



**GLENVILLE**  

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**STATE**  

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# **CLASSIFIED EMPLOYEE HANDBOOK**

**2011-2012**

## INTRODUCTION

This handbook has been prepared as a guide for classified employees who work at Glenville State. It contains information about statewide and College policies and practices that relate to you and your work, and about benefits and advantages that are yours as a member of the GSC classified staff. It is not intended to be a comprehensive policy manual, and does not constitute a contract between you and the College; it is merely a quick reference document designed to help you become familiar with a wide range of pertinent information.

Detailed descriptions of policies and procedures that apply to all classified employees throughout the State College and University System of West Virginia are found in state code and in a lengthy series of policy documents issued by the Higher Education Policy Commission. If you have specific questions about the provisions of any of the "source documents" referred to throughout this manual, you should consult with your divisional or departmental supervisor, or the Office of Human Resources.

Since the policies and procedures outlined in this handbook are all subject to change at any time, the handbook is prepared in loose-leaf form. Whenever there is a significant change, you will be sent addenda or replacement pages for your manual.

Although the GSC Classified Employee 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 classified employees.

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## GENERAL

### ABOUT THE COLLEGE

Founded in 1872, to serve the higher education needs of Central West Virginia, Glenville State has gained wide recognition for teaching excellence.

In an 1873 letter to the editor of the Weston Democrat a writer said, “No place on earth could have been found more suitable for the establishment of the State Normal School than Glenville. The place is retired, healthy and possesses every qualification requisite for a place of study and thought. The inhabitants are civil, moral, refined, religious, and generous to a fault.”

In 1910, the College enrollment had exceeded the population of Glenville. As the College grew to a full four year College in 1931, teacher preparation continued to be the central mission. Over the years, the campus became known as “the Lighthouse on the Hill” for both the quality of the teaching and the quality of GSC graduates.

Today, GSC still maintains our focus on teacher preparation, while offering additional degree programs in business, nursing, behavioral sciences, human services and land resources.

Throughout our history, GSC has maintained a long tradition of teaching excellence by professors who care about each student as an individual, who take the time to get to know each student’s goals and who are committed to helping students get an education that will prepare them for a successful career. GSC professors are very approachable and willing to give personal support to help students succeed.

At the core of our institutional mission is the commitment to provide the citizens of West Virginia a high-quality education, at an affordable cost, in order to prepare them for lives of leadership, service, and self-fulfillment.

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## HOW POLICIES ARE MADE IN THE STATE COLLEGE SYSTEM

GSC's governing board is the **Higher Education Policy Commission (HEPC)**, which has jurisdiction over all state-supported colleges in West Virginia. The Commission has ten members: seven citizens appointed by the Governor; The Secretary of Education and the Arts, the State Superintendent of Schools and the chairperson of the WV Council for Community and Technical College Education, who serve as ex-officio members. Board members serve without pay. GSC's President reports to the Board through the Chancellor, who is the chief executive officer for the HEPC. The Commission acts on recommendations of the President on virtually all major policy issues in the areas of personnel appointments, academic program modifications, finances, and capital improvements to GSC facilities.

Before the President submits proposals on such matters to the Board of Directors, he presents them to the **GSC Board of Governors** for review and comment. The Board of Governors consists of nine members appointed by the Governor and three constituent representatives elected by the faculty, classified staff and students. The comments of the Board of Governors are put in writing and sent along with the proposals, through the Chancellor, to the Commission.

Proposals for changes in policies and procedures originate from a variety of sources, but primarily from committees of the faculty, staff, and students. The establishment of the process for adoption, amendment, or repeal of policies and posting and publication of policies by the Glenville State Board of Governors is defined in GSC Administrative Policy 10 – Policy on Policies. The President makes the final decision on proposed changes that can be ruled on internally, and follows the procedures outlined above on matters that require decision by the Board of Governors.

The other three bodies most involved in GSC's planning and decision-making processes are the Faculty Senate, the Staff Council, and the Student Government Association (SGA).

### Staff Council

The Glenville State Staff Council was established in 1979 to represent classified employees in the policy-making process, to act as a sounding board for suggestions, and to serve as the liaison between staff employees and the College Administration. Representatives are elected annually from the six occupational groups as follows: Executive/Administrative/Managerial, Professional, Clerical/Secretarial, Technical/Paraprofessional, Skilled Crafts, and Service/Maintenance. The Staff Council meets on the third Thursday of each month. All meetings are open to any classified staff members who wish to attend. A discussion of membership, election of representatives and officers, meetings, ratification and amendments can be found in the GSC Staff Council Constitution.

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## THE WORK ENVIRONMENT

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### EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION [Source: WV HEPC Series 40]

Glenville State, recognizing that equality of opportunity is a fundamental goal in a democratic society, shares the responsibility for achieving that equality. The College, therefore, commits itself morally and legally to take affirmative action to recruit and employ the best qualified faculty and staff candidates. Further, it strives to ensure that all present faculty and staff members receive education, training, compensation, promotion, tenure, transfer and all other benefits of employment without regard to race, color, age, religion, sex, national origin, disability, veteran status, or sexual preference except where a bona fide occupational qualification exists. All divisional and departmental supervisors have the current edition of the College's Equal Employment Opportunity Policy and Affirmative Action Plan on file.

## **DRUG USAGE**

Substance abuse does not promote the College's mission nor create a healthful life for the employee, and reduces the employee's contributions to the College. Glenville 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.

As a condition of employment, employees will notify the Office of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after each conviction. If the employee is working under a federal grant, the College will notify the grantor agency within ten days after receiving notice from an employee or otherwise receiving actual notice of conviction.

Within 30 days of being notified of an employee's conviction, the College will take appropriate action up to and including termination--OR will require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

## **SEXUAL HARASSMENT** [Source: GSC Personnel Policy 13]

Glenville State respects the dignity of all its members, and condemns sexual harassment as conduct incompatible with its values. Every employee of the College has both the right and the responsibility to inform College authorities of incidents of sexual harassment in accordance with the procedures established by this policy. The College will act on all complaints of sexual harassment in a confidential manner that protects the rights of both the accuser and the accused.

## **SAFETY AND LOSS CONTROL POLICY**

The College'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 is 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 is needed.
- GSC 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.
- The Safety Program is administered by the Director of Human Resources, who works with a Safety Committee composed of selected College employees. This advisory group formulates, recommends, reviews, and evaluates safety programs and practices on campus.

## **SMOKING**

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

## **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 College 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.

# **EMPLOYMENT**

## **THE HIRING PROCESS**

The Office of Human Resources announces and advertises all classified vacancies and collects the applications. At the end of the application period the Office of Human Resources submits the applications to a selection committee which may include the departmental supervisor of the position to be filled. This committee reviews the applications, interviews the top candidates, and submits a recommendation to the President. When the selection has been approved, the appropriate hiring official notifies the successful applicant of his/her selection. All unsuccessful candidates are notified in writing by the Office of Human Resources.

## **HIRING FROM WITHIN THE COLLEGE** [Source: WV HEPC Series 39]

The College will transfer or promote a current employee into a non-exempt classified vacancy if: (1) the employee wants the job; (2) the employee meets the minimum qualifications for the job; and (3) the employee is currently in a non-exempt, full-time regular position, prior to hiring someone from outside the institution.

If more than one employee meets these criteria, the job will go to the best qualified applicant. If two "internal" applicants are equally qualified, the employee with the longest uninterrupted service at Glenville State will get the job. If no current employee qualifies for the position, the College will hire from outside. All job vacancy announcements will be distributed to departments and will be posted on campus and to e-mail accounts so that employees know what the openings are in time to apply.

## **EMPLOYMENT OF RELATIVES**

College employees may not initiate nor participate in decisions involving direct benefit to a family member, including initial appointment, retention, promotion, salary, leave of absence, etc. Employees may not be in direct line of supervision of a family member. Family members are defined as: (1) relationships by blood (parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin); (2) relationships by marriage (husband, wife, step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece).

## **PROBATIONARY PERIOD** [Source: WV State Code 18b-9-12]

New employees participate in a six-month adjustment or "probationary" period. This is a time for you to adjust to your new position and the work it requires, and for the College to determine whether you are fully qualified to become a regular employee. When you start work, your supervisor will tell you what your duties and responsibilities are. During the probationary period, your supervisor will monitor your progress and will provide counseling if it is needed. After three months, and then again at six months, you will receive a written evaluation of your job performance. This evaluation also assesses traits such as initiative, resourcefulness, attitude, cooperation, and similar factors.

Occasionally, longer adjustment periods are needed. Under special circumstances, an adjustment period can be extended to a maximum of 12 months. Extensions must be requested in writing, by your supervisor, and approved by the Director of Human Resources. Copies of extension requests must be given to you and your department head. The request must include a planned program outlining specific goals and objectives to be accomplished over a specific time period. These goals and objectives are used to evaluate your job performance during the extension.

Employees who do not meet established performance standards may be dismissed at any time during the normal or the extended probationary period. They will receive a written explanation of the reasons they are being separated. A copy of the separation notice becomes part of the personnel records of Glenville State. Except in the case of gross misconduct (as defined by West Virginia Code), counseling will be provided prior to discharge, unless circumstances make this impossible.

When you satisfactorily complete the probationary period, you will become a regular employee.

### **PERFORMANCE EVALUATIONS**

Your supervisor will complete an annual evaluation of your job performance using a standardized evaluation form supplied by the Office of Human Resources. Your performance evaluations will be filed with the Office of Human Resources, and will serve as the basis for promotion, training, termination, and other personnel decisions that may affect you.

### **PERSONNEL RECORDS** [Source: WV HEPC Series 8; GSC Personnel Policy 22]

The Office of Human Resources maintains confidential personnel files on every employee. These files include information on your employment history, promotions, performance evaluations, and other pertinent personnel data. You may make an appointment with the Office of Human Resources to review your personnel file during regular business hours. You may examine the contents of your file except documents for which you previously chose to forfeit your right of access (such as some references). The Human Resources Director or a designee will be present during your review, and the date, time, and location of each review will be recorded in your personnel file. Records may not be removed from personnel files. A copy of any material in your file, except as noted, will be provided to you upon request. To protect your privacy, the Office of Human Resources will require positive identification before giving you access to your file. At any time, you may petition to have documents removed from or added to your own file.

### **CHANGES IN PERSONAL INFORMATION** [Source: WV HEPC Series 8]

You are responsible for notifying the Office of Human Resources and the Payroll Office, in writing, of any record changes--to include name, address, telephone number, number of dependents, marital status, and emergency notification data.

### **SENIORITY** [Source: WV State Code 18b-7-1]

If you are a full-time regular employee, you earn seniority relative to other employees. Seniority is based on total number of years of continuous, uninterrupted service as a full-time classified employee in the state system of higher education, pro-rated by FTE (full-time equivalency). Breaks in service for approved leaves of absence do not constitute "interruptions" in service.

[NOTE: "Seniority" and "longevity" are not necessarily the same. "Longevity"--which determines your step on the salary schedule, your eligibility for increment pay, and your authorized vacation time per month--is measured by the amount of full-time employment you have had with any agency of the West Virginia **State** government over the course of your career. Work performed for **county** agencies (e.g., county school systems) does not count towards either seniority or longevity.

## OUTSIDE EMPLOYMENT

You may hold a part-time job outside the College if it does not interfere with your College employment. Before accepting an "outside" job, you should consult with your supervisor to ensure there is no conflict.

## SUSPENSION AND DISMISSAL

Your immediate supervisor will inform you of the standards of performance and conduct you are expected to meet. If you do not meet these standards, your supervisor will counsel you to try to resolve the problem. If, after verbal counseling and written warnings, your performance does not improve, you may be suspended or dismissed. You will receive a copy of any written warning, and a copy will be placed in your personnel file. Your supervisor will specify how long it will remain in the file. In no case may the period specified be longer than 12 months from the date the letter is written.

### Suspension

Your supervisor may recommend suspension without pay for a period varying from 1 to 15 days, depending on the gravity of the offense and your previous record. Suspension may be applied in cases of serious first offenses or repeated minor ones when, in the supervisor's judgment, proper conduct can be attained without resorting to dismissal.

### Dismissal

**Immediate dismissal:** You may be dismissed immediately if you **flagrantly or willfully violate rules, regulations, or standards** of acceptable behavior or performance. The kinds of offenses for which an employee may be discharged without warning include, but are not limited to, the following:

- reporting to work under the influence of alcohol or narcotics or partaking of these substances while at work;
- malicious destruction or theft of property of the Board, the institution, or its visitors, patrons, or employees;
- wrongful injury to an employee of the Board or College;
- refusal to comply with institutional rules;
- neglect of duty;
- dishonesty;
- sexual harassment, assault, or rape;
- habitual absence from work or tardiness without permission or proper explanation; failure to return promptly to work from a leave of absence without pay;
- unauthorized use of firearms on College property;
- insubordination;
- immoral or indecent conduct on College property.

A written notice of immediate dismissal will be given to you and placed in your personnel file. You may respond by filing a written request for a hearing using the established grievance procedure; however, a request for a hearing will not, in itself, delay or postpone your immediate dismissal. You may have representation of choice to assist you at any such hearing.

**Written warnings:** If you are being **considered** for dismissal (as opposed to being immediately dismissed), **your supervisor must inform you of this fact by letter.** The letter must be delivered in person or by certified mail and must specify: the nature of the nonstandard work; remedial steps you must take; a calendar date by which your work must conform to standards; and a notification that failure to bring your work up to standards by the date specified will result in dismissal. An employee may be dismissed for offenses after receiving two written warnings.

## Voluntary Termination

An employee is expected to give his/her supervisor a minimum of two (2) weeks advance notice in writing. A copy of this letter should also be provided to the Office of Human Resources. In order for an employee to leave employment with Glenville State in good standing, and to receive his/her final paycheck, the Exit Checklist for classified and non-classified employees should be properly executed by all noted areas. A copy of this form may be found on the College Web site.

## ATTENDANCE

### Utility Service Interruptions [Source: WV HEPC Series 38]

During extended power failures or other utility service interruptions, your supervisor will arrange for you to work in an alternate work location, or--if s/he deems 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 the statewide regulations which direct that accumulated annual leave be used for paid absences associated with utility service interruptions.

### Emergency Situations [Source: WV HEPC Series 38]

In the event of a flood, severe snowstorm, or other emergency situation, the President has the authority to close the College temporarily. Such closures will be announced on local radio and television stations and, whenever possible, communicated directly to College employees by phone. When the President declares that the College is closed and 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 closure. If your supervisor **requires** you to come to work during a period of official closure, you will be compensated according to the provisions of the WV HEPC Series 8. 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 [Source: WV HEPC Series 38]

Absences from work due to weather conditions **other than during a declared emergency** must be charged against accumulated annual leave, accumulated compensatory time, or a personal holiday, **OR** the employee must be removed from the payroll for the time in question. **Sick leave may not be charged for absence due to weather.** Time lost from work may be made up in the same work week at the discretion of the employee's supervisor.

### WORKING HOURS/WORK WEEK [Source: WV HEPC Series 8]

The work week is a regularly recurring period of 168 hours in the form of seven consecutive 24-hour periods. It begins at 12:01 a.m. on Sunday and ends at 12:00 midnight the following Saturday. The institutional President or the President's designee may establish a work week different from this definition provided that record keeping requirements are met as set forth in relevant law. A work schedule of 37 1/2 hours will be established within a work week.

### Flexible Work Schedule, Job Sharing, and Swing Shift [Source: WV HEPC Series 39]

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 College business hours, to include flex time, job sharing, and swing shift, provided that he/she works 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 39]

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 College not to make temporary, non-emergency changes in an employee's work schedule.

### **Job Vacancy Postings**

If required, due to the nature of the job, classified employee job vacancy postings will include the following statement: "Work schedules are subject to change (i.e. flex time, job sharing, swing shift, etc.)".

### **LAYOFF AND REASSIGNMENT** [Source: WV State Code 18B-7-1(b)]

Policies and procedures regarding layoffs are described in great detail in 18B-7-1(b), and the College will adhere strictly to those policies and procedures in the event layoffs become necessary. The basic provisions of that document are described briefly here.

#### **Reassignment**

If your position has been targeted for layoff, the College will first consider reassigning you to a vacant position, if there is one, and if the President deems this advisable. Such a vacancy could be in your same pay grade and title, in the same pay grade with a different title, or in a lower pay grade. If, under this **reassignment** option, you refuse to take a position in your same pay grade, you will be terminated and will forfeit your "recall" rights (explained below). If you refuse to take a position in a lower pay grade, you will retain your recall rights.

#### **Displacement**

If reassignment is not an option, you will be given the opportunity to displace the least senior employee in your job title, or the least senior employee in a job in a lower pay grade for which you meet the qualifications. (This displacement option is commonly known as "**bumping**.") If you choose not to do either of these, you will retain your recall rights. Any employee who gets "bumped" in this process is, in turn, provided displacement rights. If several employees who have displacement rights are competing for the same position, the most senior employee will get the job.

#### **Recall Rights**

Employees who get laid off or displaced and who retain their recall rights will be put on a list in order of seniority, and will stay on that list for a year from the date they were laid off. Any time a position affected by the layoff is reinstated, the College may not fill that position with a "new" person until all qualified persons on the recall list have been reinstated or have declined the position when it is offered. (Such vacant positions will be offered to the most senior qualified person on the list first. If that person declines, the job will be offered to the next senior qualified person, and so on down the line.)

If a laid-off or displaced employee has not been reinstated within a year but wants to stay on the recall list,

the employee must tell the College not to remove his/her name from the list.

## RESIGNATION

It is accepted practice to give a two-week written notice when planning to resign. If your supervisor approves, you may give a shorter notice. (Exempt employees normally give a one-month notice.) You may not be favorably considered for reemployment by the College if you resign without notice.

You should not take accumulated annual or sick leave as part of the notice period. Your annual leave stops accumulating on the last day you are physically present for work. At that time, you may continue on the payroll until your accrued leave is used up, or you may receive the balance due in a lump sum payment. Arrangements for receiving the last payment should be discussed with the Human Resources and Payroll Offices before you submit your letter of resignation.

### Automatic Resignation

If you are absent for three consecutive work days without explanation or authorization, your absence will be considered an automatic resignation.

## COMPENSATION AND BENEFITS

### 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.

### PAY CALCULATIONS

When salary increases are calculated and rounding is involved, the policy is to round up. Base pay is calculated on a 37-1/2 hour work week.

### DEFINITION OF EXEMPT AND NON-EXEMPT [Source: WV HEPC Series 8]

Your position is EXEMPT if it **is not** covered by the minimum wage and overtime provisions of the Fair Labor Standards Act. Exempt employees are not eligible for overtime pay or compensatory time off.

Your position is NONEXEMPT if it **is** covered by the minimum wage and overtime provisions of the Fair Labor Standards Act. Non-exempt employees must receive overtime pay or compensatory time for hours worked in excess of 40 in a work week.

If you have questions about the status of your position, please contact the Office of Human Resources.

### OVERTIME AND COMP TIME [Source: WV HEPC Series 8 & 39; WV State Code 18b-7-11]

The following policies and procedures apply to **non-exempt** classified employees only.

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. However, if you are going to work more than 40 hours in any work week, a written agreement stating the reason for the overtime and the hours you will work to complete the project must be prepared and signed by both you and your supervisor **before** you work the extra hours. A copy of this agreement must be submitted, with your time sheet, to the Office of Human Resources. Unapproved overtime will not result in overtime pay or compensatory time off.

Overtime is calculated at the rate of 1-1/2 times regular pay for all hours worked in excess of 40. Hours

worked between 37-1/2 and 40 result in "straight time"--a payment equal to your regular hourly rate of pay for each additional hour worked.

**Compensatory Time Off**

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 College holiday. If this happens, you will get regular pay for that holiday **plus** substitute time off at the rate of 1-1/2 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 College 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 1-1/2 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 7-1/2 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) at straight time	2-1/2 hours
2 hours (above 40) at overtime = 2 x 1-1/2 =	<u>3 hours</u>
<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>
8-1/2 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.	<u>0 hours</u>
<b>Total compensatory time:</b>	<b>4 hours</b>

**Accruing Compensatory Time**

You can accrue up to 240 hours of compensatory time, but must take it all within one year of the date it is earned. 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 College or your department.

**PAY DAY**

Paychecks are distributed twice each month on the 15th or 16th and on the last day of the month. If pay day falls on Saturday, you will usually get your check on Friday; if pay day falls on Sunday, you will usually get your check on Monday. Holidays, transportation problems, etc. may occasionally delay paycheck distribution. The WV State Auditor's Office encourages all employees to enroll in direct deposit provisions with their respective banking institutions if they have not already done so. All newly hired employees at Glenville State are required to establish direct deposit accounts for payroll purposes.

## **PAYROLL DEDUCTIONS**

**REQUIRED DEDUCTIONS:** State and federal income taxes, social security, and retirement premiums.

**OPTIONAL DEDUCTIONS:** Insurance premiums, credit union payments, savings bonds, loan payments, etc.

## **PROMOTION** [Source: WV HEPC Series 8 & 39]

You are promoted when you move from a position requiring a certain level of skill, effort, and authority to another position in a higher pay grade that requires a greater degree of skill, effort, and authority.

When you are promoted one pay grade, you will receive an increase of five per cent of your current salary **or** the minimum salary for the new position--whichever is higher. If the promotion involves a change of more than one pay grade, the calculation will be five per cent per pay grade **or** the minimum salary for the new position--whichever is higher. Promotions may be within your unit or outside your unit.

## **TRANSFER** [Source: WV HEPC Series 8]

A transfer is a move to a different position title that requires the same level of skill, effort, and responsibility as your present position, and that has the same pay grade as your present position. Your salary will not change in a transfer.

## **APPLYING FOR PROMOTION OR TRANSFER**

Apply for promotion or transfer by completing the appropriate application form available from the Office of Human Resources.

The Office of Human Resources prepares job announcements for available positions. Announcements are posted on a bulletin board in the Business & Finance area of Louis Bennett Hall, e-mailed to all faculty and staff and posted on the GSC web site. Announcements will be posted for at least ten working days to ensure that all interested and qualified employees have the opportunity to apply for the job.

## **DEMOTION** [Source: WV HEPC Series 8]

You are demoted when you move from a position requiring a certain level of skill, effort, and authority to a different position in a lower pay grade that requires a significantly lesser degree of skill, effort, and responsibility. If you are demoted, your salary will be reduced by five percent per pay grade.

## **UPGRADE** [Source: WV HEPC Series 8]

A position is upgraded when the duties and responsibilities of that position have increased significantly and permanently, or when the position is assigned a higher pay grade. If the position being upgraded is "one of a kind," the job title does not have to change. If your position is upgraded, your salary increase will be calculated using the formula for promotion.

Procedures for position classification are spelled out in WV HEPC Series 8. Glenville State adheres strictly to these procedures.

## **DOWNGRADE** [Source: WV HEPC Series 8]

A decrease of the classification level of an existing position constitutes a downgrade. If your position is downgraded, your salary will be calculated using the formula for demotion.

## **SALARY SCHEDULE** [Source: WV HEPC Series 8; WV State Code 18b-9-3]

Every classified employee has a pay grade and is at a certain "step" in that grade. The steps (1-15) are based on years of service. Collectively, these grades and steps constitute the salary schedule. The Office of Human Resources can provide a chart that shows what the annual salary should be for every pay grade and step in the classification system for classified employees in the State College and University System.

### **SUBMISSION OF TIME SHEETS**

You should submit your monthly time sheet and employee absence report (If you are a nonexempt employee) or just your employee absence report (if you are an exempt employee) to your supervisor by 4:00 p.m. on the last working day of each month, or as reasonably possible thereafter. Supervisors sign and forward these forms to their respective Vice President or to the Office of the President, and subsequently to the Office of Human Resources, which uses them to calculate your leave balances and retains them for audit purposes.

### **ANNUAL INCREMENT PAY**

After you have completed three years of service with the State of West Virginia, you will receive an annual experience increment of \$50.00 per year for each year of service. An annual lump sum payment, less required deductions, is distributed to all eligible employees each summer.

### **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 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.

### **COBRA**

In the event your employment ends or you are removed from the payroll due to a leave of absence, etc., COBRA (Consolidated Omnibus Reconciliation Act of 1986) offers you the opportunity to continue your health insurance coverage for up to 18 months provided you pay the total premium. Contact the Payroll Office for more information.

### **RETIREMENT**

Two retirement systems are currently in effect:

- **TEACHERS INSURANCE, ANNUITY ASSOCIATION/COLLEGE RETIREMENT EQUITIES FUND (TIAA/CREF) AND EDUCATORS MONEY A GREAT-WEST COMPANY.**  
All newly hired employees eligible for retirement benefits will belong to TIAA/CREF 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 per cent of their salary and the College matches that contribution.
- **WEST VIRGINIA STATE TEACHERS RETIREMENT SYSTEM (STRS)**

Some continuing employees may belong to the West Virginia State Teachers Retirement System (STRS). Retirement benefits are based on years of service and salary average. Under STRS, employees contribute 6 percent of their salary. The College's contribution is 15 percent effective in FY 2000. (It was 13.5 percent in FY 99.)

### **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 College. 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**

BrickStreet 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. BrickStreet 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

BrickStreet on a monthly basis for each employee. A copy of the BrickStreet claim form is available at the Office of Human Resources.

### **ON-THE-JOB INJURIES**

On-the-job injuries must be reported, in writing, to your supervisor within 24 hours after they occur. Accidents must be reported regardless of whether they result in a compensation claim. Supervisors will notify the Office of Human Resources of all on-the-job injuries. A Workplace Injury/Illness Report Form is available on the GSC Web site or from the Office of Human Resources.

### **PROFESSIONAL DEVELOPMENT** [Source: GSC Personnel Policy 19]

Glenville State encourages and supports the professional development of its employees and recognizes that productive, well-informed employees are necessary to the well being of the College. The College will administer available professional development funds fairly and equitably, and will involve professional employees in all decisions regarding the distribution of funds and allocation of time for professional development.

## **HOLIDAYS AND LEAVE**

### **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.

### **ANNUAL AND SICK LEAVE** [Source: WV HEPC Series 38]

GSC recognizes the importance of personal time for employees to relax and enjoy non-work activities or to attend to personal or family illnesses. The College encourages employees to take all annual leave. **Consult with your supervisor well in advance** of taking annual leave to be sure that your absence will not disrupt the operation of your unit or the College.

#### **Eligibility for Annual and Sick Leave**

If you work on a regular and continuing basis for no less than 1,950 hours within a 12 consecutive month period, you are considered full-time and are eligible for annual and sick leave.

If you work between 1,040 and 1,950 hours on a regular and continuing basis during a 12 consecutive month period, you will accumulate annual and sick leave on a pro-rata basis.

If you work less than 1,040 hours during a 12-consecutive month period, you are not eligible for any leave benefits.

#### **Accruing Leave**

If you work less than a full month, you will accrue annual and sick leave on a pro-rata basis. You will **not** accrue annual and sick leave if you are on a leave of absence without pay or if you are on terminal leave (the period following the last day actually worked prior to resignation, retirement or termination). Accrued annual and sick leave may be transferred from other state agencies (15 days annual leave and all accrued sick leave) by obtaining a certification of the balance signed by an officer of that agency. Transfers must be requested from your former employer within one year of your last day of employment.

You may use your leave time only after you have accrued it (it is not permissible to "borrow" leave that you have not earned). Recognized College holidays are not taken as leave unless you are on terminal leave.

The Office of Human Resources maintains a record of your leave time and sends you a statement each month of the number of hours you have available.

### Annual Leave

Full-time classified employees are eligible for leave as follows:

Less than 5 years of service	1.25 days per month
5 but less than 10 years of service	1.50 days per month
10 but less than 15 years of service	1.75 days per month
15 or more years of service	2.00 days per month

"Length of service" is defined as total years of service with state institutions of higher education and other state agencies. Continuous service is not required to complete the required term. All annual appointment periods of nine months or more count as one year of service for annual leave calculation purposes. A recognized institutional holiday occurring during your leave period shall not be considered as a day of leave, provided you are not in a terminal leave period.

You may accumulate up to one year's annual leave without prior approval; with written approval of the President or the President's designee, you may accumulate up to a maximum of two years' annual leave. You are entitled to your accumulated leave at the termination of your service provided that it is no more than twice the amount earned in any twelve-month period. **You may use annual leave as sick leave but not vice-versa.** In the event of your death, the value of your accumulated annual leave will be paid to your estate.

**It is imperative that you get your supervisor's approval before scheduling annual leave.**

### Sick Leave

Sick leave is granted to protect you in times of illness or injury. You may use sick leave for yourself or to care for a member of your immediate family who is ill, injured, or in need of medical attention. (Immediate family is defined as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, stepchildren, or others considered to be members of the household and living under the same roof.) You may also use up to three days sick leave to attend to a death in your family.

Full-time employees accumulate sick leave at the rate of 1.50 days per month. (For other employees, see Eligibility for Annual and Sick Leave.) Sick leave may be taken once it is accrued. There is no limit to the amount of sick leave you may accumulate.

If you take more than five consecutive days of sick leave, you must provide satisfactory proof of illness or injury (i.e., doctor's statement). NOTE: The College may require such proof any time you go on sick leave, regardless of the duration of the leave. Before returning to duty after an extended illness or serious injury, you must provide written proof (i.e., doctor's statement) that you are fit to return to work.

Except in cases involving catastrophic sick leave, you may use your accumulated annual leave as sick leave, **or** you may opt to be taken off the payroll immediately after your accumulated sick leave has expired.

On-the-job injuries or occupational illnesses which involve no more than three days of disability leave will not be charged against your accumulated sick leave as long as they are the three consecutive working days following the date of your injury or illness. If on-the-job injuries or illnesses require a leave beyond the three-day period, you may opt to use accumulated sick and annual leave until both are exhausted **or** you may choose to receive only those Workers' Compensation benefits for which you are determined

eligible.

Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery will be considered temporary disabilities, and you are entitled to use sick leave as you would for other illnesses or disabilities.

When your employment at Glenville State ends, for reasons other than retirement, you forfeit all accumulated sick leave. When you retire, however, you **may** use your accrued sick leave to pay for continued insurance coverage. To determine your eligibility, refer to the PEIA Summary Plan Description which is provided to all employees annually. If you resign in good standing and are reemployed within one year of your resignation date, you may have your total accumulated sick leave reinstated. However, if you return to work after more than one year from the date of termination, no more than 30 days of accumulated sick leave may be reinstated.

**Catastrophic Leave** [Source: WV State Code 18B-9-10]

The College provides catastrophic leave to assist 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 may "draw" 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 employee receiving donations of leave must use any leave personally accrued on a monthly basis prior to receiving additional donated leave.

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

You may, by writing to the Office of Human Resources, voluntarily donate sick and/or annual leave in one-day increments to a specific employee approved to receive direct transfer of catastrophic leave.

Donations will be used in the order they are received and will be credited to the receiving employee's leave record in one-day increments. Any leave you donate that is not used will be returned to you and reflected in your leave balance.

Employees of other state schools may donate leave to Glenville State's catastrophic leave bank (or individual employees) and vice-versa.

**EMERGENCY LEAVE** [Source: WV HEPC Series 38]

Special emergency leave with pay may be granted by the President or his designee to full-time employees in the event of extreme misfortune to the employee or his/her immediate family. The leave should be the minimum necessary, and in no case may it exceed five days within any 12 consecutive month period.

Typical events which may qualify an employee for such leave are fire, flood, or other events (other than personal illness or injury or serious illness or death in the immediate family) of a nature requiring emergency attention by the employee.

**LEAVE OF ABSENCE WITHOUT PAY** [Source: WV HEPC Series 38]

**Medical Leave Without Pay**

When requesting a medical leave of absence without pay, provide the Director of Human Resources satisfactory medical evidence (such as a written statement from your doctor) that you are unable to work.

The medical statement should include a diagnosis, prognosis, and the expected date that you can return to work. If the evidence is satisfactory, the Director of Human Resources will authorize a medical leave of absence without pay for the period of disability specified by the attending physician.

You are expected to report to work on the first workday following expiration of the disability period. Failure to report, unless you have submitted satisfactory reasons in advance, will be grounds for immediate dismissal. Prior to returning to work, obtain a written statement from your doctor that you are able to perform your duties and submit the statement to the Office of Human Resources.

A medical leave of absence may be taken for no longer than 12 consecutive months. If you need an extended medical leave beyond 12 consecutive months, you might wish to consider other options such as disability retirement. After you have taken a 12-month medical leave, you may still receive group health insurance coverage through the College provided that you pay the College the full premium cost of this coverage.

### **Personal Leave Without Pay**

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 Director of Human Resources and must be endorsed in writing by the employee's supervisor.

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 College provided that you pay the College the full premium cost of this coverage.

### **Family Care Leave**

If you are a full-time employee who has worked at least 12 consecutive weeks for the College, you may request up to 12 weeks unpaid family care leave. The purpose of such leave must be to accommodate the birth or adoption of a child or to provide necessary, planned medical treatment or care for your spouse, son, daughter, parent, or dependent that has a serious health condition. To be eligible for this family care leave, you must submit a written request to your supervisor at least two weeks before the leave is to start. Your request must include certification by the treating physician of the treatment that is required, and verification of the dependency status of those whom you identify as "dependents." Before you begin family care leave, you must exhaust all your accrued annual and sick leave. No more than a total of

12 weeks of family care leave may be taken in any 12 consecutive month period. While you are on family care leave, you may continue to receive group health insurance coverage through the College provided that you pay the College the full premium cost.

You will be reinstated in your position after you return from authorized family care leave. However, the College may employ a temporary employee to fill the position for the time you are gone.

### **MILITARY LEAVE** [Source: WV HEPC Series 38]

If you are a member of the National Guard or any reserve component of the armed forces of the United States, you will receive a leave of absence without loss of pay, status, or performance rating for all days you engage in drills or parades ordered by proper authority, or for a maximum of 30 working days (in any one calendar year) for field training or active service that is ordered or authorized under provisions of state law. You will continue to receive normal salary, notwithstanding the fact that you may receive other compensation from federal sources during the same period. Military leave of absence will be considered as time worked in computing seniority, eligibility for salary increases, and experience with the College.

You will be required to submit an order or statement in writing from the appropriate military officer in support of your request for military leave.

Military leave affects individuals ordered or called to active duty by the President of the United States for 30 working days after reporting for active service.

#### **WITNESS AND JURY LEAVE** [Source: WV HEPC Series 38]

When, in response to a subpoena or direction by proper authority, you appear as a witness for the Federal Government, the State of West Virginia, or a political subdivision thereof, you are entitled to leave with pay for the period of required absence. When you serve on a jury, or are subpoenaed in litigation, you are entitled to leave with pay for the required period of absence.

You must submit a written request to the Office of Human Resources for witness and/or jury duty leave. Please include a copy of your subpoena. Provided you are not a party to the action, you will be granted leave as specified in this section and you will not be charged annual leave.

You must report to work if you are excused by the court before the end of your regular work day. Provisions will be made for employees who work a shift other than day shift.

## **GENERAL POLICIES AND PROCEDURES**

### **CAMPUS OFFICE HOURS**

College administrative offices are open Monday through Friday from 8:00 a.m.- 4:00 p.m. It is imperative that the College provide convenient access and prompt service to students and the community during these times.

### **CONFIDENTIALITY**

Privileged information should not be discussed outside of the workplace. If you are uncertain whether a matter is privileged and should be kept confidential, consult your supervisor for guidance.

### **DEALING WITH THE MEDIA**

The Public Relations Office is responsible for preparing official College press releases for the outside media and for responding (or referring the appropriate persons for response) to media queries. If you receive requests for information from newspapers, radio or television, refer them to the Director of Marketing and Public Relations.

### **MAIL SERVICE**

The College Post Office is located in the Mollohan Campus Community Center. Faculty and staff mailboxes are located in this area. All outgoing College mail must bear the department's identification number in the return address area and should be deposited at the Mailroom by 2:45 p.m. for daily processing, Monday through Friday. Only official College business mail may be submitted for postage. College materials and/or postage are not to be used for personal correspondence.

### **MOTOR VEHICLE REGISTRATION AND PARKING REGULATIONS/VIOLATIONS**

Register your automobiles with the Department of Public Safety. A hang tag permit is issued annually at a cost of \$30.00. A parking space can be reserved annually at the cost of \$160.00. Up to three vehicles may be registered to each permit. Transfer the hang tag permit from one vehicle to another and register any new automobiles you intend to park on campus. The following regulations for parking will be enforced:

- All automobiles MUST display a hang tag parking permit on the inside rear view mirror bracket with number facing outside. Improper display of this permit is a violation. A handicap permit must be obtained in order to park in spaces designated for the handicapped. People who park in handicap spaces without this permit will be fined \$100.00; no warning will be issued.
- Overnight parking is prohibited in the Administration Building Lot, the Clark Hall Lot, and the Library Lot.
- Double parking is prohibited in entrances, fire lanes, and the right-of-way of all parking areas.
- Parking automobile wheels over a yellow line and infringing on the adjacent parking space is a violation.

Any automobiles parked in areas designated with "Towing Enforced" signs will be towed at the owner's expense.

## **PROFESSIONAL APPEARANCE**

Glenville State relies on the good judgment of its employees and supervisors in matters of personal grooming and professional appearance. Employees are encouraged to take pride in their appearance and are expected to dress professionally.

## **USE OF STATE OWNED VEHICLES**

Whenever possible, state vehicles are made available for employees' use for official trips. All vehicle trips require the approval of the user's department head. Vehicle trips scheduled to go beyond the state border require prior approval from the President with the further restriction that trips more than 50 miles outside the West Virginia state border must be approved in advance by the West Virginia Travel Management Office or the appropriate institutional officer.

## **PERSONAL USE OF STATE PROPERTY**

Property that is acquired by the State of West Virginia for Glenville State and its employees will be used **only** for College related business. Appropriate disciplinary or legal action will be taken against those who violate the state property use law or the institution's policy.

## **PURCHASING PROCEDURES**

The purchase or acquisition of any and all goods or services must be made in compliance with the laws of the State of West Virginia and the policies and procedures set forth by the College. You should contact the College's Purchasing Division if you have any questions about the policies and procedures of Glenville State.

## **SELLING OF ARTICLES ON THE COLLEGE CAMPUS**

All solicitation and selling of products and articles upon property under the jurisdiction of Glenville State is prohibited except by organizations and groups directly connected with the institution and upon approval of the President or his designee.

## **TELEPHONE USE**

Telephone use is restricted to official College business only. The use of a five-digit individual authorization code is required when placing long-distance telephone calls. Contact the Office of Human Resources to obtain a code. Since you are responsible for all calls placed using your authorization code, keep your code confidential. **Do not permit others to place telephone calls using your authorization code under any circumstances.** If you suspect that your authorization code is being misused, please contact the Office of Technology immediately.

Your department is billed for all calls, local and long-distance. Incoming collect calls will not be accepted by the switchboard operator. Personal long-distance calls should be charged to your home telephone number or credit card.

Mechanical difficulties with your telephone should be reported to the Office of Technology. The appropriate repair service will be notified to correct the problem.

### **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 College 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 College or the Board.

## **MISCELLANEOUS**

### **ADMISSION FEES FOR ATHLETIC EVENTS**

Free

### **CAMPUS BOOKSTORE**

The College Bookstore is located in the Mollohan Campus Community Center. Textbooks (new and used), art supplies, greeting cards, College shirts, jackets, souvenirs, and various other supplies may be purchased there. Bookstore hours are 9:00 a.m. – 5:00 p.m. Monday through Thursday, and 9:00 a.m. – 4:00 p.m. on Friday.

### **CREDIT UNION**

The West Virginia Public Employees Credit Union serves all employees of the College. If you have any questions regarding membership benefits, contact the Payroll Office.

### **MOLLOHAN CAMPUS COMMUNITY CENTER DINING FACILITIES**

Mollohan's Restaurant	Monday – Friday	7:00 a.m. to 7:00 p.m.
	Saturday brunch	11:00 a.m. to 1:00 p.m.

	Sunday	11:00 a.m. to 1:30 p.m. 4:30 p.m. to 7:00 p.m.
Rusty Musket	Monday – Friday	7:00 a.m. to 11:00 p.m.
	Saturday	4:00 p.m. to 11:00 p.m.
	Sunday	4:00 p.m. to 11:00 p.m.

**HOUSING**

The Glenville State Housing Corporation, a private, non-profit organization, provides the College 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 Manager/Alumni Director.

**IDENTIFICATION CARDS**

All regular employees must obtain a College identification card from the Office of Student Affairs. Upon terminating employment, turn your identification card in to your supervisor.

**KEYS**

Keys to offices and buildings should be obtained from your supervisor, chairperson, or department head. Keys must be returned upon completion of assignment or termination of employment. If you do not return the keys, the cost of replacing them will be deducted from your last pay check. The Physical Plant will make initial distribution of keys to departments at no cost to the departments, but the costs of replacing keys will be charged to the departments that lose them.

**LIBRARY**

The Robert F. Kidd Library is available for use by all employees. Regular hours during the Fall and Spring terms are:

Monday-Thursday.....	7:45 a.m. - 10:00 p.m.
Friday.....	7:45 a.m. - 4:00 p.m.
Saturday .....	Closed
Sunday .....	2:00 p.m. - 10:00 p.m.

Please see the GSC web site for possible variations to library hours of operation.

**LOST AND FOUND**

The Office of Student Affairs, located in the Mollohan Campus Community Center, handles lost and found property.

**PUBLICATIONS**

- GSC catalogue - published annually;
- The Phoenix - GSC's student newspaper, published weekly during regular school year;
- Alumni Newsletter - a publication of the Alumni Association, published twice per year for alumni; faculty, and staff.
- Student Handbook - defines policies and regulations regarding residence halls, campus activities, and organizations, published at the beginning of each academic year;

- Affirmative Action Plan - describes the College's objectives for equal employment opportunities. This publication is on hand in your department, at the Library, and in the Office of Human Resources. The AAP can also be found on the GSC Web site under Employee Relations.
- Faculty Manual & Part Time Faculty Handbook - includes information about GSC policies and procedures relevant to instructional faculty and part time faculty. Published annually.

The Office of Public Relations issues press releases to newspapers, radio, and television. Contact the Director of Marketing and Public Relations if you have an idea for a press release or if you have information you would like to distribute to the media.

## EMERGENCY MAINTENANCE AND REPAIRS

During normal work hours, you should make requests for maintenance problems that involve the endangerment of life and/or property directly to the Physical Plant. After hours, contact the desk at Pickens Hall or Security. Follow up your telephonic requests with an electronic work order.

## BUILDING REPAIRS AND ALTERATIONS

Submit requests for routine repairs and maintenance via the electronic Work Order system. This applies only to requests for repairs on **existing** facilities or equipment. Repairs/maintenance of office furniture and equipment will be scheduled if economically prudent and if manpower is available.

Requests for **renovations, major repairs, and new construction** should be submitted through your chairperson or department head to the Director of Physical Plant. Prioritization of projects will be based on available funds and the overall needs of the College. Each request should contain sufficient detail, drawings, and descriptions to allow the Director of Physical Plant to visualize the project and be clear about the need it will fill.

## RESERVING COLLEGE FACILITIES

All requests for reserving College facilities should be directed to the office of the Business Manager/Alumni Director.

## SELECTED LINKS

West Virginia Code [www.legis.state.wv.us/WVCODE/18B/MasterfrmFrm.htm](http://www.legis.state.wv.us/WVCODE/18B/MasterfrmFrm.htm)

HEPC Policies [www.hepc.wvnet.edu/resources/](http://www.hepc.wvnet.edu/resources/) (click on Rules & Policies)

GSC Policies [www.glenville.edu/bog\\_policies.asp](http://www.glenville.edu/bog_policies.asp)

## FORMS

A variety of forms pertaining to the information contained within this Handbook and others frequently used can be downloaded from the Glenville State Web site at:

[www.glenville.edu/employment\\_forms.asp](http://www.glenville.edu/employment_forms.asp)