

EMPLOYEE HANDBOOK

A PUBLICATION OF THE HUMAN RESOURCES DEPARTMENT



EKU

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INTRODUCTION

About this Handbook

The Eastern Kentucky University Employee Handbook is intended to provide information and guidance to employees about working at EKU. This handbook applies to all employees, including full-time, part-time, seasonal, temporary, exempt, non-exempt, and authorized volunteers (collectively referred to as “employees”). This Employee Handbook supersedes all previous Staff and Faculty Handbooks. Eastern Kentucky University reserves the right to change, amend, or abandon any of the policies contained in this Handbook at any time.

Nothing in this Handbook and the related University policies, procedures or regulations constitutes a contract of employment or offer to contract with any employee. Nothing contained in this Handbook changes the employment-at-will status of any employee, or creates any additional rights, remedies at law, or expectations of continued employment.

The material in this Handbook is intended to provide general information and to provide information about various University Policies, University Regulations, procedures, expectations and employee benefits. Where there are potential discrepancies between this document and University Policy or Regulation, the Policy or Regulation posted on the EKU Policy Development Website shall control. Departments may have additional procedures or guidelines which are specific to their needs and supplement the policies and procedures set forth in this Handbook, however, this Handbook shall supersede all existing and any subsequently created documents. Employees are responsible for reviewing policies in their entirety and for contacting appropriate personnel in the offices of Human Resources for additional information as needed.

Eastern Kentucky University Policies and Regulations Statement

This Employee Handbook does not provide an all-inclusive listing of University Policies and Regulations. For a complete listing of University Policies and Regulations, please visit policies.eku.edu. Policies and Regulations can change at any time. Employees are responsible for knowing policies, keeping up to date on changes, and complying with all University Policies and Regulations. The most current Policies and Regulations will always be found online at the above address.

A Brief History of EKU

Eastern Kentucky University traces its roots to 1874 and Central University. In 1906, the Kentucky Legislature established the Eastern Kentucky State Normal School with seven faculty members. In 1909, when the first commencement was held, 11 people received degrees. Over the last century, we've grown to a full-fledged comprehensive university offering undergraduate and graduate degree programs and serving more than 15,000 students a year, while maintaining that small-college feel. For more information on EKU's history, go to eku.edu/about.

2022-2030 EKU Strategic Plan

In 2022, EKU leadership, faculty, staff, alumni, and community leaders participated in the creation of EKU's strategic plan.

Vision

Eastern Kentucky University will be excellent in all that we choose to do.

Mission Statement

Eastern Kentucky University is the School of Opportunity where everyone belongs. World-class faculty and staff create opportunities for personal growth through exceptional experiences, to ensure students realize their fullest potential and achieve excellence. EKU graduates shape the success and vitality of their professions and communities.

Strategic Priorities

- **Goal 1 Knowledge:** Knowledge is at the center of EKU's commitment to serve as the School of Opportunity. From academic teaching and learning to experiential co- and extracurricular activities, EKU strategically advances academic and student success programs that support EKU's diverse learners.
- **Goal 2 Innovation:** Innovative thinking and bold action will elevate and differentiate EKU. Innovation will enhance organizational stewardship, intellectual and creative capacity, and economic vitality within EKU and the communities we serve.
- **Goal 3 Transformation:** EKU is dedicated to transforming lives and communities. EKU's learning environments support intellectual growth, creativity, empowerment, and life-changing experiences by centering access, equity, dignity, respect, and inclusivity.

Guiding Values

- **Inclusion** - Community engagement, Multiple Perspectives and Lived Experiences, Professional Growth, Hospitality, Celebration
- **Trust** - Consistency, Effective communication, Accountability, Efficiency, Leadership

Open Door

The University is committed to promoting a positive work environment and open communication. Employees are encouraged to offer positive input and constructive criticism to continuously improve our work environment and the way we operate. An "open door" means that a supervisor's door is always open, and employees should feel comfortable speaking with their supervisors or any other university administrator about any question or concern they have. Employees can also contact Human Resources at (859) 622-5094 or the Office of Equal Opportunity & Title IX at (859) 622-8020.

Notice of Non-Discrimination

Eastern Kentucky University is an Equal Opportunity (EEO) institution and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression,

pregnancy, ethnicity, national origin, disability, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g., athletics, academics and housing) which it conducts, or in any employment policy or practice, in conformity with Title IX of the Education Amendments of 1972, 20 U.S.C § 1681 and its implementing regulation at C.F.R. Part 106.

Any complaint arising by reason of alleged discrimination or harassment should be directed to the Office of Equal Opportunity & Title IX, Eastern Kentucky University, Jones Building, Richmond, Kentucky 40475-3102, (859) 622-8020 or the U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington DC. 20202, 1-800- 421-3481 (V), 1-877-521-2172 (TDD). The University's complete Policy on Discrimination and Harassment (1.4.1) can be found at policies.eku.edu.

Veterans Statement

It is the policy of the University that there shall be no discrimination in employment (including recruitment, hiring, promotion, compensation and any other condition, or privilege of employment) on the basis of status as a disabled veteran, Vietnam era veteran (as defined in 38 USC Sec. 4211 and 41 CFR 60-250) or as a veteran who has served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, with regard to any position for which such individual may be qualified. This policy is intended to be in compliance with the University's obligation as a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act, specifically 38 USC Sec. 4212, and its implementing regulations, 41 CFR 60-250. Any complaint arising by reason of alleged discrimination shall be directed to: Office of Equal Opportunity & Title IX, Eastern Kentucky University, Jones Building, Room 416, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD).

Human Resources

For questions relating to the Employee Handbook, employment, compensation, employee-relations, training and development, performance evaluation, benefits, retirement, leave programs, records or other HR services, please contact Human Resources at (859) 622-5094 or EKU.human.resources@eku.edu. Visit the HR webpage at hr.eku.edu.

PART I

BASIC EMPLOYMENT INFORMATION

I. WORK AUTHORIZATION

All new employees must visit Human Resources to fill out the necessary forms for payroll. Any questions concerning payroll should be directed to Payroll Services in the Department of Accounting and Financial Services.

All new employees are required to complete an Immigration and Naturalization Service form I-9 on or before the start of employment, no later than the third day of work. This form attests to the individual's eligibility for employment in the United States. This law applies to all individuals, regardless of employment status, who enter an employment relationship with the University. Current employees whose employment authorizations have an expiration date must present documents to re-verify employment authorization prior to the expiration date or risk forfeiting employment. If an employee does not work for a year and returns, a new I-9 will be required. The Human Resources Department is the official signatory authority for all employment-related petitions submitted to the Immigration and Naturalization Service, as well as labor certification applications submitted to the Department of Labor.

II. NEW EMPLOYEE ORIENTATION (NEO)

New Employee Orientation (NEO) sessions are required for new employees at initial employment and/or when first occupying a benefited position with the University. The employment paperwork and payroll election process must be completed at the Human Resources office. Benefits election and enrollment will be completed through an individual meeting with a Human Resources representative (usually one week after orientation). New Faculty must also complete New Faculty Orientation (NFO) in addition to NEO. See the Human Resources New Employee Orientation website for additional information: hr.eku.edu.

III. CRIMINAL BACKGROUND CHECK

Effective July 12, 2006, KRS 164.281 requires the University to obtain criminal background checks on all initial hires for positions of employment with the University. The University may also in its discretion require a criminal background check on internal offerees in other instances as it deems fit or as required by law. This also applies to all volunteers for the University. New background checks are required for an individual who has not worked at the University for an extended period but has previously been employed by the University. Employees are subject to termination for falsification of application materials.

IV. EMPLOYMENT STATUS

- A. Regular Full-Time Employees (Benefited):** A regular full-time staff assignment is one in which the employee is scheduled to work a minimum of 37.5 hours per week. Assignments in Facility Services, Public Safety, and some administrative offices are 40 hours per week. Regular full-time

employees hired into a position that is 37.5 hours or greater per week are eligible to participate in all University-provided benefits.

- B. **Regular Part-Time Employees (Benefited):** A regular benefited part-time staff assignment is one in which the employee is scheduled to work a minimum of 30 hours per week and are eligible to participate in all University-provided benefits.
- C. **Regular Part-Time Employees (Partially Benefited):** Regular part-time employees are hired to fill ongoing positions which are between 20 - 24 hours per week. These employees are eligible for pro-rated sick and vacation leave. These employees are not eligible for participation in the health, life, supplemental insurance or tuition waiver (staff scholarship) plans. Regular part-time employees are specifically excluded by KRS 61.510 from participation in the Kentucky Employees Retirement plans for those persons who work an average of less than one hundred hours per month.
- D. **Part-Time Employees (Non-Benefited):** Part-time employees who are hired to work less than 20 hours per week are non-benefited.
- E. **Temporary Employees:** Temporary employees are hired for positions which are temporary in nature and are not benefited. Temporary positions are limited to an assignment of nine months or less.
- F. **Intermittent Employees:** Intermittent employees are hired to work on an as needed basis in a non-benefited capacity for a specific assignment. Intermittent employees are paid only for the actual time worked and there is no guarantee of the amount of work needed. Intermittent work for retirees of ECU is also subject to the rules of KERS and KTRS retirement systems, and abiding by these restrictions is the responsibility of the employee.
- G. **Seasonal Employees:** Seasonal employees (staff) are hired to perform specific jobs and/or events that occur only at certain times of the year and are not benefit eligible. Seasonal employees may work up to a full-time schedule during the pre-defined season.
- H. **Volunteers:** Volunteers are not ECU employees, however, they perform hours of service for ECU for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation (wages, employee benefits, or other) for services rendered. An individual shall NOT be considered a volunteer if the individual is otherwise employed by the University to perform the same type of services as those for which the individual proposes to volunteer.

All volunteer arrangements must be made through Human Resources. All volunteers must sign a volunteer agreement and pass a criminal background check prior to providing services to Eastern Kentucky University. Information on the volunteer program guidelines can be found at hr.eku.edu.

- I. **Retired Employees:** Employees who have retired from ECU are no longer active employees, but they are entitled to ECU privileges, including:

- Parking privileges; contact Parking and Transportation Services
- ECU ID card
- Use of library facilities with ECU ID card
- Discount on season tickets for athletic events
- ECU Retirees Association membership (membership fee required)
- Access to Fitness and Wellness Center (membership fee required)
- Persons age 65 or older may also take advantage of tuition free courses at ECU as provided by the William F. O'Donnell scholarship.

Retired employees are eligible for re-employment at ECU or its affiliates only in a part-time non-benefited capacity. Retired employees are not eligible to be considered for “internal only” job opportunities. All re-employment of retirees is subject to restrictions of the retirees’ retirement system.

V. AT-WILL EMPLOYEE STATUS

- A. Kentucky is an “employment-at-will” state, which means that either the employer or the employee may terminate the employment relationship at any time for any reason, unless a law or written employment agreement provides otherwise.
- B. While Kentucky is generally an at-will state, the University has codified additional processes related to the dismissal of certain faculty, either for conduct or through the annual reappointment process. The University also complies with Kentucky Revised Statute 164.360 regarding the dismissal of tenured faculty. Faculty dismissal processes may be found in University Policy 4.6.16, Dismissal of Faculty; Policy 4.6.4, Tenure and Promotion; Academic Regulation 4.6.6, Evaluation of Full-time Faculty Not Eligible for Tenure; and Academic Regulation 4.6.5, Evaluation of Non-Tenured Tenure-Track Faculty.

VI. TELEWORK/REMOTE WORK

- A. **Telework:** Teleworking is the allowance or assignment by the University for an employee to perform their job duties at an off-campus location, including the individual’s home, for all or part of the workweek. The purpose of this regulation is to allow workplace flexibility where such flexibility would still meet the needs, interests, and mission of the University as the employer and to ensure competitive advantages with other employers. The use of the word “Teleworking” or “Telework” is intended to be synonymous with the word “telecommuting”, the more nationally recognized term, and is not equivalent with “Remote Work”. Neither Telework nor Remote Work are designed for, or intended to be used as, a substitute for in-home dependent care.

Though work is typically performed on University premises, the University may allow for workplace flexibility when appropriate. No employee is entitled to or guaranteed the opportunity to Telework, and not all positions are suited to Teleworking arrangements. While Teleworking, the employee’s primary work location will remain on the University campus. The continued

successful operations of the University and its mission of delivering excellent academic and social experiences for its students, is of the utmost importance; thus, unit supervisors and department heads have the discretion to designate positions and/or individuals within their unit or department for an alternate work arrangement. Teleworking employees must sign a Telework Agreement and submit it to their supervisor.

- B. **Remote Work:** Unlike Telework, Remote Work is a permanent function of certain job positions. Remote Work positions are approved by area Vice Presidents, in consultation with the Office of University Counsel and Human Resources. Out-of-State Remote Work will only be approved when there is a compelling business or operational justification for allowing out-of-state work. Positions are approved for out-of-state Remote Work, not employees. Typically, a position is approved for Remote Work prior to the job posting and it is listed in the job description by Human Resources. For positions which allow for Remote Work, the conditions of employment remain the same as for employees located on the University premises, which include, but are not limited to, Kentucky-based applicable salary, benefits, and employer-sponsored insurance coverage. Remote employees are required to adhere to all University and applicable department/unit policies and regulations while working remotely.
- C. **Travel Expenses:** Remote workers will be reimbursed for travel expenses if they are required to travel to campus. Teleworking employees will not be reimbursed for travel to and from campus. The rules pertaining to teleworking and remote work at ECU are encapsulated in Human Resources Regulation 8.3.8HRR, located at policies.ecu.edu.

VII. **EMPLOYEE IDENTIFICATION CARDS**

Employee ID cards may be obtained from the Colonel Card Office. Prior to obtaining the ID card, the employee should obtain their ECU identification number from Human Resources. The identification card should be in the possession of the employee at all times while working. The card may also be used to attend selected University events and to purchase season tickets to selected athletic events. Presentation of the identification card may also be needed at University facilities.

VIII. **STAFF ORIENTATION PERIODS**

- A. **New Staff:** Each new employee (non-faculty) at ECU is employed in an orientation status for the first ninety (90) calendar days of their employment. This is a particularly important time for the new employee and for the University, since it allows the employee an opportunity to determine whether ECU fits their career goals and enables the University to have a period in which supervisors may monitor and evaluate employee performance. Employment is “at will”, meaning that it may be terminated at any time by either the employee or the University. This initial orientation period is subject to one ninety-day extension at the discretion of the University. Completion of the orientation period neither guarantees continued employment, nor implies an employment contract. Until the orientation period is successfully completed, the provisions of the staff grievance procedure do not apply.

Certain employees within the Division of Public Safety will be subject to an extended orientation status based on applicable laws and regulations. Such extended orientation status will be established at the time of their initial employment.

- B. **Transferred Staff:** Upon assuming a new position as a result of a transfer, promotion, reassignment, or demotion, the employee shall serve an orientation period of ninety (90) calendar days to determine whether the employee is satisfactorily performing the duties of the new position. During this time, the full progressive disciplinary process does not apply. Employees should be aware that during this time, the position from which the employee transferred is not held as open. An employee cannot return to their former position if they are terminated or do not succeed in their new position.

IX. STAFF PERFORMANCE EVALUATIONS

Eastern Kentucky University encourages the growth and development of staff and administrative officers through the periodic review of their progress by means of a results-oriented Employee Performance Management system. The performance management process is an online process in which staff will be evaluated on goal attainment and competencies by their supervisor. Depending on the employee's role on campus, performance management systems/processes may differ (e.g., EKU police, tenured faculty, etc.).

X. PERSONNEL FILES

Each employee's official personnel file is maintained by Human Resources and contains official personnel documents. An employee has the right to examine their personnel file by filing an official request with Human Resources.

PART II

WAGE AND SALARY ADMINISTRATION

I. COMPENSATION PHILOSOPHY

Eastern Kentucky University's compensation program is administered, to the extent possible, to help attract top talent, retain core employees, and encourage longevity, while efficiently using available resources. The University uses a salary structure composed of job grades and establishes a salary range for each staff (non-faculty) position within the salary structure. Each position is classified into a job grade based on factors such as essential job responsibilities, education and experience, job requirements, and other compensable factors.

II. EXEMPT AND NON-EXEMPT DEFINITIONS

The University classifies employees for administrative and payroll purposes according to the following definitions:

- **Exempt.** Employees whose positions meet specific exemption tests established by the Fair Labor Standards Act (FLSA) and state law, and who are exempt from overtime pay requirements.
- **Non-Exempt.** Employees whose positions do not meet FLSA exemption tests and who are paid for overtime, as required by federal and state law.

III. PAYROLL PRACTICES

A. Pay Days

Employees in exempt positions are paid semi-monthly (twice a month) on the 15th and the last working day of each month. The 15th of the month paycheck is for work performed from the 1st – 15th of that month; the paycheck on the last working day of the month is for work performed from the 16th through the end of the month.

Employees in non-exempt positions are paid biweekly (every other week) on Fridays. Non-exempt employees are paid in arrears by two weeks.

If the scheduled payday is a holiday or falls on a weekend, the pay day will be the last workday immediately before the scheduled payday. Special provisions may apply during the extended break between fall and spring semesters.

Please visit accounts.eku.edu for a current payroll calendar.

B. Direct Payroll Deposit

EKU uses direct deposit to electronically deliver payroll deposits to an employee's designated checking and/or savings account. Direct deposit is required for all ECU employees. If an employee exceeds more than two (2) payrolls with a paper check then there will be an automatic deposit of

their pay to a pay card at no cost to the employee. It is the employee's responsibility to review their deposit and update tax withholdings if needed.

To establish or modify direct deposit information, visit myEKU. Employees may also complete a Direct Deposit Form in the office of Human Resources with a voided check or documentation from the bank indicating the account and routing numbers. For additional questions, please contact Human Resources at (859) 622-5094 or human.resources@eku.edu

C. Payroll Deductions

By law, the university is required to make certain deductions from an employee's pay. These include the following:

- Federal Income Tax (FIT);
- Social Security (FICA);
- State and local income tax;
- Medicare Tax;
- KERS/KTRS or ORP retirement program (if required, based on employment status);
- Court-ordered garnishments (child support and IRS levy); court ordered benefits

Benefited Employees have the option of requesting additional deductions, such as:

- Health insurance;
- Voluntary insurance;
- Dental insurance;
- Athletic or theater season tickets.

Employees who discover that a paycheck or direct deposit is incorrect should contact the Payroll Office immediately. The University will seek reimbursement for all overpayments made to current and former employees as soon as the discrepancy is detected. It is the intention of the University to work amicably with an affected employee, while simultaneously complying with state law. Accordingly, the orderly repayment of an overpayment may occur over an amount of time not to exceed the timeframe in which the overpayment was incurred or as otherwise set forth in the repayment plan mutually agreed to by the employee and the University. Where feasible, repayments must be completed by December 31 of the same calendar year as the overpayment. In the event the employee separates from the University before a repayment is completed, the remaining overpayment amount will be withheld from the employee's final pay and, where necessary, subject to additional collection measures.

D. Time Sheets/Leave Reports

Non-exempt employees must complete a timesheet via myEKU, Web Time Entry every two weeks, itemizing hours worked and absences, if any, during that payroll period. Time-in and Time-out must be entered for all earning categories. Time should be entered in fifteen (15) minute intervals. (For example, 10:00 am, 10:15 am, 10:30 am, 10:45 am, etc.) If an employee is utilizing sick time, that time-in and time-out must be entered in the sick time earnings category. For holiday pay,

employees must enter time-in and time-out for the day that is considered a holiday. All sick, vacation, holiday time, and ECU days must be entered during an employee's regular time scheduled/classified to work.

Exempt employees must complete all leave reports via the official method through myECU Leave Reporting. It is an expectation of the supervisor/time approver to properly hold employees accountable in submitting their time correctly.

Falsification of a time sheet or leave report electronically or in paper format is grounds for disciplinary action, up to and including termination of employment.

IV. WORKDAY/WEEK

A. Standard Operations

The standard work week for most staff positions is 37.5 hours per week. Staff employed in Facilities Services and Public Safety and some administrative offices work forty (40) hours. Regular University hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday of each work week, except holidays. Employee work hours are based upon position and the needs of the University and may be subject to change.

B. Summer/Winter Advantage Schedule

Advantage Schedule reflects ECU's appreciation of its employees and the importance of flexibility within the summer and winter work schedules outside the University's regular semester operations.

During Advantage Schedule periods, the core hours of operation for the University during will be:

- 7:30 AM – 5:00 PM, Monday – Thursday, with a 30-minute lunch period.
- All University campuses will be CLOSED on Friday.

The dates of the Advantage will be determined year by year and announced by University administration accordingly. Recognizing that some departments and individuals are required to operate outside of core University hours of operations, supervisors/department heads will be permitted to adjust the work schedule at their discretion to meet the needs of the department and the University. It is important to note that the Advantage Schedule will not alter any planned University activities or events during the summer.

V. OVERTIME PAY

It is the policy of the University to plan, organize and schedule its activities so that overtime work is performed only when absolutely necessary. In unavoidable circumstances, such as emergencies or peak-load periods, management will pre-authorize overtime and non-exempt employees will be compensated for overtime work in accordance with University Policy and Regulations and the Fair Labor Standards Act (FLSA). Employees who are classified as exempt are not eligible to receive overtime payments.

All overtime work is to be authorized in advance by the employee's direct supervisor. Working unauthorized overtime may result in disciplinary action, up to and including termination of employment.

Non-exempt employees who are required or allowed to work in excess of 40 hours in the standard work week must receive overtime pay at the rate of one-and-one-half times the regular rate of pay. Compensatory time (equivalent time off at a later date) is not allowed. Non-exempt employees whose positions require them to work overtime on a regular basis are expected to be available to work overtime on short notice. Holiday time, vacation time, sick time, or other pay for time not worked does not count toward the calculation of overtime.

VI. ON-CALL STATUS

Due to the responsibilities of some University positions, it is occasionally necessary for designated essential non-exempt personnel to be on call to ensure adequate response to operations. The fact that some employees may be designated for on-call status does not prevent the University from calling non-exempt employees into work on an as-needed basis that are not in an official On-Call status. Supervisors will advise non-exempt employees of the start and end time of On-Call Status. This does not apply to exempt personnel.

PART III

EMPLOYEE CONDUCT AND WORKPLACE RESPONSIBILITIES

I. EMPLOYEE CONDUCT

Eastern Kentucky University seeks to create an environment in which employees are civil, collegial, and respectful of individuals and individual differences. The University expects all employees to conduct themselves in such a way as to contribute to this environment. The intent of this Regulation is to prevent improper conduct or, alternatively, stop and/or redress improper conduct as quickly as possible in a consistently fair manner while protecting academic freedom and advancing the mission and values of the University. Retaliation is prohibited.

Employees may pursue complaints of violations of this Regulation through the appropriate grievance process. The University may also investigate and pursue possible violations of this Regulation as well as disciplinary action without the filing of a formal grievance.

Matters implicating Policy 1.4.1, Discrimination and Harassment, shall be referred to the Office of Equal Opportunity & Title IX.

For more information regarding Employee Conduct (8.3.3), view the full Regulation at policies.eku.edu.

Progressive Discipline

The University is an employment-at-will workplace. At-will employment is an employment relationship that may be terminated at any time by either the employee or the University. Unless other contractual obligations apply, using Progressive Discipline is at the sole discretion of the University. Tenured faculty may also see Policy 4.6.16, Dismissal of Faculty, which provides the process by which tenured faculty may be dismissed.

Unsatisfactory work performance occurs when overall job performance does not meet the University's minimum standards. When an employee's job performance is not satisfactory, the University may employ a system of Progressive Discipline. Generally, this discipline system is intended to provide employees with notice of unsatisfactory work performance and an opportunity to improve that performance to a satisfactory level through coaching or corrective action. The University is never obligated to utilize Progressive Discipline or corrective action. If corrective action is used and sufficient improvement is not demonstrated, additional measures of Progressive Discipline may be used, up to and including termination.

II. WORK ARRIVAL AND DEPARTURE

It is the employee's responsibility to arrive and be prepared to start work at the beginning of the scheduled workday or shift. Each employee will be given an expected arrival time by their supervisor. Employees are expected to remain on the job performing the duties of their position until the completion of the scheduled workday or shift.

III. ABSENCE OR TARDINESS

The efficient operation of the University depends upon each employee reporting to work on all scheduled workdays. Chronic or habitual tardiness or absence will be considered excessive absenteeism and will subject an employee to disciplinary action, up to and including termination from employment. Absenteeism may be considered excessive when an employee is frequently tardy or absent on regularly scheduled workdays on a frequent basis, or when the employee engages in a pattern of absenteeism (e.g., Fridays and Mondays), whether or not such absences are considered to be excused or unexcused.

Types of Absences

1. **Scheduled Absence:** When an employee requests time off in a timely manner in accordance with department and University policies (e.g., approved vacation, personal holidays, jury duty, military leave, bereavement leave, paid parental leave, FMLA leave, and disability leave).
2. **Unscheduled Absence:** Failure to report to work on a scheduled workday, arriving late or leaving early without prior or written and approved time off. An unscheduled absence typically is unpaid unless an employee's supervisor approves the use of accrued vacation, sick leave, or personal holiday time in accordance with University Policy and Regulations.
3. **No call/no show (job abandonment):** An unscheduled absence without proper notification to the employee's supervisor or department. After being no call/no show for 3 consecutive workdays, it is considered job abandonment, and the employee will be terminated immediately, ineligible for rehire.

IV. INCLEMENT WEATHER

EKU categories weather events by severity. Unless otherwise specified, regional campuses and Model Laboratory School will also operate within the parameters of this plan. The Communications and Brand Management Office will notify the campus community in a timely manner of any change in university operations during a severe weather event or other emergency.

1. **Normal Operations:** Even though a severe weather event has occurred, steps have been taken to mitigate barriers and conditions are determined safe to proceed with normal, routine, in-person academic instruction and university operations.
2. **Plan A:** Given existing weather conditions or the forecasted high probability of a severe weather event that may threaten human safety on campus, university operations and in-person instruction will transition to remote/virtual instruction for the day. For those classes that cannot shift to remote/virtual instruction, instructors should advise students as to appropriate measures, make-up activities or revised deadlines. Designated employees should report to work at their normal scheduled time, or follow procedures established with department/office supervisors. All other employees should work remotely and should not report to campus in-person. If remote access is unavailable for

employees, employees are required to notify their supervisor to make alternative arrangements, including the use of available vacation leave with supervisor approval. If an employee does not work remotely when able to do so, and does not make alternative arrangements with their supervisor, the employee may be subject to corrective action, up to and including termination.

3. **Plan B:** Due to severe weather conditions that may threaten human safety on campus and/or significant damage to university infrastructure, in-person as well as remote/virtual instruction are unavailable. The ability for employees to work remotely is significantly prohibited or unavailable. Online and eCampus instruction is unavailable; all classes are canceled and university operations, including Model Laboratory School and Regional Campuses, are suspended until further notice. Designated employees should follow procedures established with their department/office supervisors for conditions that require their presence at work on campus. All other employees should check/communicate with their supervisor and should not report to campus in-person.

For more information regarding the Services Schedule for Plan A and Plan B for specific University units, visit eku.edu/weather/.

V. DRESS AND PERSONAL APPEARANCE

Since all employees represent the University to those they encounter on University business, they should use good judgment regarding their appearance when conducting University business. Employees are expected to maintain an appropriate appearance that is businesslike, neat, and clean as determined by the requirements of the department/program in which the employee works. Employee dress should be appropriate to the activities of the day, while also comfortable and safe for the season and the weather. It should be noted that certain personnel are exempt from the requirements below, as their job duties require that they wear non-business attire in the workplace.

Employees should wear Acceptable Business Casual Attire, which includes, but is not limited to slacks, khakis, capris, golf shirts, and shirts with a finished neckline, skirts, dresses, turtlenecks, or sweaters. Clothing and shoes must be neat and clean.

Examples of standards expected to be followed by University employees include but are not limited to:

- Employees who are issued uniforms are required to wear them while working unless granted a specific exception by the immediate supervisor or manager.
- Clothing will be clean, in good repair, and appropriately fitted.
- Special requirements may be necessary for safety, health, sanitation and professional practice reasons, including use of lab coats, protective eyewear, gloves and/or footwear, hard hats, hairnets, and other specialized clothing or equipment.
- Footwear that is appropriate for the position held and work environment is required.

The use of perfume or cologne, jewelry, accessories, etc., is allowed with consideration for the employee's position, work environment and interaction with internal staff and external visitors. Due to allergies or sensitivity to fragrance, employees are expected to limit their use upon request.

Department management, including the immediate supervisor, has the authority to counsel staff and faculty about clothing or appearance. If deemed necessary, the supervisor may send the employee home to change into appropriate clothing and/or begin disciplinary action.

Questions or concerns should be directed first to your immediate supervisor, then to Human Resources at (859) 622- 5094 if your supervisor is unable to address the issue.

VI. PARKING PERMITS

The University requires that all faculty, staff and students driving automobiles to campus register their vehicles with the Division of Public Safety and observe the parking regulations contained in the publication Motor Vehicle Parking Regulations which can be obtained from the Parking and Transportation Services, Commonwealth Hall, Room 212, telephone number (859) 622-7275. Parking regulations are also posted on the Parking and Transportation Services link from the University's web site, parking.eku.edu.

VII. INFORMATION TECHNOLOGY RESOURCES

University Regulation defines the privileges and responsibilities of computer and communications users at Eastern Kentucky University. It is the expectation that all members of the University community adhere to every aspect of the Regulation. In addition to University Regulation, many items are also mandated by federal and state laws. Violations may result in severe penalties, up to and including expulsion or termination from the University. The University reaffirms its commitment to safeguarding University Information Technology (IT) assets in light of evolving technology, communication, and collaboration.

For more information, view the full Information Security Regulation (11.2.4) at policies.eku.edu.

VIII. SOCIAL MEDIA

Social media are powerful communication platforms that have a significant impact on organizational and professional reputations. Eastern Kentucky University has established a Policy to clarify how best to enhance and protect the University, as well as personal and professional reputations, when participating in social media.

For more information, view the full Social Media Communications Regulation (11.2.5) at policies.eku.edu.

IX. NOTIFICATION OF CHANGE IN ADDRESS, NUMBER OF DEPENDENTS, OR MARITAL STATUS

An employee should promptly go online via myEKU to make necessary changes to their personal information or status. Information may also be updated by making an in-person visit to Human Resources. For name changes, a social security card showing the name change must be presented

to Human Resources. A change to the number of dependents, increasing or decreasing, will be determined by a qualifying event such as birth, adoption, death, etc. Employees must complete an enrollment or change form with Human Resources to add or drop a dependent. For qualifying events, employees have thirty (30) days from the event to make any changes. For changes to beneficiaries for life insurance and retirement, please contact Human Resources at (859) 622-5094. Employees must also make immediate changes to their Permanent Address if it changes from the one originally on file with Human Resources. Failure to make changes to one's personal information, status, or address may result in a lack of coverage or loss of benefits or tax consequences, among other effects.

X. TRANSFERRED EMPLOYEE NOTICE PERIOD

Employees who voluntarily transfer to a new position at ECU that is outside their current department shall be subject to a one (1) month notice period before moving into their new position. This notice period may be waived by agreement between the employee's current immediate supervisor and pending immediate supervisor.

XI. TEACHING BY STAFF EMPLOYEES

Employees are expected to devote their energy and effort toward fulfilling all assigned duties and responsibilities for the University in their primary position. Due to the nature of working at a university, oftentimes due to the nature of their expertise in their staff roles, staff may be given the opportunity to take on teaching duties in addition to their assigned duties. Exempt employees who do not have teaching duties as part of their normal assignment may teach for the University when there is sufficient student enrollment and a demonstrated need for the employee to do so. Employees may be employed to teach under the following guidelines:

- The employee meets all criteria for academic and professional preparation as specified by the Commission of Colleges of the Southern Association of Colleges and Schools as well as all criteria specified by discipline accrediting agencies.
- The employee receives approval of their immediate supervisor and the appropriate department head, chair, dean and/or vice president.
- The employee teaches only during those time periods that do not conflict with their normal work schedule or assigned duties if they are receiving supplemental pay.

Exceptions must be approved by the immediate supervisor, the appropriate chair, dean, and vice president(s).

XII. CONSULTING & OUTSIDE ACTIVITIES/EMPLOYMENT

Employees are expected to devote their energy and efforts primarily toward fulfilling all assigned duties and responsibilities of their primary position for the University during their assigned work hours. Employees may engage in outside professional activities and/or other outside employment subject to the following conditions:

- Outside activities and/or employment may not interfere with the employee's obligation to fulfill regularly assigned duties.

- Employees may not use University resources to further their outside activities and/or employment.
- Employees must avoid any situations in which their outside activities and/or employment may actually conflict, or appear to conflict, with their University assigned duties and responsibilities.
- Employees should refrain from making unauthorized sales or solicitations during their working time.
- Employees may participate in outside commitments which are related to the employee's normal course of work only during non-work hours unless approved by a supervisor.
- Employees should always receive advanced approval prior to engaging in outside work and should seek this approval as far in advance as possible.

For more information on Consulting and Outside Activities (4.7.7), view the full Regulation at policies.eku.edu.

XIII. CAMPAIGNING & POLITICAL ACTIVITY OF EMPLOYEES

University Employees are encouraged to fully and freely exercise their constitutional right to vote and express their personal opinions regarding political candidates, local, state and national programs, initiatives and referendums. However, because Eastern Kentucky University is a public institution, employees may only engage in political and campaigning activities, run for public office, or hold public office if they are able to do so within the applicable law and within University policies, while meeting the obligations of their position at the University.

For more information on Campaigning & Political Activity of Employees (8.3.10), view the full Regulation at policies.eku.edu.

XIV. CAMPUS FREE SPEECH PROTECTION

As required by KRS 164.348(4)(a), you are being notified of your rights under the University's Policy Governing Time, Place and Manner of Demonstrations, Meetings and Other Assemblies, Policy 9.3.3. This Policy is established to facilitate the effective use of University facilities and outdoor spaces for the exercise of free expression.

The University is committed to protecting the right of free expression and academic freedom; upholding open inquiry; and, promoting lively debate. To that end, the University does not impose restrictions on speech except where such restrictions are:

- Content neutral;
- Narrowly tailored to serve a significant government interest; and,
- Leave open ample alternative channels of communication.

For more information on the procedures the University uses related to demonstrations, meetings, and assemblies as well as for posters, flyers, handbills, banners, and chalking, please view the full Policy at policies.eku.edu.

XV. INSTITUTIONAL VIEWPOINT NEUTRALITY

Eastern Kentucky University affirms its commitment to fostering an environment that promotes intellectual diversity and upholds the free exchange of ideas. The University does not discriminate against individuals or groups based on their social or political viewpoints and values the contributions of all community members to robust dialogue and the free exchange of viewpoints to contribute to an intellectually diverse campus community. In support of those rights, the University shall not require any individual to endorse or condemn a specific ideology, political viewpoint, or social viewpoint to be eligible for hiring, contract renewal, tenure, promotion, admission or graduation.

For more information on Institutional Viewpoint Neutrality (1.5.7), view the full Policy at policies.eku.edu.

XVI. SOLICITATION ON-CAMPUS

Inasmuch as solicitation of goods and services on the campus is a potential interference with the educational program of the University, the practice is generally prohibited. However, solicitation for certain worthy causes or those in the best interest of the University may be permitted if cleared through the office of the appropriate vice-president.

The resale of complementary examination copies of textbooks is unethical and unprofessional. Furthermore, the activities of textbook solicitors are restricted by invitation only under present administrative policy on the University campus.

XVII. CODE OF ETHICS

The responsibility for utilizing public funds and private donations for the purpose of educating and training the future leaders of the state and nation carries with it the duty to adhere to high ethical standards and principles. To provide further emphasis and support of its continuing commitments, the Eastern Kentucky University Board of Regents promotes the ethical principles and standards, which shall apply in all its operations and to all persons employed by the University, regardless of rank or position.

All complaints of any possible ethics violations by employees should be reported to the Compliance Officer. Any questions regarding the application of the Code of Ethics should consult with their immediate supervisor or Human Resources.

For more information regarding Code of Ethics (1.2.1), view the full Policy at policies.eku.edu.

XVIII. NEPOTISM AND AMOROUS RELATIONSHIPS

Employment situations that constitute nepotism are prohibited. The University's complete Policy on Nepotism and Amorous Relationships (8.3.2) can be found at policies.eku.edu.

XIX. FISCAL MISCONDUCT

Employees are obligated to use University resources for their intended purpose, and in compliance with the law, regulation, and policy. Employees also have a responsibility to promptly

report any suspected fiscal misconduct to the Office of Internal Audit or to the Ethics and Compliance Hotline as required under the University's Reporting Regulation (1.6.1). For more information on Fiscal Misconduct (1.6.3), view the full Regulation at policies.eku.edu.

XX. TRAVEL REQUIREMENTS AND PROCEDURES

The University has established requirements and procedures for making travel arrangements and reporting and approving expenses incurred while traveling which apply to all approved business travel regardless of funding source. Travel associated with state and federal grants and contracts may also be governed by state and federal regulations and colleges and departments may choose to develop and implement more restrictive travel procedures. When traveling on official approved business, employees are expected to comply with all University policies and requirements.

For more information on Travel Requirements and Procedures (6.1.3), view the full Regulation at policies.eku.edu.

XXI. PROCUREMENT AND PURCHASING

Financial encumbrances against University funds must be based upon University procurement and expenditure procedures and other University guidelines. Obligations incurred by any University employee contrary to these purchasing guidelines become personal obligations of the employee. For more information, visit purchasing.eku.edu.

XXII. UNLAWFUL DISCRIMINATION AND HARASSMENT

Eastern Kentucky University adheres to all federal and state civil rights laws banning discrimination in public educational institutions. The University does not discriminate on the basis of race, color, religious belief, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, disability, medical condition, veteran status, genetic information, age, or any other characteristic protected by federal, state or local law in its programs and activities. This prohibition applies to all University programs or activities, including but not limited to admission and employment. The University's Policy on Discrimination and Harassment (1.4.1) sets forth information regarding processes related to allegations of harassment and/or discrimination based on those factors. This Policy also prohibits aiding or inciting another person or persons to violate this Policy.

For more information regarding the University's Policy on Discrimination and Harassment (1.4.1), please see the full Policy at policies.eku.edu.

XXIII. SEXUAL MISCONDUCT

Eastern Kentucky University will not tolerate Sexual Misconduct as defined by the Policy on Discrimination and Harassment. Sexual misconduct includes sexual harassment (Title IX and non-Title IX), sexual assault, dating violence, domestic violence, non-consensual sexual contact (sexual assault), sexual exploitation, and stalking. Sexual misconduct can occur when the claimant and the alleged perpetrator are members of the same sex. The Commonwealth of Kentucky defines various violent and/or non-consensual sexual acts as crimes in KRS 510. The University may take

action whether criminal charges are filed or not filed and the University's Procedures are substantively different from those used in the criminal justice system.

For more information regarding the University's Policy on Discrimination and Harassment (1.4.1), including Sexual Misconduct, please see the full Policy at policies.eku.edu.

XXIV. REPORTING DISCRIMINATION AND HARASSMENT

Any person may report a violation or alleged violation of the Policy on Discrimination and Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute prohibited conduct), in person, by mail, by telephone, or by electronic mail or online portal, using the contact information listed below for the OEO and/or Title IX Coordinator, or by any other means that results in the OEO and/or Title IX Coordinator receiving the person's verbal or written report.

Office of Equal Opportunity & Title IX
521 Lancaster Avenue
Jones Building, Suite 416 (859) 622-8020
equity.eku.edu

Reports should be made to the Title IX Coordinator and/or the Office of Equal Opportunity & Title IX (OEO) promptly, but there is no time limitation on the filing of complaints or reports with the University. All reports are acted upon in a timely manner and every effort is made, to the extent permitted by law, to maintain privacy. Reports of Discrimination on the part of the Title IX Coordinator or the Director of the Office of Equal Opportunity & Title IX should be reported to the University President.

Alleged violations of the Policy on Discrimination and Harassment may also be made to:

Equal Employment Opportunity Commission (EEOC)
Louisville Area Office
600 Dr. Martin Luther King, Jr. Place, Suite 268
Louisville, KY 40202
Phone: (800) 669-4000
Web: eeoc.gov/contact

Office for Civil Rights (OCR)
Philadelphia Office
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Phone: (215) 656-8541
Email: OCR.Philadelphia@ed.gov
Web: <http://www.ed.gov/ocr>

Kentucky Commission on Human Rights
332 West Broadway, 14th Floor
Louisville, KY 40202
Phone: (800) 292-5566
Email: kchr.mail@ky.gov
Web: <http://www.kchr.ky.gov>

The following University employees are deemed to be Mandatory Reporters by the Policy on Discrimination and Harassment:

- Members of President's Cabinet
- Deans
- Coaches and Coaching Staff
- Department Chairs
- Employees in the Office of University Counsel
- Employees in the Office on Human Resources
- Academic Advisors
- Supervisors, including anyone with a Coordinator, Director/Assistant Director, or Vice President title
- Resident Advisors, graduate Residence Hall Coordinators, and Residence Hall Coordinators

Failure to report allegations of misconduct may result in disciplinary action up to and including termination.

Confidential Reporting: Some employees, such as university-employed counselors, are permitted to maintain confidentiality of reports. Persons who would like details of an incident involving sexual misconduct to be kept confidential may seek assistance through the Employee Assistance Program (wellness.eku.edu) or any off-campus local rape crisis counselor, any off-campus mental health provider, domestic violence resources, campus local or state assistance agencies, or members of the clergy who will maintain confidentiality. Confidentiality may not be honored in cases of an immediate threat of danger or abuse of a minor.

For more information regarding procedure for reporting and investigation, as well as consequences for violations, please consult the Policy on Discrimination and Harassment (1.4.1), found at policies.eku.edu.

XXV. REPORTING OTHER VIOLATIONS OF LAW, POLICY, AND/OR REGULATION

The University is committed to ensuring compliance with federal and state laws, and University policies and regulations (Laws and Policies). The Reporting Policy provides a mechanism to report and inquire regarding possible non-compliance with Laws and Policies. For more information on University Reporting (1.6.1), view the full Regulation at policies.eku.edu.

XXVI. ACCIDENTS/INJURIES REPORTING

The University is committed to maintaining a safe working environment that is free of hazardous conditions for all employees. While on duty, employees must perform work and otherwise demonstrate conduct consistent with safety rules and regulations. All injuries should be reported to the University Claims Office as soon as they occur. If the injury requires immediate medical attention, seek that first! To report a work-related injury, use the Online Injury/Illness Reporting Tool or call the University Claims Office at (859) 622-5523. Please report within 24 hours of the injury. Employees injured on the job may be eligible for the University's Return to Work program. For complete details on the program, view the full Return to Work Regulation (8.3.9) at policies.eku.edu.

Information about Workers' Compensation is available at workerscomp.eku.edu.

XXVII. DEADLY WEAPONS AND DANGEROUS MATERIALS/INSTRUMENTS ON CAMPUS

Eastern Kentucky University prohibits deadly weapons and dangerous materials/instruments of any type, concealed or otherwise, on University property. Only those specifically authorized by law or the University by virtue of the demands of their position may be in possession of a deadly weapon on campus. Any person authorized to possess a deadly weapon on campus must comply with all state laws regarding possession of deadly weapons on campus.

All violations of this Regulation may be subject to all appropriate administrative and legal action. Employees may be subject to discipline up to and including termination of employment.

For more information, view the University's full Regulation on Deadly Weapons and Dangerous Materials/Instruments on Campus (9.3.2) at policies.eku.edu.

XXVIII. VIOLENCE IN THE WORKPLACE

Eastern Kentucky University, in an attempt to maintain a violence-free workplace, has adopted a zero-tolerance policy toward workplace violence. All employees are responsible for helping to maintain a violence-free workplace. To that end, each employee is required to govern themselves accordingly and report acts or threats of violence they may receive. Each act or threat of violence will be investigated, and appropriate action will be taken. Any such act or threat by an employee may lead to discipline, up to and including termination of employment.

XXIX. DRUG FREE WORKPLACE

Eastern Kentucky University is a Drug Free Workplace. In order to comply with the Federal Drug-Free Workplace Act of 1988 (41 USC 701, et seq.) each employee is notified that, as a condition of employment, they must abide by the University's Drug Free Workplace Regulation and notify EKU of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to do so may result in disciplinary action up to, and including termination. The University specifically prohibits the abuse of, consumption of, unauthorized use of, and/or being under the influence of drugs while on University property and/or while on the job. Employees who use prescription drug(s) should contact Human

Resources to discuss reasonable accommodations if such prescription drug use could impair their ability to perform their job.

When it is reasonably believed by supervisory personnel that an employee is impaired while on the job, the employee may be removed from the workplace until the employee is no longer under the influence and during the time an investigation is underway. In such circumstances, the supervisor will arrange to have the employee transported home. The employee may also be required to undergo drug or alcohol testing. This could occur both at the time the employee is suspected of being under the influence and/or before the employee is allowed to return to work as evidence the employee is no longer under the influence.

EKU Regulation also prohibits violation of local, state, and/or federal law while working and/or on University property.

Individuals convicted of, for example, Driving under the Influence (DUI) will be ineligible to operate any University-owned vehicles under the University's Motor Vehicle Use Regulation (9.4.1), which can be found at policies.eku.edu.

Violations of the Drug Free Workplace Regulation will subject the employee to disciplinary action, up to suspension and termination of employment. The complete Drug Free Workplace Regulation (8.3.7) can be found at policies.eku.edu.

XXX. ALCOHOL ON UNIVERSITY PROPERTY

The possession and/or consumption of alcoholic beverages on University property is subject to Kentucky statute and University regulations. Alcoholic beverages may be served and consumed at official University functions and approved non-University functions in accordance with the University's Policy concerning Service, Sale and Consumption of Alcoholic Beverages (9.1.1). Per the Employee Conduct Regulation (8.3.3), however, alcohol use, or the influence thereof, or the unauthorized use or consumption of, while on the job or while on University property, except as otherwise noted in Policy 9.1.1 or as part of official University business, is considered gross misconduct and grounds for immediate dismissal. Under no circumstance may anyone under the age of 21 be served or provided alcoholic beverages.

For information on the Service, Sale, and Consumption of Alcoholic Beverages (9.1.1) Policy and the University's Regulation on Employee Conduct (8.3.3), visit: policies.eku.edu.

XXXI. TOBACCO-FREE CAMPUS

EKU supports initiatives designed to foster a healthy campus climate for EKU faculty, staff, students, volunteers, vendors, patrons, customers, guests, visitors, and contractors ("Persons"). The Tobacco-Free Campus Regulation is designed to support health initiatives for EKU and its extended regional campuses by designating all EKU owned, rented, and leased property as tobacco-free, including surrounding exterior spaces and recreational areas.

For more information, view the full Tobacco-Free Campus Regulation (9.2.1) at policies.eku.edu.

PART IV

EMPLOYEE BENEFITS

I. GENERAL BENEFITS INFORMATION

EKU offers a variety of benefit programs to eligible employees as part of their employment and compensation package. Eligible employees may participate in the University benefit plans, subject to the eligibility criteria set forth in the plan documents that govern those plans. For complete details on each employee benefit, please refer to the Employee Benefits Guide located at hr.eku.edu. Please contact Human Resources at (859) 622-5094 or human.resources@eku.edu for more information.

II. RETIREMENT PLAN OPTIONS

Regular full-time (benefited) employees are required to enroll in the University retirement program. The employee's position determines the retirement plan in which the employee is required to participate. Please refer to the current Employee Benefits Guide which is given at the time of orientation and is also available at hr.eku.edu.

III. INSURANCE

The University provides insurance programs, including those mandated by state and federal regulations, for eligible employees including the following:

- **Social Security:** All employees are required to participate in the Social Security program. Deductions will be made from each employee's paycheck and an amount required by the Federal Insurance Contributions Act (FICA) contributed by the University. The amounts deducted or contributed are subject to change consistent with revisions to the Social Security laws.
- **Workers' Compensation:** The University provides worker's compensation coverage that provides benefits to employees who experience injury or illness related to their University employment. Employees are eligible for coverage from their first day of employment. Employees must report any injury or illness, regardless of how minor, to management immediately.
- **Unemployment Insurance:** Eligible employees who separate from employment with the University may be entitled to Unemployment Insurance benefits in accordance with the Federal and State Unemployment guidelines.
- **Group Insurance (Health, Dental, Vision, Disability, Life):** The University currently offers to eligible employees a number of insurance programs such as health, dental, vision, disability, and life insurance. The eligibility requirements, benefits, and the extent to which the University contributes to these programs are set forth in the documents describing these arrangements. The employee wellness program is designed to improve employee health through education, intervention and encouragement of healthy lifestyles.

General questions or comments concerning insurance benefits should be directed to Human Resources. The types of insurance coverage and benefits offered by the University to eligible employees and the terms and conditions of available coverage are subject to change at any time by the insurer or by the University; or may change due to a change in applicable law.

IV. EMPLOYEE TUITION WAIVER PROGRAM

Full-time benefited employees are eligible to participate in the employee tuition waiver program. The tuition waiver benefit may be transferred to the spouse/sponsored dependent/or eligible dependent children for academic courses taken at EKU. The faculty/staff tuition waiver form must be submitted to the EKU Human Resources Office prior to the drop/add deadline for each semester. Tuition waiver program applicants using the waiver for undergraduate programs, will also be required to complete the Free Application for Federal Student Aid (FAFSA) to receive the tuition waiver benefit. Tuition waivers for graduate level courses are a taxable benefit under IRS regulations when they exceed \$5,250 per calendar year. The tuition waiver for undergraduate courses is not taxable for employees or their dependents. Employees pursuing an associate's, bachelor's, or a graduate degree at another post-secondary institution may be eligible to apply for the Eastern Kentucky University Tuition Reimbursement Program. For more information, reference the Human Resources website at hr.eku.edu.

V. TRANSFERRED EMPLOYEE BENEFITS

If and when an employee transfers from one benefits-eligible position to another benefits-eligible position, the employee will retain all benefits without interruption. If the job transfer is from a non-benefited position into a benefited position, the employee will become eligible for benefits according to the same guidelines used for new employees. If the job transfer is from benefited to non-benefited, then benefits cease as of the effective date.

VI. STAFF PROFESSIONAL DEVELOPMENT FUND

The Staff Professional Development Fund was established by the University to award matching funds to departments in support of the development of knowledge, skills and abilities of staff employees. Regular full-time staff or part-time fully benefited staff, except for those paid through grant funds, who have successfully completed the orientation period for their current position are eligible to apply for funds annually for qualifying professional development opportunities. Eligible activities must support University and departmental strategic plans, as well as individual goals/performance plans. Applications will be accepted on an ongoing basis and must be submitted prior to the event. For more information, please refer to the full Staff Professional Development Fund Regulation (8.2.12) at policies.eku.edu.

VII. PAID HOLIDAYS AND PAID EKU DAYS

A. Recognized Paid Holidays

EKU recognizes certain holidays by the closing of all departments and offices except where service is essential. All employees who have a work assignment of at least 24 hours per week receive Holiday pay based upon the number of hours their position is classified to work on a daily basis (from four (4) to eight (8)). Employees are granted Holidays as set forth in the

schedule below. This schedule may be altered by the President of the University to meet operational demands. Some work units or individual employees may be required to work during holiday periods.

Independence Day	One day
Labor Day	One day
Fall Break	Two days
Thanksgiving	Two days
Between Fall/Spring Semester Break	Seven days
Martin Luther King Day	One day
Memorial Day	One day
Juneteenth	One day
Floating Holiday	One day

The Floating Holiday must be scheduled in advance with the supervisor and must be used during the fiscal year (July 1 – June 30) and shall not rollover or accumulate from year to year.

Work units providing “essential services” or that have “designated” employees will have a written plan for providing these services, including which employees have been designated as an Essential Employee as determined by University Vice Presidents. The written plan will also include those positions that are required and how such Essential Employees will be notified to report to work on the holiday or ECU day. Work units will retain these plans on file with their division head.

Essential, non-exempt employees who work on a Holiday will be paid at a rate of two times (double) their regular hourly rate for the Holiday hours worked. The remaining hours of the holiday not worked will be paid as Holiday pay with no additional time off at a later date and should be recorded in the holiday pay line on web time entry. Essential, exempt employees who work on a Holiday will be permitted to take comparable time off on a later date prior to the end of the fiscal year, and to be approved by their supervisor.

The maximum hours allowed to work is twelve hours in any twenty-four-hour period, unless an exception is approved, with no equivalent time off at a later date. The total Holidays available and/or worked during the between fall/spring semester break cannot exceed the number approved by the President.

B. Recognized Paid ECU Days

From time-to-time the President may grant additional hours or days off. These additional hours or days are considered “ECU Days” and are not part of the normal published Holiday schedule. The following days are currently recognized as permanent paid ECU Days:

Wednesday before Thanksgiving	One day
Winter Break	Three days
Spring Break	Five days

Additional days may be identified as ECU Days at the discretion of University leadership. Supervisors may adjust work schedules based on departmental need, which may include not participating in an ECU Day. Employees required to work on ECU Days will be paid at their regular rate of pay but are allowed to take equivalent time off prior to the end of the fiscal year. ECU Days cannot be accrued or carried over into the next fiscal year.

C. Eligibility for Paid Holidays and Paid ECU Days

In order to be eligible for Holiday pay or to participate in paid ECU Days, an employee must be full-time or part-time benefits eligible and must be on "Pay Status," the last scheduled working day before the Holiday or ECU Day, and the first scheduled working day following the Holiday or ECU Day. "Pay Status" includes actually working, as well as authorized sick pay, vacation pay, FMLA or extended medical leave, or receiving workers' compensation benefits. If an employee is not present for both the last working day before the Holiday or ECU Day and first working day after a Holiday or ECU Day, they will not receive Holiday pay or the ECU Day.

D. Deviations

Any deviation from these protocols, including in relation to external funding (i.e., grants), must be approved in writing by Human Resources and the appropriate Vice President.

VIII. EMPLOYEE LEAVE

Eastern Kentucky University provides leave to eligible employees, depending on the leave type and as set forth in Regulation 8.2.2, as follows:

- **Bereavement Leave**
- **Court Leave**
- **Election Days**
- **Family Medical Leave**
- **Military Leave**
- **Paid Parental Leave**
- **Sick Leave**
- **Spousal/Sponsored Dependent Sick Leave Sharing**
- **Vacation Leave**

For more information, view the full Employee Leave Regulation (8.2.2) at policies.eku.edu.

IX. SICK LEAVE BANK

The purpose of the Sick Leave Bank is to provide the means for all eligible University employees to have access to extended sick leave in the event they are personally subject to a Qualifying Medical Event and face a hardship due to inadequate accumulated leave time. It is not intended to encourage or reward the abuse or inappropriate use of sick leave. The Sick Leave Bank Committee will make the approval or disapproval of sick leave awards for illness or injury from the Sick Leave Bank.

For more information, view the full Sick Leave Bank Regulation (8.2.9) at policies.eku.edu.

X. DISABILITY STATEMENT

Employees with disabilities may not be discriminated against in any area of employment pursuant to the Americans with Disabilities Act (ADA). Any employee who believes they require a reasonable accommodation with respect to their employment should contact the Office Human Resources (859) 622-5094. The University's Reasonable Accommodation Policy and Appeals Procedure can be found at policies.eku.edu.

XI. BREAK AND MEAL PERIODS

EKU provides employees with a paid break period of ten (10) minutes during each four (4) hours of work. EKU also provides a reasonable meal period between the third and fifth hour of the work shift, unless an exception is approved. During meal periods, employees are to be free from all work of any type. A meal period is unpaid and does not count as hours worked.

XII. BREAKS FOR NURSING MOTHERS

Employees who are nursing will be provided with reasonable breaks to nurse or pump as frequently as needed for as long as the child is nursing. The University will provide a place for the break, other than a bathroom, that is shielded from view and free from intrusion. Employees should contact Human Resources for a full list of nursing locations. Employees will not be retaliated against for exercising their rights under the Kentucky Pregnant Workers Act.

XIII. EMPLOYEE ASSISTANCE

Employees seeking assistance in dealing with the use of alcohol or a controlled substance can receive free, confidential assistance through the Employee Assistance Program. Information on this program can be found at wellness.eku.edu.

Information on tobacco cessation classes can be found at wellness.eku.edu. Participants in the tobacco cessation program will receive free Nicotine Replacement Therapy.

XIV. EMPLOYEE GRIEVANCE POLICIES AND PROCEDURES

A. Faculty Grievances

A faculty member who alleges that violations of University policies and/or procedures, breaches of academic freedom, or unfair, inequitable, arbitrary, or capricious treatment has occurred, the employee may engage the formal Faculty Grievance process. Certain categories of complaints are explicitly excluded, and all means of informal conflict resolution should be exhausted before the process is initiated. For more information, view the full Faculty Grievances Regulation (4.7.4) at policies.eku.edu.

B. Staff Grievances

When any Staff Member thinks or feels that there is a condition of their employment that is unjust, inequitable, or causes a hindrance to effective operation, or creates a problem, the Staff Grievance Policies and Procedures is applicable. Certain categories of complaints are excluded.

For more information, view the full Staff Grievance Policies and Procedures (8.3.1) at policies.eku.edu.

XV. GOVERNANCE

A. Faculty Senate

The Faculty Senate, as the delegate assembly of the Faculty-at-Large, will serve as a channel of communication between the Faculty-at-Large and the University Administration. The Senate will provide a forum for the President and Faculty to discuss matters affecting the welfare of the University, and foster opportunities for faculty involvement.

B. Staff Council

Staff Council will foster communication and serve as a communication conduit between staff and the President, provide recommendations on matters pertaining to staff, and promote the welfare of all staff through professional development and formal recognition while serving the Mission of the University.

XVI. EMERITUS STATUS

A. FACULTY EMERITUS

The title of Faculty Emeritus was established to honor and recognize faculty members who have made significant contributions to the University Community, as well as the academic community at large. This designation is conferred in accordance with the eligibility criteria and nomination process detailed in the Faculty Emeritus Regulation, 4.7.8. For more information view the full Regulation at policies.eku.edu.

B. STAFF EMERITUS

The title of Staff Emeritus was developed to honor and recognize an eligible member of the University's staff for considerable meritorious service to Eastern Kentucky University. Staff Emeritus rank is afforded to staff members upon retirement who have provided distinguished service to Eastern Kentucky University and have met the eligibility criteria. For more information, view the full Staff Emeritus Regulation (8.2.11) at policies.eku.edu.

PART V

SEPARATION FROM EMPLOYMENT

I. GENERAL INFORMATION

Separation from University employment can be “voluntary,” through resignation, retirement, or job abandonment, or “involuntary,” through dismissal or position elimination.

Employees leaving employment will be paid through their last physical day worked and receive payment for accrued but unused annual leave (vacation time) as of the date of separation, contingent upon Policy as of that date as well as submission of all appropriate timesheets or annual leave reports. Employees leaving are not entitled to receive payment for accrued but unused sick leave or floating holiday time.

Separation from Employment procedures can be reviewed at hr.eku.edu.

II. VOLUNTARY SEPARATION

A. Retirement

Benefited employees who have at least five years of service and who have reached the required respective age may retire from Eastern Kentucky University with retirement privileges. In order to process timely transaction of the employee’s final pay and benefits changes, the employee must notify Human Resources in writing at least sixty days in advance of their pending retirement.

B. Resignation

Those persons who voluntarily resign their employment with the University, for whatever reason, give up all rights of employment. These rights include seniority, reinstatement, grievance procedures, and any other benefits or privileges of University employees. Those employees who voluntarily resign will be eligible, if they so desire, to withdraw the contributions that they made to their Retirement System.

1. Notice (Staff)

In the event an employee voluntarily leaves employment, certain procedures and courtesies should be observed. To leave in “good standing,” non-exempt employees should give two weeks and exempt employees should give one-month advance notice in writing. All resignations must be presented to the supervisor in writing with a copy to the Human Resources Office. Employees must leave in “good standing” to be eligible for future employment with the University. Once an employee has given notice, the University reserves the right to institute an earlier last day of employment than the date stated by the employee. Employees leaving their current position at ECU for another position internal to the University should refer to the “Transferred Staff” section elsewhere in this Handbook for additional information pertaining to notice periods.

2. Rescinding a Resignation

In the event that the employee wishes to rescind their voluntary resignation, the employee must notify the Human Resources Office. After an employee submits their resignation, the employee's wishes to rescind may be granted only with the approval of the Department Head and the Chief Human Resources Officer.

C. Abandonment of Position

Any employee who does not report to work for three consecutive working days without notifying the supervisor of extenuating circumstances shall be considered as having abandoned their position. The employee shall be treated the same as an employee who voluntarily resigns without notice. Employees who abandon their position are not eligible for rehire.

III. INVOLUNTARY SEPARATION

A. Faculty Dismissal

Eastern Kentucky University abides by KRS 164.360 regarding the dismissal of tenured faculty. The process for such dismissal is outlined in the University's Dismissal of Faculty Policy, 4.6.16. Non-tenured faculty are classified as at-will employees and the Dismissal of Faculty Policy does not apply to them. The Policy also does not apply in instances when the Non-Discrimination and Harassment Policy is implicated. For more information, view the full Dismissal of Faculty Policy (4.6.16) at policies.eku.edu.

B. Staff Dismissal

Staff dismissal can, for example, occur due to any violation of the University Policies or be the result of an unsatisfactory improvement of job performance. Depending upon the severity of the offense, dismissal may be immediate.

C. Grant-Funded Positions

Externally-funded or grant-funded positions are always contingent upon funding from the granting agency/authority. Employees can be terminated at any time, with or without cause and with or without notice, should funding no longer exist for the position.

IV. POST-SEPARATION RIGHTS AND RESPONSIBILITIES

A. Access to Technology Resources

Supervisors are responsible for maintaining the currency of access rights within their units and notifying IT of changes as a result of job change or transfer. When an employee leaves the university for any reason, IT will be notified and access to ECU technology resources will be terminated. After IT receives notification regarding an employee's departure, IT immediately disables the email account.

B. Return of University Property

University property may be issued to an employee in cases where the property is required for fulfilling job responsibilities. It is the employee's responsibility to secure and maintain all

University property in their charge, including but not limited to keys, tools, equipment, computers, uniforms, books and periodicals, identification cards, parking access cards, credit cards, and vehicles. Upon termination of employment, such property must be immediately returned in good condition. All university-owned computing equipment should be returned to the main IT Service Desk within 1 week of the employee's last date of work or be charged for the system. Computer passwords must be revealed to the appropriate person and/or supervisor upon request prior to leaving the campus.

Failure to return University property may be construed as theft and appropriate legal action may be taken if the property is not returned on demand. In addition, all financial matters and/or indebtedness to the University, including outstanding parking tickets, must be settled.

C. Receipt of Final Paycheck

Once all documentation is on file in the Human Resources Office, the employee's final check may be released when it is available, which will normally be on the employee's next regular scheduled payday following the separation. The paycheck will be deposited electronically to the employee's designated account(s).

D. Re-employment

Employees who end employment in good standing and did not retire may be re-employed in the same type of work or in another job for which they are qualified through the normal selection and employment process. Upon re-employment, an individual will serve an initial orientation period of employment.

PART VI

ADMINISTRATIVE MATTERS

I. POLICY ON POLICIES AND REGULATIONS

The Board of Regents has full policy-making authority and has delegated to the President the authority to approve regulations. The policy and regulation development process is overseen by the Office of University Counsel, and policies and regulations are drafted, revised, vetted, approved, and disseminated according to the process outlined in the Policy on Policies and Regulations (1.1.1), in consultation with key stakeholders from the University community.

II. INFORMATION MANAGEMENT

A. Signage, Bulletin Boards, and Posting Places

Bulletin boards and posting places around the University must fit into at least one of five Informational Categories. For more information about the permitted number of postings, their size limitations, and other requirements prior to posting signage on campus, view the full Signage, Bulletin Boards and Posting Places Policy (11.1.1) at policies.eku.edu.

B. Campus Mail

The University operates a central mailroom for incoming and outgoing United States Postal Service mail and intra-campus mail.

All mail to and from units located outside the Jones, Coates, and Student Services Buildings is delivered and picked up by mail service workers twice daily. Intra-campus mail must be restricted to mail between faculty, student organizations, or other official University business. The delivery of the mail or material of any third party or organization through the mail system is a violation of postal regulations.

Department offices and the extended campuses provide mailboxes or other methods of distribution of mail to part-time instructors. Part-time instructors should regularly check for important notices, announcements, or other communications.

C. Media Relations, Trademarks, and Branding

Communications and Brand Management (CBM) designs and coordinates production and placement of marketing materials, informational announcements, and public service announcements. The Division of Human Resources coordinates the placement of job vacancy notices.

1. *Media Relations*

The Division of Communications and Brand Management coordinates institutional media relations and the preparation and dissemination of news and official University announcements. Working with members of the University community, the staff prepares materials that inform the various publics and promote institutional initiatives while accurately

reflecting programs and services. If you receive a request to speak to the media, please loop in the ECU Public Relations team at media@ecu.edu or 859-582-9260.

2. *Trademark Licensing Program*

Eastern Kentucky University's Trademark Licensing Program is designed to protect the University's good name and other identifying marks, contribute to a positive institutional image and generate new revenues. CBM, in cooperation with the University's licensing agent, Collegiate Licensing Company administers the program and has responsibility and sole authority to manage use of the University's trademarks, including all associated abbreviations, nicknames, slogans, symbols and other marks in accordance with federal and state statutes.

3. *Institutional Branding*

Developed to align with ECU's strategic plan, the ECU Brand Guide is designed to promote ECU's reputation for excellence and opportunity in knowledge, innovation, and transformation. Employee communications should follow the guidelines and principles posted in the ECU Brand Guide to convey a consistent and compelling story about ECU in every interaction, conversation, and piece of communication we create about the University.

III. UTILITY DISRUPTIONS (PLAN OF ACTION)

Following is the sequence of calls that Facility Services will initiate if there is a disruption of utilities.

1. Facility Services will notify: Vice Presidents' Offices, Public Safety, and Building Supervisors. (Emergency phone numbers should be on file in the Office of the Director of Facilities Services.) The President's Office should see to an immediate web posting.
2. Vice Presidents should notify: Directors/Deans/Chairs who shall notify faculty. (Deans will work out emergency contact numbers with Chairs if disruptions occur in the evenings and on weekends. Any special projects, such as on-going research in chemical labs will work directly with Facility Services.)

Public Safety should place signs on doors of all affected buildings.

The Registration Center will continue to notify Public Safety and Facility Services of all Saturday and Sunday classes. These locations should have additional notification by Public Safety and Facility Services. An alternative meeting site should be communicated.

Faculty teaching on-line courses will be asked to have a backup plan if they are using on campus computers or meeting with class participants.

IV. EMERGENCY ACTION PLAN

The Emergency Action Plan (EAP) is designed to provide basic information so that the reader can be better prepared in the event of an emergency or critical incident. The EAP recognizes that each

incident is unique and constantly evolving, and every emergency situation cannot be covered, but the Plan provides resource materials so that employees can make informed decisions should they ever encounter an emergency situation and need to take action to ensure the safety of themselves and others. To ensure your safety, the EAP recommends employees follow the basic steps detailed below:

- Fires/Fire Alarms - Evacuate the building immediately and do not return until authorized by emergency responders. Always know at least two evacuation routes in case the primary evacuation route is blocked. Do not use elevators.
- Severe Weather - Go to the interior of the lowest level of the structure away from windows, doors, and exterior walls. Remain there until the severe weather has passed.
- Medical Emergencies - Check to ensure you are safe, check the victim, call 911 for assistance, and render aid as necessary and appropriate to your training.
- Crime and Violent Behavior - Protect yourself as best you can and contact police as quickly as possible.
- Hostile Intruder - Includes a physically aggressive person, hostage taker, or an active shooter. Stay as calm as possible, avoid drastic actions that could escalate the situation, and do what is necessary to protect yourself. This could include running away, hiding, playing along, playing incapacitated, or fighting (if absolutely necessary).
- Bomb Threats - Leave the threatened area immediately and notify responders of any suspicious items you notice. Be aware of the potential for a second threat in the evacuation area.
- Hazardous Material Release or Spills - Evacuate the spill area immediately and attempt to secure the area. Attempt to isolate those who have been exposed. Call 911 immediately and provide as much information about the incident as possible.
- Seasonal or Pandemic Flu - To avoid spreading germs, always cover your coughs and sneezes. Wash hands or use sanitizer regularly. If you are sick, do not come to work or class. Get a yearly flu vaccination.

V. FACILITIES MAINTENANCE

The Department of Structural Services is comprised of four maintenance shops, each of which are responsible for the day-to-day routine maintenance of all structural components of campus buildings. These components include roofs, walls, wall finishes, floors, floor finishes, doors, door hardware, ceilings, windows, signage, exterior finishes, fencing, concrete, and keys. Please contact the Facilities Services Main Officer at (859) 622-2966 if you need assistance with a structural service.

Please contact Aramark Custodial and Ground Services for all work requests in custodial and grounds services. The Aramark main office number is (859) 622-5069. Facilities Management will be available to coordinate efforts and relay work requests to Aramark. For emergencies after normal working hours, you may call ECU Emergency Maintenance at (859) 622-2966.