

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 19

DATE:

Feb. 15, 2011

RECOMMENDATION

ACTION REQUESTED

Revision of the following Board policies:

- 3.1.1.1 Nature of the Employment Relationship
- 3.1.1.2 Employee Agreements
- 3.1.1.3 Nonbargained-for Dispute Resolution
- 3.1.4 Appointment, Hiring, Transfer and Promotion
- 3.1.6 Reporting of Relationships
- 3.2.1 Compensatory Time
- 3.2.2 Work Week/Work Schedule
- 3.2.3 Holidays
- 3.2.4 Vacation
- 3.3.1 Compensation Administration
- 3.3.2 Performance Management-Staff
- 3.3.3 Financial Responsibility
- 3.4.1 Employee Benefits
- 3.4.2.1 Retirement Eligibility
- 3.4.2.4 Emeritus Staff Status

STAFF SUMMARY

The policies listed above and attached are being updated and revised to reflect current practice, correct terminology, ensure compliance with legal and policy obligations, enhance clarity and avoid redundancy.

FISCAL IMPLICATIONS

There are no fiscal implications.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.


University Executive Officer

2.3.2011
Date

Nature of The Employment Relationship

Effective Date:	10.25.1965	Revision Date:	05.23.1995
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.1.1.1
Policy Name:	Nature of The Employment Relationship		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

It is the desire and expectation of Eastern Michigan University that the employment relationship shall be a pleasant and rewarding experience for employees and the University. Irrespective of any statement contained in the University's policies or in any other document or statement issued by the University or any of its representatives, each employee shall have the right to terminate his or her employment at any time, with or without notice or cause, and the University shall also have the right to terminate employment with or without cause.

The University maintains standards of conduct, work rules, and performance expectations that apply to all nonbargained-for employees. The violation of certain standards may result in immediate suspension or dismissal. By way of example, these include, but are not limited to: fighting, refusing to perform a reasonable work assignment, reporting to work under the influence of alcohol or illegal drugs, any criminal activity, theft or misuse of University funds or property (including computer data and software), unauthorized attempts to access or copy computerized data or software, unlawful photocopying of copyrighted materials, breach of software confidentiality and ownership agreements, falsification of University forms, and documents, gambling and engaging in conduct which threatens the safety of others or other serious misconduct.

In cases where the University deems the situation does not warrant immediate suspension or dismissal, the University may utilize a variety of forms of progressive discipline to address conduct and performance issues. Employees who fail to correct their performance after progressive discipline is imposed may be terminated for cause.

Employees terminated for cause are not eligible to receive severance pay. Cause shall be defined as termination for misconduct or performance reasons as determined by the University in its sole discretion.

All statements in this policy manual and all employment agreements, oral or written, between the University and any employee shall be interpreted consistent with this policy. No employee, agent or representative of the University has the authority to make any agreement or representation, either orally or in writing, which alters, amends or contradicts this policy.

No employee, agent or representative of the University has the authority to enter into an employment agreement on behalf of the University. In accordance with the powers of the Board of Regents, final approval of appointments or removal of personnel rests with the Board. Nonbargained-for employees who are terminated by the University without cause will be provided severance pay (or working notice in lieu of severance pay), subject to the terms and

conditions of the University's procedure on this subject.)

Nonbargained-for employees holding indeterminate tenure who are removed from their administrative position by EMU may be entitled to placement in a faculty position in their department of record consistent with their tenured faculty status.

RESPONSIBILITY FOR IMPLEMENTATION:

The President of the University or his/her designee has the overall responsibility for implementation of this policy. The Chief Human Resources Officer is responsible for the administration and interpretation of this policy.

SCOPE OF POLICY COVERAGE:

This policy covers all nonbargained-for employees of the University including all regular part-time and full-time executive, athletic coaches, administrative professional, administrative hourly and confidential clerical employees of the University.

Employee Agreements

Effective Date:	05.17.1978	Revision Date:	05.23.1995
Chapter Name:	<u>Employment / Affirmative Action</u>	Policy Number:	3.1.1.2
Policy Name:	Employee Agreements		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

The President is authorized to negotiate individual employment agreements of a fixed term with the University's Vice Presidents, Athletic Director, Coaches, and other executive positions reporting directly to the President. In accordance with the powers of the Personnel and Compensation Committee, final approval of appointments or removal of personnel rests with the Board of Regents.

RESPONSIBILITY FOR IMPLEMENTATION:

The President of the University has the sole responsibility for implementation of this policy as it affects the Vice Presidents of the University. The President of the University or his/her designee is responsible for the implementation of the policy as it affects the Athletic Director, Coaches, and other executive positions reporting directly to the President.

SCOPE OF POLICY COVERAGE:

This policy covers all Vice Presidents, Athletic Directors, Coaches, and other executive positions reporting directly to the President.

Authority for Creation or Revision:

Minutes of the Board of Regents, May 1.7, 1.978 para. .1935M. Minutes of the Board of Regents, June 26, 1.985 para. .3135M. Minutes of the Board of Regents, May 23, 1995 para. .4995M.

Nonbargained-for Dispute Resolution

Effective Date:	12.07.1964	Revision Date:	05.23.1995
Chapter Name:	<u>Employment / Affirmative Action</u>	Policy Number:	3.1.1.3
Policy Name:	Nonbargained-for Dispute Resolution		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

Eastern Michigan University recognizes that misunderstandings may sometimes arise in the administration of its human resources policies. It is the purpose of this policy to provide for the establishment of a formal procedure and appeal process for all nonbargained-for employees of the University, including all regular part-time and full-time executive, administrative professional, administrative hourly, athletic coaches, and confidential clerical employees of the University, except for the President. An attitude of cooperation, understanding and problem solving, and an emphasis upon the resolution of disputes at the lowest possible level, is expected to pervade the entire process.

The procedure is available only for individual employment decisions and will not be available for compensation or fringe benefit programs that apply to groups of employees. No matter regarding compensation or fringe benefit programs will be subject to review under this policy.

Such procedure shall provide that if the dispute concerns a disciplinary suspension or discharge of an employee, or a matter in which monetary damages or injunctive relief is sought for illegal discrimination or harassment, under any federal, state or local civil rights statutes, ordinances, rules or regulations, including, but not limited to, the Michigan Elliott-Larsen Civil Rights Act, the Michigan Handicappers' Civil Rights Act, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Age Discrimination in Employment Act, the employee may appeal the matter to final and binding arbitration. Arbitration shall be the employee's exclusive remedy. The decision of the arbitrator or the right to arbitrate under this policy shall be a complete defense to any suit, action, or proceeding instituted in any federal, state, or local court or before any administrative agency with respect to any dispute which is arbitrable under this policy. The decision of the arbitrator, when made in accordance with his or her jurisdiction and authority, shall be final and binding upon the aggrieved employee and the University.

RESPONSIBILITY FOR IMPLEMENTATION:

The President of the University or his/her designee has the overall responsibility for implementation of the policy. The Chief Human Resources Officer for the University and/or Chief Human Resources Officer for Academic Affairs, is responsible for the overall administration and interpretation of this policy.

SCOPE OF POLICY COVERAGE:

This policy covers all nonbargained-for employees of the University including all regular part-

time and full-time executive, administrative professional, administrative hourly, athletic coaches, and confidential clerical employees.

Authority for Creation or Revision:

Professional and Clerical Handbook, May 1, 1969, Page 6.
Minutes of the Board of Regents, December 7, 1964; para. .164.
Minutes of the Board of Regents, May 23, 1995; para. .4995M.

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Appointment, Hiring, Transfer and Promotion

Effective Date:	_____	Revision Date:	_____
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.1.4
Policy Name:	Appointment, Hiring, Transfer and Promotion		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

Following approval for recruitment for vacancies, all regular faculty and staff vacancies are posted by the Human Resources Department to inform current employees of potential transfer and promotion opportunities and to solicit applications from qualified and interested internal applicants. Positions may be simultaneously posted and/or advertised to the outside public, based on need for additional outreach. Temporary positions may be filled directly by departments with qualified individuals without posting, subject to prior review and approval of Human Resources or Academic Human Resources, as appropriate for the type of work to be performed.

All applicants for faculty and staff (regular or temporary) positions must complete the appropriate standard application form and submit the application form and any additional application materials for consideration via the university's online hiring system.

Individuals may be required to take examinations by the Human Resources Department. Such test results will be used to help determine an individual's abilities and qualifications

Deans, department heads, and directors or subordinate designee manager/supervisor recommend faculty and staff appointments for their departments or areas. Human Resources or Academic Human Resources will review and grant "hiring authority (HA)" access/approval privileges via the on-line hiring system, as appropriate for their administrative role.

Positions are created and appointments are made to and paid from the account or project for which work is performed. Appointments of regular staff and faculty employees can only be made to positions properly authorized and as indicated in the University's official position control system.

The Board of Regents is the official employing authority for all University personnel.

A new employee in a regular position can begin work, as a probationary employee, following approval of the appointment by the appropriate Hiring Authority and Human Resources/Academic Human Resources. Initial hiring appointments for all regular staff and faculty employees are not considered final until approved by the Board of Regents.

Subsequent to initial hire current employees may indicate their desire to transfer or promote to other job opportunities within the University through proper application as job postings occur. Promotion can take place, only as openings occur in the ranks and will be based on merit qualifications of the employee, and the requirements of the position.

Promotion may also occur for staff employees as a result of reclassification, due to changes in job responsibilities over time that significantly increase the level and scope of duties being regularly performed. All reclassification actions (promotion, title change, re-assignment, etc) will be recommended by the hiring manager/director, require support of the division Vice President and review/approval of Human Resources.

Any falsification in the application or failure to mention any requested information may constitute grounds for rejection of the application and/or immediate dismissal.

Supplemental employment policies and procedures may be maintained by the Human Resources Department.

RESPONSIBILITY FOR IMPLEMENTATION:

The University President or his/her designee(s) has overall responsibility for implementation and administration of this policy and for establishing and/or revising related procedures or recommending related policy revisions, as necessary, to assure compliance and consistency with this policy.

SCOPE OF POLICY COVERAGE:

This policy covers all employees of the University.
Collective bargaining agreements, where applicable, detail how this policy will be administered for those covered employees.

Reporting of Relationships

Effective Date:	06.19.1974	Revision Date:	06.17.2003
Chapter Name:	<u>Employment / Affirmative Action</u>	Policy Number:	3.1.6
Policy Name:	Reporting of Relationships		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT

The following policy shall govern married, additional eligible adult, or consanguineous (parent, offspring, or sibling) persons who are appointed to or are already members of the faculty and staff of Eastern Michigan University.

Marriage or consanguinity to an Eastern Michigan University employee or employee involvement in an additional eligible adult relationship shall be considered neither a qualification nor a disqualification for employment at Eastern Michigan University.

University personnel, who are employed in the same instructional department, office, or administrative unit of the University with a member or members of their family (husband, wife, offspring, or sibling) or with an additional eligible adult, shall not participate in recommendations or decisions of direct concern to a member or members of their family or their additional eligible adult. As used herein, "of direct concern" includes, but is not limited to, such matters as appointment, retention, tenure, dismissal, salary, promotion, leave of absence, evaluation, and sabbatical leave.

The dean, director, or manager/supervisor, together with the Chief Financial Officer, shall have the authority and responsibility to ensure that no member of a family or additional eligible adult has an unchecked or un-reviewed responsibility for any matters relating to University audits, financial records, payroll, or inventory of goods and supplies of another member of the family or of the employee's additional eligible adult. The Chief Financial Officer may issue rules to be published in the University's Procedures Manual in carrying out this responsibility.

Information regarding Additional Eligible Adult can be found at the following website; <http://www.emich.edu/hr/benefits/benefitfaqs.html> or by contacting the Benefits Office.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Human Resources Officer for the University Chief Human Resources Officer for Academic Affairs, and division/department executives have the primary responsibility for implementing and enforcing this policy. Further, it is the individual responsibility of each University employee to disclose relationships that may violate this policy.

SCOPE OF POLICY COVERAGE

The policy covers all University Employees.

Authority for Creation or Revision:

Minutes of the Board of Regents: June 19, 1974, para. .1384M. December 6, 1989, para. .4134M. June 17, 2003, para. .6132M.
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Compensatory Time

Effective Date:	05.18.1966	Revision Date:	12.01.1992
Chapter Name:	<u>Employment / Affirmative Action</u>	Policy Number:	3.2.1
Policy Name:	Compensatory Time		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

It is the policy of Eastern Michigan University, to grant compensatory time for staff employees in lieu of overtime pay in accordance with limiting provisions of the Fair Labor Standards Act and specific employee collective bargaining agreements. This applies only when there is agreement between the employee and their manager to substitute compensatory time for overtime payment.

Non-exempt classified employees accrue compensatory time at a rate of one and one-half hours (premium rate) for all actual overtime hours worked. **Exempt** classified employees are ineligible for compensatory time.

UNIVERSITY PRACTICE :

University practices for implementing this policy include:

1. Work hours for which compensatory time is granted must be authorized in advance and must fall within the applicable job classification/responsibility.
2. Earned compensatory time may only be carried over upon transfer or promotion to a different position and/or employee group with permission of the hiring authority in the receiving department.
3. Hiring authorities are obligated to minimize carry-over of accrued hours from one hiring authority to another by granting earned time off prior to transfer or promotion.
4. Requests for use should be made at least two weeks before the date desired and may be approved subject to department scheduling and operational needs.
5. For purposes of computing overtime pay: compensatory time, paid holidays, paid sick days, paid personal days, or paid vacation days shall be considered as time worked.

Applicable to Non-Exempt Classified Employees Only:

6. While it is expected that compensatory time balances will be regularly expended, should a balance remain at the time of termination, it will be paid off at the employee's then-current rate of pay.
7. Accumulated compensatory time balances shall not exceed 80 hours unless otherwise indicated by collective bargaining agreement, or unless specifically authorized in writing by the division/department executive. In no event may compensatory time balances exceed 160 hours. Hours earned beyond the 160-hour limit must be paid at the

appropriate overtime rate.

RESPONSIBILITY FOR IMPLEMENTATION:

The Chief Human Resources Officer is responsible for the overall implementation, administration, and interpretation of compensatory time policies.

The Chief Financial Officer, through delegation to the Payroll Office, is responsible for implementation and maintenance of necessary central record keeping systems to monitor and control compensatory time accumulations within policy limitations.

Division/department executives and supervisory personnel are responsible for approving compensatory time in lieu of overtime pay within policy limitations, and reporting earned hours and usage through the regular payroll system.

SCOPE OF POLICY COVERAGE:

This policy has University-wide application for all regular employees to the extent that it is not limited by a collective bargaining agreement.

Additional regulation on this subject may be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:
Minutes of the Board of Regents, May 16, 1966; para. .385M. Minutes of the Board of Regents, December 1, 1992; para. .4628M.

Work Week / Work Schedule

Effective Date:	05.16.1966	Revision Date:	12.01.1992
Chapter Name:	<u>Employment / Affirmative Action</u>	Policy Number:	3.2.2
Policy Name:	Work Week / Work Schedule		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

All regular full-time staff/employees of the University are normally scheduled to work a minimum of 40 hours per week. This is not to be construed as a guarantee of work. Whenever practicable, the 40-hour work week is established on the basis of eight hours per day, five days per week; however, it is recognized that since the University operates seven days a week, the work week may vary.

The University may also employ individuals at less than full-time status (i.e. part-time). All regular part-time staff employees are normally scheduled to work less than 40 hours per week.

For payroll purposes and determination of overtime hours worked, the work week is considered to start at 12:00 a.m. each Sunday, and end at 11:59 p.m. the following Saturday.

UNIVERSITY PRACTICE:

Work week schedules are determined by the hiring authority in accordance with state and federal law, University policy, and applicable collective bargaining agreements.

The Payroll Office, acting under the authority of the Chief Financial Officer, determines the most appropriate method for recording time worked. The Payroll office also maintains the historical record of time worked at the University.

RESPONSIBILITY FOR IMPLEMENTATION:

Each divisional/departmental executive is responsible for establishing and communicating work schedules to employees within their respective division. The Chief Human Resources Officer is responsible for policy interpretation, administration, and periodic review of work schedules.

SCOPE OF POLICY COVERAGE :

This policy applies to all regular employees of the University to the extent that it is not limited by collective bargaining agreements.

Additional regulation on this subject may be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:

Minutes of the Board of Regents, May 16, 1966; para. .385.
Minutes of the Board of Regents, December 1, 1992; para. .4629M.

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Holidays

Effective Date:	01.04.1965	Revision Date:	02.25.1987
Chapter Name:	<u>Employment / Affirmative Action</u>	Policy Number:	3.2.3
Policy Name:	Holidays		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

All employees, except temporary employees and employee consultants, will receive the following holidays, or an equivalent day off: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, and Good Friday. All employees, except temporary employees and employee consultants, will also receive the following days off, either the day before or after Thanksgiving, Christmas, and New Year's Day, as designated by the University. Employees will be advised each year of the designated days. In addition to the above holidays, the regularly scheduled workdays between the Christmas and New Year's holidays are designated as Christmas/New Year Seasonal Days.

Non-exempt employees scheduled to work on a designated holiday will receive time and one-half for all hours worked on that day, or may, at the discretion of the University, be given compensatory time off.

Any employee who is required to work on a Christmas/New Year Seasonal Day as designated above will be paid for time worked at the employee's regular hourly straight time plus shift premium, if applicable. In addition, for each one (1) hour worked by any employee, the University shall add one (1) hour to the employee's vacation accrual.

For each Christmas/New Year Seasonal Day any employee not scheduled or otherwise required by the Employer to work shall receive his or her regular hourly rate of pay, exclusive of shift premium, for the number of hours the employee would be regularly scheduled to work (not to exceed eight (8) hours) on the day on which the Christmas/New Year Seasonal Day is observed, provided the employee meets the following eligibility requirements:

1. The employee must work the last scheduled workday before and the next scheduled workday after the day of the observance of the Christmas/New Year Seasonal Day, unless the employee's absence has been previously approved by the employee's supervisor or, in cases where approval is not sought and obtained in advance from the supervisor, is caused by any employee having been hospitalized due to accident, injury, or other such similar and verifiable situations of extreme personal circumstance.

Exception: The University employee who retires at the end of the year will not be required to report to work the first work day following New Year's Day for the Holidays accumulated through December 31.

2. The employee must be on the active payroll for the week in which the Christmas/New Year Seasonal Day is observed.

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 4, 1965; para. .4.05.1.71.M.
Minutes of the Board of Regents, September 17, 1980; para. .2298M.
Minutes of the Board of Regents, February 25, 1987; para. .3437M.

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Vacation

Effective Date:	02.25.1987	Revision Date:	
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.2.4
Policy Name:	Vacation		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

Vacation pay is based on an employee's months of continuous service and shall accrue in accordance with the following schedule:

Bargained-For Employee Groups

Vacation pay is allotted per guidelines in each employee group's collective bargaining agreement. Bargained for employees should reference their collective bargaining agreements for detailed information.

Non-Bargained for Employee Groups

Administrative Professional (AP), Athletic Coaches (AC), and Administrative Hourly (AH) Staff

AP, AC, and AH staff accrue 20 days (160 hours) of vacation per year. Maximum carry over from one fiscal year to the next is limited at 160 hours.

Confidential Clerical (CC) Staff

CC employees vacation accrual is based on years of service.

Year 1: 12 days of vacation pay

Years 2-8: 15 days of vacation pay

Years 9-11: 18 days of vacation pay

Year 12+: 20 days of vacation pay.

Part-time employees shall accumulate prorated vacation time based on the number of hours regularly worked.

If an employee is terminated prior to completing 12 months of continuous service, he or she shall automatically forfeit all accrued rights to a vacation with pay. Such an employee however, may be permitted to use his or her accrued credits prior to completion of 12 months of continuous service. In such cases, he or she shall sign a form provided by the Employer stating that if his or her employment shall be terminated prior to the completion of 12 months of continuous service, he or she shall reimburse the

Employer for vacation pay received and shall authorize the Employer to deduct that amount of money from his or her final pay check. If an employee is terminated after having completed 12 months of continuous service, he or she shall be entitled to receive all vacation rights accrued to the date of his or her termination.

The vacation pay of an employee (including regular part-time employees) will be based on the number of hours (excluding any hours for which overtime is paid) he or she regularly works and will be computed on the basis of the rate of pay he or she is earning, excluding any shift premiums, at the time he or she takes his or her vacation.

Vacation days accumulated will be paid to the employee at termination. The vacation days are not to be used to extend the employment termination date.

All vacation must have the approval of the employee's supervisor. The vacation period shall commence on July 1 of each year and end on the following June 30 of each year. Any vacation rights accrued as of June 30 of each year must be taken during the immediately following vacation period and any employee who fails to take his/her vacation within that period shall forfeit all rights to such vacation time with the following exception:

If an employee is unable to take his/her vacation during the appropriate vacation period because the Employer's work needs prevent it, he or she shall be allowed to carry over such accrued vacation into the next vacation period, with the written approval of Human Resources and the appropriate division executive. Any such carry over vacation time must be taken within the first ninety (90) days of the next fiscal year. The Chief Financial Officer shall be informed of all vacation carry over requests.

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:
Minutes of the Board of Regents, February 25, 1987; para. .3437M.

Compensation Administration

Effective Date:	4.11.66	Revision Date:	
Chapter Name:	<u>Employment / Affirmative Action</u>	Policy Number:	3.3.1
Policy Name:	Compensation Administration		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

The Administration is authorized to provide a fiscally responsible and market competitive total compensation package that enables the University to attract and retain highly skilled and talented employees for all positions. A competitive total compensation package includes an effective salary administration program and a comprehensive benefits plan.

In addition, it is intended that the total compensation program design and related administrative procedures will consider and support the University Mission, Values, Philosophy and Guiding Principles (<http://www.emich.edu/policies/chapter1/1-3.html>); the Equal Employment / Affirmative Action policy of the University (<http://www.emich.edu/policies/chapter3/3-1-2.html>); as well as comply with applicable state and federal rules, laws and regulations dealing with wage, salary, and/or benefit programs.

RESPONSIBILITY FOR IMPLEMENTATION:

The University President or his/her designee(s) has overall responsibility for implementation and administration of this policy and for establishing and/or revising related procedures or recommending related policy revisions, as necessary, to assure compliance and consistency with this policy.

SCOPE OF POLICY COVERAGE:

This policy covers all employees of the University.

Collective bargaining agreements, where applicable, detail how this policy will be administered for those covered employees.

Authority for Creation or Revision:

Minutes of the Board of Regents, April 11, 1966; para. .370M.

Performance Management-Staff

Effective Date:	_____	Revision Date:	
Chapter Name:	<u>Employment / Affirmative Action</u>	Policy Number:	3.3.2
Policy Name:	Performance Management-Staff		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

Supervisors of staff personnel are required to make annual performance management evaluations of the work of each employee under their supervision. These evaluation meetings and documentation will be used to enhance communication between the Supervisor and Employee to clarify job responsibilities, goals and/or objectives and how well they are being met; provide discussion and/or coaching on personal and professional development options for their current position and/or other career opportunities; facilitate an understanding of the university's expectation and goal for continuous quality/service improvement; and to establish work plans, objectives, goals and/or performance improvement expectations for the next period. Employees on probation or a performance improvement plan receive additional evaluation. Performance management evaluations must be presented and discussed with the employee prior to submitting a completed evaluation to Human Resources, with confirmation by signature or other electronic verification process, as appropriate. The employee may choose to agree or disagree with the supervisor's evaluation and provide comment, as desired. Should an employee refuse to sign, Supervisors may simply note such on the document and forward to Human Resources as complete.

All performance management evaluations that indicate performance is unacceptable by whatever scale/criteria that is being used by that particular program, must have follow up by the supervisor with a documented Performance Improvement Plan (PIP).

Completed performance management documents will be maintained in Human Resources and be considered part of the employee's official personnel file.

Additional regulations on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

RESPONSIBILITY FOR IMPLEMENTATION:

The University President or his/her designee(s) has overall responsibility for implementation and administration of this policy and for establishing and/or revising related procedures or recommending related policy revisions, as necessary, to assure compliance and consistency with this policy. The Human Resources Office is responsible for coordinating established program notification and distribution requirements to employees and supervisors, as appropriate. Supervisors are responsible for conducting and documenting annual evaluations in accordance with policy and program administrative procedures.

SCOPE OF POLICY COVERAGE:

This policy covers all employees of the University.

Collective bargaining agreements, where applicable, detail how this policy will be administered for those covered employees.

Authority for Creation or Revision:

Minutes of the Board of Regents, Month XX, 2010; para. .xxxxM.

Financial Responsibility

Effective Date:	01.04.1965	Revision Date:	
Chapter Name:	<u>Employment / Affirmative Action</u>	Policy Number:	3.3.3
Policy Name:	Financial Responsibility		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

Employees are expected to manage their personal financial affairs in a manner which prevents involving Eastern Michigan University in legal proceeding and unnecessary expense through garnishments, tax levies and other collection devices.

Although the circumstances will be considered on an individual basis, three or more garnishments, tax levies or combination of same are considered cause for termination of employment.

The receipt of three or more garnishments may be considered as sufficient cause for termination of employment with the provision that each case will be considered individually.

Authority for Creation or Revision:

Minutes of the Board of Regents, Month XX, 2010; para. .xxxxM.
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Employee Benefits

Effective Date:		Revision Date:	
Chapter Name:	<u>HUMAN RESOURCES</u>	Policy Number:	3.4.1
Policy Name:	Employee Benefits		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

Eastern Michigan University is committed to providing comprehensive and affordable benefits to all faculty and staff that meet eligibility requirements.

This section of the policy manual is an overview of general benefits the University may provide for its employees without mandate from any governmental agency. HR provides specific details of each plan in formal benefit plan documents. Benefits may vary for each employee group.

- Health Insurance
- Dental Insurance
- Life Insurance and Accidental Death and Dismemberment Insurance
- Short Term Disability Insurance
- Long Term Disability Insurance
- Business Travel Accident Insurance
- Retirement
- Paid Vacation
- Paid Sick Leave
- Paid Holidays
- Tuition Waiver
- Tax Deferred Annuities
- Flexible Spending – Medical and Dependent Care

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:
Minutes of the Board of Regents, Month XX, 2010; para. .xxxxM.

Retirement Eligibility

Effective Date: 01.16.1980

Revision Date: 09.23.1987

Chapter Name: Employment / Affirmative Action

Policy Number: 3.4.2.1

Policy Name: Retirement Eligibility

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

Eligibility for retirement from the University is based a combination of age and years of service (YOS). The calculation is determined based on upon an employee's classification:

The following is a list of benefits currently offered by the University for employees who retire from the University. The University requires employee contributions towards the cost of some or all of these benefits. For a detailed description of these benefits, including the cost to you, please see <http://www.emich.edu/hr/benefits/index.html>.

	EMU Benefit Eligibility	Health Care with TIAA-CREF Retirement Plan	Dental with TIAA-CREF Retirement Plan	Life Insurance	Emeritu s Status	Eligible for Medi-Gap after age 65 with TIAA-CREF
E-Class						
AC	Age 50 w/10 YOS	Offered to age 65	Offered for life	\$7000	15 YOS	Yes
AH	Age 50 w/10 YOS	Offered to age 65	Offered for life	\$7000	15 YOS	Yes
AP	Age 50 w/10 YOS	Offered to age 65	Offered for life	\$7000	15 YOS	Yes
CC	Age 50 w/10 YOS	Offered to age 65	Offered for life	\$7000	15 YOS	Yes
CP	Age 50 w/10 YOS	COBRA	COBRA	\$4000	15 YOS	No
CS	Age 50 w/10 YOS	COBRA	COBRA	\$7000	15 YOS	No
FA	Age 55 w/15 YOS or Age 60 w/10 YOS	Offered to age 65	Offered for life	\$7000	15 YOS	Yes
FM	Age 50 w/10 YOS	COBRA	COBRA	\$7000	15 YOS	No
PS	Age 50 w/10 YOS	COBRA	COBRA	\$7000	15 YOS	No
PT	Age 50 w/10 YOS	Offered to age 65	Offered to age 65	\$7000	15 YOS	No

There is no compulsory retirement age for any employee group. Retirement from Eastern Michigan University affects only the benefits listed above. It does not impact the amount of or your ability to withdraw your retirement annuity from either MPERS or TIAA-CREF, which is determined by the terms of the plan. For information regarding the TIAA-CREF and MPERS retirement plans contact the benefits office at 734-487-3196.

Limitations

Eastern Michigan University in its sole discretion may modify, amend, or terminate the benefits provided with respect to any individual receiving benefits, including active employees, retirees, and their dependents, subject to collective bargaining obligations. Although the university has elected to provide these benefits, no individual has a vested right to any of the benefits provided. Nothing in these materials gives any individual the right to continued benefits beyond the time the university modifies, amends, or terminates the benefit. Anyone seeking or accepting any of the benefits provided will be deemed to have accepted the terms of the benefits programs and the university's right to modify, amend or terminate them.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 16, 1980; para. .2181M.
Minutes of the Board of Regents, September 23, 1987; para. .3556M.

Emeritus Staff Status

Effective Date:	01.20.1998	Revision Date:	11.30.2004
Chapter Name:	<u>Employment / Affirmative Action</u>	Policy Number:	3.4.2.4
Policy Name:	Emeritus Staff Status		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT

Retiring staff members shall be eligible for emeritus staff status.

UNIVERSITY PRACTICE

Upon the recommendation of the University's President and the approval of the Board of Regents, a retiring staff member who has served the University for at least fifteen (15) years, shall be granted emeritus staff status. The privileges granted to emeritus staff shall be set forth in the University's procedure manual.

RESPONSIBILITY FOR IMPLEMENTATION

The President of the University or his/her designee has the overall responsibility for implementation of this policy. The Chief Human Resources Officer is responsible for the administration of this policy.

SCOPE OF POLICY COVERAGE:

All staff members of the University.

Authority for Creation or Revision:

Minutes of the Board of Regents: January 20, 1998, para. .5325M. November 30, 2004, para. .6345M.

Policies, Rules and Regulations

Chapter 3.1.1.1

Nature Of The Employment relationship

UNIVERSITY POLICY STATEMENT:

It is the desire and expectation of Eastern Michigan University that the employment relationship shall be a pleasant and rewarding experience for employees and the University. Irrespective of any statement contained in the University's policies or in any other document or statement issued by the University or any of its representatives, each employee shall have the right to terminate his or her employment at any time, with or without notice or cause, and the University shall also have the right to terminate employment with or without cause. ~~have the same right.~~

The University maintains standards of conduct, work rules, and performance expectations that apply to all nonbargained-for employees. The violation of certain standards may result in immediate suspension or dismissal. By way of example, these include, but are not limited to: fighting, refusing to perform a reasonable work assignment, reporting to work under the influence of alcohol or illegal drugs, any criminal activity, theft or misuse of University funds or property (including computer data and software), unauthorized attempts to access or copy computerized data or software, unlawful photocopying of copyrighted materials, breach of software confidentiality and ownership agreements, falsification of University forms, and documents, gambling and engaging in conduct which threatens the safety of others or other serious misconduct.

In cases where the University deems the situation does not warrant immediate suspension or dismissal, the University may utilize a variety of forms of progressive discipline to address conduct and performance issues. Employees who fail to correct their performance address these issues after progressive discipline is imposed may be terminated for cause.

Employees terminated for cause are not eligible to receive notice or severance pay. Cause shall be defined as termination for misconduct or performance reasons as determined by the University in its sole discretion.

All statements in this policy manual and all employment agreements, oral or written, between the University and any employee shall be interpreted consistent with this policy. No employee, agent or representative of the University has the authority to make any agreement or representation, either orally or in writing, which alters, amends or contradicts this policy. No employee, agent or representative of the University has the authority to enter into an

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employment agreement on behalf of the University. In accordance with the powers of the

~~13~~~~Board~~Board of Regents, final approval of appointments or removal of personnel rests with the Board.

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Nonbargained-for employees who are terminated by the University without cause will be

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provided severance pay (or working notice in lieu of severance pay), subject to the terms and conditions of the

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University's procedure on this subject.)

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Nonbargained-for employees holding indeterminate tenure who are removed from their administrative position by EMU may be entitled to placement in a faculty position in their department of record consistent with their tenured faculty status.

RESPONSIBILITY FOR IMPLEMENTATION:

The President of the University or his/her designee has the overall responsibility for implementation of this policy. The ~~Executive Director of Human Resources~~Chief Human Resources Officer is responsible for the administration and interpretation of this policy.

SCOPE OF POLICY COVERAGE:

This policy covers all nonbargained-for employees of the University including all regular part-

time and full-time executive, athletic coaches, administrative professional, human resources

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~~assistants, administrative assistants-administrative hourly~~ and confidential clerical employees of

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the University.

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Employee Agreements

Effective Date:	05.17.1978	Revision Date:	05.23.1995
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.1.1.2
Policy Name:	Employee Agreements		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

The President is authorized to negotiate individual employment agreements of a fixed term with the University's Vice Presidents, ~~and Athletic Director~~, Coaches, ~~and all other executive positions reporting directly to the President.~~deemed appropriate by the Board of Regents. ~~The maximum term of such agreements shall be three (3) years.~~ In accordance with the powers of the ~~Personnel and Compensation Committee~~Board of Regents, final approval of appointments or removal of personnel rests with the Board of Regents.

RESPONSIBILITY FOR IMPLEMENTATION:

The President of the University has the sole responsibility for implementation of this policy as it ~~ea~~ffects the Vice Presidents of the University. The President of the University or his/her designee is responsible for the implementation of the policy as it ~~ea~~ffects the Athletic ~~Director~~, Coaches, ~~and all other executive positions reporting directly to the President.~~deemed appropriate by the Board of Regents. ~~of the University.~~

SCOPE OF POLICY COVERAGE:

This policy covers all Vice Presidents, ~~and Athletic Directors~~, Coaches, ~~and all other executive postions positions reporting directly to the President.~~deemed appropriate by the Board of Regents. ~~of the University.~~

Authority for Creation or Revision:

Minutes of the Board of Regents, May 1.7, 1.978 para. .1935M.
Minutes of the Board of Regents, June 26, 1.985 para. .3135M.
Minutes of the Board of Regents, May 23, 1995 para. .4995M.

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Nonbargained-for ~~Grievance~~ Dispute Resolution

Effective Date:	12.07.1964	Revision Date:	05.23.1995
Chapter Name:	<u>Employment / Affirmative Action</u>	Policy Number:	3.1.1.3
Policy Name:	Nonbargained-for Grievance		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

Eastern Michigan University recognizes that misunderstandings may sometimes arise in the administration of its ~~personnel~~ human resources policies. It is the purpose of this policy to provide for the establishment of a formal procedure and appeal process for all nonbargained-for employees of the University, including all regular part-time and full-time executive, administrative professional, ~~administrative hourly~~, athletic coaches, and confidential clerical employees of the University, except for the President. An attitude of cooperation, understanding and problem solving, and an emphasis upon the resolution of ~~grievances-disputes~~ at the lowest possible level, is expected to pervade the entire ~~grievance~~ process.

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The procedure is available only for individual employment decisions and will not be available for compensation or fringe benefit programs that apply to groups of employees. No matter regarding compensation or fringe benefit programs will be subject to review under this policy.

Such procedure shall provide that if the ~~grievance-dispute~~ concerns a disciplinary suspension or discharge of an employee, or a matter in which monetary damages or injunctive relief is sought for illegal discrimination or harassment, under any federal, state or local civil rights statutes, ordinances, rules or regulations, including, but not limited to, the Michigan Elliott-Larsen Civil Rights Act, the Michigan Handicappers' Civil Rights Act, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Age Discrimination in Employment Act, the employee may appeal the matter to final and binding arbitration. Arbitration shall be the employee's exclusive remedy. The decision of the arbitrator or the right to arbitrate under this policy shall be a complete defense to any suit, action, or proceeding instituted in any federal, state, or local court *or* before any administrative agency with respect to any dispute which is arbitrable under this policy. The decision of the arbitrator, when made in accordance with his or her jurisdiction and authority, shall be final and binding upon the aggrieved employee and the University.

RESPONSIBILITY FOR IMPLEMENTATION:

The President of the University or his/her designee has the overall responsibility for implementation of the policy. The ~~Executive Director of~~ Chief Human Resources Officer for the University and/or ~~the Assistant Vice President, Chief Human Resources Officer for Academic Affairs~~ Personnel and Contract Administration, is responsible for the overall administration and interpretation of this policy.

SCOPE OF POLICY COVERAGE: This policy covers all nonbargained-for employees of the University including all regular part-time and full-time executive, administrative ~~professional~~ professional, administrative hourly, athletic coaches, and confidential clerical employees.

Authority for Creation or Revision:

Professional and Clerical Handbook, May 1, 1969, Page 6.
Minutes of the Board of Regents, December 7, 1964; para. .164.
Minute:s of the Board of Regents, May 23, 1995; para. .4995M.

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Appointment, and Hiring, Transfer and Promotion

Effective Date:	10.25.1965	Revision Date:	
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.1.4
Policy Name:	Appointment and Hiring		

A PDF version of this policy is available via [this link](#).

Following approval for recruitment for vacancies, all regular faculty and staff vacancies are posted and advertised by the ~~Personnel (Human Resources)~~ **Human Resources** Department to inform current employees of potential transfer and promotion opportunities and to solicit applications from qualified and interested internal applicants. Positions may ~~also~~ be simultaneously posted and/or advertised to the outside public, based on need for additional outreach. Temporary positions may be filled directly by departments with qualified individuals without posting, subject to prior review and approval of Human Resources or Academic Human Resources, as appropriate for the type of work to be performed.

All applicants for faculty and staff ~~(regular or temporary)~~ positions must complete the appropriate standard application form and submit the application ~~form form and any additional application materials for consideration via the university's online hiring system, to the Personnel Department which shall route the application to the appropriate department and/or screening committee.~~

Individuals may be required to take examinations by the Human Resources Department. Such test results will be used to help determine an individual's abilities and qualifications

Deans, department heads, and directors or subordinate designee manager/supervisor recommend faculty and staff appointments for their departments or areas. Human Resources or Academic Human Resources will review and grant "hiring authority (HA)" access/approval privileges via the on-line hiring system, as appropriate for their administrative role.

Positions are created and appointments are made to and paid from the account or project for which work is performed. Appointments of regular staff and faculty employees can only be made to positions properly authorized and as indicated in the University's official position control system.

The Board of Regents is the official employing authority for all University personnel.

A new employee in a ~~non-academic regular~~ position can begin work, as a **temporary-probationary** employee, following approval of the appointment by the appropriate ~~vice-president~~ **Hiring Authority** and Human Resources/Academic Human Resources. Initial hiring appointments for all regular staff and faculty employees are not considered final until and subject to the approval by approved by the Board of Regents.

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Subsequent to initial hire current employees may indicate their desire to transfer or promote to other job opportunities within the University through proper application as job postings occur. **Subject to the understanding that the best qualified person is desired for any vacancy and recognizing the University commitment to affirmative action, it is the general policy of Eastern Michigan University to promote employees within the ranks whenever it is possible and reasonable to do so, and whenever the evaluation of an employee's work indicates that he or she is qualified and competent to do so.**

Promotion can take place, ~~of course~~, only as openings occur in the ranks and will, ~~in general~~, be based on merit qualifications of the employee, ~~and~~ the requirements of the position, ~~and seniority if all other factors are equal.~~

Promotion may also occur for staff employees as a result of reclassification, due to changes in job responsibilities over time that significantly increase the level and scope of duties being regularly performed. All reclassification actions (promotion, title change, re-assignment, etc) will be recommended by the hiring manager/director, require support of the division Vice President and review/approval of Human Resources.

Any falsification in the application or failure to mention any requested information ~~may~~ constitutes grounds for rejection ~~of the application and/or~~ immediate dismissal.

Supplemental employment policies and procedures ~~shall be included in a Personnel Manual which shall~~ ~~may~~ be maintained by the ~~Personnel~~ Human Resources Department.

RESPONSIBILITY FOR IMPLEMENTATION:

The University President or his/her designee(s) has overall responsibility for implementation and administration of this policy and for establishing and/or revising related procedures or recommending related policy revisions, as necessary, to assure compliance and consistency with this policy.

SCOPE OF POLICY COVERAGE:

This policy covers all employees of the University.

Collective bargaining agreements, where applicable, detail how this policy will be administered for those covered employees.

Reporting of Relationships

Effective Date:	06.19.1974	Revision Date:	06.17.2003
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.1.6
Policy Name:	Reporting of Relationships		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT

The following policy shall govern married, ~~domestic partners~~ additional eligible adult, or consanguineous (parent, offspring, or sibling) persons ~~and persons involved in domestic partner relationships~~ who are appointed to or are already members of the faculty and staff of Eastern Michigan University.

Marriage or consanguinity to an Eastern Michigan University employee or employee involvement in an ~~domestic partner~~ additional eligible adult relationship shall be considered neither a qualification nor a disqualification for employment at Eastern Michigan University.

University personnel, who are employed in the same instructional department, office, or administrative unit of the University with a member or members of their family (husband, wife, offspring, or sibling) or with an ~~domestic partner~~ additional eligible adult, shall not participate in recommendations or decisions of direct concern to a member or members of their family or their ~~domestic partner~~ additional eligible adult. As used herein, "of direct concern" includes, but is not limited to, such matters as appointment, retention, tenure, dismissal, salary, promotion, leave of absence, evaluation, and sabbatical leave.

The ~~dean, director, or account manager/supervisor, together with the Chief Financial Officer~~ dean, director, or account executive, together with the vice president for business and finance, shall have the authority and responsibility to ensure that no member of a family or ~~domestic partner~~ additional eligible adult has an unchecked or un-reviewed responsibility for any matters relating to University audits, financial records, payroll, or inventory of goods and supplies of another member of the family or of the employee's ~~domestic partner~~ additional eligible adult. The ~~Chief Financial Officer~~ vice president for business and finance may issue rules to be published in the University's Procedures Manual in carrying out this responsibility.

Information regarding Additional Eligible Adult can be found at the following website: <http://www.emich.edu/hr/benefits/benefitfaq.html> or by contacting the Benefits Office.

RESPONSIBILITY FOR IMPLEMENTATION

The ~~Chief Human Resources Officer for the University, Assistant Vice President, Academic Personnel and Contract Administration Executive Director of Human Resources, Assistant Vice President~~ Chief Human Resources Officer for Academic Affairs, and University Supervisors division/department executives have the as primary responsibility for implementing and enforcing this policy. Further, it is the individual responsibility of each University employee to disclose relationships that may violate this policy.

SCOPE OF POLICY COVERAGE

The policy covers all University Employees.

Authority for Creation or Revision:

Minutes of the Board of Regents: June 19, 1974, para. .1384M. December 6, 1989, para. .4134M. June 17, 2003, para. .6132M.
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Compensatory Time

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Effective Date: 05.18.1966 Revision Date: 12.01.1992

Chapter Name: [Employment / Affirmative Action](#) Policy Number: 3.2.1

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Policy Name: Compensatory Time

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A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

It is the policy of Eastern Michigan University, ~~at its discretion~~, to grant compensatory time for staff employees in lieu of overtime pay in accordance with limiting provisions of the Fair Labor Standards Act and specific employee collective bargaining agreements. This applies only when there is agreement between the employee and their manager to substitute compensatory time for overtime payment.

Non-exempt classified employees accrue compensatory time at a rate of one and one-half hours (premium rate) for all actual overtime hours worked. **Exempt** classified employees are ineligible for compensatory time ~~e.e., except as may be specified in collective bargaining agreements. Exempt employees who are eligible for compensatory time accrual under the terms of a collective bargaining agreement shall be credited compensatory time at a rate of one hour (straight time) for all actual overtime hours worked.~~

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UNIVERSITY PRACTICE :

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University practices for implementing this policy include:

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Applicable to Non-Exempt Classified Employees Only:

6. While it is expected that compensatory time balances will be regularly expended, should a balance remain at the time of termination, it will be paid off at the employee's then-current rate of pay.
7. Accumulated compensatory time balances shall not exceed 80 hours unless otherwise indicated by collective bargaining agreement, or unless specifically authorized in writing by the ~~divisional~~ division/department executive vice president. In no event may compensatory time balances exceed 160 hours. Hours earned beyond the 160-hour limit must be paid at the appropriate overtime rate.

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~~8. Compensatory time earned during the period of July 1-March 31 must be expended no later than June 30. Compensatory time earned during the period of April 1-June 30 must be expended no later than September 30 of the succeeding fiscal year.~~

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Applicable to Exempt Classified Employees (who are eligible for Compensatory Time accrued under terms of a collective bargaining agreement):

- ~~9. It is expected that compensatory time (1) will be kept to a minimum and, (2) balances will be regularly expended.~~
- ~~10. Accumulated compensatory time balances shall not exceed 80 hours, unless specifically authorized in writing by the divisional vice president. In no event may compensatory time balances exceed 160 hours.~~
- ~~11. Compensatory time earned during the period of July 1-March 31 must be expended no later than June 30. Compensatory time earned during the period of April 1-June 30 must be expended no later than September 30 of the succeeding fiscal year.~~

RESPONSIBILITY FOR IMPLEMENTATION:

The ~~Chief Human Resources Officer~~ Executive Director of Human Resources is responsible for the overall implementation, administration, and interpretation of compensatory time policies.

The ~~Chief Financial Officer~~ Vice President for Business and Finance, through delegation to the Payroll Office, is responsible for implementation and maintenance of necessary central record keeping systems to monitor and control compensatory time accumulations within policy limitations.

~~Division/department executives~~ Department heads/directors and other divisional supervisory personnel are responsible for approving compensatory time in lieu of overtime pay within policy limitations, and reporting earned hours and usage through the regular payroll system.

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SCOPE OF POLICY COVERAGE:

This policy has University-wide application for all regular employees to the extent that it is not limited by a collective bargaining agreement.

Additional regulation on this subject may be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:

Minutes of the Board of Regents, May 16, 1966; para. .385M.
Minutes of the Board of Regents, December 1, 1992; para. .4628M.

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Work Week / Work Schedule

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Effective Date: 05.16.1966 Revision Date: 12.01.1992

Chapter Name: [Employment / Affirmative Action](#) Policy Number: ~~4-1~~3.2.2

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Policy Name: Work Week / Work Schedule

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A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

All regular full-time staff/employees of the University are normally scheduled to work a minimum of 40 hours per week. This is not to be construed as a guarantee of work. Whenever practicable, the 40-hour work week is established on the basis of eight hours per day, five days per week; however, it is recognized that since the University operates seven days a week, the work week may vary.

The University may also employ individuals at less than full-time status (i.e. part-time). All regular part-time staff employees are normally scheduled to work less than 40 hours per week.

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For payroll purposes and determination of overtime hours worked, the work week is considered to start at 12:00~~1~~ a.m. each Sunday, and end at ~~11:59 p.m.~~~~12:00 midnight~~ the following Saturday.

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UNIVERSITY PRACTICE:

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Work week schedules are determined by the hiring authority in accordance with state and federal law, University policy, and applicable collective bargaining agreements.

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The Payroll Office, acting under the authority of the [Chief Financial Officer-Vice President for Business & Finance](#), determines the most appropriate method for recording time worked. The Payroll office also maintains the historical record of time worked at the University.

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RESPONSIBILITY FOR IMPLEMENTATION:

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Each divisional vice president is responsible for establishing and communicating work schedules to employees within their respective division. The [Chief Human Resources Officer Executive Director of Human Resources](#) is responsible for policy interpretation, administration, and periodic review of work schedules.

SCOPE OF POLICY COVERAGE :

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This policy applies to all regular employees of the University to the extent that it is not limited by collective bargaining agreements.

Additional regulation on this subject may be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:

Minutes of the Board of Regents, May 16, 1966; para. .385.
Minutes of the Board of Regents, December 1, 1992; para. .4629M.

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Holidays

Effective Date: 01.04.1965 Revision Date: 02.25.1987

Chapter Name: Employment / Affirmative Action Policy Number: 3.2.3

Policy Name: Holidays

A PDF version of this policy is available via [this link](#).

All ~~employees~~ personnel, except temporary employees and employee consultants, will receive the following holidays, or an equivalent day off: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, and Good Friday. All employees, except temporary employees and employee consultants, will also receive the following days off, either the day before or after Thanksgiving, Christmas, and New Year's Day, as designated by the University. Employees will be advised each year of the designated days. In addition to the above holidays, the regularly scheduled workdays between the Christmas and New Year's holidays are designated as Christmas/New Year Seasonal Days.

~~All personnel, except temporary employees, may take the first working day, either before or after, Thanksgiving, Christmas, and New Year's Day, as designated by the University. Supervisors will be advised each year of the designated days.~~

~~In addition to the above holidays, the regularly scheduled workdays between the Christmas and New Year's holidays are designated as Christmas/New Year Season Days for AP, CS, MF, PT, PO and PS employees. The Holiday schedule will be extended for three (3) additional days through Christmas and New Year's. Non-exempt employees scheduled to work on a designated holiday will receive time and one-half for all hours worked on that day, or may, at the discretion of the University, be given compensatory time off.~~

Any~~Such~~ employee who is required to work on a Christmas/New Year Seasonal Day as designated above will be paid for time worked at the employee's regular hourly straight time plus shift premium, if applicable. In addition, for each one (1) hour worked by any~~such~~ employee, the University shall add one (1) hour to the employee's vacation accrual.

~~For staff who are required to work in order to insure the continuity of the operations of the University during the designated Christmas/New Year Season Days, an equal number of annual leave days will be added to their annual leave accumulation.~~

For each Christmas/New Year Seasonal Day any~~such~~ employee ~~is~~ not scheduled or otherwise required by the Employer to work such~~employee~~ shall receive his or her regular hourly rate of pay, exclusive of shift premium, for the number of hours the employee would be regularly scheduled to work (not to exceed eight (8) hours) on the day on which the Christmas/New Year Seasonal Day is observed, provided the employee meets the following eligibility requirements:

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~~12.1.~~ The employee must work the last scheduled workday before and the next scheduled workday after the day of the observance of the Christmas/New Year Seasonal Day, unless the employee's absence has been previously approved by the employee's ~~manager supervisor Department Head~~ or, in cases where approval is not sought and obtained in advance from the ~~managersupervisor Department Head~~, is caused by ~~anysuch~~ employee having been hospitalized due to accident, injury, or other such similar and verifiable situations of extreme personal circumstance.

~~13.~~ Exception: The University employee who retires at the end of the year will not be required to report to work the first work day following New Year's Day for the Holidays accumulated through December 31.

~~Nonexempt employees scheduled and required to work those holidays designated as paid for the holiday and in addition will receive time and one half for all hours worked on that day, or may, at the direction of the University, be given compensatory time off within the payroll period in which the holiday is celebrated.~~

~~14. Employees retiring at the end of the calendar year shall receive holiday pay for the Christmas Seasonal days through December 31st.~~

~~15.~~ The employee must be on the active payroll for the week in which the Christmas/New Year Seasonal Day is observed.

~~2.~~

~~16.~~ Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 4, 1965; para. .4.05.1.71.M.
Minutes of the Board of Regents, September 17, 1980; para. .2298M.
Minutes of the Board of Regents, February 25, 1987; para. .3437M.

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Vacation

Effective Date:	02.25.1987	Revision Date:	
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.2.4
Policy Name:	Vacation		

A PDF version of this policy is available via [this link](#).

Vacation pay is based on an employee's months of continuous service and shall accrue in accordance with the following schedule:

~~Bargained-For Employee Groups Clerical-Secretarial and Maintenance-Food Service~~

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~~Vacation pay is allotted per guidelines in each employee group's collective bargaining agreement. Bargained for employees should reference their collective bargaining agreements for detailed information.~~

~~3.6923 hours every two week period for the first twelve (12) months of continuous service. (12 days per year).~~

~~4.6154 hours every two week period for the thirteenth (13th) month through the ninety-sixth (96th) month of continuous service. (15 days per year—2nd through 8th year).~~

~~5.5385 hours every two week period for continuous service for the 97th month and for any month of continuous service through the 143rd month of continuous service. (18 days per year—9th through 11th year).~~

~~6.1538 hours every two week period for continuous service for the 144th month and for any month of continuous service thereafter. (20 days per year—12th year and over)~~

~~Non-Bargained for Employee Groups~~

~~Administrative-Professional (AP), Athletic Coaches (AC), and Administrative Hourly (AH) Staff~~

~~Administrative-Professional staff, in pay ranges AP5 and below shall accumulate 4.6154 hours for every two week period of continuous service for the first 24 months of continuous service and 6.1538 hours thereafter.~~

~~Administrative-Professional staff, in pay grades AP6 and above shall accumulate 6.1538 hours for each two week period of continuous service.~~

~~AP, AC, and AH staff accrue 20 days (160 hours) of vacation per year. Maximum carry over from one fiscal year to the next is limited at accumulation of vacation pay is 160 hours.~~

~~Confidential Clerical (CC) Staff~~

CC employees vacation accrual is based on years of service.

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Year 1: 12 days of vacation pay

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Years 2-8: 15 days of vacation pay

Years 9-11: 18 days of vacation pay

Year 12+: 20 days of vacation pay.

Part-time employees shall accumulate prorated vacation time ~~as provided above prorated~~ based on ~~the ratio of~~ the number of hours regularly worked ~~and forty hours~~.

~~For purposes of this section, a two week period of continuous service is deemed to be any two week period in which an employee works or is compensated for (e.g. paid vacation days, paid sick days, paid holidays) more than 50 percent of his or her regularly scheduled work days (based on the University payroll system).~~

If an employee is terminated prior to completing 12 months of continuous service, he or she shall automatically forfeit all accrued rights to a vacation with pay. Such an employee however, may be permitted to use his or her accrued credits prior to completion of 12 months of continuous service. In such cases, he or she shall sign a form provided by the Employer stating that if his or her employment shall be terminated prior to the completion of 12 months of continuous service, he or she shall reimburse the Employer for vacation pay received and shall authorize the Employer to deduct that amount of money from his or her final pay check. If an employee is terminated after having completed 12 months of continuous service, he or she shall be entitled to receive all vacation rights accrued to the date of his or her termination.

The vacation pay of an employee (including regular part-time employees) will be based on the number of hours (excluding any hours for which overtime is paid) he or she regularly works and will be computed on the basis of the rate of pay he or she is earning, excluding any shift premiums, at the time he or she takes his or her vacation.

Vacation days accumulated will be paid to the employee at termination. The vacation days are not to be used to ~~extend~~prolong the employment termination date.

All vacation ~~shall be taken at the convenience of the Employer and~~ must have the approval of the employee's ~~manager supervisor~~supervisor. The vacation period shall commence on July 1 of each year and end on the following June 30 of each year. Any vacation rights accrued as of June 30 of each year must be taken during the immediately following vacation period and any employee who fails to take his/her vacation within that period shall forfeit all rights to such vacation time with the following exception:

If an employee is unable to take his/her vacation during the appropriate vacation period because the Employer's work needs prevent it, he or she shall be allowed to carry over such accrued vacation into the next vacation period, with the written approval of Human Resources and the division executive, the Personnel Department, and such~~Any such carry over vacation time unused vacation time~~ must be taken within the first ninety (90) days of the during the next fiscal year vacation period. The Chief Financial Officer shall be informed of all vacation carry over requests.

~~If it is to the mutual convenience of the Employer and the employee, any employee with more than 12 months of continuous service may take part or all of the vacation time he/she has earned at any time during the year in which it is accruing.~~

~~Vacation schedules shall be set up by the Employer so as to permit the continued operation of all of the Employer's facilities and functions without interference. In the event two or more employees request to take their vacation at the same time and the employer determines that it cannot honor all such requests, the senior employee(s) shall be given preference, provided such senior employee(s) could otherwise be scheduled for vacation in accordance with the above.~~

~~Accrued vacation days will be paid to all employees at the time of termination of active service.~~

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:

Minutes of the Board of Regents, February 25, 1987; para. .3437M.

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Wage and Salary Administration Compensation Administration

Effective Date:	04.11.1966	Revision Date:	
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.3.1
Policy Name:	Wage and Salary Administration Compensation Administration		

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A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT:

The Administration is authorized to provide a fiscally responsible and market competitive total compensation package that enables the University to attract and retain highly skilled and talented employees for all positions. A competitive total compensation package includes an effective salary administration program and a comprehensive benefits plan.

In addition, it is intended that the total compensation program design and related administrative procedures will consider and support the University Mission, Values, Philosophy and Guiding Principles (<http://www.emich.edu/policies/chapter1/1-3.html>); the Equal Employment / Affirmative Action policy of the University (<http://www.emich.edu/policies/chapter3/3-1-2.html>); as well as comply with applicable state and federal rules, laws and regulations dealing with wage, salary, and/or benefit programs.

RESPONSIBILITY FOR IMPLEMENTATION:

The University President or his/her designee(s) has overall responsibility for implementation and administration of this policy and for establishing and/or revising related procedures or recommending related policy revisions, as necessary, to assure compliance and consistency with this policy.

SCOPE OF POLICY COVERAGE:

This policy covers all employees of the University.

Collective bargaining agreements, where applicable, detail how this policy will be administered for those covered employees.

~~Policies of wage and salary administration are applicable to all non-teaching positions of Eastern Michigan University.~~

~~A classification plan provides that a job classification be assigned to each non-teaching position. The classification assigned to each position is determined by the duties of the position, the skills required to perform the duties, and the responsibilities of the position.~~

~~A salary range for each classification establishes for each a minimum and maximum salary. Salary ranges shall be reviewed annually, and may be adjusted to meet changing economic conditions.~~

~~Salary adjustments are dependent upon the availability of funds and may be made, upon approval by the Board of Regents.~~

~~Salary adjustments are based primarily upon the performance of the individual in the position. Other factors also may be given consideration in a recommendation for adjustment, such as length of service and earning an academic degree.~~

~~Academic achievement by itself is not a basis for an increase in salary. It is anticipated that study and earning a degree will prepare individuals to perform better in their positions, and a salary adjustment will be based upon the improved performance rather than upon attaining the degree.~~

~~Wage rates and other terms of wage administration for positions represented by a labor union are stated in the applicable contract which has been negotiated by collective bargaining.~~

Authority for Creation or Revision:

Minutes of the Board of Regents, April 11, 1966; para. .370M.

PromotionPerformance Management-Staff

Effective Date:	10.25.1965	Revision Date:	
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.3.2
Policy Name:	PromotionPerformance Management-Staff		

A PDF version of this policy is available via [this link](#).

Supervisors of staff personnel are required to make annual [performance management evaluations](#) of the work of each employee under their supervision. These [evaluation meetings and documentation](#) will be used to [enhance communication between the Supervisor and Employee to clarify job responsibilities, goals and/or objectives and how well they are being met; provide discussion and/or coaching on personal and professional development options for their current position and/or future other promotioncareer opportunities job possibility](#); facilitate an understanding of the university's expectation and goal for continuous quality/service improvement; and to establish work plans, objectives, goals and/or performance improvement expectations for the next period. ~~as criteria for recommendation for promotion of any employee. (Employees on probation probation or a performance improvement plan receive additional evaluation.)~~ Subject to the understanding that the best qualified person is desired for any vacancy and recognizing the University commitment to affirmative action, it is the general policy of Eastern Michigan University to promote employees within the ranks whenever it is possible and reasonable to do so, and whenever the evaluation of an employee's work indicates that he or she has earned the right to such promotion. Promotion can take place, of course, only as openings occur in the ranks and will, in general, be based on merit qualifications of the employee, the requirements of the position, and seniority.

~~Classification and position changes are made at the beginning of each fiscal yearas necessary. Exceptions to this policyChanges in classification that result in a higher salary are contingent on approval of the Board of Regents, and are considered for personnel who have qualified for higher salary rate or classification due to a change in job specification.~~

~~Individuals may be required to take examinations by the Human Resources OfficeDepartment. Such test results will be used to help determine an individual's abilities and qualifications.~~

~~Progress reports and self-evaluation check lists may be used by supervisory and administrative staff for the purpose of carrying out the procedures outlined above.~~

~~evaluation. Performance management evaluations must be presented and discussed with the employee prior to submitting a completed evaluation to Human Resources, with confirmation by signature or other electronic verification process, as appropriate. The employee may choose to agree or disagree with the supervisor's evaluation and provide comment, as desired. Should an employee's refuse to sign, Supervisors may simply note such on the document and forward to Human Resources as complete.~~

~~All performance management evaluations that indicate performance is unacceptable by whatever scale/criteria that is being used by that particular program, must have follow up by the supervisor with a documented Performance Improvement Plan (PIP).~~

~~Completed performance management documents will be maintained in Human Resources and be considered part of the employee's official personnel file.~~

Additional regulations on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

RESPONSIBILITY FOR IMPLEMENTATION:

The University President or his/her designee(s) has overall responsibility for implementation and administration of this policy and for establishing and/or revising related procedures or recommending related policy revisions, as necessary, to assure compliance and consistency with this policy. The Human Resources Office is responsible for coordinating established program notification and distribution requirements to employees and supervisors, as appropriate. Supervisors are responsible for conducting and documenting annual evaluations in accordance with policy and program administrative procedures.

SCOPE OF POLICY COVERAGE:

This policy covers all employees of the University.
Collective bargaining agreements, where applicable, detail how this policy will be administered for those covered employees.

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Financial Responsibility

Effective Date:	01.04.1965	Revision Date:	
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.3.3
Policy Name:	Financial Responsibility		

A PDF version of this policy is available via [this link](#).

Employees are expected to manage their personal financial affairs in a manner which prevents involving Eastern Michigan University in legal proceeding and unnecessary expense through garnishments, tax levies and other collection devices.

Although the circumstances will be considered on an individual basis, three or more garnishments, tax levies or combination of same are considered cause for termination of employment.

The receipt of three or more garnishments may be considered as sufficient cause for termination of employment with the provision that each case will be considered individually. ~~The administrative procedures will be as follows:~~

~~*First Garnishment:* A conference with the personnel director a representative from Human Resources at which time the employee will be told of its seriousness. Financial counseling will be recommended.~~

~~*Second Garnishment:* The action of the first garnishment will be repeated and inquiry made as to the employee's intention of debt consolidation.~~

~~*Third Garnishment:* If the employee has taken steps toward eliminating the problem, he or she may be given further consideration. If the employee has not taken steps to eliminate the problem, the employee may be given a two weeks notice of termination of employment.~~

Employee Benefits

Effective Date:	xx.xx.20xx	Revision Date:	
Chapter Name:	HUMAN RESOURCES	Policy Number:	3.x.x.x
Policy Name:	Benefits		

A PDF version of this policy is available via [this link](#).

Eastern Michigan University is committed to providing comprehensive and affordable benefits to all faculty and staff that meet eligibility requirements.

This section of the policy manual is an overview of general benefits the University may provide for its employees without mandate from any governmental agency. HR provides specific details of each plan in formal benefit plan documents. Benefits may vary for each employee group.

- Health Insurance
- Dental Insurance
- Life Insurance and Accidental Death and Dismemberment Insurance
- Short Term Disability Insurance
- Long Term Disability Insurance
- Business Travel Accident Insurance
- Retirement
- Paid Vacation
- Paid Sick Leave
- Paid Holidays
- Tuition Waiver
- Tax Deferred Annuities
- Flexible Spending – Medical and Dependent Care

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision:
Minutes of the Board of Regents, Month XX, 2010; para. .xxxxM.

Hospitalization—Medical Coverage

Effective Date:	07.16.1969	Revision Date:	01.16.1980
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.4.1.1
Policy Name:	Hospitalization—Medical Coverage		

~~A PDF version of this policy is available via [this link](#).~~

~~The University provides Blue Cross Blue Shield MVF I full family coverage, with Master Medical Option IV and with the 0-45 NM rider, the IMB-OB rider, and the ML rider for employees commencing with their first day of actual work, provided they enroll within 30 calendar days of such date of employment.~~

~~The University pays the monthly cost of maintaining the above described plan for an employee and his family, if he or she has such, at a rate not to exceed the applicable rate for full family, two persons, or single person coverage.~~

~~The University will make its contribution for the month following each month that the employee is on the payroll for more than half of the employee's regular scheduled work days and for the first three months that the employee is off the payroll and absent because of a medical leave of absence. Except for an absence due to medical leave, the employee will be responsible for his or her premium for the month following any month that he or she is on the payroll for half a month or less. With respect to employees on a medical leave, such employees will be responsible for his or her premium for any months following the first three months that an employee is off the payroll because of such a leave.~~

~~If an employee wishes to extend the coverage provided above to dependents other than dependents covered by the basic family coverage provided above, such employee shall pay the full cost of such extended coverage.~~

~~At age 65, employees are eligible for Medicare benefits and are placed on "complementary coverage" on the University's health insurance plan, which recognizes the availability of the Medicare benefits for such employees.~~

~~The University provides Blue Cross/Blue Shield "Exact Fill Complementary Coverage" (such "Exact Fill" Coverage, in combination with Medicare, provides employees at age 65 and older coverage that is "exactly" the same as coverage provided for pre-65 employees).~~

~~The University reimburses employees for the cost of Medicare "Part B" on a quarterly basis following presentation by the employee of proof of payment for such Medicare "Part B" benefits. Such reimbursement is retroactive to July 1, 1979.~~

~~Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.~~

Authority for Creation or Revision:

Minutes of the Board of Regents, July 16, 1969; para. .808M.
Minutes of the Board of Regents, January 16, 1980; para. .2181M.

Group Life Insurance and Accidental Death / Dismemberment

Effective Date:	01.16.1980	Revision Date:	-
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.4.1.2
Policy Name:	Group Life Insurance and Accidental Death / Dismemberment		

~~A PDF version of this policy is available via [this link](#).~~

The Employer shall provide for all regular employees who, during the first 30 calendar days following their first day of actual work, enroll for the group insurance plan, life insurance in an amount equal to the employee's annual salary rounded up to the nearest \$1,000 and accidental death and dismemberment insurance coverage in an equal amount at no cost to the employee for a period of one year from the date of completion of his or her probationary period. Commencing with the month following completion of one year of coverage as provided above, the Employer shall pay the cost of providing coverage in an amount equal to twice the employee's annual salary rounded up to the nearest \$1,000 and accidental death and dismemberment in an equal amount.

The University's obligation for paying the cost of life insurance and accidental death and dismemberment insurance shall be subject to the same rules set forth on page 60 for the payment of health insurance premiums. Such life insurance coverage shall terminate if the employee terminates his employment, provided that when an employee terminates his or her employment, he or she is covered for a grace period of thirty-one (31) days. During such 31-day period, the employee may convert his group life insurance, without medical examination, to an individual policy and the employee shall pay the full cost of such policy. The employee may select any type of individual policy then customarily being issued by the insurer, except term insurance or a policy containing disability benefits. The premiums will be the same as the employee would ordinarily pay if he or she applied for an individual policy at that time.

When an employee reaches age 65 and continues working, his or her insurance continues at a decreasing rate of coverage as can be provided at the normal cost per \$1,000 of insurance. When an individual retires (providing he or she is over age 50 with 10 or more years of service), his or her coverage is automatically reduced to \$1,000 and such coverage shall be maintained at no cost to the employee. Changes in amounts of insurance based on changes in basic annual salary occur on each October 1 based on the basic annual salary on the preceding July 1st. Basic annual salary excludes supplemental appointments, overtime, longevity pay and other extra compensation.

Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 16, 1980; para. .2181M.

Long Term Disability Insurance

Effective Date:	01.16.1980	Revision Date:	-
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.4.1.3
Policy Name:	Long Term Disability Insurance		

~~A PDF version of this policy is available via [this link](#).~~

~~The University promotes the continuation of the current TIAA Group Long Term Disability Insurance Program or comparable long term disability coverage for regular employees. The University pays the monthly cost of maintaining such a program.~~

~~The University will make its contribution for each month following the month in which the employee has completed his or her probationary period, provided such employee has been on the payroll for the previous month for more than half of the month.~~

~~Except in the case of the first 90 days of a medical leave of absence, long term disability insurance coverage shall terminate on the date that an employee terminates, goes on leave of absence (without pay), or is laid off, or the long term disability policy terminates.~~

~~Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.~~

Authority for Creation or Revision:

Minutes of the Board of Regents, January 16, 1980; para. .2181M.

Short Term Disability Insurance

Effective Date:	01.16.1980	Revision Date:	-
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.4.1.4
Policy Name:	Short Term Disability Insurance		

~~A PDF version of this policy is available via [this link](#).~~

~~The Michigan life Insurance is a Group Disability Insurance Program that the University makes available to its non-bargained-for employees. Coverage would provide a fixed weekly indemnity for a maximum of 52 weeks. Information about the plan is made available through the Human Resources Benefits Office.~~

~~Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.~~

Authority for Creation or Revision:

Minutes of the Board of Regents, January 16, 1980; para. .2181M.
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Social Security System

Effective Date:	09.17.1969	Revision Date:	-
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.4.1.6
Policy Name:	Social Security System		

~~A PDF version of this policy is available via [this link](#).~~

~~Employees at Eastern Michigan University have Social Security coverage in addition to the school employees' retirement plan, or the TIAA-CREF plan.~~

~~The University is required to deduct specified amounts from an employee's pay for the Social Security Program. This amount is then matched by the University and the total amount is paid to the federal government.~~

~~Coverage provides for retirement benefits, survivor's benefits, disability benefits and death benefits~~

Authority for Creation or Revision:

Professional and Clerical Handbook, May 1, 1969: page 22. Policies relating to Instructional Faculty; page 11 as adopted by the Board of Regents, September 17, 1969; para. .816M.

Retirement Eligibility

Effective Date:	<u>01.16.1980</u>	Revision Date:	<u>09.23.1987</u>
Chapter Name:	<u>Employment / Affirmative Action</u>	Policy Number:	<u>3.4.2.1</u>
Policy Name:	<u>Retirement Eligibility</u>		

A PDF version of this policy is available via this link.

Eligibility for retirement from the University is based on a combination of age and years of service (YOS). The calculation is determined based on upon an employee's classification:

The following is a list of benefits currently offered by the University for employees who retire from the University. The University requires employee contributions towards the cost of some or all of these benefits. For a detailed description of these benefits, including the cost to you, please see <http://www.emich.edu/hr/benefits/index.html>.

	<u>EMU Benefit Eligibility</u>	<u>Health Care with TIAA-CREF Retirement Plan</u>	<u>Dental with TIAA-CREF Retirement Plan</u>	<u>Life Insurance</u>	<u>Emeritus Status</u>	<u>Eligible for Medi-Gap after age 65 with TIAA-CREF</u>
<u>E-Class</u>						
<u>AC</u>	<u>Age 50 w/10 YOS</u>	<u>Offered to age 65</u>	<u>Offered for life</u>	<u>\$7000</u>	<u>15 YOS</u>	<u>Yes</u>
<u>AH</u>	<u>Age 50 w/10 YOS</u>	<u>Offered to age 65</u>	<u>Offered for life</u>	<u>\$7000</u>	<u>15 YOS</u>	<u>Yes</u>
<u>AP</u>	<u>Age 50 w/10 YOS</u>	<u>Offered to age 65</u>	<u>Offered for life</u>	<u>\$7000</u>	<u>15 YOS</u>	<u>Yes</u>
<u>CC</u>	<u>Age 50 w/10 YOS</u>	<u>Offered to age 65</u>	<u>Offered for life</u>	<u>\$7000</u>	<u>15 YOS</u>	<u>Yes</u>
<u>CP</u>	<u>Age 50 w/10 YOS</u>	<u>COBRA</u>	<u>COBRA</u>	<u>\$4000</u>	<u>15 YOS</u>	<u>No</u>
<u>CS</u>	<u>Age 50 w/10 YOS</u>	<u>COBRA</u>	<u>COBRA</u>	<u>\$7000</u>	<u>15 YOS</u>	<u>No</u>
<u>FA</u>	<u>Age 55 w/15 YOS or Age 60 w/10 YOS</u>	<u>Offered to age 65</u>	<u>Offered for life</u>	<u>\$7000</u>	<u>15 YOS</u>	<u>Yes</u>
<u>FM</u>	<u>Age 50 w/10 YOS</u>	<u>COBRA</u>	<u>COBRA</u>	<u>\$7000</u>	<u>15 YOS</u>	<u>No</u>
<u>PS</u>	<u>Age 50 w/10 YOS</u>	<u>COBRA</u>	<u>COBRA</u>	<u>\$7000</u>	<u>15 YOS</u>	<u>No</u>
<u>PT</u>	<u>Age 50 w/10 YOS</u>	<u>Offered to age 65</u>	<u>Offered to age 65</u>	<u>\$7000</u>	<u>15 YOS</u>	<u>No</u>

There is no compulsory retirement age for any employee group. Retirement from Eastern Michigan University affects only the benefits listed above. It does not impact the amount of or your ability to withdraw your retirement annuity from either MPSERS or TIAA-CREF, which is determined by the terms of the plan. For information regarding the TIAA-CREF and MPSERS retirement plans contact the benefits office at 734-487-3196.

Limitations

Eastern Michigan University in its sole discretion may modify, amend, or terminate the benefits provided with respect to any individual receiving benefits, including active employees, retirees, and their dependents. Although the university has elected to provide these benefits, no individual has a vested right to any of the benefits provided. Nothing in these materials gives any individual the right to continued benefits beyond the time the university modifies, amends, or terminates the benefit. Anyone

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seeking or accepting any of the benefits provided will be deemed to have accepted the terms of the benefits programs and the university's right to modify, amend or terminate them.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 16, 1980; para. .2181M.
Minutes of the Board of Regents, September 23, 1987; para. .3556M.

Retirement Age

Effective Date:	01.16.1980	Revision Date:	09.23.1987
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.4.2.1
Policy Name:	Retirement <u>Eligibility</u> Age		

~~A PDF version of this policy is available via [this link](#).~~

Early retirement for all employees is 55 years of age and regular retirement is 60, providing they meet the retirement requirements of the plan they have selected. The plans are the Michigan Public School Employees Retirement System (MPERS) or the Teachers Insurance Annuity Association College Retirement Equities Fund (TIAA-CREF). Eligibility requirements for retirement from the University are as follows:

Age 50 with 15 years of benefit eligible service

Or

Age 60 with 10 years of benefit eligible service

For all employees there is no compulsory retirement age except for:

17. Tenured Faculty (this exception expires on December 31, 1993 for this group of employees mandatory retirement age remains at 70).

Employees covered by a collective bargaining agreement in effect on June 30, 1986, which terminates after January 1, 1987, the policy will not apply until the termination of the collective bargaining agreement or January 1, 1990, whichever occurs first.

Faculty members planning to retire at age 55 should inform their department heads a year in advance of their retirement to ensure orderly rearrangements of class assignments.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 16, 1980; para. .2181M.
Minutes of the Board of Regents, September 23, 1987; para. .3556M.

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Social Security, MPSERS, and TIAA-CREF

Effective Date:	09.18.1974	Revision Date:	05.22.1991
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.4.2.2
Policy Name:	Social Security, MPSERS, and TIAA-CREF		

~~A PDF version of this policy is available via [this link](#).~~

~~Social Security:~~

~~University employees have social security coverage. The University matches the amount it deducts from each employee's salary to pay for the Social Security Program. Coverage provides for retirement benefits, survivor's benefits, disability benefits and death benefits.~~

~~Michigan Public School Employee's Retirement Fund:~~

~~All non-student employees of Eastern Michigan University are required to participate in either the Michigan Public School Employee's Retirement Fund or the optional program TIAA-CREF.~~

~~The Michigan Public School Employee's Retirement Board considers age 60 as the regular retirement age. The minimum service requirement is 10 years of full-time work under this system. A person with 25 years or more of service may leave public school work regardless of age and be entitled to a retirement allowance at age 60. A person with 30 or more years of service may start drawing his allowance at any time after age 55 on a reduced basis. Disability retirement is based on the same requirements except the person does not need to meet the retirement age.~~

~~An employee anticipating retirement should write the Retirement Office for application forms as soon as possible, preferably at the start of the school year in which he or she plans to retire. (Michigan Public School Employee's Retirement Fund, Stevens T. Mason Bldg., Lansing, Michigan 48913.)~~

~~TIAA-CREF:~~

~~This is a retirement program under which individual contracts providing retirement and death benefits for or on behalf of electing employees are purchased from TIAA-CRE. All full-time faculty holding ranks of department heads, professors, associate professors, assistant professors, instructors, assistant instructors, lecturers and teaching fellows are eligible. All full-time administrative/professional members with ranks of AP-1 through AP-15 are also eligible.~~

~~Eligible employees must decide within their first 90 days of employment if they wish to participate in the TIAA-CREF Program. A decision to participate in the state system is assumed if not exercised by the application to participate in TIAA-CREF and the decision, actual or assumed, is irrevocable.~~

~~RETIREMENT—MICHIGAN PUBLIC SCHOOL EMPLOYEE'S RETIREMENT FUND~~

~~By law, all non-student employees not eligible or not participating in the alternate retirement program of Eastern Michigan University are members of the system, whether part-time or full-time, teaching or non-teaching, or paid on an hourly, daily or annual basis, even if the funds from which they are paid are kept separate from other funds.~~

~~When the employee decides to retire under this system, he or she should contact the Retirement Office as soon as possible, preferably at the start of the school year in which he or she plans to retire.~~

On request, the employee will be sent the complete set of forms and a letter of instruction covering their use. The address is: Michigan Public School Employee's Retirement Fund, Postal Sub Station "B", Lansing, Michigan 48913.

Regular retirement age is age 60. The minimum service requirement is the equivalent of 10 years of full time work under this system. A person with 25 or more years of service may leave public school work regardless of age and be entitled to a retirement allowance at age 60. A person with 30 or more years of service may, if he or she wishes to do so, start drawing his or her allowance at any time after age 55 or on a reduced basis. Disability retirement is based on the same requirements as a regular retirement and the allowance is computed the same way, except the person applying for a disability retirement allowance does not need to meet the age requirement.

Before any employee may qualify for a retirement allowance, he or she must have completed 10 years of full time employment under this system.

Persons who are eligible for a retirement allowance cannot receive a refund. Persons who leave the public school work with less than 10 years of service may apply for a refund of employee contributions (if any). If the funds are left on deposit they can earn interest at 2½% per year. Ordinarily refunds are paid about seven weeks after the end of the quarter in which the employee is last paid. Application forms for refunds may be obtained from the Staff Benefits Office.

Military service time is creditable toward retirement if the employee left the public school service to enter military service and if he or she returned to public school service within 24 months after discharge. Credit toward retirement is given for sabbatical leave.

Leaves of absence which comply with all the provisions of the school code regarding sabbatical leaves shall be considered as sabbatical leaves for the purpose of credit toward retirement. Out of system service may be credited toward retirement; such service must be paid for on the same basis as though it had been performed under this system together with two and a half percent per year simple interest from the time the Service was performed until payment is made. There is no time limit on payment; payments should be in amounts of \$200.00 or more.

If an employee, with 15 or more years of creditable public school service, has named beneficiaries, they automatically are entitled to a retirement allowance. An employee desiring to make changes in beneficiaries may do so at any time by filling out the appropriate form in the Staff Benefits Office. If the named beneficiary is someone other than a widow, widower, or orphaned child, he or she must have been dependent on the employee for 50% or more of his or her support.

The following formula is used to compute the annual retirement allowance: the average salary for the best five consecutive years multiplied one and a half percent times years of service equals the allowance per year. (Note: Social Security allowance is entirely separate.)

RETIREMENT—OPTIONAL PROGRAM

Participation

An optional TIAA-CREF retirement plan is hereby established for Eastern Michigan University. Classes of full-time employees eligible for participation are as follows:

President and administrative/professional staff with ranks of AP I through AP 15, and other administrative/professional ranks that may be established in the future.

University faculty members with ranks of professors, associate professors, assistant professors, instructors, assistant instructors and lecturers.

~~Participation of all eligible staff members shall be as follows:~~

~~If employed or appointed prior to January 1, 1969, the effective date of this plan:~~

~~Participation in the Michigan Public School Employees Retirement System may be continued, or~~

~~Participation in the TIAA-CREF retirement plan while retaining a limited membership in the Michigan Public School Employees Retirement System may be elected.~~

~~If employed or appointed on or after January 1, 1969, the effective date of this plan, participation is required in either:~~

~~The TIAA-CREF retirement plan, or~~

~~The Michigan Public School Employees Retirement System~~

~~Eligible staff members must elect to participate in the TIAA-CREF retirement plan or the Michigan Public School Employees Retirement System within 90 days from:~~

~~The effective date of the TIAA-CREF retirement plan, or~~

~~The date of his employment, whichever is later.~~

~~Eligible staff members not exercising the option to participate in the alternate plan within a 90-day period will be assumed to have elected participation in the Michigan Public School Employees Retirement System only. The actual or assumed election is irrevocable.~~

Retirement Age

~~As provided on page 77, Retirement Age, all participants in this retirement plan shall retire no later than at the end of the fiscal year in which they attain age 70.~~

Contributions

~~As its contribution, Eastern Michigan University shall contribute for the benefit of all eligible employees those amounts as may be determined by the Board of Regents.~~

~~Such contributions shall be forwarded to Teachers Insurance and Annuity Association for the purchase of retirement benefits for the participant as follows:~~

~~At the election of the participant, either 100 percent, 75 percent, 50 percent, 25 percent or 0 percent of such contributions will be applied as a premium for a TIAA retirement annuity contract on the participant's life.~~

~~The balance, if any, of such contributions will be applied as a premium for a CREF retirement annuity certificate on the participant's life.~~

Leave of Absence

~~During leave of absence on part pay, Eastern Michigan University will continue contributions based on salary paid while on leave of absence.~~

RETIREMENT CONTRIBUTIONS

~~The University contributions for retirement for all Michigan Public School Employees Retirement Fund is 16.34% or such future amount as may be determined by the MPSERF.~~

~~The University contributions for retirement for employees participating in the optional retirement program is as follows:~~

~~**Bargained for Employees:**~~

~~16.34% less required contributions for Social Security.~~

~~**Non-Bargained for Employees:**~~

~~11% of all earnings.~~

Authority for Creation or Revision:

Minutes of the Board of Regents, September 18, 1974; para. .1412M.

Minutes of the Board of Regents, December 8, 1976; para. .1728M.

Minutes of the Board of Regents, May 22, 1991; para. .4386M.

Tax-Deferred Annuity / Supplemental Retirement Annuity Programs

Effective Date:	11-18-1970	Revision Date:	12-6-1989
Chapter Name:	<u>Employment / Affirmative Action</u>	Policy Number:	3.4.2.3
Policy Name:	Tax-Deferred Annuity / Supplemental Retirement Annuity Programs		

~~A PDF version of this policy is available via [this link](#).~~

UNIVERSITY POLICY STATEMENT:

Eastern Michigan University shall provide an optional Tax-Deferred Annuity (TDA) program whereby employees may make tax deferred contributions to a supplemental retirement annuity plan.

All employees of EMU are eligible to participate in the University's TDA program, subject to the following exclusions:

1. ~~Students for whom EMU is not required to withhold FICA and FUTA;~~
2. ~~Part-time employees regularly scheduled to work less than 20 hours per week;~~
3. ~~Non-resident aliens who receive no U.S.-source earned income from EMU;~~
4. ~~Temporary workers employed for purposes of relieving unemployment who have not become a part of the employer's regular work force; and,~~
5. ~~Employees whose contributions to the plan under its maximum deferral percentage would be \$200.00 or less.~~

UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. ~~The optional TDA program is maintained in accordance with applicable Internal Revenue Code regulations.~~
2. ~~Participating employees have the option to elect to have their gross salary reduced by a fixed percentage or amount, not to exceed the amount permitted by the individual maximum exclusion allowance in accordance with Internal Revenue Code sections.~~
3. ~~So as to provide a choice to participants, at least two carriers will be made available under the program.~~
4. ~~Employees who wish to participate may enroll at any time during the year through the Human Resources Benefits Office. Agreements signed by the 15th of the month will take effect the first pay of the following month.~~
5. ~~Participating employees must contribute a minimum of \$200.00 per year.~~
6. ~~The law permits one (1) increase or one (1) decrease in contribution during the calendar year. The participating employee is responsible for initiating any Plan changes by serving the Benefits Office thirty (30) days advance written notice of his/her desire to increase, decrease, or stop deductions.~~

RESPONSIBILITY FOR IMPLEMENTATION:

The Executive Director of Human Resources is responsible for the overall implementation, administration and interpretation of TDA policies.

~~The Benefits Office is charged with daily administration of the program and coordination with the carriers and Payroll Office.~~

~~SCOPE OF POLICY COVERAGE:~~

~~This policy has university wide application for all employees.~~

Authority for Creation or Revision:

Minutes of the Board of Regents, November 18, 1970; para. .947M.
Minutes of the Board of Regents, October 22, 1975; para. .1576M.
Minutes of the Board of Regents, January 19, 1983; para. .2665M.
Minutes of the Board of Regents, December 6, 1989; para. .4119M.

Emeritus Staff Status

Effective Date:	01.20.1998	Revision Date:	11.30.2004
Chapter Name:	Employment / Affirmative Action	Policy Number:	3.4.2.4
Policy Name:	Emeritus Staff Status		

A PDF version of this policy is available via [this link](#).

UNIVERSITY POLICY STATEMENT

~~Retiring Administrative Hourly (AH), Administrative Professional (AP), Athletic Coaches (AC), Campus Police (CP), Clerical Secretarial (CS), Confidential Clerical (CC), Food/Maintenance (FM), Police Sergeants (PS), Professional Technical (PT) staff members shall be eligible for emeritus staff status.~~

~~Retiring Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Professional Technical (PT) or Clerical Secretarial (CS) staff members shall be eligible for emeritus staff status.~~

UNIVERSITY PRACTICE

Upon the recommendation of the University's President and the approval of the Board of Regents, a ~~retiring Administrative Hourly (AH), Administrative Professional (AP), Athletic Coaches (AC), Campus Police (CP), Clerical Secretarial (CS), Confidential Clerical (CC), Food/Maintenance (FM), Police Sergeants (PS), Professional Technical (PT) retiring staff member~~ ~~Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Professional Technical (PT) or Clerical Secretarial (CS) staff member~~ who has served the University for at least fifteen (15) years, shall be granted emeritus staff status. The privileges granted to emeritus staff shall be set forth in the University's procedure manual.

RESPONSIBILITY FOR IMPLEMENTATION

The President of the University or his/her designee has the overall responsibility for implementation of this policy. The ~~Executive Director of~~ [Chief](#) Human Resources [Officer](#) is responsible for the administration of this policy.

SCOPE OF POLICY COVERAGE:

~~Administrative Hourly (AH), Administrative Professional (AP), Athletic Coaches (AC), Campus Police (CP), Clerical Secretarial (CS), Confidential Clerical (CC), Food/Maintenance (FM), Police Sergeants (PS), Professional Technical (PT) staff members~~ This policy covers all Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Professional Technical (PT) and Clerical Secretarial (CS) employees ~~All staff members~~ of the University.

Authority for Creation or Revision:

Minutes of the Board of Regents: January 20, 1998, para. .5325M. November 30, 2004, para. .6345M.