

EMPLOYEE HANDBOOK

Middle Tennessee State University
Murfreesboro, Tennessee

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Workplace Safety

Introduction

This handbook is a guide to employment, responsibilities, principles, and benefits of employment at Middle Tennessee State University and supersedes all previous versions.

This book is intended to be a general reference source and does not create a contract of employment. Because of constantly changing situations and conditions, the policies and practices contained within this handbook are subject to change at any time with or without notice. Additional information is available to you in the MTSU and TBR policies and procedures manuals. Copies of the MTSU manual should be located in all departmental offices or you may visit http://mtsu32.mtsu.edu:11251/resources_policies.htm, and the TBR manual is available at <http://www.tbr.state.tn.us/policies/default.aspx?id=1166>. You may also call the Human Resource Services Office at 898-2929 for assistance.

The welfare of employees is very important to the success of MTSU. It is recognized that with the variety of departments within MTSU, no single handbook can cover all foreseeable questions. With this in mind, MTSU tries to develop policies which will assure good working conditions, fair wages and hours, and appropriate security for all employees.

This handbook addresses the benefits and privileges provided for full-time employees. Part-time employees may contact the Human Resource Services Office for specified benefits and privileges.

October 2008

Revised

14th Edition

Welcome to MTSU!

Welcome to the Middle Tennessee State University family and to the fastest growing university in the state of Tennessee.

This handbook has been prepared to serve as a general overview of the benefits and opportunities available to you as an MTSU employee. More specific information can be found by referring to the MTSU policy manual, which is located in all departmental offices or by calling the Human Resource Services Office. Also, you may visit

http://mtsu32.mtsu.edu:11251/resources_policies.htm

With your help and the help of all the members of the MTSU community, we will move forward as a team working together to promote and support the MTSU mission. It is my wish that you have a long career at MTSU, and I look forward to meeting you.

Sincerely,

Sidney A. McPhee
President

University Statement of Mission

Middle Tennessee State University, a major public institution of higher learning in the state, the Southeast, and the nation, is a member of the State University and Community College System of Tennessee. The University draws energy from and responds to the vibrant and diverse culture of middle Tennessee, known for its internationally recognized arts, entertainment, and music communities; an innovative health-care sector; a robust manufacturing economy; and the historic Tennessee Walking Horse. As a broad-based, comprehensive university, Middle Tennessee State University offers an extensive range of undergraduate programs and selected graduate programs, primarily serving students of the region but also attracting many others from across the nation and throughout the world. The University takes pride in providing quality educational programs that incorporate the most recent technologies to meet the changing needs of the dynamic environment. At the same time, it maintains a sense of community and a commitment to student-centered learning. Its focus on scholarship reflects an increasing emphasis on research, creative arts, and public and professional service-activities that mirror the vitality of its students, its faculty, and the region. Middle Tennessee State University remains committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status.

Learning Goals

Middle Tennessee State University helps students become educated individuals. Those who avail themselves of the educational opportunities provided will be prepared to:

1. live effectively in a changing, global society by broadening their interests and becoming lifelong learners;
2. observe, assess, and influence the contemporary world using scientific knowledge and an understanding of cultural and historical legacies;
3. think logically, critically, and creatively;
4. communicate clearly and precisely and understand the proper role of free expression in our society;
5. make sound judgments with an awareness of ethical, moral, and aesthetic values;
6. maintain physical and mental well-being;
7. acquire a working knowledge of a discipline or a group of related disciplines; and
8. participate actively in the world community by seeking and sharing knowledge, expertise, and creative undertakings.

University Goals

Accordingly, Middle Tennessee State University will:

1. provide student-support services and a quality of student life that create a campus environment conducive to learning and personal development;
2. encourage lifelong relationships between the University and its students;
3. recruit quality faculty and maintain support services to assist faculty in instruction;
4. provide resources to encourage research, creative activity, and public and professional service;
5. develop individual, corporate, and public support for the University;
6. encourage student-centered learning through the development of academic partnerships within the public and private sectors;
7. work continually to strengthen and enhance the academic core; and
8. provide financial and physical resources to accomplish the mission.

Student Characteristics

The University greatly values cultural diversity and actively promotes environments conducive to success for all students. Enrollment has grown dramatically over the past few years, a pattern predicted to continue as academic programming is enhanced and the population of the region increases. MTSU has raised academic standards, and its freshman ACT scores annually exceed both state and national averages. The University Honors College and an aggressive scholarship program attract students with exceptional academic records seeking added intellectual challenges. Student support services include a nationally recognized program for disabled students, as well as cultural and athletic activities that complement the academic experience while strengthening the development of the individual student.

Middle Tennessee State University's student body is increasingly diverse and multicultural. Ethnic minorities account for approximately 14 percent of the student body, and the University's academic programs attract students from more than 70 countries. Many of the University's students are nontraditional; three-quarters of MTSU students are full-time. Although the University offers a full complement of on-campus activities and living arrangements, many students work off-campus, and the majority commute from surrounding communities.

University: Academic Structure

The University offers, through seven colleges and thirty-six academic departments, instruction in the liberal and fine arts, the sciences, education, business, mass communication, and a variety of other fields. The recording industry and aerospace programs attract students nationwide. The teacher education program has a distinguished history and is one of the largest in Tennessee. Students pursuing bachelor's degrees complete general studies courses that provide the skills and knowledge that are essential for major and minor programs.

The University's graduate offerings are vital to the professional development of the region. The College of Graduate Studies offers five doctoral, two educational specialists, and thirty-three master's programs. The largest enrollments are found in business administration, education, and psychology. Middle Tennessee State University anticipates expansion of its graduate programs in selected areas.

The University recruits nationally for talented and dedicated faculty members committed to teaching, research, creative activity, and public and professional service. The continuing-education program matches the expertise of the faculty with the evolving needs of the public. Nine Chairs of Excellence and two endowed chairs provide special opportunities for bringing faculty of exceptional reputation to the campus. The Center of Excellence for Historic Preservation, the Center of Excellence for Popular Music, the Center for the Study and Treatment of Dyslexia, and specially funded centers with national reputations enrich graduate and undergraduate instruction, research, and outreach programs.

Approved at the December 10, 1999, TBR Meeting

Middle Tennessee State University is one of forty-five institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which comprises six universities, thirteen community colleges, and twenty-six area technology centers. The TBR system enrolls more than eighty percent of all Tennessee Students attending public institutions of higher education.

Human Resource Services Vision Statement

The vision of the Human Resource Services Team is to:

- communicate complete, believable information in a timely and accurate way
- create an atmosphere of trustfulness, helpfulness, and openness
- provide an enjoyable work experience at MTSU

Human Resource Services Office
898-2929

Equal Opportunity/Affirmative Action Policy

Middle Tennessee State University does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, or veteran status in its programs and activities involving students and employees. Specifically, MTSU will comply fully with Executive Order 11246 and all other executive orders amending or superseding such order; Title IX of the Educational Amendments of 1972; the Age Discrimination in Employment Act of 1967, as amended, the Americans with Disabilities Act of 1990; Titles VI and VII of the Civil Rights Acts of 1964, as amended; Section 503 and 504 of the Rehabilitation Act of 1973; the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Fair Labor Standards Act; the Pregnancy Discrimination Act; and all other applicable local, state, and federal laws.

Sexual harassment has been held to constitute a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (employment), and Title IX of the Educational Amendments of 1972 (education).

Students, employees, applicants for employment and enrollment, and all other individuals who desire information or clarification pertaining to the application of these statutes should contact the director of Equal Opportunity and Affirmative Action at the Cope Administration Building, Room 220, or via telephone at (615) 898-2185.

Statement of Community Standards of Civil Behavior

Middle Tennessee State University is committed to sustaining an environment of tolerance for diversity among its students, staff, and faculty. In addition, the University acknowledges a responsibility for encouraging all members of the community to observe certain standards of civility in their interactions with one another. The choice to associate one's self with this fellowship of scholars is freely made by each participant, but obligates those who do join to observe the following expectations for civilized conduct within the MTSU community:

- the practice of personal honesty in all matters;
- a positive regard for the dignity and value of each citizen in the community;
- respect for the individual rights and possessions of community members;
- disdain for bigotry and hatred expressed in any form or medium and directed toward identifiable groups or individuals in the community;
- tolerance for the convictions and opinions of others, even when not in agreement with one's own beliefs;
- a recognition of community members' mutual needs and concerns, and acceptance of a responsibility held in common to support the personal growth and efforts of each individual in furtherance of the well-being of the entire community.

General Information

Athletic Ticket Discounts

You may purchase season tickets to MTSU athletic events at a discount. Contact the Ticket Office at 898-2103, Gate 1A, Floyd Stadium, for information.

Bulletin Boards

Bulletin boards have been placed in most departments. Notices that relate to you, your job, your department, and other university related items of general interest are posted on these boards. The bulletin boards placed in the Human Resource Services lobby, display all Federal and State Requirement posters. The Classified Ads is a network available to employees through the MTSU Web page. It can be accessed at <http://www.mtsu.edu/classifieds/>. Through this screen, you can view as well as advertise items.

Computing Accounts and Internet Access

All MTSU employees and students may have a computing account on the academic server, a computing system nicknamed Frank. With a computing account, MTSU users can access the Internet and e-mail as well as a variety of software packages on Frank. Users may also develop Web pages from their Frank accounts. As needed, employees may have accounts on MTSU's administrative systems, such as Banner Student for advising purposes or Banner Human Resources to view employee information. Contact the Information Technology Division (ITD) for information on setting up a computing account. Please refer to the MTSU Information Technology Resources Policy (available on the MTSU Web page) http://www.mtsu.edu/itd/policies_itres_itd.shtml as your guide for using these campus resources.

Disposition of Abandoned Personal Property

All lost or abandoned property is subject to the custody of the state as unclaimed property. Tennessee law requires the holder of presumed abandoned property to collect, account for, and transfer all abandoned property to the state treasurer for eventual disposition (TCA 69-29-103 et seq.).

Drug Free Workplace

It is the policy of Middle Tennessee State University that a drug-free workplace be maintained. The **unlawful** manufacture, distribution, possession, or use of any **controlled** substance (including prescription drugs) is banned in the workplace. Controlled substances are defined in 21 USCA 812 (listing available in the Human Resource Services Office) and include such things as opium, hallucinogens (like marijuana, mescaline, etc.), cocaine, amphetamines, heroin, and morphine. This policy does not prohibit the **lawful** use of prescribed drugs which are taken under a doctor's care.

Emergency Calls

Emergency situations should be reported immediately. Request for police, fire-fighters, or ambulance service should be made to Public Safety (MTSU Police Department) at 898-2424. Any direct 911 call made will be routed through 898-2424.

Emergency Medical Services

MTSU maintains Student Health Services which is staffed by physicians and nurses to care for certain health needs of students and emergency needs of faculty and staff (work-related injury/illnesses should only be treated by approved worker's compensation providers. Please contact HRS for available providers). The staff will take blood pressures on request, including daily/weekly/monthly monitoring for a private physician and will be happy to assist in providing information regarding community and private health/physician resources upon request. Student Health Services is located in the Campus Recreation Center and can be reached at 898-2988.

Employee Recognition Programs

These programs are designed to honor dedicated and loyal employees who make outstanding contributions and demonstrate excellent performance in fulfilling their roles at Middle Tennessee State University. There is a recipient of an annual award in each of the following four categories:

- Secretarial/Clerical
- All—Classified
- Technical/Services
- Administrative

Classifications are defined by Affirmative Action Guidelines (Federal EEO definitions). The criteria for the program can be obtained through the Human Resource Services Office.

Employee Suggestion Program

MTSU participates in the State of Tennessee Employee Suggestion Program. Any suggestions you have for improvement or money-saving changes may be submitted for consideration. Implementation of your suggestion could provide a monetary prize for you. Forms and procedures for making a formal suggestion are available in the Human Resource Services Office.

Food Services

Cafeterias located in the James Union Building and Corlew Hall, CyberCafe@ Woodmore, and the Grill in the Keathley University Center are available for your convenience. You may purchase a meal plan by contacting ARA Food Services at 898-2675. Catering and banquet services are available on a contract basis for MTSU sponsored events.

Help Desk

The Information Technology help desk is staffed 24 hours a day, 7 days a week during semester sessions to assist with e-mail, hardware, and software. Contact the Help Desk at 898-5345 or help@mtsu.edu.

Holidays

MTSU will observe thirteen (13) holidays per year. The following days are designated as official holidays:

- New Year's Day
- Dr. Martin Luther King Day
- Friday of Spring Break*
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

In addition to the above-named holidays, the President will declare five (5) additional holidays to be observed by MTSU to make a total of thirteen (13). Such discretionary holidays will be announced by the Human Resource Services Office. When a holiday falls on Saturday, the Friday preceding will be substituted. When a holiday falls on Sunday, the Monday following will be substituted.

Only employees who are in an active pay status on the workdays immediately preceding and following a holiday will receive payment for the holiday.

**Designated by President in lieu of Good Friday.*

Howard, Philip C. Music Library

Located within the Instructional Technology Support Center in LRC 101, Howard Music Library houses audio and video recordings, musical scores, reference materials, and audio equipment. Anyone with a valid MTSU ID may borrow scores. Recordings circulate only to faculty and staff but may be used by anyone in-house. For hours of operation, **see the Instructional Technology Support Center** listing.

Identification Card Benefits

Your MTSU identification (ID) card can be made in room 306 of the James Union Building (JUB). Your ID card enables you to use MTSU facilities, including Murphy Center, Walker Library, and the Recreation Center. Your MTSU ID card may also be used as a debit card at many campus locations by opening a RAIDER FUNDS\$ account. Activate your RAIDER FUNDS\$ account at the Business Office windows or at a value terminal located in the KUC lobby and the copy center at Walker Library. You may also receive discount purchases or check cashing privileges at Phillips Bookstore or the Business Office with your ID card. ID cards provide identification to businesses that offer discounts to state or MTSU employees. This card should be carried at all times; you may be asked to present your ID card to identify yourself as an MTSU employee.

Instructional Technology Support Center

The Instructional Technology Support Center is located in the McWherter Learning Resource Center. Presentation of your MTSU ID gives you access to center computers, DVDs, and videotapes for use in LRC 101. Audio books are also available and may be checked out for up to two (2) weeks. Center hours are listed below. Changes in these hours will be posted at the entrance to the center.

	FALL AND SPRING	SUMMER
Monday–Thursday	8:00 a.m. – 10:00 p.m.	8:00 a.m. – 7:00 p.m.
Friday	8:00 a.m. – 4:30 p.m.	8:00 a.m. – 4:30 p.m.
Saturday	8:00 a.m. – Noon	8:00 a.m. – Noon*
Sunday	6:00 p.m. – 10:00 p.m.	Closed

**Closed Saturday – (Summer Session I)*

James E. Walker Library

The James E. Walker Library is a benefit for all employees at MTSU, providing local collections and access to information across the globe. Through computer technology and partnerships, the library offers access to specialized indexes and other library collections throughout the world. Assistance is available to orient employees to the library and to help them find what they need. Books can be checked out with a valid MTSU ID card.

Regular semester hours for the library are as follows:

Monday–Thursday 7:30 a.m. – 11:00 p.m.

Friday 7:30 a.m. – 5:00 p.m.

Saturday 8:00 a.m. – 5:00 p.m.

Sunday 1:00 p.m. – 11:00 p.m.

Other hours apply during breaks and holidays

Lost and Found

The Keathley University Center Office, located in Room 304, Keathley University Center, is the official Lost and Found Office on the MTSU campus. Call 898-2590 for information.

Lunch and Break Periods

A one-hour lunch period will be provided at a time established by your department or supervisor. In addition, you may be given a break period of fifteen (15) minutes each half day, work load permitting, as scheduled by department heads or supervisor.

Phillips Bookstore

Upon presentation of your MTSU ID, you may purchase items for personal use at a ten (10) percent discount from the Phillips Bookstore. The Phillips Bookstore is located in the Keathley University Center.

PipelineMT, WebMT, and WebCT

PipelineMT gives students, faculty, and employees secure, single sign-on access to MTSU resources such as WebMT, WebCT, personal data, e-mail, and calendars. PipelineMT is accessible via its quick link on the MTSU home page or directly at <http://www.mtsu.edu/pipelinemt>.

In WebMT, faculty can access class lists, post grades and unofficial withdrawal roster data, and get information to assist them with advising their students. Employees may access data such as their addresses, marital status, emergency contacts, education and experience, benefits enrollment, beneficiaries, dependent coverage, direct deposit data, federal withholding, pay stub, employment history, and leave balances. Students can register and search for classes, see class schedules, change addresses, view transcripts and grades, check financial aid and account balances, and pay fees with a credit card. Undergraduate students can also determine which courses are still needed for graduation.

In the My Courses area, students and faculty can access WebCT, the online course management tool. Faculty can also e-mail students in their classes, post assignments on calendars, post topics on course message boards, or use a course chat room.

PipelineMT is generally available 24 hours a day, seven days a week, except for periodic maintenance. The WebMT component is available 6:00 a.m.–2:00 a.m., seven days a week. Exceptions to WebMT hours are special billing and grade processing as outlined in the MTSU class schedule book.

Policies and Procedures

You are expected to have knowledge of and abide by MTSU policies and procedures. Each department maintains policy and procedure manuals, which you should consult on a regular basis or visit http://mts32.mtsu.edu:11251/resources_policies.htm.

Post Office

Postal services are available through the MTSU Post Office in the Keathley University Center. Campus mail will be distributed through the campus mail system to your department. If you have questions relating to postal services, call 898-2459.

Recreation Facilities

As an MTSU employee, you are encouraged to use MTSU recreation facilities. There are many recreational facilities available at MTSU. Some of the facilities available for your use are:

- free weight room
- swimming pools (indoor and outdoor)
- climbing wall
- racquetball court
- equipment check-out
- track
- gym
- rental of tents, canoes, and kayaks

For more information, contact the Campus Recreation Office at 898-2104.

Registration of Vehicles

University-owned parking lots are for use by students, faculty, staff, and guests only. For this reason, each person operating a vehicle on campus must register with Parking and Transportation Services. A parking permit, required to be displayed in the vehicle, will be issued. The permit may be transferred from one car to another, thus eliminating the need for multiple permits. The registered holder of the permit is responsible, however, for the payment of any citation issued to a vehicle bearing his/her permit.

Parking permits and copies of the MTSU Traffic and Parking Regulations are issued at the Parking and Transportation Services office located at 1403 East Main Street. If you have any questions regarding campus parking, please contact Parking and Transportation Services at 898-2850. The office is open Monday through Friday from 7:30 a.m. to 4:30 p.m.

State Discounts

The State of Tennessee offers discounts at State Parks and Recreation areas at specific times during the year.

Women's Center (JAWC)

The June Anderson Women's Center serves as a focal point for services and advocacy for women at MTSU. Activities include a free legal clinic, programs including National Women's History Month events, and brown bag lunch series for MTSU employees. The office is located on the main floor of the James Union Building and provides a space where women can meet together, borrow books from the JAWC library, or use the files which include information on financial aid for women, housing, and community legal, health, and mental health services. For more information, call 898-2193.

A full-time professional counselor is available at the JAWC for crisis intervention, personal counseling for students dealing with women-identified issues, and also facilitates support groups. The counselor can be reached at 898-5725. All client contacts are strictly confidential.

Recruitment/Employee Relations

Employment Certification

In compliance with the Immigration Reform and Control Act of 1986 (IRCA), all newly hired employees must present documents evidencing identification and employment eligibility during the first three (3) days of employment. An I-9 form must be completed and placed on file in the Human Resource Services Office. Failure to do so could result in serious legal consequences. The Human Resource Services Office should be contacted for any questions regarding compliance with provisions of IRCA.

Exit Interview

In the event you leave MTSU employment, you will be encouraged to complete an exit interview with the Human Resource Services Office prior to your departure. This exit interview will give you an opportunity to make recommendations to MTSU and discuss benefits. You will be able to turn in keys, uniforms, ID cards, and any other MTSU property you may have been assigned. Your final paycheck will be available upon successful completion of this process.

Grievances

Prompt resolution of employee problems is always important. Whenever possible, these problems should be resolved with your immediate supervisor. If, however, a mutual agreement cannot be reached, the problem may be appealed in accordance with the formal MTSU Procedure on grievance processing (MTSU Policy IV:07:11). Faculty grievances regarding specific issues may be covered by other policies. Please consult the Policies and Procedures Manual.

Nepotism

The employment of persons who are related to each other is limited to employment not within the same line of supervision. The hiring of two individuals of the same family in the same department is permissible, but under no circumstance may they be placed in the same line of supervision resulting in one relative supervising the activities of another relative or in one relative having management decisions over another relative (Refer to TBR Guideline P-090).

New Employee Orientation

A New Employee Orientation is offered to all new employees. The orientation is an overview of the MTSU campus and the many services available to its employees. Presentations are made by representatives from various areas of the MTSU campus.

Outside Employment

Full-time faculty and professional staff may accept employment outside MTSU only if that employment does not interfere with the employee's regular duties or University functions and is

scheduled outside regular working hours. Outside employment must be approved in accordance with MTSU Policy II:01:07.

Performance Appraisals

After you have been on the job for a reasonable period of time, usually four months, your performance will be evaluated, discussed with you, and reported by your supervisor to the department head. This will enable you to confirm your progress. Subsequent performance appraisals will be conducted annually.

Personnel Selection

When there is a current or anticipated job vacancy, the supervisor or department head must submit a written request to the Employment Office to announce the opening. After the closing date, the applicant pool is sent to the department head in accordance with MTSU procedure. The department head submits the selection recommendation to the Employment Office. This office then takes the necessary action to complete the employment process (Refer to Equal Opportunity/Affirmative Action Policy on page 15 of this handbook).

Promotions and Transfers

Promotion from within is encouraged, where feasible and appropriate. All position vacancies are widely announced. If you are interested in an announced opening for which you are qualified, you should make formal written application to the Employment Office.

Resignation

If you resign, you are encouraged to give a written notice at least one month in advance; however, two weeks written notice is acceptable. This allows time to process a replacement. Prior to departure, an exit interview will be conducted by the Human Resource Services Office. Upon your departure, you are to settle all financial obligations and turn in your identification cards, keys, uniforms, and any other MTSU property which you have been issued. Your final paycheck will be available when the clearance process is completed.

Resignation Not in Good Standing

An employee who is absent from duty for more than three (3) consecutive business days without giving notice to the appointing authority or appropriate manager concerning the reason for such absence and without securing permission to be on leave or who fails to report for duty or the immediate supervisor or the appointing authority within two (2) business days after the expiration of any authorized leave of absence, absent unusual circumstances causing the employee's absence or preventing the employee's return, is considered as having resigned not in good standing (MTSU Policy 1:02:01).

Violence on Campus

MTSU, insofar as possible, is committed to providing a safe and secure environment to its students, faculty, and staff through a policy of zero tolerance for acts of violence committed on campus or within any university-owned or operated facility. Any such acts may be prosecuted to the fullest extent of the law as well as subjected to normal university disciplinary procedure. For further information, see MTSU Policy and Procedure I:13:01.

Violence is defined as: “any act or threat of aggression intended to create fear of bodily harm or to otherwise threaten the safety of a coworker, student, or the general public.” Examples of such behavior include, but are not limited to:

- Any assault or battery. Assault includes speech where the target is threatened and the individual making the threat has the capability to carry it out. The target is made to feel he or she is in danger. Battery is the actual physical contact.
- Any substantial threat to destroy or willful destruction of property.

If a violent or potentially violent situation occurs:

1. Call 911 to reach the MTSU Department of Public Safety.
2. If you believe a phone call is not possible, tell the first staff member or other person you see that you need help.
3. If the aggressor is not in the area, give direct, concise information about the situation. If the aggressor is in the area, just give your name, location, and say that you need help.
4. Notify a director or supervisor as soon as possible.

Compensation and Benefits

Benefits Chart

	Percentage of Benefits		
	100%	80%	Below 80%
Retirement	X	X	X
Insurance Benefits	X	X	
Longevity	X		
Employee Fee Waiver for Classes	X		
Sick and Annual Leave	X	X Prorated	X Prorated
Social Security	X	X	X
Dependent Discount for Tuition (50% discount)	X	X Prorated	X Prorated

The table above lists the benefits available to regular employees based on percentage of employment.

Compensation

Middle Tennessee State University has different pay plans for each employment classification.

Faculty Positions

To ensure competitive faculty salaries by discipline and rank, internal and external reviews are conducted for each faculty appointment. First, salaries are recommended by the department chairs based upon departmental cohort salaries in consideration of level of degree and total years of experience. The college dean and P/VPAA office review these recommendations for accuracy. Second, salary ranges have been determined for each teaching discipline and rank using CUPA, AACSB, or other nationally published salary survey data from selected peer institutions. Individual placement within each range is determined by a consideration of three factors: total years of equated higher education experience, level of highest degree, and number of years in rank. This formulaic method is used as an external measure of market competitiveness. Final approval of the recommended salary rests with the executive vice president and provost

Administrative and Professional Positions

Salary ranges for each of the nineteen (19) pay grades are determined using CUPA salary survey data for benchmarked position titles. Non-benchmarked positions are assigned to pay grades based on their relationship to benchmarked positions. Individual placement within each salary range is determined by the years of experience of the employee as recommended by the Office of Human Resource Services. Final approval rests with the vice president of each division.

Non-Exempt Classified Positions

The Tennessee Board of Regents Classification/Compensation Plan has established nine (9) skill levels and approved position titles within each skill level. Individual placement within each salary range is based on the education and years of experience of the employee as determined by the Office of Human Resource Services.

Procedures to Request a Position Classification/Reclassification Review

1. View the **Position Description (PD) Training Slides** on the Human Resource Services (HRS) web site under the compensation link to see a walkthrough of creating, modifying, or reclassifying an administrative or classified PD in the online employment system.
2. Access the **Internal Hiring System of MTSU Jobs Online** website at <http://mtsujobs.mtsu.edu/hr> to complete an administrative or classified PD.
3. **Complete the appropriate PD with all information**, including:
 - a. **Position Number** (six-digit number unique to each position).
 - b. **Estimating the percentage of time** spent on each essential duty listed.

- c. **Current organization chart** that identifies the position number and job title of each position within the department.
 - d. **Proposed organizational chart** that identifies the position number and job title of each position within the department.
4. If requesting a **position reclassification review**, provide a **short memo to identify the significant additional duties** that have been added to the position and performed a minimum of six months to support the request for reclassification study.
5. All PD **approval signatures will be obtained electronically** with in the Internal Hiring System of MTSU Jobs Online before arriving at HRS for review and approval.
 - a. Classified PDs require approval signatures of the immediate supervisor and department head (creating a new classified position includes approval signatures of the dean (if applicable), and vice president/senior vice president/president.
 - b. Administrative PDs require approval signatures of the immediate supervisor, department head, dean (if applicable) and vice president/senior vice president/president.
6. A compensation analyst from HRS will contact the incumbent to schedule an audit interview.
7. A **new position classification review** would include all items except the memo described in statement number 4 and the audit interview described in statement number 6 above.
8. If you have any questions, please contact the Employment and Employee Relations Office at 898-2928.

Educational Assistance Programs

Middle Tennessee State University is committed to the continued growth and development of employees. To assist in fulfilling this commitment, the University offers several educational assistance programs. These programs, approved by the Tennessee Board of Regents (TBR), are intended to serve as a means of career (job-related) development, as well as individual professional development. Educational assistance funded by University departments is subject to funds being budgeted within the University.

The following description is a brief summary of each program and does not supersede TBR Guideline P-130 which is the final authority. Since the specific criteria for participating in these programs vary, please refer to TBR Guideline P-130 or contact the Human Resource Services Office at 898-2929 for additional information.

- **Faculty or Administrative/Professional Staff Grant-In-Aid Program**

This program is available to any regular faculty, administrative/professional staff member who has been employed by the University for two (2) or more years. This grant is normally limited to personnel working toward the doctorate or other terminal degree; however, requests to pursue degrees below the doctoral level will be considered.

- **Faculty or Administrative/Professional Staff Tuition or Maintenance Fee Reimbursement Program**

This program is designed to provide maintenance or tuition-related fees for any regular part-time or full-time faculty or administrative/professional staff member who has been employed for at least six months and who takes credit courses on a part-time basis while continuing work responsibilities at this University. Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per semester. This program is normally

limited to personnel working towards the doctorate or other terminal degree; however, requests to pursue degrees below the doctoral level will be considered.

- **Employee Audit Program**

This program provides course or maintenance fees for any regular part-time or full-time faculty, administrative/professional, or clerical/support staff member who takes credit courses on an audit or job-related noncredit basis at MTSU or another TBR-UT institution, while continuing work responsibilities at this University. To be eligible to apply, the employee must have been employed for six months.

- **Clerical and Support Staff Maintenance Fee Payment Program**

This program is designed to provide maintenance of tuition-related fees for any regular part-time or full-time clerical and supporting staff member who has been employed for at least six months and who takes credit courses in a degree program on a part-time basis either at MTSU or another TBR/UT institution while continuing work responsibilities at this University. Reimbursement may not exceed actual maintenance or tuition-related fees for a maximum of six credit hours per semester.

- **Fee Waiver for TBR/UT System Employees**

This program permits full-time employees (faculty, administrators/professional, and support staff) to take one credit course per term at MTSU or a TBR/UT institution, while continuing work responsibilities at this University. Auditing a course is allowed provided it is a credit course.

Check the current class schedule book for the date employees can register and use a fee waiver form. Fee waiver forms will not be accepted for students who register or get departmental permits before the PC191 registration date.

After class selection, completed fee waiver forms should be submitted in person to the Business Office before the applicable fee payment date listed in the class schedule book.

NOTE: Employees registering for classes at other schools should check the class schedule book at that school for the date they should register and turn in forms.

- **Fee Discount for Spouse and/or Dependent Children**

This policy provides for discounts up to 50 percent of the undergraduate fee and all mandatory student fees payable at the time of registration for spouses and dependent children of regular full-time and regular part-time employees. Regular full-time employees are eligible for the 50 percent fee discount for spouse and dependent children who have been admitted to any TBR or UT system institution through standard admission procedures. Spouses and dependent children of regular part-time employees who have one or more years of continuous service working a minimum of 50 percent time shall receive a pro rata discount based on the percentage of effort currently worked by the employee.

- **Age 65 or Above**

Regular and temporary employees who are or will be age 65 during a quarter or semester and who also reside in Tennessee are eligible to enroll in courses at a reduced rate. A fee of \$75 per semester or \$50 per quarter may be assessed for credit courses. (This fee includes maintenance fees, student activity fees, technology access fees, and registration fees; it does not preclude an application fee, late fee, change-of-course fee, parking fee, etc.) For more

information visit <http://www.tbr.state.tn.us/policies/default.aspx?id=1778> , section B-062, II. Other Education Assistance Program.

Insurance

Described briefly below are the insurance options available through MTSU. Participation in these plans is optional.

American Family Life Assurance Company

American Family Life Assurance Company offers cancer insurance and intensive care insurance through payroll deduction of premiums. Each is available on an individual or family basis and has open enrollment.

Dental Insurance

The State of Tennessee offers two dental options to all regular full-time employees. This coverage can be elected when first employed or during any annual enrollment period, October 15 through November 15 each year.

Group Insurance

The State of Tennessee Group Insurance plan is provided as an option for you and includes term life insurance, basic special accident insurance, and medical/hospitalization coverage. Several medical plans are available. The medical care plans BluePreferred (PPO), administered by Blue Cross Blue Shield and self-insured by the state. Point of Service (POS) administered by CIGNA Healthcare and the Health Maintenance organization plan (HMO) which is administered by CIGNA Healthcare and is available to the employees who live or work in the HMO service areas.

Long Term Care Insurance

Long Term Care insurance is available to full-time employees and eligible family members (spouse, parents, parents-in-law, and dependent children 19 through 24). Employee coverage can be elected without answering health questions if application is made within thirty (30) days of employment. Eligible dependents must complete a health questionnaire and be approved before coverage can be effective.

Long Term Disability

Disability insurance is available to you as a full-time employee. Support personnel are eligible to participate in the non-exempt plan and administrators and faculty are eligible to participate in the exempt plan. Both plans are designed to provide a monthly benefit should you become totally disabled.

Optional Life Insurance

The Optional Life Insurance program includes both a Universal Life plan and a Term Life plan. This coverage can be elected without answering health questions if application is made within thirty (30) days of employment.

Optional Special Accident

The Optional Special Accident plan provides an additional amount of accidental death or dismemberment coverage. Participation is optional.

Other Benefits

Described briefly below are the other benefits available through MTSU.

Benefits Fair

The annual employee benefits fair is sponsored by the Human Resource Services Office. The benefits fair provides the opportunity for employees to learn more about the benefits offered through MTSU and various other services available in the community. The annual benefits fair is coordinated in conjunction with the annual enrollment/transfer period.

Benefits Orientation

A benefits orientation is scheduled for you during the first three (3) days of employment. During this meeting, you are provided detailed benefits information and have the opportunity to discuss all options and make enrollment decisions.

Benefits Statement

Benefits information is located on-line through RaiderNet. To access RaiderNet, log into Pipeline through the MTSU webpage. (www.mtsu.edu)

BEST (Baccalaureate Education System Trust)

Program

This benefit program allows employees to have a deduction from their paychecks placed into a trust fund on behalf of their children or grandchildren to be used for future college tuition expenses.

Change of Status

Change of name (name must match Social Security card), marital status, dependents, telephone, and address are of vital importance in keeping employee records and benefits information up-to-date. The Human Resource Services Office should be notified within thirty (30)

days when you have a change of status. The thirty (30) day time-frame is crucial to benefits administration. Beneficiary changes on life insurance and/or retirement are also handled through the Human Resource Services Office.

Charitable Organizations

Employees are eligible to make contributions through payroll deduction to charitable organizations. Information on which organizations are available is provided in the Human Resource Services Office.

Childcare Services

The MTSU Childcare Services consist of the MTSU Child Care Lab (898-2970), the Child Development Center Lab (898-2198), the Evening Extended School Program (EESP 904-8220), and Project H.E.L.P. (898-2458). Together, through these four facilities, MTSU employees can find childcare for their children—infants, toddlers and pre-schoolers during the daytime as well as during the evening hours if you have to work. Part-time and Full-time care are both available.

Cornerstone Financial Credit Union

MTSU has a payroll deduction arrangement with the Cornerstone Financial Credit Union, a federally insured financial institution. The full-service Murfreesboro office offers checking accounts, free PC Banking, savings plans, signature loans, new car financing, home improvement loans, and many other Credit Union services.

Corporate Card Programs

Employees are eligible to apply for a Visa corporate card for MTSU business travel. Applications may be obtained in the Business Office.

Direct Deposit

Effective July 1, 1997, MTSU requires all newly hired regular employees to receive their paychecks through direct deposit. Direct deposit is offered with any Federal Reserve System financial institution.

Employee Assistance Program

The Employee Assistance Program (EAP) is a short-term counseling service available to you and your immediate family members who may be experiencing personal or workplace problems. The EAP is also a part of the Blue Cross and Blue Shield health insurance plan which provides mental health and substance abuse benefits.

Family Medical Leave Act

The Family and Medical Leave Act of 1993 requires Middle Tennessee State University (MTSU) to provide up to twelve (12) weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for MTSU for at least one year and for 1,250 hours over the previous twelve (12) months. In order to administer the FMLA policy, the Human Resource Services Office requires department heads/timekeepers to notify the Human Resource Services Office of any employee using three (3) or more consecutive sick leave days so that FMLA eligibility can be determined and declared. The following is a summary of some provisions of the Act:

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- to care for the employee’s child after birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or MTSU’s option, certain kinds of “paid” leave may be substituted for unpaid leave.

Advance Notice and Medical Certification

The employee may be required to provide advance leave notice and medical certification.

Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide thirty (30) days advance notice when the leave is “foreseeable”.
- MTSU may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at MTSU’s expense) and a fitness-for-duty report to return to work.

Job Benefits and Protection

- For the duration of FMLA leave, MTSU must maintain the employee’s health coverage under any group health plan.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. (An exception for “key employees” may apply.)
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee’s leave.

Unlawful Acts By Employers

FMLA makes it unlawful for MTSU to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against MTSU for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information, contact the Human Resource Services Office.

Flexible Benefits

The Flexible Benefits program allows certain expenses, including medical premiums, dental premiums, certain medical expenses, and dependent care expenses, to be paid from pre-tax rather than after-tax income as authorized under Section 125 of the Internal Revenue Code. Participation in the Flexible Benefits Program is optional.

Longevity

The State of Tennessee offers longevity pay for employees who work eighty-two percent (82%) time or more as a bonus for years of service. You will begin receiving longevity pay after you have completed three (3) years of employment with the State of Tennessee. Longevity is paid up to a maximum of thirty (30) years of service and will be paid to you on the first pay period after your anniversary date.

Pre-Tax Parking Plan

All regular MTSU employees using payroll deduction to pay for on-campus parking are eligible to participate in the Pre-Tax Parking Plan. By using this Plan, employees will have savings in both social security taxes and federal income taxes. Since the deduction is tax exempt, taxes will not be taken now or at any time in the future. Please call Human Resource Services for additional information.

Retirement

All regular employees participate in retirement. Support personnel participate in the Tennessee Consolidated Retirement System (TCRS). Administrative employees and faculty have the opportunity to participate in the TCRS or the Optional Retirement Plan (ORP).

The Tennessee Consolidated Retirement System is a defined benefit plan. It provides for retirement at age sixty (60) with five (5) years of service *or* thirty (30) years of service regardless of age. There is a five (5) year vesting requirement. After five (5) years of employment, there are provisions for a disability retirement. The state pays the total retirement contribution which is an amount actuarially determined each year.

The Optional Retirement Plan is a defined contribution plan. Employees who select the ORP have the flexibility of investing in one (1), two (2) or three (3) companies.

The three (3) participating companies are ING, TIAA-CREF, and AIG/VALIC. All contributions are immediately vested, and employees may begin a monthly benefit upon termination of employment. The state pays the total retirement contribution which is ten percent (10%) of gross earnings on that portion of salary covered by OASDI (Social Security) and eleven percent (11%) of gross earnings not covered by OASDI.

Service Awards

In recognition of employee's service and dedication to MTSU, service awards are presented annually. Employees who have completed ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), or forty (40) years of service are honored at a luncheon and recognized for the number of years served.

Social Security

MTSU participates in Social Security. Your contribution is specified by the Federal Social Security Administration and an equal amount is paid by MTSU.

Tax-Deferred Annuity

You are eligible to participate in a 403(b), 457, or 401(k) tax-deferred annuity program. These programs allow you to establish a supplemental retirement plan with pre-tax dollars.

Unemployment Compensation

MTSU provides unemployment compensation as a benefit; however, the decision to award these benefits rests with the Department of Employment Security. No deduction is made from the employee's pay for this benefit. This compensation should not be confused with Social Security or Worker's Compensation.

U.S. Savings Bonds

U.S. Savings bonds can be purchased through payroll deduction by completing the necessary enrollment forms. These forms may be obtained through the Human Resource Services Office.

Worker's Compensation

All MTSU employees are covered under worker's compensation. The State of Tennessee is self-insured, and Sedgwick Claims Management Services administers the state worker's compensation program. In the event you are injured at work:

- Employees have thirty (30) days from the date of injury to report a work-related injury to a supervisor.
- The statute of limitations for filing claims is one (1) year from the date of the accident.
- Contact your supervisor to report the injury and complete an Accident Report form in the Human Resource Services Office.
- If you need medical treatment, call Sedgwick James of Tennessee at (1-800-526-2305). Follow the instructions given to you by Sedgwick Claims Management Services.

Employees who have a **work-related injury** must choose a physician from the providers who are enrolled in the worker's compensation network. **Employees must use providers listed in the network in order to have a claim paid. If an employee does not follow proper procedures by obtaining treatment from an authorized provider, the employee will be responsible for payment of his/her medical bills.** In addition, the worker's compensation claim for any other type of benefits (lost time pay, disability, etc.) will not be considered. A link to the list of network providers is

accessible to all employees at www.mtsu.edu/~hrs/benefit/wcomp.html. The Human Resource Services office also has a provider listing available for employees.

All injuries should be reported as soon as possible. Benefits payable for injuries received on the job are determined by Sedgwick Claims Management Services. The Human Resource Services Office provides forms and assistance in filing claims for job-related injuries.

Your Health Network

Your Health Network is a quarterly newsletter published by the State of Tennessee and is the primary method used to communicate vital changes in the various insurance programs. This publication is mailed to home addresses by the State Office of Insurance Administration.

Time Reporting and Record Keeping

Faculty/Administrative Leave Reporting

Leave usage for faculty and administrative employees is reported to Human Resource Services through the internet by using PipelineMT. Leave for the previous month is entered by the individual employee and submitted for approval to their supervisor or department head by the first of each month. Detailed instructions as well as an online training module can be found at: <http://hrs.web.mtsu.edu/Leave%20Reporting>

Time Sheets (Support Staff)

Time sheets are the official time records for payroll purposes for. They should indicate total hours worked and any leave used. After employee signature, time sheets should be submitted to the departmental timekeeper by the first of each month.

Working Hours

The standard workweek begins on Saturday and ends on Friday consisting of 37.5 hours. An alternative workweek used by some departments begins on Monday and ends on Sunday consisting of 37.5 hours. The standard MTSU workday is from 8:00 a.m. to 4:30 p.m. All administrative offices are open during this time.

Extra Hours - Support Staff

Compensatory Time

Compensatory time is time banked for hours worked in excess of 37.5. Excess hours are actual hours worked. They do not include annual leave or sick leave. Employees agree to accept compensatory time off as payment for excess hours. It is banked at a straight rate up to 40.0 hours and at a premium rate for time worked over 40.0 hours. Compensatory time can be banked up to a maximum accumulation of 240 hours. Banked compensatory time must be used before annual leave.

Emergency Call-Back Time

A minimum of two (2) hours premium overtime will be provided for employees who are called back to work for emergency reasons.

Holiday Pay

Employees who are required to work on an official University holiday will be compensated per MTSU Policy No. IV:07:03.

Inclement Weather Pay

Employees who are required to work during inclement weather will be compensated per MTSU Policy No. III:00:02B.

On-Call Time

If you are scheduled to be on-call to provide services during off-duty hours, you will be paid as emergency call-back time for actual hours worked.

Overtime

Overtime is any time worked in excess of 37.5 hours. Time taken as annual leave or sick leave does not count as hours worked for overtime or compensatory time computation purposes. Official University holidays will be counted as hours worked for overtime and compensatory time computation purposes. Overtime will be paid at straight time for hours worked in excess of 37.5 hours and up to 40.0 hours per week; premium rate overtime at one and one-half times the straight time rate will be paid for hours worked in excess of 40.0 hours per week. Compensatory time granted for hours worked between 37.5 and 40.0 will be at straight time (1.0 hour for 1.0 hour). Compensatory time granted for hours worked over 40.0 will be at time and one-half (1.5 hours for each 1.0).

Leave

The Family Medical Leave Act may directly affect the following leave policies. For more information, refer to the Other Benefits section.

Adoptive Leave

Regular full-time or part-time employees are eligible to request up to four (4) months of adoptive parents leave. During the four-month period, employees may elect to use up to thirty (30) working days of sick leave provided their leave balances are not exceeded. Employees with fewer than thirty (30) days of sick leave may use annual leave, compensatory time (if available), or leave without pay.

Annual and Sick Leave

Annual and Sick Leave are provided as a benefit to you. For appropriate use of annual and sick leave, refer to MTSU Policy No. IV:07:04.

Part-time regular employees accrue annual and sick leave on a prorated basis. Regular employees with MODFY (modified fiscal year) appointments accrue annual leave during their appointment periods.

MODFY employees who work during their normal non-duty period will accrue annual leave as full-time employees for each month of full-time employment. During part-time employment periods, MODFY employees will accrue annual leave on a prorated basis.

Requests for annual leave are subject to approval by the department head prior to the beginning of the leave. Annual leave or sick leave may not be advanced.

The anniversary date for computation of leave will be the beginning date of employment for each employee, except when adjustments in the date must be made due to prior service or periods of nonaccrual.

The following schedules apply to the accrual and accumulation of leave.

Annual Leave for Full-Time Support Staff

Years of Service	Accrual Rate Per Month	Maximum Accumulation
Less than Five (5)	7.5 hours	225.0 hours
Five (5) to Ten (10)	11.3 hours	270.0 hours
Ten (10) to Twenty (20)	13.2 hours	292.5 hours
Over twenty (20)	15.0 hours	315.0 hours

Annual Leave for Full-Time Administrative Staff

Accrual Rate Per Month	Maximum Annual Accumulation	Maximum Total Accumulation Within Fiscal Year	Maximum Accumulation Carried Forward To Next Fiscal Year
15.0	180.0	495.0	315.0

In the event annual leave reaches the maximum accrued leave, excess will be transferred on June 30th each year to the employee's accumulated sick leave.

Annual Leave For Faculty

Faculty members employed on a twelve-month basis earn annual leave at the rate of 15.0 hours per month. Academic-year faculties do not accrue annual leave.

Sick Leave for Full-Time Support and Full-Time Administrative Staff

Accrual Rate Per Month	Maximum Annual Accumulation	Maximum Total Accumulation Within Fiscal Year	Maximum Accumulation Carried Forward To Next Fiscal Year
7.5	90.0	No Limit	No Limit

Upon separation from MTSU, employees are paid at their regular rate of pay for the exact number of hours of unused annual leave. Unused accumulated sick leave is not paid to the employee at the time of separation. (See Transfer of Leave, page 46.) In the event of the death of an employee, any unused annual leave and sick leave will be paid to the estate or designated beneficiary of the deceased employee.

Sick Leave for Faculty

Faculty members accrue sick leave at the rate of 7.5 hours per month. Faculty members on an academic year appointment earn a total of 67.5 hours per academic year. Academic year faculty who teach during summer sessions may accrue additional sick leave provided that when such employment is less than full-time, sick leave will be earned on a prorated basis. The maximum accrual for full-time summer employment is 22.5 hours.

Bereavement Leave

MTSU provides all regular, full-time, and part-time employees time off without loss of pay due to the death of a spouse, child, stepchild, parent, stepparent, foster parent, parent-in-law, grandparent, grandchild, or sibling. A maximum of three (3) days bereavement leave is available. In addition to bereavement leave, an additional two (2) days sick leave may also be granted for employees.

In instances of the death of a relative to which bereavement leave does not apply, sick leave may be granted for sons- and daughters-in-law, brothers- and sisters-in-law, foster brothers and sisters, and other members of the family who reside within the home. A maximum of three (3) days is available.

Civil Leave

You will be granted civil leave when in obedience to a subpoena or direction by proper authority, you appear as witness for the Federal government, the State of Tennessee, or a political subdivision of the state, or when it is necessary to attend any court in connection with official duties or serve on a jury in any State or Federal Court (MTSU Policy IV:07:04).

Disaster Relief Service Leave

In accordance with TCA §8-50-810, a regular employee who is a certified disaster service volunteer of the American Red Cross may be granted leave with pay for up to fifteen (15) work days each calendar year to participate in specialized disaster relief services for the American Red Cross. The request for the employee's services must come from the American Red Cross and is subject to approval by the employee's supervisor. The institution may require the employee to provide verification of service following the disaster period.

Leave of Absence

MTSU provides time off to regular employees due to illness, injury, or disability of an employee who has insufficient accumulated annual and/or sick leave; leave for educational purposes; and leave for justifiable personal reasons. Additional guidelines are available to employees through the MTSU policies and procedures manual (MTSU Policy IV:07:04).

Maternity Leave

Leave for maternity purposes shall be granted for a period of up to four (4) months upon request of the female employee. Sick leave may be used prior to the birth of the child when medically necessary and for thirty (30) days immediately following the birth. After the thirty-day period, continued use of sick leave must be in accordance with MTSU Policy IV:07:04.

Military Leave

All employees who are members of any reserve component of the armed forces of the United States or of the Tennessee National Guard will be entitled to a leave of absence from their duties without loss of time, pay, regular leave, vacation, or any other rights or benefits to which otherwise entitled, for all periods of military service during which they are engaged in the performance of duty or training in the service of this state, or of the United States, under competent orders. Each employee who is on military leave will be paid his or her salary or compensation for up to fifteen (15) working days per calendar year, plus such additional days as may result from any call to active state duty (MTSU Policy IV:07:04).

Paternity Leave

Leave for paternity purposes shall be granted for a period of up to thirty (30) working days. Employees may use up to thirty (30) working days of sick leave if their balance is sufficient. Employees with fewer than 30 days may use annual leave, compensatory time (if applicable), or leave without pay.

Sick Leave Banks

The non-faculty sick leave bank and the faculty sick leave bank were established to provide emergency sick leave for employees who have exhausted their personal sick leave and annual leave. Emergency leave includes unplanned personal illness, injury, disability, or quarantine. Each year, enrollment for both banks is conducted during the month of October. Employees must donate two (2) days of personal sick leave to become a member of the bank. Trustees of the sick leave bank meet when a request is submitted to the bank. Decisions made by trustees cannot be appealed. Enrollment in the sick leave bank is optional. Only members of the sick leave banks are eligible to receive donated leave. Refer to transfer of leave between employees for more information concerning donated leave.

Terminal Leave

Terminal leave begins the next workday after the last full day worked. If you have accrued annual leave, upon separation from MTSU, the annual leave will be converted to terminal leave and paid. An exception to this policy may apply to termination due to gross misconduct. Employees are not able to accrue annual or sick leave during the terminal leave period. Employees are not paid for sick leave upon separation. Terminal leave entitlement, due to an employee's death, will be paid to the employee's estate or designated beneficiary.

Transfer of Leave from Another State Agency

If you transfer to another State agency, office, department, college, or university, your accumulated sick and annual leave will be fully transferable. If you have prior State of Tennessee employment, the Human Resource Services Office should be notified so that a determination can be made for creditable service and any prior sick leave balances transferred.

Transfer of Leave Between Employees

In accordance with Chapter 755, Public Acts of 1994, guidelines and procedures were established for employees to transfer sick leave to members of the Sick Leave Bank who experience a continuing disability due to illness or injury. Certain criteria must be met in donating leave to an employee and in receiving donated leave from an employee.

For additional information, contact the Human Resource Services Office at 898-2929.

Voting Leave

Employees who are registered to vote may request time off to vote in state, national, or local elections if they make a request before 12:00 noon the day before the election. Supervisors may specify the hours, not to exceed three, that employees may be absent from work. Time off will be granted only if the polls where the employees are registered to vote are not open three or more hours before or after regular work schedule.

Workplace Safety

Workplace Safety

The objective of the Safety Office is to provide a safe and healthful environment for all members of the MTSU Community. The Safety Office is located in the trailer behind the Holmes Building, Room M116. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, or by appointment by calling 898-5784.

If an accident occurs on-the-job, or you contract an illness due to your job duties, inform your supervisor immediately. A Report of Injury/Illness should be completed by you and your supervisor within twenty-four (24) hours of the incident and submitted to the Safety Office. Report of Injury/Illness forms may be obtained from your supervisor or the Safety Office.

These procedures coordinate with Worker's Compensation. Refer to the Worker's Compensation section for submitting a Worker's Compensation claim.