

Pittsburg State University University Support Staff (USS) Summary of Policies & Procedures

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Who Are University Support Staff (USS)?

University support staff (USS) are employees who were formerly State of Kansas (SOK) classified civil service employees and who converted to USS pursuant to K.S.A. 76-715a. Here are the important things to remember:

- University support staff are entitled to participate in all of the benefits and programs generally available to State of Kansas employees.
- Kansas Regulations that apply to classified civil service employees do not apply to university support staff.
- University support staff are entitled to participate in all of the benefits and programs available to Pittsburg State University (PSU) employees.
- University support staff are entitled to participate in all of the benefits and programs authorized by Kansas Board of Regents (KBOR) for university support staff.

For more information:

Kansas statutes - http://www.kslegislature.org/li/b2013_14/statute/

Kansas Board of Regents - <http://www.kansasregents.org/>

Equal Opportunity Policies and Other Protections

Equal Opportunity Policy - Pittsburg State University is committed to a policy of equal opportunity for all members of the University community. To ensure that all individuals have the opportunity to realize their employment goals and/or their educational goals and potentials, the University shall conduct all endeavors and activities without discrimination based on race, religion, color, sex, disability, marital status, national origin, age, ancestry, genetic information, or political affiliation. Equal opportunity for employment, education, and educational-related activities shall be extended to all qualified persons.

Affirmative Action Policy - Pittsburg State University is committed to the principles of equal employment opportunity and educational equity. Accordingly, it is the policy of the University to take affirmative action to eliminate and to prevent all policies, procedures and practices in recruitment, employment, compensation, promotion, educational programs and activities which discriminate on the basis of race, color, religion, sex, disability, marital status, national origin, age as specified by law, ancestry, political affiliation or Vietnam Era/disabled veterans.

To ensure that the goals of affirmative action and the principles of equal opportunity are followed, Pittsburg State University has taken the necessary steps. In December, 1972, the Affirmative Action Plan was approved and adopted by the Faculty Senate and the President. In May, 1979, May, 1981 and May, 1987, the President adopted the revised Affirmative Action Plan. The revised 1987 Plan is in compliance with current legislation, regulations, and rulings.

Pittsburg State University has done a Title IX Self-Evaluation to ensure that the educational programs and activities comply with non-discrimination based on sex as required by the 1972 Education Amendments. Also, the University has done a Section 504 Transition plan and a Section 504 Self-Evaluation to ensure that equal opportunity is afforded to disabled persons as required by the Rehabilitation Act of 1973. As a higher education institution, these two items will be periodically updated to fulfill the obligations under the Americans with Disabilities Act (ADA.)

Policy Prohibiting Sexual Harassment - Sexual discrimination in the form of sexual harassment, defined as the use of one's authority or power to coerce another into unwanted sexual relations or to punish another for his/her refusal, or the creation by a member of the University community of an intimidating, hostile, or offensive working education environment through repetitive verbal or physical conduct of a sexual nature, shall be a violation of Pittsburg State University's Affirmative Action Policy.

Racial Harassment Policy - Academic freedom can exist only when all are free to pursue ideas in a non-threatening atmosphere of mutual respect. Racial harassment is harmful not only to the person involved, but also to the entire University community. Racial harassment includes but is not limited to verbal, physical or written abuse directed toward an individual or group, which has the purpose or effect of the following:

- Creating an intimidating, hostile, or offensive group or educational environment for an individual or group;
- Interfering with an individual's or group's work, academic performance, living environment, personal safety, or participation in any University-sponsored activities;
- Threatening an individual's or group's employment or academic opportunities.

Any such act shall be violation of Pittsburg State University's racial harassment policy. Offenses may be appealable through the affirmative action grievance process for faculty and staff.

Disability Policy - Persons seeking assistance with academic programs and/or employment because of a disability are to contact the Office of Equal Opportunity, 218 Russ Hall.

Whistleblower Act - The Whistleblower Act prohibits disciplinary action toward an employee for engaging in certain communications with a member of the legislature or for reporting a violation of state or federal laws, rules or regulations.

For more information:

<http://www.pittstate.edu/office/president/policies/whistleblower-policy.dot>

Acquired Immune Deficiency Syndrome (AIDS) and Related Conditions Policy - Discrimination against persons with AIDS, AIDS Related Complex (ARC), HTLV-III or a related condition is prohibited.

For more information:

<http://www.pittstate.edu/office/hr/policies-and-procedures/aids--related-conditions-policy.dot>

Immigration Reform and Control Act of 1986 - Pittsburg State University shall not knowingly employ an unauthorized foreign national or a person who fails to provide documentation of employment eligibility. The University will consider any action to discriminate in any aspect of employment on the basis of national origin, citizenship or intending citizenship as a violation of this policy. There is one exception. When a Department/Unit has two equally qualified candidates for a position -- one who is a United States citizen or national and one who is not a citizen or national -- the Department/Unit may hire the United States citizen or national without violating the policy. However, the University will not engage in preferential hiring of United State citizens or nationals when such action would result in the failure to achieve hiring goals as required by the University's Affirmative Action Plan.

For more information:

<http://www.pittstate.edu/office/hr/payroll-information/i-9-form-and-compliance.dot>

General Work Life

Initial Employment in Benefits-Eligible Position – Probationary Period & Permanent Status -

Initial employment in a benefits-eligible university support staff position will be with probationary status. When the initial probationary period (normally 6 months) is successfully completed, “permanent” status is attained. Permanent status implies certain rights and privileges: reinstatement, leave of absence for up to one year when in the best interest of the University, layoff rights, and appeals to an appeals hearing board. Continued employment is still dependent on meeting performance and conduct expectations.

For more information, see the section on “**Performance Reviews.**”

Pay Periods and Pay Dates - Pay is issued two weeks after the end of the pay period on every other Friday (or the first work day before a holiday). Pay is electronically transferred to the employee’s financial institution and may be deposited in one or more accounts and/or financial institutions. Employees may view pay and deduction details online in GUS.

For more information:

<http://www.pittstate.edu/office/hr/payroll-information.dot>

Work Schedules - The official work week at Pittsburg State University starts at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday. The normal work week for full-time employees is 40 hours per week which may start on any day of the calendar week. The normal work day for full-time employees is 8:00 a.m. to 4:30 p.m. with a 30 minute unpaid meal break normally taken between 12:00 p.m. and 1:00 p.m.

Because PSU does not always operate on a day-time, Monday through Friday basis, work schedules for each department and position are established as required to maintain University services. The regular work schedule for a position is noted in the position description.

Except in emergency situations, supervisors will notify employees at least three work days in advance of any change in work schedules. In certain cases, it may be possible to establish a flexible time schedule. Flex-time arrangements must be approved by the Department Head or area supervisor.

Rest Breaks - Rest breaks are a privilege and are granted entirely at the discretion of the supervisor. PSU policy generally allows two rest periods during an 8 hour work day. If granted, rest periods will not exceed 15 minutes during the approximate middle of each half day of work. When granted, rest periods will be taken at a time designated by the supervisor and in a manner which does not interfere with the efficiency of the office/department. During rest breaks, employees may leave those work stations that do not require continuous attendance. An employee may not "save" rest breaks to accrue time off, come to work late or leave early.

Meal Breaks - Meal breaks are not work time and do not include coffee breaks or time for snacks; these are rest periods. During a meal break, the employee must be completely relieved from duty for the purposes of eating regular meals.

Personal Appearance & Conduct - Your personal appearance and conduct are very important to the operation of Pittsburg State University. High standards of appearance and conduct build student confidence in our ability to help them. Employees are, therefore, required to dress in appropriate attire and to conduct themselves in a professional manner. Please use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and PSU.

Employees are also required to keep their work area clean and orderly. Before departing at the end of the workday, you should lock all files and cabinets and clear all work materials from work surfaces, especially materials of a sensitive or confidential nature.

Care and Use of University Property - You will be furnished the equipment necessary to perform your duties properly. This equipment must be maintained in proper working condition. Report malfunctioning equipment and breakage or loss to your supervisor immediately so that repair or replacement can be arranged with minimal delay. Normal wear and tear is to be expected and routine maintenance is provided by PSU. However, you are responsible for breakage or loss due to carelessness and negligence.

It is a violation of State of Kansas and PSU policy to use state-owned property either off or on campus for personal benefit. You must get approval from your supervisor if you must take state property off campus because of your work duties.

Political Activity for State Employees - It is illegal for a state employee to use his or her position of authority to compel another state employee to take part in any political activity. For more information, see K.S.A. 75-2953.

It is also illegal for a state employee to use state property or his or her paid time on the job for campaign purposes. For more information, see K.S.A. 25-4169a.

Substantial Interests - Employees with purchasing authority are required to file an annual Statement of Substantial Interests Declaration with the Governmental Ethics Commission. For more information, see K.S.A. 46-248 to 46-252.

Employment of Relatives/Conflict of Interest - Persons may be appointed to university support staff or unclassified positions without regard to family relationship or to living arrangements with other members of faculty or staff. If a person is in a position which requires an evaluation or a personnel decision such as those concerning appointment, retention, promotion, discipline, tenure or salary of a family member or a member of such person's household, such condition shall be deemed a conflict of interest and that person shall not participate in such a decision, and that person shall not participate in any group or body which is considering any such decision.

For more information:

<http://www.pittstate.edu/office/hr/policies-and-procedures/employment-of-relativesconflict-of-interest.dot>

Acceptance of Meals, Gifts, Entertainment and Travel – K.S.A. 46-237a prohibits University employees in their official capacity from accepting or requesting meals and travel from sources outside of state government, or gifts and entertainment from any source, with a few exceptions. Exceptions include:

- Meals valued at less than \$25.
- Beverages and snack foods not part of a meal.
- Gifts valued at less than \$40 given at ceremonies or public functions when accepting the gift as a University employee.
- Prizes given in random drawings.

For more information:

http://www.kansas.gov/ethics/State_Level_Conflict_of_Interest/Guidelines_for_State_Employees_Concerning_Meals,_Gifts,_Entertainment_&_Travel/index.html

State of Kansas Tax Clearance Program – All citizens of the State of Kansas are expected to fulfill their responsibility to pay their share of state taxes. Through education, enforcement of tax laws, and identification of non-compliance, equal treatment of all taxpayers is ensured. Public trust in state government is strengthened when public servants understand and fulfill their responsibility to pay their share of state taxes.

For more information:

<http://www.pittstate.edu/office/hr/policies-and-procedures/state-of-kansas-tax-clearance-program.dot>

Job Vacancies

Filling University Support Staff Positions – Benefits Eligible - The following outlines the process for filling a university support staff position that is eligible for benefits. Supervisors should contact HRS for assistance as needed.

1. The supervisor or designee will appoint a search committee, of two or more members, for every benefits-eligible university support staff position.
2. A standard evaluation form, which can be tailored to the vacant position, will be required to be filled out by each search committee member.
3. Applications will continue to be received by Human Resources Services (HRS). HRS will determine the appropriate way to transfer information to the hiring department.
4. Equal Opportunity will approve interview questions.
5. Vacancies will be posted on the PSU Job Opportunities web site (<http://www.pittstate.edu/office/hr/jobs.dot>) for a minimum of seven calendar days. External advertising will be left to the discretion of the department performing the search.
6. All job openings including advertisements must list a specific closing date to accept applications.

For more information:

<http://www.pittstate.edu/office/hr/policies-and-procedures/filling-classified-positions.dot>

Veteran's Preference – An applicant who has been certified to have veteran's preference must be offered an interview for any USS job opening for which they meet minimum qualifications. To qualify for veteran's preference, an applicant must submit a DD-214 with the application for each job opening. The DD-214 must indicate the following to entitle the applicant for veteran's preference:

1. Active Military Service; and
2. Honorable Discharge.

A spouse of a veteran may also qualify for veteran's preference when the veteran:

1. Has a 100% service-connected disability or 100% unemployable as determined by the United States Department of Veterans Affairs; or
2. Died while, and as a result of, serving in armed forces, and the spouse has not remarried; or
3. Is a prisoner of war, as defined by K.S.A. 75-4364, and amendments thereto.

Additional documents may be needed to verify veteran's preference for a spouse.

Veteran's preference will not be recognized if a former university support staff has been laid off and requested employee preference for the opening.

Filling University Support Staff Positions – Temporary, Non-Benefits Positions - Employees with temporary appointments can work no more than 999 hours in a 12-month period starting the first day of the appointment. If an employee is appointed to more than one temporary position, the 12-month period starts with the first appointment and includes hours worked from all temporary positions. All questions regarding the hiring process for temporary appointments should be directed to [HRS](#).

Pre-Employment Screenings - PSU will conduct a criminal background check prior to hire when the duration of employment is expected to be six months or more. PSU will also check the sex offender registry for all positions, and will conduct a fiduciary check for identified positions, regardless of the duration of employment. A satisfactory result is required for employment.

For more information:

<http://www.pittstate.edu/office/eoaa/Equal+Opportunity+Policies.dot>

Promotions, Transfers and Demotions

Current university support staff may apply for PSU job vacancies. PSU will process movement from one PSU university support staff position into other PSU university support staff positions as follows:

1. An employee who is selected for a position paid at a higher pay grade will be processed as a promotion.
2. An employee who is selected for a position paid at the same pay grade will be processed as a transfer.
3. An employee who is selected for a position paid at a lower pay grade will be processed as a voluntary demotion.

See the section on “**Compensation**” for information on determining the salary for an employee who is promoted, transferred or demoted.

Layoff and Furlough

Layoff - A layoff is a reduction in work force usually necessitated by a shortage of work or funds, reinstatement of an employee from leave, the abolition of a position or unit, or other material change in duties or reorganization. A layoff can be designated university-wide, by organizational unit, geographic area, by full-time or less than full-time positions, or by a combination of any of the above as determined by the PSU President. Layoffs result in permanent loss of the positions held by laid off employees.

Layoff scores are used to determine the order in which employees are laid off. The employee with the lowest layoff score in the particular category identified in the layoff notice will be the first person to be laid off. Layoff scores will be calculated for every employee potentially affected by the layoff based on the class, classes or class series identified in the layoff notice.

Layoff scores are calculated using number of years of service multiplied by a point value derived from averaging the five most recent employee performance reviews. Points will be assigned as follows:

3 tier performance review ratings: Exceptional Rating = 5 points
Satisfactory Rating = 3 points
Unsatisfactory Rating = 0 points

4 tier performance review ratings: Exceeds Expectations Rating = 5 points
Meets Expectations Rating = 3 points
Needs Improvement = 2 points
Unsatisfactory Rating = 0 points

5 tier performance review ratings: Exceptional Rating = 5 points
Exceeds Expectations Rating = 4 points
Satisfactory/Meets Expectations Rating = 3 points
Needs Improvement = 2 points
Unsatisfactory Rating = 0 points

Written notice of layoff will be made to every affected employee at least 30 calendar days prior to layoff date. Whenever possible, PSU Human Resource Services staff works with employees and departments to place affected employees in other positions within the University, for which the laid off employee meets minimum requirements. There is no appeal of a layoff.

University support staff who are laid off will have employee preference for PSU university support staff openings. Employee preference is available for 12 months from the date of the layoff. A university support staff with employee preference may use the preference for a PSU university support staff vacancy if:

1. The position is at the same pay grade or lower pay grade than the position from which he or she was laid off from, or is scheduled to be laid off from; and
2. The USS employee meets the qualifications for the position.

See the section on “**Compensation**” for information on determining the salary for an employee hired with employee preference.

Furlough - In times of extraordinary budget reduction it may become necessary to implement a short-term employee furlough in order to preserve the financial well-being of Pittsburg State University.

It is the policy of Pittsburg State University to implement an employee furlough only after reasonable alternatives have been exhausted. Furloughs will be implemented in a manner that is sensitive to the mission of the University and the needs of its faculty and staff.

A furlough is the placement of an employee in a temporary leave without pay status for a specified number of hours or days within a specified time frame. A furlough is not a layoff or reduction in workforce and may be used to avoid or delay such action.

An employee's social security and retirement contributions shall be affected under a furlough but all other benefits, including the accrual of vacation and sick leave, will continue as if there was no furlough. A furlough will also not affect the employee's continuous service, length of service, pay increase anniversary date, or eligibility for authorized holiday leave or pay.

Employees affected by the furlough will be notified at least 10 calendar days in advance of the furlough. The notice will include the effective date of the furlough and the date on which the furlough is to end.

A furlough cannot be used as a disciplinary action against an employee.

Benefits

The following benefits are available to university support staff in **benefits-eligible positions**. Please contact Human Resource Services for more information about benefits.

Health Plan - The State of Kansas Employee Health Plan includes medical, dental and prescription drug coverage with optional vision coverage. The majority of the cost for employee-only coverage is paid for by the University.

For more information:

Medical Insurance - <http://www.pittstate.edu/office/hr/employee-benefits/health-insurance.dot>

Dental Insurance – <http://www.pittstate.edu/office/hr/employee-benefits/dental-insurance.dot>

Vision Insurance - <http://www.pittstate.edu/office/hr/employee-benefits/vision-service-plan.dot>

Prescription Drug - <http://www.pittstate.edu/office/hr/employee-benefits/prescription-drug-program.dot>

Health Plan Eligibility - An employee may participate in the health plan the first day of the month following a 30-day waiting period, provided enrollment in the plan is completed no later than 31 days after initial date of hire in a benefits-eligible position.

Dependent Coverage - Employees who participate in the health plan are also eligible to elect dependent coverage for their spouse and/or children up to age 26. Disabled children 26 and over may also qualify for coverage.

HealthyKIDS Program - This program helps eligible employees with their premiums for children's health plan coverage. The University will pay the majority of the cost of dependent children's health plan premiums for qualified families based on family income.

For more information:

<http://www.kdheks.gov/hcf/sehp/HealthyKIDS.htm>

Flexible Spending Accounts (FSA) – This program allows employees the option of paying for health plan premiums, dependent care expenses and unreimbursed health care expenses with pre-tax dollars. Participation in this program will reduce the amount of gross income for federal and state income tax and Social Security and Medicare. Participation does not affect gross income for other benefits. Employees may enroll within the first 31 days of eligible employment or during the annual open enrollment period.

For more information:

<http://www.pittstate.edu/office/hr/employee-benefits/flexible-benefits-program---kanelect.dot>

Open Enrollment - Each year during the fall open enrollment period, employees may elect to change coverage levels and participation in health plans, flexible spending accounts and health savings accounts. Changes become effective January 1 of the following year.

HealthQuest

The mission of the State of Kansas HealthQuest program is to partner with SOK employees to improve their health and well-being and to better manage health care costs. Highlights of the program include:

- Programs for tobacco users.
- A wellness plan with free annual health screenings, a financial incentive for taking a personal health assessment and health coaching.
- Reducing co-pays for diabetes and asthma medications.
- Outreach by health care providers to plan members who suffer from chronic health conditions.

For more information:

<http://www.pittstate.edu/office/hr/employee-benefits/health-programs/index.dot>

Employee Assistance Program - The Employee Assistance Program (EAP) is a special service provided for State of Kansas employees and their dependents at no charge. The EAP provides information, short-term counseling, advice, and referrals from licensed professionals. For assistance in helping with life's stresses call 1-888-275-1205.

For more information:

<http://www.kdheks.gov/hcf/healthquest/eap.html>

Life Insurance Benefits

Basic Life - All employees in KPERS covered positions are automatically covered by group term life insurance upon employment through the Kansas Public Employees Retirement System and premiums are paid by the University. The coverage is equal to 150% of annual pay and is paid to the employee's designated beneficiaries upon death. KP&F members are not eligible for basic life insurance.

Kansas Public Employees Retirement System Optional Life - Term life insurance provides employees guaranteed issue of \$50,000 if purchased within 31 days of initial hire. Coverage is available from \$5,000 to \$250,000. Employees must apply for optional group life insurance. Underwriting approval is required for any amounts above \$50,000 or for application after the first 31 days of eligibility.

For more information:

<http://www.pittstate.edu/office/hr/employee-benefits/life-insurance---optional-group-life-insurance.dot>

Accidental Death Benefit – The spouse or dependent children of an employee in a position covered by KPERS will receive lump sum payment of \$50,000 and monthly amount of 50% of salary. Benefits may be reduced if workers compensation or social security benefits are received. The death benefit for an employee in a KP&F covered position will depend on whether the employee is “Tier I” or “Tier II.”

Long Term Disability Insurance

Employees in KPERS covered positions are covered by long term disability insurance from the first day of employment and premiums are paid by the University through the Kansas Public Employees Retirement System (KPERS). This insurance provides a monthly benefit equal to 60% of annual pay reduced for any other employer-provided disability benefits. To qualify for benefits, the employee must be totally disabled for a minimum of 180 consecutive days and must make application to KPERS.

For more information:

<http://www.kpers.org/active/benefits/disabilitykpersactive.html>

Long Term Care Insurance

Genworth Group Plan (sponsored by State Employee Health Plan) - Long-term care (LTC) insurance provides coverage for a variety of services that help meet both the medical and non-medical needs of people with a chronic illness or disability who cannot care for themselves for long periods of time. The University does not contribute towards long-term care insurance coverage. Employees, their spouses and other eligible family members may apply for coverage under the program at any time, however, a full underwriting will be required for enrollment. The only exception to the full underwriting process is for newly hired employees and their spouses who apply for coverage within 30 days of hire.

For more information:

<http://www.kdheks.gov/hcf/sehp/GroupLTC.htm> or call 888-285-4889.

Retirement Programs

Kansas Public Employees Retirement System (KPERS) - An employee hired into a KPERS-covered position will become a KPERS member and participate through payroll deduction from the first day of employment. Membership benefits determined by tiers with assignment to Tier I or Tier II based on membership date and subsequent dates of covered employment:

Tier I

- Members who were hired before July 1, 2009, with no break in service.
- Vested Tier I members who have returned to KPERS-covered employment.

Tier II

- Members who were hired on or after July 1, 2009.
- KPERS members who had withdrawn their contributions and then returned to KPERS-covered employment on or after July 1, 2009.
- KPERS members who were not vested and not employed in KPERS-covered employment on July 1, 2009, but who returned to KPERS-covered employment on or after July 1, 2009.

Kansas Police and Firemen’s Retirement System (KP&F) - University Police Officers are covered by KP&F. Employees become eligible to participate in KP&F on the first day of employment in KP&F-covered positions. Note that KP&F members are not eligible for basic life insurance. KP&F members may purchase optional group life insurance. Long term disability benefits are determined by whether the member is “Tier I” or “Tier II.”

For information about KPERS and KP&F:

<http://www.kpers.org/>

Early Retirement Incentive Program – PSU will consider adopting a Voluntary Retirement Incentive Program (VRIP) in the event the State of Kansas offers such a program in the future.

Savings Plans

Kansas Board of Regents Voluntary 403(b) Savings Plan - The Kansas Board of Regents (KBOR) has a voluntary retirement savings plan where pre-tax and/or after-tax employee contributions are made through payroll deduction to qualifying accounts. The University does not contribute to this plan. Any employee in a benefits-eligible position is eligible to contribute to this plan immediately upon employment. A listing of approved vendors is available through the KBOR website.

For more information:

<http://www.pittstate.edu/office/hr/employee-benefits/voluntary-tax-sheltered-annuity-program-.dot>

Deferred Compensation (Tandem) 457 Plan - Employees may contribute to a voluntary deferred compensation program through the Kansas Public Employees Deferred Compensation Plan offered through ING Financial Partners.

For more information:

<http://www.pittstate.edu/office/hr/employee-benefits/deferred-compensation.dot>

Education Benefits

Employee Tuition Assistance - Employees are eligible for tuition assistance after one year of service (two years if less than 100%) as determined by the course start date.

For more information:

<http://www.pittstate.edu/office/hr/employee-benefits/tuition-assistance---employee.dot>

Spouse Tuition Assistance – A spouse of an employee is eligible for tuition assistance after the employee has one year of service (two years if less than 100%) as determined by the first day of the fall semester for the Academic Year.

For more information:

<http://www.pittstate.edu/office/hr/employee-benefits/spouse-tuition-assistance.dot>.

Dependent Tuition Waiver – An eligible dependent of an employee may be eligible for a tuition waiver after the employee has one year of service as determined by the first day of the fall semester for the Academic Year.

For more information:

<http://www.pittstate.edu/office/hr/employee-benefits/tuition-assistance---dependent.dot>.

Learning Quest Education Savings Program - The Kansas Learning Quest Education Savings Program is a savings program to pay for education. American Century Investment Company is the program manager for employee investments. This program offers tax-deferred earnings growth and potentially reduced taxes on withdrawals. Contributions are made on an after-tax basis for the benefit of named beneficiaries.

For more information:

<https://www.learningquest.com/>

Additional Optional Payroll Deductions – Employees may authorize the following payroll deductions:

- Organizational Dues
- PSU Foundation Contributions
- United Way

Compensation

The compensation system is determined by University administration. The compensation system includes position descriptions, job titles, pay ranges, and policies for movement between and within pay ranges.

Salary and Title Management Plan - At initial conversion to university support staff, each employee retains the same title and pay. Within 2 to 4 years of the conversion to USS, the University will develop a new Salary and Title Management Plan, and USS salaries will be converted to the new plan without a decrease in salary to any individual employee. The new plan will be equivalent to or better than the current Civil Service compensation system. Existing job titles will be examined to determine how those titles or new titles should be developed to support a new salary plan. Updated position descriptions will serve as the basis for establishing job groups.

The existing salary grade and step matrix will be used as a framework for salary and title management for current employees, new hires, transfers, promotions, demotions and employees who return with employee preference until the new system is defined and implemented as follows:

1. A **current employee** or **former USS employee with employee preference** who is **promoted** (new position is on a higher pay grade) must receive an increase.
2. A **current employee** or **former USS employee with employee preference** who is **transferred** (new position is on the same pay grade) will keep the same salary.
3. A **current employee** who is **demoted** must receive a decrease in pay unless the appropriate Vice President or Department Head (President's Division) determines that it is in the best interest of PSU for the employee to keep the same salary.
4. A **new employee** or **former USS employee** will start on the first step for the pay grade unless the appropriate Vice President or Department Head (President's Division) determines that the applicant's knowledge, skills, abilities and experience justify appointment to a higher step.

Salary Increases – An annual salary increase at the level at least equivalent to those given to unclassified administration and professional staff (excluding teaching faculty) will be considered. Annual salary increases are not based upon merit or performance evaluations. For all eligible employees, salary increases will be calculated on a formula of base salary plus gross longevity pay.

Longevity Bonus - Employees with 10 years or more of service qualify for a longevity bonus paid at the rate of \$500 after 10 years of service and an additional \$50 each year thereafter up to a maximum of \$1,250. Length of service is the total time worked in a classified, unclassified, or university support staff benefits-eligible position. The longevity bonus will be included when calculating salary increases. It will be paid within the pay period in which the employees' length of service date falls. For more information, see the "**Salary Increases**" section.

Market Adjustments – Consideration will be given for market adjustments if any are given to the State of Kansas Classified employees in future years until the development of the Salary and Title Management Plan. For more information, see the “**Salary and Title Management Plan**” section.

Overtime Compensation - Under the [Fair Labor Standards Act \(FLSA\)](#), employees in positions determined to be "non-exempt" are eligible for overtime compensation. Effective January 18, 1995, employees in non-exempt positions are eligible for overtime compensation for all hours **worked** over 40 in a work week. Hours paid but not worked, such as sick or vacation leave or compensatory time used will not count toward overtime; however, holiday credit (the paid time for a holiday when it is not worked) does count toward the calculation of overtime eligibility for all USS non-exempt staff.

Supervisors must approve overtime hours **before** they are worked. Each department should have procedures in place for approving overtime before it is worked. A record of approved overtime should be kept in the department. Departments can use the [Overtime Approval Form](#) or can develop a similar form to use.

If a non-exempt employee works more than 40 hours in a work week, his or her supervisor must approve compensating hours worked over 40 with one of the following: 1) " **time for time**" off in the same work week; 2) **compensatory time**; or 3) **overtime pay**.

An eligible employee shall not accrue more than 120 hours of compensatory time for overtime hours. Any eligible employee who has accrued 120 hours of compensatory time off shall, for any additional overtime hours of work, be compensated with overtime pay.

Non-exempt employees should sign a [Compensatory Time Agreement](#) at the time of hire.

For more information:

<http://www.pittstate.edu/office/hr/payroll-information/flsa-information-index.dot>

Time for Time - If a non-exempt employee is given "time for time," the employee is given the same amount of time off as the number of hours worked over 40. Time for time off must be taken in the same week as the overtime hours were worked. No special documentation is required if an employee takes time for time. The employee reports actual hours worked on the time sheet.

Stand-by Compensation – Employees in non-exempt positions (positions that **are** eligible for overtime compensation) are eligible for stand-by pay. Stand-by pay is one dollar (\$1) per hour for each hour the employee is required to serve on stand-by time. Stand-by time means a period of time outside an employee's regularly scheduled work hours, during which the employee is requested, at University direction, to remain available to the University within a specified response time of not less than one hour or more than two hours. Stand-by assignments shall be limited to work situations where a probability for emergency recall of an employee exists.

Employees on stand-by who are called in to work shall be compensated for the actual hours worked at the appropriate rate of pay. They shall not be paid stand-by compensation in addition to the appropriate compensation for the hours actually worked. Only the hours actually worked by the employee shall be credited in determining eligibility for overtime compensation.

Call in/Call Back to Work - Employees may be called in to work on a regular day off or may be called back to work after a regular work schedule. Employees in non-exempt positions (positions that **are** eligible for overtime compensation) and who are called in to work on a regular day off **or** called back to work after a regular work schedule shall be paid at the appropriate rate of pay for the hours worked.

Employees shall be paid for a minimum of two hours of call-back pay. The minimum of two hours shall not apply if the employee was on stand-by when called in or called back. The two hour minimum shall also not apply if the employee was called in or called back during the two hour period immediately prior to the beginning of his or her next regularly scheduled work shift. Only the hours actually worked by the employee shall be credited in determining eligibility for overtime compensation.

Shift-Differential - Shift differential is paid to employees in non-exempt positions (positions that **are** eligible for overtime compensation). Employees in exempt positions (positions that are **not** eligible for overtime compensation) are not eligible for shift differential. Shift differential pay is currently thirty cents (0.30) per hour.

Shift differential is paid for the total hours worked on a regular work schedule when the regularly scheduled hours begin before 6:00 a.m. or end after 5:59 p.m. An employee is not eligible for shift differential pay if they occasionally start work before or end work after these times.

Shift differential is paid **only** on hours worked during the employee's regular work schedule. It is not paid on leave taken (i.e. holiday credit, vacation or sick leave, compensatory time used, etc.) or when the employee works unscheduled hours before or after a normal day shift.

Reporting Time Worked and Leave Taken and Requesting Leave

The [Fair Labor Standards Act \(FLSA\)](#) governs the reporting of time worked and leave taken. The proper guidelines to follow when reporting time worked and leave taken depends on whether the employee is appointed to a position that is **non-exempt** or **exempt**. FLSA requires that employees in positions that are determined to be **non-exempt** report hours worked and leave taken. Employees in positions that are determined to be exempt report only leave taken. Contact HRS if you do not know the FLSA status of your position.

Reporting Time Worked – Employees must follow departmental instruction for reporting time worked and leave taken. Department timekeepers are responsible for entering hours into the payroll system.

Employees should review the time sheet to verify that hours worked and leave taken are accurately reported. Supervisors should also review time sheets for accuracy. The employee must sign the time sheet or time card. The authorized signature for the funding unit must also sign the time sheet.

Non-Exempt Employees Reporting Guidelines

- Employees appointed to non-exempt positions must report hours worked **and** leave taken following university and department procedures.
- Non-exempt employees should check the PSU time sheet or other approved document to verify that hours worked and leave taken are accurately reported. Supervisors should review the time sheet or other document for accuracy. The employee and the supervisor must sign the non-exempt employee's time sheet or reporting document. The reporting document must be received by the designated timekeeper by the pay period due date to ensure timely processing of payroll.
- Non-exempt employees report time worked and leave taken in quarter hour increments.
- Non-exempt employees are eligible for overtime compensation when they have **worked** more than 40 hours in a work week.

Exempt Employees Reporting Guidelines

- Employees appointed to exempt positions report **only** leave taken following university and department procedures.
- Exempt employees should check the PSU time sheet or other approved document to verify that leave taken is accurately reported. Exempt employees must route the time sheet through their supervisor before sending to the designated timekeeper, **if requested by the supervisor**.
- Exempt employees report leave taken in **half day or full day increments only**. They do not report vacation or sick leave until they are away from work for at least one-half day. They must be away from work the full day to report a full day of leave.
- Exempt employees shall be considered to be in pay status except for full days of leave without pay.

- Normally, leave reporting for full-time employees should be based on the assumption that the employee works five, 8-hour work days.
- The exempt sick leave and vacation leave accrual plans are based upon an employee's time in pay status per pay period; it is an all or nothing accrual. If an employee is in pay status for any part of the pay period, he/she will receive full accrual.
- Exempt employees are **not** eligible for overtime.

For more information on time worked and leave taken earning codes:

<http://www.pittstate.edu/office/hr/payroll-information/earnings-code-index.dot>

Requesting Leave - Each department or supervisor should have established procedures for requesting paid and unpaid leave of less than 30 calendar days. Leave requests can be informal (i.e. verbal request) or formal (i.e. written memo or form). Employees should follow appropriate procedures to request time away from work. Leave requests for more than 30 calendar days must be approved by the appropriate Vice President or Department Head (President's Division).

Leaves

Vacation Leave - Employees earn vacation leave based on hours in pay status each pay period.

Non-Exempt Employee

Hours in Pay Status Per Pay Period	Hours Earned Per Pay Period Less Than 5 Year	Hours Earned Per Pay Period 5 Years & Less Than 10 Years	Hours Earned Per Pay Period 10 Years & Over
0 - 7	0.0	0.0	0.0
8 - 15	0.4	0.6	0.7
16 - 23	0.8	1.2	1.4
24 - 31	1.2	1.8	2.2
32 - 39	1.6	2.3	2.9
40 - 47	2.0	2.9	3.6
48 - 55	2.4	3.5	4.3
56 - 63	2.8	4.1	5.0
64 - 71	3.2	4.7	5.7
72 - 79	3.6	5.3	6.5
80	3.7	5.5	6.7

Exempt Employee

Hours in Pay Status Per Pay Period	Hours Earned Per Pay Period Less Than 5 Year	Hours Earned Per Pay Period 5 Years & Less Than 10 Years	Hours Earned Per Pay Period 10 Years & Over
0	0.0	0.0	0.0
>0	3.7	5.5	6.7

For more information on earnings codes that count towards leave accrual:

<http://www.pittstate.edu/office/hr/payroll-information/earnings-codes---counts-towards-leave-accrual.dot>

Vacation leave balances at the end of each pay period are included on the pay stub for that pay period.

Vacation leave earned by an employee during a pay period shall be available for use on the first day of the following pay period.

If an employee or a "family member" becomes ill while the employee is taking vacation leave, and for all intents and purposes, the employee is deprived of all or a significant portion of the vacation due to the illness, the employee may request to use sick leave instead of vacation leave for some or all of the time the employee or family member was ill. For a definition of "family member," see the "**Sick Leave**" section.

Employees may accumulate a maximum of 304 hours of annual leave. The maximum shall be applied each pay period. Excess vacation leave may not be converted to sick leave.

An employee may receive, upon termination from employment or upon moving from a position that is not eligible to earn annual leave, payment for no more than 176 hours of annual leave. At retirement or at termination of employment when retirement eligible, an employee may receive payment for up to 240 hours of annual leave.

Sick Leave – Employees earn sick leave based on hours in pay status each pay period.

Non-Exempt Employee

Hours in Pay Status per Pay Period	Hours Earned Per Pay Period
0-7	0.0
8-15	0.4
16-23	0.8
24-31	1.2
32-39	1.6
40-47	2.0
48-55	2.4
56-63	2.8
64-71	3.2
72-79	3.6
80	3.7

Exempt Employee

Hours in Pay Status Per Pay Period	Hours Earned Per Pay Period
0	0.0
>0	3.7

For more information on earnings codes that count towards leave accrual:

<http://www.pittstate.edu/office/hr/payroll-information/earnings-codes---counts-towards-leave-accrual.dot>

Sick leave balances at the end of each pay period are included on the employee's pay stub for that pay period.

Sick leave earned by an employee during a pay period shall be available for use on the first day of the following pay period.

Any employee may be required by his or her supervisor to provide evidence necessary to establish that the employee is entitled to use sick leave under the circumstances of the request. If the employee fails to provide this evidence, the employee may be required to have a medical examination by a licensed health care provider designated by and paid for by PSU, and/or the use of requested sick leave may be denied. The employee may also be required to provide a physician's release before returning to work.

Sick leave shall be granted only for the following reasons:

1. Illness or disability of the employee, including pregnancy, childbirth, miscarriage, abortion and recovery therefrom, and personal appointments with a physician, dentist, or other recognized health practitioner.
2. Illness or disability, including pregnancy, childbirth, miscarriage, abortion and recovery therefrom, of a family member, and a family member's personal appointments with a physician, dentist or other recognized health practitioner when the illness, disability or appointment reasonably requires the employee to be absent from work.
3. Legal quarantine of the employee; or
4. The adoption of a child by an employee or initial placement of a foster child in the home of an employee, when the adoption or initial placement reasonably requires the employee to be absent from work.

"Family member" shall be limited to:

- Persons related to the employee by blood, marriage or adoption; and
- Minors residing in your residence as a result of court proceedings pursuant to the Kansas Code for care of children or the Kansas Juvenile offender's code.

Sick leave balances are only paid at the time of retirement. For more information, see the section on **“Sick Leave Bonus – Retirement Only.”**

The sick leave balance for an employee who resigns then returns to a benefits eligible position within one year of the date of resignation will be reinstated. An employee's sick leave balance will not be reinstated when he or she is rehired after a retirement.

Sick Leave Bonus – Retirement Only - Employees who retire from PSU are eligible for a sick leave bonus paid as follows:

Sick Leave Payout upon Termination with Retirement Eligibility		
Years of State Service	Sick Leave Accumulation	Hours Paid
8 or more	800 hours	240
15 or more	1000 hours	360
25 or more	1200 hours	480

The sick leave bonus is paid in a lump sum on the employee's last pay check.

Family and Medical Leave Act (FMLA) - FMLA is a federal law enacted to protect employees' benefits and to provide job protection for medical absences and other qualifying events. Regular employees are entitled to up to twelve work weeks of job protected leave for the birth, adoption, or foster placement of a child; for a serious health condition of the employee; or for an employee to care for the employee's family member with a serious health condition. Regular employees may also be entitled to up to 26 weeks of job protected leave to care for certain illnesses or injuries of a covered member of the Armed Forces.

To be eligible for leave under FMLA:

- The employee has been employed by PSU or another Kansas state agency for at least twelve months prior to commencement of leave; and
- The employee has worked for PSU or another Kansas state agency at least 1,250 hours during the twelve months immediately preceding the date leave begins. Only hours actually worked are counted toward the 1,250 hours requirement. Leave of any kind, whether paid or unpaid, does not count toward the 1,250 hours worked.

An employee paying for group health insurance prior to the FMLA leave may continue to pay the same premium for the group health insurance during FMLA leave, even if the FMLA leave is without pay.

For more information:

<http://www.pittstate.edu/office/hr/employee-benefits/family--medical-leave.dot>

Leave Advancement Policy - To prevent the spread of the H1N1 virus, employees should stay away from the workplace until they are fever free for a period of 24 hours without the use of fever-reducing medications. The leave advancement policy allows PSU to provide leave advancement in certain situations when an employee who is ill may be compelled to come to work because they do not have sufficient leave and they would have to use leave without pay for the absence.

For more information:

<http://www.pittstate.edu/office/hr/employee-benefits/leave-advancement.dot>

Shared Leave – Under the State of Kansas shared leave program, an employee may be eligible to receive donations of leave when they or a **family member** experience a **serious, extreme, or life-threatening illness, injury, impairment or physical or mental condition** which:

- Has caused, or is likely to cause, the employee to take leave without pay or terminate employment; and
- Keeps the employee from performing his or her regular work duties.

It does not include common illness or minor injury that is not serious, extreme or life-threatening.

Family member, defined in K.A.R. 1-9-5(e)(2), is limited to persons related to the employee by blood, marriage, or adoption, and minors residing in the employee's residence as a result of court proceedings pursuant to the Kansas code for care of children or the Kansas juvenile offenders code.

To be eligible for shared leave, classified and unclassified employees must:

- Be appointed to a regular, benefits-eligible position; and
- Have six months continuous state service; and
- Have satisfactory attendance record; and
- Have exhausted all vacation and sick leave and compensatory time balances.

For more information:

<http://www.pittstate.edu/office/hr/employee-benefits/shared-leave---state.dot>

Donor Leave - Employees may receive paid leave in accordance with the following criteria:

- Employees may receive up to 30 work days of paid leave for recovery from an organ or tissue donation procedure.
- Employees may receive up to 7 work days of paid leave following the donation of bone marrow.
- Employees may receive 1.5 hours of paid leave every 4 months for the donation of blood.
- Employees may receive 3 hours of paid leave every 4 months for the donation of blood platelets or other approved blood products.

Donor Leave will not count as time worked for FLSA purposes. All Donor Leave will be paid at the regular rate. Donor Leave will only be paid for leave taken during regularly scheduled work hours. An employee does not have to exhaust accrued vacation leave, sick leave, or compensatory time before being eligible to receive donor leave. Donor leave only applies to the active employee and may not be used to care for family members who are donors. Do not record leave for state sponsored blood drives. This time will not count against the 1.5 hours allowed every 4 months under the Donor Leave program. Approved Donor Leave will count toward leave accrual.

To request Donor Leave, complete a [Donor Leave Request Form](#) and give to your supervisor. Your supervisor should keep the Donor Leave Request Form in your department. Do not send the form to HRS or attach to the PSU Timesheet.

Time Off Due to Domestic Violence or Sexual Assault – An employee who is the victim of either domestic violence or sexual assault may have protections provided by Kansas law regarding absences related to crime.

For more information:

<http://www.da.ks.gov/ps/documents/bulletins/0701.htm>

Job Injury Leave (Not for Regular On-the-Job Accidents) - An employee who sustains a "qualifying job injury" shall be eligible for job injury leave. A "qualifying job injury" means an injury which:

- Renders the employee unable to perform his or her regular job duties; and
- Arose out and in the course of employment with the state; and
- Was sustained as a result of a shooting, stabbing or aggravated battery, as defined in K.S.A. 21-3414, by another against the employee; or
- Was sustained while in fresh pursuit of a person or while operating under the provisions of K.S.A. 8-1506 (law enforcement officers only).

A "qualifying job injury" does not include injuries sustained as a result of the intentional actions of a co-worker.

While an employee is on approved job injury leave, he or she will continue to receive their regular pay from the University. If the employee is awarded worker's compensation, PSU shall pay the employee an amount which, together with the worker's compensation pay, equals the employee's regular salary.

An employee may be approved for job injury leave for up to six months following the qualifying job injury.

Employees requesting job injury leave should notify their supervisor immediately and request leave.

Holidays - The University recognizes these legal holidays designated by the State of Kansas:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Except when classes are in session, all University offices will be closed on designated holidays. Benefits-eligible university support staff who are required to work on a holiday will earn holiday compensatory time at the rate of time and one-half for each hour worked. Exempt employee shall take holiday compensatory time only in either half-day or full-day increments.

When one of the holidays falls on a Saturday, the preceding Friday shall be the officially observed holiday. When one of these legal holidays falls on a Sunday, the following Monday shall be the officially observed holiday.

The Governor may designate additional days on which state offices are to be closed in observance of a holiday or a holiday season. Any such day will be treated as a legal holiday.

Discretionary Holiday - The Governor may designate other days, like the discretionary holiday, as official state holidays. Employees are eligible for a discretionary holiday after 6 months of service in a benefits-eligible position. Part-time employees receive a proportional number of hours for the discretionary holiday. The discretionary holiday may be scheduled like vacation but must be taken on a single workday. It cannot be carried from one calendar year to the next.

For more information:

<http://www.pittstate.edu/office/hr/employee-benefits/discretionary-day.dot>

Holiday Closing - For several years, in an effort to conserve energy, the University has closed for a period between the Christmas and New Year's holiday periods. Most offices on campus close during this time.

Employees may use holiday compensatory time, accrued overtime (for non-exempt employees), vacation leave, their discretionary day, or, if necessary, leave without pay to cover the days included in the closing. If an employee is on leave without pay for the entire day preceding or following an official holiday, no holiday pay will be granted. If an office is closed during this time, an employee must get prior approval from their supervisor to work during this time.

Disaster Service Volunteer Leave – Disaster service volunteer leave may be granted when:

- The employee is requested by the American Red Cross to provide disaster services;
- The disaster is designated as a Level II disaster or above by the American Red Cross; and
- The disaster occurs in Kansas or in one or more states contiguous to Kansas.

Disaster service volunteer leave may not exceed 20 work days in the 12 month period that starts the first day the leave was used.

Employees requesting disaster service volunteer leave should request leave as designated by the department and notify their supervisor immediately. The department should submit a copy of the notice from the American Red Cross to HRS, 204 Russ Hall.

Funeral/Bereavement Leave - Employees may be granted a maximum of six work days as paid leave for bereavement or to arrange for and to attend the funeral services of a close relative. The employee's relationship to the deceased and necessary travel time are all factors in determining whether or not to grant paid leave and the number of days if granted.

Close relatives are defined as spouse, child, mother, father, brother, sister, foster parents, step parents, step children, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren. Also included are other relatives living in the same household with you and an "other qualified adult." An "other qualified adult" is defined as an individual with a committed personal relationship with a PSU employee and who lives in the employee's household.

To request funeral leave, complete a [Funeral Leave Request form](#) and give to your supervisor. Your supervisor should keep the Funeral Leave Request form in your department. Do not send the form to HRS or attach to the PSU Timesheet.

Inclement Weather Leave - The Governor has delegated to the President the responsibility and exclusive authority to make a Declaration of Inclement Weather for PSU because of severe weather conditions. NOTE: A Governor's Declaration of Inclement Weather does not affect PSU.

When a Declaration is issued by the President, he/she has the responsibility and authority to maintain essential services and provide for the protection of resident students and University property. Each area administrator (Vice President, Dean, Director, Chairperson and Area Supervisor) must determine their staffing requirements to ensure the maintenance of essential programs and activities. If it is determined that the weather conditions mandate a decision relative to operation of the University, the PSU President has the following options:

1. Issue a Declaration of Inclement Weather and close the University; or
2. Keep the University open.

Inclement weather compensation will depend on the President's decision and whether the employee performs essential services.

For more information:

<http://www.pittstate.edu/office/president/policies/inclement-weather.dot>.

Jury Duty – Jury duty leave with pay will be granted for the following:

- Required jury duty; or
- In order to comply with a subpoena as a witness before the civil service board, the Kansas commission on civil rights, the United States equal employment opportunity commission, or a court; or
- For an appearance before a court, a legislative committee, or other public body, if the appropriate Vice President or Department Head (President's Division) considers the granting of leave with pay to be in the best interest of the state.

An employee is not eligible for leave under this regulation when called as a witness on their own behalf or in an action in which they are a party. An employee may, however, request to use vacation leave, compensatory time credits, or leave without pay for this absence.

An employee may keep pay or other fees received for jury duty. If the employee is paid for a required appearance other than jury duty he or she may keep up to \$50.00.

When an employee receives a jury or other summons, he or she must notify their supervisor immediately and give the supervisor a copy of the summons as soon as it is received. An employee will be expected to report for work during any hours his or her presence is not required as a juror or in another official capacity.

Leave Without Pay (LWOP) - Authorized leave from regular University duties during which the employee receives no University compensation.

Leave without pay may be requested for the following reasons:

- Illness, disability, pregnancy, childbirth, miscarriage, abortion, and recovery;
- Adoption of a child by the employee;
- Initial placement of a foster child in the employee's home;
- Care for a family member with a serious health condition;
- Other good and sufficient reason deemed by the appropriate Vice President or Department Head (President's Division) to be in the best interest of the University.

Family member is limited to persons related to you by blood, marriage, or adoption, and minors residing in your residence as a result of court proceedings pursuant to the Kansas code for care of children or the Kansas juvenile offenders code.

Employees should request approval from their supervisor for a leave without pay when they will be absent from work and will not be using accumulated sick or vacation leave or compensatory time. The appropriate Vice President or Department Head (President's Division) must approve a leave without pay that extends beyond thirty (30) calendar days. In making that determination, the supervisor or appropriate Vice President or Department Head (President's Division) shall determine whether approval of the request is in the best interest of the University.

An employee who is **probationary** because of an original appointment may request leave for up to sixty (60) calendar days. An extension of the leave may also be requested. The total duration of the leave may not exceed six months.

An employee with **permanent status** may request a leave for a reasonable time consistent with the fulfillment of the duties of Pittsburg State University. The leave without pay may not exceed one year.

With approval from the supervisor, an employee on leave without pay may return to work earlier than originally scheduled. If ending a leave without pay is in the best interest of the University, the supervisor may give two weeks written notice to the employee that the leave without pay will be terminated. An employee's failure to return to work at the end of an authorized leave without pay or upon notice of termination of the authorized leave will be considered a resignation of employment.

Employees approved for leave without pay for more than 30 calendar days will be moved to the State of Kansas Direct Bill program if the employee wants to continue health insurance.

For more information:

<http://www.kdheks.gov/hcf/sehp/directbill.htm>

Military Leave (for non-FMLA absences) - University employees who are called to full-time active duty or who fulfill Reserve or National Guard training requirements are eligible for leave. The request for military leave should be made as soon as possible. Each employee in a benefits-eligible position will be granted military leave without pay or, at the employee's request, granted accrued vacation leave for induction, entrance, or examination into a Reserve or National Guard unit.

Full-Time Active Duty (for other than training purposes) - Employees who enlist or are drafted into the Armed Forces of the United States or employees who are Reservists and members of the National Guard who are activated to duty will be granted military leave without pay upon the employee's notice of a military order requiring active duty for other than training purposes.

Military Leave for Reserve Component and National Guard Duty - Employees who are members of a Reserve or National Guard component of the military service of the United States are granted a maximum of 15 work days of military leave with pay for (active duty) annual training within each 12-month period beginning October 1 and ending September 30 of the following year.

Military Leave for Kansas or State National Guard - Employees who are members of the Kansas or State National Guard will be granted military leave with pay for the duration of any official call to state emergency duty. Military leave without pay or, at the employee's request, accrued vacation leave may be granted for the duration of any other type of state military duty performed. The employee is to provide a copy of the state military order to Human Resource Services.

For the purpose of performing inactive duty or for induction, entrance, or examination for entrance into a reserve component, an employee shall be granted military leave without pay or may request to use vacation leave or compensatory time credits.

Requests for military leave shall be made through your supervisor to the appropriate Vice President or Department Head (President's Division) with as much notice as possible under the circumstances of the order. An appropriate military order or duty document shall be received by the appropriate Vice President or Department Head (President's Division) before military leave is authorized.

You should request a return to employment within 90 days after receiving an honorable discharge from the military service.

Resignations & Retirements

Employees who resign or retire from PSU must submit a resignation letter to their supervisor. The letter is routed through the chain of command. The letter should be submitted as soon as the decision to leave employment at PSU is made. HRS will send information about benefits and payroll issues to employees who resign. Employees who retire should meet with Human Resource Services staff to complete paperwork.

For more information:

<http://www.pittstate.edu/office/hr/policies-and-procedures/resignations.dot>

<http://www.pittstate.edu/office/hr/policies-and-procedures/retirements.dot>

<http://www.pittstate.edu/office/hr/policies-and-procedures/clearance-checklist.dot>

Clearance Checklist

An employee who leaves the University should do the following before your last day at work.

- **Your Department:**
 1. Return equipment, keys & other materials.
- **University Police & Parking:**
 1. Pay outstanding parking tickets.
- **Axe Library**
 1. Return library books, records & art work.
 2. Pay outstanding fines.
- **Student Health Services**
 1. Pay for outstanding services.
- **Center for Teaching, Learning & Technology**
 1. Return audio-visual equipment and supplies.
 2. Pay for services.

You should also return any other University property to the appropriate department before you leave campus.

Fines, penalties or other amounts owed to the University will be deducted from your last pay check.

For more information:

<http://www.pittstate.edu/office/hr/payroll-information/setoff-procedure.dot>

Health and Safety

It is the policy of Pittsburg State University to administer its programs and services so that all employees and students work in safe, healthful conditions, which are free from accident. In addition to recognizing the value of human life, the policy places a high value on efficiency and economy; thus, the University administration, employees and students have a continuous duty to prevent needless waste of both human and physical resources of the University.

The policy of the University is both humanitarian and practical. It safeguards and conserves manpower. It reduces the cost of injuries and eliminates the waste of materials. It is a basic element in sound and prudent management. Progress achieved by many Departments in the University in the prevention of accidents is recognized. Much still remains to be done. Recognizing the need and responsibility for the safety of the employees and students, accident prevention is considered an important and integral part of educational programs, as well as efficient operation of the University.

Safety will be given primary importance in planning and operating all phases of the University in order to protect employees and students from injuries and illnesses and to protect Pittsburg State University from unnecessary financial burden and reduced efficiency. Pittsburg State University will:

- Maintain safe and healthful working conditions;
- Furnish, within reason, the best available mechanical safeguards and personal protective equipment;
- Maintain an active and aggressive safety program, in which all members of the University community will participate;
- Maintain a continuous educational program in safe operating procedures; and
- Insist that all employees observe established safety regulations and practices and use the safety equipment provided.

To carry out this policy, a Safety Committee for the University has been appointed. The function of the Committee is to review all matters of safety and recommend to the University administration necessary changes and corrections on the campus. All employees and students are encouraged to submit any safety suggestions to the Committee for review. Suggestions should be sent to the Safety Committee in care of the Director of Building Trades and Landscape Maintenance.

Each Dean, Department Chairperson, Area Supervisor and Faculty member is charged with the responsibility for the safety, well-being and safe work conduct of all persons who report or are assigned to him/her. The safety of all employees and students is paramount. Every attempt must be made to reduce the causes of accidents.

Workers Compensation – Worker compensation is an insurance plan provided by Pittsburg State University to pay certain benefits to employees who are injured on the job. All employees, including graduate assistants and student employees, are covered by workers compensation insurance. The Division of Workers Compensation, Kansas Department of Labor, administers the Workers Compensation Act. Claims for workers compensation are processed by State Self-Insurance (SSI). Payment of medical benefits and weekly compensation benefits may be provided to employees injured on the job.

For more information:

<http://www.pittstate.edu/office/hr/employee-benefits/workers-compensation.dot>

Substance Abuse Policy - It is the policy of the University to maintain a workforce free of substance abuse.

- A. Reporting to work or performing work while impaired by or under the influence of controlled substances or alcohol is prohibited.
- B. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace, or while the employee is on duty or stand-by-duty.
- C. Violation of such prohibitions by an employee is considered conduct detrimental to state service and may result in a referral to the Employee Assistance Program and/or discipline.
- D. Employees are required by federal law to notify Human Resource Services in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. An employee who is convicted of violating any criminal drug statute in such workplace situations will be subject to discipline.

For more information:

<http://www.pittstate.edu/office/hr/policies-and-procedures/state-of-kansas-substance-abuse-policy.dot>

Controlled Substance Testing - Some positions may require testing of controlled substances to either obtain or retain employment. These positions perform law enforcement duties or duties requiring a commercial driver's license.

Smoking Policy - Smoking is a public health and fire hazard. Locations where smoking is allowed are restricted in order to prevent infringements upon others and create and maintain an environment that is in the best interests of the safety, health, and well-being of all the users of University property.

Smoking is not permitted in any University building or vehicle. Smoking is prohibited within 30 feet of marked entrances to University buildings. Unlawful smoking is a misdemeanor and is punishable under state or local law.

Threat Management Policy - The safety and security of Pittsburg State University employees, students, and guests are very important. Threats, threatening behavior, acts of violence, or any related conduct that disrupts an individual's work performance or educational activities or the university's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent or disruptive acts on university-owned or leased property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence or disruptive acts executed off university-owned or leased property but directed at Pittsburg State University employees, students or members of the public while conducting official university business is a violation of this policy. Off-site threats include, but are not limited to, threats made via the telephone, fax, electronic or conventional mail, or any other communication medium. In accordance with state law and Kansas Board of Regents Policy, weapons are prohibited on campus owned or leased property and at university sponsored or related events except as necessary for the conduct of Board approved academic programs or university approved activities or practices.

Violations of this policy by a university employee or student will lead to disciplinary action that may include, but are not limited to, suspension, dismissal, arrest, and prosecution. If the source of such inappropriate behavior is a member of the public, the response may include barring the person from university-owned or leased premises, termination of business relationships with that individual, and/or prosecution of the person(s) involved.

Employees, students, and guests are responsible for notifying the Associate Vice President for Campus Life and Auxiliary Services or the Director of University Police and Parking Services of any threats they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on university-owned or leased property or in connection with university employment. Retaliation is prohibited against anyone who reports a concern in good faith or who cooperates with an investigation. Filing of false claims of threat or violence is prohibited. Each employee or student who receives a protective or restraining order which lists university-owned or leased premises as a protected area is required to provide the Director of University Police and Parking Services (38 Shirk Hall) with a copy of such order.

For more information:

<http://www.pittstate.edu/office/president/policies/workplace-violence-policy.dot>.

Personnel Records

Confidentiality and Access to Employee Files

Employees' personnel files are considered confidential. An official personnel file is kept in Human Resource Services. Important information about the employee's work history at PSU is kept in the file. It includes information such as:

- Records showing hires, transfers, promotions, demotions, separations, changes of salary rates, leaves of absence, and any other changes in employment status.
- Performance reviews, letters of reprimand and rebuttals, and letters of commendation.
- The application for each position for which the employee was hired.
- Letters of proposed disciplinary action.

Employees may request to view their electronic personnel file upon scheduling an appointment with Human Resource Services. Only an immediate supervisor and other University officials with an employment-related reason may review specific documents in an employee's personnel file without the employee's written authorization, unless review is compelled by a lawfully issued subpoena or other legal process.

A prospective external or internal employer, individual or firm may request to view an employee's personnel file. This request will only be granted if the request is submitted in writing to Human Resource Services and is accompanied by the written authorization of the current or former employee. Federal and State agencies having a proper interest and an established need may review an employee's personnel file without written authorization of the current or former employee.

PSU may (and must upon receipt of a properly submitted open records request) disclose the following information to any individual:

- The name of the employee.
- The employee's current job title.
- The employee's current or prior pay.
- The employee's length of employment with the state.
- The name of the employing agency.
- The length of time the employee has served in the employee's current position.

Learning and Development Opportunities

The University provides varied required and optional learning and development opportunities for staff, including Employee Tuition Assistance and professional/staff development programs.

For more information:

<http://www.pittstate.edu/office/hr/employee-benefits/tuition-assistance.dot>

<http://www.pittstate.edu/office/hr/policies-and-procedures/staff-development-and-training-policy.dot>

Attendance Guidelines

Pittsburg State University expects all employees to assume responsibility for their attendance and promptness. If you are unable to work for any reason, you must notify your supervisor or your Department Head as soon as you know that you will be absent or tardy. You must notify your supervisor every day of your absence unless your supervisor has an understanding that the absence will be for a specific time or you are granted an authorized leave.

Disciplinary Work Attendance Policy

Regular attendance at work is a condition of employment for Pittsburg State University employees. Most PSU employees recognize the need for good attendance at work. Some employees, however, will struggle with attendance-related issues. For the purposes of this policy, attendance-related issues include, but are not limited to, excessive or unauthorized absences, tardiness, leaving early, or extending meal or break periods.

Supervisors should address attendance-related issues with an employee when the issues first arise through ongoing meetings and/or the Performance Review process. If the issues are not satisfactorily resolved after a reasonable period of time, the Supervisor can meet with Human Resource Services to discuss whether the Disciplinary Work Attendance Policy should be implemented. This purpose of this policy is to provide a progressive, consistent, and equitable procedure to address attendance-related issues that have not been resolved through meetings with the supervisor and/or the USS Performance Review process.

This policy will not apply to any employee without approval by Human Resource Services.

Nothing in this policy shall prohibit the right of management to terminate a probationary employee for absenteeism or tardiness.

For more information:

<http://www.pittstate.edu/office/hr/policies-and-procedures/disciplinary-attendance-policy.dot>

Performance Reviews

At the initial conversion to university support staff, the current performance review system for classified employees will continue to be used. Within 2 to 4 years, the University will develop a new performance review system that utilizes 4 ratings. The new system will be developed following the system currently used for Unclassified Administrative and Professional staff. A copy of the Unclassified review is included in Appendix A.

For more information on the current review process for classified employees:

<http://www.pittstate.edu/office/hr/policies-and-procedures/performance-review.dot>

USS will continue to have the right to appeal a performance review that is lower than the highest possible rating.

Probationary Reviews – The probationary period is a test of an employee's ability to meet expectations. Prior to the expiration of each employee's probationary period, a performance review will be completed. Failure to notify the employee of the performance rating or an approved extension by the end of any probationary period automatically grants the employee permanent status.

When a probationary employee is on leave, with or without pay, for 30 consecutive calendar days or more, the probationary period will be adjusted to the extent of the leave.

The following circumstances require a probationary period and review.

New Hire - This initial probationary period is six months, but it may be extended up to six additional months for valid reasons, such as completing specific training, attaining a specific skill level, or acquiring necessary credentials. An original probation period of up to 12 months may be established when specific training or certification requirements as documented in the position description cannot be completed within six months.

An extension of the probationary period requires prior approval by the appropriate Vice President or Department Head (President's Division). A better than "Unsatisfactory" rating qualifies an employee on an original appointment for permanent status, unless the probationary period has been extended. A new employee who receives an "Unsatisfactory" rating must be dismissed.

Promotion - Employees who are promoted are subject to a probationary period of not less than three months or more than six months. However, a probationary period of up to 12 months may be established when specific training or certification requirements cannot be completed within six months. An established promotional probationary period cannot be extended.

Reinstatement - Reinstatement occurs when a permanent employee returns to the University within a year of separation. Reinstated employees are subject to a probationary period of not less than three months nor more than six months.

Probationary Police Officers - All police officers are required to attend and successfully complete a course at the Law Enforcement Training Center before receiving permanent status.

Special Reviews - A special review may be made at any time to gauge the level of performance or to improve that performance. A special review will not change the annual review due date.

Performance Review Appeals

Probationary Employees - A probationary employee on an original appointment (i.e., a new hire) cannot appeal a review rating. However, an employee serving probation for any other reason shall have the same appeal rights as an employee with permanent status if the employee had permanent status in the prior position.

Permanent Employees - An employee who receives a performance rating that is lower than the highest possible rating may appeal that rating if the employee has permanent status. An employee who is serving a probationary period due to promotion or a rehire on the basis of reinstatement may also appeal a performance rating.

To start the appeal, the employee provides written notification to Human Resource Services (HRS), 204 Russ Hall, within 10 work days after the review is presented to the employee. Note that the five work day period for employee comments and the 10 work day period to appeal the review run at the same time starting with the date the review is presented to the employee.

The appropriate parties for PSU in a performance review appeal are the rater and reviewer.

Performance Review Appeals Committee - The Director of HRS or his or her designee will select three individuals to serve on the Performance Review Appeals Committee. Individuals selected for the Committee must be able to be fair and impartial in the decision-making process. The following guidelines will be followed when selecting Committee members. If a fair and impartial Committee cannot be selected using these guidelines, other selection methods may be used.

1. The Committee should include **two university support staff employees** and **one unclassified employee**.
2. Both genders should be represented on the committee.
3. One of the USS employees should be nominated by university support staff senate.

4. One of the employees should be from the **same classification** as the employee appealing the rating or who **has knowledge of the kind of work** performed by the employee. An employee from the same work crew or office where the employee who is appealing the rating works or previously worked should not be appointed.
5. The unclassified member is generally a person who will be **able to devote the time** needed for the appeal process.

Overview of Performance Review Appeals Hearing – The following is an overview of the hearing.

1. The Committee should hear the appeal within 20 work days after the receipt of the appeal by Human Resource Services.
2. Either party may provide reasonable justification that a Committee member could not be fair and impartial. HRS will select an alternate, if possible, if reasonable justification is provided.
3. The Committee will select a Chair who will oversee the hearing and will prepare the Committee's decision.
4. Both parties must provide a list of witnesses and a copy of any written material or evidence they plan to present at the hearing prior to the hearing. Each party will receive a copy of the other party's witness list and written materials, as well as any other information pertinent to the hearing. Committee members will also receive a copy of all materials prior to the hearing.
5. The employee may have another PSU employee who will act as his/her spokesperson or advisor. The employee must provide the name of the PSU employee who will assist the employee in advance. The employee who will advise or speak for the employee must use approved leave to participate in the hearing.
6. If the employee retains legal counsel, the legal counsel may advise the employee during the hearing and may not act as a spokesperson for the employee. The employee must provide the name of the legal counsel who will attend the hearing in advance.
7. The hearing will not be recorded.
8. Each party will make an opening statement and closing statement.
9. After the opening statement, each party will present its information, material, and witnesses to the Committee. Committee members and both parties may ask questions of witnesses.
10. Assistance on procedural matters will be provided by a representative of Equal Opportunity or other designee as selected by the PSU President.

Committee Report - Within 14 work days of the hearing, the Committee will make a decision and complete and sign a new performance evaluation for the employee. The Committee's evaluation will be forwarded to the appropriate Vice President or Department Head (President's Division) to become part of the employee's official personnel record. The appropriate Vice President or Department Head (President's Division) then notifies the employee and the rater/reviewer of the Committee's decision within five work days.

Conflict Resolution Procedure (Grievance):

Misunderstandings or conflicts can arise in any work environment. To ensure effective working relationships, it is important that conflicts be resolved before serious problems develop. Many incidents resolve themselves naturally. If a situation persists, however, that you believe is detrimental to you or Pittsburg State University, you should follow the procedure described here.

Refer to the Discrimination Grievance Procedure (<http://www.pittstate.edu/office/hr/policies-and-procedures/discrimination-grievance-procedure.dot>) when the grievance alleges discrimination based upon race, color, religion, sex, national origin, age, marital status or disabilities.

Step 1 - Discussion with Supervisor - You should first discuss the problem with your immediate supervisor. If you believe that a discussion with your immediate supervisor is not appropriate, you may proceed directly to Step 2.

Step 2 - Discussion with Department Head - If your problem is not resolved after the discussion with your immediate supervisor, or if you feel that a discussion with your supervisor is inappropriate, you are encouraged to request a meeting with your Department Head. In an effort to resolve the problem, your Department Head will consider the facts, conduct an investigation, and may also review the matter with the Director of HRS. You will normally receive a response regarding your problem within five work days of meeting with your Department Head.

Step 3 - Review by Director of Human Resource Services - If you are not satisfied with your Department Head's decision and wish to pursue the matter further, you may request a review of the matter by the Director of HRS. You must request review within five work days of the last action taken in Step 2. To request this review, complete a "Conflict Resolution Review Request" form. The Director will review your request and will initiate mediation, if appropriate. HRS will send a copy of the [Conflict Resolution Request form](#) to the appropriate Vice President or Department Head (in the President's division).

Step 4 - Request for Hearing before the Disciplinary Appeals and Grievance Board - If the problem was not resolved at Step 3, you may request a hearing before the Disciplinary Appeals and Grievance Board. The request must be submitted to Human Resources Services within five work days of the last action taken in Step 3.

Overview of a Grievance Appeals Hearing – The following is an overview of a Grievance Appeals Hearing.

1. The Disciplinary Appeals and Grievance Board should hear the grievance within 10ork days after the receipt of the request to appeal by the Director of Human Resource Services.
2. A Board member may recuse themselves if he or she feels that they cannot be fair and impartial.
3. Either party may provide reasonable justification that a Board member could not be fair and impartial. The PSU President will appoint an alternate if reasonable justification is provided.
4. The Board members will select a Chair who will oversee the hearing and will prepare the Board’s decision.
5. The Board will determine reasonable time limits for opening and closing statements, witness testimony and other aspects of the appeal hearing.
6. Both parties must provide a list of witnesses and a copy of any written material or evidence they plan to present at the hearing prior to the hearing. Each party will receive a copy of the other party's witness list and written materials, as well as any other information pertinent to the hearing. Board members will also receive a copy of all materials prior to the hearing.
7. The employee may have another PSU employee who will act as his/her spokesperson or advisor. The employee must provide the name of the PSU employee who will assist the employee in advance. The employee who will advise or speak for the employee must use approved leave to participate in the hearing.
8. If the employee retains legal counsel, the legal counsel may advise the employee during the hearing and may not act as a spokesperson for the employee. The employee must provide the name of the legal counsel who will attend the hearing in advance.
9. The hearing will not be recorded.
10. Each party will make an opening statement and closing statement.
11. After the opening statement, each party will present its information, material, and witnesses to the Board. Board members and both parties may ask questions of witnesses.
12. Assistance on procedural matters will be provided by a representative of Equal Opportunity or other designee as selected by the PSU President.

Board Report - At the conclusion of the hearing, the Board will prepare a report to send to the appropriate Vice President or Department Head (President’s Division) within seven work days after the hearing. The appropriate Vice President or Department Head (in the President’s Division) then notifies the employee in writing of the Board's decision within five work days.

Appeal of Board's Decision - If the employee is not satisfied with the Disciplinary Appeals and Grievance Board report, he or she may appeal either to the appropriate Vice President or Department Head (President's division) or the PSU President. The appeal must be made within five work days after receiving the Disciplinary Appeals and Grievance report. If the appeal is to the appropriate Vice President or Department Head (President's division) they will review the matter and respond within seven work days. If the appeal is to the President, the President will decide within seven work days whether to consider the matter. The President will inform the employee whether the grievance will be reviewed. If the President reviews the grievance, the President will inform the employee of his or her decision within 10 work days. The President will make the final decision for the University.

Disciplinary Appeals and Grievance Board

The Disciplinary Appeals and Grievance Board will hear all appeals from disciplinary actions and employee grievances from university support staff employees with permanent status.

Board members will be appointed by the PSU President at the start of each fiscal year. The Board is comprised of three university support staff and two unclassified administrative and professional staff. Board members will serve staggered two-year terms.

The President will also appoint up to 10 alternates (6 university support staff and 4 unclassified administrative and professional staff) to serve on the Board in the event a Board member is unable to hear the appeal for a specific action.

Board members and alternates will be selected from nominations from the university support staff senate and unclassified administrative and professional staff senate based on the following eligibility:

- Appointed to a benefits-eligible position at Pittsburg State University for at least 5 years.
- No more than one representative on the board from each divisional area. A divisional area is determined by areas under each Vice President or Department Head for departments that report directly to the President.
- No more than one university support staff representative with similar job types.
- Cannot serve consecutive terms.

Counseling, Guidance, and Disciplinary Actions

Pittsburg State University is committed to providing a positive, supportive, and harmonious work environment where university support staff can perform to their best ability. PSU recognizes also that there are times when disciplinary action is necessary. First, it is important that performance and discipline problems be settled at the earliest stage possible through timely and appropriate verbal/oral reminders and written reminders by the employee's immediate supervisor. If, however, these departmental level actions do not correct the situation, the guidelines in our policy address formal disciplinary measures for employees who violate policies, fail to perform work satisfactorily or behave in a manner detrimental to the University.

Employees appointed to temporary positions may be dismissed at any time.

Employees appointed to benefits-eligible positions who are probationary because of a new appointment may be dismissed at any time prior to the end of the probation period.

Employees appointed to benefits-eligible positions who have permanent status may be disciplined for deficiencies in work performance and/or personal conduct. The disciplinary process may include dismissal, suspension or demotion.

An employee may generally not be disciplined for deficiencies in work performance until he or she has received two performance evaluations in the 180 calendar days immediately preceding the effective date of the proposed action. The performance evaluations shall be spaced at least 30 calendar days apart. Action may be taken without the performance evaluations if the appropriate Vice President or Department Head (in the President's division) determines that the good of the service will be best served by immediate action.

Please see the "**Performance Reviews**" section when addressing deficiencies in work performance.

Grounds for Disciplinary Actions

1. **Personal Conduct.** Grounds for suspension, demotion, or dismissal of a permanent employee for personal conduct detrimental to state service include, but are not limited to, the following:
 1. Gross misconduct or conduct grossly unbecoming a state employee.
 2. Conviction of a criminal act.
 3. Immoral conduct.
 4. Willful abuse or misappropriation of state funds, materials, property, or equipment.
 5. Making a false statement of material fact in the employee's application for employment or position description.

6. Participation in any action that would in any way seriously disrupt or disturb the normal operation of the agency, institution, department, or any other segment of state government.
 7. Trespassing on the property of any state official or employee for the purpose of harassing or forcing dialogue or discussion from the occupants or owners of such property.
 8. Willful damage to or destruction of state property.
 9. Willful endangerment of the lives or property of others, or both.
 10. Possession of unauthorized firearms or other lethal weapons while on the job.
 11. Performing duties in a brutal manner, or mistreating, neglecting, or abusing a patient, resident, or other person in the employee's care.
 12. Refusal to accept a reasonable and proper assignment from an authorized supervisor (insubordination).
 13. Being under the influence of alcohol or drugs while on the job.
 14. Knowingly releasing confidential information from official records.
 15. Use of the employee's state position, use of the employee's time on the state job, or use of state property or facilities by the employee in connection with a political campaign.
 16. Exhibiting other personal conduct detrimental to state service which could cause undue disruption of work or endanger the safety or property of others, as may be determined by the appropriate Vice President or Department Head (President's division).
 17. Gross carelessness or gross negligence.
 18. Grossly improper use of state property.
 19. Discrimination arising out of or in connection with employment.
2. **Work Performance.** Grounds for suspension, demotion or dismissal, of a permanent employee for deficiencies in work performance include, but are not limited to, the following:
1. Inefficiency or incompetence in the performance of duties or inability to perform the duties.
 2. Negligence in the performance of duties.
 3. Careless, negligent, or improper use of state property.
 4. Failure to maintain satisfactory and harmonious relationships with the public and fellow employees.
 5. Habitual or flagrantly improper use of leave privileges.
 6. A habitual pattern of failure to report for duty at the assigned time and place or to remain on duty.
 7. Failure to obtain or maintain a current license or certificate or other authorization required to practice a trade, conduct a business, or practice a profession.

Disciplinary Action Steps:

Progressive discipline is generally an oral warning, then written warning, then suspension, demotion or termination of employment; however, management has the right to determine the appropriate step(s) based on the severity of the action.

1. Oral Warning (Department level)

The immediate supervisor meets with the employee to discuss the problem, identify the changes that are expected, listen to the employee's point of view, and determine actions that will be taken and a timetable for that action. The supervisor will document the discussion.

2. Written Warning (Department level)

If the problem continues, the supervisor notifies the employee that the problem has not been resolved and a second conference is necessary. Following that conference, the supervisor will provide written notification that includes a statement of the problem, an additional opportunity to correct the problem and the time period, as well as disciplinary consequences if the problem is not corrected. The employee's signature is requested to acknowledge receipt, not necessarily agreement.

3. Suspension, Demotion or Dismissal

If the problem is still not resolved, the next step is suspension, demotion or dismissal of the employee. Departments request suspension, demotion or dismissal of an employee to the appropriate Vice President or Department Head (President's Division) who then reviews the request.

If disciplinary action is proposed by a supervisor but the appropriate Vice President or Department Head (President's Division) needs time to investigate, the employee may be relieved of his or her duties or the duties may be changed for a limited time. The employee will be in pay status during this time.

If the request is approved, the employee will receive written notice either by certified mail or personal delivery of the proposed action. The notice will indicate the effective date for the proposed disciplinary action. The proposed disciplinary action must be effective no sooner than three calendar days or no longer than 14 calendar days from the date of the notice. The employee may be relieved of duties with or without pay during this time.

Prior to the effective date of the proposed disciplinary action, the employee may appear in person or in writing before the appropriate Vice President or Department Head (President's Division). If the employee appears in person, he or she may be represented by a person of their choice.

Following the employee's response to the opportunity to reply to the proposed action, or upon expiration of the time for such reply, if no reply is made, the appropriate Vice President or Department Head (President's Division) shall notify the employee in writing of the final decision on the proposed action. The notice will be personally delivered or sent by certified mail.

If the employee is suspended, demoted or dismissed, he or she may request a hearing before the Disciplinary Appeals and Grievance Board to determine the reasonableness of such action. To request a hearing, the employee must send a written request to Human Resource Services within 10 work days after the effective date of the action. The Board shall grant a hearing within 20 work days after receipt of such request.

Overview of a Disciplinary Action Appeals Hearing – The following is an overview of a Disciplinary Action Appeals Hearing.

1. The Disciplinary Appeals and Grievance Board should hear the appeal within 20 work days after the receipt of the appeal by the Director of Human Resource Services.
2. A Board member may recuse themselves if he or she feels that they cannot be fair and impartial.
3. Either party may provide reasonable justification that a Board member could not be fair and impartial. The PSU President will appoint an alternate if reasonable justification is provided.
4. The Board members will select a Chair who will oversee the hearing and will prepare the Board's decision.
5. The Board will determine reasonable time limits for opening and closing statements, witness testimony and other aspects of the appeal hearing.
6. Both parties must provide a list of witnesses and a copy of any written material or evidence they plan to present at the hearing prior to the hearing. Each party will receive a copy of the other party's witness list and written materials, as well as any other information pertinent to the hearing. Board members will also receive a copy of all materials prior to the hearing.
7. The employee may have another PSU employee who will act as his/her spokesperson or advisor. The employee must provide the name of the PSU employee who will assist the employee in advance. The employee who will advise or speak for the employee must use approved leave to participate in the hearing.
8. If the employee retains legal counsel, the legal counsel may advise the employee during the hearing and may not act as a spokesperson for the employee. The employee must provide the name of the legal counsel who will attend the hearing in advance.
9. The hearing will be recorded by means of audio.
10. Each party will make an opening statement and closing statement.
11. After the opening statement, each party will present its information, material, and witnesses to the Board. Board members and both parties may ask questions of witnesses.
12. The burden of proof shall be upon the employee to establish that the appropriate Vice

President or Department Head (President's Division) did not act reasonably in suspending, demoting or dismissing the employee, which means that the employee must prove by preponderance of the evidence that the disciplinary action taken was arbitrary, unreasonable, or without factual basis.

13. Assistance on procedural matters will be provided by a representative of Equal Opportunity or other designee as selected by the PSU President.

Board's Report - At the conclusion of the hearing, the Board will prepare a report to send to the parties within seven work days after the hearing.

Appeal of Board's Decision - If either party is not satisfied with the Disciplinary Appeals or Grievance Board report, he or she may appeal to the University President. The appeal must be made within five work days after receiving the Disciplinary Appeals and Grievance Board report. The President will inform the employee of his or her decision within 10 work days. The President will make the final decision for the University.

Recognition Programs and Service Awards

An annual Employee Recognition Ceremony is held each spring to recognize length of service to the University. Pins are awarded for 10, 15, 20, 25, 30, 35 & 40 years of service. Service is based on total time in a benefits-eligible position at PSU.

Employee Discount Programs – Discounts available to PSU and State Employees.

For more information:

<http://www.pittstate.edu/office/hr/employee-benefits/employee-discount-program.dot>

Parking Information and Permits - A parking permit is required for University parking lots. A parking permit may be ordered online generally (July 1 through August 15) or purchased in University Police & Parking Services.

For more information:

<http://www.pittstate.edu/office/police/parking-and-traffic-rules.dot>

Recreation Facilities - Employees & their families may use Weede gymnasium facilities (swimming pool, racquetball, basketball courts & fitness center) at designated times

Employees & spouses may purchase a membership to the Campus Recreation facility.

For more information:

<http://www.pittstate.edu/campus-life/groups/intramurals/campusrecreation/index.dot>

Appendix A – Unclassified Administrative and Professional Staff Performance Factors

**Unclassified Administrative and Professional Staff
Employee Performance Review Process
Employee Handout - Performance Factors**

1. **DUTIES, RESPONSIBILITIES & COMPETENCIES:** Evaluate the employee’s understanding of the purpose of the position and performance of the essential duties and responsibilities. Assess the employee’s competencies - knowledge, skills and abilities - required by the position.

<input type="checkbox"/>	Meets or Exceeds Expectations. <i>(Understands the purpose of the position; performs the essential duties and responsibilities of the position; possesses the required competencies - knowledge, skills and abilities; needs minimal supervision; rarely makes and/or repeats mistakes; rarely needs retraining.)</i>
<input type="checkbox"/>	Needs Improvement. <i>(Has an incomplete understanding of the purpose of the position; needs to improve some of the required competencies - knowledge, skills and abilities; needs more than routine supervision; occasionally makes and/or repeats mistakes; needs occasional retraining.)</i>
<input type="checkbox"/>	Unsatisfactory. <i>(Lacks a basic understanding of the purpose of the position; does not perform many of the essential duties and responsibilities of the position; does not possess many of the required competencies - knowledge, skills and abilities; needs frequent supervision; frequently makes and/or repeats mistakes; needs frequent retraining.)</i>

2. **QUANTITY OF WORK:** Evaluate the amount and timeliness of acceptable work performed or produced by the employee. Acceptable work is that which is appropriate for the primary purpose, duties and responsibilities of the position.

<input type="checkbox"/>	Meets or Exceeds Expectations. <i>(Volume and timeliness of work is satisfactory.)</i>
<input type="checkbox"/>	Needs Improvement. <i>(Volume of work needs to increase; occasionally misses deadlines.)</i>
<input type="checkbox"/>	Unsatisfactory. <i>(Volume of work does not meet minimum requirements; frequently misses deadlines.)</i>

3. **QUALITY OF WORK:** Evaluate the accuracy, completeness and attention to detail of acceptable work performed or produced by the employee. Acceptable work is that which is appropriate for the primary purpose, duties and responsibilities of the position.

<input type="checkbox"/>	Meets or Exceeds Expectations. <i>(Work is accurate, complete and rarely contains unacceptable errors; rarely requires supervisory correction.)</i>
<input type="checkbox"/>	Needs Improvement. <i>(Needs to complete more work assignments without unacceptable errors; occasionally requires more supervisory correction.)</i>
<input type="checkbox"/>	Unsatisfactory. <i>(Work is frequently incomplete and/or contains unacceptable errors; requires frequent supervisory correction.)</i>

CLIENT RELATIONSHIPS/CUSTOMER SERVICE: Evaluate the effectiveness of the employee’s interaction with clients and focus on service. A client includes, but is not limited to, PSU students, PSU employees and other individuals not associated with PSU.

<input type="checkbox"/>	Meets or Exceeds Expectations. <i>(Cooperative and pleasant when interacting with clients; is responsive to client needs; establishes harmonious relationships and works well with clients; rarely needs supervisory intervention.)</i>
<input type="checkbox"/>	Needs Improvement. <i>(Needs to be consistently cooperative and pleasant when interacting with clients; has occasional difficulty responding to client needs, establishing harmonious relationships and working with clients; occasionally needs more than routine supervisory intervention.)</i>
<input type="checkbox"/>	Unsatisfactory. <i>(Frequently uncooperative and unpleasant when interacting with clients; has frequent difficulty responding to client needs, establishing harmonious relationships and working with clients; frequently needs supervisory intervention.)</i>

5. **TEAMWORK:** Evaluate the effectiveness of the employee’s interaction with colleagues and contributions to the goals of the department or work unit.

<input type="checkbox"/>	Meets or Exceeds Expectations. <i>(Cooperative and pleasant when interacting with colleagues; establishes harmonious relationships and works well with colleagues; is an active contributor to the goals of the department or work unit; rarely needs supervisory interaction.)</i>
<input type="checkbox"/>	Needs Improvement. <i>(Needs to be consistently cooperative and pleasant when interacting with colleagues; has occasional difficulty establishing harmonious relationships and working with colleagues; contributions to the goals of the department or work unit need to be improved; occasionally needs more than routine supervisory intervention.)</i>
<input type="checkbox"/>	Unsatisfactory. <i>(Frequently uncooperative and unpleasant when interacting with colleagues; has frequent difficulty establishing harmonious relationships and working with colleagues; rarely contributes to the goals of the department or work unit; frequently needs supervisory</i>

6. **COMMUNICATION SKILLS:** Evaluate the effectiveness of the employee’s written and verbal communication skills.

<input type="checkbox"/>	Meets or Exceeds Expectations. <i>(Communication is clear, concise and professional; shares and maintains information appropriately.)</i>
<input type="checkbox"/>	Needs Improvement. <i>(Needs to improve clarity, conciseness or professionalism of communication; occasionally shares or maintains information inappropriately.)</i>
<input type="checkbox"/>	Unsatisfactory. <i>(Communication is frequently not clear, concise, or professional; frequently does not share or maintain information appropriately.)</i>

INITIATIVE & FLEXIBILITY: Evaluate the employee’s ability to identify and respond to changes, problems and/or difficult or dangerous situations.

<input type="checkbox"/>	Meets or Exceeds Expectations. <i>(Responds appropriately to changes, problems and/or difficult or dangerous situations; frequently suggests improved work methods and assumes additional responsibility when needed.)</i>
<input type="checkbox"/>	Needs Improvement. <i>(Has occasional difficulty responding appropriately to changes, problems and/or dangerous or difficult situations; only occasionally suggests improved work methods or assumes additional responsibility when needed.)</i>
<input type="checkbox"/>	Unsatisfactory. <i>(Has frequent difficulty responding appropriately to changes, problems and/or difficult or dangerous situations; rarely suggests improved work methods or assumes additional responsibility when needed.)</i>

8. **ATTENDANCE:** Evaluate the employee’s attendance considering the work schedule and requirements of the position, including following procedures for requesting and reporting leave. Note that an employee cannot be disciplined for FMLA approved absence(s).

<input type="checkbox"/>	Meets Expectations. <i>(Attendance is satisfactory; follows procedures for requesting and reporting leave.)</i>
<input type="checkbox"/>	Needs Improvement. <i>(Attendance needs to improve; occasionally does not follow procedures for requesting and reporting leave; may have unauthorized absences.)</i>
<input type="checkbox"/>	Unsatisfactory. <i>(Attendance is unsatisfactory; frequently fails to follow procedures for requesting and reporting leave; has unauthorized absences.)</i>

9. **USE & CARE OF EQUIPMENT, MATERIALS & OTHER UNIVERSITY RESOURCES:** Evaluate the degree to which the employee uses and/or maintains equipment, materials and other University resources.

<input type="checkbox"/>	Meets Expectations. <i>(Uses and/or maintains equipment, materials and other University resources appropriately; requests repairs and/or replacement in a timely manner.)</i>
<input type="checkbox"/>	Needs Improvement. <i>(Needs to improve use and/or maintenance of equipment, materials and other University resources; occasionally needs to be more timely in requesting repairs and/or replacement in a timely manner.)</i>
<input type="checkbox"/>	Unsatisfactory. <i>(Frequently fails to use and/or maintain equipment, materials and other University resources appropriately; frequently fails to request repairs and/or replacement in a timely manner.)</i>

SAFETY: Evaluate the degree to which the employee follows and promotes work safety rules, practices and instructions.

<input type="checkbox"/>	Meets Expectations. <i>(Demonstrates an acceptable knowledge of safety rules, practices and instructions; promotes adherence to safety rules; carries out duties in a safe manner; exhibits an appropriate concern for the safety of self and/or others; appropriately anticipates hazards and takes preventative action.)</i>
<input type="checkbox"/>	Needs Improvement. <i>(Occasionally does not demonstrate an acceptable knowledge of safety rules, practices and instructions; occasionally does not promote adherence to safety rules; occasionally does not carry out duties in a safe manner; occasionally does not exhibit appropriate concern for the safety of self and/or others; occasionally does not appropriately anticipate hazards or take preventative action.)</i>
<input type="checkbox"/>	Unsatisfactory. <i>(Frequently does not demonstrate an acceptable knowledge of safety rules, practices and instructions; frequently fails to promote adherence to safety rules; frequently does not carry out duties in a safe manner; frequently does not exhibit appropriate concern for the safety of self and/or others; frequently does not appropriately anticipate hazards or take preventative action.)</i>

11 **SERVICE:** Evaluate the employee’s service to PSU, the community and professional organizations through activities such as campus committees, community volunteerism, professional organization memberships and conference attendance.

<input type="checkbox"/>	Meets or Exceeds Expectations. <i>(Participates in PSU, community and/or professional service-related activities as appropriate for this position.)</i>
<input type="checkbox"/>	Needs Improvement. <i>(Needs to engage more in PSU, community and/or professional service-related activities as appropriate for this position.)</i>
<input type="checkbox"/>	Unsatisfactory. <i>(Has been given the opportunity to engage in PSU, community and/or professional service-related activities but does not participate at a level appropriate for this position.)</i>
<input type="checkbox"/>	Does Not Apply

12 **LEADERSHIP:** (Required for Supervisors only; Optional for Others). Evaluate the employee’s ability to lead others and manage resources to ensure the mission and goals of the department or work unit are met.

<input type="checkbox"/>	Meets or Exceeds Expectations. <i>(Effectively plans, organizes, directs, oversees and/or evaluates the work of others; inspires positive morale; effectively manages resources; rarely needs supervisory intervention.)</i>
<input type="checkbox"/>	Needs Improvement. <i>(Occasionally needs to increase effectiveness in planning, organizing, directing, overseeing and/or evaluating the work of others; occasionally needs to increase effectiveness in managing resources; occasionally needs more than routine supervisory intervention.)</i>
<input type="checkbox"/>	Unsatisfactory. <i>(Frequently ineffective in planning, organizing, directing, overseeing and/or evaluating the work of others; frequently ineffective in managing resources; frequently needs supervisory intervention.)</i>
<input type="checkbox"/>	Does Not Apply