I. INTRODUCTION

This handbook is for Senior Officers (SO) of Central Michigan University. The information has been designed as a reference document to acquaint Senior Officers 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.

Any changes to this handbook must be approved by the President. No other officers or employees of the university are authorized to change or modify the contents of this handbook. The president may make changes at any time.

Unless otherwise specified herein, the provisions of this handbook apply only to conditional, regular and provisional appointments filled by Senior Officers of CMU. This handbook supersedes and replaces all previous handbooks.

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 may be 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, Senior Officers will find a variety of information of interest to employees at the HR website; see the link in Appendix B.

Authorized and approved:

____________________________
George E. Ross, President

____________________________
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. 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.

Part-time
Part-time employees have a regular work schedule of at least 20 or more hours per week for at least nine months, but less than full time. The university will not create a benefits-eligible position that is less than 20 hours per week. Certain benefits, such as the tuition benefit, are reduced or prorated on the basis of 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.

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 frame 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. Salaried employees 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 workweek. Salaried employees are
exempt from the provisions of the Fair Labor Standards Act and are not eligible for overtime pay or compensatory time for hours worked beyond 40 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.

**Senior Officer (SO)**
Senior Officers are employees assigned to salaried positions with senior executive responsibilities for CMU, on and off-campus. The President determines positions designated as Senior Officer.

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

**Work Day**
A work day is any day of the week that is a scheduled working day for the employee.

**Work Week**
The work week is normally five working days in a week. The working days need not be consecutive.

**II. GENERAL INFORMATION**

**A. 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.

**B. 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 age, color, disability, gender, gender identity, gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, 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 link in Appendix B.

OCRIE also coordinates and monitors CMU’s AA/EO efforts and programs to ensure compliance with federal & state statutes, supervises the maintenance of related reports and records, provides and develops related educational programs 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.

C. APPOINTMENT TYPES

Conditional Appointment
A conditional appointment is when a department temporarily places a non-CMU 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 Senior Officer position on a conditional basis, written justification must be approved by Human Resources and the Office of Civil Rights and Institutional Equity. Final approval will be determined by the President, and authorized in an appointment letter.

Conditional appointments cannot continue past 3 years and cannot convert to regular status without the department conducting a search in accordance with CMU policies. Conditional employees are not eligible for the provisions of at-will separation, including the Termination Payment/Transition Leave.

Interim Appointment
At the discretion of the supervisor, a current CMU employee may be temporarily assigned to assume responsibilities of a Senior Officer position as a result of a vacancy, typically while a search to fill the vacant position is completed in accordance with CMU policies. Interim appointments may be made for up to 3 years. Prior to appointing an employee as an Interim to a Senior Officer position, written justification must be approved by Human Resources and the
Office of Civil Rights and Institutional Equity. Final approval will be determined by the President, and authorized in an appointment letter.

Provisional Appointment
A provisional appointment is a full-time or part-time benefit-eligible employee hired for a specific time frame through a search conducted 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.

Regular Appointment
A regular appointment is a full-time or part-time benefit-eligible appointment with no designated end date and typically filled after conducting a search.

Temporary Appointment
A temporary appointment is a part-time non-benefit eligible appointment; temporary appointments are 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 President must approve any temporary appointment that extends beyond 1 year. Departments are not required, but are encouraged to recruit for temporary appointments.

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 cover temporary employees.

D. AT WILL EMPLOYMENT
Senior Officers are at-will employees who serve at the pleasure of the President and may be terminated at any time, with or without cause. See also: Termination Payment for At-Will Employees.

E. 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. Call the CMU Hotline at 774-7500 for the latest information. 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. You will automatically be registered in the system upon hire. If you don’t wish to receive
emergency notifications, you can unsubscribe. Please refer to link in Appendix B.

F. **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 link in Appendix B.

G. **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.

H. **EXPENSE REIMBURSEMENT**
Employees are eligible for reimbursement of certain business related travel and entertainment 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 link labeled Expense Reimbursement in Appendix B.

**Spouse Travel**
As a general rule, the costs associated with a spouse traveling with a Senior Officer are not reimbursable. The university will pay for spouse travel only when the presence of the spouse serves a bona fide business purpose as defined by the Internal Revenue Service (IRS). All reimbursement vouchers claiming expenses related to spouse travel must be approved by the President.

I. **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 that job descriptions are current.

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 to be submitted electronically and approved by the reviewing authority. Prior to processing any changes, all requests must be reviewed and approved by Employment Services/HR.

J. **MOVING EXPENSES**
Reimbursement of moving expenses may be used as a recruitment tool to assist in attracting qualified candidates to Central Michigan University and minimize any inconvenience for new staff. See the policy found at the link in Appendix B regarding guidelines related to reimbursing new employees for moving expenses.

K. **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.

L. **ORIENTATION FOR NEW EMPLOYEES**
A Benefits and Retirement orientation is available on-line 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 this session 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.

M. **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 out of university funds. For more information, contact CMU Police or refer to the link in Appendix B.
N. PERFORMANCE EVALUATION
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 mid-year discussion is encouraged. A year-end evaluation must be completed on all employees. The evaluation process is online and can be accessed through CentralLink at the link in Appendix B.

O. PERSONNEL FILES
An employee's personnel record is confidential. 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 Associate Vice President/Human Resources, 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. Personnel files for Senior Officers are housed in Human Resources.

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.

P. 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, and email). Employees should not expect information in their work areas to be unconditionally private.

Q. PROFESSIONAL DEVELOPMENT
The university attempts to provide ongoing professional development opportunities for employees, usually through attendance at professional workshops, seminars, and meetings. 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 link in Appendix B.
R. RECOGNITION
   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.

S. RESEARCH OPPORTUNITIES
   Support is available for various research programs and activities. Go to the link
   in Appendix B or contact the Office of Research and Sponsored Programs for
   additional information.

T. 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.

U. TERMINATION OF EMPLOYMENT
   Senior Officers are expected to give their supervisor at least four weeks' notice
   of their intent to terminate from their position. Senior Officers who do not
   provide at least four 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 through
   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 (RSA)**
Salaried employees hired before March 1, 1976, are eligible for a full retirement service award, providing 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 = 55/60ths.

**V. TERMINATION PAYMENT/TRANSITION LEAVE (excludes Conditional Appointments)**
Senior Officers who are involuntarily terminated will be eligible for one of the following:

- Senior Officers who do not hold faculty tenure are eligible for a termination payment;
- Senior Officers who do hold tenure on the faculty are eligible for either a termination payment or a transition leave, but not both.

**Termination Payment**
Since the university need not provide advance notice of involuntary termination to Senior Officers (because they are at-will employees), the university wishes to provide some basic financial protection for SO’s who might be terminated from their job with little or no notice provided that the employment termination was not due to the employee’s criminal or other unlawful conduct, or any violation of any university policy. A termination payment will be based on an amount approximately equal to the value of one month’s gross salary, retirement contribution on the monthly gross salary, and monthly University contributions towards healthcare benefit costs. Payment will equal a minimum of six months, up to a maximum of twelve months at the rate of one month per each full year.
of total continuous university service. Tuition Benefits may be extended as approved by the President.

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 six months. However, in no case will the SO 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 SO’s employment at the university and a confidentiality agreement. Termination payments are made after the SO 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 SO’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 SO’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 a TIAA-CREF or Fidelity contract in the SO’s name. In the case where the SO is a Michigan Public School Employees Retirement System (MPSERS) member, the university will contribute the appropriate ten or twelve percent (10% or 12%) on the “termination payment” to a TIAA-CREF or Fidelity contract in the SO’s name. This contribution for a MPSERS member will be made to TIAA-CREF or Fidelity due to the determination by MPSERS that the termination payment is not reportable compensation for MPSERS purposes. No other benefit payments, including retirement contributions, will be made by the university after the SO’s termination date.

The termination payment for tenured faculty is only available if the SO has agreed to resign his or her tenured position at the same time he or she is terminated from his or her SO position.

**Transition Leave**

University policy makes transition leaves available to Senior Officers who are tenured faculty returning to a department. Interim Senior Officers are not eligible for transition leave. A transition leave is intended to allow a Senior
Officer more time to prepare to move into a different and non-Senior Officer position at CMU. Most commonly, it might provide time for study and preparation for a tenured faculty member to return to full-time teaching. Senior Officers who receive a transition leave must agree in writing to return to full-time work on the faculty for a minimum period of time, generally not less than one year.

The length of a transition leave will be evaluated on an individual basis and must receive approval by the President. A transition leave generally shall be for a minimum of two months and generally not exceed six months. In determining the length of the leave, the President shall consider when notice of termination was given, the beginning dates of the academic semesters, and the purpose of the leave. Salary during the transition leave shall be at the level existing on the last day of regular employment as a Senior Officer.

Employment status and benefits accorded to Senior Officers will continue during the leave. The Senior Officer will not accrue vacation or sick leave during the transition leave.

W. VACANT POSITIONS
Vacant positions are generally filled through a search conducted in accordance with university policies, and the Office of Civil Rights and Institutional Equity must approve all Senior Officer appointments. 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.

The coordination of the recruitment and selection process and record retention for Senior Officer positions is handled by Human Resources. All recruitment files are maintained in Human Resources. The process for Senior Officer recruitment can be found at the link labeled Senior Officer Searches in Appendix B.

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

X. 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 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 in Appendix B.

Employee Assistance Program (EAP)
The CMU Employee Assistance Program (EAP) is available to all CMU employees and all 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 & 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, Bloodborne 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 see 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. You will automatically be registered in the system upon hire. If you don’t wish to receive emergency notifications, you can unsubscribe. For further information about emergency topics please review the EM website in the link found in Appendix B.

Fitness Facilities
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. Since that time, the facility has developed into the campus employee wellness center. Certified and experienced staff provides in-house rehabilitation and fitness services for CMU employees, other eligible individuals and retirees. Employees must purchase fitness memberships to use the facility. For more information, refer to the link labeled Wellness and Safety Programs in Appendix B.

Staff may also purchase memberships at reduced rates to use the Student Activity Center (SAC). 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.

Y. WORK ACCOMMODATIONS
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.

Z. 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.
If the employee has any questions regarding the injury reporting process, workers’ compensation procedures or his or her 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 in Appendix B.

AA. 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.

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 flextime policy. Due to the nature of the operation, a number of units within CMU, especially off-campus Global Campus units, have varied schedules and may not observe the office schedule noted above. Off-campus Global Campus hours of operation must be approved by the Regional Manager/Global Campus.

III. BENEFITS
Senior Officer benefit levels are reviewed annually. The primary responsibility for determining the benefit package of Senior Officers is held by the President. The board approves changes in the benefit package for the President. If differences exist between Senior Officer benefits and the President’s appointment letter, the President’s appointment letter is the controlling document. To see a summary of benefits for Senior Officers, refer to the Benefits in Brief at the link in Appendix B.

A. CMU CHOICES – The Central Michigan University Flexible Benefits Plan
All SO 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 a summary of benefits, refer to the Benefits In Brief, 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 thirty 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/HR at 3661 or visit the web at the link labeled Status Change for Benefits in Appendix B.

Newly hired Senior Officer employees are eligible for medical, prescription drug coverage, dental, vision, life insurance/AD&D, long-term disability and short-term disability and, flexible spending accounts immediately upon the 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, 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 Appendix A.

B. 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.

C. DISCOUNTS AND SERVICES
CMU employees may be eligible for a variety of discounts and services, please see the link in Appendix B.

D. 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.

E. RETIREMENT
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, 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 Plan 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 2016 compensation limit is $265,000 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. Currently, employees have the choice of two vendors, TIAA/CREF (see the link in Appendix B) and Fidelity Investments (see the link in Appendix B). Employees may choose to allocate all of the university contribution to one vendor or make a percent split between vendors. Each vendor offers numerous investment plan options.

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.

F. SEASON TICKETS
Senior Officers are entitled to select four complimentary season tickets to football games or basketball games. The SO may have the option to select two football tickets and two basketball tickets.

G. 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 offered through different vendors and 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.
H. TRAVEL ACCIDENT INSURANCE
Senior Officers are covered under the university's travel accident insurance plan for accidents that occur while traveling for pleasure or 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.

I. 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.

IV. LEAVE TIME

A. COURT REQUIRED SERVICE
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 their regular pay. 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.

B. EDUCATIONAL LEAVE
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 one year 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.

Requests require the approval of the President and the AVP/HR 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.

C. 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 reported concurrently with paid time off.

Employees on a continuous FML leave may elect to leave up to one week of vacation time banked prior to taking unpaid FML. Otherwise, employees are required to use all accrued paid time off, concurrently with an approved FML, prior to approved unpaid leave and FML.

See the current standard practice guide governing family and medical leave at the link in Appendix B.

D. FUNERAL LEAVE
Funeral leave is covered under personal leave for salaried employees.

E. 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 (4) working days between Christmas and New Years’ day and an additional floating holiday which will typically be observed on Christmas Eve. A schedule of additional holidays recognized for Global Campus employees working off-campus may be obtained from the Global Campus HR Administrator.

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 additional holiday involved. If the additional holiday is observed on a scheduled day off in the employee’s work week, the employee will receive an additional day off at a time to be 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. Employees who are required to work on an additional holiday will be paid their regular salary and will receive an additional day off during the fiscal year at a time agreeable to both the employee and the employee’s supervisor.

Part-time employees will receive partial holiday pay for legal or additional holidays according to the ratio of their appointment to a 100% appointment in the same manner as explained under legal holidays. See the link in Appendix B.

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.

F. 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 or sick leave (as appropriate). 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.

G. MEDICAL/SICK LEAVE
Sick Leave with Pay
Regular and provisional SO employees with a 100% appointment shall accrue thirteen sick days per year. All other SO employees whose appointment is at least fifty percent shall accumulate sick leave in proportion to the relationship of their appointment to a 100% position.

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

Sick leave days may 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 (includes other eligible individuals), children, and parents.

Salaried employees report sick time in one-half day increments.
Sick leave may be accumulated up to one hundred and thirty days. There is no pay off of accumulated sick leave upon termination.

Employees utilizing accrued sick leave benefits may be required to submit medical verification of their illness or injury. 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.

**Catastrophic Leave**

Employees may request additional sick time from the catastrophic leave bank when they have a catastrophic illness and have exhausted their individual sick time. This program also covers the catastrophic illness of an immediate family member or other eligible individual, 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**

To request a medical leave of absence without pay, the employee must complete a leave of absence form, which is available 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.

Medical leaves without pay do not start until the employee has exhausted accrued paid sick leave. The employee requesting the medical leave must provide medical verification. Before employees return from such leave, they must provide their supervisor with a physician's statement attesting to the employee's fitness for work.

Medical leaves will normally be for up to one year. In unusual circumstances, the appropriate Vice President and Human Resources may approve an extension of the leave not to exceed three years in total. Except as required by FMLA, reinstatement from medical leave without pay is not guaranteed. Reinstatement is dependent upon the positions available at that time and will not necessarily be restricted to the same department or level as the employee's former 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. 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 make arrangements to continue the medical, prescription drug, dental and/or life insurance 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.

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.

H. MILITARY LEAVE

Short Tour of Duty
Upon request and presentation of a copy 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.

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

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.

I. PERSONAL LEAVE
Salaried employees have an obligation to fulfill their job responsibilities in a complete and satisfactory manner. Because the salaried staff member's duties are not tied to a strict hourly schedule, 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 as 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 available at the link labeled Personal Leave without Pay in [Appendix B](#). The request is to be submitted to the immediate supervisor and requires the approval of senior management.

Except as required by the FMLA, CMU cannot guarantee reinstatement unless the department agrees to hold the position for the person. 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 leave without pay, employees can make arrangements 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.

### J. VACATION
Regular employees accrue paid vacation based on each pay period worked. Salaried employees with 100% appointments and five or fewer years of service are eligible for a total annual accrual of twenty days of vacation per year. Beginning with the sixth year of service, the accrual rate will be twenty-two days per year. Employees whose appointment is less than one-hundred percent but greater than fifty percent 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. Up to thirty-seven and one-half days of vacation time may be accrued
by an employee. Vacation time in excess of thirty-seven and one-half days will
be lost. 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 twenty days. The last day worked is the
termination date. Vacation cannot be used to extend the date of termination.

V. PAY

A. 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 and market. The President
authorizes starting salaries for all Senior Officers.

For further details, see the link to CMU’s Compensation Philosophy policy in
Appendix B.

B. GENERAL SALARY INCREASE
Senior Officer 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.
Annual salary adjustments are generally provided at the beginning of the fiscal
year. Employees in a paid status on June 30th 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 President.

Annual salary adjustments are announced via email.

C. SALARY ADJUSTMENTS (AD HOC)
Supervisors have the flexibility to request in-grade 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. All requests must be reviewed and approved by Human Resources
and require the approval of the President prior to processing.

Additional compensation requests must be completed on-line by accessing the
electronic personnel transactions in CentralLink; see the link in Appendix B.

D. SUPPLEMENTAL ASSIGNMENT PAY
Senior Officers are not eligible for additional compensation for supplemental
assignments. This does not include Senior Officers who assume interim
appointments at a higher reporting-level relationship, or for Senior Officers who teach classes as outlined in the Supplemental Assignment Pay policy; see the link in Appendix B.

E. 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.

F. 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 the current year are available at the link in Appendix B.

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.
## VI. APPENDIX A – Premiums and Contributions 2016-17

### CMU CHOICES - Salaried (24) Per Pay Premiums and Contributions

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<td>$261.96</td>
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<td>FAMILY</td>
<td>$662.76</td>
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<td>DENTAL</td>
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<td>SINGLE</td>
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<th>LIFE / AD&amp;D (per $1,000)</th>
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<tr>
<td>CORE AMOUNT</td>
<td>1.5 x</td>
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<tr>
<td>UNIVERSITY CONTRIBUTIONS</td>
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<tr>
<th>LTD (per $100 covered salary)</th>
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<tbody>
<tr>
<td>67%</td>
<td>$0.1850</td>
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CARRIERS / PLANS: Blue Cross Blue Shield / CVS Caremark, Meritain Health, VSP, Hartford, Hartford

Hartford
Dependent Child/ren: $0.88=$10,000, $2.19=$25,000

CMU CHOICES - Salaried (24) Per Pay Premiums and Contributions

MEDICAL / PRESCRIPTION DENTAL VISION LIFE / AD&D DISABILITY

SINGLE $301.11 $262.11 $238.76 $14.11 $25.78 $3.20 $0.0425 up to 1.5x PLAN 50% 67%

2 PERSON $623.29 $542.55 $494.23 $29.50 $53.10 $6.41 $0.0425 up to 1.5x PLAN 50% 67%

FAMILY $761.79 $663.12 $604.06 $35.28 $66.24 $10.31 $0.0425 up to 1.5x PLAN 50% 67%

SINGLE:

2 PERSON:

FAMILY:

NO COVERAGE:

SINGLE:

2 PERSON:

FAMILY:

NO COVERAGE:

MEDICAL / PRESCRIPTION:

DENTAL:

VISION:

LIFE / AD&D (per $1,000):

CORE AMOUNT: 1.5 x 1.5 x

UNIVERSITY CONTRIBUTIONS:

$0.0425 $0.0425

LTD (per $100 covered salary):

67% $0.1850 $0.1850
## VII. APPENDIX B – HR & RELATED WEB LINKS

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<th>Category</th>
<th>Link</th>
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<td>ACCOMMODATION</td>
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<td><strong>CentralLink</strong> FOR JOB DESCRIPTION CHANGES, SALARY ADJUSTMENTS, SUPPLEMENTAL ASSIGNMENT PAY &amp; TERMINATION OF EMPLOYMENT</td>
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FIDELITY  https://nb.fidelity.com/public/nb/401k/home
HOLIDAYS  https://www.cmich.edu/fas/hr/Pages/Holidays.aspx
JOB DESCRIPTIONS  See CentralLink above
MEDICAL LEAVE WITHOUT PAY  https://www.cmich.edu/office_president/general_counsel/Documents/p04019.pdf
MILITARY LEAVE  https://www.cmich.edu/office_president/general_counsel/Documents/p04005.pdf
MILITARY SERVICE, EXTENDED  http://www.dol.gov/vets/us/vpip/usv38.htm
MOVING EXPENSES  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
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
OTHER ELIGIBLE INDIVIDUAL COVERAGE  https://www.cmich.edu/fas/hr/HRBenefitsandWellness/Pages/Other_Eligible_Individual.aspx
PAYROLL – SCHEDULES  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
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
SENIOR OFFICER SEARCHES  https://www.cmich.edu/office_president/general_counsel/Documents/p04013.pdf
STATUS CHANGE FOR BENEFITS  https://www.cmich.edu/fas/hr/HRBenefitsandWellness/Pages/Status_Changes.aspx
SUPPLEMENTAL ASSIGNMENT PAY (To process see CentralLink above)  https://www.cmich.edu/office_president/general_counsel/Documents/p03015.pdf
TAX DEFERRED INVESTMENT OPPORTUNITIES  https://www.cmich.edu/fas/hr/HRRetirement/Pages/Retirement_Plans.aspx
TEACHING ASSIGNMENTS  https://www.cmich.edu/office_president/general_counsel/Documents/p03015.pdf
TERMINATION OF EMPLOYMENT See CentralLink above
TIAA-CREF  http://www.tiaa-cref.org/
TOBACCO FREE POLICY  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
UNIVERSITY RECREATION  https://www.cmich.edu/fas/ras/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
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