit toward the premium for the West Virginia Public Employees Retirement Insurance Plan, just as they can apply unused sick leave for this purpose. This option is not available to employees hired after July 1, 2001. Please refer to the [Human Resources website](#) for more information about retirement.

#### **Unused Annual Leave**

In the event of an employee's death, accumulated annual leave will be credited to the employee's estate.

#### **Lump Sum Payment for Unused Annual Leave**

Upon termination of active employment through resignation, retirement, or otherwise, an employee will be paid in a lump sum for their accrued annual leave.

### **SICK LEAVE**

Sick leave may be used by an employee who is ill or injured or when employees need to actively participate in the care of a member of their immediate family who is seriously ill as defined by the treating physician, or when a death occurs in the immediate family. Sick leave may also be used for employee and family medical appointments which are approved in advance by the supervisor. It is okay to use annual leave for illness but it is not okay to use sick leave for vacation time. While annual leave can be used for any reason, sick leave can be used only for specific purposes as described in the University's policies.

#### **Definition of Immediate Family**

For purposes of administering the sick, funeral, and emergency leave policies, the immediate family is defined as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandson, step-mother, step-father, step-children, or others considered to be members of the household and living under the same roof.

## **Sick Leave Accrual**

### **Sick Leave Accrual Rate**

All full time non-classified employees and leave earning faculty accrue 1.5 days of sick leave per month of active employment. This equates to 5.2 hours of sick leave accrual for each of the 26 bi-weekly pay periods.

### **Pro-Rated Leave Accrual**

Full-time regular employees working between 1,040 hours and 1,950 hours over at least nine months of a 12-month period shall accumulate sick leave on a pro-rated basis. Sick leave shall not be granted to casual, temporary, or part-time employees.

### **Unlimited Accrual**

Accumulation of sick leave is unlimited. Employees do not lose it if it is not used within any particular time period as long as they remain in leave earning status.

### **Transfer of Sick Leave from Another State Agency**

Accumulated sick leave may be transferred to Glenville State University for employees coming from other agencies of West Virginia State Government. Certification of the employee's sick leave balance which existed at the state agency must accompany the request for transfer and bear the signature of an officer of that agency. A request for transfer must be made within one year from the last day of employment with the other state agency.

## **Use of Sick Leave**

Annual leave may be used when an employee is sick. However, sick leave may not be used for vacation time in place of annual leave. Sick leave can be used only for the specific purposes provided for by policy.

### **Sick Leave Use for Immediate Family Members**

Sick leave generally can be used for absence relating to care for immediate family members under the following circumstances:

- If the employee is caring for an immediate family member at home;
- If the employee is taking the immediate family member to medical appointments;
- If the immediate family member is in the hospital and the employee must be there because they might be needed to help make decisions about the family member's care or to speak on behalf of their family member.

The times that employees cannot use sick leave for their family members are:

- When they are simply visiting them in the hospital (or at home) but do not play a role in speaking for the family member or are not participating in decision making about the family member's care. Annual leave would have to be used in those cases.

## **Administration of Unused Sick Leave**

### **Sick Leave Conversion Upon Retirement**

Upon meeting certain requirements, individuals retiring from Glenville State University may be eligible to apply unused sick leave as a credit toward the premium for the West Virginia Public Employees Insurance Plan, just as they can apply unused annual leave for this purpose. This

option is not available to employees hired after July 1, 2001; employees hired after this date lose their unused sick leave at retirement.

### **Reinstatement of Sick Leave Upon Reemployment**

When an employee terminates employment for reasons other than retirement, all sick leave credited to that employee shall be considered ended as of the last working day with the institution and no reimbursement shall be provided for unused sick leave. Employees who resign in good standing and are later reemployed may have their accumulated sick leave reinstated if the date of termination is less than one year from reemployment. However, if the employee returns to work after more than one year from the date of termination, then no more than 30 days of sick leave may be reinstated.

### **Medical Leave Documentation**

Medical leave verification may be required to document an employee's illness or adverse health condition (or that of an immediate family member, if applicable). Medical leave verification is a signed statement from the treating health care provider to validate the illness or other cause for which sick leave or medical leave of absence may be granted. The health care provider signing the medical assessment must be currently and appropriately licensed. The document must provide information regarding the individual's medical condition, diagnosis, prognosis, and functional limitations, including duration and treatment plan, if any. All medical records are to be kept in the Human Resources Office only and are not to be kept in the departments. Based upon the medical assessment, employability and/or accommodation determinations will be made by Glensville State University. Employees are encouraged to utilize the Medical Verification Form located on the [HR website](#).

#### **Medical Leave Verification/Assessment is Required:**

- To validate a sick leave absence of more than five consecutive days (needed as of the sixth day of absence) under the terms of the sick leave policy;
- To return to work following a sick leave absence of more than five consecutive days, or a medical leave of absence;
- If requested of the employee by the supervisor following a sick leave absence, regardless of duration, as a condition of returning to work;
- To apply for and sustain catastrophic leave eligibility;
- To apply for and sustain a medical leave of absence; and/or
- To assure continued access to benefit coverage while on medical leave of absence.

It is the employee's responsibility to pursue and obtain the necessary medical assessment from the treating health care provider, and to present the completed evaluation to the University in a timely manner.

Supervisors need to notify the Human Resources staff when one of their employees has missed, or is scheduled to miss, more than five consecutive days of sick leave. This will facilitate communication between Human Resources and the employee as to required documentation.

#### **Incomplete, Unacceptable, or Untimely Medical Information May Result in:**

- Prohibition to charge time absent from work to accrued sick leave;
- Prohibition to return to work if one's capacity to perform essential duties is in question;
- Disallowed or discontinued medical leave of absence;

- Discontinuation of benefit access; and/or
- Disciplinary action, up to and including termination of employment with the University.

Employees returning to work following a sick leave absence of more than five consecutive days or from a medical leave of absence must submit a Return to Work Verification. This form is available on the [Human Resources website](#).

## **OTHER TYPES OF LEAVE**

### **Catastrophic Leave**

The University provides catastrophic leave to assist full time regular employees who have long-term illnesses or injuries. Catastrophic illness is a medically verified illness or injury which is expected to incapacitate you and creates a financial hardship because you have exhausted all leave and other paid time off. Employees who must take time off work to care for an immediate family member who is incapacitated by such an illness or injury may also qualify for catastrophic leave if they have exhausted all leave and other paid time off. Employees for whom such leave has been approved receive catastrophic leave from direct donations of leave by another employee (or employees). An employee must use all accrued leave before using catastrophic leave. The maximum catastrophic leave period is 12 continuous months for any one illness or injury.

The President decides whether an employee is eligible for catastrophic leave.

Employees may donate leave using the [Donor Application Form](#) on the Human Resources website. Employees may voluntarily donate sick and/or annual leave in one-day increments to a specific employee approved to receive direct transfer of catastrophic leave.

### **Emergency Leave**

Emergency leave of up to five days within any fiscal year, with pay, may be granted by the President of Glenville State University in the event of extreme misfortune to the employee or the employee's immediate family, provided that all accrued annual leave has been exhausted. Typical events which may qualify an employee for such leave include fire, flood, or other occurrences of a nature requiring emergency attention by the employee (other than personal illness or injury, or serious illness or death in the immediate family).

### **Funeral Leave**

When a death occurs in the immediate family, a reasonable amount of time (maximum of three days) may be charged to accrued sick leave as required for the employee to arrange for and attend the funeral and related services, including travel time. "Reasonable" amount of time is determined at the discretion of the supervisor, and is based upon geographic distance, workload, and similar factors. Sick leave is not provided for an extended bereavement period or to attend to the affairs of the estate; annual leave may be requested for these purposes.

### **Grievance, Witness, and Jury Leave**

Employees who are subpoenaed or directed to serve as jurors or appear as witnesses for review proceedings of the Federal Government, the State of West Virginia, or a political



subdivision thereof, shall be entitled to work release time for such duty and for such period of required absence which overlaps regularly scheduled work time. Employees shall submit to the Human Resources Office a copy of any notification they receive showing that they have been called to serve on jury duty. Employees are entitled to leave with pay for the required period of absence during the regularly scheduled work time including reasonable travel time.

When attendance in court is in connection with usual official duties, under subpoena, or as directed by the supervisor, time required, including reasonable travel time, shall not be considered as absence from duty. Likewise, time spent by Glenville State University employees as hearing officers, hearing committee members, and parties or witnesses in a grievance hearing is considered legitimate work time if it occurs during their normally scheduled work hours, and is part of a service to Glenville State University. Appearing as a witness without a subpoena at the request of a fellow employee and without the request of an authorized supervisor does not constitute University business. This policy does not apply to employees who are called to testify as expert or consulting witnesses and who are paid for their witness services. Further, this policy does not apply to employees involved as parties to a personal lawsuit unrelated to work.

An employee who is scheduled to work prior to the court or hearing start time shall initially report to work, travel time permitting. An employee who is excused from court/hearing prior to the end of the scheduled work day shall immediately report to work for the remainder of the work day.

### **Military Leave**

An employee who is a member of the National Guard or armed forces reserve is entitled to a military leave of absence without loss of pay, status, or efficiency rating, on days during which he or she is ordered by properly designated authority to be engaged in drills, inactive duty training, parades, funeral details, service schools or other duty, during business hours, field training, annual training, or other full-time active service of the State for a maximum of 30 working days in any one calendar year.

The term "without loss of pay" means that the employee shall continue to receive normal salary or compensation, notwithstanding the fact that the employee may receive other compensation from Federal sources during the same time period. Furthermore, such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increase, and experience with the institution.

An employee shall be required to submit an order or statement in writing from the appropriate military officer in support of the request for such military leave. Benefits of this section shall accrue to individuals ordered or called to active duty by the President of the United States for 30 working days after they report for active service. An employee utilizing Military Leave after their allotted paid leave of absence may elect to use accrued annual leave or freeze annual leave to continue their service.

## **Parental Leave**

Glennville State University adheres to the requirements of the West Virginia Parental Leave Act. A full-time employee who has worked at least 12 consecutive weeks for the state may request up to 12 weeks unpaid parental leave.

Parental leave may be used for the following reasons:

- Birth or adoption of a child
- Because of a planned medical treatment
- To provide care of a son, daughter, spouse, parent or dependent (any person who is living with or dependent upon the income of the employee, whether by blood or not) who has a serious health condition.

Employees must provide their supervisors with written notice two weeks prior to the expected birth or adoption, medical treatment, or supervision of a dependent. Failure to submit a written request may be cause for denial. The employee must provide the employer with certification by the treating physician and/or documentation regarding dependency status.

All annual and sick leave must be exhausted before parental leave begins. No more than a total of 12 weeks of parental leave may be taken in any 12 consecutive month period.

During parental leave by an employee, the institution shall continue group health insurance coverage provided that the employee pays the employer the full premium cost of such group health plan (i.e., both the employer and employee share of the premiums). The position held by the employee immediately before the leave is commenced shall be held for a period not to exceed the 12-week period of the parental leave and the employee shall be returned to that position. The institution may employ a temporary employee to fill the position for the period of the parental leave.

## **Pregnancy Related Illness or Disability**

Disabilities which may be caused by pregnancy shall be treated the same as any other off-the-job illness or disability would be treated for sick leave entitlement. Pregnancy-related illness shall include pregnancy, miscarriage, abortion, childbirth, and recovery. In determining if an employee is unable to work because of a pregnancy related illness, the same criteria shall be used as for any other disability. The University policy on normal births is to allow six weeks of sick leave for the mother, to be used if she has it available. The father of a newborn baby or the husband, boyfriend or partner of a woman who has given birth to their baby, may use up to two weeks of sick leave to care for the baby and/or mother, with appropriate supporting documentation, providing that he or she has sick leave available for use.

## **Family and Medical Leave Act of 1993 (FMLA)**

Glennville State University employees may request up to 12 weeks per year of unpaid leave pursuant to the Federal Family and Medical Leave Act (FMLA). For calculating the year, Glennville State University uses a rolling year, meaning a 12-month period measured backward from the date an employee's first FMLA leave begins. In order to meet eligibility requirements, an employee must have worked for a total of 12 months and worked at least 1,250 hours during the 12-month period prior to the leave. Employees must submit a letter requesting use of FLMA

and a Medical Verification Form to the Human Resources Office. All sick leave must be exhausted. All annual leave does not have to be exhausted before the employee can go off the payroll. An employee on approved FMLA who has exhausted all leave, will be on approved unpaid Medical Leave of Absence Without Pay. FMLA leave runs concurrent with paid sick and/or annual leave. In other words, the 12 weeks of FMLA leave would include any paid leave that is used by the employee during this period. An eligible employee's health insurance will be continued as long as the employee is on paid leave. Once the employee is placed on unpaid leave, group medical coverage may continue with the employee paying the employee's share of the premium cost.

Reasons for taking FMLA leave:

- For incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, child under 18 (unless they have disabilities), or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

### **Military Exigency or Caregiver**

Employees whose spouse, child, or parent is on covered active duty or called to covered active duty status may use their 12-week FMLA leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

### **Leave of Absence Without Pay — Personal**

Under some circumstances, employees who have used all accrued annual and sick leave may be granted up to 12 months leave of absence without pay. Applications for such leave must be submitted in writing to the Office of Human Resources and must be endorsed in writing by the employee's supervisor.

All annual leave must be taken before an unpaid personal leave of absence is approved. Employees may not routinely take personal leave without pay when they have annual leave accrued. Paid leave must be used first.

Employees who are granted leave of absence without pay will, at the end of such leave, be reinstated without loss of any rights, if the position is still available. If the position is no longer available due to a reduction in staff caused by curtailment of funds or a reduced workload,

reinstatement will not occur. You are expected to report to work on the first workday following expiration of the personal leave period. Failure to report, unless you have submitted satisfactory reasons in advance, will be grounds for immediate dismissal.

During a leave of absence without pay, you may still receive group health insurance coverage through the University provided that you pay the University the full premium cost of this coverage.

### **Overtime and Compensatory Time Off**

An employee may not work overtime unless approved in advance per institutional administrative procedures.

For non-exempt employees, all hours worked beyond thirty-seven and one-half (37½) hours and up to and including 40 hours are calculated at the employee's regular hourly rate. Pay for time worked beyond 40 hours actually worked in a work week are to be calculated at a rate of one and one-half (1½) times the regular hourly rate.

GSU may offer non-exempt employees compensatory time off in lieu of overtime pay to the extent authorized by federal and state law and in accordance with institutional administrative procedures.

In the Leave Management System UKG, employees accumulate compensatory time in each workweek that exceeds regular working hours. Employees may use the Cash Reimbursement Form signed by the supervisor to receive payment of this time worked in lieu of compensatory time off.

Employees may accumulate up to two hundred forty (240) hours of compensatory time and shall be paid for all hours worked above the maximum accrual.

Employees in public safety, seasonal work (generally defined as temporary work for short periods of time during specific times of the year) and/or emergency response categories may accumulate up to four hundred eighty (480) hours and shall be paid for all hours worked above the maximum accrual.

Compensatory time must be used within one year of accrual. Approval of an employee's request to use accrued compensatory time shall be contingent upon whether it will unduly disrupt the operation of the institutional unit.

Should an individual's employment be terminated, any unused compensatory time shall be reimbursed as follows:

- a. The average regular rate received by such employee during the first three years of the employee's employment; or,
- b. The final regular rate received by such employee, whichever is higher.

### **Other Sources of Information**

Please Note: Leave policies are described in GSU BOG Policy 17 and Series 38 Rule of the West Virginia Higher Education Policy Commission. These policies contain more detail about leave issues in some cases than the Staff Handbook. Employees and supervisors are encouraged to familiarize themselves with these policies.

	<b>Annual Leave</b>	<b>Sick Leave</b>	<b>FMLA</b>	<b>Parental Leave</b>
<b>What leave can employees take and for how long?</b>	Leave that has been accumulated	Leave that has been accumulated	Up to 12 weeks; 26 weeks military caregiver (both in 12-month period)	12 weeks in 12-month period
<b>Who is eligible for this type of leave?</b>	Leave earning employees	Leave earning employees	Must have worked 12 months and 1250 hrs. in the 12 months preceding leave	FT employees who have worked at least 12 consecutive weeks for WV State Government
<b>Who can this leave be used to assist?</b>	Leave earning employees; this is personal time off, including snow days	Employee; immediate family members	Employee; immediate family members	Employee for birth, adoption or family member (as defined) with serious health condition
<b>Is leave paid or unpaid?</b>	Paid	Paid	Unpaid; runs concurrent with paid leave; must exhaust all <u>sick</u> leave	Unpaid; runs concurrent with paid leave; must exhaust all <u>annual</u> leave
<b>What notice is required?</b>	Advanced approval of supervisor	Immediate notice to supervisor	ASAP; 30 days in advance when need is foreseeable; must be approved and meet eligibility	Two-week notice; must be approved and meet eligibility
<b>Is evidence of need required?</b>	No	Yes, for leave over five consecutive days or by supervisor's request	Yes	Yes
<b>Are benefits paid during leave? How?</b>	Yes; via payroll deduction	Yes; via payroll deduction	Employee must pay employee share of premium	Employee must pay full premium (employee + employer share)
<b>Does leave accrue during absence?</b>	Yes	Yes	No leave accrues during unpaid absence	No leave accrues during unpaid absence
<b>What are requirements related to returning from leave?</b>	At expiration of requested time off	At end of event; requires physician's release to return to work if absence is over five days or by supervisor's request	At end of medical care or 12 weeks; requires physician's release to return to work	At end of 12 weeks

	<b>Catastrophic Leave</b>	<b>Unpaid Medical Leave of Absence</b>	<b>Unpaid Personal Leave of Absence</b>	<b>Workers' Comp</b>
<b>What leave can employees take and for how long?</b>	Donated leave until donations or approved time ends; may be up to 12 consecutive months	As approved, up to 12 consecutive months	As approved, up to 12 consecutive months	As determined by Workers' Comp insurer (BrickStreet)
<b>Who is eligible for this type of leave?</b>	Leave earning employees	All employees	All employees	Any employee who sustains an on-the-job injury or illness
<b>Who can this leave be used to assist?</b>	Employee; immediate family members	Employee only	Undefined	Employee only
<b>Is leave paid or unpaid?</b>	Paid via donations from other employees; must exhaust all annual and sick leave first	Unpaid; must exhaust all annual and sick leave first	Unpaid; must exhaust all annual leave first	Employee may use own leave or receive TTD from Workers' Comp
<b>What notice is required?</b>	As soon as need is known; must be approved and meet eligibility	Medical documentation must accompany request; must be approved and meet eligibility	Advanced approval by the University President	Within 24 hours
<b>Is evidence of need required?</b>	Yes	Yes	Yes, if requested	As per Workers' Comp requirements
<b>Are benefits paid during leave? How?</b>	Yes; via payroll deduction	Employee must pay employee share of premium	Employee must pay full premium (employee + employer shares)	Employee must pay employee share of premium
<b>Does leave accrue during absence?</b>	Yes	No	No	Yes, annual leave only, for leave earning employees
<b>What are requirements related to returning from leave?</b>	At end of approved time period; requires physician's release to return to work	At end of approved time period; requires physician's release to return to work	At end of approved time	When released by physician

	<b>Witness and Jury Leave</b>	<b>Military Leave</b>	<b>Special Emergency Leave</b>	<b>Disaster Volunteers</b>	<b>Organ Donation</b>
<b>What leave can employees take and for how long?</b>	As required by subpoena or direction of authority; not for personal party to action	30 days in one calendar year	Maximum five days per 12-month period as approved by the University President or President's designee	Maximum 15 days each year	120 hours for liver or kidney organ donation; 56 hours for donation of bone marrow each calendar year
<b>Who is eligible for this type of leave?</b>	All employees	Employees in National Guard or any reserve U.S. armed forces	Leave earning employees	American Red Cross certified disaster service volunteers	Leave earning employees
<b>Who can this leave be used to assist?</b>	Employees who are subpoenaed or called for duty	Employee	Assist with fire, flood or other natural catastrophic events; not illness, injury or death in immediate family	Employee	Employee
<b>Is leave paid or unpaid?</b>	Paid for hours normally worked	Paid	Paid	Paid	Paid
<b>What notice is required?</b>	As soon as employee receives notice of required service	As soon as practical	As soon as practical	As soon as practical	As soon as practical
<b>Is evidence of need required?</b>	Court orders	Military order or statement from appropriate military officer	As requested	As requested	As requested
<b>Are benefits paid during leave? How?</b>	Yes; via payroll deduction	Yes; via payroll deduction	Yes; via payroll deduction	Yes; via payroll deduction	Yes; via payroll deduction
<b>Does leave accrue during absence?</b>	Yes, for leave earning employees	Yes, for leave earning employees	Yes, for leave earning employees	Yes, for leave earning employees	Yes, for leave earning employees
<b>What are requirements related to returning from leave?</b>	At expiration of duty period or whenever not actively serving	At end of service	At end of service	At end of service	At end of 120 hours or 56 hours depending on procedure



# EMPLOYMENT RELATED LAWS AND POLICIES

## Drug Usage

Substance abuse does not promote the University's mission nor does it create a healthful life for the employee. It also reduces the employee's contributions to the University. Glensville State prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace and elsewhere on campus. Any employee who violates this prohibition will be suspended or terminated.

## Equal Employment Opportunity/Affirmative Action [Source: WV HEPC Series 40 & GSU BOG Policy 50]

Glensville State University is an Equal Opportunity/Affirmative Action institution. The University neither affiliates knowingly with, nor grants recognition to, any individual, group, or organization having policies that discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual preference/orientation, ancestry, blindness, familial status, ethnicity, color, or national origin. The University, through its Affirmative Action Plan, seeks to employ qualified personnel on an equal opportunity basis at all campus locations and facilities. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the University's EEO/Affirmative Action Plan.

## Equal Pay Act

Employees performing essentially equal work receive equal pay and other compensation. Salaries do not differ because of any difference in race, color, religion, sex, age, disability, or national origin.

## Fire Regulations

To protect life and property, evacuation plans have been developed and implemented for all campus buildings. Regular fire drills are held to practice safe and quick evacuation. Any time a fire alarm sounds in a University building, immediately evacuate the building. Please help people with disabilities get to the nearest clear exit. When leaving your work area during a fire alarm, be sure that all windows and doors are closed and that all lights are turned off. Fire doors must remain closed at all times.

## Harassment Policy [GSU Board of Governors Policy 6 & 6A]

Glensville State University does not tolerate harassment, including sexual harassment, in the workplace, or of members of the University community, and wants to provide an environment free from any form of harassment. Harassment is defined as any form of conduct that would be offensive, intimidating, or threatening to the average person and is done on the basis of religion, gender, age, sexual preference or orientation, handicap, familial status, or because of the recipient's relationship with person(s) of protected class status. Harassment may be of a sexual, racial, or more general nature. The Glensville State University Board of Governor's has adopted a sexual harassment policy which outlines a reporting and investigation procedure. For more information see the current Sexual Harassment Policy (Board of Governors Policy 6 & 6A) in the Human Resources Office or on the University website.

## **Consensual Relationships [GSU Board of Governors Policy 6]**

There are inherent risks in any romantic or intimate relationship between individuals in unequal positions. Thus, except as otherwise noted below, any romantic or intimate relationships in which power differentials are inherent are prohibited, which include, but are not limited to, the following:

- Relationships between students or applicants for admission and administrators, faculty, coaches, or any University employee where a direct power differential exists between the student or applicant for admission and the employee;
- Relationships between a University employee holding a direct or indirect supervisory and/or evaluative role over the other person in the relationship; or
- Any other romantic or intimate relationship between students or applicants for admission and employees or between employees where any employment-related power differential exists between the persons in the relationship.

Notwithstanding the prohibitions noted above, any romantic or intimate relationship prohibited as noted above that exists prior to the creation of a power differential between the individuals involved in the romantic or intimate relationship shall not violate this policy if: (i) the individuals in the relationship report the existence of the relationship as required below before the power differential is created and (ii) the individuals consent to the removal of any potential power differential that could exist, which may require appropriate administrative action, including but not limited to, shifting or otherwise relocating an employee within a separate department or reporting capacity from the other individual involved in the relationship or the shifting of grading or other decision-making responsibilities of a faculty member which affect a particular student in the case of a pre-existing relationship with that student.

Issues may also arise in the educational setting or workplace from romantic or intimate relationships between students or applicants for admission and University employees or between University employees where a direct or indirect supervisory and/or evaluative role or other power differential does not exist between the persons in the relationship. Thus, while not prohibited, such relationships are highly discouraged.

If a relationship develops that falls under the guidelines above, the employee(s) involved in the relationship must timely report the existence and termination, if any, of such relationship to the Title IX Coordinator. Once a relationship is reported, the Title IX Coordinator shall inform the persons involved in the relationship of the University's standards concerning consensual relationships, may set parameters while the persons are on campus, and may take other steps as appropriate.

Persons who engage in any relationship prohibited by BOG Policy or who engage in any relationship listed above and who fail to timely report shall be subject to administrative action, up to and including termination of employment or dismissal from the University, as applicable.

## **Hazardous Materials**

A Material Safety Data Sheet is to be maintained in the workplace for any hazardous material present. Employees are encouraged to review those safety sheets. Employees who are concerned about materials which they believe may be hazardous, but which have not been identified as such, should consult with their supervisor before handling the material. If the concern is not satisfied, the employee may contact the Director of the Physical Plant. Safety

data sheets are maintained and available for review in the Physical Plant office for custodial supplies and all other materials.

Should you encounter a hazardous material please contact the Physical Plant for further instructions at (304) 462-6240.

### **Immigration Reform and Control Act of 1986**

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

### **Safety and Loss Control Policy**

The University's Safety Policy is designed to create a safe and healthful atmosphere for study, instruction, service and employment; to promote safe practices by the student body, the faculty, and the staff; and to protect life and property by preventing accidents that result from equipment or personnel failure.

Each employee and student are responsible for his or her own safety and the safety of those for whom operational responsibility has been assigned. The policy covers all facilities owned or used by Glenville State.

Accident prevention will be undertaken as a definite, aggressive, continuing part of every activity. Your active support and participation are needed.

GSU will integrate safety procedures into the planning, training, inspection, and execution of all campus activities.

Safe working codes will be developed before new projects are started and new equipment, machines, and work methods are used. These codes will be put into effect as soon as enforcement is practicable.

Equipment and materials purchased will meet appropriate UL or similar safety testing standards.

### **Solicitation (GSU Board of Governors Policy 7)**

Special approval must be obtained from the University President or their designee before any solicitation of any kind may be approved on campus, including the selling of any products or articles. The name of Glenville State University may not be used to secure funds for any purpose or through any means without written permission of the President or the President's designee.

### **University Property**

Glenville State University programs, personnel, time, titles, and property – including equipment, systems, vehicles, information, supplies, and office space – are to be used only in conducting authorized business of the University. Use of such for personal benefit or gain may be grounds for disciplinary action.

Private information protected under policy or law, such as certain financial, personal, patient, donor, or student information, histories, and mailing lists, are to remain confidential. Such information may be disclosed, viewed, or copied only with proper authorization and must be disposed of in a manner that retains this confidentiality. Willful disclosure, viewing, or copying of private information without authorization from one's supervisor may result in disciplinary action and/or legal prosecution.

Employees are responsible for securing the University building, office, room, equipment, and other keys assigned to them for work-related reasons. Costs incurred by the institution as the result of unauthorized or misuse of University property, such as, but not limited to, personal telephone calls, will be recovered from the responsible employee. Personal calls must be avoided at all times except for emergencies. An employee may not use institutional phones for personal long-distance calls unless they are charging them to their home telephone number at the time of making the call or securing a personal access code whereby charges will be sent directly to their home.

See GSU Board of Governors Policy 5, Use of Institutional Facilities, for additional guidelines related to facilities usage.

### **Travel Regulations**

Procedures governing travel are described in the State of West Virginia Travel Regulations. For more information, visit the WV Purchasing Division – Travel Management Unit online.

### **Union Membership**

West Virginia state law neither condones nor prohibits joining a union. Collective bargaining and strikes, however, are prohibited by state law. Union membership solicitation may be permitted at specific times and in defined locations.

### **Political Activity**

Procedures regarding political activity are based on the degree of involvement required by the office sought. At the municipal or county level, where elective offices by nature and by law require only part-time attention, you may seek and serve without adjustment to your position and without taking a leave of absence. You must, however, make arrangements with your supervisor to make sure your responsibilities to the University are met.

If you wish to participate in a primary or general election for an elective public office which is a full-time municipal or county office, or a full-time or part-time state or federal office, you must seek a leave of absence without pay. This leave must be obtained before you announce your candidacy. You will be reinstated after the election if not elected.

You may campaign for any candidate, but you may not campaign while on work time, and you must make clear that you are not representing the University or the Board.

### **Business & Finance Related Procedures**

Employees who utilize a state-issued Purchasing Card (P-Card), who arrange purchases of goods/services on behalf of the institution, who participate in work-related travel, handle cash,

etc., should avail themselves of training sessions and manuals provided by the Business and Finance Office staff. Find more information on their [page of the GSU website](#).

# WORKPLACE STANDARDS

## **Dress and Grooming Codes**

All employees are to be suitably groomed and dressed appropriately for their jobs during work hours or when representing the interests of Glenville State University. The supervisor will determine the appropriate dress and grooming codes for each department or work area, according to operational need. Supervisors who feel that a specific dress or grooming code is needed for a department should consult with the Director of Human Resources. Dress and grooming codes will be nondiscriminatory.

## **Parking on Campus**

Parking spaces on campus are limited; therefore, spaces may be used only by those displaying a valid Glenville State University parking permit. All students, faculty, and staff, including part-time, temporary, and casual employees who park on campus must purchase and display a valid Glenville State University parking permit. Permits may be purchased through the [on-line parking portal](#) after the individual has completed the registration process providing vehicle, registered vehicle ownership, insurance, and driver's information.

Employees may also come to the Public Safety Office (located in the PE Building) to purchase a parking permit in person (please bring Driver's License, Registration, and Insurance information). If you plan to drive more than one vehicle during the year, a second permit may be purchased for \$5.00 to be displayed on the second vehicle.

The responsibility for finding a legal parking space rests with the vehicle's operator. A permit merely authorizes parking in an available designated space on campus – it does not guarantee a place to park unless a reserved parking permit is purchased. A limited number of reserved parking permits are available each year to faculty and staff. Lack of space is not considered a valid excuse for violation of this policy. Allow plenty of time before your scheduled work start time to find an appropriate parking space.

## **Official Communication with Employees**

Every employee has a responsibility to maintain a record of the current mailing address with the Office of Human Resources. Every employee is issued a Glenville State University email account, and must regularly monitor their University email account for official communications. Some important University communications are sent only via email. Every employee shall be deemed to have constructive notice of communications from the University transmitted either by email or to their mailing address of record.

## **Identification Cards**

An employee ID card is issued by the Student Life Office to each full-time and part-time regular employee as a form of identification. Employees may be required to present their identification cards when a reduced rate option on events is offered, or when accessing University owned facilities and services. For information, contact Student Life at extension 6400.

## **Smoking**

The University is committed to helping students, employees, and campus visitors avoid the health risks of smoking. Smoking is prohibited in all University-owned and/or operated facilities unless otherwise designated. Smoking is not permitted in University-owned or leased vehicles.

## **Emergency Alert System**

Glenville State University participates in an emergency alert system which allows those registered with the service to receive notifications about school closings, broken water mains, road closures, and similar emergency situations. [Registration information](#) may be found on the website under the Emergency listing.

## **On-Campus Emergencies**

Employees should familiarize themselves with the “color codes” used during emergency situations in addition to procedures to follow in the event of various emergencies. More information can be found [here](#).

Several automated external defibrillator (AEDs) are located around campus and are available for use in the event someone suffers sudden cardiac arrest. Employees should make note of the location of the AEDs. The units are self-contained and are designed to be used by anyone regardless of prior training. The units alert emergency responders once opened, however, you should always call 911 in the event of a medical emergency.

Glenville State also has several opioid overdose rescue response kits strategically located around campus. The kits contain doses of the opioid reversal medication, Naloxone, and video instructions that talk you through the overdose emergency and how to administer the Naloxone. Again, you should always call 911 in the event of a medical emergency.

## **Confidentiality of Student Records**

Glenville State University is committed to maintaining the confidentiality of student records and abides by the Family Educational Rights and Privacy Act (FERPA). The law insures the confidentiality of student records and prohibits the release of records except by permission of the student or by court order, while permitting the continued release of directory information without specific permission from the student.

All employees should ensure they are familiar with FERPA guidelines and their responsibilities as related to custodians of student records. Contact the Human Resources Office for more information or training related to FERPA guidelines.

## **Employee Rights and Responsibilities**

Employees are required to provide a full day’s work each day of the job; to behave in a civil, professional manner; to treat others with respect; to comply with state and federal laws and regulations related to individual rights, business operations and procedures, health and safety, and conflict of interest; and to comply with West Virginia Higher Education Policy Commission and Glenville State University regulations, rules, policies, and procedures. Employees are

entitled to be treated with respect and dignity by supervisors and other employees, and they are entitled by statute and policy to file a grievance for work-related disputes, free from retaliation.

### **Management Rights and Responsibilities**

Managers and supervisors at Glenville State University should treat employees with respect and dignity. Likewise, they are entitled to be treated with respect and dignity by their colleagues and subordinates. Managers and supervisors are responsible for compliance with University policies and procedures and for communicating and applying operational based directives. Managers and supervisors also are responsible for carrying out administrative directions and decisions.

Management/supervisory rights and responsibilities include, but are not limited to, such things as: Determining the work force direction and objectives; determining the number and type of positions required, changed or consolidated; establishing standards of performance and conduct; determining the people to be hired; conducting employee evaluations; determining disciplinary action; scheduling of the work force, including determination of the number of shifts to be worked, and the scheduling and amount of overtime to be worked; determining when reductions in workforce are required, including hour reductions and layoffs; determining when recalls are required; establishing a safe work environment; providing the materials and equipment to do the work required; and ensuring adherence to applicable laws and policies.



# CLOSINGS

## **Utility Service Interruption**

During extended power failures or other utility service interruptions, your supervisor will arrange for you to work in an alternate work location, or – if they deem it advisable and you agree to it – will allow you to take annual leave until the problem is fixed. Combinations of these two alternatives may be necessary, but in all cases interruptions of work schedules must be accounted for in accordance with all applicable laws, including West Virginia Code 12-3-13.

## **Emergency Situations**

In the event of a flood, severe snowstorm, or other emergency situation, the President has the authority to work with state public safety and cancel classes or, in the event of a state of emergency declared by the Governor, close the University. When this happens, employees may work from alternative locations, or not work and use accumulated annual leave, holiday premium time, or compensatory time. Such closures/cancellations will be announced on local radio and television stations and, whenever possible, communicated through the emergency alert system. The system sends notices via text message, Facebook, Twitter, and e-mail. To sign up for this service, visit the GSU website.

If the University is closed due to declaration of a state of emergency by the Governor, you are not required to report to work, you will not be charged annual leave, and will not have to make up the time you miss during the period of official emergency closure. If your supervisor requires you to come to work during a declared emergency closure, you will be compensated as if you had worked on a declared holiday. (See WV HEPC Series 55, Section 10 and Series 38, Section 13.) Unless you are directed by your supervisor to come to work during the period of declared emergency, you should stay home. If you are not directed to come to work during a declared emergency situation, you will not be entitled to compensation should you report to work at your own discretion.

## **Inclement Weather Policy**

University policy is to maintain normal operations in adverse weather conditions. However, if conditions warrant, one of three levels of closure may be implemented. The examples below are an attempt to define increasing levels of urgency. In the end, the nature of the emergency will determine what services should continue and who is then essential to the continued operation of the campus. The distinction between the levels described below is blurred by the specifics of the circumstance at hand. The following is offered as a general guideline.

All members of the campus community are valued and urged to use good judgment in deciding if they can safely travel to and from campus in adverse weather conditions. Faculty are urged to make attendance policy considerations for the difficulties that some commuter students may encounter due to adverse weather conditions. These students should be provided the opportunities to make up missed assignments.

## **Levels of Closure:**

**Level I. Class Delay or Early Dismissal:** Two hour delay, or early cancellation of classes.

Examples: ice or snow on roads that can be cleared within two hours of when classes normally begin (8:00 a.m.) or flash flood that will cause dangerous road conditions before the normal close of classes (4:00 p.m.).

On duty: all staff and administrators

Release: students and faculty

**Level II. Classes Dismissed:** Non-instructional day, campus services open.

Examples: snow day, recognition of a local or national incident

On duty: all staff and administrators

Release: students and faculty

**Level III. Campus Closure:** Inability to conduct business.

Examples: complete loss of power; response to a local or national incident; President issues a directive to release non-essential personnel; or Governor issues a state of emergency.

On duty: All essential staff and administrators (defined below)

Release: all faculty, non-essential personnel (most staff), students

Essential personnel:

- President Cabinet
- President & VPAA Assistants
- Public Safety Staff
- Food Services (particularly if residence halls remain open)
- Communications/PR & Information Technology
- Residence Life Staff
- Health Center & Counseling Center Staff
- Facilities Staff
- Human Resources Staff

For detailed information on procedures for Inclement Weather, please see the full [Glennville State University Inclement Weather policy](#).

# HOLIDAYS

## **Holidays [Source: WV HEPC Series 14]**

Glenville State recognizes 12 holidays a year plus additional days for statewide, primary, or general elections. Specified holidays include Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King's Birthday. Six additional days will be determined by the Board of Governors or the President. Additional holidays may be observed if proclaimed by the President of the United States, Governor, or other duly constituted authority and communicated through the Chancellor. Such holidays will usually be designated as personal holidays to be taken at your discretion with your supervisor's approval. Holiday schedules are established on a fiscal year basis.

In accordance with the law, the University will consider granting reasonable time off to employees who may observe religious holidays not included on the list of University observed holidays, as long as this causes no undue operational problems or hardships within the department. Such time off requires prior supervisory approval and will be charged to accrued annual leave or compensatory time off.

## **Holiday Pay**

One holiday equals no more than 7.5 hours, regardless of the employee's normal work schedule (for example, if the employee normally works 9.5 hour days). Employees whose normal work schedule is less than 7.5 hours a day will be paid for holidays at the number of hours normally worked per day.

It is the policy of Glenville State University that paid holidays are a benefit provided to active, continuing employees. This includes not only the days designated on the formal list of annual holidays, but also any days or portions of days added to the holiday schedule after the fiscal year has begun. (The occasional circumstances of all or part of a scheduled business day which is cancelled due to inclement weather or other emergency condition is not included in this policy.)

To that end, in order to be eligible for a paid holiday, generally an employee must be active on the payroll (i.e., either at work or on paid leave) on the day before and the day after a holiday(s). If the employee does not work a traditional Monday-Friday work week, this applies to the last preceding day that the employee would have worked, and the following day after the holiday(s) which would be worked. For an employee to be paid for a cancelled business day due to inclement weather or other declared emergency, it is not required that the employee be active on the payroll on the day before and the day after the cancelled day.

In the interest of equity, a limited number of exceptions will be made to this generally applicable rule. The University's grant of an exception will be limited to employees who are not "at fault" in excessive or imprudent consumption of accrued leave prior to the holiday. (Brand new staff members who have not yet accumulated leave, or staff who have suffered recent, documented catastrophic illness depleting all leave, are examples of these limited circumstances.)

If an employee may lose holiday pay due to the University's holiday pay rule described in this section of the Staff Handbook, the supervisor must always consult with the Director of Human

Resources about the circumstances and possible equitable exceptions. The decision to grant exceptions is made by the Human Resources Office, not by individual supervisors.

### **Holiday Time Off**

When a full-time staff employee is required to work on any designated board or institution holiday, that employee at his or her option shall receive regular pay for that holiday plus substitute time off or additional pay at the rate of one and one-half times the number of hours actually worked. The time must be used within a six-month period following the holiday.

When an *exempt* employee is required to work on any designated board or institution holiday, that employee shall be given substitute time off on an hour-for-hour worked basis. The time must be used within a six-month period following the holiday.

Please Note: This is different from comp time earned by working overtime; in those cases, employees have up to one year to use the comp time.

If a recognized University holiday occurs on a day on which an eligible employee is not regularly scheduled to work, then the employee must be given another opportunity, within that same pay period (the same work week, if at all possible), to enjoy the benefit of a paid holiday away from work.

# BENEFITS

## **Annual Increment Pay**

Employees are provided increment pay (payable on July 31 of each year) based upon years of service. The current rate is \$60 for each year of service; however, payments do not commence for new hires until three years of service have been accumulated as of June 30. This benefit and the amount are subject to change by action of the West Virginia Legislature.

Deductions from increment pay include the mandatory retirement deduction and FICA and Medicare as well as applicable federal and state income taxes.

## **Insurance**

You should always direct any questions you may have regarding insurance terms and coverage to the Glenville State Payroll office.

Health and life insurance are available to all eligible full-time, regular employees through the Public Employees Insurance Agency (PEIA). There are various HMO's available. Cost of monthly premiums is based on your salary and the type of plan you choose.

An overview of the benefits program is provided below. You should contact the Office of Human Resources or the Payroll Office for more detailed information on basic and optional insurance available through PEIA and Life Insurance Company of North America (INA).

## **Basic Health and Life Insurance**

This benefit provides basic hospital, surgical, major medical, prescription drug and other medical expense benefits, and a \$10,000 decreasing term life insurance policy with accidental death and dismemberment benefits.

## **Basic Life Insurance Only**

This benefit provides for a \$10,000 decreasing term life insurance policy with an accidental death and dismemberment benefit.

## **Optional Life Insurance – PEIA**

Under PEIA, active employees and retirees who participate in one of the basic choices may also enroll for one or more of the optional benefit choices. The insured must pay the total premium for any and all optional benefits.

Active Employees:

Optional Life Insurance provides for a decreasing term life insurance policy ranging from \$5,000- \$500,000 with an accidental death and dismemberment benefit.

Dependent Optional Life Insurance provides term life insurance policies for eligible dependent(s) in the amount of \$5,000-\$20,000 for your spouse and \$2,000-\$10,000 for each dependent child with accidental death and dismemberment benefits.

Retirees:

Retirees Optional Life Insurance provides for a decreasing term life insurance policy in amounts from \$2,250-\$150,000 with no accidental death and dismemberment coverage.

### **Optional Insurance – INA**

Through INA, eligible employees may opt to obtain accidental death and dismemberment coverage ranging in amounts from \$25,000-\$100,000. Participants are required to pay the total premium for this coverage. Premiums will be deducted monthly for nine months (September through May); however, coverage is for 12 months.

### **Mountaineer Flexible Benefits Plan**

Various benefit plans are available on a pre-tax basis. Contact the Office of Human Resources for details. Options include dental, vision and flexible spending accounts. Mountaineer Flexible Benefits provide an opportunity to tax shelter medical expenses, day care expenses and dependent care costs.

### **Terminating Employee Health Insurance Privileges/COBRA**

Pursuant to PEIA's coverage, a policyholder who resigns from employment will continue their health insurance privileges until the end of the month of resignation. If the employee is terminated from employment involuntarily or through a reduction of work force they may continue coverage for three additional months after the end of the month in which employment ends. The employer must continue to pay the employer's share of the premium during these three months.

If an employee is discharged for misconduct and chooses to contest the charge, he or she may extend coverage for up to three months while available administrative remedies are pursued. If the discharge is upheld, the former employee must reimburse the employer's share of the premium cost for the extended coverage for the former employee.

On April 7, 1987, federal law adopted the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA mandates employers to offer continuation of group health insurance to employees and dependents who are scheduled to lose coverage for up to 18 months. Health coverage may continue under COBRA, but the separated employee will be responsible for the entire premium. In the case of employee terminations, the law requires the employer to notify the plan administrator within 30 days after the employee's termination of employment.

### **Retirement**

Two retirement systems are currently in effect:

TEACHERS INSURANCE, ANNUITY ASSOCIATION/UNIVERSITY RETIREMENT EQUITIES FUND (TIAA/CREF) AND EDUCATORS MONEY A GREAT-WEST COMPANY.

All newly hired employees eligible for retirement benefits will belong to TIAA or Educators Money a Great-West Company. You may choose, from a number of options, how the contributions should be invested. Retirement benefits are based on the amount contributed and the earning experience of the funds. Employees contribute 6 percent of their salary and the University matches that contribution.

### **Social Security (FICA)**

All employees must contribute to Social Security. The current deduction is 7.65% of your gross pay and is matched by the University. Benefits of Social Security include retirement, disability benefits and health care and dependent income for employees who die prior to the age of retirement. Contact the local Social Security Office for more information.

### **Unemployment**

Glenville State participates in the West Virginia Unemployment Compensation Program. Eligibility for benefits is determined by the Employment Security Commission

### **Workers' Compensation**

ENCOVA Mutual Insurance Company protects against financial loss resulting from on-the job injuries and illnesses incurred while working, except those resulting from mischief, drunkenness, drug use, or other forms of misconduct. ENCOVA pays claims involving medical, hospital and related bills; disability; loss of body parts, such as an arm or leg; death; and dependent benefits. Glenville State pays into ENCOVA on a monthly basis for each employee. A copy of the ENCOVA claim form is available at the Human Resources Office.

### **Campus Dining Facilities**

Aramark Collegiate Hospitality is the food service provider on campus. Mollohan's Restaurant, Freshens, Cedar Creek Grill, and the Pioneer Coffee Shop are all open to students, employees, and off-campus visitors. Employees may purchase "flex dollars" or a block plan to use in the facilities if they wish.

Aramark also provides catering services for campus offices for special events, conferences, and more. Contact their office at (304) 462-6360 for more information about hours of operation, purchasing flex dollars/block plans, or catering services.

### **Fitness and Recreation**

Glenville State employees are eligible for a free membership to campus fitness facilities that include the Mollohan Fitness Center, campus pool, and Lilly Gym for walking. Visit the Fitness Center in the Mollohan Campus Community Center to register and obtain a key tag. See the [fitness facilities](#) page of the GSU website for additional information.

### **Athletic Events**

Glennville State employees may be admitted to most home athletic events for free by showing their ID card at the ticket/pass gate.

### **Pioneer Campus Store**

The Pioneer Campus Store, operated by Barnes & Noble, is located on the first floor of Louis Bennett Hall. Employees are welcome to patronize the store for Glennville State branded merchandise, books, and more.

### **Robert F. Kidd Library**

Employees and their families are welcome to utilize the campus library outside of their work-related needs. The RFK Library has several thousand books in their physical collection available to check out in addition to WVDELI eMaterials.



# PAYROLL

## Pay Calculations

When salary increases are calculated and rounding is involved, the policy is to round up. Base pay is calculated on a 37 ½ hour work week.

## Required Overtime

Employees may be required to work overtime under certain emergency circumstances by their immediate supervisor or their representative. However, the work must be of reasonable duration. Also, employee health, safety, and endurance must be considered, and the direction of work must be issued under reasonable circumstances.

When an exempt employee is required to work on any designated board or institution holiday, that employee shall be given substitute time off on an hour-for-hour worked basis. The time off must be used within a six-month period following the holiday.

West Virginia State agencies and higher education institutions are legally authorized to grant compensatory time off in lieu of cash payment for overtime hours worked.

Overtime is calculated at the rate of 1 ½ times regular pay for all hours worked in excess of 40. Hours worked between 37 ½ and 40 result in "straight time" a payment equal to your regular hourly rate of pay for each additional hour worked.

There are two types of compensatory time off at Glenville State, time and a half and straight time. You are eligible for time and a half when:

- You are required to work on a designated University holiday. If this happens, you will get regular pay for that holiday plus substitute time off at the rate of 1 ½ times the number of hours you actually worked on the holiday. You must use this comp time within one year following the holiday. Exempt employees who are required to work on a designated Board or University holiday will earn comp time on an hour-for-hour worked basis.
- You are required to work more than 40 hours in any given work week. If this happens, you will get substitute time off at the rate of 1 ½ hours for every hour above 40 you worked. You must use this comp time within one year of the date you earn it. You are eligible for straight time off when you work more than 7 ½ hours one day, but are able to get time off later in the work week--so that by the end of that work week you have not worked more than 40 hours total. Only actual hours worked are included in calculating overtime. Holidays, annual leave, sick leave, jury duty, compensatory time, military duty, or special emergency leave do not count towards overtime.

Example: You work 42 hours in one week. Your compensatory time is calculated as follows:

<b>Hours Worked</b>	<b>Compensatory Time Earned</b>
2 ½ hours (between 37.5 and 40 hours)	2 ½ hours
2 hours (above 40) at overtime = 2 x 1 ½	3 hours
<b>Total Compensatory Time:</b>	<b>5 ½ hours</b>

Example: You work 8 ½ hours on Monday through Thursday, Friday is a holiday and you do not work.

Your compensatory time is calculated as follows:

<b>Hours Worked</b>	<b>Compensatory Time Earned</b>
8 ½ x 4 = 34 total hours worked 1 hour extra each day results in straight time off	4 hours
The holiday is not counted as hours worked so your total compensatory time is calculated at straight time rates.	0 hours
<b>Total Compensatory Time:</b>	<b>4 hours</b>

You can accrue up to 240 hours of compensatory time. Employees in public safety, seasonal work, and/or emergency response categories may accumulate up to 480 hours and shall be paid for all hours worked above the maximum accrual.

Compensatory time off is to be taken at a time--agreed to in advance by you and your supervisor--when your absence will not disrupt the operation of the University or your department.

Compensatory time (not related to working on a holiday) must be used within one year of accrual. The use of compensatory time off shall be requested two weeks in advance of the use of the time off. Approval of the request shall be contingent upon whether it will unduly disrupt the operation of the institutional unit. If the supervisor determines that the use of the compensatory time will not unduly disrupt the operation of the institutional unit, he or she may approve the use of the compensatory time without two weeks' notice.

### **Timekeeping**

All hours worked will be recorded in the UKG system housed in WV OASIS MyApps. Workers and Timekeepers will be responsible for ensuring that their hours worked and leave submitted are accurate no later than 4:00 PM on the Monday following the close of each pay period.

## **Pay Day**

Pay is distributed every other Friday.

All newly hired employees at Glenville State are required to establish direct deposit accounts for payroll purposes.

New employees will have one pay check held in arrears. Therefore, upon initial employment, a new employee would work four weeks prior to receiving their first pay check. Upon resignation, the employee would be “due” one additional pay check (the arrears check).

## **Payroll Deductions**

Required Deductions:

State and federal income taxes, social security, and retirement premiums.

Optional Deduction:

Insurance premiums, credit union payments, savings bonds, loan payments, etc.

# PERFORMANCE MANAGEMENT

## **Performance Appraisals**

Staff members will have their job performance evaluated by their supervisors during their probationary period and then at least once a year on an ongoing basis. Supervisors are responsible for evaluating all full-time staff employees who report to them. Evaluations are required when employees have been in their positions for three months and six months and then annually thereafter.

The discussion that the supervisor has with the employee during the evaluation process should be used to clarify expectations, provide counseling as to how the employee's job performance can be improved, encourage open communication between the supervisor and employee, set goals, and plan for the employee's development. The performance appraisal results will be used as a factor to be considered in employee transfer, promotion, retention, and demotion determinations.

## **Probationary Period**

A six-month probation and evaluation period is provided for new employees. If one does not meet the standards of performance that have been previously discussed with the supervisor, the probationary period, at the discretion of the University President, may be extended to a maximum of 12 months. The supervisor must request this extension from the Office of the President. To request an extension of the probationary period, a supervisor must identify specific deficiencies and include a planned corrective program, outlining goals and objectives within a specific time frame for achieving the desired performance. The employee will be notified of the extension and the deficiencies and improvements required.

If the initial probationary period is extended, the supervisor should develop an appropriate improvement plan and continue to do probationary performance appraisals every three months. During the initial or extended probationary period, employees may not apply for a transfer or promotion at Glenville State University without written authorization from their immediate supervisor, and they are ineligible for the tuition waiver program. An employee may be separated during the initial or extended probationary period if he or she fails to meet established position expectations. Employees will be evaluated at the end of three months and then, at the end of the six-month probationary period, they will be considered regular employees.

# DISCIPLINARY ACTION

## Types of Discipline

The following steps are typical of the procedure followed to counsel an employee; however, each situation is unique and the University reserves the right to choose the level of disciplinary action it deems appropriate at any time.

A. Verbal Counsel. If an employee's work performance or conduct is unsatisfactory, the supervisor or anyone in the employee's chain of command should communicate this information to the employee through counseling.

B. Written Warning. The supervisor or anyone in the employee's chain of command should consult with the Chief Human Resources Officer for approval to issue a written warning. Once the written warning has been approved, the supervisor will meet with the employee regarding the deficiencies in performance and/or conduct. The written warning is a written summary of the unsatisfactory performance or conduct as well as any violations of University policy, if applicable. The written warning should be provided to the employee either as a physical copy or via secure email transmission. The written warning and any attachments should also be forwarded to the Chief Human Resources Officer for retention in the employee's official University personnel file.

C. Suspension Without Pay. If, after a reasonable time, performance or conduct deficiencies persist, the employee may be given a disciplinary suspension without pay. The supervisor or anyone in the employee's chain of command is required to consult with the Chief Human Resources Officer for approval prior to suspending an employee without pay. Nonexempt employees may be suspended without pay for a period varying from 1 to 15 working days, depending on the gravity of the offense and the employee's previous record. Exempt employees may be suspended without pay for a period of 1 to 15 working days and must be in week long increments to a maximum of three weeks.

D. Employment Termination. Employment termination may result after receipt of two (2) written warnings in one twelve (12) month period. The written warnings do not have to be for the same offense. A suspension without pay is not required prior to employment termination. Prior to terminating an employee, the University will issue the employee an intent to terminate employment letter. The University will issue the employee an intent to terminate employment letter and will provide the employee with an opportunity to rebut the charges set forth in the intent to terminate employment letter. The supervisor or anyone in the employee's chain of command is required to consult with Human Resources prior to issuing an intent to terminate employment letter. The President makes the final decision on all employment terminations.

E. Immediate Termination. Immediate without progressive discipline may result, without prior counseling or warning, where there are serious violations and/or gross misconduct. The University will issue the employee an intent to terminate employment letter and will provide the employee with an opportunity to rebut the charges set forth in the intent to terminate employment letter. The supervisor or anyone in the employee's chain of command is required to consult with Human Resources prior to issuing an intent to terminate employment letter. The President makes the final decision on all terminations.

# GRIEVANCE PROCEDURE

The statutory grievance procedure is available to all state employees for resolution of most work-related concerns. Exceptions include pension or other retirement system issues, insurance issues, or matters not within the vested authority of the employer. Grievances are filed with the Office of the President and must also be sent by the grievant to the Grievance Board in Charleston. Grievances must be filed within 15 days of the aggrieved incident. For additional information refer to WV Code Chapter 29, Article 6A, contact the Human Resources Office, or go to the [Grievance Board's website](#).

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

# SEPARATION FROM EMPLOYMENT

## **Voluntary Termination**

Employees who intend to resign from their positions are expected to give their supervisors at least two weeks advanced written notice. In order for an employee to leave with a record in good standing with Glenville State University he or she must: (1) provide advance notice of his or her resignation, (2) return all University property such as keys, equipment, IDs, uniforms, documents, etc., and (3) settle any monetary or other obligations with the University. An employee is expected to work throughout the two-week notice, unless waived by the immediate supervisor. Employees who do not leave Glenville with a record in good standing may be ineligible for reemployment with the University.

## **Dismissal for Cause**

When it is determined by the supervisor that an employee is not meeting performance or conduct standards or fails to comply with legal or policy requirements, termination for cause may occur consistent with the disciplinary procedures.

## **Dismissal for Non-Work-Related Conduct**

In limited instances, an employee's personal conduct not related to Glenville State University employment may be so egregious as to disqualify the employee from further employment by the University.

## **Automatic Termination**

Absence from work for three consecutive work days without prior notice, explanation, and/or authorization shall be deemed gross misconduct and neglect of duty, and the employee's University employment will be terminated.

## **Separation from University Employment Due to Inability to Perform Essential Duties**

Whenever it is determined that an employee can no longer perform the essential duties of the position, separation from employment may result. If the performance problem arises from medical, psychological, or psychiatric conditions and reasonable accommodations cannot be made, separation from employment may result. The employee should investigate the possibility of requesting an unpaid leave of absence or asking what benefit entitlements are applicable. Existing laws and policies will guide the University in protecting the employment and retention rights of disabled employees who are considered otherwise qualified within the meaning of such laws.

# ON-THE-JOB INJURIES

## Reporting On-the-Job Injuries

On-the-job injuries must be reported to an employee's supervisor as soon as possible, and no later than 24 hours after they occur, regardless of whether medical treatment is sought or whether they result in a Workers' Compensation claim.

In addition to on-the-job injuries, all accidents must be reported, regardless of whether they result in a Workers' Compensation claim.

Special rules apply to leave caused by Workers' Compensation claims. For further information, employees should contact the Human Resources Office. The [Workplace Injury Report Form](#) is available on Glensville State University's website under the Human Resources forms section.

When in doubt, a Workplace Injury Report Form should be completed.

## Accidents/Incidents

An accident or incident is an event that results in personal injury or property damage, at any on-campus activity or approved off-campus activity which is inclusive of administrators, faculty, staff, students and visitors. Accidents causing personal injury which is significant enough that it requires wound management or pain medication should be reported, as well as any time an ambulance or other medical provider is called or used. Incidents are generally defined as those events which cause damage to people or property, and those also must be reported.

If an accident or incident occurs, it is the responsibility of the senior staff person most immediately involved to fill out a [Workplace Injury Report Form](#) and to assure its distribution.

Every employee who is personally involved in an accident/incident has a responsibility to report the incident to their supervisor and to either complete a report or confirm that the report is completed on their behalf. Every person with any level of administrative responsibility is required to confirm that a report is timely completed for any accident/incident known to them.

- In the event of an injury, immediate medical attention should be sought.
- Call 911 for serious injuries when the injured cannot make a decision as to treatment options, is unconscious, entrapped, or needs physical assistance.
- Whether to call an ambulance should always be the decision of the injured unless they are unable to do so. University employees are not to act or function as an ambulance service.
- Treatment of the injured should be attempted only by those trained in medical procedures.
- Injured persons may elect to seek their own treatment or none at all.
- For accidents involving exposure to chemical substances a Material Safety Data Sheet should be obtained to assist with treatment options. These sheets are available in departments where substances are used, or from the Physical Plant Department.

The Human Resources staff will contact the family of the injured as appropriate.



## **Hazards**

A hazard is an observable situation that could result in injury, property damage, and risk exposure to the University or to an individual if it is not addressed. Hazards should be reported to the appropriate supervisor, or to the Physical Plant Department. Examples include slip, trip and fall hazards, potential chemical spills, or the improper storage of hazardous substances.

## **Workers' Compensation**

Glennville State University employees are protected against job-related injuries by the ENCOVA Insurance Company which administers Workers' Compensation in West Virginia, and to which Glennville State University pays premiums for all employees. Employees injured on the job must report the injury to their supervisor within 24 hours. All accidents must be reported on a Glennville State University Accident Report Form. The employee should secure a BI-1 Form from the medical provider which should be submitted to ENCOVA Insurance Company. The time limit for filing a Workers' Comp Claim for job-related injury or illness was reduced from two years to six months effective February 10, 1955. Occupational Safety and Health Administration (OSHA) regulations require that each department report any occupational injury or illness by submitting an incident report to the Human Resources Office within three days of the incident. This information is then entered into the University's log of occupational injuries and illnesses.

On-the-job injuries or occupational illnesses that involve no more than three days of disability leave or absence from work will not be charged against the employee's accumulated sick leave. If on-the-job injuries or illnesses require a medical leave beyond the three-day period, the employee must choose either of the following options: (1) Receive earned and accumulated sick and annual leave benefits until they are exhausted and forfeit any benefits determined to be due under the West Virginia Workers' Compensation Laws; or (2) Request leave of absence without pay, reserving for future use any earned and accumulated sick and annual leave, and receive only Workers' Compensation benefits for which he or she is determined eligible. It is never appropriate for an employee to receive both University pay and Workers' Compensation pay for the same work day.

It is very important that supervisors ensure that all accidents are appropriately and promptly reported, including completion of the official Workplace Injury Report Form.

Supervisors must call the Human Resources Office as soon as they learn of an accident requiring medical treatment – without waiting for the Workplace Injury Report Form to be completed.

This will ensure that Human Resources can notify ENCOVA in a timely way.

# STAFF DEVELOPMENT AND TRAINING

## **Personnel Policy 19**

Understanding that the scope of campus training and development programs may be different in terms of the types of programs and activities offered and supported, there should be some consistency among institutions. A basis for Glenville State University's development program should be that each is designed to enhance the professional level and effectiveness of the staff member in their assigned duties and to broaden the individual's knowledge and skills for future job assignments, where appropriate. While there are many byproducts of training (e.g., increased knowledge and personal satisfaction), the real measure of success must be improved job performance.

## **Definition of Staff Training and Development**

Training and development activities will differ in breadth in relation to the needs and resources of Glenville State University. The purpose of training and development is to increase professionalism, productivity, and individual and organizational effectiveness. Examples of such activities include, but are not limited to: skills acquisition, job-related skill enhancement, personal and career development, instructional development, and research and scholarship, where appropriate.

## **Staff Eligibility and Participation**

Any person who is an employee of Glenville State University is eligible for staff training and development at the University in accordance with this rule. Participation of eligible personnel is assumed as an inherent part of staff responsibility.

## **Staff Development Funding Through Staff Council**

Glenville State University's Staff Council is the custodian of annual allotted funding from the institution to be used for staff professional development. Professional development of our staff helps the University to become more focused on our strategic goals and initiatives, more responsive to the changing higher education environment, and more knowledgeable about issues impacting the world in which we live.

Staff development is an employee-initiated, supervisor-supported learning opportunity either at Glenville State University or through other education and training programs whose central purpose is to meet personal and/or professional career goals. Employee learning is purposeful, planned, and supported. Professional and organizational growth may be enhanced through the use of staff development funds to increase professional development to advance job-related knowledge and skills, to advance higher education degrees, and to advance organizational skills regarding strategic planning, leadership or cultural competence.

To receive staff professional development funds, the applicant must be a full-time staff member at the time of application and no longer be within their probationary period. A "staff member" is any employee not employed in a faculty, academic administrator, executive level, or athletic appointment position.

Visit the [Staff Council page of the GSU website](#) or contact a member of Staff Council for more information or for a Professional Development application.

### **SafeColleges Training**

Glennville State University utilizes SafeColleges as an online training platform for a variety of topics, from active shooter situations to sexual misconduct in the workplace. Contact Human Resources to learn more about the required (and optional) trainings available through SafeColleges.

### **Fleet Management & Defensive Driving Training**

Glennville State University employees are, by extension, employees of the State of West Virginia. As such, employees are required to receive annual training/refresher training related to Fleet Management practices, fuel card usage, and defensive driving. Contact the Fleet Coordinator for additional information or access to training materials.

# SUPPORT/RESOURCES

## Human Resources Staff

The Human Resources staff is available to assist employees with various issues such as benefits, leave, Student Employment, Workers' Compensation, on-the-job injuries, and other employment related matters. The Human Resources Office is located in the Heflin Administration Building.

## Staff Council

The purpose of Staff Council is to act as a representing body for the employees who are governed by progressive discipline. Staff Council advocates and promotes improvements and recommendations which affect the Staff at the University. The Council may consider questions, concerns and recommendations from any Staff employee(s). Staff Council responsibilities do not include acting as a grievance board for individual cases.

Staff Council acts in an advisory capacity and is responsible for making recommendations related to concerns of the Staff to the West Virginia Higher Education Policy Commission (HEPC), Board of Governors, the President, University administration, and legislature as deemed appropriate. Staff Council also oversees the annual staff recognition program, Staff Professional Development Fund, and the Ginny Grottendieck Scholarship Fund.

Staff Council constituents are full-time staff employees of the University who hold a position that is covered by progressive discipline as defined in Glenville State University Personnel Policy 16, 3.11. "Staff, Staff member or Staff Employee" is defined as any employee not employed in a faculty, academic administrator, executive level, or athletic appointment position.

Staff Council is comprised of:

- Two staff elected from each of the HEPC Equal Employment Opportunity Commission (EEOC) categories:
  - Executive/Administrative/Managerial (EEOC=1)
  - Professional/Non-Teaching (EEOC=3)
  - Secretarial/Clerical (EEOC=4)
  - Technical/Paraprofessional (EEOC=5)
  - Skilled Craft/Service/Maintenance (EEOC=6 & 7)
- One staff elected to represent the Council on the University Board of Governors
- One staff elected to represent the Council at the state level

Staff members are welcome to attend open Staff Council meetings. Supervisors should permit and encourage participation in meetings and Council business.

## Additional Information Sources

Human Resources Office Website ..... <https://www.glenville.edu/hr>  
Employment Website ..... <https://www.schooljobs.com/careers/glenvilleedu>  
Academic Schedules and Calendars... <https://www.glenville.edu/academics/academic-calendar>  
Faculty and Staff Website ..... <https://www.glenville.edu/faculty-and-staff>  
WV Higher Education Policy Commission ..... <https://www.wvhepc.edu/>

# MISCELLANEOUS EMPLOYMENT RELATED ISSUES

## Access to Personnel File

An employee may view their personnel file by scheduling an appointment with Director of Human Resources. Employees may not view materials which were gathered with the employee's prior agreement to forfeit their right of access, such as references. A representative of the Human Resources Office shall be present with the employee during the review. The date, time, and location of each review shall be recorded in the personnel file.

Information that may be maintained in the official personnel file includes, but is not limited to (headings are for convenience and do not denote sections of personnel files):

- Employment*
- Payroll*
- Performance Management*
- Training, Education and Development*
- Wage/Salary Administration*
- Separation (Non-Medical)*

Employees may request a copy of any material in the official personnel file upon written request to the custodian of the file, except as noted above. A copy fee equal to the per page copy fee set in the Board of Governors fee schedule may be charged. Positive identification of the employee must be established prior to providing access to the personnel file. Documents may not be removed from a personnel file by the employee.

Employees may make written requests to the Director of Human Resources for either the removal or addition of documents to their own personnel file. Employees will be notified in writing by the Director of Human Resources of the decision.

## Medical Examination During Employment

Under certain conditions such as health and safety concerns, requirements of Federal or State law, or for independent medical leave verification, Glenville State University may require employees to undergo one or more independent medical examinations. Such examinations will be performed at the University's expense. The result of medical examinations and any associated reports will be shared with the employee and may serve as a basis for making administrative decisions related to job retention, reassignment efforts, reasonable accommodations, job separation, and other personnel matters related to the affected employee(s). Any supervisor who wishes to require such an examination can do so only after approval of the Director of Human Resources in the context of the particular situation.

## Changes in Name, Address, Number of Dependents, Qualifications, Education, and Related Matters

It is the exclusive responsibility of each employee to notify all appropriate persons, agencies and parties when record changes occur, including but not limited to changes in employee qualifications, educations, training, address and emergency information.

## **Campus Housing**

The Glenville State Housing Corporation, a private, non-profit organization, provides the University faculty and staff with several rental properties. The availability of these units, houses, and apartments varies from year to year. Although the Glenville State Housing Corporation practices non-discrimination in leasing, it does give preference to newly employed or prospective members of the faculty and staff to assist the recruitment effort. Current rental opportunities and additional information are available from the Business Office.

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