

# CLARK ATLANTA UNIVERSITY



# STAFF HANDBOOK

## TABLE OF CONTENTS

### **I. EMPLOYMENT POLICIES**

1.0	EEO/AA Statement .....
1.1	Ethics & Business Conduct Policy.....
1.2	Sexual Harassment Policy .....
1.3	Employment of Relatives .....
1.4	Orientation Program.....
1.5	Probationary Period .....
1.6	Job Announcements .....
1.7	Personnel Actions .....
1.8	Personnel Files .....
1.9	Policy on HIV/AIDS .....
1.10	Safety.....
1.11	Political Activity .....

### **II. COMPENSATION POLICIES**

2.0	Compensation Policies.....
2.1	Classification of Employment.....
2.2	Work Hours .....
2.3	Recording Work Hours.....
2.4	Regular Pay Periods .....
2.5	Overtime Pay Procedures .....
2.6	Compensatory Time.....
2.7	Garnishment of Pay .....
2.8	Withholding of Pay .....
2.9	Salary Administration Programs.....
2.10	Salary Reviews .....
2.11	Performance Reviews .....
2.12	Compensation for Continuing Education.....

### **III. LEAVE BENEFITS**

3.0	Leave Benefits .....
3.1	Holidays .....
3.2	Annual Leave .....
3.3	Personal Leave .....
3.4	Sick Leave .....
3.5	Family and Medical Leave Act Policy.....
3.6	Bereavement Leave.....
3.7	Voting.....
3.8	Jury Duty Leave .....

3.9	Personal Leaves of Absence .....
3.10	Military Leave .....
3.11	Other Leave .....

**IV. GROUP HEALTH AND RELATED BENEFITS**

4.0	Staff and Faculty Benefit Programs.....
4.1	Group Medical Insurance .....
4.2	Dental Insurance .....
4.3	Basic Term Life Insurance .....
4.4	Voluntary Term Life Insurance .....
4.5	Short-Term Disability Insurance .....
4.6	Long-Term Disability Insurance.....
4.7	Workers' Compensation Insurance .....
4.8	Social Security .....
4.9	Unemployment Compensation .....
4.10	Continuing or Converting Group Health .....
4.11	Basic Retirement Annuity.....
4.12	Supplemental Retirement Annuities .....
4.13	Employee Assistance Program .....
4.14	Tuition Remission Policy .....
4.15	Employee Recognition Awards .....
4.16	Staff Development.....

**V. EMPLOYMENT CONDUCT**

5.1	Personal Appearance and Demeanor .....
5.2	Discipline Procedures .....
5.3	Conduct Violations .....
5.4	Absenteeism and Tardiness.....
5.5	Personal Business on University time .....
5.6	Office Decorum .....
5.7	Smoking.....
5.8	Complaint Resolution Procedure.....
5.9	Separation of Employment.....
5.10	Drug Free Workplace Policy .....
5.11	Use of the Telephone .....

**VI. UNIVERSITY STAFF SERVICES**

6.0	Identification Cards .....
6.1	Parking.....
6.2	Parking for Handicapped Individuals.....
6.3	Attendance at Special Events .....
6.4	Campus Police .....
6.5	Food Services and Cafeteria.....

6.6 Health Services .....  
6.7 Mail Services.....  
6.8 University Keys .....  
6.9 Credit Union .....  
6.10 Library Services .....  
6.11 Lost and Found .....  
6.12 University Housing for Staff and Faculty .....

VII. **STAFF ASSEMBLY** .....

## HISTORY

Clark Atlanta University is a comprehensive, private, urban, coeducational institution of higher education with a predominately African American heritage. It offers undergraduate, graduate and professional degrees as well as non-degree programs to students of diverse racial, ethnic, and socioeconomic backgrounds. It was formed by the consolidation of Clark College, a four-year undergraduate institution oriented to the liberal arts and Atlanta University, which offered graduate degrees.

In November 1987, after more than a year of discussion, the Boards of Trustees of Atlanta University and Clark College authorized an exploration of the potential advantages of closer working arrangements between the two institutions, including their consolidation into one university. In April 1988, the joint committee delivered its report entitled, *CHARTING A BOLD NEW FUTURE: PROPOSED COMBINATION OF CLARK COLLEGE AND ATLANTA UNIVERSITY* to the two Boards for ratification. The report recommended that the two schools be consolidated into a single institution. On June 24, 1988, the Boards of both Clark College and Atlanta University made the historic decision to consolidate the two institutions, creating Clark Atlanta University. The new and historic University inherits the rich traditions of two independent institutions, connected over the years by a common heritage and commitment; by personal, corporate and consortia relationships; and by location.

Atlanta University, founded in 1865 by the American Missionary Association, with later assistance from the Freedman's Bureau, was, before consolidation, the nation's oldest graduate institution serving a predominately African American student body. By the late 1870's, Atlanta University had begun granting bachelor's degrees and supplying black teachers and librarians to the public schools of the South. In 1929-30, it began offering graduate education exclusively in various liberal arts areas, and in the social and natural sciences. It gradually added professional programs in social work, library science, and business administration. At this same time, Atlanta University affiliated with Morehouse and Spelman Colleges in a university plan known as the Atlanta University System. The campus was moved to its present site, and the modern organization of the Atlanta University Center emerged, with Clark College, Morris Brown College, and the Interdenominational Theological Center joining the affiliation later.

The story of Atlanta University over the next twenty years from 1930 includes many significant developments. The Schools of Library Service, Education, and Business Administration were established in 1941, 1944, and 1946 respectively. The Atlanta School of Social Work, long associated with the University, gave up its charter in 1947 to become an integral part of the University. In 1957, the controlling Boards of the six institutions (Atlanta University, Clark, Morehouse, Morris Brown and Spelman Colleges; and Gammon Theological Seminary) ratified new Articles of Affiliation. Unlike the old Articles of 1929, the new contract created the Atlanta University Center. The influence of the Atlanta University Center has been extended through professional journals and organizations, including PHYLON and the National Association for the Advancement of Colored People, for both of which Dr. W.E.B. DuBois, a member of the Atlanta

University faculty, provided leadership.

Clark College was founded in 1869 as Clark University by the Freedmen's Aid Society of the Methodist Episcopal Church, which later became the United Methodist Church. The University was named for Bishop David W. Clark, who was the first President of the Freedmen's Aid Society and became Bishop in 1864. A sparsely furnished room in Clark Chapel, a Methodist Episcopal Church in Atlanta's Summerhill section, housed the first Clark College Class. In 1871, the school relocated to a new site on the newly purchased Whitehall and McDaniel Street property. In 1877, the School was chartered as Clark University.

As early benefactor, Bishop Gilbert Haven, visualized Clark as the "university" of all the Methodist schools founded for the education of free men. Strategically located in the gateway to the South, Clark was founded to "give tone" to all of the other educational institutions of the Methodist Episcopal Church providing education for Negro youth. After the school had changed locations several times, Bishop Haven, who succeeded Bishop Clark, was instrumental in acquiring 450 acres in South Atlanta, where in 1890 (the institution relocated in 1883) the school conferred its first degree. Also in 1883, Clark established a department, named for Dr. Elijah H. Gammon, known as Gammon School of Theology, which in 1888 became an independent theological seminary and is now part of the Interdenominational Theological Center.

For purposes of economy and efficiency, during the 1930's it was decided that Clark would join the Atlanta University Complex. While students on the South Atlanta campus fretted over final examinations in the winter of 1939, work was begun across town on an entirely new physical plant adjoining Atlanta University, Morehouse College, and Spelman College.

During the 1980's some of the advantages of proximity, which had seemed promising earlier, again became evident. Clark College and Atlanta University through consolidation preserved the best of the past and present and "Charted A Bold New Future." Clark Atlanta University, created on July 1, 1988, accepted the mandate of Atlanta University's motto, "I'll Find a Way or Make One," and of Clark College's motto, "Culture for Service."

## **MISSION STATEMENT**

The mission of Clark Atlanta University is to provide a quality undergraduate, graduate and professional education to a student body that is predominantly African-American and also diversified by students from various other racial, ethnic, cultural and socioeconomic backgrounds. As an institution grounded in the liberal arts, the University is committed to the development of productive and creative students who excel in their chosen careers and who become responsible citizens in their communities and the world.

To achieve its mission, the University attracts and maintains a dedicated faculty that meets high professional standards in teaching, scholarship, research, and service. The University also provides an educational environment in which its students thrive, learn, and develop their potential for leadership and responsible citizenship, and the pursuit and creation of knowledge.

The University maintains an historic relationship with the United Methodist Church and emphasizes sound ethical and moral principles that promote personal integrity and understanding of others.

*Approved by the Board of Trustees, February 20, 2004*

## **STATEMENT OF PURPOSE**

Clark Atlanta University is dedicated to preserving and disseminating the heritage of peoples of African descent. Our growth and survival are predicated upon self-knowledge and self-respect, both of which are rooted in a knowledge of history. In pursuit of its mission, Clark Atlanta University accepts the mandate of its parent institutions: Atlanta University's motto, "I'll Find a Way or Make One," and Clark College's motto, "Culture for Service." Rooted in its African American heritage, impacted by present and projected trends, destined to shape the future, the purposes of Clark Atlanta University are:

1. To maintain a repository of knowledge and an environment which fosters maximum intellectual, social, and cultural development of students, faculty, administrators, and staff.
2. To engage in the exploration of innovative ideas through research and teaching, new programs and educational experiments, both within and across disciplinary lines, so that the University shall be on the leading edge of American education and so that its graduates shall be informed, visionary, culturally sensitive, politically engaged, and socially responsible individuals with an understanding of their heritage and a strong commitment to advancing social justice.
3. To provide, through experimentation, research, and social and cultural analysis, new solutions to the physical and social problems of humankind.
4. To provide excellent education for those students who have proven they are high achievers and for those students who have the capacity for achieving excellence despite previous adverse circumstances.
5. To provide an increasingly diverse population with competent teachers and role models at all levels of education.
6. To promote artistic and creative expressions and to emphasize their importance in shaping intellect, values, and culture.
7. To provide members of the larger community with opportunities for continuing education which are consistent with the overall mission of the University.

Revised: May 9, 2003



## **INSTITUTIONAL GOALS**

- 1.0 To enhance and maintain an environment which fosters intellectual, social and cultural curiosity and creativity, and the continuing development of morally sound value systems among students, faculty, administrators, and staff.
- 2.0 To develop accelerated undergraduate and graduate degree programs, other new programs, and educational experiments using innovative ideas through research and teaching, both within and across disciplines, and in keeping with the mission of the University.
- 3.0 To increase the number of African-American faculty members who obtain doctoral degrees in the critical areas of natural and mathematical sciences, humanities, and social sciences.
- 4.0 To implement a comprehensive approach for continuous academic program review and assessment to improve quality and determine resource requirements and new directions through a system of external visiting committees.
- 5.0 To enhance the role of research with an improved research infrastructure and an evaluation system that recognizes the importance of research and teaching to the mission of the University.
- 6.0 To implement an integrated and centralized program for faculty and staff to address personal and professional development.
- 7.0 To continue to institute modern management techniques, taking into account the new information systems, the improvement of human work environments, and the energy-efficient utilization of space.
- 8.0 To build and maintain a vigorous institutional advancement and fund-raising capacity to provide the financial resources necessary to meet the University's goals.
- 9.0 To continue to develop and implement a comprehensive student life program that will include both the undergraduate and graduate levels.
- 10.0 To develop and implement more comprehensive public service programs, including opportunities for students to participate in local, national, and international internships and work experiences.
- 11.0 To implement a systematic plan for attracting a student body of increasing quality and size and an expanded academic support system to improve student retention.

- 12.0 To enhance and provide services to meet the education, cultural, and social service needs of the community by maintaining ongoing linkages with other local, regional, national, and international institutions.
- 13.0 To enhance the institution's commitment to provide education and technical assistance to other nations through programs, and to the furtherance of a university community that will be sensitive to the nature and depth of global interdependence.
- 14.0 To provide a state-of-the-art telecommunication infrastructure using multimedia technology to facilitate excellence in teaching, research, and service.

Revised May 9, 2003

## **ADMINISTRATION AND GOVERNANCE OF THE UNIVERSITY**

### **BOARD OF TRUSTEES**

Clark Atlanta University operates under a Board of Trustees which is “vested with the authority for all policies and decisions pertaining to the property, business and affairs” of the institution. Further, the Board is responsible for the selection and appointment of the President.

Legal authority for governance of Clark Atlanta University is vested in a lay Board of Trustees. The duties of the Board are set forth in a charter granted by the State of Georgia on July 11, 1988 and its Bylaws, approved November 20, 1988. The Board of Trustees (hereinafter referred to as “Board”) is empowered to establish general University policy. Among the powers granted to the Board through its corporate charter are “the promotion and extension of instruction and education in the arts, sciences, professions, and to encourage and promote research and study in all branches of learning.<sup>1</sup> Toward that end, the Board may “establish or acquire such schools, departments, and faculties as it may deem proper.” It may also confer degrees upon persons recommended by the faculty.

Bylaws also specify the manner of operation of the Board. These Bylaws provide that there will be at least thirty trustees and stipulate that the Board may increase in membership to forty-nine. Further, the Bylaws require that at least one-fourth of the Board membership be United Methodist Church members because of the historical relationship that had existed between Clark College and that denomination. The President, as Chief Executive Officer of the University, is an ex-officio member of the Board.

There is a clear distinction, observed in practice, between the policy-making functions of the Board and the responsibility of the administration and faculty to administer and implement policy. The Bylaws specifically delegate responsibility for the instructional programs to the faculty under the direction of the President. Further, courses of study shall be the province of deans and faculties of the schools. The President, by Bylaw, is the chief executive officer of the University and is responsible to and reports directly to the Board of Trustees.

In exercising its authority, the Board assures itself of access to the thinking of the faculty by two principles of communication: faculty representation on the Board and defined procedures for direct communication with and from faculty members and faculty bodies.

## THE PRESIDENT

The President is the chief executive officer of the University, elected by the Board of Trustees and charged with the responsibilities for providing overall leadership and administrative direction to ensure that the institution meets its goals and objectives. The Provost/Vice President for Academic Affairs and other vice presidents report to the President.

The Board has delegated responsibilities for the day-to-day operation of the University to the President who, with the Board of Trustees or its Executive Committee, shall establish such other officers of the administration as may be necessary for carrying on the work of the University.

## THE PROVOST

The Provost/Vice President for Academic Affairs is responsible for developing and recommending policies and oversees the management, development and evaluation of the University's academic programs (graduate and undergraduate). The Provost ensures that academic programs comply with the requirements of external accrediting agencies.

The Provost is the President's deputy in all matters related to the operation of the University and acts in the President's stead in his or her absence. Reporting to the Provost is the Vice Provost, the Vice President for Planning Assessment and Research, the Vice President for Enrollment Services and Student Affairs and the School Deans, the Dean for Undergraduate Studies, and the Dean for Graduate Studies/ Research and Sponsored Programs.

## UNIVERSITY SENATE

The University Senate shall have the authority to consider and investigate any question of University policy, any aspect of governing the University, and any general issue related to the welfare of the University. It shall also have the authority to make recommendations regarding any such matters to the appropriate decision-making bodies of the University or to the appropriate officers of the University. The senate shall determine a means for distributing its minutes in a manner to ensure easy access by all members of the University community.

All deliberations of the University Senate must be publicized to the University community by explicitly defined procedures and distributed to all the faculty in the most expeditious manner.

The University Senate shall have the authority to adopt such bylaws and rules of procedures as are necessary or convenient for the exercise of its authority.

## HUMAN RESOURCES

The Office of Human Resources is responsible for the daily administration, control, and maintenance of the personnel function of the University and the ongoing maintenance and updating of the Staff Handbook to ensure the appropriateness and uniform application of personnel policies and regulations.

All material contained in this Handbook is presented merely for the current information of the employee. The information contained herein is not intended to form any agreement between the University and any employee. All information contained in this Handbook is subject to change, without notice, by the Board of Trustees.

---

---

# EMPLOYMENT POLICIES

---

---

## 1.0

### **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION STATEMENT**

Clark Atlanta University is an equal opportunity/affirmative action employer. The University provides equal employment opportunities to all faculty, staff, students and applicants without regard to race, color, religion, sex, age, national origin, marital status, physical handicap, military or status as a Vietnam veteran in compliance with applicable federal and state laws that pertain to nondiscrimination. Such action shall include, but is not limited to, employment, promotion, demotion or transfer; recruitment or recruitment advertising; lay-off or separation; rates of pay or other forms of compensation and selection for training programs.

Clark Atlanta University is committed to providing equal educational opportunity for all qualified student applicants and enrolled students without regard to race, sex, religion, color, national origin, age, ancestry, physical handicap, military or marital status. This commitment to equal opportunity includes recruitment, admission, access to and usage of facilities, counseling and testing, financial assistance, placement and curricular programs and activities.

#### **Implementation of the Affirmative Action Policy**

The President has overall responsibility for the University and lends support to and oversight for the Affirmative Action Policy. Human Resources is responsible for the coordination and implementation of the policy.

## 1.1

### **ETHICS & BUSINESS CONDUCT POLICY**

#### **INTRODUCTION**

Business at Clark Atlanta University will be conducted in accordance with the highest ethical standards. This Code of Conduct sets forth a statement of important policies to guide employees in conducting business on behalf of the University.

Please read this Code of Conduct carefully. Each employee is responsible for ensuring that his or her conduct is in compliance with all applicable legal requirements and University policies as well as other policies separately distributed. Unit Heads have an additional obligation to ensure that all employees they supervise are aware of and comply with this Code of Conduct and University policies.

Clark Atlanta University's fundamental premise is that the institution and all employees will comply with all applicable laws and regulations of the United States, and policies promulgated by the Board of Trustees. If an employee becomes aware of any violations of law or institutional policies, or suspects that the conduct of another employee may

violate the law or institutional policy, she or he should promptly discuss the matter with his/her supervisor first. The supervisor may wish to address the matter with the party in question first. Where appropriate, the supervisor may wish to discuss the matter with the Office of Human Resources and if indicated with a member of the Office of General Counsel.

All information provided will be investigated thoroughly and kept confidential to the fullest extent possible. An employee has the University's assurance that there will be no reprisal against you for disclosing suspected conduct, which potentially violates University policies and procedures.

### 1.1.1 IMPROPER PAYMENTS, GIFTS & ENTERTAINMENT

The University prohibits offering, giving, soliciting or receiving any form of bribe or kickback to or from any vendor, student or individual. Bribes and kickbacks are criminal acts and can result in a criminal prosecution of both the individual and the University. In connection with business activities, employees may provide and receive gifts and entertainment subject to the following guidelines.

#### Receiving Gifts & Entertainment

The receipt of ordinary business meals and entertainment from suppliers, vendors, contractors and others is permissible. Accepting novelties or promotions of nominal value (\$100.00 or less) is also permissible. Never ask for any gift or favor from any individual or organization that does business with CAU. If you are offered or receive a gift or entertainment you should report the matter to your supervisor and make a full written and signed statement. Copies of the statement shall be forwarded immediately to your supervisor, Office of General Counsel and Human Resources.

#### Providing Gifts & Entertainment

Providing ordinary business meals and entertainment to customers, suppliers and others is permissible. Offering novelties or promotions of nominal value (\$50 or less) is also permissible. Any gifts should be reviewed in advance with your supervisor. If someone requests that you make a gift or payment you should report the matter to your supervisor. Your supervisor shall report the matter to the Office of General Counsel.

#### Providing Gifts or Entertainment to Government Officials and Personnel

No employee should use University funds or property of any kind to provide any payment, gift or entertainment to any federal, state, local or foreign government official or employee, or to any entity in which such official or a member of his or her immediate family is known to have a substantial interest. This policy does not prohibit lawful campaign contributions as discussed below. These rules apply



whether such payments are made or offered directly or through an agent or other intermediary, and regardless of whether such payments are commonplace and accepted as a way of business in some areas. There may be certain narrow exceptions for gifts of nominal value (\$35 or less) and meals or food. These exceptions, however, must be approved in advance by the Office of General Counsel.

### 1.1.2 POLITICAL PARTICIPATION & LOBBYING

Clark Atlanta University encourages you to engage in political activity, by supporting candidates of your choice, participating in fund raising and, if consistent with your University duties, seeking and holding elective or appointive office. However, no funds or assets of the University may be used to assist any candidate for political office or for nomination of such office, nor for any political parties or committees. These prohibitions cover not only direct contributions but also indirect assistance such as furnishing goods, services or equipment to candidates, political parties or committees. These prohibitions also apply to the use of CAU stationary, the purchase of tickets for dinners or other fund raising events or advertising space in political publications.

These restrictions apply only to the use of corporate funds or assets and are not intended in any way to discourage employees from making personal contributions to candidates, parties or committees of their choice, including political action committees. Under no circumstances shall employees be reimbursed in any way by the University, or any subsidiary, for personal political contributions.

No CAU employee should engage in any lobbying activity without the prior approval of the President. Under Federal law, employees who engage in any lobbying activity with Federal Government officials are subject to registration and reporting requirements. Activities subject to scrutiny include meetings and communications with government officials, as well as the preparation, planning, research and background work for lobbying. Similar restrictions apply to lobbying of state and local government officials.

### 1.1.3 CONFLICTS OF INTEREST

Each employee is expected to conduct himself or herself in such a way that nothing conflicts or appears to conflict with the employee's ability to discharge his or her primary responsibility to Clark Atlanta University. Personal investments or activities, which create or may appear to create a conflict of interest are not permitted. You are expected to test your conduct and its probable effect on the institution in accordance with exacting personal standards of integrity and loyalty. Gifts and entertainment involving vendors or customers are also a potential conflict of interest and are discussed in a separate section. The following common types of potential conflicts, while not an exclusive or exhaustive list, are

presented to assist you in determining what situations may present problems.

### University Related Transactions

Administrative officials and employees of the University who are not trustees shall disclose any conflict in interest in any transaction involving the University and shall not use their personal influence in connection with, participate in, or act on the matter.

### Outside Employment

You should not engage in any outside employment or activities on your own time which might adversely affect your job performance with CAU unless approved in advance and in writing by either the Provost or Vice President for Administration and Finance.

### Family Members

In the event your spouse or an immediate member of your family, or someone else close to you is a competitor or supplier to CAU or is employed by one, there are several factors to consider. Among them: the relationship between CAU and the other company, the nature of your job at CAU and the other person's job, and the access each of you have to your respective employer's confidential information. Often any risk to CAU's interests is sufficiently remote or can be eliminated, by taking every practical precaution, to prevent the inadvertent disclosure of confidential information. In some unusual circumstances, a change in your job responsibilities may be necessary.

### Serving Public Bodies or Organizations

CAU employees are encouraged to serve their communities in volunteer activities and public bodies – such as school boards, city councils, hospital boards, state legislatures, etc. – and to represent their constituents to the best of their abilities. There may be circumstances; however, when an issue before such a body affects CAU as well as constituents. Such circumstances, which may pose a conflict of interest for the individual, should be reviewed directly with the Office of General Counsel. You should be aware that any situation, however harmless it may appear to you, could arouse questions among others. The very appearance of a conflict of interest can create problems despite your best intentions. Therefore, any situation that might result in a conflict or the appearance of a conflict between your personal or family interest and the best interests of the University should be avoided.

#### 1.1.4 PROPRIETARY INFORMATION & INVENTIONS

Clark Atlanta University may acquire and develop valuable information, which

could be central to the institution's success. This information is proprietary and in most cases confidential.

Your obligation to protect CAU's confidential information continues even after you leave the institution. If you leave CAU for any reason, you must promptly deliver to the University all correspondence, reports, memoranda, records, manuals, notes, computerized files, drawings, business cards and other material and property belonging to CAU which may be in your possession or under your control. Should you continue to use CAU's confidential or proprietary information once you leave the university, CAU may pursue a range of legal remedies.

Any employee who makes an invention, or which grew out of the employee's work with the university, must assign all rights to the invention to the institution. In addition, the University shall be entitled to rights in any employee invention made on university time or with the use of the University's facilities, material or information as more fully described herein.

It is CAU's policy not to infringe upon the intellectual rights of others, including valid and enforceable patents, trademarks and copyrights. Any employee who suspects an infringement should report the matter to his or her supervisor and the Office of General Counsel.

All employees shall conduct their activities on behalf of the University, including but not limited to any research or writing activities, in such a fashion as to meet and comply with all of the requirements of federal intellectual property laws and regulations. As a condition of employment, each employee agrees to accept responsibility for reading and understanding the requirements of all federal intellectual property laws and regulations, as well as the University's guidelines regarding same. Research is recognized as an integral part of the corporate process to generate new knowledge and promote scientific, technological, social and cultural advancement. As a result of such research, new discoveries and inventions may be made by employees, which could have material commercial value and which, could contribute significantly to scientific, social, technological and cultural progress. In the best interest of the public, the inventory and the University, and, under some circumstances, the government, these accomplishments should be patented. The University claims ownership and control of worldwide patent rights that result from activities of its employees, including all publication rights. The inventor shall be entitled to receive twenty-five percent (25%) of any net financial returns from the sale, licensing, or other transfer of such patent rights. Except for writings that pertain to an invention or discovery of a patentable nature and writings done directly related to the University project, all rights to copyrightable material shall be reserved by the author. All employees agree by these guidelines and obligations.

### 1.1.5 USE AND PROTECTION OF CLARK ATLANTA UNIVERSITY PROPERTY

You must respect and protect University property. CAU property of any kind, such as equipment (including office equipment), facilities, materials, and supplies, should be used only for conducting university business. Employees are permitted to use office equipment for personal purpose as long as such use is limited and reasonable. Institution property should not be removed from CAU premises unless approved in writing in advance. University property may not be sold, loaned, given away or otherwise disposed of without authorization.

### 1.1.6 ACCURATE DOCUMENT CREATION & RETENTION

The University's books, records and internal reports, as well as documents and reports filed with governmental agencies, must always be prepared accurately and reliably so that an accurate record of the University's transaction is presented. No one should make an entry on the institution's books or records, or fail to make a required entry, that intentionally hides or disguises the true nature of any transaction or action. No secret or unreported funds or assets should be created or maintained for any purpose. Any deliberate falsification of documents also is strictly prohibited. You should report any falsification of records or similar violations to your supervisor and the Office of General Counsel.

You must follow University policy regarding the retention, disposal or destruction of any University record or file. Various laws and regulations require the retention of certain records for various periods of time, particularly in the accounting, personnel, student financial aid and academic records, environment, contract and general corporate areas. The University's document policy applies to both written documents and electronic documents on computer disk drives and floppy disks.

When litigation or an investigation is pending, relevant records must not be destroyed. Any selective destruction of a document to avoid it being seen by a government official or other party is most likely unlawful and could lead to criminal prosecution. If you are concerned about any document, you should discuss it with the Office of General Counsel.

You should use care in creating all correspondence – voice mail, electronic mail, and written documents – on behalf of the University. What you may believe is a private message just between you and someone else could become subject to public scrutiny. You should consider whether you would be comfortable explaining your words under oath in court or having them repeated in news media.

### 1.1.7 CONCLUSION

A clear understanding of Clark Atlanta University's policies in this Code of Conduct is of great importance to you and to the University. Revisions will be made periodically in the future as legal requirements change and to reemphasize our policies.

Any employee who knowingly violates the law or the University's policies will be subject to disciplinary action. Failure to report violations is in itself a violation of University policy. Disciplinary action may include formal reprimand, loss of pay, demotion, suspension or even termination. These policies do not create any right of continued employment by the University. The University reserves the right at any time to change any of the policies stated in this Code of Conduct.

If you have a question about any law or policy described in this herein, you have several places to go for further help. You can speak with your supervisor, appropriate Vice President, the Office of General Counsel or the Office of Human Resources.

## **1.2 SEXUAL HARASSMENT POLICY**

It is the policy of Clark Atlanta University that sexual harassment and discrimination on the basis of gender will not be condoned. As a matter of practice and policy, the University is committed to maintaining an educational and working environment free of conduct which degrades or subjugates employees or students. This policy applies equally to faculty, administrative and support staff and students, and is in keeping with the spirit and intent of Federal guidelines (Title VII of the Civil Rights Act of 1964) on discrimination because of gender.

It is the policy of Clark Atlanta University to provide each student, faculty member and staff member with an environment free from harassment.

Sexual harassment is any unwelcomed sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that interferes with performance by creating a hostile, offensive, or intimidating work environment or is an expressed or implied condition of employment. Such behavior will be subject to disciplinary actions up to and including dismissal.

### Regulations

- a. Any complaints relating to this type of misconduct should be reported to the Director of Human Resources immediately. Complaints will be treated confidentially and promptly, and will be carefully investigated.

- b. It is a violation of University policy for any member of the University community to retaliate against an individual who brings forth a complaint of sexual harassment.

### Responsibilities

- a. The Human Resources Department is responsible for the implementation of the University's sexual harassment policy and the coordination of the grievance process.
- b. Each Dean, Department Chair and Administrative Head of a unit is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise, and for dissemination and implementation of this policy within his/her area of responsibility. These individuals are also responsible for referring reported incidents of sexual harassment to Human Resources.
- c. It is the responsibility of all members of the University community to discourage sexual harassment, report such incidents, and cooperate in any investigation which might result.

#### 1.2.1 PROCEDURE FOR COMPLAINT

- a. Any employee who feels that he or she has been the victim of sexual harassment should contact the Director of Human Resources within fifteen (15) working days of the incident. This report can be oral or written, but a written and signed statement of the complaint must be submitted by the complaining employee within three (3) working days of the initial report.
- b. Upon receipt of the written complaint, the Director of Human Resources will contact the person who allegedly initiated the sexual harassment, and inform that person of the basis of the complaint and the opportunity to respond to the complaint in writing within seven (7) working days.
- c. Upon receipt of the written response, the Director of Human Resources, after conducting a thorough investigation, will submit in writing a confidential summary of the complaint, the response, and the facts of the investigation to the Provost. The Provost, after conducting a review of the facts of the investigation, including possible interviews with all parties involved, will determine whether sexual harassment has occurred. All parties will be notified in writing of the Provost's decision.
- d. If it is determined that sexual harassment has occurred, disciplinary action up to and including discharge will be taken. The severity of the discipline will be determined by the severity and frequency of the offense, or other conditions surrounding the incident.

- e. An employee's failure to report the occurrence of sexual harassment within fifteen (15) working days may be deemed a waiver of any University action. Failure to file a written complaint within three (3) working days of the verbal report may be considered a withdrawal of that report. If the person against whom the complaint of sexual harassment is filed fails to respond to the complaint within seven (7) working days of notification, the appropriate disciplinary measure will be taken if circumstances warrant. (See Discipline Procedures in this Handbook.)

Employees may not be represented by a lawyer in the complaint resolution process.

### 1.2.2 OTHER CIVIL RIGHTS/DISCRIMINATION/HARASSMENT COMPLAINTS

The procedure utilized in the investigation of any complaint of civil rights infringement and discrimination will be the same as those used for the investigation of sexual harassment complaints (1.2.1). The governing principles shall be applicable local, state and federal non-discrimination laws. Examples of the kinds of discrimination/harassment covered are complaints based on race, gender, national origin, ethnicity, religion, disability, military or veteran status, sexual orientation, gender identity and HIV/AIDS status.

## **1.3 EMPLOYMENT OF RELATIVES**

Clark Atlanta University permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the University, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step relation. The University will exercise sound business judgment in the placement of related employees in accordance with the following guideline:

- Individuals who are related by blood or marriage are not permitted to work in the same department. No employee is permitted to work immediately within the "chain of command" of a relative such that the relative's work responsibilities, salary, or career progress could be influenced by other relatives, or any other positions in which the University believes inherent conflict of interest may exist.
- Employees who marry while employed are treated in accordance with these guidelines. That is, if a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time.

This policy applies to all categories of employment at the University, including regular, temporary, and part-time classifications.

#### **1.4** **ORIENTATION PROGRAM**

All staff and faculty members will participate in an orientation program conducted by the Office of Human Resources, which may also include various members of other departments. During the program, each member will receive important information to acquaint them with the University. All necessary paperwork will be distributed at this time, such as medical benefit plan enrollment forms, beneficiary designation forms, and appropriate federal and state tax forms. Each member will be required to present the University with information establishing identity and eligibility to work in the United States in accordance with applicable law.

Employees should use this orientation program to familiarize themselves with the University and its policies and benefits. Employees are encouraged to ask questions during this program so that they will understand all guidelines that affect and govern their employment relationship.

#### **1.5** **PROBATIONARY PERIOD**

All newly hired staff are required to satisfactorily complete a ninety (90) day probationary period. During this period the supervisor will be allowed an opportunity to determine if the employee demonstrates satisfactory temperament, knowledge and skills to perform the work requirements and expectations of the position. The employee is also given an opportunity to adapt to the work requirements and the University.

- At the end of the first ninety (90) calendar days of employment, the employee's performance will be evaluated by his/her supervisor in order to determine whether the employee will continue his/her employment with the University. If it is determined that employment should be terminated, either a thirty (30) day calendar notice or a ten (10) calendar day notice will be given to the employee depending on bi-weekly or monthly pay schedule of the employee.
- The probationary period may be extended in writing by the department head upon recommendation of the immediate supervisor and with concurrence of the Director of Human Resources. Extensions to the standard probationary period may not exceed sixty (60) calendar days.
- At the end of an extended probationary period, the supervisor must complete another performance evaluation with the appropriate recommendation



regarding the employee's continued employment. All documentation, including the performance evaluations, must be forwarded to the Office of Human Resources for inclusion in the employee's personnel file.

- After successfully completing the probationary period, the staff member will become a regular full-time or a regular part-time employee of the University.
- Probationary employees may be separated from the University without cause.
- Probationary employees have no recourse through the grievance procedure.
- An employee in probationary status may resign at any time by submitting a written notice to the department head and to the Director of Human Resources.
- Regular full-time employees who are promoted, or transferred, or whose jobs are reclassified are not re-categorized to probationary employee status; however, the transferred, promoted or reclassified employee must satisfactorily complete a 90-150 day evaluation period and its accompanying performance evaluation in the new job.

## **1.6**

### **JOB ANNOUNCEMENTS**

Clark Atlanta University believes in promoting staff from within for those positions in which they are interested and qualify. The University has established a job-posting program to give all staff an opportunity to apply for these positions. Vacancies are normally posted on designated bulletin boards at appropriate University locations and on the CAU website. Postings generally include the title, the hiring salary range, the minimum hiring specifications, and the closing date for filing applications. Positions are posted for at least five working days.

In order to be eligible to apply for a posted position, an employee must meet the minimum hiring specifications for the position, be in good standing in terms of his or her overall work record, and generally has been in his/her current position for a minimum of six months.

All staff members are responsible for monitoring job vacancy notices and for submitting appropriate application materials with the Office of Human Resources during the posting period for a specific opening.

A staff member is not required to notify his or her supervisor when submitting an application for a posted position. However, if the staff member is a finalist for the position, the supervisor will be notified prior to the completion of the application process.

for a recommendation. A member of the Human Resources Department will contact the staff member regarding his/her application and the status of his/her candidacy.

## **1.7 PERSONNEL ACTIONS**

All personnel actions which include, but are not limited to, employment, salary adjustments, separations, promotions and transfers, must follow the established procedures which are initiated through the University's Human Resources Requisition (ER) Form and the Personnel Action Form (PAF). These actions should come forth as recommendations requesting the appropriate authorized approval as indicated on the Human Resources Requisition Form and the PAF with the requested documentation.

Complete details on these procedures may be obtained in the Human Resources Department.

### **1.7.1 PROMOTIONS**

Promotions are based on individual merit and involve the shift of an employee from one level to another one, the latter usually requiring the assignment of a broader range of duties or requiring a higher skill level. Staff members are encouraged to seek higher positions for which they qualify.

A request for promotion to a higher position within another unit is not grounds for dismissal or any other form of reprisal. Based on the needs of the departments involved, the Office of Human Resources may delay the effective starting date for the new position for up to 30 working days.

Employees who wish to be considered for a promotion to another position in the University are encouraged, but are not required, to discuss the matter with their immediate supervisor prior to seeking information about the new position. However, the employee must contact the Office of Human Resources to review the following:

1. Minimum job qualifications for the classification.
2. Employee's work history and performance of all previous assignments.
3. Educational background.
4. Training background.
5. Aptitude and/or familiarity with the required duties of the vacant position.
6. Other job-related items.

At the point that the employee is determined to be a top candidate, Human Resources must and the employee should notify the employee's current supervisor.

### 1.7.2 TRANSFERS

Transfers often occur to better utilize an employee's skill and ability, to offer a more congenial work environment, to meet specific needs of the University or to assist the employee in meeting his/her career goals. A transfer is the shift of an employee from one position to another within the same classification or to one with comparable skills at the same salary. Staff interested in applying for a transfer are not required to secure the approval of their immediate supervisor. The Office of Human Resources is responsible for notifying the employee's current supervisor that a transfer has been requested.

A supervisor may recommend the transfer of an employee from his or her work unit. The supervisor will consult with the Office of Human Resources, which will take responsibility for identifying a comparable position within the University, if one exists. The recommendation shall be discussed with the employee prior to action being taken. Human Resources will assist in resolving issues and concerns surrounding the request for a transfer if positions are not available to accommodate the request.

When an employee transfers from one position to another, his or her accumulated leave, retirement benefits and service record will be transferred. However, the use or scheduling of accumulated annual leave is subject to the approval of the new supervisor.

Transfers between departments are normally made with agreement -of the Department Heads concerned, the employee and the Director of Human Resources. The welfare and qualifications of the employees involved, combined with the best interests of the University, are the governing factors.

All transfers are subject to the probationary policy as outlined in this Handbook.

### 1.7.3 DEMOTIONS

A demotion is the change in an employee's status from one level of a position to a position having lesser responsibility and/or a lower starting salary. A supervisor may recommend that an employee be demoted if he or she renders unsatisfactory service or if the employee voluntarily requests a demotion.

The employee must receive in writing the reasons for the demotion and, prior to the effective date of the action, must be granted a reasonable opportunity (not less than five working days) to appeal to the next highest level of authority.

Demotions will occur only if there is a position available for which the employee is qualified.

#### 1.7.4 LAYOFFS

Because of lack of funds, program adjustments, reorganization, or other situations, the University may find it necessary to effect a general reduction in work force or reduction in a particular area(s). Human Resources will assist staff members who have been laid off with possible transfers into other areas of the University based on qualifications, job performance and availability of funds.

### **1.8 PERSONNEL FILES**

The University maintains personnel files on each staff and faculty member. These files contain documentation such as an employee's length of service with the University, performance appraisals, beneficiary designation forms, disciplinary warning notices, and letters of commendation, etc. If an employee is interested in reviewing his/her file, he or she may contact the Office of Human Resources to schedule an appointment.

To ensure that an employee's personnel file is up-to-date at all times, he or she should notify the Office of Human Resources of any changes in name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievement, the individuals to notify in case of an emergency, and so forth. Employees will be apprised of documents sent to their personnel file upon request. Personnel files are the exclusive property of the University.

### **1.9 POLICY ON HIV/AIDS**

Clark Atlanta University recognizes that employees with a life-threatening illness such as HIV diseases(s)/AIDS may wish to continue their employment and, in fact, continued employment may be therapeutically important. As long as employees who have HIV/AIDS are able to maintain acceptable performance standards in accordance with established University policies and procedures, and the weight of the medical evidence continues to indicate that HIV/AIDS cannot be transmitted by casual workplace contact, employees with HIV/AIDS will be permitted to continue to work.

The University will assure that people with any of the viruses shall be entitled to the same rights, nondiscriminatory practices, equitable treatment and opportunities as people with any other life threatening illness. Depending upon the medical circumstances of each condition, the University may regularly monitor or require the monitoring of the person's medical condition by requesting statements from the doctor.

The University administrators and supervisors have a duty and a responsibility to protect the confidentiality of medical information on all employees.

The University will provide through workshops and seminars for its employees, up-to-date training and education on the transmission and prevention of HIV/AIDS.

### **1.10** **SAFETY**

The promotion of safety and prevention of accidents is important to the University and is the responsibility of individual departments or units and each individual to be safety-conscious and to follow safety and security practices in order to minimize the possibility of theft or personal injury. Employees are required to report to the Office of Human Resources unsafe working conditions and to wear the appropriate clothes or equipment for tasks which require safety precautions.

Disciplinary action will be taken against any employee who knowingly or unknowingly violates safety regulations that pose a threat to himself or herself, or another member of the University-community.

### **1.11** **POLITICAL ACTIVITY**

An employee engaging in any partisan political activity, meaning the election of a person to a public office, may not use the University's name, stationery, telephone, office, postal privilege, nor anything directly under the University auspices that will portray the University in a partisan political position. Any employee who violates this policy is subject to disciplinary action up to dismissal.

The intention of this policy is to assure University neutrality in partisan political issues and to encourage good citizenship by supporting the right of all persons to engage in the furtherance of democratic government.

---

---

# **COMPENSATION POLICIES**

---

---

## **2.0**

### **COMPENSATION POLICIES**

Clark Atlanta University adheres to and is covered by the provisions of the Fair Labor Standards Act with regard to the employment of staff. This Act, in part, establishes a minimum hourly wage and requires that the University provide payment of overtime for nonexempt employees.

In accordance with the Act, the University also supports the provision that employees of one sex are not offered or paid wages at a rate lower than those offered or paid employees of the opposite sex for substantially equal work with comparable experience. The provision is specific to the job which requires equal staff, effort and responsibility when such work is performed under similar working conditions.

## **2.1**

### **CLASSIFICATION OF EMPLOYMENT**

For purposes of salary administration and eligibility for overtime payments and employee benefits, the University staff is classified as follows:

- 2.1.1 Full-time Regular Staff. Staff hired to work the University's normal, full-time, thirty-five hour workweek on a regular basis. Such employees may be "exempt" or "nonexempt" as defined.
- 2.1.2 Part-time Regular Staff. Staff hired to work fewer than twenty-five hours per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined.
- 2.1.3 Temporary Staff. Staff engaged to work full-time or part-time with the understanding that their employment will end upon completion of a specific assignment. (A temporary may be offered and may accept a new temporary assignment.) Such employees may be "exempt or 'nonexempt" as defined.
- 2.1.4 Nonexempt Employees. Employees who are required to be paid overtime at the rate of time and one half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with the applicable federal wage and hour laws.
- 2.1.5 Exempt Employees. Employees who are not required to be paid overtime in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Executives, professional staff, and certain employees in administrative positions are typically exempt.

All staff members will be informed of employment classification and status as an exempt or nonexempt employee during the orientation session. If there is a change in position

during employment as a result of a promotion, transfer, or otherwise, Human Resources will inform staff members of any change in exemption status.

Any questions regarding employment classification or exemption status should be directed to the Human Resources Department.

## **2.2** **WORK HOURS**

The regular work week for all full-time staff is thirty-five hours divided into five days, Monday through Friday, with employees regularly scheduled to work seven hours per day.

The normal work hours for full-time staff are 9:00 a.m. to 5:00 p.m., with a one hour unpaid lunch period, normally taken between 12:00 noon and 2:00 p.m. The time of staff lunch period will be designated by the supervisor. Part-time employees' working hours and schedule will be arranged by the supervisor.

Daily and weekly work schedules may be changed from time to time at the discretion of the University to meet the varying conditions of the department. Change in work schedules will be announced as far in advance as practicable.

## **2.3** **RECORDING WORK HOURS**

It is the policy of the University to comply with applicable laws that require maintenance of hours worked by our staff. To ensure that accurate records are kept of the hours actually worked including overtime (where applicable) and of the accrued leave time which has been taken, and to ensure that the employee is paid in a timely manner, staff will be required to record the time worked and their absences on the University's official time form. This form should be signed and forwarded to the supervisor on a bi-weekly or monthly basis. After reviewing the form and resolving any discrepancies, the supervisor will sign the form and forward it to payroll, or Human Resources, whichever is applicable.

Employees should ensure that the actual hours worked and leave time taken are recorded accurately. Falsification of a time record is a breach of the University policy and is grounds for disciplinary action, including separation from the University.

## **2.4** **REGULAR PAY PERIODS**

Normally all University staff are paid by check on a bi-weekly basis (every two weeks) or



on a semi-monthly basis. If a scheduled payday falls on Saturday, Sunday, or University-observed holiday, employees usually will be paid on the day preceding the weekend or holiday. All required deductions such as federal, state and FICA taxes and all authorized voluntary deductions, such as health insurance contributions, will be withheld automatically from the paychecks.

Employees should review their paycheck for errors. If an error is found, it should be reported immediately to the Office of Human Resources or Payroll.

In the event that a paycheck is lost or stolen, Payroll should be notified immediately, and they will attempt to put a stop-payment on the check. If this is done, the employee will be issued another check. Unfortunately, however, the University is unable to take responsibility for lost or stolen paychecks, and if unable to stop payment on the check, the employee alone will be responsible for such loss.

## **2.5**

### **OVERTIME PAY PROCEDURES**

An employee classified as a nonexempt staff member (see the classifications of employment policy section for the “nonexempt employee”) will receive compensation for approved overtime work as follows:

1. He or she will be paid his/her regular hourly rate of pay for all hours worked between the thirty-fifth and fortieth hours in any given workweek.
2. He or she will be paid one and one-half times his/her regular hourly rate of pay for all hours worked beyond the fortieth hour in any given workweek.

The supervisor will provide the employee with reasonable notice when the need for overtime work arises. Advance notice however, may not always be possible.

Normally the payment for overtime is received in the pay period following the period in which such overtime is worked, providing that the official time form has been prepared, approved by the supervisor, and forwarded to Payroll for processing in a timely manner.

## **2.6**

### **COMPENSATORY TIME**

The awarding of comp time for employees classified as exempt is prohibited by the University; and all non-exempt employees should receive overtime for any hours worked beyond forty in a week.

## **2.7** **GARNISHMENT OF PAY**

The manner in which an employee makes use of his or her personal wages is a private matter. However, the creditors of employees may by law seek legal assistance to recover delinquent monies owed them through the process of garnishment of wages. The University is obligated to adhere to this judicial process and to deduct the required amount from the employee's paycheck.

## **2.8** **WITHHOLDING OF PAY**

University employees are expected to meet in a timely manner, all financial obligations owed to the institution. When an employee fails to meet this obligation, the University may withhold or deduct from the employee's paycheck any outstanding amount owed the institution as a result of an accrued bill for goods, services or damages to University property.

## **2.9** **SALARY ADMINISTRATION PROGRAMS**

The University endeavors to pay salaries competitive with those paid by other universities and colleges. In line with this objective, the University monitors its wage scales to ensure that they are kept in line with local as well as national economic conditions.

Periodically, the University may revise its job descriptions and evaluate individual jobs to ensure that they are directly job related.

### **2.9.1 POSITION CLASSIFICATION**

Human Resources has the basic responsibility for the development, refinement, and implementation of a position classification system for the University.

Position classification groups or the various categories into which employees are classified are based on the duties and responsibilities, skill and training requirements, and the general level of compensation. However, this information is general and does not include all of the specific tasks that the employee may be expected to perform on the job. Specific job duties and responsibilities are included in the respective departmental or the individual and unit position descriptions.

## 2.9.2 ASSIGNMENT OF POSITIONS TO CLASSIFICATION

The classification of a staff position shall be assigned by the Office of Human Resources. Consideration will be given to the duties, specific tasks, responsibilities, qualification requirements, and relationship of the position to other positions throughout the University in determining the assignment of a position to a classification.

## 2.9.3 ASSIGNMENT OF JOB TITLES

Job titles shall be assigned by the Office of Human Resources. Official position titles shall be used in all personnel, accounting, budget appropriation, and financial records. Individual departments or units may not arbitrarily assign, reassign or create a job title for a position.

## 2.9.4 APPROVAL OF CLASSIFICATION PLAN

The Board of Trustees of the University shall have final approval for the position classification and salary plans. Described in the plans will be general duties and responsibilities, titles, minimum qualifications and salary ranges to be used by the University.

## 2.9.5 POSITION RECLASSIFICATION AND AUDITS

A position may be reclassified to another classification and title as a result of a position audit, program reorganization, or the establishment of a new classification. A reclassification occurs when a determination has been made about the actual duties and responsibilities of the position. The Office of Human Resources shall have the responsibility to routinely review the classification of all positions. An employee's request for reclassification may be submitted in writing by his or her supervisor to the Office of Human Resources.

An employee (with the support of his or her supervisor) may request an audit of his or her job to determine if it is properly classified. The audit process consists of the following: the staff member's completion of a position description questionnaire (available in the Office of Human Resources), an on-site interview with the staff member and the staff member's supervisor by Human Resources, and a recommendation for an appropriate classification. A staff member may request a job audit not more than once in any two year period. Audits that result in a reclassification do not require a probationary period in the new classification.

All audits are based on the actual duties performed, level of responsibility, job knowledge, and skills required. Audits are not based on salary, desired position, length of employment, quality of work, personalities or proposed assignments. If an employee is not satisfied with the results of an audit, he or she may file an appeal with the Provost.

## 2.9.6 REQUESTS FOR NEW POSITIONS

The establishment of new staff positions requires prior approval by the Provost and/or Vice President of Finance & Administration. Department or Unit Heads may not establish new positions without the final approval of the Provost. Newly approved staff positions may not be filled nor may commitments be made to a prospective or current employee until the position has been properly posted and advertised. The University is under no obligation to a prospective or current employee if proper procedures have not been followed.

## **2.10** **SALARY REVIEWS**

Salaries normally will be reviewed on an annual basis according to the recommendations made by supervisors to the President/Provost. The supervisor makes recommendations for salary increases based on the overall job performance of the employee, which will be considered within the salary increase guidelines established annually in developing the University's budget.

The total compensation at the University consists not only of the salary an employee is paid but also various benefits that are provided, such as group health and life insurance, total disability and retirement, as described in this Handbook.

Questions regarding the salary administration program or an employee's salary should be directed to the individual's supervisor or the Human Resources Department.

## **2.11** **PERFORMANCE REVIEWS**

To ensure that an employee performs his or her job to the best of their abilities, it is important that staff be recognized for good performance and that employees receive appropriate suggestions for improvement when necessary. Consistent with this goal, the employee's performance will be evaluated by the supervisor on an annual basis. The employee will receive periodic written evaluations of his/her performance. Written evaluations normally will occur after three (3) months of employment. The University endeavors to conduct written performance reviews of each staff member by June 30 of each year.

All written performance reviews will be based on an employee's overall performance in relation to his/her job responsibilities and will also take into account his/her conduct, demeanor, and record of attendance and tardiness.

In addition to the regular performance evaluations described above, special written

performance evaluations may be conducted by a supervisor at any time to advise an employee of the existence of performance or disciplinary problems.

## **2.12**

### **COMPENSATION FOR CONTINUING EDUCATION**

Faculty and professional staff members of the University may receive extra salary for teaching in Continuing Education activities upon the recommendation of the area unit head and approval of the Provost providing the following conditions are met:

1. Prior approval;
2. The work is performed in addition to the normal workload;
3. The additional duties do not interfere with the performance of regular duties;  
and
4. The program generates sufficient income to be self-supporting (i.e., the program generates sufficient revenue to at least cover both direct and indirect costs).

---

---

# LEAVE BENEFITS

---

---

**3.0**  
**LEAVE BENEFITS**

Leave time is important to provide the opportunity for rest, recreation, and personal activities. Clark Atlanta University grants leave to its regular full-time and part-time staff as indicated below.

**3.1**  
**HOLIDAY BENEFITS**

Clark Atlanta University observes thirteen (13) paid holidays annually:

MEMORIAL DAY	MARTIN LUTHER KING, JR.'S BIRTHDAY
INDEPENDENCE DAY	GOOD FRIDAY
LABOR DAY	SPRING BREAK (one day will be designated every year)
THANKSGIVING DAY	DAY AFTER THANKSGIVING
CHRISTMAS EVE	CHRISTMAS DAY AND THE DAY FOLLOWING CHRISTMAS
NEW YEAR'S DAY	NEW YEAR'S EVE

**3.1.1 HOLIDAY OBSERVANCE**

When a holiday falls on a Sunday, it will be observed on the following Monday. When a holiday falls on a Saturday, it will be observed the preceding Friday. The University Holiday Calendar with the actual dates on which all holidays will be observed for the year will be distributed at the end of each calendar year.

**3.1.2 ELIGIBILITY**

- a. Full-time, benefits-based employees are eligible for this benefit after they have completed thirty (30) days of employment.
- b. Part-time employees that are benefits based are eligible for holiday pay proportionate to the regularly scheduled hours of work the preceding non-holiday work week after they have completed thirty (30) days of employment.
- c. Eligible employees are required to work the scheduled workday preceding and the schedule workday following the holiday in order to receive holiday

pay. In accordance with the University policy, an approved annual leave day or any other prearranged excused and paid off is considered a day work for the purpose of holiday pay eligibility.

- d. Non-benefits based part-time, temporary and contract status employees are not eligible for holiday pay.

## **3.2**

### **ANNUAL LEAVE BENEFITS**

The Annual Leave has been established by Clark Atlanta University to allow regular, full-time and part-time staff employees, for the good of their health and in the interest of efficiency, time away from their jobs for rest, relaxation, recreation and personal activities. The amount of leave time granted will commensurate with eligibility and according to a schedule of accrual established by the University. The University offers this benefit program at its discretion and reserves the right to modify this benefit at its own discretion.

#### **3.2.1 ELIGIBILITY**

- a. Benefit based employees working full time and part time are eligible for Annual Leave after six (6) months of service if the employee has satisfactorily completed their new hire probation period.
- b. Eligible part-time employees will accrue annual leave on a prorated basis based on the hours worked.
- c. Non benefit-based part-time, temporary and contract employees are not eligible for annual leave benefits.
- d. Eligible Administrative Personnel as defined for the purpose of this policy are those classified as Area Unit Heads and Operational Unit Heads and other professional level personnel as designated by the President working twelve (12) months per year.

Administrative Unit: Area supervised by a Vice President. There are presently five administrative units at Clark Atlanta University. They are: Academic Affairs, Student Affairs, Finance and Administration, Research and Sponsored Programs, and Institutional Advancement and University Relations.

Administrators on twelve (12) month appointments earn two (2) days per month and are eligible to receive twenty-four (24) working days of annual leave per year (July 1 - June 30). Administrators on regular, part-time twelve (12) month appointments earn annual leave on a prorated basis.



Administrative Unit Heads: The five Vice Presidents who supervise the administrative units.

Operational Unit: A sub-division of an administrative unit that carries out one or more discrete functions of the administrative unit. Examples: Financial Aid is an operational unit of Finance and Administration; and Admissions is an operational unit of Student Affairs.

Operational Unit Head: Associate/Assistant Vice President, Director or other appropriate designations who supervise operational unit(s).

Sub-unit: A sub-division of an operational unit responsible for a single function. Example: Student Accounts is a sub-unit of Financial Aid.

Sub-unit Head: Supervises the functions of a sub-unit. Although this position is supervisory, it is not classified as administrative.

### 3.2.2 GENERAL

- a. Annual Leave will be administered according to the University's fiscal calendar, July 1st through June 30th of the following year.
- b. Annual Leave will be accrued from the date an employee is hired into a regular position, at the rate as indicated in the Annual Leave Accrual Schedule, to the maximum number of accrued leave days as indicated.
- c. Employees are encouraged to take Annual Leave to the maximum of the annual accrual. However, employees will be allowed to carry-over a designated maximum number of days at the end of the fiscal year (June 30th).
- d. An employee will be given whatever preference is possible in scheduling annual leave, contingent upon the operations of the department in which the employee works.
- e. When an employee transfers from one department to another, the annual leave accrued will transfer with the employee. The receiving manager may request an accounting of the balance of the employee's Annual Leave after the employee has transferred.
- f. Accrued Annual Leave will be calculated at the base rate of pay and will not be considered time worked when computing hourly employees' overtime.

- g. In the event a holiday is observed by the University, during an employee's scheduled annual leave period, the holiday will not be charged against the employees' annual leave.
- h. An employee may elect to use Annual Leave in the case of illness after the accrued sick leave has been depleted.
- i. An employee separating from the University will be paid the unused annual leave that is accrued at the date of the employee's separation.

**3.2.3 LIMITATIONS**

- a. This policy does not allow payment in lieu of Annual Leave except at the time of separation of employment from the University, at which time all accrued leave will be paid.
- b. If an employee's Annual Leave accrual is in excess to the allowable carry-over days, the employee will lose those days. Carry over of Annual Leave is not permitted except in extenuating circumstances; which will require the written approval of the President/Provost of the University or the President's designee.
- c. Employees hired on a temporary or contract basis are not eligible for this benefit.
- d. Exceptions to this policy require the approval of the President of the University.

**3.2.4 ANNUAL LEAVE POLICY ACCRUAL SCHEDULE**

Regular Staff Employees

<b>Length of Service</b>	<b>Monthly Accrual</b>	<b>Maximum Yearly Accrual</b>	<b>Maximum Allowable Carryover</b>
1 thru 3 years	.83	10 days	5 days
4 thru 7 years	1.08	13 days	8 days
8 thru 15 years	1.33	16 days	11 days
16 thru 20 years	1.58	19 days	14 days
21+ years	1.75	21 days	16 days

Administrative Personnel -- Area and Operational Unit Heads

<b>Length of Service</b>	<b>Monthly Accrual</b>	<b>Maximum Yearly Accrual</b>	<b>Maximum Allowable Carryover</b>
1 thru 3 years	2 days	24 days	12 days
4 thru 7 years	2 days	24 days	15 days
8 thru 15 years	2 days	24 days	17 days
16 thru 20 years	2 days	24 days	18 days
21+ years	2 days	24 days	19 days

- a. All full-time regular employees with at least five (5) years of continuous service prior to July 1, 1989 are entitled to 21 days of annual leave per year with twenty (20) maximum allowable carryover days.
- b. Administrative personnel are those classified as Area Unit Heads and Operational Unit Heads, and other professional personnel designated by the President. Eligible administrators as defined for the purpose of this policy, on 12-month appointments earn 2 days per month. Eligible administrators on regular, part-time 12-month appointments earn annual leave on a prorated basis.
- C. Part-time regular staff accrue leave on a prorated basis based on the hours worked.

***EXCEPTIONS TO THIS POLICY ARE RARELY GRANTED AND WILL REQUIRE THE WRITTEN APPROVAL OF THE PRESIDENT OF THE UNIVERSITY.***

**3.3  
PERSONAL LEAVE**

The University grants two (2) Personal Leave days annually to full-time regular staff who have completed one year of continuous service for personal business that cannot be taken care of during regular business hours and for religious observances, ethnic holidays, and other events of personal significance.

Note that Personal Leave days may not be used to extend scheduled annual leave or any other approved leave.

The two (2) Personal Leave days are granted at the beginning of each year fiscal year on July 1 and must be used by the end of that fiscal year June 30 of the following calendar year. Employees may not carry-over personal days at the end of the fiscal year and personal days are not paid if an employee separates from the University.

Personal Leave days must be scheduled in advance and an employee is encouraged to make use of these days before annual leave days if possible. To arrange a personal day from work, an employee must submit a Leave Request Form to his/her immediate supervisor to obtain approval to observe a personal day(s). This Request Form must be submitted at least one week before the day(s) of anticipated observance, except in emergency situations. The supervisor must consider workload priorities in determining whether to approve the request. Special consideration is given to requests for observance of holidays of religious significance and reasonable accommodation will be made with adequate notice that should exceed the normal one week requirement.

### **3.4** **SICK LEAVE BENEFITS**

The University recognizes that absences from work due to illness and injury may cause economic hardship. For this reason, the University has established a means by which eligible employees will continue their base salary. It is the policy of Clark Atlanta University by means of Sick Leave, to grant eligible employees the opportunity to accrue a specific number of days each year they are employed and to accrue these days to a maximum amount that will cover short-term illnesses. The University provides, free of cost, a disability insurance plan for long term illness. No payments are made for Sick Leave when an employee voluntarily or involuntarily separates from the University.

#### **3.4.1 ELIGIBILITY**

- a. Full-time or part-time benefits based employees are eligible for sick leave benefits after they have completed sixty (60) days of employment.
- b. Part-time, non-benefit based, temporary and contract employees are not eligible for this benefit.

#### **3.4.2 ACCRUAL OF SICK LEAVE**

- a. Accrual of sick leave will begin the date of hire, however, an employee is not eligible to use the sick leave until after they have completed sixty (60) days of employment.
- b. Eligible full-time employees will accrue sick leave at the rate of one day per month. The maximum amount of sick leave an eligible full-time employee may accrue is one-hundred twenty (120) days.
- c. Eligible benefit-based part-time employees will accrue sick leave at the rate of 1/2 day (4 hours) per month. The maximum amount of sick leave eligible part-time employees may accrue is sixty (60) days or four hundred eighty (480) hours.

- d. An eligible employee on an unpaid leave of absence for thirty (30) or more days cannot accrue sick leave until they return to active status.
- e. An employee on a Workers' Compensation Leave for thirty (30) or more days cannot accrue sick leave until they return to active status.

### 3.4.3 ADMINISTRATIVE RESPONSIBILITY

#### Employee

It is the responsibility of the employee to complete and submit a Leave Form to his/her supervisor/manager upon arrival and return to work.

#### Manager

The supervisor/manager is responsible for recording absences due to sickness by assuring that a Leave Request indicating the dates of the employee's absence is completed by the employee, the first day the employee returns to work. The Leave Form must be signed by the supervisor/manager and submitted to Human Resources (by the supervisor/manager) within one day from the date the employee returns to work. The supervisor is also responsible for recording and maintaining department records of sick leave absences. In the event the employee is absent (due to sickness) and does not have accrued sick leave, the manager must:

- a. Determine if the employee has annual leave to which the employee's absence may be charged.
- b. If the employee has also exhausted their accrued annual leave, the absence must be reported and recorded in a non-pay status to Human Resources on a Personnel Action Form for payroll processing.
- c. In the case of hourly personnel, the non-pay absence dates should be recorded on the employee's time sheet and a copy of the time sheet must be submitted to Human Resources for record keeping purposes.

In all cases, the no-pay absence must be reported within the same pay period in which it occurred, no later than the following pay period.

#### Human Resources

Human Resources is responsible for recording sick leave requests and notifying the employee and the manager/dean as soon as they are aware that an employee's sick leave usage has been exhausted or has exceeded the employee's sick leave accrual. Human Resources is also responsible for placing

the employee in a non-pay status.

#### 3.4.4 LIMITATIONS

The University will only pay sick leave if the employee has accrued sick leave. In the event the employee is absent due to illness and does not have sick leave time, the employee will be placed in a non-pay status for the absences by the supervisor/manager.

#### 3.4.5 EXCEPTIONS

Exceptions to this policy will require the approval of the President of the University.

### **3.5 FAMILY AND MEDICAL LEAVE ACT POLICY**

#### GENERAL PROVISIONS

It is the policy of Clark Atlanta University to grant up to twelve weeks of family and medical leave during any twelve-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). The leave may be a combination of paid and unpaid, depending on the availability of accruals of leave of the employee. FMLA is intended to balance the demands of the workplace with the needs of families, to promote stability and economic security of families, and to promote national interests in preserving family integrity.

#### 3.5.1 ELIGIBILITY

In order to qualify to take family and medical leave under this policy, the employee must meet **all** of the following conditions:

1. The employee must have worked for the University at least twelve months, or 52 weeks. The twelve months, or 52 weeks, need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
2. The employee must have worked at least 1,250 hours during the twelve-month period immediately before the date when the leave would begin.

#### 3.5.2 TYPE OF LEAVE COVERED

In order to qualify as FMLA leave under this policy, the employee must be taking

the leave for one of the reasons listed below:

1. the birth of a child and in order to care for that child;
2. the placement of a child for adoption or foster care;
3. the care of a spouse, child, or parent with a serious health condition; or
4. the serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. A serious health condition is defined as a condition which requires inpatient care in a hospital, hospice, or residential medical care facility, or a condition that requires continuing care by a licensed health care provider. (A health care provider is defined as: a doctor of medicine, doctor of osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractor, nurse practitioner.)

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that, if left untreated, would result in a period of incapacity of more than three days, which would be considered a serious health condition. Examples of serious health conditions include: heart attacks or other serious heart conditions, most cancers, strokes, appendicitis, pneumonia, and ongoing pregnancy and prenatal care.

Employees with questions about what illnesses are covered under this FMLA policy or under the University's sick leave policy are encouraged to consult with the Human Resources Department.

The University will require an employee to provide a doctor's certification of the serious health condition. The certification process is outlined in this policy under the section entitled "Certification of the Serious Health Condition".

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the University may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

An eligible employee can take up to twelve weeks of leave under this policy during any twelve-month period. The University will measure the twelve-month period as a rolling twelve-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the University will compute the amount of leave the employee has taken under this policy and subtract it from the twelve weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

If a husband and wife both work for the University and each wishes to take leave

for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent “in-law”) with a serious health condition, the husband and wife may only take a total of twelve weeks of leave.

### 3.5.3 EMPLOYEE STATUS & BENEFITS DURING LEAVE

While the employee is on leave, the University will continue the employee’s health benefits during the leave period at the same level and under the same conditions as if the employee had continued work.

If the employee chooses not to return to work for reasons other than a continued serious health condition, the University will require the employee to reimburse the University the amount it paid for the employee’s health insurance premium during the leave period. If the employee does not return to work, the employee should also consult the University’s COBRA policy.

Under current University policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee’s share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Human Resources Department by the 20<sup>th</sup> day of each month. If the payment is more than thirty days late, the employee’s health coverage may be dropped for the duration of the leave.

If the employee contributes to the supplemental life insurance or the additional disability insurance offered by the University, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue to make those payments, along with the health care payments. If the employee does not continue these payments, the University may discontinue coverage during the leave period, or will recover the payments at the end of the leave period, in a manner consistent with the law.

### 3.5.4 EMPLOYEE STATUS AFTER LEAVE

An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits, and other employment terms. The position will be the same or one that entails substantially equivalent skill, effort, responsibility and authority.

### 3.5.5 USE OF PAID AND UNPAID LEAVE

If the employee has accrued paid leave, the employee must use paid leave first and take the remainder of the twelve weeks as unpaid leave.

An employee who is taking leave because of the employee’s own serious health



condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave.

An employee taking leave for the birth of a child must use paid sick leave first for physical recovery following childbirth. Pregnancy disability or other leave taken under the University's disability plan is considered paid sick leave for purposes of FMLA substitution. The employee may then use all paid vacation and personal leave, and then will be eligible for unpaid leave for the remainder of the twelve weeks.

An employee who is taking leave for the adoption or foster care of a child must use all paid vacation and personal leave prior to being eligible for unpaid leave.

Injuries or illnesses sustained under worker's compensation will not be applied to the FMLA.

### 3.5.6 INTERMITTENT LEAVE OR A REDUCED WORK SCHEDULE

The employee may take FMLA leave in twelve consecutive weeks, may use leave intermittently (take a day periodically when needed over the year), or under certain circumstances may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of twelve weeks over a twelve-month period.

The University may temporarily transfer an employee to an available alternate position with equivalent pay and benefits if the alternate position would better accommodate the intermittent or reduced schedule.

For birth, adoption or foster care of a child, the University and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child. If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the University before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. The University may require certification of the medical necessity.

### 3.5.7 CERTIFICATION OF THE SERIOUS HEALTH CONDITION

The University may ask for certification of the serious health condition. The employee should try to respond to such a request within fifteen days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Medical Certification Form which can be obtained

from the Human Resources Department.

Certification of the serious health condition shall include: the date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

The University has the right to ask for a second opinion if it has reason to doubt a certification. The University will pay for the employee to get a certification from a second doctor, which the University will select.

If necessary to resolve a conflict between the original certification and the second opinion, the University will require the opinion of a third doctor. The University and the employee will jointly select the third doctor, and the University will pay for the opinion. The third opinion will be considered final.

### 3.5.8 PROCEDURES FOR REQUESTING LEAVE

Except where leave is not foreseeable, all employees requesting leave under this policy must submit the request in writing to their immediate supervisor, with a copy to the Human Resources Department. When an employee plans to take leave under this policy, the employee must give 30 days notice. If it is not possible to give 30 days notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule treatment to minimize disruptions to the University's operations. If an employee fails to provide 30 days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until thirty (30) days from the date the University receives notice.

While on leave, employees are requested to report periodically to the University regarding the status of the medical condition, and their intent to return to work. A medical release must be provided by the attending physician.

**3.6**  
**BEREAVEMENT LEAVE**

When a death occurs in the family of a full-time regular or part-time regular employee, the employee will be compensated for time lost from the regular work schedule in accordance with the following guidelines.

Spouse, child, parents, siblings	5 days
Grandparents, mother-in-law, father-in-law, daughter-in-law, son-in-law	3 days
Relative not a member of an employee's immediate family	1 day

Request for bereavement leave should be made to an employee's immediate supervisor and forwarded to the Office of Human Resources.

**3.7**  
**VOTING**

Staff and faculty members of the University are encouraged to exercise their constitutional rights and to participate in local, state and federal elections. If an employee's regular working hours conflict with voting hours, his/her supervisor may grant a reasonable period of time off for the purpose of voting. However, employees should make every effort to vote before or after their scheduled working hours.

**3.8**  
**JURY DUTY LEAVE**

For a full-time regular staff member summoned to jury duty, the University will continue their salary during their active period of jury duty. They are also permitted to retain the allowance they receive from the court for such service. If they are not full-time regular staff members, they are given time off without pay while serving jury duty.

To qualify for jury or witness duty leave, staff must submit to their supervisor a copy of the summons to serve as soon as it is received. In addition, proof of service must be submitted to the supervisor when their period of jury or witness duty has been completed.

A leave request form must be completed with appropriate documentation attached and submitted to the Office of Human Resources.

### **3.9**

#### **PERSONAL LEAVES OF ABSENCE**

Unpaid personal leaves of absence for a period up to ninety (90) days may be requested by full-time regular and part-time regular employees who have one year of continuous service. They must request personal leaves in writing at least two weeks prior to the time they wish such leave to commence. If the personal leave request is necessitated by an emergency, they must notify their supervisor or the head of their department in writing stating the nature of the leave and the expected length of absence. The written request must be submitted within three days of the beginning of the leave. A Leave Form must be completed and submitted to Human Resources.

Personal leave of absence may be granted only for justifiable reasons (e.g., child care or care for an ill family member) at the University's discretion, provided the leave does not seriously disrupt the University's operations. Personal leaves of absence are not granted until all accrued unused vacation and personal days have been exhausted.

The University endeavors to place employees returning from personal leaves of absence in their former positions or positions comparable in status and pay, subject to budgetary restrictions, the University's need to fill vacancies, and the ability of the University to find qualified temporary replacements.

### **3.10**

#### **MILITARY LEAVE**

Leaves of absence for military or reserve duty are granted to full-time and regular part-time employees. A copy of military orders or other authorized documents for such duty must be presented to the faculty or staff member's department chairperson and to the Office of Human Resources. Military duty is defined as ordered military duty in the service of the state or the United States, including schools conducted by the United States Armed Forces. Such duty must be of less than thirty (30) days duration and must be performed as a member of one of the Armed Forces.

Military leave with pay may not exceed seven and one-half (7 1/2) working days in one calendar year unless a state of emergency is declared. In this instance however, the leave with pay may not exceed thirty days.

Periods of absence for military leave of thirty days or more, but not exceeding six months, will be treated as leave without pay. Extensions are possible depending upon circumstances.

Eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws.

### 3.11 OTHER LEAVE

In the event of inclement weather or other temporary emergency situation, the President or his designee may (1) cancel or suspend classes, or (2) close the University except for essential services.

- The cancellation of classes means that students should not report to their classes. However, all other support functions will be maintained and all staff members should report to their work stations at the regularly scheduled time, or as soon as possible thereafter. Employees unable to report to work will be required to take leave time or leave without pay.
- The closing of the University means that classes and instructional laboratories are canceled and support functions and operations (offices) will be closed, with the exception of essential services. Employees are not expected to report to work unless they have been designated as emergency personnel who are needed to carry out essential University services. During the emergency closing of the University, employees generally are considered on leave with pay.

Employees should listen to the local television stations and to the University's radio station (WCLK) for the official notification of the cancellation of classes, or the closing of the University.

---

---

**GROUP HEALTH  
AND  
RELATED BENEFITS**

---

---

## **4.0**

### **STAFF AND FACULTY BENEFIT PROGRAMS**

Clark Atlanta University has established a variety of staff and faculty benefit programs designed to assist employees and their eligible dependents in meeting financial obligations that can result from illness, disability, death, retirement, job-related, personal problems or enhance their job-related skills.

This section of the Handbook is meant to highlight some features of these benefit programs. Group health and life insurance and retirement-related programs are described more fully in summary plan description (SPD) booklet, which are provided when employees are eligible to participate in these programs. Complete descriptions of the group health insurance programs are also contained in the University's master insurance contracts with insurance carriers, which are maintained in the employee benefits section of the Human Resources Department; complete descriptions of the retirement-related programs are contained in the appropriate master plan documents, which likewise are maintained in the employee benefits section. In the event of any contradiction between information appearing in this Handbook and/or SPD booklet, the information that appears in the master insurance contracts shall govern in all case.

Inasmuch as insurance carriers do not always adjust their rate schedule changes to the contract year of the University, the University reserves the right to amend the provisions in respect to specific carriers or institutional fringe benefits during a contract year. Consultation with the University Senate, Faculty Assembly Committee and Staff Assembly Committee may take place prior to the implementation of such a change. The Office of Human Resources will be guided by the advice of these committees as to the proper way to inform and educate the faculty and staff of such-changes.

The University may establish, at the start of any academic or fiscal year, a change in specific benefits for newly hired faculty and staff employees. Such changes shall apply only to new hires and to those with a break in service who are not approved for paid or unpaid leave of absence.

An open enrollment period is held once a year to give all members of the University an opportunity to make changes in his or her insurance plan or elect to participate.

## **4.1**

### **GROUP MEDICAL INSURANCE**

All full-time regular and part-time regular employees and their dependents are eligible to participate in the University's group hospitalization, surgical, major medical and dental plans. The University's group health insurance policy provides a comprehensive medical plan. Descriptions of the plans, enrollment cards, and claim forms are available from the Office of Human Resources.

Coverage begins on the first day of the month following the official date of employment. Because insurance is paid one month in advance, this deduction will be made from the employee's initial paycheck. Clark Atlanta University pays for a portion of the single and dependent health insurance cost. Employees who wish to cover their dependents must pay an additional dependent premium cost. Employees who do not enroll within thirty (30) days of employment are not eligible to enroll until the Open Enrollment period. Coverage changes due to births, marriage, divorce (status change) must occur within thirty (30) days of the event or the employee will be required to wait for the Open Enrollment period.

#### **4.2**

### **DENTAL INSURANCE**

A Dental Plan is available to full-time regular and part-time regular staff. Coverage begins on the first day of the month following the official date of employment. Because insurance is paid one month in advance, this deduction will be made from the employee's initial paycheck. Clark Atlanta University pays for a portion of the single and dependent Dental insurance costs.

#### **4.3**

### **BASIC TERM LIFE INSURANCE**

All full-time regular employees are eligible to participate in the University's life insurance program. Coverage under this program is available for employees only; dependent coverage is not available. Coverage for eligible employees is effective on the 31st day of employment.

Under this program, employees are covered by a life insurance benefit of twice their annual base salary. Additional coverage (four times annual salary) is provided in the event of accidental death or dismemberment.

The cost to provide this benefit currently is paid in full by the University.

Life insurance benefits terminate on the last day of the month in which an employee separates from the University.

#### **4.4**

### **VOLUNTARY TERM LIFE INSURANCE**

Voluntary term life insurance may be purchased by employees for their spouse and eligible dependents, providing that the employee is also enrolled in the program. Details are available in the Office of Human Resources.



For further details regarding life insurance benefits, employees should consult the SPD booklet or contact the Office of Human Resources.

#### 4.5

#### **SHORT-TERM DISABILITY INSURANCE**

Short-term disability insurance is available to full-time regular staff. The coverage is paid 100% by the employee and provides an income equivalent to 60% of weekly pre-disability earnings, to a maximum of \$1,000, less deductible sources of income. Coverage begins on the 15<sup>th</sup> day of disability for non-occupational sickness, pregnancy, or accidental injury, up to a maximum benefit period of eleven (11) weeks.

#### 4.6

#### **LONG-TERM DISABILITY INSURANCE**

Long-term disability insurance is provided to full-time regular staff. The coverage provides a monthly income for employees who become totally disabled for an extended period of time. The employee must be disabled for ninety consecutive days before a claim can be filed. Benefits will be released to employees within thirty days following the waiting period. Two options are available under the long-term disability program.

- (1) Fifty percent (50%) coverage of an employee's gross monthly salary up to a maximum benefit of \$2,000.00 per month with no cost to the employee. Coverage is paid in full by Clark Atlanta University.
- (2) Sixty percent (60%) coverage of an employee's gross monthly maximum salary up to a maximum benefit of \$7,000.00 per month. The employee elects coverage (voluntarily). Cost: .34 for each additional \$100.00 of coverage.

#### 4.7

#### **WORKER'S COMPENSATION INSURANCE**

Staff and faculty members of Clark Atlanta University are covered by the provisions of the Georgia Worker's Compensation Act. This insurance is designed to provide for the payment of medical expenses and for partial salary continuation in the event of a work-related injury or illness.

An employee who is injured on the job must immediately report such injury to the immediate supervisor and to the Office of Human Resources, whether or not medical treatment is required or refused. **Failure to report the incident within (30) days may jeopardize the employee's claim for benefits.**

#### **4.8**

### **SOCIAL SECURITY**

All eligible employees of the University are required to participate in the Social Security program. The requirements, benefits and privileges of Title III of the Social Security Act Social Security Administration. Payroll deductions are made for the employee's share of the cost of the insurance with the University paying a match share.

The Social Security program provides retirement, disability, and health benefits. However, employees are encouraged to consider securing additional retirement options to provide the fullest measure of security during their post-employment years.

#### **4.9**

### **UNEMPLOYMENT COMPENSATION**

Clark Atlanta University employees are covered under the State Unemployment Compensation Law. The insurance program is designed to provide salary benefits and to assist eligible employees who are temporarily unemployed through no fault of their own, are able and available for work, and are unsuccessful in finding work. These premiums are paid by the University.

#### **4.10**

### **CONTINUING OR CONVERTING GROUP HEALTH**

If an employee separates from the University or if his or her work hours are reduced, and if this event makes the employee or his or her dependents no longer eligible to participate in one of the University's group health insurance plans, the employee and his/her eligible dependents have the right to continue coverage.

Should the employee or his/her eligible dependents elect to continue as members of the University's plans, he/she will be charged the applicable premium charged to the University by the carrier plus an additional two percent (2%) administrative cost.

The Office of Human Resources should be contacted for complete details.

#### **4.11**

### **BASIC RETIREMENT ANNUITY**

Clark Atlanta University has established a retirement program to assist employees in their post-employment years. Employees are encouraged to begin planning for retirement early in their career so that the University's benefits, benefits from the federal government's Social Security program, and income from their personal investments can

grow together to provide future financial security.

The University's plan is administered by Teachers Insurance Annuity Association - College Retirement Equities Fund (TIAA-CREF). The plan is contributory and is designed to provide employees with monthly benefits when they retire. The amount of benefits an employee will receive when they retire depends on, among other things, their years of service with the University and their income.

Employees are eligible and it is required that they enroll in the University's plan after they have completed two years of full-time service and have attained age twenty-one (21). The staff or faculty member contributes three percent (3%) of monthly gross income and the University contributes five percent (5%) of monthly gross income. Employees, who have attained at least two years of service with a college, university, or other approved educational organization immediately preceding their employment at CAU, will be considered to have satisfied the two-year service requirement at CAU upon their date of hire. In such cases, the eligible employee must submit a Salary Reduction Agreement and a TIAA-CREF enrollment form to the Human Resources department to be enrolled in the Basic Plan.

#### **4.12**

### **SUPPLEMENTAL RETIREMENT ANNUITIES**

Staff and faculty members are eligible upon hire to enroll in the Supplemental Retirement Annuity (SRA) provided also by TIAA-CREF. The University does not make any contributions toward this plan.

Questions regarding University retirement plans should be directed to Human Resources.

#### **4.13**

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The purpose of the Employee Assistance Program is to provide a resource to assist eligible University staff and faculty members who seek confidential assistance in overcoming personal problems. Complete details of the EAP are available in Human Resources.

#### **4.14**

### **TUITION REMISSION POLICY**

The Tuition Remission Policy has been established to help Clark Atlanta University strengthen its human resources by providing eligible employees an opportunity to obtain, maintain or improve job and career related capabilities or pursue an approved

degree through participation in academic courses of study. This opportunity is extended to the employee's spouse and dependent children (as defined only for the purposes of this policy). The remission or waiver of tuition is designed as a supplemental benefit intended to be applied after the eligible participant has applied for and received state and federal financial aid grants/scholarships for which they qualify. The University offers this benefit program at its discretion and reserves the right to modify or discontinue this benefit at its discretion. Notices regarding this benefit will be disseminated to employees at least thirty (30) days prior to the start of the affected semester.

#### 4.14.1 EMPLOYEE ELIGIBILITY

- A. Faculty and staff members who are employed as regular, full-time, benefit based employees and who have been so employed for one (1) continuous year on the date that the application is due are eligible to apply for this benefit. Employees hired and classified as temporary, contract and/or part-time are not eligible for this benefit.
- B. Tuition Waiver does not apply to enrollment in Continuing Education, the MBA for Working Professionals Program, or in Doctoral Programs.
- C. Enrolled employees who become inactive (i.e. extended Leave of Absence, FMLA) may complete the semester in which they are currently enrolled, however, the employee may not make application for another course or semester until they have returned to full-time active employment status.
- D. To maintain eligibility, an employee must comply with all of the provisions of this policy and maintain academic good standing as defined by the University's catalog.

#### 4.14.2 SPOUSE AND DEPENDENT ELIGIBILITY

##### A. Spouse Eligibility

The spouse of an eligible employee may attend Clark Atlanta University if he/she meets the admissions requirements and they have been married for one (1) year, at the time of the spouse's application. The employee must be prepared to provide a marriage license verifying the date of marriage, upon request, as proof of eligibility for a maximum of fifty percent (50%) tuition remission. Eligibility of a divorced spouse terminates at the end of the current semester of enrollment.

##### B. Dependent Child(ren) Eligibility

Dependent children of an eligible employee may attend CAU, Morehouse College, Morris Brown College or Spelman College under a reciprocal agreement if they meet the regular admissions requirements of those

institutions.

1. For the purpose of this policy, eligible dependent child(ren) must be an unmarried bonafide dependent by criteria of the Internal Revenue Service, who has resided with the employee and for whom the employee has been the primary support for a minimum of one year (immediately preceding the semester of attendance).
2. For the purpose of this policy, an eligible child must be:
  - a. a natural born child; or
  - b. legally adopted; or
  - c. a stepchild; or
  - d. a foster child, as evidenced by a court recognized Family and Children Services Agency or Probate Court of the United States of America; or
  - e. a child under the legal guardianship of the employee, as evidenced by a certified copy or original court order of the United States of America at least one (1) year before the date of enrollment.
3. Only dependent children under the age of twenty-four (24) are eligible to receive this tuition remission. A child who reaches age twenty-four (24) before the first day of class in a semester is not eligible to enroll. A child reaching the age of twenty-four (24) during any semester of enrollment is eligible to complete the class with remission, but is ineligible for any further remission as a dependent.

For the purpose of this policy, dependent children cannot be:

- a. A veteran of any branch of the United States Armed Services; or
  - b. An emancipated minor (self supporting)
- E. Dependent child(ren) of employees who retire or die with twenty (20) years of service that meet the above requirements will be eligible for this benefit if they meet the requirements of the University Tuition Remission Policy as it exists on the date of the intended enrollment.

#### 4.14.3 GENERAL

- A. The award of tuition remission does not by itself authorize an employee's absence from work to attend courses scheduled during normal work hours. The employee must obtain a written authorization from the supervisor and department manager. Arrangements must be made in advance to compensate for the absence from work.
- B. Department/Unit Heads may not attend courses scheduled during normal business hours unless approved in writing by the Administrative Unit Head (V.P. of the Unit).
- C. A separate application for each participant must be completed for each academic year of attendance.
- D. The remission/waiver of tuition is designed to supplement tuition cost after the employee, spouse and dependent child(ren) have applied for Financial Aid. The Financial Aid Application must be completed prior to applying for tuition remission. The Tuition Remission Application must be completed in accordance with the following application(s) time periods and submitted to the Human Resources Office prior to the deadline(s).

<u>Semester</u>	<u>First Day of Application</u>	<u>Application Deadline</u>
*Fall	May 1	June 30
Spring	September 1	October 30

*\*Continuing students approved for Tuition Remission in the Fall Semester will remain eligible for tuition remission in the Spring Semester of that academic year without having to submit another application.*

#### 4.14.4 LIMITATIONS

- A. Tuition remission benefits are not transferable for any purposes.
- B. Eligible participants must apply for admission and meet all admission standards for the desired course or program.
- C. The Tuition Remission Application must be filed in the Human Resources Office before the deadline. Applications will not be accepted after the deadline.
- D. This policy allows the acquisition of only one degree for eligible employees, spouse and dependent child(ren).

- E. Employees are not eligible to attend CAU's Summer Session under this policy.
- F. Eligible spouse and dependent children may only enroll in credit bearing courses.
- G. Eligible employees may be provided with up to one hundred percent (100%) tuition remission for up to six (6) credit hours in a given semester. A maximum of three (3) credit hours may be taken during the 9 to 5 normal working hours with the approval of the supervisor and the department/unit head. The employee must make-up the time spent in class between 9 and 5.
- H. Fifty percent (50%) remission of actual tuition charges is the maximum an eligible spouse may receive after the application of financial aid received. A spouse may not receive tuition remission benefits in any one semester for more than an amount equivalent to fifty (50%) of the tuition charges for that semester for full-time status in the program in which the spouse is enrolled.
- I. An eligible dependent child(ren) may not receive remission benefits in any one semester for more than an amount equivalent to the tuition charges for that semester for full load status in the program in which the student is enrolled.
- J. A student may not receive tuition remission for more than the minimum credit hours required in the degree program in which the student is enrolled. If the student is not a degree candidate, the student will not be eligible for tuition remission for more than sixty (60) undergraduate credits.
- K. An eligible spouse or dependent must complete a degree course of study within seven (7) years from first date of enrollment.
- L. Grade Requirements and Limitations:
  - 1. Program participants must remain in the status of "good academic standing" as defined in the appropriate catalog.
  - 2. Students who are not in good academic standing are not eligible to receive tuition remission until they regain good academic standing.
- M. The payment of all non-tuition costs including application, laboratory, parking fees, all other fees including books and supplies are the responsibility of the employee, spouse or dependent and are not covered as a benefit under this policy. The one exception is that full time employees of Clark Atlanta University who are enrolled under the tuition waiver program will be exempt from the payment of student activity fees and student health center fees.

- N. An employee must remain in service at the University two (2) full years following the awarding of a degree to a spouse, dependent child or the employee. Failure to do so will cause a financial obligation to be placed on the student's account; the amount of the obligation will be the amount of the tuition remission received during the last two semesters of study under the benefit program.
- O. By the mere participation in this program, the employee, spouse and dependents agree to abide by the provision of this policy. In the event the information in the application is misrepresented, the employee will be responsible for refunding the full tuition awarded under this policy to the University.

#### 4.14.5 APPLICATION PROCEDURE FOR TUITION REMISSION BENEFITS

To qualify for tuition remission benefits under this policy, an eligible employee, spouse and each dependent must complete an application for tuition remission for each academic year. An approved application constitutes eligibility for this benefit for the current academic year only.

- A. An application for admission to the University must be completed and the employee must meet the standard admission requirements and be accepted.
- B. Financial Aid Forms must be completed and filed with the College Scholarship Service.
  - 1. Complete the Georgia Tuition Equalization (GTEG/HOPE) form (Georgia residents).
  - 2. Complete the Free Application for Federal Student Aid (FAFSA). (Graduate students and non-citizens are ***not*** required to complete this form.)

Tuition remission will supplement the balance of the tuition requirements following the application of financial aid to the student's account.

- C. The employee must complete the Tuition Remission Application, obtain the appropriate approvals, and submit the application (with any required supporting documentation) to the Human Resources Department prior to the published deadline. If the application is for the employee, the scheduled work hours the employee has arranged to make up for the absence from work must be noted. The Human Resources Department will:
  - 1. verify the eligibility of the employee and/or spouse/dependent;



2. submit the approved Tuition Remission Application to the Offices of Student Financial Aid, Student Accounts, and University Registrar for further processing; and
3. forward the employee and department/unit head their copy of the application indicating the eligibility of the applicant.

D. The Office of Student Financial Aid will:

1. verify that the FAFSA, GTEG/HOPE application, and any required verification documents are on file;\*
2. determine the award amount based on enrollment status and other financial aid;
3. run process to disburse funds to the student's account.

\*The deadline to have a valid FAFSA, GTEG/HOPE application, and all verification documents in the Office of Student Financial Aid is June 15 of each academic year.

E. The student is solely responsible for the registration of classes. In order to register with the Office of the University Registrar, the student must:

1. seek advisement from their academic advisor (contact their major department for advisor assignment);
2. present proof of advisement (signed web registration form) to the Office of the University Registrar who will release the student's registration pin so that they may register for classes;
3. register for classes online using Panthenet as required by the University.

F. The Office of Student Accounts will:

1. confirm that the tuition waiver has been applied to the student's award;
2. financially enroll the student once their office is contacted by the student;
3. ensure the student pays all applicable fees.

#### 4.14.6 RECIPROCAL PROGRAM POLICY

- A. Employees of Morehouse College, Spelman College and Morris Brown College who have been employed for at least one continuous year and who are eligible for tuition waiver under their respective programs may apply to enroll their eligible dependent children in the Fall and Spring semesters at Clark Atlanta University. Participants must apply to and be approved for tuition waiver by their respective institution before applying to CAU. Once approved by CAU, the enrolled student will receive 100% tuition waiver. All other fees and expenses are the responsibility of the student.
- B. On a restricted basis, employees of the Atlanta University Center, Inc. (AUC, Inc) who have been employed for at least one continuous year may apply to enroll their eligible dependent children in the Fall and Spring semesters at Clark Atlanta University. Enrollment is limited to four students at any given time. Participants must apply to and be approved by AUC, Inc. before applying to CAU. Once approved by CAU, two of the enrolled students as selected by AUC, Inc. will receive 100% tuition waiver and two students as selected by AUC, Inc. will receive 50% tuition assistance. All other fees and expenses are the responsibility of the students.
- C. On a restricted basis, employees of the Interdenominational Theological Center and the Morehouse School of Medicine who have been employed for at least one continuous year may apply to enroll their eligible dependent children at Clark Atlanta University for the Fall and Spring Semesters. Enrollment is limited to two students from each institution at any given time. Participants must apply and be approved by their institution before being considered for tuition assistance at Clark Atlanta University. Tuition assistance will be provided at a maximum of 50% of the tuition being charged at the time of enrollment. All other fees and expenses are the responsibility of the student.
- D. Former employees of Morehouse College, Spelman College and Morris Brown College who are subsequently hired by CAU after having attained eligibility for tuition remission benefits at their former institution will be granted these benefits at CAU if:
- Their last day of employment at their former institution is less than 90 days from their first day of employment at CAU; and
  - Their combined length of service at CAU and their former institution is at least 1 year (12 months).

Former employees of Morehouse College, Spelman College and Morris Brown College as described above who do not meet CAU eligibility requirements upon date of hire but who are currently using tuition waiver

benefits for an eligible dependent will be allowed to continue using the benefits at CAU for the remainder of the academic year in which they were hired at CAU.

- E. This reciprocal agreement does not apply to the Summer School session at Clark Atlanta University.
- F. Applications approved by the participating institutions must be received at Clark Atlanta University within the timeframes published for each semester. Applications received after those dates, even if approved by the participating institution, will be rejected by Clark Atlanta University.

#### 4.14.7 SEPARATION FROM THE UNIVERSITY

##### **A. Involuntary Separation**

The University may grant an employee in good standing, who is involuntarily separated from the University, the privilege to complete the current academic semester in which he/she is enrolled. This also applies to the spouse and dependent children. At the completion of the academic semester, this privilege will automatically terminate. This does not apply to employees who are separated for cause, as determined by the Director of Human Resources after consulting with the separated employee's supervisor. Employees separated for cause may complete the semester at their own expense or may withdraw in accordance with the withdrawal policy of the University.

##### **B. Voluntary Separation**

If an employee who is currently obtaining benefits or has previously obtained benefits for themselves, their spouse or dependent children under this policy, voluntarily separates from the University for any reason within two (2) years of the completion of a course or degree program, the employee must refund the University the full amount of all tuition waiver benefits received within the last two semesters of attendance at the University. The refund is due within three (3) months following the date of the employee's separation. In the case of voluntary separation due to permanent disability, ill health or parental or spouse death, the University will waive the refund. Currently enrolled dependents of an active employee who dies with less than 20 years of service to the University will be allowed to complete the academic year in which the death of the employee occurs, as long as all other eligibility criteria are met.

#### 4.14.8 EFFECTIVE DATE

This policy supercedes all previous tuition remission waiver policies and shall apply beginning with the Fall Semester 2002.

**INTERNAL REVENUE SERVICE GUIDELINES:** Employees receiving this benefit should contact their tax consultant regarding these benefits, which may be covered by Section 127 of the IRS Code.

#### **4.15**

### **EMPLOYEE RECOGNITION AWARDS**

Clark Atlanta University recognizes the value, contributions, and support that is rendered by staff as they fulfill their job responsibilities. The University acknowledges employees who have demonstrated exemplary service through (1) Service Awards, (2) Merit Bonuses, and (3) Outstanding Administrative and Support Staff Awards. The following is a brief description of the awards program.

Service Awards recognize years of employment and service to the University. Service awards are given beginning with the 5th year of service and thereafter for each additional five (5) years of Service.

Merit Bonuses are designed to award employees who have demonstrated outstanding job achievement and performance. Merit bonuses may be given to acknowledge exemplary performance in the completion of a specific task, assignment or project. As a financial award, it is a bonus and is not added to an employee's base salary. Recommendations are made to the President by the Supervisor and Unit Head. All recommendations must be supported with appropriate documentation. The President will make the final decision based on the availability of funds, the level of achievement, and other established criteria.

Outstanding Administrative or Support Staff Award is to identify and recognize significant contributions by administrative and support staff in achieving the University's mission and goals. An annual cash award and an engraved plaque may be presented to one member of the administrative staff and one member of the support staff. The amount of the award will be determined each year by the President. The award recognizes contributions to the University, to fellow employees, and to the community in general.

#### **4.16**

### **STAFF DEVELOPMENT**

The University is committed to providing various educational, training, and development opportunities for members of the staff in an effort to enhance their performance.

Staff in-service training and development programs are conducted periodically under the auspices of the Human Resources Department. Time off for staff for in-service training as well as any other development courses will be granted by supervisors without any requirement for makeup time.

Many employees do not have the opportunity to take advantage of rapid technological changes, new procedures, and processes that can enhance their knowledge and their performance. Therefore, the University encourages the participation of staff in workshops and seminars. It further encourages the staff to take courses to increase their skills and enhance academic knowledge as outlined in the tuition waiver policies. The Staff Assembly has a standing Staff Development committee that addresses specific needs and offerings that are not covered in the usual workshop and seminars provided to the entire CAU family.

Every full-time staff member is entitled to this training in order to assure that he or she maintains technical skills at a competitive level. The University provides the means to ensure this fringe benefit to the extent that funds are available. This upgrade training opportunity is a right guaranteed by the act of employment. Supervisors assist by providing every possible opportunity for employees to receive this training (except where it is part of a degree granting program). In the latter case the tuition waiver policy will cover the degree sought from Clark Atlanta University.

---

---

# EMPLOYMENT CONDUCT

---

---

## **5.1**

### **PERSONAL APPEARANCE AND DEMEANOR**

As members of the University Staff, employees are expected to exhibit an appropriate style of dress and behavior, accept job related responsibilities and maintain personal integrity at all times. Employees should use good judgment in their choice of work clothes, and remember to conduct themselves at all times in a way that best represents themselves and the University.

## **5.2**

### **DISCIPLINE PROCEDURES**

Disciplinary action is considered first and foremost a managerial tool to ensure effective job performance and conformance with established work rules. Disciplinary action is expected to help employees overcome work-related problems. Disciplinary steps should be viewed as part of a communication process to help ensure that staff members clearly understand their supervisor's expectations regarding job performance and conduct. Therefore, it is important that attempts are made to improve performance or resolve conduct problems on an informal basis with discussions between employee- and supervisor whenever possible. The Office of Human Resources is available to provide assistance, mediation, or counseling to employees or supervisors who are trying to resolve work-related problems.

#### **5.2.1 DISCIPLINARY ACTIONS**

Depending upon the nature and severity of the offense, disciplinary action may take one or more of the following forms:

- verbal warning
- written reprimand
- disciplinary probation
- suspension
- discharge/separation of employment

The term "misconduct" as used in this Handbook should be interpreted to include inadequate job performance, unprofessional behavior, violations of University policy, and attendance problems. In general, immediate supervisors have the primary responsibility for and authority to administer discipline. Department/unit heads and the Director of Human Resources also may be involved.

#### **5.2.2 COUNSELING AND DOCUMENTATION**

With the exception of verbal warnings, supervisors will provide employees with written documentation of the following and forward a copy of the document to Human Resources:

- a. the nature and extent of the problem;
- b. the policy/procedure that has been violated and/or the inadequate performance/conduct for which the disciplinary action is being taken;
- c. for cases other than discharge, suggested courses of corrective action;
- d. if applicable, the past work record that includes relevant counseling or disciplinary actions taken;
- e. for cases other than discharge, a statement of consequences to the employee in the absence of improvement or the recurrence of the problem; and
- f. any follow-up action to be taken.

This requirement establishes a record of the performance/conduct problem, helps ensure that the employee has been counseled and seeks to ensure that the employee, supervisor, and Human Resources clearly understand the key issues surrounding the situation.

Verbal Warning. A verbal warning is administered by his/her immediate supervisor whenever an employee has engaged in relatively minor forms of misconduct. (See Subsection Violations.) Verbal warnings are administered in individual conferences between the supervisor and the employee wherein the supervisor explains fully the nature of the violation and the means by which the employee can ensure that the violation will not be repeated. All verbal warnings should be documented by the supervisor or unit head.

Written Reprimand. Employees who persist in committing minor misconduct for which a verbal warning has been issued previously or who initiate more substantial forms of misconduct may be subject to receiving a written reprimand. A written reprimand is a statement initiated by the employee's immediate supervisor but must bear the concurring signature of the supervisor's unit head. When an employee receives a reprimand, he or she should sign it to acknowledge that it has been received. One copy of the reprimand must be given to the employee and another copy placed in the employee's permanent personnel file in the Office of Human Resources. A staff member who receives multiple reprimands within a 12-month period may be subject to immediate probation, suspension or discharge.

Disciplinary Probation. Disciplinary probation is imposed upon an employee who has received multiple reprimands or for initial misconduct that is more serious than one that would warrant a verbal warning or written reprimand. Disciplinary probation is initiated in writing (see Counseling and Documentation in this



Handbook) to the employee upon the authority of the immediate supervisor, subject to the concurring authority of the appropriate area unit head. While on disciplinary probation an employee may be suspended or discharged for violations of University policy or noncompliance with key conditions of the work plan. The period of disciplinary probation is determined by the supervisor, with the approval of the appropriate area unit head, and may not be less than three weeks nor exceed ninety (90) days, inclusive of any extension. When the probation period has ended, the employee must be notified in writing that his or her conduct or performance during the probationary period has been either satisfactory, in which case the employee is returned to a regular status of employment, or has been unsatisfactory, in which case the employee will be separated from the University. An employee who is placed on disciplinary probation more than once within a 12-month period will be subject to dismissal.

### 5.2.3 SUSPENSION

An employee may be suspended from work:

1. as a severe and punitive disciplinary measure for major or repeated misconduct; or
2. to allow time for further inquiry into alleged major misconduct that normally would result in a discharge.

Suspensions may occur with or without pay depending on circumstances involved.

## **5.3 CONDUCT VIOLATIONS**

In carrying out their duties and responsibilities, all staff represent the University and as such should conduct themselves accordingly. Appropriate behavior is important at all times. The University expects staff to conduct themselves in a courteous and professional manner when interacting with students, visitors, or fellow staff and faculty members. Appropriate conduct includes adhering to the University regulations, policies and procedures; maintaining good attendance; and performing one's duties efficiently and effectively. Toward this end, the University has established a policy with regard to conduct violations that is explained below. Conduct violations are not limited to the offenses below, which are listed for illustrative purposes only.

5.3.1 Violations which may warrant disciplinary action up to and including discharge include:

- a. Wasting time or loitering during working hours;

- b. Leaving University premises or work area without permission during working hours;
- c. Engaging in any activity during working hours that is not closely related to or part of the employee's work;
- d. Failure to notify the University as prescribed in rules and regulations when absent from work or failure to give satisfactory reason for such absence;
- e. Tardiness or unexcused absence;
- f. Failure to accurately record time worked;
- g. Inefficiency, negligence, or lack of application to work; productivity not up to standards;
- h. Misuse of sick leave privileges and benefits;
- i. Willful waste of materials or supplies;
- j. Carelessness resulting in the damage to or destruction of tools, equipment, supplies, or other property belonging to or in the charge of the University or fellow workers;
- k. Failure to report an accident or injury of a student, other employee, self, or visitor on University property;
- l. Violation of or disregard for common safety practices and fire prevention rules established by the University, such as smoking in an unauthorized area;
- m. Discourteous treatment of the University's constituencies -- students, faculty, administrators, fellow staff members, and visitors;
- n. Gambling on University property;
- o. Horseplay on the job;
- p. Sleeping during working hours;

5.3.2 Violations that may cause immediate discharge or suspension include:

- a. Falsification of personnel records, including time cards and applications for employment;
- b. Failure to notify the University of any pre-existing illness(s) or condition(s)

that may be aggravated by job activities;

- c. Unexcused absence of three days without notification;
- d. The unlawful use, possession, distribution, sale, or manufacture of illegal drugs and alcoholic beverages, including the improper use of prescription medicines on University property or at any University activity;
- e. Insubordination: refusal to perform service as required by the supervisor or refusal to obey any order given in the usual course of employment;
- f. Theft or pilferage, unauthorized use, hiding, removal, sabotage, defacing, or destruction of University property;
- g. Stealing from a fellow employee, student, University officials, or others on University property;
- h. Conduct which is disorderly, dishonest, unethical, immoral, or indecent and perpetrated on University premises;
- i. Threatening, intimidating, coercing, or interfering with fellow employees, students, University officials, or others on University property;
- j. Any form of physical violence, e.g., fighting with a fellow employee, student, University official or others on University property;
- k. Conviction of a felony, whether or not on University property;
- l. Carelessness resulting in serious injury to fellow employees, students, University officials, or others on University property;
- m. Falsifying time reporting of another employee;
- n. Being under the influence of alcohol or drugs while at work.

The University's rules concerning discharge are intended to be general guidelines to good judgment and fair treatment. Just cause for dismissal is not limited to those violations listed above as there may be other offenses committed that may warrant this action.

#### **5.4** **ABSENTEEISM AND TARDINESS**

The University expects all employees to assume diligent responsibility for their attendance and promptness. If an employee is unable to work because of illness, he or

she must notify her/his supervisor or the department head by 9:00 a.m. and no later than 30 minutes after the start of the work schedule on each day of his/her absence unless he or she is granted an authorized leave.

If an employee is absent for more than three (3) consecutive work days, a statement from a physician is required before he or she will be permitted to return to work.

The University may require an employee to be examined by a physician designated by the University when abuse is suspected (for example, when an employee's record indicates a pattern of short absences and/or frequent absences before or after holidays and weekends).

Absenteeism or tardiness that is unexcused or excessive in the judgment of the University is grounds for disciplinary action, up to and including dismissal.

### **5.5** **PERSONAL BUSINESS ON UNIVERSITY TIME**

It is necessary for employees of the University to restrict his/her personal business to the non-working hours. Only personal emergencies should be taken care of during the course of a work day.

### **5.6** **OFFICE DECORUM**

The University desires that all of its departments operate in a professional manner. Loud talking, inappropriate Singing, arguing and other types of loud noises should be avoided. Televisions are generally not allowed in offices; however, in special work-related circumstances exceptions may be granted by the appropriate area unit head. Radios may be played, but at a low level so that normal work operations are not impaired. Employees should refrain from eating at their desks and should adhere to their specific departmental rules regarding office decorum. Supervisors are called upon to maintain a professional work environment.

### **5.7** **SMOKING**

In order to maintain a safe and comfortable working and study environment and to ensure compliance with applicable laws, smoking in University offices and facilities is strictly regulated. Employees should familiarize themselves with those areas throughout the University premises where smoking is either permitted or prohibited. These areas have been marked. Because the University may be subject to criminal and civil penalties for violations of applicable smoking laws, it must insist on strict adherence to this policy. Employees smoking in any non-smoking area may be subject to disciplinary

action.

## 5.8

### **COMPLAINT RESOLUTION PROCEDURE**

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Should a situation persist that an employee believes is detrimental to him/her or to the University, he/she should follow, the procedure described below:

#### **Step One**

Discussion of the problem by the employee with his/her supervisor is encouraged as a first step. If, however, this discussion fails to remedy the problem, he/she may proceed to Step Two.

#### **Step Two**

If the problem is not resolved after discussion with the supervisor, the employee is encouraged to request a meeting with his/her department head. In an effort to resolve the problem, the department head will consider the facts, conduct an investigation, and also may review the matter with a member of the Office of Human Resources. The employee will normally receive a response regarding the problem within five working days of meeting with the department head.

#### **Step Three**

If the employee is not satisfied with the department head's decision and wishes to pursue the problem or complaint further, a written summary should be prepared that will (1) indicate the nature and extent of the problem, with a concise statement of the facts; and (2) identify the rule, regulation, policy or procedure, if any, that is alleged to have been violated; and (3) indicate the remedy sought by the employee. This written summary should accompany the employee's request that the matter be reviewed by the University Grievance Committee.

This committee is comprised of the Director of Human Resources, the head of the employee's division (Area Head) if such person is not the subject of the complaint, and a third member of senior management from outside of the employee's division to be selected by the other two committee members. The staff member also will select a member from the staff or management to serve on the committee.

The committee, after full examination of the facts (which may include a review of the written summary of the employee's statement, discussions with all individuals concerned, and further investigation if necessary) normally will advise the employee of its decision within 10 (ten) working days. The decision of the committee is final.

The University does not, condone nor tolerate any form of retaliation against employees availing themselves of this procedure, The procedure should not be construed, however, as preventing, limiting, or delaying the University from taking disciplinary action against any individual, up to and including dismissal, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the University deems disciplinary action appropriate. Separation from the University ends the right to the complaint process.

Employees may not be represented by a lawyer in the complaint resolution process.

Note: Complaints regarding allegations of sexual harassment or any other form of unlawful harassment or discrimination will be handled as proscribed in Section 1.2 (Sexual Harassment Policy).

## **5.9** **SEPARATION OF EMPLOYMENT**

### **5.9.1 VOLUNTARY**

Full-time and part-time regular employees who intend to resign from their employment at the University should notify their supervisor at least thirty days in advance of the intended date. The notice should be stated in writing and submitted to Human Resources to allow sufficient time for accrued monies and benefits owed to the employee to be calculated. Resignations without proper notice may hinder the processing of monies owed to the employee.

### **5.9.2 INVOLUNTARY**

Any staff member, regardless of classification, may be removed for cause. Although the University supports long-time employment relationships, it reserves the right to separate the relationship for cause at any time. The Area Unit Head and/or Dean should notify Human Resources in writing, stating specific reasons for the recommendation for the dismissal. The recommendation for dismissal is reviewed and approved or denied by the President/Provost. The supervisor will be informed of the final decision. Involuntarily separated employees may be entitled to either thirty (30) or ten (10) days notice or severance pay, depending on his/her pay classification. The supervisor should inform the employee of the intent to separate his/her employment from the University.

### **5.9.3 SEPARATION CLEARANCE**

The date of separation will be the last day that the employee worked. All employees leaving the employ of the University must obtain an Exit Clearance Form from his/her Department or Human Resources. The exit form confirms that

the employee has returned all University properties (e.g., uniforms, supplies and equipment, credit cards, keys, library books, identification cards) and has cleared any financial indebtedness to the institution. Failure to adhere to this policy may result in forfeiture of accrued vacation.

The exit form must be completed and returned to the Office of Human Resources prior to the issuance of a final paycheck.

#### 5.9.4. EXIT INTERVIEWS

Exit interviews for staff and faculty members are scheduled with Human Resources to provide an opportunity to discuss insurance and retirement benefits and their job-related experiences. The interviews give additional time to collect University property that may be in the employee's possession.

Details of the exit interview are placed in the employee's personnel file for future reference.

Employees who are separated for just cause other than fiscal necessity will not be considered for rehire.

### **5.10 DRUG-FREE WORKPLACE POLICY**

In accordance with the Drug-Free Schools and Communities Act of 1988, Clark Atlanta University has adopted an anti-drug and alcoholism program for its students and employees. Consistent with the federal mandates prescribed by Congress under the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the Board of Trustees of Clark Atlanta University has approved policies designed to educate all students and employees of the effects and consequences of alcohol and illicit drug use.

The perils and dangers of alcohol and drug abuse affect each of us in some manner every day. The war against substance abuse is a battle that we cannot afford to lose.

Clark Atlanta University does not permit or condone illicit or unauthorized possession, use, consumption, sale, nor distribution of drugs and/or alcohol by its students and employees on its property or as part of its activities. This policy applies to all full-time and part-time regular and temporary employees, including faculty, administration, all exempt and nonexempt staff, and all student employees and interns. Employees and students who violate this policy will be subject to appropriate disciplinary action, which may include counseling, mandatory participation in an appropriate rehabilitation program, a warning, placement on strict probation, unpaid suspension from employment, expulsion, discharge and referral to the proper law enforcement authorities.

The purpose of this policy is to produce a workplace and campus environment that discourages the unauthorized or illegal use of drugs and alcohol by students and employees.

The Drug-Free Workplace policy will be provided to employees at orientation.

#### **5.11**

#### **USE OF THE TELEPHONE**

Proper telephone etiquette should be practiced by all employees. All telephone calls should be answered promptly and courteously. Each employee is a direct representative of the University and should answer the telephone by identifying the University and his/her department. Local calls and personal calls must be kept to a minimum. Emergency calls may be made; however, unauthorized toll calls are prohibited. Staff members are prohibited from making personal long distance telephone calls. Failure to adhere to this policy could result in disciplinary action, including dismissal.



---

---

# **UNIVERSITY STAFF SERVICES**

---

---

## **6.0**

### **IDENTIFICATION CARDS**

All full-time regular and part-time regular staff members are issued a Clark Atlanta University employee photo-identification card. Employees should keep this card in their possession while on University property. The Office of Human Resources is responsible for issuing the cards. New employees are issued cards as a part of the orientation program.

An identification card allows an employee to participate in certain University activities and to use the University facilities.

## **6.1**

### **PARKING**

Employees who are planning to make use of parking areas located on the campus are responsible for registering the motor vehicle(s) with LAZ Parking that they intend to park on University lots. A parking decal, which must be displayed in the right front window of the motor vehicle or the rear fender of the motorcycle, will be issued at that time. The payment of parking fees extends the privilege of parking on campus; it is not a guarantee of a parking space. The parking fee schedule is subject to change.

Parking regulations will be enforced by Campus Police. Any vehicle parked on a campus parking lot without a valid parking decal is illegally parked and may be ticketed. Those vehicles with outstanding tickets will be towed by a commercial firm. Employees and students are responsible for towing fees. All questions concerning parking should be directed to the LAZ Parking Office located on the lower level of the parking garage.

## **6.2**

### **PARKING FOR HANDICAPPED INDIVIDUALS**

Spaces marked with handicapped signs are for disabled persons only. A handicapped decal must be displayed on vehicles occupying these spaces.

Any staff member who has a health problem or physical disability resulting in special parking needs may be issued a medical parking permit. Individuals requiring special parking arrangements should discuss the problem with LAZ Parking Services.

### **6.3**

#### **ATTENDANCE AT SPECIAL EVENTS**

Members of the staff are admitted free of charge to all regular season athletic contests that are played as home games. Employees must present their University identification to gain free admission to University events. The health and physical education center houses a gymnasium, a swimming pool, classrooms, conference rooms and training facilities. Employees have access to all University athletic and recreational facilities during designated times.

Employee attendance at campus and University programs is appreciated and encouraged. An employee who wishes to attend a special program that is scheduled during his or her regular work day must have the approval of his or her supervisor.

### **6.4**

#### **CAMPUS POLICE**

The University Campus Police Force is responsible for providing protective services to all employees, for policing institutional property and premises, and for parking and traffic control. A crime-prevention/community relations program is a part of Campus Police. Prevention programs are available to University employees. Campus Police can be reached at 880-8868 or 8623.

### **6.5**

#### **FOOD SERVICES AND CAFETERIA**

Staff and faculty members are encouraged to use the campus dining hall services. The University offers employees a meal service through the faculty and staff dining room. A choice of food is offered during the lunch hour at a nominal price. Employees may charge the cost of meals to their individual accounts. Costs incurred will be deducted from their paychecks via payroll deduction.

No provisions are made for sending trays from the cafeteria to offices or other places.

### **6.6**

#### **HEALTH SERVICES**

The University's health clinic is located on Mildred Street, immediately north of the parking garage and is staffed by one physician and two nurses. The infirmary is not equipped to care for patients requiring hospitalization. Employees are encouraged to consult with their family physician when medical treatment is needed.

For medical emergencies, the University, where appropriate, may provide employees

with transportation to a medical facility.

## **6.7** **MAIL SERVICES**

All mail addressed to the University is handled by and through the University Mailroom. Mailboxes are provided for administrative offices and for each faculty and staff member (based on availability). Notification of packages and materials too large for a mailbox will be placed in the individual or departmental mailbox. The employee is responsible for securing these items from the mailroom.

Staff and Faculty are discouraged from using the University's postal operations as a service to deliver personal mail.

## **6.8** **UNIVERSITY KEYS**

Keys to University facilities are provided to staff and faculty members without deposit and should be secured from the employee's supervisor. Staff and faculty members receiving keys accept the responsibility for their safekeeping and use by authorized personnel. Keys must never be duplicated by the individual employee.

Lost keys should be reported immediately to the Facilities and Operations Office. It is costly to replace keys or change locks as a result of the loss. Employees, if found negligent, may be charged with the replacement costs.

When a staff member or faculty separates employment from the University or transfers to a new position, keys previously assigned to him or her must be surrendered to his or her supervisor.

## **6.9** **CREDIT UNION**

University staff and faculty members are eligible for membership and participation in the Atlanta Teachers Credit Union. The Credit Union provides University staff and faculty members with a convenient way to save money and to obtain loans at a reasonable rate of interest. A payroll deduction plan allows members to have shares or loan payments automatically deducted from their pay. For information, the Credit Union office may be called at (404) 525-3218 or the office at 261 Joseph E. Lowery Blvd., N.W. may be visited.

The Office of Human Resources can also provide information about the Credit Union.

**6.10**  
**LIBRARY SERVICES**

University staff and faculty are encouraged to make use of the various library collections which are available in the Robert W. Woodruff Library. The services as well as the rules and regulations governing library use are described in brochures available at the Library. The staff may borrow books and materials by presenting their employee identification card.

**6.11**  
**LOST AND FOUND**

Articles found on the premises should be turned in to University Security.

**6.12**  
**UNIVERSITY HOUSING FOR STAFF AND FACULTY**

The University owns and maintains several houses reserved for sale and/or rental to staff and faculty on a first-come basis. The units are available for the convenience of employees while employed by the University. For information as to availability, interested staff should contact the Director of Auxiliary Services.

---

---

# STAFF ASSEMBLY

---

---

**BYLAWS OF THE  
CLARK ATLANTA UNIVERSITY STAFF ASSEMBLY**

**Adopted November 1, 1989  
Amended December 6, 1989; May 2, 1990**

**ARTICLE I  
NAME**

The organization of full-time regular and part-time regular staff personnel employed at Clark Atlanta University shall be named the Clark Atlanta University Staff Assembly, hereafter referred to as the ‘Staff Assembly’ or ‘Assembly.’

**ARTICLE II  
PURPOSE**

The purposes of the Staff Assembly shall be to:

- A. Serve as the official organization of the Clark Atlanta University staff.
- B. Promote effective communication and improve the overall working relationship between staff and administration.
- C. Provide the administration with advice and recommendations from Assembly and University committees for resolving problems unique to the staff.
- D. Recommend ways of improving skills of staff members to support their professional development and enhance their service to the University.
- E. Work with other organized University bodies in addressing issues that impact the University as a whole.

**ARTICLE III  
FUNCTIONS**

The functions of the Staff Assembly shall be to:

- A. Identify and respond to issues within the University that affect staff and which merit attention, inquiry, or investigation.
- B. Provide a forum for discussion of issues that affect staff of the University.
- C. Develop recommendations for administrative action to resolve issues that affect the staff.

**ARTICLE IV**  
**MEMBERSHIP**

All full-time regular and part-time regular University employees who are not members of the faculty or the Administrative Cabinet are members of the Staff Assembly, are eligible to hold Assembly office and to serve on Assembly committees, and can vote on matters brought before the Assembly.

**ARTICLE V**  
**OFFICERS**

The officers of the Staff Assembly shall be a president, vice president, recording secretary, corresponding secretary, business manager, parliamentarian, and such other officers as the Assembly may deem desirable.

Section 1. ELECTION AND TERM OF OFFICE

Election of officers shall take place at the May Staff Assembly meeting. A majority vote of assembled members is required for election. Officers, except for the President, shall serve a one-year term, beginning July 1 of the year elected and ending June 30 of the following year. The President shall serve a two-year term, beginning July 1 of the year elected and ending June 30, two years following election. After being out of office for one term (two years), a former President may be nominated for reelection. Other officers shall serve for a one-year term and may succeed themselves for one additional term.

Election shall be conducted from a slate prepared by the nominating committee and made up of two members from each category of staff at the University.

Section 2. REMOVAL OF OFFICERS

The Executive Committee may recommend to the Assembly that an officer be removed for failure to perform duties. Such removal requires a two-thirds affirmative vote of both the Executive Committee and the Assembly membership.

Any officer of the Assembly may resign by filing written notice with the Executive Committee.

Following removal or resignation of an officer, the president (or vice president, in the case of the president's removal or resignation) shall direct the Nominating Committee to conduct a special election to fill the vacancy.

Section 3. DUTIES OF THE PRESIDENT

The president shall preside at all meetings of the Assembly and Executive Committee



and perform all duties incident to the office of the president, in addition to such other duties as may be prescribed by the Assembly.

The president shall serve as a conduit for all University business directed to the Staff Assembly, bringing such matters to the attention of the Executive Committee and Assembly and, where a decision is made or action taken, communicating decisions or actions to the initiating party.

The president shall represent the staff at official University functions and in activities or deliberations which require staff representation.

The president shall approve official Assembly announcements, statements, and correspondence when, in the president's opinion, such documents accurately reflect the consensus opinion of the Assembly.

The president shall accept volunteers for or appoint members to Assembly committees as necessary. In addition, the president shall receive reports, proposals, and minutes of Assembly committees for transmittal to and appropriate action by the Executive Committee and the staff at large.

The president shall continue as a member of the Executive Committee for one year after official service to aid in smooth transition of affairs to succeeding administrations.

The president shall serve as an ex-officio member of the University Senate. In this capacity, the president is subject to the provisions of Article VII, Section 2.

#### Section 4. DUTIES OF THE VICE PRESIDENT

The vice president shall act for the president when the president is unable to attend an Assembly meeting, an Executive Committee meeting, or a University function where staff representation is required or desirable.

For all Assembly meetings, the vice president shall reserve a meeting site and requisition the equipment and furnishings required for the meeting.

In addition, the vice president shall serve as coordinator of ad hoc committees, keep a calendar of all committee meetings (Executive, standing, and ad hoc), and perform such other duties as may be prescribed by the president.

#### Section 5. DUTIES OF THE RECORDING SECRETARY

The recording secretary shall keep minutes of regular meetings, called meetings, and Executive Committee meetings and shall disseminate minutes of Assembly meetings to the staff and minutes of Executive Committee meetings to the Executive Committee.

The recording secretary shall assist in identifying and selecting material relevant to

proposed agenda items and shall collaborate with the corresponding secretary in disseminating such material to all members prior to Assembly meetings.

In addition, as necessary, the recording secretary shall assist the corresponding secretary in notifying the membership of meetings and perform all duties incident to the office, or as prescribed by the president.

#### Section 6. DUTIES OF CORRESPONDING SECRETARY

The corresponding secretary shall send written notice of regular and called meetings and conduct the correspondence of the Assembly.

The corresponding secretary shall assist the recording secretary in gathering and preparing materials relevant to Assembly meetings.

#### Section 7. DUTIES OF THE BUSINESS MANAGER

The business manager shall oversee all fund raising conducted by the Assembly and serve as financial advisor to committees engaged in fund raising.

The business manager shall keep records of monetary transactions entered into by the organization. Additionally, the business manager shall receive and deposit Assembly funds to the appropriate budget line items, initiate purchase orders and check requisitions to be authorized by the president, reconcile budget line items on a monthly basis, and present a monthly financial statement to the Executive Committee.

#### Section 8. DUTIES OF THE PARLIAMENTARIAN

The parliamentarian shall have responsibility for ensuring that meetings are conducted in accordance with parliamentary procedure as outlined in *Robert's Rules of Order*. Additionally, the parliamentarian shall prepare the Assembly for silent meditation at the beginning of each meeting.

### **ARTICLE VI** **EXECUTIVE COMMITTEE**

The Executive Committee shall be composed of the Assembly's officers, the standing committee chairpersons, and the delegates to the University Senate.

#### Section 1. FUNCTIONS AND AUTHORITY

- A. The Executive Committee shall conduct the business affairs of the Assembly and set the agenda for Assembly meetings. The Executive Committee shall meet to prepare the agenda for the full Assembly one (1) week prior to Assembly meetings and shall have the corresponding secretary circulate the agenda to all

staff members within three (3) working days of the Assembly meeting.

Other called or regular planning and working meetings shall be set by the members of the Executive Committee.

- B. The Executive Committee shall be authorized to initiate the removal of an Assembly officer as provided in Article V, Section 2.
- C. At the request of staff members who have filed grievances, the Executive Committee shall serve as an intermediary or advisory group in the grievance procedure.
- D. The Executive Committee shall act as an oversight committee on policies affecting conditions of staff employment, giving particular attention to the disposition of recommendations emanating from Assembly committees or from the Assembly as a whole.

## Section 2. SELECTION AND TENURE OF REPRESENTATIVES

Selection and tenure of Executive Committee members will be the same as for officers of the Assembly as outlined in Article V. Tenure for University Senate delegates is governed by the rules of that body.

## **ARTICLE VII** **DELEGATES TO THE UNIVERSITY SENATE**

### Section 1. SELECTION OF DELEGATES AND TERM OF OFFICE

The full Staff Assembly will nominate and elect the prescribed number of staff representatives to the University Senate. The Staff Assembly president's tenure on the University Senate shall not exceed the president's term of elected office as set forth in Article V, Section 1 (proposed: see page 2 above). All other delegates serve for the length of time prescribed by the University Senate.

### Section 2. DUTIES OF DELEGATES

Although elected representatives shall be members of the University Senate and subject to the rules of that body, their first obligation is to fairly and fully represent the interests of the Staff Assembly. In keeping with this responsibility, staff representatives are expected to: 1) regularly attend and fully participate in Staff Assembly and Executive Committee meetings; 2) regularly attend and fully participate in University Senate meetings and the meetings of any committees on which they serve; 3) promote the interests and adopted positions of the Staff Assembly; and 4) keep the Staff Assembly apprised of issues brought before the University Senate.

### Section 3. REMOVAL OF DELEGATES

Staff Assembly delegates to the University Senate are subject to the guidelines for removal of officers as stated in Article V, Section 2.

### Section 4. MEMBERSHIP ON EXECUTIVE COMMITTEE

Staff Assembly delegates to the University Senate are members of the Executive Committee but do not have specific duties on that Committee.

## **ARTICLE VIII STANDING AND AD HOC COMMITTEES**

The Assembly shall have three (3) standing committees: The Staff Development Committee, the Staff Committee on Personnel, and the Nominating Committee. In addition, the Assembly may establish or the president may appoint ad hoc committees as may be required to address concerns of the membership. All committees shall communicate and cooperate with University committees as appropriate.

### Section 1. COMMITTEE MEMBERSHIP

Standing committee members shall be appointed by the president in consultation with the Executive Committee. Membership on ad hoc committees shall be voluntary, although the Assembly president may appoint ad hoc committee members in the event of an insufficient number of volunteers to conduct the work of the committee. Upon its formation, each committee shall elect a chairperson and recorder and any other officers it deems necessary.

### Section 2. TERM OF COMMITTEE MEMBERSHIP

Each member shall serve on a committee for the duration of his or her appointment.

- A. Standing Committees: Standing committee members shall be appointed by the incoming president following the last annual meeting of the Assembly and shall serve from October 1 through September 30. The chairperson of a standing committee shall continue as a regular member of the committee for one additional year following the term of office.
- B. Ad Hoc Committees: Each member shall serve until the committee has completed its task and submitted a written report of its work to the Executive Committee.

### Section 3. RULES

Each committee shall adopt rules for its' own governance in keeping with these bylaws.

### Section 4. QUORUM

A majority of each committee shall constitute a quorum and action taken by the majority present shall constitute the act of the committee.

### Section 5. VACANCIES

A vacancy on either a standing or ad hoc committee may be filled by the Assembly president as provided for in Section 1. of this Article.

### Section 6. NOMINATING AND VOTING PROCEDURES

A nomination form is submitted to each member of the nominating committee. These members have the responsibility of nominating possible candidates for vacant positions; also, staff members are encouraged to contact members of the nominating committee to suggest possible candidates. Names are compiled for each vacant office. Each person nominated is asked if he/she would accept the nomination.

The names are then placed on the official ballot. The form lists the office and names of candidates. It also contains a blank line in each category for nominations from the floor. As per the bylaws, three days prior to the May meeting, notices of the election and other agenda items are made available to each member of the staff. Included in this information will be a list of names of all accepted nominations.

The voting hour for the May meeting will be 4:00 P.M. - 6:00 P.M. by secret ballot. The nominating committee will request that each candidate prepare a pre-election statement for presentation at the May meeting. At this meeting, ballots are distributed and tallied. The results will be announced the following day.

## **ARTICLE IX FULL STAFF ASSEMBLY MEETINGS**

Regular meetings of the Staff Assembly shall be held on the first Wednesday of each month from 4:00 P.M. to 5:00 P.M.

### Section 1. NOTICE OF REGULAR MEETINGS

Members are to be notified in writing of all regular meetings. The corresponding secretary, in collaboration with the recording secretary, shall see that meeting notices, agenda, and related materials are delivered to department secretaries or administrative assistants for dissemination to staff members in their departments not less than three

(3) working days before the meeting date.

## Section 2. QUORUM

A quorum for full Staff Assembly meetings shall consist of 20% of the membership. Even when a quorum is present, however, the Staff Assembly president may entertain a motion to adjourn the meeting if the number present is judged insufficient to consider the business at hand. Actions approved by a majority vote of the quorum shall constitute the act of the body.

A majority vote of those assembled shall constitute a quorum and action taken by a quorum vote shall constitute the act of the body.

## Section 3. CALLED MEETINGS

The Assembly president or a majority vote of the Assembly may call special meetings for a specified purpose or agenda item. When time permits, notice of called meetings shall be disseminated in the same time frame as are notices of regular meetings. In any event, notice shall be in writing.

## Section 4. CONDUCT OF MEETINGS

All regular and called meetings of the Assembly shall be conducted in accordance with an adaptation of *Robert's Rules of Order*.

# **ARTICLE X** **AMENDMENTS**

Amendments may be made to these Bylaws by a two-thirds vote of those present at a regular meeting of the Staff Assembly.

Handbook Rev. 06/04