

# **CMU**

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**CENTRAL MICHIGAN  
UNIVERSITY  
PROFESSIONAL AND  
ADMINISTRATIVE  
HANDBOOK**

July 2018

## INTRODUCTION

This handbook is for Professional and Administrative (P&A) staff of Central Michigan University. The information has been designed as a reference document to acquaint P&A employees with many of the policies and procedures relating to benefits, compensation, employment practices and programs that impact them as employees of Central Michigan University. This handbook does not constitute a contract.

The President or the Vice President, Finance & Administrative Services must approve any changes to this handbook. No other officers or employees of the university are authorized to change or modify the contents of this handbook either verbally or in writing. The university has agreed to consult with the P&A Council concerning any proposed change but reserves the right to make changes as the university deems appropriate.

Unless otherwise specified herein, the provisions of this handbook apply only to the individuals in positions classified as Professional and Administrative staff, and whose employment status is designated as Regular, At-Will, Provisional, or Conditional in their appointment letter. This handbook does not apply to individuals in Temporary appointments. This handbook supersedes and replaces all previous handbooks. A supplemental policy applies to P&A employees of Michigan Special Olympics; see the link in [Appendix B](#).

The handbook includes website links to assist the on-line reader in finding additional information on the web by simply clicking on the address in the text. If the reader is not working on-line and wants to access information on the web, it is necessary to key in the full address of the link.

For more detailed information on topics covered in the handbook, employees should contact their supervisor or Human Resources (HR). In addition, P&A staff will find a variety of information of interest to employees at the HR website; see the link in [Appendix B](#).

Authorized and approved:

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Barrie Wilkes  
Vice President, Finance and Administrative Services

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Date

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## A. DEFINITIONS

### Active Status/Active Employee

An employee is considered active when he or she is in a paid status.

### Calendar Days

Calendar days include Saturdays and Sundays.

### Full-time

A typical full-time appointment is at least forty hours per week for twelve months. Positions that work 40 hours/week but work less than 12 months are part-time positions. These part-time employees are placed in an unpaid status during the time they do not work. Employees will be considered full-time for university contributions toward CMU Choices flexible benefits program if their appointment is seventy-five percent or greater. Certain benefits, such as the tuition benefit, are reduced or prorated on the basis of FTE for all employees working less than a 100% appointment.

### Hourly

Employment Services/HR designates certain positions as *hourly* (non-exempt) positions based on the criteria established by the Fair Labor Standards Act. *Hourly* classifications have specific hours of work, and employees must be paid for all hours worked. Overtime is based on all hours paid to hourly employees in excess of forty hours in a work week.

### Part-time

Part-time employees have a regular work schedule of at least 20 hours per week or more for at least nine months, but less than full time. The university will not create a benefit-eligible position that is less than 20 hours per week. Certain benefits, such as the tuition benefit, are reduced or prorated based on FTE for part-time employees. Employees will be considered part-time for university contributions toward CMU Choices flexible benefits program if their appointment is less than seventy-five percent.

### Professional and Administrative Staff (P&A)

The P&A staff group consists of employees assigned to *hourly* and *salaried* positions performing administrative and professional work. All benefit eligible positions located outside of Mt. Pleasant are also classified as P&A.

### Professional and Administrative Staff (P&A) Council

Members of the P&A Council are selected by P&A staff to communicate and share a variety of information among P&A staff employed throughout the university. The P&A Council also provides updates and feedback to various administrative offices at the university. For more information on the P&A Council, refer to [Appendix C](#).

### Prorating

Prorating is the method of determining the amount of certain benefits that a part-time employee would receive. The proration is based on the proportion of the employee's appointment percentage as compared to a 100% position (full-time appointment).

### Provisional Position

A provisional position is a full-time or part-time benefit-eligible position created for a specific time period and typically filled after conducting a search. Provisional positions are generally expected to be at least one academic year contingent on continuation of the program and/or availability of funds, and typically remain provisional for a maximum of five (5) years before the position has to be either eliminated or converted to a regular position.

### Reviewing Authority

The reviewing authority is the individual to whom the employee's supervisor reports.

### Salaried

*Salaried* employees are employed to fulfill the responsibilities of their position regardless of the hours necessary to do so and may have work schedules that fluctuate from week to week. These employees are paid a salary which will be the regular amount paid regardless of the amount of time the employee is required to work in the work week. Employment Services/HR designates most salaried positions as *exempt* positions based on criteria established by the Fair Labor Standards Act. Exempt positions *are not* eligible for overtime pay/compensatory time for hours worked beyond 40 in a week. Some salaried positions are classified as *salaried, non-exempt* based on criteria established by the Fair Labor Standards Act; these positions *are* eligible for overtime pay or compensatory time for hours worked beyond 40 hours worked in a week.

### Senior Management

For the approval processes noted in this document, senior management includes Senior Officers and directors who report directly to a Vice President or the President.

### Termination

Termination is the conclusion of CMU service (e.g., voluntary resignation, discharge, retirement).

### Work Day

A workday is any day of the week that is a scheduled working day for the employee.

### Work Week

The workweek is normally five working days in a week. The working days need not be consecutive. For overtime purposes, CMU's workweek begins on Sunday and ends on Saturday.

## **B. GENERAL INFORMATION**

### **1. ACCOMMODATION**

Qualified employees with disabilities will receive reasonable accommodation to perform the essential functions of their job. For additional information on accommodation, see the CMU Work Accommodation Process policy guide at the link in [Appendix B](#).

### **2. AFFIRMATIVE ACTION/NON-DISCRIMINATION**

CMU, an Affirmative Action/Equal Employment Opportunity institution, strongly and actively strives to increase diversity and provide equal opportunity within its community. CMU encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. CMU is committed to protecting the constitutional and statutory civil rights of persons connected with the university.

CMU prohibits unlawful acts of discrimination and harassment of persons on the basis of on age, color, disability, ethnicity, gender, gender identity, gender expression, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status or weight by members of the university community in employment, education, housing, public accommodations, public services, and telecommunications. In addition, retaliation for the participation in a protected activity is also expressly prohibited under CMU's policies. The Office of Civil Rights and Institutional Equity (OCRIE) receives and resolves complaints of discrimination and harassment from students, employees, and others. See the link in [Appendix B](#).

OCRIE also coordinates and monitors CMU's AA/EO efforts and programs, supervises the maintenance of related reports and records, provides and develops related educational program and materials, offers guidance and advice to all community members on the university's nondiscrimination and affirmative action policies and procedures, and assists departments with recruitment and retention activities.

As required by Executive Order 11246, as amended, CMU will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the university, or (c) consistent with the university's legal duty to furnish information.



### 3. **APPOINTMENT TYPES**

Employees are designated into one of the following appointment types. The employment status is reflected in the employee's appointment letter.

#### Regular Appointment

Appointment as a full-time or part-time benefit-eligible appointment with no designated end date, typically filled after conducting a search in accordance with university policy. Although Residence Hall Directors are considered regular appointments, they are the one exception where the appointment is designated for a specific time period (one academic year).

#### i. At-Will Status

Only certain P&A employees in regular appointments have been designated "at-will" status meaning they serve at the pleasure of their supervisor and may be terminated at any time, with or without cause. The at-will employment status, if applicable, is noted in the job posting and in the individual's appointment letter. See also: Termination of Employment – Termination Payment for At-Will Employees

#### Provisional Appointment

Appointment as a full-time or part-time benefit-eligible employee for a specific time frame, typically filled after conducting a search in accordance with university policy. Provisional appointments are generally expected to be at least one academic year contingent on continuation of the program and/or availability of funds. Provisional appointments may be discontinued at any time with up to a 30-calendar day notice to the employee.

#### Conditional Appointment

A conditional appointment is the temporary placement of an individual, who is not a regular or provisional employee, into a benefit-eligible position without a search, typically while a search is being conducted to fill the position in accordance with CMU policies. A conditional appointment may be discontinued at any time with a two-week notice to the employee.

Prior to placing an individual into a position on a conditional basis, written justification must be approved by the Senior Manager, Human Resources, and the Office of Civil Rights and Institutional Equity. The length of the appointment shall not exceed 3 years.

Multiple individuals cannot be conditionally placed into the same position consecutively beyond a total of 3 years, nor can a conditional appointment convert to regular status without the department conducting a search in accordance with CMU policies.

#### Temporary Appointment

Appointment as a part-time non-benefit eligible employee restricted to working up to 50 hours per pay-period during the academic year and/or up to 40 hours

per week during the summer. Exceptions to this schedule may be requested in writing to the Director of Employment Services. Departments may appoint temporary employees for up to a maximum of 3 years; however, Human Resources and the appropriate Vice President must approve any temporary appointment that extends beyond 1 year. In order to comply with the Office of Federal Contract Compliance Programs (OFCCP) job posting requirements, individuals filling temporary appointments must apply to the temporary professional staff posting, unless the assignment duration is 3 days or less.

Temporary employees have no guarantee of continued employment or reappointment. Temporary employment may end at any time, with little or no advance notice. An individual filling in on a temporary basis will not continue past 3 years or convert to regular status without the department conducting a search completed in accordance with CMU policies. Temporary appointments of less than fifty percent are generally considered relief and are not limited to 3 years. **This handbook does not apply to temporary employees.**

#### **4. CLOSING CAMPUS OR BUILDINGS, CANCELLATION OF CLASSES**

Under certain emergency conditions, including weather related conditions, it may become necessary to close the university or specific buildings, cancel classes and special events and/or curtail services at Central Michigan University. For up-to-date information on a closure status, call the CMU Hotline at 774-7500. For more information, see link in [Appendix B](#).

In addition, CMU offers an emergency notification system – **Central Alert** – to provide information to users by phone, e-mail, or text messaging. Employees are automatically registered in the system upon hire. Employees not wishing to receive emergency notifications may unsubscribe. Please refer to link in [Appendix B](#).

#### **5. DEMOTION**

A demotion occurs when an employee moves from his or her current position to a vacant position with lower pay either within the present work unit or in a different location. A demotion may be voluntary or involuntary.

The new base salary for a person who is demoted will be based upon market, and relevant education and experience of the individual. After Employment Services/HR review and approval, Senior management can authorize salary reductions of up to eight percent (8%). Salary reductions of more than eight percent (8%) require Employment Services/HR to seek the approval of the appropriate Vice President.

#### **6. DISCIPLINE AND DISCHARGE**

Disciplinary problems for all P&A staff will be dealt with according to the situation and the work record of the employee in compliance with applicable laws.

For *individuals who are not at-will*: Once an employee has completed the probationary period, the employee will only be disciplined or discharged with cause.

For *hourly* employees, the formal discipline process generally includes a verbal warning, written warning, suspension and discharge. The discipline may differ depending on the situation and discipline may start at any step.

If a *salaried* employee fails to correct performance problems after being counseled, the formal disciplinary process generally begins with written notice that the employee is being placed on a Performance Improvement Plan (“PIP”) during which time the problems must be corrected. Generally, the PIP is for ninety days, but may be shorter or longer depending on the nature of the problem. (See university’s Progressive Discipline Manual, which can be found at the link labeled Discipline & Discharge in [Appendix B](#).)

#### **7. EMPLOYEE IDENTIFICATION CARD (CAMPUS ID)**

All employees are encouraged to obtain a staff identification card. The Campus ID card is the official identification card for CMU students, faculty, and staff and is required for many university services (e.g. library, SAC, etc.). The card can be utilized as an ATM and debit card by linking it to an Independent Bank checking account. For more information, refer to the link in [Appendix B](#).

#### **8. EMPLOYER RIGHTS**

CMU has the legal responsibility to carry out the educational mission of the institution. CMU has the right to the general supervision of the institution and the control and direction of the expenditures of the institution's funds. CMU reserves and retains solely and exclusively all rights to manage, direct, and supervise all work performed; the right to change wages, hours, and working conditions; and retains its management rights and functions. Such rights are, by way of illustration but not limitation: determination and supervision of all policies, operations, methods, processes, duties and responsibilities of employees; size and type of academic and non-academic staff; standards of employment-related performance; assignments; responsibilities to be performed; scheduling of these responsibilities; persons employed; staffing levels; administrative structure; promotion; transfer; non-appointment; reassignment; suspension; discipline; discharge or layoff of employees; modification or abolition of academic or administrative programs and courses of instruction; determination of the acquisition, location, relocation, installation, operation, maintenance, modification, retirement, and removal of all equipment and facilities and control of its property.

#### **9. EXPENSE REIMBURSEMENT**

Employees are eligible for reimbursement of certain business related travel expenses. Reimbursement is subject to proper documentation of expenses consistent with university policies and procedures regarding receipts and supporting signatures. The complete university guidelines for travel and

entertainment can be found at the link labeled Expense Reimbursement in [Appendix B](#).

**10. INTERIM ASSIGNMENT**

For up to 3 years, at the discretion of the supervisor, a current P&A employee may be temporarily assigned additional or different responsibilities from another P&A position as a result of a vacancy, typically while a search to fill the vacant position is completed in accordance with CMU policies. The employee's title, job description, and position control number will remain consistent with the original position they were hired to perform. Working in conjunction with Human Resources, the employee may or may not be eligible for additional compensation.

**11. JOB DESCRIPTIONS**

A job description is a brief written summary that outlines the general statement of duties, required qualifications and duties/responsibilities performed. Job descriptions are used for recruitment and performance evaluations. It is the responsibility of the supervisor to ensure the current job description is on file with, and approved by, Employment Services/HR.

Changes/updates to a job description are completed using an electronic personnel transaction, which can be accessed through CentralLink at the link in [Appendix B](#). All updates/changes must be submitted electronically, approved by Human Resources, and approved by the hiring manager. Prior to processing any changes, all requests must be reviewed and approved by Employment Services/HR. Minimum qualifications and exempt status of positions require approval by Employment Services/HR. The official job description on file with Employment Services/HR supersedes any previous version(s).

**12. LEADERSHIP STANDARDS**

CMU's Leadership Standards establish clear, consistent and transparent leadership expectations that permeate campus culture and serve to preserve and strengthen CMU's culture of collaboration, excellence and leadership. The Leadership Standards provide a framework for employee recruitment, orientation, development, retention, evaluation, and leadership accountability, built upon CMU's core values. The Leadership Standards are included in the job description and performance evaluation for all positions with supervisory responsibility; thus describing the core set of behaviors that all supervisors/leaders are expected to demonstrate and emulate. For more information, see the link in [Appendix B](#).

**13. MOVING EXPENSES**

Reimbursement of moving expenses may be used as a recruitment tool to assist in attracting candidates to the university and to minimize any inconvenience for new staff. See policy at the link in [Appendix B](#) regarding guidelines related to reimbursing new employees for moving expenses.

**14. NEPOTISM POLICY**

University policy does not permit employment of an individual in an area where one employee has direct control over a family member's supervision, salary, or promotion; such activity is considered nepotism. Direct control over a family member is when an immediate family member is in the direct line of authority, **no matter how far removed** (including student employees), and is not permitted due to the potential of influence based upon the relationship. Refer to the link in [Appendix B](#).

**15. ORIENTATION FOR NEW EMPLOYEES**

A Benefits and Retirement orientation session is available online or in-person by contacting Benefits & Wellness/HR. In addition, a new hire welcome orientation is offered three times per year. The new hire welcome includes various departments across campus and is an informational meeting to familiarize new employees with CMU and its history. Newly hired employees will receive an invitation to attend these sessions within the first few weeks of employment. For the orientation schedule, see the link labeled Orientation for New Employees in [Appendix B](#).

It is the supervisor's responsibility to orient new employees to their department. To assist supervisors, a checklist is available at the link labeled New Hire Checklist in [Appendix B](#).

**16. PARKING**

Employees who park their vehicles on campus must register their vehicles with CMU Police and display a valid parking permit. Permits are employee-paid, issued annually, and can be paid by pre-tax payroll deduction. Parking permits cannot be paid for with university funds. For more information, contact CMU Police or refer to the link in [Appendix B](#).

**17. PERFORMANCE EVALUATIONS**

The performance review program is a communication tool designed to motivate employees to achieve higher levels of performance. It should provide the necessary supervisory feedback to identify areas to be improved as well as reinforce those activities that meet or exceed standards.

The evaluation process starts at the beginning of the fiscal year with the employee and their supervisor agreeing on primary responsibilities and goals for the following year. A midyear discussion is encouraged. A year-end evaluation must be completed on all employees. The evaluation process is on-line and can be accessed through CentralLink at the link in [Appendix B](#).

**18. PERSONNEL FILES**

Personnel files are primarily for administrative use; however, the university will honor an employee's request to examine the contents of his or her personnel record in compliance with applicable laws.

Employees will be provided a copy of any official disciplinary action or formal evaluation report to be included in personnel files. An employee may submit a written response to any report or statement in his or her personnel record by sending the statement to the Director, Employee Relations/HR within fourteen days of the date the employee became aware of the document in question. This response will be included in the personnel record, and a copy will be given to the immediate supervisor.

Some personnel records must be disclosed under certain laws and in compliance with subpoenas. The university attempts to notify employees whenever records from their personnel files have been requested or subpoenaed.

**19. PRIVACY (Expectation of)**

From time to time, especially when the employee is gone, the supervisor or another employee may need to access information in the work area (e.g., desk, file, computer files, email). Employees should not expect information in their work areas to be unconditionally private.

**20. PROBATIONARY PERIOD**

The probationary period is a time when the supervisor determines whether the employee's performance is satisfactory and whether the employee will remain employed by CMU. The probationary period is the first twelve months of regular employment. During this time, the supervisor will work closely with the new employee to ensure the employee is appropriately trained and oriented and will determine whether the employee can effectively perform the work of the new assignment. Probation applies on an institution-wide basis, thus employees who move to a different position during the first year of employment will continue to be on probation for the balance of the first year of employment. Employees hired into a regular position from conditional or temporary positions serve probation during their first year of regular employment. The probationary period may be extended upon the request of the immediate supervisor with the approval of the Director of Employee Relations. During the probationary period, both the employee and the university are free to terminate the relationship with or without notice, with or without prior warning or discipline, with or without cause. Termination during the probationary period is not subject to the Dispute Resolution Process included in this handbook. To access Probation review forms, see the link labeled Probationary Period in [Appendix B](#).

Individuals in at-will positions do not serve a probationary period.

**21. PROFESSIONAL DEVELOPMENT**

The university attempts to provide ongoing professional development opportunities for employees, usually through attendance at professional workshops, seminars, and meetings. The employee's supervisor must approve requests for attendance at professional development programs. For each request, the supervisor will take into consideration the relevance of the requested program for the employee and CMU, how the employee's work unit is affected by the employee's absence, the cost of attendance, the employee's attendance at

other professional development activities and other relevant issues. Employees may receive time off with pay, registration fees, travel costs and/or other expenses in accordance with CMU policies. Many programs are offered by the university as well, see the link in [Appendix B](#).

## **22. PROMOTION**

A promotion is a change to another position with higher pay. Salaries for promotions are computed on the basis of education, experience and skills of the individual compared to the position requirements and market comparisons. After Employment Services/HR review and approval, Senior Management can authorize salary adjustments of up to eight percent (8%). Salary adjustments of more than eight percent (8%) require Employment Services/HR to seek the approval of the appropriate Vice President.

## **23. RECOGNITION**

### Staff Excellence Award Program (SEAP)

The University Staff Excellence Award Program is designed to recognize and reward staff members who clearly demonstrate the university's Service Excellence values and the core values that accompany CMU's mission statement. Nominations are solicited annually and are reviewed and evaluated by a committee comprised of prior award recipients. Based on those evaluations, a group of staff members is selected to receive the award each year. Employees may be nominated in any year, but are not eligible to receive the award more often than once every five years. The award consists of a plaque and peer recognition at the annual SEAP ceremony and a complimentary parking permit for one year. For more information, refer to the link in [Appendix B](#).

### Service Awards

Employees receive recognition from the university upon the completion of each five years of service. Employees whose five-year milestones represent at least 20 years of service are invited to an annual recognition ceremony.

## **24. REDUCTION IN WORK FORCE/LAYOFF – Regular appointments** **This section applies only to employees in Regular appointments without at-will status.**

As much as possible and within the parameters of sound administrative, financial and educational practices, CMU attempts to provide stable employment opportunities for employees who perform at a satisfactory level in their positions.

If an employee's appointment is reduced by fifty percent or more, the employee has the option of either accepting the reduced appointment or electing a lay-off. If the lay-off is elected, the staff member will be subject to all provisions of this policy.

Employees are given written notice based on length of service according to the schedule noted below. Employees in regular appointments who are paid from grant funds will receive up to 30-calendar days notice regardless of years of service.

<b>Years of Service</b>	<b>Required Notice</b>
<b>1-10</b>	45 Calendar Days
<b>11 or more</b>	60 Calendar Days

Payment of salary and benefits for the time period specified may be given in lieu of notice.

If there are temporary employees in the same department performing essentially the same responsibilities as an individual targeted for lay off, the temporary employee's assignment will end first.

All accrued and unused vacation (and personal leave for hourly employees) will be paid by CMU at the time of lay-off.

An employee who is laid-off will be eligible to elect to continue certain insurance under COBRA Continuation Coverage. If COBRA continuation coverage is elected, CMU will continue its premium contribution cost share of medical/prescription drug and dental coverage for the first three months following the layoff-date. The employee will be responsible for paying their portion of the premium cost share for the first three months. The employee is responsible for the full premium cost after the first three months.

The Tuition Benefit policy will continue to be applicable to a laid-off employee through two academic semesters (e.g. Fall and Spring) following the layoff, subject to the same terms and conditions as applied prior to the layoff (e.g. pro-rated for part-time employees, etc.).

An employee who is laid-off will be considered an internal applicant for a period of two years after the lay-off. Upon request, an employee who has been laid-off will receive a letter from CMU stating that the lay-off was not a result of unsatisfactory performance.

The position that is vacated by an employee who is laid-off will not be filled for a period of two years unless it is first offered to the laid-off employee. An employee who refuses an offer to return to his or her former position and who is not otherwise employed at CMU, shall be considered to have resigned from CMU employment. An employee who has been laid-off who is recalled and returns to work within two years will be credited with continuous service for the purpose of determining retirement service award eligibility, as well as vacation accrual rate.

The sick leave balance at the time of lay-off will be reinstated when the person is recalled or returns to another staff position at the University within two years of layoff. Retirement contribution rate will be reinstated to the rate in place prior to the layoff.



**25. RESEARCH OPPORTUNITIES – (Salaried, Exempt Positions Only)**

Support may be available for various research programs and activities; please see the link in [Appendix B](#) or contact the Office of Research and Sponsored Programs for additional information.

**26. SEXUAL MISCONDUCT POLICY**

CMU's Sexual Misconduct Policy prohibits sexual misconduct, including dating violence, domestic violence/intimate partner violence, sexual assault, sexual exploitation, sexual harassment, stalking, and retaliation by members of the university community. CMU employees, except those named as a confidential resource in the Sexual Misconduct policy, are responsible employees who are required, under CMU's policies, to report any information they know about possible sexual misconduct to the CMU Title IX Coordinator. Individuals who do not want their concerns reported to the Title IX Coordinator can contact confidential resources identified in the Sexual Misconduct policy, such as the Employee Assistance Program.

To file a complaint of sexual misconduct or to learn more information about the policy, contact the Title IX Coordinator in the Office of Civil Rights and Institutional Equity. The Executive Director of the Office of Civil Rights and Institutional Equity is the Title IX Coordinator for CMU. For more information, see the Sexual Misconduct Policy link in [Appendix B](#).

**27. TEACHING ASSIGNMENTS**

Some P&A employees have instructional responsibilities involving the production of student credit hours as part of their regular assignment. These instructional duties may be accomplished with a high degree of autonomy, although a regular faculty member will normally be the instructor of record. In these cases, no additional compensation is involved. See the supplemental assignment policy for guidelines related to P&A staff who assume teaching responsibilities outside their regular assignment. See the link in [Appendix B](#).

**28. TERMINATION OF EMPLOYMENT**

P&A staff are expected to give their supervisor at least two weeks' notice of their intent to terminate from their position. Staff who do not provide at least two weeks' notice will not be eligible to receive their unused vacation payoff (see Vacation).

Employees will be required to return their university keys, credit card, Campus ID and all CMU property prior to leaving the university. A checklist has been developed to assist supervisors in the termination process. The checklist is linked to the separation of employment form that must be completed by the supervisor on-line by accessing the electronic personnel transactions on CentralLink at the link in [Appendix B](#). Separations not submitted in a timely manner may result in overpayment to the employee, which is collected from the employee by the university. All benefit coverage ends on the last day of CMU employment.

### CMU Retiree Status

In order to be considered a CMU retiree an employee must have twenty-five years of CMU service at any age or ten years of CMU service and be at least age fifty-five. Employees who are totally and permanently disabled as determined by the Social Security Administration may retire at any age with ten years of CMU Service.

### Emeritus Status

*Salaried* employees who meet CMU retiree eligibility status and retire with at least ten years of full-time service with the university are eligible for emeritus status with the approval of the Board of Trustees.

### Retirement Service Award

*Salaried* employees hired before March 1, 1976 are eligible for a full retirement service award, providing upon retirement, they:

- have reached age sixty with ten years of service at CMU; or
- have completed thirty years of service at CMU, at any age; or
- qualify for disability retirement, at any age, with at least ten years of CMU service; or
- die while employed, at any age. (RSA paid to beneficiary.)

The award is calculated based on the greater of:

- Two-thirds times frozen sick leave balance multiplied by an hourly rate based on the highest annual base salary, or
- One and one-half percent of highest annual base salary multiplied by years of service at CMU to the nearest tenth of a year.

A reduced award is payable to employees hired before March 1, 1976, who retire after reaching age fifty-five but before age sixty with fifteen years of service at CMU. The reduction factor is equal to the employee's age divided by sixty, e.g. if age fifty-five =  $55/60$ ths.

### Termination Payment

Applies to employees in Regular appointments with designated At-Will Status **(excludes all other appointment types)**

Only certain P&A staff with Regular appointments whose employment status is designated as at-will in their appointment letter and who are involuntarily terminated are eligible for a termination payment, provided that the employment termination was not due to the employee's criminal or other unlawful conduct, or any violation of any university policy. Since the university need not provide advance notice of involuntary termination to at-will P&A staff, the university wishes to provide some basic financial protection for at-will employees who might be terminated from their job with little or no notice.

The termination payment will be based on an amount approximately equal to one month's gross salary, retirement contribution on the monthly gross salary, and monthly university contributions towards healthcare benefit costs. Payment

amount will equal a minimum of four months, up to a maximum of twelve months based on the rate of one month for each full year of total continuous university service. Tuition Benefits may be extended as approved by the Vice President/FAS.

Termination payments shall be paid as a lump sum payment. If the university chooses to provide notice, the period of advance notice may be deducted from the period used for calculation of termination payment. The combination of notice and payment must still equal a minimum of four months. However, in no case will the staff member receive less than two months termination payment even if advance notice is given.

Termination payments will be made only in exchange for a release of any and all claims of whatever kind arising out of the staff member's employment at the university and, in some cases, a confidentiality agreement. Termination payments are made after the staff member's termination and, as such, the individual is no longer an employee of the university.

The value of the termination payment will include the monthly base salary as of the last day of regular employment (annual salary divided by twelve) plus the amount of the university's monthly contribution in the last month of regular employment toward the staff member's health insurance, prescription drug coverage and dental insurance. This total will be multiplied by the number of months' termination payment the employee is eligible to receive. This amount shall be the value of the "termination payment." From this payment, the university will deduct the staff member's contribution to social security, and the university will contribute the employer's share of social security unless the maximum contribution for that year has been made at CMU. In addition, the university shall contribute the normal university retirement contribution twelve percent (for individuals first hired by the university on or before January 1, 1996), or ten percent (for those first hired after January 1, 1996) on the base salary portion of the "termination payment". This payment will be made to the plan's retirement vendor in the staff member's name. In the case where the staff member is a Michigan Public School Employees Retirement System (MPERS) member, the university will contribute the appropriate ten or twelve percent on the "termination payment" to the plan's retirement vendor in the staff member's name. No other benefit payments, including retirement contributions, will be made by the university after the staff member's termination date.

## **29. TRANSFER**

A transfer is a lateral move from one position to another position with the same pay.

Employees who work off-campus and are interested in transferring to campus or to a different off-campus location should express interest to their supervisor with a copy to Employment Services/HR. These requests will be considered as vacancies occur. At the hiring manager's request, Employment Services/HR will review and may request a search waiver from the Office of Civil Rights and

Institutional Equity. Employees who leave areas with geographic compensation differentials and move to areas without geographic compensation differentials will have their salary adjusted if appropriate.

### **30. VACANT POSITIONS**

Vacant positions are generally filled through a search conducted in accordance with university policies, and Employment Services/HR must approve each staff appointment. In certain situations, a search waiver may be approved that provides for special placement of current employees in lieu of the normal recruitment process. All waivers must be requested through Employment Services/HR and be approved by the Office of Civil Rights and Institutional Equity.

Current vacancies are posted weekly in Rowe Hall and posted on the website at the link labeled Vacant Positions in [Appendix B](#).

### **31. WELLNESS AND SAFETY PROGRAMS**

CMU is committed to a culture of health. The following programs are some of the key components supporting the culture.

#### Blood borne Pathogens

The university has implemented an exposure control plan that observes the practice of universal precautions to prevent contact with blood and other potentially infectious materials. At the university, all human blood and body fluids are treated as if they are known to be infectious for HBV, HIV and other blood borne pathogens. The exposure control plan was designed to assure that all CMU employees have a safe workplace environment. For more information, refer to the link labeled Blood borne Pathogens policy in [Appendix B](#).

#### CMU Cares/Take Care initiative

Take Care is a program built around the betterment of the university community. The CARE team is a small group of CMU staff and faculty who meet weekly during the academic year and at other times as needed to develop plans to help individuals (students, faculty or staff) who are struggling or having a difficult time. The information shared in this group is confidential and is used for the purpose of determining the best approach to reach out to the individual in distress. CARE reports for staff employees are forwarded to Employee Relations/HR.

#### Drug-Free Workplace

Central Michigan University is committed to providing a workplace that is free from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited on any CMU owned or controlled property. For more information, refer to the link labeled Drug Free Workplace policy in [Appendix B](#).

### Employee Assistance Program (EAP)

The CMU Employee Assistance Program (EAP) is available to all CMU employees and all immediate members of their household. The EAP provides confidential assistance for a wide scope of personal issues/problems (e.g. psychological, marital, family, stress, financial, substance abuse, etc.) at no charge to the participants. For more information or to access services, contact the EAP provider at (800) 788-8630 or refer to the link labeled Employee Assistance Program in [Appendix B](#).

### Employee Wellness - Your Health, It's Central

CMU offers a comprehensive wellness program to encourage employees to improve or maintain their health and foster a high quality of life. In addition, the program is intended to help control health care costs and increase productivity. A variety of programs and incentives are available. For complete details, see the link labeled Employee Wellness – Your Health, It's Central in [Appendix B](#).

### Environmental Health and Safety

The university has done extensive work in the area of Environmental Health & Safety/Emergency Management (EHS/EM) to protect the health and safety of the university community. The university has implemented and exercised many EHS/EM plans.

Examples of Environmental Health and Safety (EHS) topics include but are not limited to: Indoor Air Quality, Blood borne Pathogens, Lab Safety, Laser Safety, Radiation Safety, Bio-Safety, Hazard Communication, Lock out/Tag out, Confined Space & Respiratory Protection. For further information about these topics please review the link labeled Environmental Health and Safety in [Appendix B](#).

Examples of Emergency Management (EM) topics include but are not limited to: Severe Weather (including tornado shelter locations), Emergency Action Plans, Workplace Violence, Hazardous Material Releases, Crime Prevention & Communicable Diseases. CMU offers an emergency notification system – **Central Alert** – to provide information to users by phone, e-mail or text messaging. Employees will automatically be registered in the system upon hire. Employees not wishing to receive emergency notifications can unsubscribe. For further information about emergency management topics please review link labeled Emergency Management in [Appendix B](#).

### Rehabilitation and Fitness

To promote a healthy workplace, CMU has several facilities and programs available to staff. The Central Health Improvement Program (CHIP) was established to help control escalating workers' compensation costs. Certified and experienced staff provides in-house rehabilitation services for CMU employees, other eligible individuals and retirees. For more information, refer to the link labeled Wellness and Safety Programs in [Appendix B](#).

Staff may purchase Student Activity Center (SAC) fitness memberships at reduced rates. For information on the SAC facility, services and membership, refer to the link labeled University Recreation in [Appendix B](#).

#### Tobacco Free Workplace

CMU is committed to the health and wellness of its students, faculty and staff. The university established a Tobacco Free policy applicable to all CMU properties, facilities, and vehicles in which university functions are offered or carried out, regardless of location. The Tobacco-Free policy will create a healthier environment for the CMU community. For more information, see the links to the link labeled Tobacco-Free policy and the website in [Appendix B](#).

### **32. WORK ACCOMODATIONS**

CMU may create and fill light duty positions without following recruitment provisions or make appropriate accommodations when it is deemed necessary to comply with the Americans with Disabilities Act. For additional information on accommodation, refer to the link in [Appendix B](#).

### **33. WORK-RELATED INJURIES/WORKERS' COMPENSATION**

Employees must report all work-related injuries (no matter how minor) to the Workers' Compensation Office/CHIP at 989-774-7177 as soon as possible.

If the injury is life threatening, call 911. If the injury is not life threatening and medical treatment is necessary for the injury, on-campus employees must go to Central Occupational Medicine Program (COMP located at 1523 S. Mission Street in Mount Pleasant) for treatment. If the employee elects to seek treatment elsewhere, the employee will be responsible for all costs for treatment.

Employees who work outside the state of Michigan need to report work-related injuries as soon as possible to (989) 774-3239.

If the employee has any questions regarding the injury reporting process, workers' compensation procedures or their rights and responsibilities under the workers' compensation statute, he or she may contact the Workers' Compensation Office/CHIP or refer to the link entitled Work-Related Injuries at the link in [Appendix B](#).

### **34. WORK SCHEDULES**

Individual work schedules vary and are based on the needs of the operating unit. Work schedules can be changed as deemed necessary by CMU. Flexible work schedules are permitted within policy guidelines and require prior approval. The Alternative Work Schedules policy can be found at the link in [Appendix B](#). All compressed schedules must be submitted to and approved in advance by Employment Services/HR.

Regular operating hours on-campus are 8:00 a.m. to 5:00 p.m. Monday through Friday. Although individual work schedules may vary, offices are expected to be open and operating during these times, unless modified with appropriate Vice

President approval. Most offices remain open during the lunch period and some are open evenings and weekends. Any office schedule that varies from the regular operating schedule must be approved as indicated in the Alternative Work Schedules policy. Due to the nature of the operation, a number of units within CMU, particularly the satellite locations outside Mount Pleasant, have varied schedules and may not observe the office schedule noted above. The hours of the satellite locations must be approved by the Executive Director/Off-Campus Student Services.

#### Meal Breaks

Employees who are working for more than six hours at a time should be provided a minimum of one-half hour unpaid meal break around the normal meal period.

#### Rest Breaks

*Hourly* employees shall normally be entitled to a rest period of not more than fifteen minutes for each one-half day or four hours of work. Rest periods should be taken at a time and in a manner that does not interfere with the efficiency of the work unit. The rest period is intended to be a break preceded and followed by an extended work period. Breaks may not be used to cover an employee's late arrival to work or early departure nor may breaks be regarded as cumulative if not taken. Employees are not entitled to additional compensation for missed rest breaks.

### **C. BENEFITS**

Professional and Administrative Staff benefit levels are reviewed annually. The primary responsibility for determining the benefit package of P&A staff is held by the President. To see a summary of benefits for P&A, refer to the Benefits in Brief at the link in [Appendix B](#).

- 1. CMU CHOICES – The Central Michigan University Flexible Benefits Plan**  
All P&A employees are eligible to participate in CMU Choices, CMU's flexible benefit program. In CMU Choices, each employee will have the opportunity upon hire to select from the available plans. For additional information on CMU Choices, please refer to the Benefits In Brief summary, which can be found at the link in [Appendix B](#).

CMU reserves the right to modify the CMU Choices program at its discretion.

An annual open enrollment period will be held each spring (typically May) to allow employees to change their selections.

Employees may make changes in the level of coverage during the year only if a benefit status change occurs (e.g. birth, death, marriage, adoption etc.). These changes must be made in Benefits & Wellness/HR within 30 calendar days of the event and must be consistent with the benefit status change.

The flexible benefit program is governed by Section 125 IRS regulations. Benefit status changes must be made on a prospective basis except for those relating to

birth, adoption or placement for adoption made within 30 calendar days of the event. For more information on making a qualifying status change, contact Benefits & Wellness at 3661, [benefits@cmich.edu](mailto:benefits@cmich.edu) or refer to the link Status Change for Benefits in [Appendix B](#).

Newly hired P&A employees are eligible for medical/prescription drug coverage, dental, vision, life insurance/AD&D, long-term disability and short-term disability coverage and flexible spending accounts immediately upon date of hire. Dependent life insurance is available to employees on a post-tax basis immediately upon date of hire. All benefits terminate on the last day of employment. For additional information on CMU Choices and the rules governing the program, please refer to the link labeled CMU Choices – The Central Michigan University Flexible Benefits Plan in [Appendix B](#).

For current costs and university contributions toward the various plans, see the link in [Appendix A](#).

## **2. CONTINUATION OF INSURANCE COVERAGE - COBRA**

Employees, their covered dependents and/or Other Eligible Individuals have the right to continue coverage in which they are enrolled under the medical/prescription drug, dental, vision and health flexible spending accounts beyond the time the coverage would normally end, under certain circumstances. This right is referred to as COBRA Continuation Coverage. For more information, refer to the link in [Appendix B](#).

## **3. DISCOUNTS AND SERVICES**

CMU employees may be eligible for a variety of discounts and services, please see the link in [Appendix B](#).

## **4. OTHER ELIGIBLE INDIVIDUAL**

The eligibility criteria for, and extent of benefits coverage available to, qualified individuals will be as determined by applicable university program and policy as described in the university's "Other Eligible Individual" benefits. For more information, refer to the link in [Appendix B](#).

## **5. RETIREMENT PLANS**

Full-time *salaried* employees hired before January 1, 1996 were allowed to choose between the Michigan Public School's Retirement System (MPSERS) and the 403(b) Basic Retirement Plan. All new hires, full-time and part-time, *salaried* and *hourly*, hired after January 1, 1996 are required to be enrolled in the 403(b) Basic Retirement Plan unless they were previously in MPSERS at one of the following state institutions Central Michigan, Eastern Michigan, Ferris State, Lake Superior State, Michigan Technological, Western Michigan or Northern Michigan or unless they had previously made an irrevocable choice while working at CMU.

The MPSERS plan is governed by state statute, and the conditions and provisions for this plan are subject to change by the state. The MPSERS plan is



a defined benefit plan that requires ten years of service in order to fully vest the right to qualify for retirement benefits. (See the link in [Appendix B.](#))

The 403(b) Basic Retirement Plan is a defined contribution plan with immediate vesting. For employees in the 403(b) Basic Retirement program prior to January 1, 1996, CMU's contribution is twelve percent. For employees enrolling in the 403(b) Basic Retirement plan after January 1, 1996, CMU contributes ten percent of annual salary. IRC Section 401(a)(17) limits the amount of an employee's compensation that may be recognized for providing retirement contributions based on a percent of salary. The calendar year 2018 compensation limit is \$275,000 and is indexed (updated) each year. Accordingly, CMU contributions are capped once an employee reaches the compensation limit during the calendar year. The 403(b) Basic Retirement Plan requires no contribution by the employee.

Under certain circumstances, new hires previously in MPSERS and current part-time employees when their status changes to full-time may be eligible to make a one time, irrevocable choice between MPSERS and the 403(b) Basic Retirement Plan. If an election is not made within 90 calendar days of the effective date of employment or change in full-time/part-time status, the employee is considered to have retained his or her enrollment in MPSERS. Contact Benefits & Wellness/HR for more details or refer to the link in [Appendix B.](#)

#### **6. TAX DEFERRED INVESTMENT OPPORTUNITIES**

Employees are eligible to participate in a variety of tax deferred investment options. Under this program, an employee may elect to tax defer a portion of the employee's current base salary for retirement purposes and invest in various funds. The program is available to all employees regardless of retirement program. Employees may initiate this program at any time during the year, and the enrollment becomes effective when the completed forms are received by Benefits & Wellness/HR. For more information, refer to the link in [Appendix B.](#)

#### **7. TRAVEL ACCIDENT INSURANCE**

University employees are covered under the university's travel accident insurance plan for accidents that occur while traveling on CMU business. If such an accident should result in the employee's death, the employee's beneficiary (as designated on the employee's CMU group life insurance plan) would receive five hundred thousand dollars from this insurance coverage. Benefits also are payable for total disability or dismemberment resulting from a business travel related accident. Because of exclusions on this policy, university employees are not to use aircraft that they or any other CMU employees own for university business travel.

#### **8. TUITION BENEFIT**

This program is intended to provide eligible staff members and, in some cases, their spouses, other eligible individuals and dependent child(ren) with the opportunity of furthering their educational/career development or pursuing vocational interests by making undergraduate and graduate courses available at

a reduced cost. For the current administrative policy governing the tuition benefit program, refer to the link in [Appendix B](#).

## **D. LEAVE TIME**

### **1. COURT REQUIRED SERVICE**

Hourly employees who serve on jury duty or as subpoenaed witnesses during their regular work time (and are not a party to the action or a witness against the university) will be paid regular pay for the time during scheduled working hours/days, but in no case more than 8 hours per day (prorated by FTE for those on less than 100% appointment). Regular pay will continue for salaried employees. Employees are allowed to keep reimbursement for meals and mileage. Employees are expected to report for regular university duty when temporarily excused from attendance at court. Employees need to contact the Payroll Office for instructions.

### **2. EDUCATIONAL LEAVE - (Salaried Only)**

All regular *salaried* employees whose appointments are at least one-half time and who have been employed by CMU for a continuous period of five or more years are eligible to apply for up to three years of educational leave. Employees granted time off to participate in the educational leave program are required to commit themselves to employment with Central Michigan University for at least one year beyond the date of their return to work following the leave. A decision will be made at the time the leave is granted as to whether the employee's current position will be held for the individual. If it is determined that the position cannot be held for the individual, reinstatement will be dependent upon positions available at that time and will not necessarily be restricted to the same department as the employee's former position.

Requests require the approval of Employee Relations/HR and the appropriate Vice President and are based upon consideration of the following criteria:

1. the potential value of the additional education to CMU;
2. the employee's demonstrated performance in positions within CMU;
3. the employee's potential to contribute to CMU after completion of the requested education; and
4. the impact this leave will have on departmental operations.

Approval of the educational leave with pay may be granted for a period up to six months, compensated at regular base salary and retaining normal benefit coverage; or for a period of six months up to one year, compensated at one-half of regular base salary and retaining normal benefit coverage. Educational leaves beyond one year are unpaid. Employees on approved educational leave of absence are not eligible for the tuition plan providing reimbursement of tuition for classes taken at other institutions.

**3. FAMILY & MEDICAL LEAVE**

Employees are eligible for a family and medical leave (FML) if they have been employed by CMU for at least twelve (12) months and have worked at least one thousand, two hundred and fifty (1,250) hours during the twelve (12) month period immediately preceding the date on which the leave commences.

If approved, all employees are expected to report FML, which is recorded and tracked concurrently with paid time off. Employees on a continuous FML leave may elect to bank up to forty hours of vacation and/or to bank up to all accumulated compensatory time prior to taking unpaid FML. Otherwise, employees are required to use all accrued paid time off, prior to an approved unpaid leave.

See the current standard practice guide governing family and medical leave at the link in [Appendix B](#).

**4. FUNERAL LEAVE**

Funeral leave with pay is granted for up to three days per occurrence in the case of death of spouse, child, stepchild, foster child, parent, stepparent, foster parent, parent-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, spouses' grandparent, grandchild, other eligible individuals or relatives living in the same household. One day of funeral leave may be used by employees in the event of death of an aunt, uncle, niece or nephew of the employee. All P&A employees charge the time to funeral leave.

**5. HOLIDAYS**

Legal Holidays

Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day shall be paid legal holidays. A current schedule of legal and additional holidays can be viewed at the link in [Appendix B](#).

Additional Holidays

CMU also recognizes six additional days as paid additional holidays. For on-campus employees, these days are the Friday after Thanksgiving, the four working days between Christmas and New Years' Day and an additional floating holiday that will typically be observed on Christmas Eve. A schedule of additional holidays for the employees working in satellite locations may be obtained from the Executive Director of Licensure, Regulatory Services & Human Capital.

Employees will be eligible for legal or additional holiday pay if they work or are on approved paid time on the employee's scheduled workday immediately preceding and the scheduled workday immediately succeeding the holiday involved. If the holiday is observed on a scheduled day off in the employee's workweek, the employee will receive an additional day off at a time arranged with the supervisor.

An employee who is scheduled to work on any legal or additional holiday and who does not work and is not excused from work shall not receive holiday pay for the day.

*Salaried* employees who are required to work on a legal or additional holiday will be paid their regular salary and will receive equivalent time off during the fiscal year at a time agreeable to both the employee and the employee's supervisor. Part-time *salaried* employees are paid for the legal or additional holiday as though they were working, providing they are scheduled to work on that day.

Residence Hall Directors will be paid for holidays worked in addition to their regular salary. The holiday worked will be recorded and paid in the following pay period.

*Hourly* employees who are required to work on a legal holiday will be paid at two times their straight time rate for all hours worked on that day and will receive another day off during the fiscal year at a time agreeable to both the employee and the employee's supervisor. *Hourly* employees who are required to work on an additional holiday will be paid their regular *hourly* rate for all hours worked and will receive equivalent time off during the calendar year at a time agreeable to both the employee and the employee's supervisor.

Part-time *hourly* employees will receive partial holiday pay according to the ratio of their appointment to a 100% appointment. Holidays may not necessarily coincide with a part-time *hourly* employee's work schedule. (For example, a half-time *hourly* employee may be scheduled to work five hours a day for four days a week. As a half-time employee, he or she is eligible for four hours of holiday pay per holiday.) Personal time, vacation or lost time may be charged for the additional hour of work, or the employee may work an additional hour on another day during the week with the supervisor's approval.

#### Other Holidays

When Global Campus offices are located at military installations or other places that observe different holidays from CMU or where employees may not be able to report to work at certain times because the installation is closed, employees will be required to use vacation for the time missed. *Hourly* employees also may use personal time, lost time or accumulated compensatory time.

## **6. LOST TIME**

Lost time is time the employee is scheduled to work but does not work. Lost time is unpaid and is not charged to paid leave (e.g., vacation, sick). Employees may request permission to take unpaid time off even where the employee has not exhausted available vacation, personal time, or sick leave accruals (as appropriate), except when on a leave of absence. Unpaid time by request is available in 4-hour minimum increments. Managers and supervisors have the authority to grant or deny a request for such unpaid time off, taking operational needs into account. In the absence of a request by an employee to use lost time,

managers and supervisors do not have the authority to require that an employee take lost time.

## **7. SICK TIME/MEDICAL LEAVE**

Medical leave may be paid or unpaid depending on an employee's paid time off accruals and may occur concurrently with FML leave. Continuous medical leaves are typically approved for up to 1 year regardless of paid/unpaid status during that year. In unusual circumstances, the appropriate Vice President and Employment Services/HR may approve an extension of the leave not to exceed three years in total.

### Sick Time/Medical Leave with Pay

Regular and provisional P&A employees with a 100% appointment shall accrue thirteen sick days per year. All other P&A employees, who are at least fifty percent, shall accumulate sick time in proportion to the relationship of their appointment to a 100% position.

Employees may use sick time to cover absences due to employee illness, injury or doctor's appointment during any period in which the employee is scheduled to be on the payroll. Employees may not use sick time to cover absences that have already been pre-approved as vacation.

Sick time may also be used for illness of immediate family members. Immediate family members will be defined the same as under CMU's Family and Medical Leave policy, e.g. spouse, children, parents and other eligible individuals.

*Hourly* employees can use sick time in increments of one-half hour or more. *Salaried* employees report sick time use in one-half day increments.

Sick time may be accumulated up to one hundred and thirty days. There is no pay out of accumulated sick time upon termination.

Employees utilizing accrued sick time benefits for an extended paid medical leave may be required to submit medical verification of their illness or injury (or that of their immediate family member). Until such statement is filed, when requested, all absences will be considered as vacation time. Once a satisfactory statement is received, the vacation time will be replaced with any accrued sick time. CMU may require the employee to be examined by a physician selected by CMU prior to approving sick leave benefits.

Whenever an individual is eligible for benefits under the long-term disability program, the provisions of that program supersede this sick leave program. See the link in [Appendix B](#).

### Catastrophic Leave

Employees may request additional sick time from the catastrophic leave bank when they have a catastrophic illness. This program also covers the catastrophic illness of an immediate family member (as defined by CMU's FML policy), which

necessitates the employee's absence from work. The parameters and process for this program can be found at the link in [Appendix B](#).

#### Medical Leave without Pay

Employees may continue medical leave without pay for their own illness or injury. Medical leaves without pay begin after the employee has exhausted all accrued paid time (sick, vacation, personal and compensatory time, if applicable). When Employment Services/HR determines that all applicable leave time has been exhausted, Employment Services/HR will work with the supervisor to complete a Leave of Absence without Pay form. Before employees return from such leave, they must provide their supervisor with a physician's statement attesting to the employee's fitness for work.

Except as required by FMLA, reinstatement from medical leave without pay is not guaranteed unless the supervisor has agreed to hold the position for the employee. If the supervisor does not agree to hold the position, once the employee is able to return to work, the medical leave without pay may be converted to an unpaid personal leave and extended for a maximum of six months providing the employee is actively applying for CMU vacancies. Reinstatement upon return from leave will be dependent upon positions available and selection of the employee through the normal recruitment process. If the employee is not successful in obtaining a CMU position by the end of the six-month extension, he or she will be considered a voluntary termination.

Employees can arrange to continue the medical, prescription drug, dental and/or life insurance they were enrolled in at the time the leave was requested. The employee must pay the full premium during the leave in order for the coverage to continue and must contact Benefits & Wellness/HR to arrange for payments or obtain additional information.

#### Medical Verification

Medical verification will include the diagnosis, prognosis and treatment plan. The physician must indicate why the injury/illness is debilitating and the anticipated duration of the injury/illness.

### **8. MILITARY LEAVE**

#### Short Tour of Duty

Upon request and presentation of appropriate military orders, an employee shall be granted a military leave of absence to engage in a temporary tour of duty with the National Guard or any recognized branch of the military service not to exceed fifteen days in any calendar year.

Arrangements for such leaves are to be made with the employee's immediate supervisor well in advance of the actual tour of duty. The employee is to take the leave, whenever possible, at the convenience of CMU. Ten-month employees are encouraged to take their military tour without pay during their two-month recess whenever possible however if they must take their tours of duty during their ten-month work year they will be granted a military leave.

CMU will pay the difference between the employee's military pay and regular pay if the military pay is *less*. The computation of this difference will be gross CMU pay for the authorized period of time, less all military pay and allowances for that period. Alternatively, if the employee requests and is scheduled for vacation during this leave, the employee will receive full vacation pay rather than receiving the difference in pay as described above. Further, if the military pay is *more* than their CMU pay, employees are likewise permitted to request and be scheduled to use any accrued vacation leave instead of unpaid leave.

It is highly recommended that the employee attach a copy of his/her military orders to the leave request. See the link in [Appendix B](#).

#### Extended Military Service

Any employee who leaves CMU to serve in the U.S. Armed Forces shall be granted a military leave of absence without pay. The terms under which this leave is granted and the conditions governing reinstatement after discharge shall be in accordance with applicable state and federal laws and regulations. See the link in [Appendix B](#).

It is highly recommended that the employee attach a copy of his/her military orders to the leave request.

## **9. PERSONAL LEAVE**

### Personal Leave with Pay for Hourly Employees

All hourly employees with a 100% appointment will be eligible for three personal leave days per calendar year. Hourly employees with a 100% appointment who are hired after July 1 are eligible for one and one-half days of personal leave for the remainder of the first fiscal calendar year. Paid personal leave for employees with appointments less than 100% but greater than 50% will be prorated on the basis of the proportion of their appointment to a 100% appointment. Personal leave may be taken in units of one hour. Employees shall arrange for taking paid personal leave with their supervisors in advance. Paid personal leave time does not carry over from year to year. If personal leave is not used on or before the last day of the final pay period of the calendar year, the time is lost. Employees will be paid for unused personal leave upon termination (prorated based on date of termination).

### Personal Leave with Pay for Salaried Employees

Salaried employees have an obligation to fulfill their job responsibilities in a complete and satisfactory manner, thus, no specific amount of personal leave is granted. The university recognizes that a reasonable amount of time is needed to meet personal needs that cannot be met outside of regular work time, e.g., attending to personal business. The amount of time approved is at the discretion of the supervisor, though as a guide personal leave for salaried employees should approximate three days per year. Employees shall arrange for taking paid personal leave with their supervisors in advance. Absences of four or more hours in a regular workday should be charged to personal (PA=approved leave with

pay) and charged in one-half day increments. Personal time cannot be used to extend a leave of absence.

#### Personal Leave without Pay

Personal leaves of absence without pay of up to three months may be granted for personal reasons such as education or settlement of an estate but not for the purpose of employment elsewhere (includes self-employment). Leaves of absence of this type may be extended but the total leave time shall not exceed three years. To request a personal leave of absence without pay, the employee must complete a leave of absence form, which is online at the link labeled Leave of Absence without Pay in [Appendix B](#). The request is to be submitted to the immediate supervisor and requires the approval of senior management.

CMU cannot guarantee reinstatement from a personal leave without pay unless the supervisor agrees to hold the position for the person. If the supervisor does not agree to hold the position, reinstatement upon return from leave will be dependent upon positions available and selection through the normal recruitment process. If the employee does not return from the leave, he or she will be considered a voluntary termination.

If approved for a personal leave without pay, employees can arrange to continue the medical, prescription drug, dental and/or life insurance coverage that they were enrolled in at the time the leave was requested. The employee must pay the full premium during the leave in order for the coverage to continue and must contact Benefits & Wellness/HR to arrange for payments or obtain additional information.

To avoid cancellation of benefits, payment must be made within 30 calendar days of the start of the unpaid leave of absence.

### **10. VACATION**

Regular employees accrue paid vacation time based on each pay period worked.

*Salaried* employees with a 100% appointment and five years or less service are eligible for a total annual accrual of twenty days of vacation per year.

*Hourly* employees with a 100% appointment are eligible for a total annual accrual of fifteen days of vacation for their first and second year of employment, and twenty days of vacation annually beginning in their third year of employment.

Both salaried and hourly P&A staff will accrue twenty-two days per year vacation time as of the start of the sixth year of service. Employees with appointments less than 100% but greater than 50% accrue vacation time on a prorated basis according to the ratio of their appointment to a 100% appointment. Vacation is only accrued during periods when the employee is in a paid status.



It is expected that vacations will be taken at a time agreeable to both the employee and CMU. If a holiday falls within an employee's vacation, the employee will be paid holiday pay for that day.

Employees may not use vacation time in units of less than one-half day, except as provided in the tuition program. In addition, hourly employees may charge vacation time in one-half hour increments concurrent with FML.

An employee may accrue up to 300 hours of vacation time. Vacation time in excess of 300 hours will be lost. All P&A employees who terminate employment with at least two-weeks' notice will receive pay for accrued and unused vacation time accumulated as of their termination date up to a maximum of 160 hours, provided that the termination was not due to the employee's criminal or other unlawful conduct, or any violation of any university policy. The last day worked is the termination date. Vacation cannot be used to extend the date of termination except that the university reserves the right to approve employees who qualify for CMU Retiree status to use vacation time through the effective date of separation or retirement, depending on operational needs and departmental budget restrictions.

Residence Hall Directors will be paid for unused vacation time (not to exceed the 160-hour maximum) at the end of each academic year appointment; however, they will be allowed to "carry forward" up to 40 hours from one academic year appointment to the next.

## **E. PAY**

### **1. DETERMINATION OF SALARY/WAGE**

Starting pay rates are computed on the basis of education, experience and skills of the individual compared to the position requirements, external market, and internal equity. After HR conducts a salary analysis, the department may offer a salary within the range recommended by HR. If there is a disagreement between the department and HR, the parties will work with the appropriate Vice President. If the matter is not resolved at that level, the Vice President/Finance and Administrative Services will have the authority to resolve the matter.

In order to recognize a different labor market in some of our larger metropolitan work sites, when setting salaries CMU may use regional salary surveys to determine whether a geographical wage differential is appropriate.

CMU's Compensation Philosophy policy includes additional details; see the link in Appendix B.

### **2. GENERAL SALARY INCREASE**

P&A salaries and benefits are compared annually to other Michigan state universities, regional institutions, and peer universities nationwide. This procedure is conducted to ensure that market competitiveness is maintained with positions of similar skill, effort and responsibility.

Annual salary adjustments are generally provided at the beginning of the fiscal year. If an annual salary adjustment is approved, Employees in paid status on June 30 may be eligible for the annual salary adjustment. Employees who are completing a Performance Improvement Plan (PIP) will not be eligible to receive an adjustment until after successful completion of the PIP, and upon recommendation of the supervisor and approval from the appropriate Vice President.

Annual salary adjustments are announced via email.

**3. SALARY ADJUSTMENTS (AD HOC)**

Supervisors have the flexibility to request ad hoc salary adjustments to address market issues, recognize a permanent increase in responsibility or for other legitimate business reasons. Additional compensation can also be requested for employees who temporarily assume the majority of responsibilities associated with a vacancy or for other legitimate business reasons. See additional compensation policy at the link labeled Salary Adjustments – Additional Compensation in [Appendix B](#) for other additional compensation parameters. All requests must be reviewed and approved by Human Resources and require the approval of Senior Management prior to processing.

Additional compensation requests must be completed on-line through CentralLink; see the link in [Appendix B](#).

**4. SUPPLEMENTAL ASSIGNMENT PAY**

Additional compensation may be given to recognize an employee for temporarily assuming responsibilities in addition to her/his primary job. Supplemental pay for hourly employees must take into consideration the employee's eligibility for overtime pay or compensatory time. Overtime is based on all hours worked for the university, not just hours worked in a specific department. See Supplemental Assignment Pay policy at the link in [Appendix B](#).

Supplemental Assignment Pay requests must be completed on-line through CentralLink at the link in [Appendix B](#).

**5. OVERTIME/COMPENSATORY TIME -**

All hours paid to *non-exempt* employees in excess of forty hours in a work week constitute overtime. The supervisor must approve all overtime in advance. For *hourly, non-exempt* employees paid on the bi-weekly pay cycle, hours paid but not worked (e.g., vacation, sick, personal, holiday) are included when determining whether overtime has been incurred. For *salaried, non-exempt* employees paid on the semi-monthly pay cycle, hours paid but not worked are *not* included when determining whether overtime has been incurred. Overtime is calculated at the rate of one and one-half hours for each hour of overtime worked. Employees are allowed paid time off, in lieu of immediate overtime pay, upon mutual agreement between the employee and the supervisor. This time off is called compensatory time. Compensatory time off is calculated based on one and one-half hours for

each hour of overtime worked. CMU policy provides for *non-exempt* employees to bank up to forty-five hours of compensatory time. Generally, *salaried, exempt* employees are not eligible for overtime pay or compensatory time. See standard practice guide on overtime/compensatory time at the link in [Appendix B](#).

## 6. ELECTRONIC PAY OPTIONS

Central Michigan University strives to be environmentally friendly. As part of this effort, all employees are paid electronically. Employees are asked to select between one of the following methods of payment:

- Direct Deposit: Pay is deposited into a checking or savings account anywhere in the United States, or
- CMU Money Card: Pay is deposited to a MasterCard debit card that can be used anywhere MasterCard is accepted.

Failure to select a payment method will result in the employee being defaulted to the CMU Money Card. For more information, see Electronic Pay Options in [Appendix B](#).

## 7. PAYROLL PROCESS

*Salaried* employees are on a semi-monthly payroll cycle. *Salaried* employees are paid on the fifteenth of the month for the first through the fifteenth and on the last day of the month for the remainder of the month. If these dates fall on a weekend, the pay date will be the Friday before. CMU reserves the right to modify pay cycles, as it deems appropriate. Pay schedules for *salaried* staff for the current year are available at the link in [Appendix B](#).

*Hourly* P&A staff are on a bi-weekly payroll cycle. There is a two-week lag in the *bi-weekly* payroll process so that pay deposits are received approximately two weeks after the covered pay period. Pay schedules for *the bi-weekly payroll* for the current year are available at the link in [Appendix B](#).

Time rosters for *non-exempt* employees should be completed and submitted on a timely basis in order for payroll to be processed. *Salaried* employees are required to report absences in one-half day increments. Part-time *salaried* employees report either one-half day increments or their full shift, whichever applies.

## F. DISPUTE RESOLUTION PROCESS

This Dispute Resolution Process is available to non-probationary Professional and Administrative employees who wish to appeal decisions affecting their employment. This process is not to be used for matters relating to salary adjustments or performance evaluation. This process is not available in connection with the termination of an at-will employee, unless the university has terminated the person for cause.

### Appeal of Disciplinary Action

If the matter involves an appeal of disciplinary action issued by the immediate supervisor, the employee may elect to pursue the Informal Dispute Resolution Process within the timelines noted below in section 1. If the supervisor's response is

unsatisfactory, the employee may submit the matter to the Formal Dispute Resolution Process at Step 2 of the Formal Dispute Resolution Process within fourteen calendar days following the discussion with the immediate supervisor in the informal process.

Alternatively, the employee may bypass the Informal Dispute Resolution Process and proceed directly to Step 2 of the Formal Dispute Resolution Process by submitting a written appeal to the Division Vice President (with a copy to the Associate Vice President/HR) as described in Step 2, within fourteen calendar days of the date the disciplinary action was administered to the employee.

#### Appeal of Other Decisions Affecting Employment

Appeals of other decisions affecting employment, other than as excluded above, may be pursued through the Informal Dispute Resolution Process and/or the Formal Dispute Resolution Process, described below.

A member of the P&A Council may be brought into any step of the Dispute Resolution Process at the request of the appealing employee to inform the appealing employee how the Dispute Resolution Process works, or a different P&A employee may attend the formal meetings at the request of the appealing employee to serve as a witness only.

#### **1. INFORMAL DISPUTE RESOLUTION PROCESS**

The employee should discuss any matter(s) of concern with the immediate supervisor for the purpose of attempting to work out a satisfactory solution. This must be done within seven calendar days from the date of the occurrence causing the concern or from the date the employee became aware of the issue. If no satisfactory resolution is affected at that level, the employee may elect to file a formal complaint by following the process outlined below. Employees and/or supervisors are encouraged to contact a member of Employee Relations/HR for assistance in dispute resolution prior to initiating the formal process.

#### **2. FORMAL DISPUTE RESOLUTION PROCESS**

##### Step 1

Within fourteen calendar days from the date the employee became aware of the issue or after discussion of the matter with the immediate supervisor in the informal process, the employee should put the concern(s) in writing and submit it to the immediate supervisor, with a copy to the Associate Vice President/HR. If the employee reports directly to one of the Vice Presidents or the President, formal procedures may be initiated at Step 2. Upon receipt of the written appeal, the immediate supervisor will meet with the employee and investigate the matter. A representative of Employee Relations/HR may be present at the meeting at the supervisor's request. The immediate supervisor will consult with the head of the department and other intermediate levels of supervision as deemed necessary. Within twenty-one calendar days of receipt of the appeal, the immediate supervisor will give a written response to the employee and send a copy to the Associate Vice President/HR.

## Step 2

If the employee is not satisfied with the decision of the immediate supervisor, the decision may be appealed by submitting a written appeal to the appropriate Vice President (or the President if the employee works for the President's office or reports directly to a Vice President) within seven calendar days of receiving the immediate supervisor's response. This appeal should include copies of the original appeal, the supervisor's answer and the employee's response to the supervisor's answer, if any. A copy should be forwarded to the Associate Vice President/HR. The appropriate Vice President/President and a representative of Employee Relations/HR may meet with the employee and investigate the complaint. The Vice President/President may consult with the head of the department and other individuals as deemed necessary. The Vice President/President must work with the Associate Vice President/HR before resolving the concern to assure consistency throughout campus. Within fourteen calendar days of receipt of the appeal, the appropriate Vice President/President will give a written response to the employee and send a copy to the Associate Vice President/HR. The decision of the Vice President/President is the final step of this appeal process.

In the case where an employee alleges that he or she has been terminated unjustly, the employee may pursue the matter through this Dispute Resolution Process. At the request of the employee, the matter may be referred to the second step of this procedure without being processed through step one. In these cases, the appropriate Vice President will give a written answer stating the rationale for the decision within twenty-one calendar days after receiving the written appeal of the employee as outlined in step two.

At any step, the time limits may be extended by the written mutual consent of both parties. The parties may mutually agree to waive certain steps in the Dispute Resolution Process. Complaints that have been filed under other university procedures cannot subsequently or simultaneously be filed under this procedure.

## APPENDIX A- Premiums and Contributions 2018-19

CMU CHOICES - Salaried (24) Per Pay Premiums and Contributions										
PREMIUMS	MEDICAL / PRESCRIPTION			DENTAL		VISION	LIFE / AD&D	DISABILITY		
CARRIERS / PLANS	Blue Cross Blue Shield / CVS Caremark		Blue Cross Blue Shield	Meritain Health		VSP	Hartford	Hartford		
	PPO 1	PPO 2	HDHP	100/50/50	100/75/50/50					
SINGLE	\$320.26	\$290.13	\$263.72	\$16.29	\$28.00	\$3.20	\$0.030 up to 1.5x	PLAN	50%	67%
2 PERSON	\$662.92	\$600.57	\$545.90	\$33.56	\$57.27	\$6.41	Dependent Child/ren: \$0.88=\$10,000 \$2.19=\$25,000	STD (45 days)	0.0300	0.0500
FAMILY	\$810.25	\$734.04	\$667.22	\$41.87	\$72.91	\$10.31		LTD (6 months)	n/a	0.1850
<b>UNIVERSITY CONTRIBUTIONS</b>										
EMPLOYEE GROUP	PS (FT)	PS (PT)								
<b>MEDICAL / PRESCRIPTION</b>										
SINGLE	\$273.21	\$273.21								
2 PERSON	\$565.53	\$273.21								
FAMILY	\$691.21	\$273.21								
<b>DENTAL</b>										
SINGLE	\$13.85	\$0.00								
2 PERSON	\$28.53	\$0.00								
FAMILY	\$35.59	\$0.00								
<b>LIFE / AD&amp;D (per \$1,000)</b>										
CORE AMOUNT	1.5 x	1.5 x								
UNIVERSITY CONTRIBUTIONS	\$0.030	\$0.030								
<b>LTD (per \$100 covered salary)</b>										
67%	\$0.185	\$0.185								

**CMU CHOICES - Hourly (26) Per Pay Premiums and Contributions**

PREMIUMS	MEDICAL / PRESCRIPTION			DENTAL		VISION	LIFE / AD&D	DISABILITY		
CARRIERS / PLANS	Blue Cross Blue Shield / CVS Caremark		Blue Cross Blue Shield	Meritain Health		VSP	Hartford	Hartford		
	PPO 1	PPO 2	HDHP	100/50/50	100/75/50/50					
SINGLE	\$295.62	\$267.81	\$243.43	\$15.04	\$25.85	\$2.95	\$0.0277 up to 1.5x	PLAN	50%	67%
2 PERSON	\$611.93	\$554.37	\$503.91	\$30.97	\$52.86	\$5.92	Dependent Child/ren: \$0.81=\$10,000 \$2.02=\$25,000	STD (45 days)	0.0277	0.0462
FAMILY	\$747.92	\$677.57	\$615.89	\$38.64	\$67.30	\$9.52		LTD (6 months)	n/a	0.1708

**UNIVERSITY CONTRIBUTIONS**

EMPLOYEE GROUP	PH (FT)	PH (PT)
<b>MEDICAL / PRESCRIPTION</b>		
SINGLE	\$252.19	\$252.19
2 PERSON	\$522.02	\$252.19
FAMILY	\$638.03	\$252.19
<b>DENTAL</b>		
SINGLE	\$12.78	\$0.00
2 PERSON	\$26.33	\$0.00
FAMILY	\$32.85	\$0.00
<b>LIFE / AD&amp;D (per \$1,000)</b>		
CORE AMOUNT	1.5 x	1.5 x
UNIVERSITY CONTRIBUTIONS	\$0.0277	\$0.0277
<b>LTD (per \$100 covered salary)</b>		
67%	\$0.1708	\$0.1708

## APPENDIX B – HR & RELATED WEB LINKS

ACCOMMODATION [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p04024.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p04024.pdf)

AFFIRMATIVE ACTION [https://www.cmich.edu/office\\_president/OCRIE/Pages/default.aspx](https://www.cmich.edu/office_president/OCRIE/Pages/default.aspx)

ALTERNATIVE WORK SCHEDULE POLICY [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p04030.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p04030.pdf)

BENEFITS IN BRIEF – P&A <https://www.cmich.edu/fas/hr/Documents/bpa.pdf>

BLOODBORNE PATHOGENS POLICY [https://www.cmich.edu/fas/fsr/rm/ehs/written\\_plans/Pages/default.aspx](https://www.cmich.edu/fas/fsr/rm/ehs/written_plans/Pages/default.aspx)

CATASTROPHIC LEAVE [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p04001.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p04001.pdf)

**CentralLink** FOR JOB DESCRIPTION CHANGES, SALARY ADJUSTMENTS, SUPPLEMENTAL ASSIGNMENT PAY & TERMINATION OF EMPLOYMENT search keyword: Human Resources; **click on Personnel Transactions** <https://www.cmich.edu/fas/hr/Pages/default.aspx>

CLOSING CAMPUS OR BUILDINGS, CANCELLATION OF CLASSES [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p03018.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p03018.pdf)

CMU Choices – The Central Michigan University Flexible Benefits Plan <https://www.cmich.edu/fas/hr/HRBenefitsandWellness/Pages/default.aspx>

COMPENSATION PHILOSOPHY POLICY [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p04021.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p04021.pdf)

CONTINUATION OF INSURANCE COVERAGE – COBRA <https://www.cmich.edu/fas/hr/HRBenefitsandWellness/Pages/COBRA.aspx>

DISCIPLINE AND DISCHARGE –refer to the Progressive Discipline handbook: <https://www.cmich.edu/fas/hr/HREmployeeRelations/Pages/Progressive-Discipline.aspx>

DISCOUNTS AND SERVICES <https://www.cmich.edu/fas/hr/HRBenefitsandWellness/Pages/Discounts.aspx>

DRUG-FREE WORKPLACE POLICY [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p03025.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p03025.pdf)

ELECTRONIC PAY OPTIONS [https://www.cmich.edu/fas/fsr/OAC/Payroll/My\\_Pay/Pages/default.aspx](https://www.cmich.edu/fas/fsr/OAC/Payroll/My_Pay/Pages/default.aspx)

EMERGENCY MANAGEMENT [https://www.cmich.edu/about/emergency\\_management/Pages/default.aspx](https://www.cmich.edu/about/emergency_management/Pages/default.aspx)

- CENTRAL ALERT [https://www.cmich.edu/about/emergency\\_management/Pages/Central\\_Alert.aspx](https://www.cmich.edu/about/emergency_management/Pages/Central_Alert.aspx)

EMPLOYEE ASSISTANCE PROGRAM (EAP) [https://www.cmich.edu/fas/hr/HRCentralHealthImprovement/Pages/Employee\\_Assistance\\_Program.aspx](https://www.cmich.edu/fas/hr/HRCentralHealthImprovement/Pages/Employee_Assistance_Program.aspx)

EMPLOYEE IDENTIFICATION CARD (CAMPUS ID) [https://www.cmich.edu/fas/ras/central\\_card/Pages/CentralCard.aspx](https://www.cmich.edu/fas/ras/central_card/Pages/CentralCard.aspx)

EMPLOYEE WELLNESS – YOUR HEALTH, IT'S CENTRAL <https://www.cmich.edu/fas/hr/HRCentralHealthImprovement/Pages/Wellness.aspx>

ENVIRONMENTAL HEALTH & SAFETY <https://www.cmich.edu/fas/fsr/rm/EHS/Pages/default.aspx>

EXPENSE REIMBURSEMENT <https://www.cmich.edu/fas/fsr/OAC/Travel-Business-Expenses/Pages/default.aspx>

FAMILY & MEDICAL LEAVE [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p04003.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p04003.pdf)

HOLIDAYS <https://www.cmich.edu/fas/hr/Pages/Holidays.aspx>

JOB DESCRIPTIONS See **CentralLink** above



LEADERSHIP STANDARDS [https://www.cmich.edu/office\\_president/Pages/leadership-standards-initiative.aspx](https://www.cmich.edu/office_president/Pages/leadership-standards-initiative.aspx)

MEDICAL/SICK LEAVE [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p04003.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p04003.pdf)

MEDICAL LEAVE WITHOUT PAY [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p04019.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p04019.pdf)

MICHIGAN SPECIAL OLYMPICS <https://www.cmich.edu/fas/hr/Documents/spg-employees-special-o.pdf>

MILITARY LEAVE [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p04005.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p04005.pdf)

MILITARY SERVICE, EXTENDED <http://www.dol.gov/vets/usc/vpl/usc38.htm>

MOVING EXPENSES [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p04015.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p04015.pdf)

MPSERS <http://www.mi.gov/orsschools>

NEPOTISM POLICY [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p04016.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p04016.pdf)

NEW HIRE CHECKLIST <https://www.cmich.edu/fas/hr/Documents/new-hire-checklist.pdf>

ORIENTATION FOR NEW EMPLOYEES [https://www.cmich.edu/fas/hr/Pages/New\\_Employee.aspx](https://www.cmich.edu/fas/hr/Pages/New_Employee.aspx)

OTHER ELIGIBLE INDIVIDUAL COVERAGE [https://www.cmich.edu/fas/hr/HRBenefitsandWellness/Pages/Other\\_Eligible\\_Individual.aspx](https://www.cmich.edu/fas/hr/HRBenefitsandWellness/Pages/Other_Eligible_Individual.aspx)

OVERTIME/COMPENSATORY TIME [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p04011.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p04011.pdf)

PARKING [https://www.cmich.edu/fas/police/Pages/Parking\\_Services.aspx](https://www.cmich.edu/fas/police/Pages/Parking_Services.aspx)

PAYROLL – SCHEDULES [https://www.cmich.edu/fas/fsr/OAC/Payroll/Calendars\\_Schedules/Pages/default.aspx](https://www.cmich.edu/fas/fsr/OAC/Payroll/Calendars_Schedules/Pages/default.aspx)

PERFORMANCE EVALUATIONS See **CentralLink**: search keyword: Human Resources, click on Performance Reviews

PERSONAL LEAVE WITHOUT PAY [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p04019.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p04019.pdf)

PROBATIONARY PERIOD REVIEW FORM – Go to **CentralLink** and search: Probationary Review Form

PROFESSIONAL & ADMINISTRATIVE COUNCIL  
<https://www.cmich.edu/fas/hr/HREmployeeGroup/HREGProfessionalandAdministrative/HREGPandACouncil/Pages/default.aspx>

PROFESSIONAL DEVELOPMENT <https://www.cmich.edu/fas/hr/HRProfessionalDevelopmentPrograms/Pages/default.aspx>

RESEARCH OPPORTUNITIES [https://www.cmich.edu/office\\_provost/ORGS/Pages/Technology-Transfer-and-Commericalization.aspx](https://www.cmich.edu/office_provost/ORGS/Pages/Technology-Transfer-and-Commericalization.aspx)

SALARY ADJUSTMENTS – ADDITIONAL COMPENSATION [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p04022.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p04022.pdf)

SALARY/WAGE SCHEDULE <https://www.cmich.edu/fas/hr/Documents/staff-salary-schedule.pdf>

SEXUAL MISCONDUCT POLICY [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p03039.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p03039.pdf)

STAFF EXCELLENCE AWARD PROGRAM [https://www.cmich.edu/fas/hr/Pages/Staff\\_Excellence\\_Guide.aspx](https://www.cmich.edu/fas/hr/Pages/Staff_Excellence_Guide.aspx)

STATUS CHANGE FOR BENEFITS [https://www.cmich.edu/fas/hr/HRBenefitsandWellness/Pages/Status\\_Changes.aspx](https://www.cmich.edu/fas/hr/HRBenefitsandWellness/Pages/Status_Changes.aspx)

SUPPLEMENTAL ASSIGNMENT PAY [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p03015.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p03015.pdf)

To process see **CentralLink** above

TAX DEFERRED INVESTMENT OPPORTUNITIES [https://www.cmich.edu/fas/hr/HRRetirement/Pages/Retirement\\_Plans.aspx](https://www.cmich.edu/fas/hr/HRRetirement/Pages/Retirement_Plans.aspx)

TEACHING ASSIGNMENTS [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p03015.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p03015.pdf)

TERMINATION OF EMPLOYMENT See **CentralLink** above

TOBACCO FREE POLICY [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p03027.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p03027.pdf)

TOBACCO FREE POLICY WEBPAGE <https://www.cmich.edu/fas/hr/tobaccofree/Pages/default.aspx>

TUITION BENEFIT [https://www.cmich.edu/fas/hr/HRBenefitsandWellness/Pages/Tuition\\_Waiver.aspx](https://www.cmich.edu/fas/hr/HRBenefitsandWellness/Pages/Tuition_Waiver.aspx)

UNIVERSITY RECREATION <https://www.cmich.edu/ess/urec/Pages/default.aspx>

VACANT POSITIONS <https://www.jobs.cmich.edu/>

WELLNESS AND SAFETY PROGRAMS <https://www.cmich.edu/fas/hr/HRCentralHealthImprovement/Pages/default.aspx>

WORK ACCOMODATION POLICY [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p04024.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p04024.pdf)

WORK-RELATED INJURIES/WORKER'S COMPENSATION [https://www.cmich.edu/fas/hr/HRCentralHealthImprovement/Pages/Workers\\_Compensation\\_.aspx](https://www.cmich.edu/fas/hr/HRCentralHealthImprovement/Pages/Workers_Compensation_.aspx)

## APPENDIX C – Professional and Administrative Council

Purpose: The Professional and Administrative Council (P&A Council) serves as a conduit for communicating and sharing a wide variety of information among P&A staff employed in the various divisions of the university and, as appropriate, providing updates to various administrative offices and units at the university. The P&A Council also assists with coordination of professional development opportunities for P&A staff such as the leadership conference. Members of the council do not represent other P&A employees per se, rather composition of the P&A Council is proportionate to the P&A staff employed in the various divisions.

Composition of the Council: There are twelve (12) seats on the P&A Council: two (2) ex-officio seats and ten voting seats allocated amongst the divisions on a per capita basis. The AVP/Human Resources (or designee) fills one of the two ex-officio seats. The second, representing the President, is filled by the divisional VPs on a rotating basis.

Human Resources will establish the allocation of seats by division each year. For 2018, the divisional seats allocation is shown below:

Division	Seats
Academic Affairs	5*
Enrollment & Student Services	2
Finance & Administrative Services	2
President, University Advancement, Governmental & External Relations	1

\*One academic division seat is reserved for a P&A employee whose primary work location is outside of Mt Pleasant.

Appointment: Divisional seats will be filled by P&A employees selected from among those in each division who have expressed interest in serving on the council. The “off campus” seat in the Academic Affairs division will be filled from among those off-campus Academic Affairs P&A employees who have expressed interest in serving on the council.

Terms: Term of office is two (2) years. Terms begin September 1 and expire August 31 two years later. Expiration dates are staggered with one-half of the seats being replaced each year to ensure continuity of operations.

If a position becomes vacant during a term of office, the Council will appoint someone from among those in the appropriate division who had previously expressed interest in serving on the Council to fill out the remainder of the unexpired term.

Council members cannot serve more than two (2) complete consecutive terms (4 years). Former Council members may serve after a one term (2 year) period of being off the Council.

Officers: There will be two officers elected by a majority vote of the Council: Chair and Vice-Chair. The Chair is responsible for coordinating the agenda and conducting all Council meetings. The Vice Chair serves in the absence of the Chair.

Meetings: The Council will meet as they deem necessary, such meetings to be coordinated by Human Resources. The Council may call special meetings of the Council.

A representative of Human Resources will take meeting minutes.

The Council may adopt such rules and regulations for the conduct of the Council meetings, as they deem appropriate. At all duly called meetings, a quorum will exist when six (6) or more of the voting members are present.

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