
Millersville University Employee Handbook

Prepared by the Office of
Human Resources

July 1, 2011

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I

INTRODUCTION

This employee handbook is intended to be a source of general information on Millersville University policies, procedures and operations as well as resources available to employees of the University. Because the handbook is not designed to be all-inclusive, you should refer to your supervisor, the Office of Human Resources, and appropriate collective bargaining agreement, if applicable for further details.

This handbook is maintained and updated by the Office of Human Resources. If you would like to make suggestions for changes to this handbook, please send them to the Office of Human Resources in the Dilworth Administration Building or human.resources@millersville.edu. The Office of Human Resources can also be reached by calling extension 3017.

II ORGANIZATION

Vision Statement

The Millersville University experience will empower students to make a significant difference in the communities where they will live and work. Millersville will be a premier comprehensive public university.

Millersville University Vision Statement
Approved by the Council of Trustees
June 2007

Mission Statement

Millersville University recognizes excellence in teaching and learning as its reason for being and is committed to offering students a high quality, comprehensive university experience of exceptional value. Dedicated to providing nationally recognized programs that embrace the liberal arts, the University provides academic opportunities which are supported by outstanding faculty who are also accomplished scholars, artists and practitioners and are supported by a talented and dedicated professional staff.

The University provides an extensive range of academic and professional programs to meet the interests and needs of both undergraduate and graduate students. To better prepare students for a diverse society and workforce, the University embraces diversity of people, cultures, ideas and viewpoints. By balancing traditional and innovative learning environments both inside and outside of the classroom, this inclusive campus community enhances learning outcomes and better equips students for their chosen professions.

By preparing students to become well-rounded individuals for productive roles as civic and community engaged leaders and citizens, Millersville University contributes to the public good. The University stimulates intellectual and creative energy that fosters the growth of our students, faculty and staff and contributes to the social, political and economic advancement of the Commonwealth and the wider world. The Millersville University community pledges itself to academic freedom and encourages imagination and curiosity, unfettered discourse, the exchange of divergent and controversial opinion, and multicultural awareness and understanding within an environment of civility, mutual respect and cooperation.

Approved by the President's Cabinet on May 13, 2008 and the Council of Trustees on June 18, 2008.

Strategic Directions

Millersville University will be a premier comprehensive university of national reputation by pursuing six identified strategic directions that will drive our efforts in undergraduate and graduate education. We will offer students academic programs of national distinction. We will nurture a passion for learning and growth among all members of the university community. We will foster an appreciation of the liberal arts as the foundation of all disciplines and professions and vital for success in today's society. We will help all members of our university community to grow by exposing them to a diversity of peoples and ideas. We will prepare students to embrace the challenges of life and civic leadership. We will act as responsible stewards in growing and managing our resources.

Creating Academic Programs of National Distinction

Millersville will work to enhance all of its academic programs to make the University nationally recognized as the best educational choice for the people of Pennsylvania and beyond. We commit ourselves to hiring faculty who are scholar-educators, equally known for their contributions to their fields as they are for teaching and mentoring students. We commit ourselves to providing the resources necessary to support

programs of distinction and to employing technology that enhances the educational process. We will enhance the training that enables the administration and staff to provide the support that faculty and students rely on as they undertake the robust intellectual, professional, and civic activities that are characteristic of programs of national distinction.

Nurturing a Passion for Learning

Millersville University's commitment to programs of national distinction envisions an environment in which faculty and students are passionate about learning and in which free inquiry is guaranteed. Faculty scholarship and research expand the frontiers of knowledge, and the insights gained through these endeavors will enhance teaching and enrich student learning. We will develop innovative programs to initiate students into the college experience and to stimulate their passion for learning through intense engagement with faculty and fellow students. Students sharing in faculty research and participating in programs that apply classroom lessons to community needs will be prepared to become life-long, self-actuated learners. Small class sizes, personalized instruction, and effective support services will be hallmarks of the Millersville experience.

Fostering an Appreciation of the Liberal Arts

The University will support a culture of free inquiry and self-reflective learning, in which the arts, humanities, sciences, and social sciences together help students to become thoughtful individuals who will never lose their passion for engaging new ideas. This liberal arts core, vigorously complemented with intensified study in the student's major, will be enriched by programs such as co-operative education, international student exchange, internships, and service-learning. We will prepare students to succeed in the job market or to undertake further education. The knowledge, skills, and values students learn will also provide them with the critical tools needed to adapt to the new challenges in our age of rapid technological change, preparing them to accept increasing levels of career, civic and social responsibility.

Cultivating a Community of Diverse People, Thoughts and Perspectives

Millersville University will enhance the diversity of people, thought, and perspectives in our community because we believe it to be a source of enrichment and intellectual growth. Members of the community will be empowered by policies and practices that promote fairness, justice, civility, and accessibility. We will prepare our students for citizenship in a world of increasing human diversity. We will actively advance an atmosphere of mutual respect, tolerance, understanding, sensitivity, and appreciation for the richness of human diversity through programs, workshops, dialogue, and training. The University will continually renew itself as a place where inquiry is encouraged, ideas are expressed openly, and the dignity and rights of all individuals are respected and protected.

Developing Life and Leadership Skills that Promote the Greater Public Good As a Public University

Millersville dedicates itself to a continuous search for new and better means to prepare its students to assume the responsibilities of citizenship and civic leadership. We will prepare our students to engage with communities inside and outside of the university by incorporating the latest scholarship in our programs, and by exposing students to a diversity of ideas and people. We will match these efforts by a determination to provide physical and social environments which encourage personal growth. We will emphasize co-curricular and extra-curricular programs that nourish the whole student and are conducive to both academic growth and personal development. Millersville will expand its investment in strategic partnerships with a variety of public and private institutions and businesses in order to enable students to become civically engaged while still at the University through service learning, internship, study abroad and other such opportunities. The University will continue to seek initiatives that will empower its graduates to play ever greater roles in local and global communities – making contributions that improve the social, political and economic conditions of the community, the nation and the globe.

Providing Responsible Stewardship

Responsible stewardship requires both a commitment to effectively allocate available resources and the creativity to expand resources in advancing all of our strategic directions. We also recognize Millersville University as an important force in our regional economy and as a vital cultural resource for the region. We will actively solicit the advice of community leaders to improve our undergraduate, graduate, and professional training programs in ways that will advance the region's economic future. We will improve the facilities necessary to make the University a cultural center for the region and to enhance the programs that we offer to our neighbors. We will provide an integrated, coherent structure that demonstrates how resources are allocated to institutional priorities, and how program outcomes are continually assessed and improved.

Millersville University Vision Statement Strategic Directions Approved by the Council of Trustees June 2007

Organizational Chart

The Organizational Chart for Millersville University can be found at the following link:

<http://www.millersville.edu/about/pdfs/AllCampusOrg.pdf>

Campus Map

A Map of the Millersville University Campus can be found at the following link:

<http://www.millersville.edu/directions/>

History

The University was opened in 1855 as the Lancaster County Normal School. In 1859, the name changed to Millersville State Normal School and became the first Pennsylvania State Normal School. The name has changed several times throughout the years. In 1927, the name was changed to Millersville State Teachers College. In 1959, the name changed again to Millersville State College. And finally, in 1983, the name changed to Millersville University.

PASSHE

Sites

The Pennsylvania State System of Higher Education (PASSHE) comprises 14 universities, four branch campuses, several regional centers and the McKeever Environmental Learning Center. The universities are situated in rural, suburban and small-town settings throughout Pennsylvania, in the communities of Bloomsburg, California, Cheyney, Clarion, East Stroudsburg, Edinboro, Indiana, Kutztown, Lock Haven, Mansfield, Millersville, Shippensburg, Slippery Rock and West Chester. The four branch campuses are in Oil City (Clarion), Freeport and Punxsutawney (Indiana) and Clearfield (Lock Haven). The Office of the Chancellor is situated in the capital city of Harrisburg at the Dixon University Center.

Mission

As established by the founding legislation, Act 188 of 1982, the primary mission of the State System of Higher Education “. . . is the provision of instruction for undergraduate and graduate students to and beyond the master's degree in the liberal arts and sciences, and in the applied fields, including the teaching profession.” While the universities share a common mission, each also embraces specific spheres of excellence. Additionally, the purpose of PASSHE is “to provide high quality education at the lowest possible cost to students.”

Governance

A 20-member Board of Governors, which comprises four legislators, three students, the governor or a designee, the secretary of education or a designee and 11 citizens appointed by the governor, set general policy for PASSHE.

Organization

The Board of Governors has “. . . overall responsibility for planning and coordinating the development and operation of the System.” The board appoints the chancellor, who serves as the chief executive officer of PASSHE, and the university presidents. Each university has an 11-member council of trustees, which carries out Board policy and deals with a variety of local issues. The chancellor is an ex-officio member of each council.

Academic Programs

Universities in the Pennsylvania State System of Higher Education provide a wide range of associate, bachelor's, masters and doctoral degree programs, offering teacher, administrator and supervisory certificates, as well as a range of lifelong learning opportunities. More than 250 degree and certificate programs in more than 120 areas of study are offered. Prerequisite coursework and counseling are afforded students planning to enter professional schools for engineering, health-related sciences and law.

Indiana University of Pennsylvania (IUP) offers graduate instruction at the doctoral level. Other PASSHE universities also may offer doctoral programs in conjunction with IUP or with any other institution chartered to award doctoral degrees. The universities are fully accredited by the Middle States Association of Colleges and Schools. Academic programs are individually accredited by appropriate national organizations.

Enrollment

A total of 112,500 undergraduate and graduate, part-time and full-time, students attend PASSHE universities. Nearly 90 percent are in-state students and 80 percent of recent bachelor's degree alumni remain in Pennsylvania after graduation for their first job or to continue their education in graduate school.

Facilities

The total university campus comprises more than 4,698 acres. A total of 862 buildings (24,991,533 square feet) house classrooms, residences, administrative offices and student support services. The libraries on each campus provide resource support for academic programs and are connected electronically by the Keystone Library Network (KLN). The KLN provides students and staff access to the combined holdings of the 14 universities' libraries, which number in the millions, and allows them to use the Internet to conduct research day or night from any location.

Alumni

There are more than 652,000 PASSHE alumni, including more than 454,000 who live in Pennsylvania.

Employees

PASSHE employs more than 12,169 professional and support staff, most covered by collective bargaining agreements, making it the 15th largest employer in the state.

History

The state universities spent the first 100 years of existence training teachers for Pennsylvania's schools. The Normal School Act of 1857 established regional teacher training institutions throughout the Commonwealth. The School Code of 1911 called for the state purchase of all normal schools, and by 1921 the current configuration of 14 state-owned universities was established. The 14 normal schools evolved from state

normal schools, to state teachers colleges, to state colleges. On November 12, 1982, Act 188 was signed into law establishing on July 1, 1983, the Pennsylvania State System of Higher Education. Thus, the 13 former state colleges joined with Indiana University of Pennsylvania to achieve university status.

Pennsylvania State System of Higher Education

Office of the Chancellor
2986 North Second Street
Harrisburg, PA 17110
717-720-4000

Guido M. Pichini
Chairman, Board of Governors
John C. Cavanaugh
Chancellor

III EMERGENCY INFORMATION

Emergency Phone Numbers

Fire-Police-Ambulance-Medical Emergency
911 or 3-911

Non-emergency Medical Care –
Health Services at Witmer Building
872-3250

Millersville University Police
872-3433

Millersville University Facilities
872-3282 or 872-3275

Millersville University Environmental Health and Safety
872-3017 or 872-3715

For further information and details on Emergency Procedures, please see the “Millersville University Emergency Response Guide”:

<http://www.millersville.edu/services/hr/ehs/ehs%20forms/EmergencyGuideForWeb.pdf>

IV UNIVERSITY EMPLOYMENT

Appointments

The hiring of a person to perform prescribed duties at the University in exchange for defined compensation is referred to as an appointment. It does not refer to contractors, vendors, volunteers or temporary workers providing services to the University.

The various procedures and processes that must be followed in hiring at the University are outlined in the University Policies and Procedures and appropriate Collective Bargaining Agreements.

Resignations

If you are a staff person at the University and plan to resign from your position at the University, you are required to notify Human Resources and your supervisor in writing of your intent to resign and the date on which you will resign. This notification must be submitted at least two weeks in advance of your resignation date. Human Resources will require an original letter and signature.

If you are a faculty member who does not intend to return for the next academic year, you should notify the President at the earliest possible time, but not later than March 31 of the current year. (Collective Bargaining Agreement)

Hiring freezes

During financially difficult times, the University may impose hiring freeze on any and all current and future vacancies as a way to limit the potential for layoffs. During a hiring freeze, only vacancies deemed critical by Cabinet will be approved for filling. Managers will be required to do an intense evaluation of the work assigned to that position to assess if the work must continue, can be transferred/ shared among others or redistributed as part of program reorganization.

Staff reduction

When required reductions in the University's work force cannot be achieved through other means such as attrition or vacancy control, layoffs may be necessary. Layoffs will be conducted according to the Collective Bargaining Agreements and Collective Bargaining Memorandum.

Affirmative Action/Equal Employment Opportunity

Millersville University's Affirmative Action Plan arises from the conviction that an institution of higher education should be more than a mere reflection of societal circumstances but should exist as a humane enterprise to advance social development. It is in this spirit that we embark on a program to create a richer, more diverse, inclusive institution. It is the policy of Millersville University that the recruitment, admission, and retention of students, as well as the recruitment, hiring, promotion, termination and other University relationships with faculty and staff, be nondiscriminatory with respect to race, religion, color, age, sex or national origin. Additionally, it is the University's policy that no qualified disabled individual, disabled veteran or veteran of the Vietnam Era shall be subject to discrimination in employment or admission to Millersville University.

To read the President's EEO/Affirmative Action Statement in full, please see

<http://www.millersville.edu/social/eeo.php>

Veterans Rights

The Pennsylvania Veterans' Preference Act creates a preference in Commonwealth appointments and promotions for any soldier, defined as any honorable discharged person who service in the armed forces of the United States, or any women's organization connected with these forces, during any war or armed conflict, who has served since July 27, 1953. The Pennsylvania Act is broader in scope than the federal law and is extended to include spouses of deceased or disabled soldiers.

Veterans who successfully compete in the interview pool and are part of the finalist pool would be awarded the vacant position for which they applied.

Reasonable Accommodation

Millersville University is committed to equality of opportunity and freedom from discrimination for all students, employees, applicants for admission or employment, and all participants in public University-sponsored activities. In keeping with this commitment, and in accordance with the Americans with Disabilities Act (ADA) the University will make every effort to provide equality of opportunity and freedom from discrimination for all members of the University community and visitors to the University, regardless of any disability an individual may have. Accordingly, the University has taken positive steps to make University facilities accessible to individuals with disabilities and has established procedures to provide reasonable accommodations to allow individuals with disabilities to participate in University programs. The university administration and management are obligated to report any allegation of discrimination to the appropriate office as defined in this policy. For further details, please see **Human Resources Policy, ADA REASONABLE ACCOMMODATION AND ACCESS:**

<http://www.millersville.edu/about/administration/policies/index.php>

Professional License Requirements

Where necessary to ensure proper skills of employees to perform the duties of the position, or where required by law, the University will require that candidates for employment possess the appropriate licenses, certifications, diplomas or work experience. The University will also monitor employees required to be licensed or certified to ensure they possess and maintain the required credentials. Positions requiring professional licensure or certification include Water Treatment, Campus Grounds Supervisor.

Motor Vehicle Operator Licensing Requirements

Employees whose duties/positions require them to operate a vehicle on University business and/or operate equipment that requires Department of Transportation registration must maintain a valid driver's license with the appropriate endorsement in the class required for the vehicles and/or equipment that they operate.

Classes of Employment

Exempt:

An employee in a position or a classification that has been identified as being exempt from overtime provisions by the Fair Labor Standards Act.

Non-Exempt:

An employee in a position or a classification that has been determined eligible for overtime under the provisions of the Fair Labor Standards Act.

Essential:

Certain employees are designated essential employees because their functions or services need to be provided despite or because of prevailing hazardous environmental conditions. Essential employees are expected to report for work as scheduled during hazardous environmental conditions. When you are hired you will be told if your position is essential; your university identification card will also indicate that you are essential. See University's Policy on Closings for further information:

http://www.millersville.edu/about/administration/policies/pdf/human_resources/University%20Closing.pdf

Non-Essential:

Employees who are not designated essential are non-essential.

Classification Process (Non-Faculty Employees)

Human Resources works with employees, supervisors and/or department heads to find appropriate classifications for University positions. Classification is the process of comparing each University position to prescribed, formal classification standards developed and adopted by the Pennsylvania State System of Higher Education with either the Commonwealth of Pennsylvania or the union involved.

Positions are classified to assure that the same title, pay range, qualification requirements and selection procedures are applied uniformly to all positions that are substantially similar in tasks, responsibilities and skills. The Classification of a position directly impacts internal and external pay equity, recruitment and retention.

Pay Information

All University employees are paid on a biweekly schedule. Each biweekly pay period begins on a Saturday and ends on a Friday. Due to the payroll processing schedule, the pay date for each biweekly pay period is the last Friday of the following biweekly pay period. Employees are encouraged to use direct deposit. Changes to direct deposit can be made by completing a new direct deposit authorization form with the Payroll Office. Employees can view and print pay statements and make changes to their W-4 information via Employee Self Service (ESS). For further details on ESS, please see Section XI.

Probation

New or promoted employees must serve a probationary period. Your appointment letter will indicate the probationary period for your position. During your probationary period your work will be evaluated in writing by your supervisor. You will be evaluated on your ability to perform the functions of your position and how well you work with others.

Performance Evaluation

Your work is evaluated by your supervisor on a continuous basis. If you have questions about your performance, it is appropriate to ask your supervisor for feedback on ways to improve. As part of the evaluation process, your supervisor will meet with you annually and provide you with a formal performance evaluation and rating. Your supervisor will discuss your strengths and areas that may need improvement. You may elect to review your evaluation with your supervisor's supervisor (reviewing officer). The University's evaluation forms can be found on the Office of Human Resources website.

Professional Development & Training

We offer a variety of programs to meet the needs of university employees. Programs are instructor led, workshop formats and on-line. Topics include: Employee Performance Appraisal, Handling Conflict, Active Listening, Accountability, Customer Service, Supervisory Skills, Leadership and many others.

Training schedules are available on-line at the HR Web site. You may register for these courses on-line.

We also offer the New Employee Welcome Staff Orientation Program. This session provides information about the history of Millersville University, Health & Environmental Safety, Social Equity, Leave & Benefits, State Employee Assistance Program and Information Resources.

In addition, consulting services are provided for all areas of the university community. These services may include: strategic planning, supervision training, customized training sessions and one on one coaching.

Service Awards

The University offers an award to faculty and staff members after their completion of five years of service, and each five years thereafter. In addition to an award, the employees receive a certificate and are honored at an event sponsored by the President's cabinet.

Personnel Records

Your Official Personnel File (OPF) is in the Human Resources Office in file cabinets that are secured during non-work hours. You may review your OPF during work hours. Such reviews must be done in the presence of a Human Resources representative and if you desire, a union or other representative. You may request copies of documents in your OPF but are not able to alter, remove, add or replace documents; you may submit rebuttals to any materials in your OPFs. Your immediate supervisor and those in direct chain of command above the immediate supervisor may have access to your OPF when they need to in order to perform their duties.

Transfers

When the University has a vacant position, a permanent university employee in another position may request a transfer to that position. The employee wanting to transfer would need to apply for the position and would be considered for the position. A transfer would result provided the employee requesting the transfer meets the qualifications for the vacant position and the hiring department approves. The transfer cannot interfere with the bidding rights of other employees. A probationary period is required for an employee who transfers to a position with a different classification.

Discipline

The University is able to deliver its mission and goals efficiently and effectively when each employee meets the standards of conduct and performance. Through performance appraisals, training and development, and coaching and counseling, management and supervision strive to maintain and improve employee conduct and performance through these positive actions. When these measures are not effective and the employee fails to meet established standards, disciplinary action may be necessary. Disciplinary procedures have been established pursuant to the Merit Principles Policy and the Collective Bargaining Agreements negotiated between the Commonwealth and employee organizations.

The Commonwealth and the University operate on the principle of progressive discipline which strives to match the severity of the penalty to the infraction committed, taking into consideration the work and disciplinary history of the individual. In certain circumstances when the actions of the employee are not conducive to rehabilitation or the conduct is too egregious to continue employment, termination may be imposed.

V LABOR MANAGEMENT RELATIONS

The University will make every effort to work with employees to resolve grievances or problems related to employment. Employees' concerns will be addressed in a timely manner in accordance with your rights set forth in collective bargaining agreements, and/or University and PASSHE policies.

With the exception of employees classified as Managers and Executives, all employees are covered by one of the following bargaining units:

- Association of Pennsylvania State College and University Faculties (APSCUF)
- Association of Pennsylvania State College and University Faculties (APSCUF) for Non-Faculty Athletic Coaches
- American Federation of State, County and Municipal Employees (AFSCME)
- State College and University Professional Association (SCUPA)
- Office and Professional Employees International Union (OPEIU)
- Security, Policy and Fire Professionals of America (SPFPA)
- Pennsylvania Doctor's Alliance (PDA)

Employees may elect full membership in their bargaining unit or may be fair share members. The collective bargaining agreement for your bargaining unit contains terms and conditions of employment and procedures for resolving grievances. Employees should read the agreement carefully.

Employees are encouraged to bring complaints to their first level supervisors for informal discussion and possible resolution before beginning the formal grievance procedure.

VI EMPLOYEE CONDUCT

Sexual Harassment

Millersville University is committed to assuring that its educational and employment environment is free from unlawful discrimination and harassment based upon an individual's sex. Sexual harassment, in any form, is considered unacceptable behavior and counterproductive to the mission of an educational institution in which students, faculty, and staff form bonds based on intellectual trust and dependence. The University regards sexual harassment behavior, whether verbal, non-verbal, written or physical, as a violation of the standards of conduct required of all persons associated with the institution. Accordingly, those inflicting such behavior on others are subject to the full range of internal institutional disciplinary actions up to, and including, separation from the University. Likewise, acts of retaliation will not be tolerated and are subject to the same range of disciplinary actions. The University regards any retaliatory behavior as unacceptable and is committed to protecting the rights of any student and/or employee who reports any allegations of sexual harassment against any retaliation. Retaliation will be considered a separate offense.

Please refer to the full policy statement "Preventing Sexual Harassment and Sex Discrimination" at the following link:

<http://www.millersville.edu/social/eq/files/PreventingSexualHarassmentAndSexDiscrimination.pdf>

Drugs and Alcohol

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol and other controlled substances by a University employee while on duty, or on University grounds is prohibited. Inappropriate use of alcohol or other controlled substances by any employee while or on University grounds is prohibited. Such

conduct shall subject the employee to appropriate discipline, up to and including termination. Employees who are taking a controlled substance, as prescribed by a medical provider are not in violation of University policy. Please see Commonwealth Management Directive 505.25 "Substance Abuse in the Workplace" for further details:

http://www.portal.state.pa.us/portal/server.pt?open=512&objID=711&PageID=228891&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/publish/cop_general_government_operations/oa/oa_portal/omd/p_and_p/management_directives/employee_development_and_utilization/items/505_25.html

Smoking

It is the policy of Millersville University to comply fully with the Pennsylvania Clean Indoor Air Act which prohibits smoking in public places including all work places. **The law prohibits smoking in all buildings, indoor areas, and in open or partially open space such as sports or recreational facilities, theaters or performance establishments.**

For further information you can access the complete policy at:

http://www.millersville.edu/about/administration/policies/pdf/human_resources/Smoking%20Policy.pdf

Responsible Use of Electronic Resources

Millersville University makes electronic resources available to faculty, staff, and students for the purpose of conducting official University business, including academic scholarship and research purposes. The University's expectation of responsible, considerate and ethical behavior extends to cover the use of campus microcomputers and workstations, departmental computing facilities, general use computers, campus network resources, video conferencing, fax, telephone, cable TV and networks throughout the world to which the University provides computer access. Use of University resources must comply with State and Federal Law and University Policies. The policy covers all electronic media, including but not limited to: campus and PA State System of Higher Education networks, central and distributed computing facilities, voice and video networks and systems, electronic mail, listserv and mailing list discussion groups, internet and world wide web access, and electronic records stored on either servers or systems under the control of an individual or the University.

Violation of one or more of these published policies may result in a loss of access to the University computing/information network systems pending referral to the appropriate disciplinary process or as the result of such process. Violators may also be subject to prosecution under Federal or State law. For further details, please see Information Technology Policy on "Responsible Use of Information Technology Resources": <http://www.millersville.edu/pfru.php>

Workplace Violence

Any employee who becomes aware of an incident that could possibly result in harm to the campus community should contact the Threat Assessment Team by calling (717) 872-3717, or in case of emergency, call the University Police Dispatch Center at (717) 872-3911. Millersville University is committed to providing all employees, students, and visitors a work environment that is free of violence and where people can feel safe and protected. Workplace violence is any act that results in physical or emotional harm against or by an employee in the workplace, in the course of performing assigned duties, or as a result of performing assigned duties. Perpetrators may be strangers, customers, employees, former employees or a personal/domestic partner.

The use of violence or threats by any University employee either while on duty, or as a result of performing their duty, or on University property is prohibited. Use of coercion or threats to perform acts of violence upon others and/or the property of the University is prohibited. Violations by any employee may lead to disciplinary action, up to and including termination from employment, and may be subject to further legal

action such as arrest. For further details on the prevention of workplace violence, please refer to Commonwealth Management Directive 205.33:

http://www.portal.state.pa.us/portal/server.pt?open=512&objID=711&PageID=228891&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/publish/cop_general_government_operations/oa/oa_portal/omd/p_and_p/management_directives/management_administrative_support/items/205_33_workplace_violence.html

Weapons

Millersville University prohibits the possession of deadly or offensive weapons on properties owned or controlled by the University. A deadly or offensive weapon is defined as any device designed to produce death or serious bodily injury. Offensive weapons may be any devices so defined under the Pennsylvania Crimes Code Section 908 (c), i.e., those which serve no common lawful purpose. For the purposes of this policy, deadly and offensive weapons may include, but are not limited to:

- (1) Firearms, loaded or unloaded
- (2) Pellet, flare, tranquilizer, stun, spear, or dart guns
- (3) Knives with blades larger than a small folding knife
- (4) Any cutting instrument where the blade is exposed in an automatic way
- (5) Daggers or swords
- (6) Striking instruments, including clubs, truncheons, and blackjacks
- (7) Martial arts weapons
- (8) Bow and arrow combinations
- (9) Explosive devices
- (10) Ammunition or components to manufacture ammunition

For further details please see the “Prohibiting Deadly and Offensive Weapons” at the following link:

<http://www.millersville.edu/services/police/files/weaponspolicy.pdf>

Theft

Theft of University property is considered a serious offense. Any employee accused of theft will be subject to disciplinary action, up to and including termination as well as possible criminal action. Theft includes, but is not limited to removal of University property, falsification of documents, and theft of services.

Upon leaving your employment with the University, all items issued to you including cell phones, laptop computers, electronic devices and building keys must be returned to the University.

Use of University Equipment

University equipment including, but not limited to, copiers, fax machine, office supplies, should be used to conduct University business only. Equipment and supplies are not to be used for outside employment or for conducting personal business. Employees who are found to have misused University equipment or supplies will be subject to disciplinary action.

VII COMMUNICATIONS

Guidelines for placing and receiving personal phone calls

The university recognizes that it may be necessary to make or receive personal phone calls during the business day. These calls should be limited to essential matters that require your immediate attention such as health, welfare, safety, critical appointments and family concerns.

Using University phones to make long-distance calls

The university recognizes that during the business day it may be necessary to make long-distance personal phone calls about essential matters that require your immediate attention such as health, welfare, safety, critical appointments and family concerns. The university sends monthly statements of long-distances calls made from each university extension. You will be required to identify the long-distance calls that you made and to reimburse the University for those calls.

Setting Up Your Voicemail

The first time you access your voicemail, you will be guided through a tutorial prompting you to set a new password and record prompts that callers will hear when forwarded to your voicemail.

You will need to decide what your password will be (a minimum of four digits is recommended) and what message you want your callers to hear: (1) when you are in the office, but away from your desk, (2) when your line is busy and (3) when you are not in the office.

How does the phone system know when you are out of the office? You use “Change Status” option – the “8” key – and log on or log off of the telephone system. The Logon and Logoff terms are like Outlook’s email “Out of Office” function. To use them, simply access the voice mail system and push the “8” key. When the system says “You are logged in,” you are “in the office.” When the system message says “you are logged out,” you are “out of the office.”

University Cell Phones and Communication Devices

The University, through a procedure authorized by the President, provides taxable cell phone allowances to specifically designated employees whose duties and responsibilities require immediate communication capabilities. See the university’s Cellular Communication Devices and Services policy at the link below for more details:

<http://www.millersville.edu/about/administration/policies/pdf/administration/Administrative%20Policy%20-%20Cellular%20Communication%20Devices%20and%20Services.pdf>

Public Relations

Every university employee is to some extent involved in public relations because the university is evaluated by the manner in which its employees relate to the public. Business should be conducted in a professional, respectful manner that leaves a good impression. Correspondence, including email, should be answered or acknowledged within a reasonable time frame, should be carefully prepared with correct information and phrased in such a way as to convey the university’s willingness to help. When you need to say “no” to a customer or point out an error, do so in a way that allows them to retain their dignity.

News Media

Any requests for information, interviews or comments from the media should be referred immediately to the Director of Communications.

VIII EMPLOYEE SAFETY AND HEALTH

Campus Emergency Procedures

Many types of emergencies can strike the campus including fires, natural disasters, manmade disasters, violent intruders, etc.

In general, there are several ways to respond when a disaster strikes:

- **Evacuate the Building** (see Fire and Emergency Evacuation Procedure)
- **Shelter-in-Place** – used in the event of a tornado or violent weather incident. Move indoors. Move away from exterior walls and windows. Get to the lowest level of the building you can reach. Move to the center of the building. Avoid gymnasiums, auditoriums, and places with free-span ceilings. Stay indoors until instructed otherwise.
- **Preventative Lockdown** – used for any event that poses a risk to public safety. Go to the nearest building. Secure the exterior doors. Normal activities may proceed inside the building. Remain indoors until notified otherwise. Stay alert for further instructions.
- **Emergency Lockdown** – used for a violent intruder inside a building or a severe threat to public safety. Go to the nearest building. Secure the exterior doors. Go to a secure area and secure the interior doors. Normal building activities are canceled. Remain indoors until notified otherwise. Stay alert for further instructions.

Emergency Notification

The university has multiple means to notify faculty, staff, students and visitors of emergencies including emergency text messaging and email, outdoor mass communication (siren) system, indoor phone notification systems (reverse 911), web page alerts, and more.

More information on the MU emergency notification systems please visit the Human Resources home page at www.millersville.edu/hr

Threat Assessment Team

MU has established a threat assessment team (TAT) to address situations where students, faculty, or staff are displaying disruptive or threatening behaviors that may adversely affect public safety. Use the TAT to confidentially report any instances of behavior that may be harmful to the individual or to the general public. For immediate risk of violence call 911.

For more information on the Threat Assessment Team process please visit <http://www.millersville.edu/safetyandsecurity/threatassessment.php>

Suspicious Packages or Envelopes

Information is available in the Emergency Response Guide:

<http://www.millersville.edu/hr/ehs/ehs%20forms/EmergencyGuideForWeb.pdf>

Bomb Threats

The vast majority of bomb threats are hoaxes. If you receive a bomb threat phone call or message, do the following:

- Record the time.
- Write down everything the person said to you.
- Write down anything specific they said about the bomb (location, time it is to go off, reason why they did it, threats to the university or others, etc.).

- Call University Police immediately. Give them this information.

If you observe something you suspect may be a bomb – do not touch or move it. Call University Police immediately. Do not let others move or touch the package.

Fire and Emergency Evacuation Procedures

- If you see a fire, or other emergency requiring people to leave the building immediately, activate the building alarm.
- Do not delay your exit to look for keys, coats or personal belongings. Seconds count – get out right away.
- Walk quickly to the nearest marked exit.
- Know the location of the nearest fire exit and have an alternate exit pathway identified if your primary exit is blocked by smoke or flame.
- When evacuating rooms, close the door to confine the fire and reduce oxygen but do not lock the door behind you.
- If possible, assist individuals with disabilities in exiting the building.
- Do not use the elevator.
- Once outside, move a safe distance away from the building (at least 100 feet); do not block emergency responders as they enter the building.
- Do not return to an evacuated building until the all clear sign is provided by the Fire Chief, a Police Officer, the EHS Director, or other official.
- If your building has established a designated assembly point, go there and stay at the assembly point until a head count is taken.

Chemical Safety/Right-to-Know

You have the right to know about the hazardous materials and chemicals used in your work area. This information is available through product labels, material safety data sheets, and the internet. Information on chemical safety, how to protect yourself from the hazards of chemicals, and general rules for safely handling chemicals can be found in the Employee Safety Handbook:

http://www.millersville.edu/hr/ehs/ehs%20forms/Safety_Handbook_Sharnk.pdf

Blood Borne Pathogens and Infectious Waste

Blood Borne Pathogens (BBP) are pathogenic microorganisms present in human blood that can lead to diseases such as Human Immunodeficiency Virus (HIV), Hepatitis B (HBV) and Hepatitis C (HCV). Any employee working in health services, university police, housekeeping, and grounds have the potential to be exposed, on the job, to BBP's. These employees must receive BBP training, use universal precautions, and receive hepatitis B immunization (or decline the immunization).

Always use Universal Precautions when handling anything that could contain BBP (clean up human waste; handle contaminated needles or sharps, etc.):

For more information on BBP and universal precautions, as well as hepatitis B immunization, please see the Employee Safety Handbook: http://www.millersville.edu/hr/ehs/ehs%20forms/Safety_Handbook_Sharnk.pdf

Fire Safety

All MU faculty, staff and students are responsible for following fire safety policies and procedures to protect public safety.

Information on fire safety procedures, policies, and rules is available in the Employee Safety Handbook: http://www.millersville.edu/hr/ehs/ehs%20forms/Safety_Handbook_Sharnk.pdf

Workplace Safety

Employees of the facilities department (trades), housekeeping, grounds, capital construction and design office, dining, university police, health services, and some academic departments have specific safety policies and procedures they need to follow to work safely on the job. Most of these will involve specific safety training so workers know how to follow safe work procedures to protect themselves and others.

More information on workplace safety is available at the Human Resources home page: www.millersville.edu/hr

Reporting Medical Emergencies

Medical emergencies require immediate medical care and assistance. Dial 911 immediately. Stay with the victim and do the following:

- Tell the dispatcher your exact location – building, room, etc.
- Give the dispatcher a description of the victim, their conscious level, and what happened (if you know).
- If others are with you send them to all building entrances to await the ambulance and direct the medical personnel to the victim.
- If you are trained and experienced and feel comfortable providing emergency medical care then do so. Otherwise, keep the victim as comfortable as possible and await medical personnel.

Examples of medical emergencies include but are not limited to – heart attack, chest pain, difficulty breathing, blocked air passage, stroke, diabetic shock, convulsions, loss of consciousness, head injuries, excessive bleeding.

Reporting Accidents and Injuries

Any employee, including student employees, who are injured on the job, must immediately report the accident and injury to their supervisor and Human Resources. Notification must be made the day the injury occurs. All injuries must be documented using the employee report of injury and employers (supervisors) report of injury forms. All forms must be submitted to Human Resources within 48 hours of the supervisor being told of the injury/accident. Failure to report the injury or document the injury may prevent the payment of medical bills or time away from work.

If you are injured on the job you must first seek treatment from one of the University Panel of Physicians for the first 90 days. Failure to use a Panel Physician may prevent the payment of medical bills. After 90 days you may seek treatment from other medical providers. Panel Physicians may refer you to other medical providers and specialists at any time. The University Panel of Physicians is posted in all work places and available on the

MU Human Resources web site. Employees are also provided with a wallet card which lists the Panel of Physician information.

More information on workers compensation rules, policies, and procedures is available at the Human Resources home page at www.millersville.edu/hr

Personal Protective Equipment

All employees are required to use assigned personal protective equipment (PPE) on the job, where it is needed. More information on the use of PPE is available in the Employee Safety Handbook:

http://www.millersville.edu/hr/ehs/ehs%20forms/Safety_Handbook_Sharnk.pdf

Asbestos, Mold and Lead-Based Paint

Asbestos-containing materials (ACM) are found in some campus buildings, mostly as flooring materials. These materials, when undisturbed, do not release asbestos fibers into the air and are not harmful. Those performing maintenance on flooring materials need to take care not to aggressively buff, sand, strip, cut into, or pulverize flooring materials which can release asbestos dust into the air.

Mold and mold spores are commonly found in all indoor environments. Mold problems begin when there is flooding or water problems inside buildings. Elevated moisture levels can create indoor environments where molds can grow and spread. Controlling moisture is the best way to prevent indoor mold growth.

Lead-based paint (LBP) covered surfaces are found in some campus buildings. If you are to sand, strip, or otherwise make a dust while working on a painted surface, check with the EHS office to see if the paint contains lead.

More information on what to do if you encounter asbestos, mold, or lead-based paint in the workplace can be found in the Employee Safety Handbook:

http://www.millersville.edu/hr/ehs/ehs%20forms/Safety_Handbook_Sharnk.pdf

Hazardous Waste

All hazardous waste generated on campus must be managed in accordance with EPA regulations

For a complete list of rules, and procedures for handling hazardous waste please see the Employee Safety Handbook: http://www.millersville.edu/hr/ehs/ehs%20forms/Safety_Handbook_Sharnk.pdf

Safety Committee

The Millersville University safety committee is charged with investigating safety issues that occur throughout the campus environment. The committee is composed of a diverse group of MU faculty, staff, and students and is representative of many departments and offices. The committee is chaired by the Director of EHS. The committee meets eight times per year to discuss safety issues and make recommendations for corrective action. If you have a safety concern, report it to a safety committee representative or contact the EHS office.

IX ATTENDANCE AND LEAVE

Policies and procedures governing attendance and leave are established based on applicable collective bargaining units as well as Commonwealth and University policies.

Attendance Records

Employees and supervisors are responsible for keeping updated and accurate details on attendance through Employee Self Service (ESS) or by submitting paper leave request slips to the Payroll Office at the end of each pay period. Falsification of attendance records may result in disciplinary action.

Basic Workweek

The basic workweek for staff employees varies by department and position. The standard week will consist of either 37.5 or 40 hours depending on bargaining unit and classification. The schedule of work varies by department and employees are expected to report to work per the schedule approved by their supervisor. Employees covered by a collective bargaining unit should refer the appropriate CBA for further details.

Full-time tenure track faculty have an academic year workload of 24 credit hours, with no more than three preparations per semester. They are also expected to hold a minimum of five office hours per week, on no fewer than three different days. Other expectations include: student advisement; scholarship and professional activities and service to the department, University and community.

Overtime and Compensatory Time

Supervisors are expected to plan work so that the need for overtime is minimized. Employees' eligibility for overtime and or compensatory time is determined by classification and their status as exempt or non-exempt under the Fair Labor Standards Act (FLSA). Specific rules for overtime and compensatory time are determined by the appropriate collective bargaining agreement.

Management employees in pay grades 140 through 180 may, at the approval of the President or designee, be given compensation at time off at the straight-time rate (or fraction thereof) or straight-time (or fraction thereof) monetary payment for hours assigned beyond 40 hours in a work week.

Tactical leadership/senior professional positions in pay grades 190 through 210 may be eligible for compensation beyond 40 hours in a work week in rare and exceptional circumstances, such as a major strike action or other campus emergency. Strategic leadership and executive positions in pay grades 220 and above are not eligible for additional compensation for working beyond the normal work schedule.

Call-Off Procedures (Unable to Report for Work)

Call-off procedures are determined by department and may vary among departments based on operational needs. Employees are expected to consult with their supervisors and become familiar with the procedures of their department should they be unable to report to work for any reason. Failure to follow proper call-off procedures may result in appropriate administrative action including discipline.

Tardiness

Employees are expected to report to work on time based on the schedule approved by your supervisor. You are considered tardy if you report to your work station after the start of your scheduled work hours or after the end of a meal or break period. Excessive tardiness may result in appropriate administrative action including discipline.

Leave

All leave (whether paid or unpaid) requires the approval of employees' supervisors. Requests for annual and personal leave will be evaluated for approval based on operational needs of the department and the need for employees' services during the time they are requesting to be off. When multiple employees in a department request off for the same time period and operational requirements prohibit all requests to be approved, annual and personal leave will be approved for employees based on seniority.

Procedures for submitting leave:

Leave requests should be submitted through the Employee Self Service (ESS) system for employees of departments where ESS leave is in use. Paper leave slips should be prepared and submitted employees' supervisors for signature for those departments that do not use ESS leave. (Further details on the ESS system can be found in the Employee Self Service Section XI)

Paid Leave

Entitlement to paid leave is governed by the appropriate collective bargaining agreement or Board of Governor's Policy Management Directive employees classified as management employees.

Annual Leave

Annual leave is earned as a percentage of hours paid each biweekly pay period* Employees eligible for Annual Leave may use accrued hours after being employed for at least 30 calendar days. Annual Leave balances roll over from year to year up to the maximum number of hours allowed per applicable collective bargaining agreement or policy. Upon termination of employment any accrued Annual Leave balances are paid in a lump sum.

*Exception: Coaches and 9-month Faculty do not earn Annual Leave. 12-month faculty earns annual leave on a monthly basis.

Personal Leave

Personal days are earned on the following schedule for eligible employees:

- AFSCME, OPEIU, SPFPA and SCUPA: Quarterly
- Faculty: Semester
- Managers: Every two months
- Coaches: Service Period

Unused Personal Leave balances are forfeited at the end of each calendar year except as follows: AFSCME, SCUPA, OPEIU, SPFPA and Management employees have until the last day of the seventh pay period of the new calendar year to use Personal Leave balances earned in the previous calendar year. Upon termination of employment any accrued Personal leave balances are paid in a lump sum.

Sick Leave

Employees eligible for Sick Leave may use accrued hours after being employed for at least 30 calendar days. Sick Leave balances roll over from year to year up to the maximum number of hours allowed per applicable collective bargaining agreement or policy. Authorized uses of sick leave:

- Employees illness
- Contact with or exposure to a contagious disease
- Care for a member of employee's immediate family member as defined by collective bargaining agreement or policy. A maximum of 5 days per calendar year may be used for this purpose.
- Bereavement: 3-5 days may be used depending on relationship. See appropriate collective bargaining agreement or policy for specifics.

- Employee medical or dental appointments which cannot be scheduled during non-work hours.

If three or more consecutive Sick Leave Days are used, a certificate from a health care provider is required. Also, if an employee's supervisor has reason to believe an employee is abusing sick leave, a certificate from a health care provider may be required after proper written notice to the employee. Supervisors should consult with Human Resources for further direction.

Sick Leave Banks and Leave Donation

Employees who are covered by collective bargaining agreements with Sick Leave Bank provisions may apply to receive paid sick time through these programs if they have an absence which causes them to exhaust all available paid Sick Leave hours. Employees in collective bargaining agreements without Sick Leave Bank provisions and employees classified as Managers may apply to receive Leave Donations in the event of the employee's catastrophic illness or injury or that of a family member as defined in the Leave Donation Program Policy. The leave donation program allows employees in eligible groups to donate Annual or Personal leave to another eligible employee.

Civil Leave

Permanent employees are entitled to Civil Leave with pay as needed subject to providing the required documentation submitted to the employee's supervisor. Approval shall be granted to a subpoenaed witness who is not a party in a civil or criminal court proceeding or non-voluntary juror for the following courts: Minor Judiciary Court, Court of Common Pleas, Commonwealth Court and U.S. District Court. Time off is granted only for travel time to and from the session/hearing and for the duration of the session/hearing.

Administrative Leave

Permanent employees are eligible for paid Administrative Leave for the following purposes subject to providing proper documentation:

- Participants in labor negotiations or meet and discuss sessions
- As a grievant or witness at a labor arbitration
- As a witness for the University before the Pennsylvania Labor Relations Board
- As a voter or watcher at a labor election site
- To compete in international or world championships, to a maximum of 30 work days per calendar year
- To take a physical examination for entering the U.S. Armed Forces, to a maximum of three days
- To participate in authorized blood donor plans, to a maximum of four hours per calendar year

Subject to operational requirements and supervisor approval, employees may also use administrative leave for on-campus activities, such as training seminars, retirement and financial planning seminars, benefits presentations, and employee wellness events. Event announcements will include instructions for submitting leave.

Military Leave

Up to 15 work days per calendar year of ordered military duty can be taken with full pay. Exception: Pennsylvania National Guardsperson called into service of the Commonwealth for emergencies or disasters shall be granted military leave with pay as long as such emergency or disaster exists. Unpaid military leave is also available. (See Unpaid Leave.)

Sabbatical Leave (Faculty Only)

Regular Full-Time Faculty with at least 7 years of satisfactory service as a faculty member at a PASSHE university and at least 5 years at Millersville University may request a leave of absence not to exceed 18 University calendar weeks with full pay, or 36 University Calendar weeks at half pay for restoration of health, study, travel or other appropriate purposes. Sabbatical leaves may be granted at the discretion of the President. Further details on the sabbatical leave requirements may be found in the APSCUF Collective Bargaining Agreement.

Part-time Educational Leave

Part-time educational leave may be granted for up to 20 calendar days per year subject to approval of employee's supervisor and the Associate Vice President of Human Resources to assist employee's in acquiring knowledge and skills necessary to perform tasks more effectively and efficiently.

Full-time Educational Leave

Permanent employees with two or more years of service may be approved for up to 18 calendar months of full-time educational leave in a five-year period. Approval is based on operational requirements and budget considerations. Full-time educational leave must be approved by the employee's supervisor and Associate Vice President of Human Resources. Leave must be used to pursue full-time courses of study which can be expected to improve the employee's value to the University.

Unpaid educational leave is also available. (See Unpaid Leave)

Anticipation of Paid Leave

Employees with at least one year of service may use paid annual, personal and/or sick leave up to the maximum they will accrue in a calendar year before it is earned. This option may be suspended for employees who are placed on leave restriction through proper supervisory notification.

Holidays

Permanent employees are eligible for paid holidays as listed below. In order to be paid for the holiday, employees must be in active pay status on the last half of the scheduled work day immediately before the holiday period and on the first half of the scheduled work day immediately following the holiday.

New Year's Day

Dr. Martin Luther King, Jr. Day¹

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving Day²

Christmas Day

Day of University Closing³

President's Day (Deferred)⁴

Columbus Day (Deferred)⁴

Veteran's Day (Deferred)⁴

¹ This holiday is treated as a major holiday for all employees.

² All University operations, except University Police services and other designated services, will be suspended. It is not an official holiday except for those people covered under the AFSCME bargaining unit. All other staff are encouraged to apply for annual or personal leave in lieu of reporting to work on that day. Those who wish to report for duty will be given appropriate assignments by their supervisors. Employees requesting annual or personal leave must submit a Request for Leave in ESS.

³ All University operations, except University Police services and other designated services, will be suspended. All other staff are encouraged to apply for annual or personal leave in lieu of reporting to work on that day. Those who wish to report for duty will be given appropriate assignments by their supervisors. Employees requesting annual or personal leave must submit a Request for Leave in ESS.

⁴ These days account for the three deferred holidays: Presidents' Day, Columbus Day, and Veterans Day.

Unpaid Leave

Family Medical Leave Act (FMLA)

Employees are eligible if they have worked for the University for at least one year, for 1,250 hours over the previous 12 months.

Basic Leave Entitlement

FMLA requires the University to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
or
- For a serious health condition that makes the employee unable to perform the employee's job.

Benefits and Protections

During FMLA leave, the University will maintain the employee's health coverage under all health plans on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

**Your collective bargaining agreement may provide unpaid leave benefits for FMLA-covered reasons beyond what is stated here. Please refer to your CBA for details.*

Military Leave without Pay

Permanent employees entering any branch of the Armed forces of the United States or any of its Reserve or National Guard components are entitled to military leave without pay to a maximum of four years active duty plus all involuntary extensions with up to a one year voluntary extension.

Educational Leave without Pay

Certain employee groups may be eligible for Educational Leave without pay after one year of service at the discretion of the University. Please see your collective bargaining agreement for details.

Other Leave without Pay

Permanent or temporary employees may be eligible for leave without pay for any reason subject to approval of their supervisor and the Associate Vice President of Human Resources. Entitlements may vary by collective bargaining agreement. Please see your CBA for details.

Worker's Compensation

The workers' compensation law provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury. If you are injured at work, to be eligible for worker's compensation benefits you must:

- Immediately report any injury or work-related illness to your supervisor.
- If a physician's care is necessary, go to Witmer Infirmary or see one of the other University designated physicians for initial treatment and for the next 90 days following the day of the initial treatment. (See Appendix A for list of physicians)
- After this 90 day period you may continue to see a University designated physician or a physician of your choice.
- In the event of a life threatening emergency, proceed directly to a hospital emergency room.

You may contact the Bureau of Workers' Compensation for additional general information at: Bureau of Workers' Compensation, 1171 South Cameron Street, Room 103, Harrisburg, Pennsylvania 17104-2501; telephone number within Pennsylvania (800) 482-2383; telephone number outside of this Commonwealth (717) 772-4447; TTY (800) 362-4228 (for hearing and speech impaired only); www.state.pa.us, PA Keyword: workers comp

X BENEFITS

Detailed summaries of the benefit programs are available on the Pennsylvania State System of Higher Education (PASSHE) website at the following link: <http://www.passhe.edu/inside/hr/syshr/Pages/home.aspx>

Eligibility for Benefits:

All of the benefits in this section are available to regular full-time employees. Part-time and temporary employees may be eligible for some or all of these benefits based on length of contract or appointment and number of hours scheduled to work per pay period.

Questions regarding benefits and eligibility should be directed to the Office of Human Resources.

Health Insurance

Comprehensive health benefits including medical, prescription, dental, vision and hearing benefits are available to all eligible employees. These benefits vary depending on your collective bargaining agreement. Please refer to your CBA for further details. Enrollment in health benefits is voluntary. Changes to your health benefits can be made during Open Enrollment periods or in conjunction with a qualifying change in life status. For further details on life status changes, please see the appropriate Benefits Summary on PASSHE's website: <http://www.passhe.edu/inside/hr/syshr/Pages/home.aspx>

Life and Accident Insurance

All regular full-time employees have basic term life insurance through Prudential. Enrollment in this plan is automatic after 90 days of employment and is fully paid by the University. Please refer to your Benefits Summary (at the above PASSHE link) for further details on this coverage.

Voluntary Life Insurance and Accident insurance is also available to regular full-time employees and benefits-eligible temporary and part-time employees. Coverage is available for employee, spouse and children and can be elected in increments of \$10,000. Costs for the life insurance plan are based on coverage amount, age, and smoking status. Premiums are paid on a post-tax basis through payroll deduction.

Long Term Disability

The Long Term Disability program is available to benefits-eligible employees. This benefit pays 60% of employees' monthly gross salary in the event of extended disability after the elimination period. The plan offers either a 90 day or 180 day elimination period option. Premiums are paid on a post-tax basis through payroll deduction.

Retirement Plans

All eligible employees are required to enroll in a retirement plan. All Regular full-time and regular part-time employees must choose a plan within 30 days of hire. Temporary employees must also choose a retirement plan upon working 750 hours in a calendar year. Eligible employees may choose from one of the two defined benefit plans, the State Employees' Retirement System (SERS) and Public School Employees' Retirement System (PSERS), or the Alternative Retirement Plan (ARP), which is a defined contribution plan. Each plan requires an employee contribution. SERS and PSERS are similar in that they offer a lifetime monthly pension upon retirement once an employee has met the vesting requirements. The pension amount is determined by a formula which factors in the years of credited service and final average salary. The ARP allows employees to invest employee and employer contributions among four investment companies: Fidelity, ING, TIAA-CREF and VALIC. The retirement benefit is based on the account balance at the point of retirement which is made up of employee and employer contributions, plus any investment earnings (and minus any investment losses.)

Supplemental Retirement Plans

All University employees are eligible to participate in the two supplemental retirement plans. Employees can choose from the Tax Sheltered Annuity Plan (403b) and the Commonwealth's Deferred Compensation Plan (457). These plans offer employees the opportunity to invest additional pre-tax money for retirement through payroll deductions. Annual employee contribution limits are set by the IRS each year.

State Employees' Assistance Program (SEAP)

All University employees are eligible to use the State Employees' Assistance Program (SEAP). In addition, any person living in the employee's household may take advantage of the SEAP program. SEAP is a free and confidential counseling service designed to help employees with challenges encountered in life and assist in resolving emotional and work-related concerns. Legal services and financial counseling are also available

through SEAP. Employees who are experiencing personal or work-related difficulties are encouraged to contact SEAP at the toll-free number: 1-800-692-7459.

Savings Bonds

All University employees have the option of purchasing U.S. Savings bonds through payroll deduction. Employees must set up an account online with the U.S. Treasury and complete a Direct Deposit Authorization form.

PA 529 College Savings Account

All University employees may establish a post tax payroll deduction to contribute to a College Savings account. The assets in the account grow tax-deferred and withdrawals are exempt from federal income tax when used for qualified higher education expenses.

Blood Bank Program

The AFL/CIO Blood Bank Program is available to employees when newly hired or at any time during their employment. There are no membership fees. The program provides for unlimited whole blood replacement for members and their immediate family. Coverage is valid in all 50 states and will continue for a surviving spouse and dependents with no obligation.

Tuition Waiver

All regular full-time employees and eligible spouses and children may receive 100% undergraduate tuition waiver at Millersville University subject to certain limitations. Temporary full-time employees may also be eligible based on length of contract or appointment. Certain collective bargaining agreements may provide for graduate tuition waiver and/or waiver of tuition at other PASSHE schools. Please see your CBA for further details.

Unemployment Insurance

You may be eligible for unemployment benefits if your work hours are reduced, or you become unemployed. General information about the Unemployment Compensation Program can be obtained by calling the Unemployment Service Center toll-free at 1-888-313-7284.

XI EMPLOYEE SELF-SERVICE

Overview

As a University employee, you have access to an online Employee Self Service (ESS) site. This web-based service is available 24 hours from any computer that has an active connection to the Internet. ESS gives you the ability to view and verify current payroll, leave, benefit and other personal data related to your employment with the university. You can view your pay statement on ESS as early as Monday of pay week.

Within your first weeks of employment, the Help Desk will send an email to your university email account telling you that your ESS Self-Service Account is ready. When you receive that email, you should contact them – extension 2371, Help.Desk@millersville.edu and they will give you your ESS User Name and an initial password that you will use to activate your ESS Self-Service Account. (Since this initial password is set up to expire it is important that you set up an account and a new password relatively promptly.)

Updating your information

You can use ESS to make changes in your benefits during open enrollment periods and update your W-4 information, Primary Contact Number and Emergency Contact information. The “Help Documents” tab in your ESS screen provides detailed steps on how to add or change your information.

If my information in ESS is incorrect, who do I contact?

At this time, to minimize the risk of identity theft, we ask that employees desiring to change any personal information bring photo identification and any required form(s) with required signatures to the Office of Human Resources, extension 3017. Below is a list of positions that will handle specific changes.

- Addresses and other personal data - HR Assistant
- Banking Information - Payroll Coordinator
- Benefit plans, coverage, dependents and contributions - Benefits Assistant
- Leave Balances - Payroll Coordinator
- Payroll statements - Payroll Coordinator
- TSA and other saving plans contributions - Benefits Assistant

XII UNIVERSITY PROCEDURES

University Closings

In the event of inclement weather or other unusual conditions, Millersville University may either be closed or announce a delay. The University Closing Policy conveys information for the University during periods of hazardous environmental conditions regarding faculty and staff responsibilities and allowances with regard to their presence on campus for the performance of their duties.

The policy addresses: those responsible to authorize University non-instructional operations closings and cancellation of classes; partial and full-day suspension of University non-instructional operations; maintenance of essential operations during University closings; announcement of University closings; University closing on weekends and evenings; cancellation, delay, or suspension of athletic events, cultural production/exhibits, alumni/development functions; student activities; and conditions for applicability of leave time.

Please see the University Closing Policy at the following link for further details:

http://www.millersville.edu/about/administration/policies/pdf/human_resources/University%20Closing.pdf

Photo ID

The Campus Identity Services office in Boyer Building provides original and replacement photo identity cards for faculty, staff and students. If you lose your I.D. card, please call the ID Office at 872-3448 as soon as possible. Your I.D. card may be used to access your Marauder Gold account, which provides you with cash-free shopping all over campus! A \$50 deposit will get you started. Marauder Gold funds are accepted at Dining facilities, the Bookstore and selected off-campus merchants who have joined the program. Visit [The Marauder Gold Program](#) on the university web site for a current list of participating merchants.

Mail Procedures

Mail Services provides daily pick-up and delivery of all classes of United States Mail for the campus community. All offices receive a morning pick-up and delivery. The Biemesderfer Executive Center, all Vice Presidents' offices, and designated high-volume offices also receive an afternoon delivery. Intercampus mail should be addressed to a person and her/his department.

Travel Procedures

All individuals asked to travel on official university business are required to submit a Travel Request form in advance to the Purchasing Department. The form can be found in the Forms section of the Purchasing Department's web site. The Travel Request Form is utilized to obtain necessary supervisory approval, to encumber funds, and to ensure Workers' Compensation coverage in the event of accident. An approved

Travel Request must also be on file in the Purchasing Office prior to prepayment of registration fees, transportation, etc.

Reimbursement to employees for official travel is made based on approved Travel Expense Vouchers. These vouchers are found in the Forms section of the Purchasing Department's web site. Travel Expense Vouchers shall be audited by the University prior to payment. Each voucher must be signed by the employee and her/his supervisor. Employees are liable for repayment of expenditures disallowed by any audit of a Travel Expense Voucher or other travel related documents. The University does not provide employees with travel advances for official travel. All persons who travel at University expense are expected to exercise prudence and economy.

See the University's TRAVEL EXPENSE REGULATIONS POLICY for mileage and reimbursement rates and other details:

<http://www.millersville.edu/about/administration/policies/pdf/administration/Administrative%20Policy%20-%20Travel%20Expense%20Regulations.pdf>

Using Personal Vehicles

Actual mileage incurred by an employee on official business in a personal vehicle will be reimbursed at the mileage rate established by the Office of the Chancellor.

Using Enterprise Vehicles

The official rental car agency on University contract should be utilized whenever possible. The contract includes all necessary insurance coverage in the fee structure. Rental car selection is limited to compact or intermediate unless a larger car can be justified by circumstances, e.g. when carrying large equipment, multiple employees, etc. See the University's TRAVEL EXPENSE REGULATIONS POLICY for other details.

Ordering Office supplies

If you want to order office supplies, you need to work with your supervisor and the person in your department designated as its "Purchaser." Department Purchasers have Purchasing cards in their names and are authorized to purchase goods, supplies and services strictly for their department. The Purchaser for your department will be familiar with the required procedures.

Recycling Program

The university recycles paper, plastics, and glass. Please place recyclable items in the designated containers in your department or building.

Parking Regulations

Parking permits are required for all vehicles, all year and all hours, in order to park on the grounds of Millersville University. Parking Regulations are in effect at Millersville University around the clock all year. Parking permits are available at the University Police department. Parking Regulations are available on the police department web site as a Quick Link:

http://www.millersville.edu/services/police/files/PARKING_REGULATIONS.pdf

Building keys

Your department chair or head orders building key(s) for new employees from the Locksmith in Palmer Building. When key(s) are ready, the new employee must pick the key(s) up from the Locksmith; the new employee will be asked for identification before key(s) are issued.

If you transfer departments, you are responsible to return the keys you will no longer be using to Human Resources office at the time of your transfer.

When you are leaving university employment, you must return all keys issued to Human Resources in the Dilworth Administration Building.

Maintenance Procedures

Exterminator, cleaning, grounds problems

Call the Housekeeping/Grounds department at extension 3200, if you see buildings or rooms that need cleaning, campus grounds that need attention, or insects, bees or rodents that need to be exterminated.

Moving equipment, furniture to another office, building or storage

If you have furniture or equipment you need moved to another office, another building or into storage call the Housekeeping/Grounds department at extension 3200. You can also go to the Maintenance & Technical Operations Department web site and complete a Moving Form:

http://www.millersville.edu/services/facmgmt/maintenance/moving_form.php

Moving large items to another office or building for a special event

If you have large items that you need moved to another office or building for a special event, call the Housekeeping/Grounds department at extension 3200 or go to the Maintenance & Technical Operations Department web site and complete a Moving Form:

http://www.millersville.edu/services/facmgmt/maintenance/moving_form.php

Maintenance Repairs

If you want the Maintenance department to make repairs in your office or building, log on to www.myschoolbuilding.com. This site is where all work order requests are received. When you log on to this site, you will be prompted for an organizational number, which is 99644425, and then an email address and other contact information. New user information is not stored in the system until an initial work order request is submitted. The Maintenance Operations Department can also be reached by calling extension 3275.

**NOTICE TO ALL EMPLOYEES
IN THE EVENT OF A WORK INJURY
TELL YOUR SUPERVISOR**

If you are injured while at work, Millersville University has arranged for payment of your medical care with

INSERVCO INSURANCE SERVICES, INC.
P.O. BOX 3899, HARRISBURG, PA 17105-3899
1-800-356-0438

It is your responsibility to immediately report the injury to your supervisor.

IN CASE OF WORK-RELATED INJURY OR DISEASE
IN ACCORDANCE WITH THE PENNSYLVANIA WORKERS' COMPENSATION ACT,
YOU MUST CHOOSE A MEDICAL PROVIDER FROM THE LIST BELOW:

If you suffer from a work-related injury or disease, Millersville University will pay for reasonable surgical and medical services, medication, supplies, orthopedic appliances and prostheses, including training in their use.

In order to ensure that Millersville University/Inservco will pay for your medical treatment, you must select from one of the licensed physicians or practitioners of the healing arts listed below.

MILLERSVILLE UNIVERSITY HEALTH SERVICES
(WITMER INFIRMARY)
4 McCollough Street, PO Box 1002, Millersville, PA 17551
(717) 872-3250

WORKNET OCCUPATIONAL MEDICINE
241 Rohrerstown Rd, 2nd Fl, Suite 200, Lancaster, PA 17601
(717) 431-1770

WORKNET OCCUPATIONAL MEDICINE – LANCASTER NORTH
4237 Oregon Pike, Ephrata, PA 17522
(717) 859-5002

EYE PHYSICIANS OF LANCASTER
810 Plaza Boulevard, Suite 103, Lancaster, PA 17601
(717) 735-6700

LANCASTER GENERAL HOSPITAL – EMERGENCY ROOM
555 North Duke Street, Lancaster, PA 17602
(717) 290-4925

LANCASTER GENERAL HOSPITAL – OCCUPATIONAL MEDICINE
2110 Harrisburg Pike, Suite 21, Lancaster, PA 17604
(717) 544-3155

LANCASTER GENERAL HOSPITAL – PHYSICAL THERAPY
2110 Harrisburg Pike, Lancaster, PA 17604
(717) 544-3103

LANCASTER REGIONAL MEDICAL CENTER – EMERGENCY ROOM
233 College Avenue, Lancaster, PA 17604
(717) 291-8111

HEART OF LANCASTER – EMERGENCY ROOM
15 Highlands Drive, Lititz, PA 17543
(717) 625-5000

You must continue to visit one of the physicians listed above, if you need treatment, for 90 days from the date of your first visit.

After this 90-day period, if you still need treatment, you may choose to go to another licensed physician or practitioner of the healing arts for treatment. If this situation should arise, please let your employer or your claims representative know ahead of time.

All physicians or practitioners of the healing arts must file reports within 21 days after your first visit and at least once a month for as long as treatment continues in order for payment to be considered.

If one of the persons listed refers you to another licensed specialist, your employer or his insurer will consider payment for reasonable bills for these services.

If you are faced with an immediate medical emergency, you may secure initial assistance from a hospital emergency room of your choice. You should then seek subsequent treatment from a licensed physician or practitioner of the healing arts listed above for the first 90 days from the date of your first treatment.

10/2008

