

KETTERING UNIVERSITY



EMPLOYEE HANDBOOK

TABLE OF CONTENTS

ABOUT KETTERING UNIVERSITY	1
About this Handbook	1
<i>Employee Handbook Suggestion Form</i>	2
Kettering University's History	3
Kettering University's Mission & Vision	4
GENERAL POLICIES.....	5
Legal Authority to Work	5
Our Employment Relationship.....	5
Categories of Employment	5
<i>Full-time Salaried (Exempt) Employees</i>	5
<i>Full-time Hourly (Non-exempt) Employees</i>	5
<i>Part-time Employees</i>	5
<i>Casual Employees</i>	6
<i>Introductory Employees</i>	6
Equal Employment Opportunity.....	6
Conflict of Interest Policy.....	7
Privacy Policy	8
Productive Work Environment Policy	7
Environment Health and Safety Policy	8
Smoke-Free Environment Policy	9
Substance Abuse Policy.....	9
Family and Medical Leave Act	9
<i>Eligibility</i>	10
<i>FMLA & Other Time Off Work</i>	10
<i>Salary & Benefit Continuance</i>	10
<i>Intermittent FMLA Leave</i>	10
<i>Care of a Newborn, Adopted or Foster Child</i>	11
<i>Requesting FMLA Leave</i>	11
<i>Return From FMLA Leave</i>	11
PAY & BENEFITS	12
Pay.....	12
<i>Pay Days</i>	12
<i>Reporting Time Worked</i>	12
<i>Overtime Pay</i>	12
<i>Merit Awards</i>	12
Time Off Work	13
Introduction	13
<i>Holidays</i>	13
<i>Vacation</i>	13
<i>Bereavement</i>	14
<i>Jury</i>	15
<i>Incidental Sick Days</i>	15
<i>Personal Days</i>	16
<i>Short-Term Disability Benefits</i>	17
<i>Long-Term Disability Benefits</i>	18
<i>Military Leave</i>	18

<i>Personal Leave of Absence</i>	19
Group Insurance Benefits.....	19
<i>Flexible Benefit Plan</i>	20
<i>Insurance Coverage Changes</i>	20
Employee Assistance Program (EAP).....	20
Retirement Benefits.....	21
Education Benefits	22
<i>Employee & Dependent Tuition Waiver</i>	22
<i>Education Assistance</i>	23
Other Services	24
<i>Richard P. Scharchburg Archives</i>	24
<i>Art Center & Gallery</i>	24
<i>Campus Safety</i>	24
<i>The Campus Store</i>	24
<i>Library Privileges</i>	25
<i>On-Campus Dining</i>	25
<i>On-Campus Banking</i>	25
<i>Parking</i>	25
<i>Recreation Center Membership</i>	25
YOUR RESPONSIBILITIES	26
Quality and Commitment.....	26
Professional Image.....	26
Professional Conduct	26
Ethics	27
Confidential Information	28
Solicitation & Distribution.....	28
Environment, Health & Safety	29
<i>Emergencies: DIAL 911</i>	30
<i>Workplace Injury</i>	30
<i>Evacuation Due to Fire</i>	30
<i>Extreme Weather</i>	31
<i>Suspension of University Operations</i>	31
Attendance	31
<i>Reporting Absences and Tardiness</i>	31
Work Hours	33
<i>Lunches and Breaks</i>	33
University Property	33
<i>Financial Resources</i>	34
<i>Equipment</i>	34
<i>Vehicles</i>	34
<i>Keys & Access Cards</i>	34
<i>Information Technology Resources</i>	34
<i>Employee Identification Cards</i>	36
<i>Personal Use of University Property</i>	36
Personal Property.....	36
Outside Employment	36
Leaving the University	37
<i>Benefits Continuation</i>	37

<i>Dependent Care & Health Care Reimbursement Accounts</i>	37
<i>Vacation Payout</i>	37
<i>Retirement</i>	38
<i>Return of University Property</i>	38
<i>Final Paycheck</i>	39
<i>Employment References</i>	39
COMMUNICATION	40
About Performance	40
Career Opportunities	41
<i>Employment of Family</i>	41
Your Personnel Records	41
<i>Access to Your Personnel Records</i>	42
<i>Personal Information Changes</i>	42
Concerns & Suggestions	42
Fair Treatment.....	43
INDEX	44

ABOUT KETTERING UNIVERSITY

About this Handbook

Applies to: All full-time and part-time faculty and staff employees

This handbook provides you with useful information about Kettering University and your employment relationship. It was prepared so you will have a better understanding of your responsibilities and the conditions under which you work. Its primary purpose is to serve as your reference when you have questions about employment policies or practices. Your supervisor can help you with any questions you have that are not answered here.

Unless otherwise noted, or in a contract covering an employee as a group of employees, the information included applies to all Kettering University employees. This handbook replaces and supersedes all prior employee handbooks, written documents or verbal statements regarding employment matters.

This handbook contains employment guidelines at Kettering University. It is not a contract or an employment agreement. The policies and practices included in this handbook may be modified at any time. You will be informed as soon as practical when this occurs.

You are encouraged to share your suggestions about the handbook or University employment practices. Your ideas will be evaluated and considered for future revisions. A suggestion form is included on the next page.

Employee Handbook Suggestion Form

Please photocopy and use this form to submit your suggestion about the Employee Handbook or University employment practices. Your idea will be evaluated and considered for future revisions.

Suggestion (Please describe in detail)

--

Benefits of Suggestion

<i>To the University?</i>	
<i>To employees?</i>	
<i>To students?</i>	

Risks of Suggestion

<i>To the University?</i>	
<i>To employees?</i>	
<i>To students?</i>	

To your knowledge, what other organizations practice this suggestion?

--

Possible resources to obtain more information about your suggestion.

--

Your Name _____ Date _____

Please submit this suggestion form to the Vice President of Human Resources.
We appreciate your input!

Kettering University's History

In 1919, in response to the need for engineers, managers, designers and technicians in the growing auto industry, the Industrial Fellowship of Flint endorsed the opening of a night school under the direction of Albert Sobey - The School of Automotive Trades—to train engineering and management personnel. Among those business leaders with a strong interest in the school was Dayton industrialist Charles F. (Boss) Kettering.

In 1923, the school became the Flint Institute of Technology. A four-year cooperative program was established and more than 600 students were enrolled. Recognizing the potential of cooperative education, General Motors Corporation took over financial support of the school in 1926, called it General Motors Institute and started utilizing the facility to develop its own engineers and managers. In 1945, the Institute added a fifth-year thesis requirement and became a degree-granting college with a continuing commitment to its cooperative program.

Independence came in 1982 as GM divested itself of ownership. With independence came another name change - GMI Engineering & Management Institute. Administrators decided to keep the proven cooperative program and expand the number of employers. Today there are more than 600 companies employing Kettering University students throughout North America and in Europe, Asia and Central America.

Also in 1982, a distance-learning program leading to a master's degree in manufacturing management was first offered. The University now offers several first-class graduate and continuing education programs that develop leaders for the real world. Designed for the working professional, the University's engineering and management Master of Science Degree programs are offered on campus, as well as off campus through distance learning methods. Participating employers make Kettering's graduate programs available to their employees at more than 130 off-site learning centers around the world.

On January 1, 1998, the Institute changed its name to honor the man who was a strong influence in the founding of the University and in the concept of cooperative education, "Boss" Kettering. Kettering University continues its historic role of educating executives, engineers and scientists for the world's businesses and industries.

Kettering University's Mission & Vision

Kettering University's mission is to:

Serve society by preparing future leaders for a global workplace through undergraduate cooperative education, graduate education and research in engineering, science and management.

The University's vision is that:

The University and its graduates are recognized internationally for their accomplishments and excellence.

The University's strategic plan may be found on the University's website at www.kettering.edu/kplan.

GENERAL POLICIES

Legal Authority to Work

Applies to: All faculty and staff employees

To comply with the Illegal Immigration Reform and Immigrant Responsibility Act of 1986, you must provide evidence of your eligibility to work in the United States. Human Resources collects and verifies the appropriate documentation. Proper evidence is required to work at the University.

Our Employment Relationship

Applies to: All staff employees (Faculty: See Faculty Handbook)

Employment at Kettering University is at-will. Both the employee and the University have the right to terminate the employment relationship at any time, with or without cause and with or without notice. Nothing in this handbook, or in any other document issued by the University or its representatives, will alter this at-will relationship except a written employment contract signed by you and the President or designee.

Categories of Employment

Applies to: All faculty and staff employees

University positions fall into several categories of employment. Categories define some aspects of pay and benefits eligibility.

Full-time Salaried (Exempt) Employees

Employees in this category are paid a fixed salary and are exempt from overtime pay. They are eligible to participate in University benefit plans, programs and holiday periods. Faculty, administrative and professional staff are normally classified as full-time salaried employees.

Full-time Hourly (Non-exempt) Employees

Employees in this category are paid on an hourly basis for all hours worked. Any hours worked over 40 hours in an established workweek will be paid in a manner consistent with the Fair Labor Standards Act. (For more information about overtime pay, see [Overtime Pay](#).) They are also eligible to participate in the University's benefit plans, programs and holiday periods. Technical, office, skilled trades and service/maintenance staff are normally classified as full-time hourly employees.

Part-time Employees

Part-time employees are paid hourly (non-exempt). Employees in this category are hired for an ongoing need requiring, on average, 25 hours or less per week. Depending on the number of hours worked in a rolling twelve month period, part-time employees may be eligible for some benefits.

Casual Employees

Employees in this category are hired for a specific assignment with specific start and end dates. In general, employees in this category are not eligible to participate in University benefits. Casual employees may be salaried (exempt) or hourly (non-exempt), depending upon the nature of the assignment.

Introductory Employees

The first six-month period of employment at the University for all full-time and part-time staff employees is an introductory period. During this period, your supervisor will work closely with you to familiarize you with the expectations of your job and the University's policies and practices. The introductory period provides you and the University with an opportunity to learn more about each other and assess whether the relationship is a suitable fit. The University reserves the right to extend your introductory period. Employment remains at-will both during and after your introductory period.

If you are a full-time employee, medical, dental, vision and life insurance become effective the first day of the month following your hire date. However, some benefits are available to you only following successful completion of your introductory period. These include, but are not limited to, vacation, educational assistance and tuition waiver programs.

Equal Employment Opportunity Policy

Applies to: All faculty and staff employees

Kettering University strives to provide equal opportunity to all applicants and employees regarding all terms of employment. We will not discriminate in employment based on race, color, sex, age, religion, national origin, height, weight, marital status, military status or any other basis protected by federal or state law.

In addition, we will not discriminate against qualified individuals with a disability who can perform the essential functions of the job, with or without reasonable accommodation. If you need accommodation, you must notify your supervisor of that need as soon as possible.

If you believe you have been discriminated against based on any of the characteristics listed above, or any other characteristic protected by federal or state laws, promptly report the matter to your supervisor.

If, for any reason, you feel uncomfortable in discussing the matter with your immediate supervisor, or feel that your supervisor has not been responsive to your complaints, report the matter to your supervisor's manager. If you also feel uncomfortable discussing the matter with this manager, or feel they have not been responsive to your complaints, report the matter to the Vice President of Human Resources or designee.

All complaints of discrimination will be investigated promptly. Confidentiality will be maintained to the extent reasonably possible. A timely resolution will be reached and communicated to the person issuing the complaint. All employees are required to cooperate in any investigation. Retaliation against any person for filing a complaint or participating in an investigation will not be tolerated. Any employee or supervisor who is found to have discriminated or retaliated against an employee in any employment practice will be subject to appropriate disciplinary action, up to and including termination.

Conflict of Interest Policy

(Current policy inserted September, 2008)

Applies to: All faculty and staff employees

Kettering University expects its employees and officers to conduct the business of the University in a legal and ethical manner, observing the highest standards of integrity and business ethics. When acting as employees or officers of Kettering, these individuals should act solely for the benefit of Kettering. Each employee and officer of Kettering must avoid any financial relationship or other situation which presents an actual conflict or an apparent conflict between Kettering's interests and other personal interests of the individual, unless such a situation can satisfy the requirements stated below. Typical situations in which conflicts of interest may occur are when an employee or officer:

- Is involved in an outside business which is a competitor, customer or supplier to Kettering.
- Is involved in an outside business interest which may result in a judgment or decision which would adversely affect Kettering.
- Engages in activities which interfere with the individual's obligations and responsibilities at Kettering.
- Gives the appearance of representing Kettering while engaged in unrelated activities for the individual's personal gain.
- Represents third party business interests (such as ownership in outside companies) in conflict with Kettering.

If the possibility of a conflict or an apparent conflict should arise, the particular transaction or situation must be immediately disclosed to the Vice President of Human Resources of Kettering University in a timely fashion. Any transactions, contracts or business dealings between Kettering and any entity which involve an employee or officer of Kettering must be submitted for approval by the Vice President of Human Resources of Kettering University.

Unless these requirements are satisfied, a contract or other transaction may present a conflict of interest or the appearance of a conflict of interest.

Privacy Policy

Kettering University takes all steps necessary to protect confidential employee and student information, consistent with federal and state laws. This includes social security numbers, personal health information and any other private and protected employee or student information. To protect confidential employee information:

- All documents containing confidential employee information are kept in a secured environment with limited access only by authorized personnel;
- When necessary, documents containing confidential employee information will be properly destroyed before disposal;
- Employment references or verification of employment will be provided only through the Human Resources Department, upon an employee's authorization.

Any employee who is found to have accessed or used confidential employee information without authorization will be subject to appropriate disciplinary action, up to and including termination. The University also reserves the right to pursue criminal prosecution or civil remedies to recover appropriate damages.

Productive Work Environment Policy

Applies to: All faculty and staff employees

Kettering University is committed to promoting a productive work environment. All employees are expected to contribute to a productive work environment by demonstrating behavior that does not interfere with another employee's work performance or create an intimidating, offensive or hostile environment. Harassment will not be tolerated, regardless of intent, and regardless of the victim's rejection or tolerance. Special attention is called to the prohibition of sexual harassment.

All sexually harassing or offensive conduct in the workplace, whether committed by supervisors, non-supervisory employees or non-employees, is prohibited. Such conduct includes:

- sexual flirtation, touching, advances or propositions;
- verbal abuse of a sexual nature;
- graphic or suggestive comments about an individual's dress or body;
- sexually degrading words to describe an individual;
- the display in the workplace of sexually suggestive objects or pictures, including nude photographs.

A behavior constitutes sexual harassment if it is unwelcome and:

- it interferes with the ability of another employee to do his or her job, creating a hostile work environment; or

- it is expressed or implied that acceptance of the behavior is a condition of employment.

If you believe the words or actions of a supervisor, employee or any other person on campus constitutes unwelcome harassment, promptly:

- inform the harassing employee that his or her actions are unwelcome and the harassing behavior must cease; and
- report the behavior to your supervisor.

If, for any reason, you feel uncomfortable in discussing the matter with your immediate supervisor, or feel that your supervisor has not been responsive to your complaint, report the matter to your supervisor's manager. If you also feel uncomfortable discussing the matter with this manager, or feel they have not been responsive to your complaint, report the matter to the Vice President of Human Resources or designee.

All complaints of harassment will be investigated promptly. Confidentiality will be maintained to the extent reasonably possible. A timely resolution will be reached and communicated to the parties involved. All employees are required to cooperate in any investigation. Retaliation against any person for filing a complaint or participating in an investigation will not be tolerated. Any employee or supervisor who is found to have harassed or retaliated against another employee will be subject to appropriate disciplinary action, up to and including termination.

Environment, Health and Safety Policy

Applies to: All faculty and staff employees

The University believes that a successful environment, health and safety program contributes to the well-being and success of the University. We are committed to providing a safe and healthy environment for staff, faculty, students, visitors and our neighboring community.

The University strives to:

- Promote health, safety and environmental responsibilities in all activities;
- Comply with environmental and safety laws and regulations;
- Make safety in the workplace, laboratories and classrooms a priority;
- Avoid creating any unreasonable environmental health or safety risk at the University;
- Accept the responsibility for environmental protection and a safe workplace for each individual staff, faculty and student.

Smoke-Free Environment Policy

Applies to: All faculty and staff employees

Kettering University is committed to providing a work environment that promotes productivity and employee well-being. For this reason, the University maintains a smoke-free workplace. Smoking is prohibited at all times in all University buildings and vehicles.

You may smoke outside a building during your break provided you stand at least 20 feet from the entrance of the building, and your smoke does not enter the building or affect those entering the building. However, smoking outside the main entrance to any University building is discouraged. Smokers are expected to keep smoking areas clean and to use appropriate receptacles to dispose of smoking materials. Additional breaks are not provided for smoking.

Substance Abuse Policy

Applies to: All faculty and staff employees

The University is committed to providing and maintaining a workplace that is free from the effects of drug and alcohol abuse. Accordingly, the University has implemented this Substance Abuse Policy.

University employees are prohibited from illegally using, selling, dispensing, distributing, possessing or manufacturing illegal drugs, controlled substances, narcotics or alcoholic beverages on University premises or work sites. In addition, the University prohibits the off-premises abuse of alcohol and controlled substances, as well as the possession, use or sale of illegal drugs, when those activities adversely affect job performance, job safety or the University's reputation.

In the event of a violation of this policy, appropriate disciplinary action will be taken, up to and including termination. University actions may also include requiring the employee to complete an appropriate rehabilitation program and notifying law enforcement authorities.

Family and Medical Leave Act

Applies to: All faculty and staff employees

The Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a rolling 12-month period (measured backward from the date of any FMLA leave) for specific family and medical reasons.

Eligibility

To be eligible, you must have worked for the University for a total of at least one year and worked 1250 hours during the 12-month period immediately before the start of the FMLA leave. Overtime hours worked count toward the 1250 hours of service; however, paid time off work is excluded. In order to qualify for an FMLA leave, you must take leave for one of the following reasons:

- the birth of a son or daughter of the employee and in order to care for such son or daughter;
- the placement of a son or daughter with an employee for adoption or foster care;
- in order to care for the employee's spouse, son, daughter or parent who has a serious health condition; or
- a serious health condition that makes the employee unable to perform the functions of the position of such employee.

In the event both you and your spouse work for the University and are eligible for FMLA leave, you are jointly entitled to a combined total of 12 workweeks of leave for the birth of a child, or to care for the child after birth, adoption or foster care placement. Each spouse is eligible for 12 weeks of leave in the event of a serious health condition or to care for a spouse, son, daughter or parent with a serious health condition.

FMLA & Other Time Off Work

If you are unable to work due to a serious health condition, you may be eligible for short-term disability leave, long-term disability leave, worker's compensation or other leaves of absence. Time off work for any of these reasons will be counted against your FMLA entitlement, if applicable.

Salary & Benefit Continuance

FMLA leave is unpaid. However, if you are on an approved short-term disability leave, you will maintain your salary and benefits. If you are not on a short-term disability leave, you may use available vacation days to be paid during FMLA leave.

Your group health coverage will be maintained while on FMLA leave, provided the employee portion of the premiums are paid. If your health insurance premiums are not being paid through payroll deduction (STD leave benefits or vacation allowance), it is your responsibility to make arrangements with Human Resources to pay your share of the monthly insurance premiums.

Intermittent FMLA Leave

FMLA leave may be taken intermittently (separate blocks of time) whenever medically necessary to care for a family member or because you are unable to work due to a serious health condition. When intermittent leave is necessary to complete planned medical treatment, you must try to schedule treatment so as not to unduly disrupt the operation of your department.

Care of a Newborn, Adopted or Foster Child

To care for a newborn, adopted or foster child, the leave must conclude within 12 months of the birth, adoption or placement and be taken all at one time. If you elect to care for a newborn child beyond an approved paid short-term disability leave period, you are entitled to additional time off, without pay, up to your FMLA leave balance.

Requesting FMLA Leave

To request an FMLA leave, you must provide:

- 30 days advance notice of the need to take FMLA leave when the need is foreseeable; otherwise, you must provide as much notice as possible.
- Written notice to your supervisor about your need for FMLA leave. You may use an FMLA Request form available from Human Resources.
- Initial medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member. You may obtain the appropriate certification form from Human Resources.
- Second or third medical opinions or re-certifications at the University's expense, if requested.

During your FMLA leave, you must provide periodic reports to your supervisor regarding your status and intent to return to work.

Return from FMLA Leave

If your FMLA leave is due to a serious health condition, you will be required to provide certification that you are fit to return to work. Upon return from FMLA leave, you will be restored to your pre-leave job, or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. Your use of FMLA leave will not result in the loss of any employment benefit you earned before using FMLA leave. The University will not interfere with or deny the exercise of your rights under FMLA. Restoration may be denied, however, if:

- you hold a "key position" (are among the 10% highest paid employees);
- you would not have occupied the position had you been continuously employed; or
- your position was established for a specific term or only to support a specific project and the term or project has since expired or been completed.

PAY & BENEFITS

Pay

Applies to: All faculty and staff employees

To attract and retain highly qualified employees, the University strives to:

- pay wages and salaries that are competitive with similarly situated positions in our job market;
- provide a structure for awarding pay increases to faculty and staff employees that reflects performance and is within the University's available budget;
- prevent discrimination and enhance consistency and equity when making compensation decisions.

Pay Days

You will be paid bi-weekly, every other Friday. The University will electronically deposit your pay directly into an account at the financial institution of your choice. This service provides immediate, convenient access to your earnings. Direct deposit also eliminates lost or stolen paychecks, ensuring safety. Information about your pay, including hours worked, taxes and other deductions, is available through BANNER Web for Employees. Contact the Payroll Department for more information.

Reporting Time Worked

To ensure prompt and accurate pay, you are required to complete and submit a time report to your supervisor. Your supervisor will explain which form to use, how to complete the form and when it should be submitted.

Overtime Pay

Your position at the University is classified as either exempt or non-exempt according to criteria set forth in the Fair Labor Standards Act. Exempt positions receive compensation for fulfilling assigned duties and responsibilities. If you are an exempt employee, you are not eligible to receive (are exempt from) overtime pay. You are expected to work the hours necessary to fulfill the requirements of your job, without additional compensation.

Those employees holding non-exempt positions are paid on an hourly basis. Any hours worked by a non-exempt employee over 40 hours in a workweek must be directed or pre-approved by a supervisor. Overtime will be paid in a manner consistent with the Fair Labor Standards Act.

Merit Awards

The University strives to provide annual merit pay increases and/or bonuses to full-time and part-time faculty and staff employees based on performance. The total merit budget is based on the University's financial resources, anticipated needs and direction from the Board of Trustees. For these reasons, merit awards cannot be guaranteed.

Time Off Work

Applies to: All faculty and staff employees

Introduction

The University provides employees with time off work to accommodate personal needs. These benefits come with responsibility. You are expected to:

- communicate your request for time off work with your supervisor on a timely basis;
- work with your supervisor to resolve conflicts when they arise;
- make arrangements to resolve any needs your absence may create, e.g., missed appointments, deadlines, alternative contact, voicemail greeting, etc.;
- use these benefits in the spirit they were intended.

Keep in mind, your presence, as scheduled, meets an important need of the University. For this reason, you are expected to avoid time off work during your scheduled work hours.

Holidays

We observe several special occasions during the year as holidays. During a holiday, the University is closed for regular business. As a benefit, all full-time faculty and staff employees receive holiday time off with pay. Each year, we observe approximately 14 holidays. A holiday schedule is distributed before the start of each academic year. The University reserves the right to change holiday observance practices at anytime. Holiday pay is not provided during unpaid leaves of absence.

If possible, the University will allow time off work to observe religious holidays that are not designated University holidays. To request time off work to observe a religious holiday, use your department's time off request procedure. You may use vacation time or personal days, if available. Otherwise, such time off is without pay.

Vacation

All full-time staff employees are provided with paid vacation time for rest, relaxation and personal business. At the beginning of each academic year (July 1), you are granted a vacation allowance:

Length of Service	Vacation Allowance
Less than 1 year	See the new staff employee information/table below
1 – 4+ years	15 days vacation
5+ years	20 days vacation

To use vacation time, submit your vacation request as far in advance as possible, using your department's request procedure. Your supervisor will consider vacation requests based on the needs of the department. Whenever possible, your supervisor will accommodate your vacation request. However, your supervisor may need to decline your request based on work requirements. Be sure your supervisor has approved your request before you take any vacation time.

You are encouraged to use your vacation allowance during the academic year it is granted. If workload prevents you from using your vacation allowance as intended, your unused vacation will carry-over into the next academic year. The maximum vacation allowance bank is 40 days (320 hours). This includes current year allowance and any carry-over.

For information regarding vacation and ending your employment, see [Vacation Payout](#).

If you are a **new staff employee** with less than one year of service, you may take vacation upon successful completion of your introductory period. Your vacation allowance is determined by your hire date, as follows:

Month Hired	Vacation Allowance available during 1st Academic Year	Vacation Allowance available during 2nd Academic Year
July	7.5 days	15 days
August	6.25 days	15 days
September	5 days	15 days
October	3.75 days	15 days
November	2.5 days	15 days
December	1.25 days	15 days
January	0	15 days
February	0	13.75 days
March	0	12.5 days
April	0	11.25 days
May	0	10 days
June	0	8.75 days

Bereavement

The University provides full-time faculty and staff with up to three days time off work with pay to assist in dealing with the death of a family member. Family is defined as spouse, mother, father, sister, brother, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandparents, grandchild, aunt, uncle, niece, nephew, step-parent or step-child. To use bereavement leave, notify your supervisor as soon as possible, prior to your absence. If circumstances necessitate time off work in excess of three days, consult your supervisor for options.

Jury & Witness Duty

The University encourages you to fulfill your civic responsibilities. If you are called to serve as a juror or subpoenaed as a witness in a legal proceeding, provide a copy of the summons or subpoena to your supervisor as soon as possible. All full-time faculty and staff employees will receive continuation of pay during the time they are fulfilling their duty. If you are excused from duty while more than one-half of a workday remains, the University expects you to report back to work for the balance of the day.

Incidental Sick Days

To help you maintain a stable base pay during short periods of illness or to address incidental medical needs, the University may provide full-time employees with at least one year of service, paid time off work, up to eight days (64 hours) per academic year. To comply with the Fair Labor Standards Act, exempt employees must use incidental sick days in a minimum of four-hour increments and non-exempt employees must use incidental sick days in a minimum of one-hour increments.

Incidental sick days are not an entitlement, rather they are a benefit to be used only in times of need. Incidental sick days renew annually and do not carry over to the next year.

If you are unable to work due to illness, contact your supervisor immediately so your responsibilities may be promptly addressed. If your department has a notification procedure, follow the appropriate steps. Otherwise, call your supervisor as soon as possible on each day of absence. If you cannot reach your supervisor, inform another employee of your absence and leave a message for your supervisor, including a telephone number where you can be reached.

If you are absent for more than three consecutive workdays, you are required, upon your return, to provide a physician's statement to your supervisor specifying the dates during which you were unable to work and whether you are able to return to work with or without restrictions. If restrictions are indicated, the statement must include the type of restriction and the duration necessary. Additional documentation may also be required.

Medical (including dental) appointments should be scheduled outside of work hours whenever possible. If you must schedule medical appointments during work hours, request the time off from work from your supervisor with as much notice as possible. These appointments should be scheduled at the beginning or end of the workday, or adjoining a lunch break to minimize work disruptions. To compensate for work time missed, you may be able to adjust your work schedule (e.g., work earlier or later than your usual schedule, or shorten your lunch breaks). These adjustments must be approved by your supervisor. Non-exempt employees must make any schedule adjustments within the same workweek as the medical appointment. Alternatively, work time missed for medical appointments can be charged to your vacation or incidental sick day allowances.

If you have a serious illness or injury, you may be eligible for short-term disability benefits and/or FMLA leave. For more information, see [Short-Term Disability Benefits](#) and/or [Family and Medical Leave Act](#). If you become eligible for Short-Term Disability Leave, paid time off work will be covered by Short-Term Disability benefits, starting with the first day of absence, i.e., all related consecutive absences will not be deducted from your incidental sick day allowance.

If you are a **new staff employee** with less than one year of service, incidental sick days are unpaid. Upon your first year anniversary date, you will be allotted paid incidental sick days which may be used during the remainder of the academic year. If your anniversary date falls between July 1 and December 31, you will be allotted eight incidental sick days (64 hours) to use during the remainder of the academic year. If your anniversary date falls between January 1 and June 30, you will be allotted four incidental sick days (32 hours) to use during the remainder of the academic year.

Personal Days

Occasionally, time away from work may be necessary to address personal matters (e.g. car repair, family emergency, child's activity, mortgage closing, etc.). To compensate for work time missed, you may adjust your work schedule (e.g., work earlier or later than your usual schedule, or shorten your lunch breaks). These adjustments must be approved by your supervisor. Non-exempt employees must make any schedule adjustments within the same workweek as the missed work time.

In addition, all full-time staff with at least one year of service will be provided with two personal days (16 hours) per academic year to address any personal matters. Personal days must be used in a minimum of four-hour increments. Personal days renew annually and do not carry over to the next year.

To use a personal day, submit your request using your department's request procedure with as much notice as possible. Whenever possible, your supervisor will accommodate your request. However, requests may be declined due to work requirements. Be sure your supervisor has approved your request before taking a personal day.

If you are a **new staff employee** in your introductory period, personal days are not available. Upon successful completion of your introductory period, your paid personal day(s) will be allotted to use during the remainder of the academic year. If you complete your introductory period between July 1 and December 31, you will be allotted two personal days (16 hours) to use during the remainder of the academic year. If you complete your introductory period between January 1 and June 30, you will be allotted one personal day (eight hours) to use during the remainder of the academic year.

Short-Term Disability Benefits

If faced with an extended illness or injury, full-time employees may be eligible for short-term disability benefits. If proper documentation is received and approved, the University will continue pay and benefits, which varies upon your employee status, up to a maximum of 180 days from the first day of absence, as follows:

Employee Status at date of disability	Pay for days of consecutive scheduled workdays of absence		
	days 1-10	days 11-90	days 91-180
Full-time introductory staff or faculty with less than 6 months of employment	100% of base pay	75% of base pay	70% of base pay
Up to the total time equal to length of employment			
Full-time non-exempt staff who have successfully completed their introductory period and have less than 2 years of service	100% of base pay	75% of base pay	70% of base pay
Full-time non-exempt staff with at least 2 years of service	100% of base pay	100% of base pay	70% of base pay
Full-time exempt staff who have successfully completed their introductory period or faculty with 6 months or more employment at the University			

To Apply for Short-Term Disability Benefits

Notify your supervisor and submit a Request for Short-Term Disability form to Human Resources as soon as the planned absence is determined (e.g., in the case of planned surgery) or by the 10th consecutive workday absence. This form can be obtained from your supervisor or Human Resources and must be completed by you and your physician.

If the requirements described above are not met, or your request for short-term disability is not approved, any absences not substantiated by a physician may be unpaid. The University may require an independent medical examination to verify your disability.

Return to Work

Before returning to work from a short-term disability leave, submit to Human Resources a return-to-work authorization from the physician who completed the Request for Short-Term Disability form. The return-to-work authorization should indicate whether you are able to return to work with or without restrictions. If restrictions are indicated, the authorization must include the type of restriction and the duration necessary. The University may require an independent medical examination to verify your ability to return to work. If your original disability reoccurs, it may be determined to be, by the date you return to work, as a continuation of your original short-term disability leave.

FMLA leave runs concurrent with a short-term disability leave. For more information, see [Family and Medical Leave Act](#).

Long-Term Disability Benefits

If you are unable to return to work from short-term disability leave within six months, full-time employees may be eligible for long-term disability benefits. If approved, this benefit would grant you additional leave time and provide partial income. If approved, long-term disability benefits will continue as long as you remain disabled from working and are within the insurance carrier's limitations. You and any eligible dependents will be able to continue health benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

During your fourth month of absence due to a disability, you have the option of applying for long-term disability benefits if it appears your disability may prevent you from returning to work within six months. To apply, contact Human Resources for the appropriate forms to be completed by you and your physician. You will receive long-term disability benefits only after your request has been submitted to and approved by the insurance carrier. The University or the insurance carrier may require an independent medical examination to verify your disability.

If you are able to return to work, you must submit to Human Resources a return-to-work authorization from the physician who completed the disability forms. The return-to-work authorization should indicate whether you are able to return with or without restrictions. The University may require an independent medical examination to verify your ability to return to work. Return to your previous position and pay, and your continued employment with the University, are not guaranteed. If your previous position is not available, you may apply as a candidate for any job vacancy for which you are qualified.

For more information regarding long-term disability benefits, refer to your Summary Plan Description. Information contained in the Summary Plan Description supersedes any information provided here.

Military Leave

The University supports your obligation to fulfill military service. A military leave will be granted if you enlist, are inducted or recalled to active duty in the Armed Forces, the Military Reserves, the National Guard or other public services positions in accordance with applicable federal and state laws. To receive a military leave, provide a copy of the notification to your supervisor and Human Resources as soon as you receive it.

For annual field training or other compulsory short-term military assignments, the University will pay faculty and staff employees the difference between the military pay and the employee's regular salary for up to 10 workdays in an academic year. To receive this pay differential, submit a copy of your military pay voucher to your supervisor. Situations that require additional leave will be granted without pay. No break in service will occur, and the University will comply with applicable federal and state laws.

Personal Leave of Absence

Employees may request a personal leave of absence to address time off work due to personal circumstances not otherwise covered. Personal leaves of absence include the following features:

- unpaid time off work, up to a maximum of one year;
- no break in service, so you retain your vacation allowances;
- you will not receive additional vacation allowance;
- length of service will continue to accrue;
- you and any eligible dependents will be able to continue health benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA), provided you pay the full premium for such benefits;
- University contributions toward benefits will be suspended;
- educational benefits will be suspended;
- other employment is prohibited (except when the purpose of the leave is for developmental work experience).

To request a personal leave of absence, submit a Request for Leave of Absence form to your supervisor. The University reserves the right to grant or deny any personal leave of absence based upon the reason for your request, the effect your leave will have on operations, your performance record, length of service and history of personal leaves.

At the end of your personal leave of absence, there is no guarantee you will be placed in your previous position. If your previous position is not available, you may apply as a candidate for any job vacancy for which you are qualified. Contact your supervisor before your leave expires to discuss return-to-work options. If you do not contact your supervisor before your leave expires, the University will assume you have voluntarily resigned.

Group Insurance Benefits

Applies to: All full-time faculty and staff employees

These benefits are intended to assist you with the financial impact of health care and catastrophic health conditions. Our insurance options includes:

- health;
- dental;
- vision;
- life;
- accidental death and dismemberment;
- dependent life;
- travel accident;
- legal services.

The University shares the cost of most of these insurance premiums with you. The actual costs vary depending on the type and level of insurance you select.

Flexible Benefit Plan

The University offers a flexible benefit plan to best address your insurance benefit needs. The plan gives you choices in the types and levels of most insurance benefits. In addition to insurance premiums, you may obtain before-tax reimbursement of uninsured health care expenses and work-related dependent care expenses.

Insurance Coverage Changes

Changes can be made during the annual Open Enrollment period. This occurs in the fall of each year, with changes effective January 1 of the following year.

You can also make changes to your coverage, outside of the Open Enrollment period, if you experience a “qualifying event.” There are two types of qualifying events:

1. Family status changes include marriage, divorce, childbirth, adoption of a child, death of a spouse/dependent, or a dependent child reaching the maximum age limit.
2. Employment status changes include changing from part-time to full-time status; or changes with a spouse's employment, affecting benefit coverage.

In order to make changes due to a qualifying event, it is your responsibility to notify Human Resources within 30 days of the event. Otherwise, the change cannot be made until the next Open Enrollment period.

In certain specified situations where coverage under the plan would otherwise end (i.e., layoff, termination or reduction in hours of employment), employees, spouses and dependents covered by the University's health benefit plans will be notified, when appropriate, of their right to continue health care coverage at their own expense (through COBRA).

For more information regarding our group insurance benefits, refer to the University's Summary Plan Description. All information contained in the Summary Plan Description supersedes any information provided here.

Employee Assistance Program (EAP)

Applies to: All full-time faculty and staff employees

The Employee Assistance Program (EAP) is a resource to help you resolve personal concerns so you may be your best at work. An EAP counselor will assist you in clarifying the problem and identifying options to resolve it. They can help you with:

- adjustment to change;
- alcohol or drug dependencies;

- family issues (parenting, eldercare, etc.);
- marital or relationship problems;
- anxiety or depression;
- legal matters;
- anger management;
- grief or bereavement;
- financial issues;
- other issues adversely affecting your life and job.

The EAP is a benefit prepaid by the University and is available to employees, their household members and dependents. Services are provided by an independent-provider organization. All calls and counseling sessions are confidential (except as required by law when a person's emotional condition is a threat to him or herself or to others). There is no cost to employees for calls or counseling sessions with the EAP provider (up to 5 sessions per incident). You may address an unlimited number of incidents, as needed. If you need help beyond the scope of the EAP provider, your counselor may refer you to another resource. Employees are responsible for any fees associated with any additional counseling sessions not covered by your health provider. The EAP counselor will help identify your options when referrals are necessary.

You may use the EAP at any time, 24 hours a day, 7 days a week at:

1-800-424-5767 or
www.MagellanHealth.com

Retirement Benefits

Applies to: All faculty and staff employees

The University will help you prepare for your financial future by contributing to a retirement account on your behalf and giving you opportunities to save for your retirement. Most of the University's retirement benefits are administered by Teachers Insurance and Annuity Association and College Retirement Equities Fund (TIAA/CREF). This organization provides several investment options to select when participating in the Defined Contribution Retirement Plan or the Supplemental Tax-Deferred Annuity Plan.

The Defined Contribution Retirement Plan (403b) combines University contributions with pre-tax employee contributions. You are eligible for this benefit if you:

- are a full-time employee or a part-time employee who has worked 1000 or more hours in a rolling twelve month period; and
- are at least 26 years of age; and
- have one year of service with the University or were fully vested in a retirement program with a previous employer.

You may also participate in the Supplemental Tax-Deferred Annuity Plan that allows you to save additional pre-tax income. There is no waiting period to participate in this plan.

For more information regarding the University’s retirement benefits, including alternative investment options, refer to your Summary Plan Description. All information contained in the Summary Plan Description supersedes any information provided here.

Educational Benefits

Applies to: All faculty and staff employees

The University provides some financial assistance for the educational pursuits of you and, in some situations, your dependents. The specific details of these benefits are provided on the following pages.

In addition, working with your supervisor, you may identify specific developmental opportunities and possible training options. These options may include on-campus and off-campus job-related seminars, workshops or conferences, self-study programs or specific job experiences. Options are subject to the constraints of your department’s budget and operational needs.

Employee & Dependent Tuition Waiver

The University is pleased to assist full-time faculty and staff with a Kettering University education for you or your child or spouse. The table below provides you with the details of this program.

<i>Eligibility – Employee</i>	<ul style="list-style-type: none"> ▪ Must be a full-time, active employee or retiree (active employee includes those working regular workdays, <i>i.e.</i>, not on any paid or unpaid leave at the beginning of the University’s class term); ▪ Staff employees must have successfully completed the introductory period; ▪ Faculty must have worked for the University for at least six months.
<i>Eligibility – Student</i>	<ul style="list-style-type: none"> ▪ Must be a full-time, active employee or the employee’s spouse or dependent (<i>i.e.</i>, naturally born or legally adopted child or stepchild); ▪ Must be fully qualified academically as determined by acceptance through the Admissions Department.
<i>Expenses Waived</i>	100% of the tuition, less any federal or state financial aid grant awards, as a full-time or part-time student for any accredited undergraduate or graduate studies at Kettering University.
<i>Expenses Not Waived</i>	Room, board, books, other course materials, any other fees or expenses.

<i>To Participate</i>	<ul style="list-style-type: none"> ▪ The student must complete the enrollment process and be admitted as a student by the University; ▪ The student must complete a Free Application for Federal Student Aid (FAFSA) annually. This form is available from the Financial Aid Department. Federal and state financial aid grants will be applied to the tuition waiver; ▪ If the student is the employee or retiree, prior to registration for each course, complete and submit an Educational Assistance Program Application. It requires obtaining approval from your supervisor, if applicable, and the faculty member responsible for teaching the course; ▪ If the student is a spouse or child of the employee or retiree, complete an Application for Dependent Tuition Waiver Program at least 30 days before the first day of class for each attending term; ▪ Provide Human Resources with relevant documentation if the dependent student receives paid tuition from a corporate partner for any term; ▪ Failure to complete and submit these forms prior to the first day of class in accordance with the deadline will result in denial of this benefit.
<i>Other Limitations</i>	<ul style="list-style-type: none"> ▪ Employees are limited to two classes per semester unless the classes are a condition of employment; ▪ Classes and course work must not interfere with an employee's ability to perform his or her job and work a full-time work schedule (non-exempt—40 hours per week).
<i>Tax Implications</i>	Participation in any employer-provided educational tuition waiver may result in tax consequences to the employee.

Educational Assistance

The University encourages you to broaden your knowledge and develop your job-related skills. For this reason, the University provides financial assistance for you to participate in degree programs at other institutions of higher education. The table below provides you with the details of the Educational Assistance program.

<i>Eligibility</i>	<ul style="list-style-type: none"> ▪ Must be a full-time, active employee or retiree (active employee includes those working regular workdays, <i>i.e.</i>, not on any paid or unpaid leave at the beginning of the educational institution's class term); ▪ Staff employees must have successfully completed the introductory period; ▪ Faculty must have worked for the University for at least six months.
<i>Program Requirements</i>	<ul style="list-style-type: none"> ▪ Content of courses or degree program must serve to enhance current job or career growth within the University; ▪ Must be taken from an accredited school of higher education.
<i>To Apply</i>	Prior to registration, complete and submit an Educational Assistance Program Application to Human Resources for each course. This includes obtaining approval from your supervisor and

	the appropriate Vice President.
<i>Grade Required</i>	<ul style="list-style-type: none"> ▪ Undergraduate classes: C (2.0) or better; ▪ Graduate classes: B (3.0) or better.
<i>Eligible Expenses for Reimbursement</i>	<ul style="list-style-type: none"> ▪ 80% of tuition and registration fees up to \$1000 per academic year for undergraduate classes; ▪ 80% of tuition and registration fees up to \$1500 per academic year for graduate classes.
<i>Ineligible Expenses for Reimbursement</i>	Room, board, books, course materials, parking, transportation and other fees or expenses.
<i>To Obtain Reimbursement</i>	Submit the original payment receipt with official report of grade earned within 60 days of course completion.
<i>Other Limitations</i>	<ul style="list-style-type: none"> ▪ 2 classes per semester unless coursework is a condition of employment; ▪ Classes and coursework must be completed outside of work hours.
<i>Tax Implications</i>	Participation in any employer-provided assistance programs may result in tax consequences to the employee.

Other Services

Applies to: All faculty and staff employees

Richard P. Scharchburg Archives

The Richard P. Scharchburg Archives is dedicated to the collection and preservation of papers about people and organizations that created and developed the American automobile industry. Local history and photographs are available for research. The archives also serve as the repository for all GMI/Kettering University historical material.

Art Center & Gallery

The Art Center, believed to be unique among engineering and management schools, maintains over 300 donated pieces. It also displays art works by both students and visiting artists. You are welcome to visit the Center located on the fourth floor of the Academic Building.

Campus Safety

For your safety and security, Campus Safety Officers are on duty 24 hours a day, seven days a week, 365 days per year. For all emergencies, contact Campus Safety at extension 911. To report a crime that occurred on campus, discuss crime prevention or safety, or to obtain assistance, contact Campus Safety at extension 9501.

The Campus Store

The Campus Store, located off the Great Court of the Campus Center, offers a wide variety of items including books, greeting cards, postage stamps, snacks, sundry items and a large collection of Kettering University clothing and memorabilia. The Campus Store is independently operated for the University. Employee discounts may be available.

Library Privileges

The University's Library has a focused collection of print and electronic resources to support the University's curriculum. Leisure reading material, resources to improve your skills, newspapers and magazines are also available. You and your family members are provided with library circulation privileges.

On-Campus Dining

The University has two on-campus dining options, both located off the Great Court of the Campus Center. The Sunset Room serves menu items purchased ala carte. The Sunrise Room serves meals purchased through a meal plan. Both are independently operated for the University. Employee discounts may be available.

On-Campus Banking

Cashier services are provided in the Campus Center. For more information about check cashing limits and cashier's hours, visit the cashier station or contact the Business Office. An independently owned ATM machine is also available in the Campus Center.

Parking

The University provides free parking for employees. To park in employee-designated lots, you must display a parking tag obtained from Campus Safety. You must also abide by the University's Parking Policy, which can be obtained from Campus Safety.

Recreation Center Membership

To promote the benefits of a healthy life, you are provided with membership to the University's Connie and Jim John Recreation Center. The 75,000 square foot facility includes:

- modern fitness and weight lifting equipment;
- racquetball, tennis, basketball, volleyball and squash courts;
- pool and spa;
- indoor track;
- group exercise room;
- locker rooms with showers and steam rooms;
- other indoor and outdoor amenities including a 23 acre park with softball, soccer, flag football and lacrosse fields, jogging/walking path, putting green and picnic pavilion.

Membership may be extended to spouses, significant others and children for a modest fee.

YOUR RESPONSIBILITIES

Quality and Commitment

Applies to: All faculty and staff employees

A positive employment relationship is a shared responsibility between you and the University. The University strives to create a productive and supportive work environment. At the same time, you are expected to perform your job to the best of your ability. This mutual commitment serves the best interests of the University and its employees. Moreover, this commitment is required to deliver the quality of education and service to our students necessary to pursue our mission. As a University, we all must:

- conduct ourselves in a professional, responsible and productive manner;
- treat all students, co-workers and other University constituencies with courtesy and respect;
- comply with University policies and practices;
- set aggressive but achievable goals and objectives;
- commit to high standards of performance.

Professional Image

Applies to: All faculty and staff employees

Your appearance and the appearance of your work area play a role in defining the University's image and maintaining a productive work environment. For this reason, you are expected to dress and maintain your work area in a manner that projects professionalism. In general, you are expected to:

- wear clothing and jewelry that is clean, neat, safe and not distracting to others;
- practice good hygiene;
- discontinue the use of a particular perfume, cologne or lotion if a co-worker indicates sensitivity to the scent;
- maintain a work area that is clean, neat, safe and not distracting to others.

Your job and department responsibilities may determine specific appearance requirements to project a professional image. It is your responsibility to ask your supervisor for specific guidelines for your work area and attire on regular business days, designated casual days and for special events.

Professional Conduct

Applies to: All staff employees (Faculty: See Faculty Handbook)

Kettering University expects you to conduct yourself in a professional, responsible and productive manner. Behaviors that are unproductive or detrimental to the University will not be tolerated and may lead to disciplinary action, up to and including

termination of employment. Examples of unacceptable personal conduct include, but are not limited to:

- failure to deliver the expected level of performance for your position;
- refusal to perform assigned work;
- misuse of work time or University resources;
- excessive absenteeism or tardiness;
- failure to comply with University policies and practices;
- insubordination;
- engaging in activities that reflect adversely upon the University or your ability to do your job;
- threats or acts of violence;
- endangering life or property;
- harassment, including sexual harassment;
- violation or misuse of confidential material or information;
- misrepresentation or misuse of authority;
- unauthorized representation or use of the University's name, facilities or properties;
- working under the influence of illegal drugs or alcohol;
- possession, sale or use of illegal drugs or alcohol on University property;
- theft, fraud or dishonesty, including falsification of records;
- failure to disclose potential or actual conflicts of interest;
- possession of any weapon on University property;
- disruptive behavior;
- engaging in a romantic and/or sexual relationship with a student or any other relationship that may influence, or cause perceived influence, in student status.

This list serves to communicate potential areas of misconduct. It is not all-inclusive, as other behaviors may also be deemed unacceptable conduct. In addition, this list does not alter our at-will relationship with staff employees.

Ethics

Applies to: All faculty and staff employees

Kettering University expects you to conduct the business of the University in a legal and ethical manner, observing the highest standards of integrity and ethics. As an employee, you should act solely for the benefit of the University, avoiding any financial relationship or other situations that represent a conflict between the University's interests and your personal interests. An actual or potential conflict may occur if you:

- are involved in an outside business which is a competitor, customer or supplier of the University;
- are involved in an outside business interest which may result in a judgement or decision which would adversely affect the University;

- engage in activities which interfere with your obligations and responsibilities as an employee at the University;
- give the appearance of representing the University while engaged in unrelated activities for personal gain;
- represent third-party business interests (such as ownership in an outside company) that conflict with the University;
- are in a position to influence a University decision that may result in personal gain for yourself, a family member, someone living in your household or a personal friend.

The purpose of this policy is to foster the highest standards of ethical business practices at the University. It is not intended to prohibit sound, ethical business transactions, appropriately disclosed to the University and the appropriate outside organizations. Any activity that may pose a conflict of interest with the University should be discussed with your supervisor before engaging in the activity.

Confidential Information

Applies to: All faculty and staff employees

It is likely that your work will involve information about students, employees or University business. Much of the information is confidential and protected by federal and/or state laws. You are expected to protect confidential information from distribution or misuse. This applies to information in any form: written, spoken or electronic. If you are not sure if information is of a confidential nature, treat it as confidential.

If you leave the University, you may not share any information about students, employees or University business. Because such violations are so serious, the University reserves the right to pursue any criminal prosecution or civil remedy available to recover appropriate damages.

Solicitation & Distribution

Applies to: All faculty and staff employees

To support a productive work environment, the University prohibits the solicitation of employees during working time. Working time is defined as the period of time that is to be spent working and does not include lunch or break periods.

Solicitation includes attempts to:

- sell products or services;
- obtain members in associations;
- promote political or religious views;
- solicit charitable donations;
- post, distribute or display literature, notices or business cards.

Use of employee directories or work-dedicated systems (such as electronic mail, voice mail, facsimile systems, copiers and bulletin boards) for the purpose of solicitation is prohibited at all times.

Environment, Health & Safety

Applies to: All faculty and staff employees

The University is committed to providing a safe workplace and to safeguarding the environment. It is Kettering University's belief that this is every employee's job. You are expected to:

- work safely and maintain a safe workplace;
- safeguard the environment by prudently purchasing, storing and using all materials in accordance with environmental regulations;
- perform your work in accordance with environmental regulations;
- dispose of all materials, including liquid waste, in an environmentally acceptable manner in accordance with University practices;
- contact your supervisor or designee whenever a question of possible environmental harm or liability arises;
- use equipment, tools and/or chemicals only after you are authorized to do so;
- perform work only after reviewing and understanding related equipment instructions;
- perform work only after reviewing and understanding related Material Safety Data Sheets (MSDS);
- provide an MSDS to the Environment, Health and Safety (EH&S) Director upon purchase of any new chemical substances, materials or machinery not previously used on campus to allow for safe receipt, handling and storage;
- provide an MSDS to the EH&S Director prior to the acceptance of any donated chemical substances, materials or machinery to allow for safe receipt, handling and storage on campus;
- perform work only after appropriate mechanical and protective safeguards are in place, including but not limited to, personal protective equipment and machine safeguards;
- report all unsafe acts or conditions encountered during work or on University property to your supervisor or designee;
- report any injury or illness that may be work-related to your supervisor or designee;
- supervisors are responsible for reporting any work-related incidents of accidents, property damage, illness or injury to employees or visitors, by completing and submitting the Incident Report within 2 business days of the occurrence;
- faculty are responsible for reporting student lab or classroom-related incidents of accidents, property damage, illness or injury, by completing and submitting the Incident Report within 2 business days of the occurrence;
- prevent accidents through effective housekeeping and maintenance;

- gain the approval of the Physical Plant Department before removing or disturbing walls, ceilings, floors or piping - only persons trained in accordance with EPA and OSHA regulations may perform this kind of work;
- participate in health, safety and environmental training required for your job and work in accordance with the training provided;
- follow all safety procedures related to your job and department;
- participate in all safety drills;
- familiarize yourself with all emergency procedures and evacuation areas.

Ask your supervisor or designee about any questions related to environment, health and safety. Information may also be obtained from the Director of Environment, Health and Safety or designee. Failure to meet these expectations may be viewed as inappropriate conduct.

Emergencies: DIAL 911

In the event of fire, smoke, or any other emergency, contact Campus Safety by calling extension **911**. Emergencies requiring external assistance must be made through Campus Safety to ensure the most efficient routing of emergency response personnel. **911** calls made using an external line (*i.e.*, 6-911) will result in a delay in service, as your specific campus location is not automatically identified. Be prepared to report the following information:

- your name;
- the location of the emergency;
- the nature of the emergency;
- who is involved; and
- the kind of assistance required.

Workplace Injury

First Aid kits are available in the vicinity of all work areas and may be used for self-care by injured parties. In the event of injury requiring more than self-care or clean-up, contact Campus Safety at extension 911. First Aid, beyond self-care, should only be provided by Campus Safety personnel.

Employees requiring outside medical attention due to a non-life threatening workplace injury must use an approved medical facility and obtain a medical treatment referral form before leaving campus. Employees who fail to use an approved medical facility may forfeit their right to coverage under Workers Compensation and be ineligible for reimbursement under the group medical plan.

In all cases, a workplace injury must be reported as soon as possible to the Environment, Health and Safety (EHS) Director. In addition, an [EHS Incident Report](#) must be completed by the employee and his or her supervisor and submitted within two (2) business days following the incident.

Evacuation Due to Fire

Upon hearing the fire alarm, stop working and proceed to the nearest clear exit. Do not use the elevators to evacuate. Report to the assembly area designated for your

department. Remain outside the building until further instructed by the public address system, a Campus Safety Officer or designee.

Extreme Weather

In the event of extreme weather, such as a tornado warning, the University address system will be activated, and you will be instructed to take shelter. Upon hearing the announcement, stop working and proceed to the nearest shelter. Do not use the elevators unless you are physically unable to negotiate the stairs. The following areas are designated shelters:

- Academic Building and Campus Center - the hallways near the tunnel adjoining the two buildings;
- Recreation Center—outside the lower level restrooms;
- C.S. Mott Engineering and Science Center - the first floor north-south center hallway;
- Thompson Hall—the Laundry Room/Recreation Room area in the basement and the hallways near the Campus Center tunnel.

Unless the University's operations are suspended, all employees are expected to make reasonable efforts to report to work as scheduled. However, if reasonable attempts fail, use your department notification procedure to notify your supervisor of your absence or tardiness. Your supervisor will address time away from work as appropriate (e.g., schedule adjustments, unpaid, vacation, personal day).

Suspension of University Operations

If the University's operations are substantially affected by severe situations, the President or designee may suspend operations. Suspension of operations and your reporting instructions will usually be communicated by your supervisor or through local radio and television stations. In case of a declared City of Flint or Genesee County emergency, the University will suspend operations.

All full-time employees will be paid for time off due to suspension of University operations for up to three consecutive days. Part-time employees will be paid up to 4 hours for each 8 hours scheduled to work (up to a maximum of 12 hours) during the time of suspended University operations. If the University is not able to resume operations within three days, further time off may be without pay.

Attendance

Applies to: All staff employees

The work you do is important to your department's efficient operation and the University's overall success. For this reason, regular attendance and punctuality are expected at all times.

Reporting Absences and Tardiness

You must notify your supervisor of an unexpected absence or tardiness as soon as possible. If your department has a notification procedure, follow the appropriate

steps. Otherwise, call your supervisor as soon as possible on each day of absence. If you cannot reach your supervisor, inform another employee of your absence and leave a message for your supervisor, including a telephone number where you can be reached.

Medical (including dental) appointments should be scheduled outside of work hours whenever possible. If you must schedule medical appointments during work hours, request the time off from work from your supervisor with as much notice as possible. These appointments should be scheduled at the beginning or end of the workday, or adjoining a lunch break to minimize work disruptions. To compensate for work time missed, you may be able to adjust your work schedule (e.g., work earlier or later than your usual schedule, or shorten your lunch breaks). These adjustments must be approved by your supervisor. Non-exempt employees must make any schedule adjustments within the same workweek as the medical appointment. Alternatively, work time missed for medical appointments will be charged to your incidental sick day allowance.

To comply with the Fair Labor Standards Act, exempt employees must use incidental sick days in a minimum of four-hour increments and non-exempt employees must use incidental sick days in a minimum of one-hour increments.

If you are absent for more than three consecutive workdays, you are required, upon your return, to provide a physician's statement to your supervisor specifying the dates during which you were unable to work and whether you are able to return to work with or without restrictions. If restrictions are indicated, the statement must include the type of restriction and the duration necessary. Additional documentation may also be required.

If you have a serious illness or injury, you may be eligible for short-term disability benefits and/or FMLA leave. For more information, see [Short-Term Disability Benefits](#) and/or [Family and Medical Leave Act](#).

If you are absent for three consecutively scheduled workdays without notifying your supervisor, you will be considered as having resigned from your position with the University. Additionally, you will be considered as having resigned if you fail to respond to a notice to report to work.

Your supervisor maintains a record of your attendance, including any incident of absence, tardiness or leaving early. In addition, your supervisor may require a physician's statement if you are absent for any length of time due to medical reasons. This record is used to evaluate your attendance. An employee who does not fulfill the University's expectations regarding attendance will be subject to disciplinary action, up to and including termination. This may include:

- excessive incidents of lateness, absence or leaving early;
- any incident of lateness, absence or leaving early without approval;
- any misrepresentation of the reason for an incidence of lateness, absence or leaving early.

Work Hours

Applies to: All staff employees

The University is normally open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday. For most employees, these are the hours you are expected to work. However, work hours may vary depending on the nature of your job. Your supervisor will inform you of your specific work hours. For non-exempt employees, any hours worked in addition to your regular schedule must be directed or pre-approved by a supervisor. All full-time employees are expected to work at least 40 hours per week.

While at work, you are expected to use the same discretion when using personal cellular telephones (cell phones), as is expected for the use of University phones. Excessive personal calls during the workday, regardless of the telephone used, can interfere with productivity and distract others. Personal calls should be made during non-working time, whenever possible. Personal calls during work time should be minimal and brief. Discretion should be used when using your cell phone during meetings or other interactions.

Lunches and Breaks

The University provides for an unpaid lunch break near the middle of the workday. The length of your lunch period is normally one hour. You may also take a short break in the morning and one in the afternoon if your work responsibilities permit. Your supervisor will advise you about any specific expectations regarding lunches and breaks.

University Property

Applies to: All faculty and staff employees

University property and resources are intended for use that supports our mission. All employees have the responsibility to protect, maintain and use University property and resources appropriately. This includes, but is not limited to:

- being fiscally responsible through cost-effective uses;
- maintaining the functionality and appearance of property and facilities;
- protecting property and resources from theft and damage;
- using University property and resources for University benefit;
- reporting any misuse or damage to your supervisor.

University property includes, but is not limited to:

- all financial resources;
- all campus buildings and facilities, fixtures and real estate;
- all University equipment, vehicles, furnishings, artwork, identification, supplies and inventories;
- all information technology resources, library holdings, telephone and communication systems, keys and mail;

- the name Kettering University, all letterheads, stationery, logos and trademarks.

Misuse of any University property may result in disciplinary action, up to and including termination.

Financial Resources

You are responsible for protecting and achieving maximum economy when using the University's financial resources. The University's Business Office maintains specific policies related to expenditures and reimbursements. Before initiating any financial transaction on behalf of the University, you are responsible for obtaining, reviewing and understanding any related business policies so you can abide by them. You are also responsible for obtaining proper authorization.

Equipment

You are expected to use University equipment with caution and in accordance with the manufacturer's specifications so as not to injure yourself or others, or cause damage to the equipment. If you are unsure about proper operation, refer to the manufacturer's user manual or ask your supervisor for assistance. Immediately inform your supervisor of any equipment malfunctions.

In general, you are expected to use University equipment on University property. If you need to remove equipment, secure authorization from your supervisor beforehand.

Vehicles

The University maintains a fleet of vehicles for business use. The Business Office maintains policies regarding proper use of University vehicles. Before you use a University vehicle, you are expected to obtain, review and understand these policies so you can abide by them. In order to drive a University vehicle, you must possess a valid driver's license. A check of your driving record may be conducted.

In addition, you are expected to drive safely, courteously and in accordance with all laws. Cellular telephones (cell phones) can cause serious distractions while driving. All cell phone use, whether for personal or business reasons, is prohibited while driving University vehicles or while otherwise driving for University business.

Keys & Access Cards

You may be issued keys and/or access cards for those areas where your job requires access. You are responsible for any keys and/or access cards issued to you. You are also expected to ensure the areas you access are secured and protected. The use of keys and/or access cards assigned to you is not transferable. If you leave the University's employ, you will be required to return all keys and access cards assigned to you.

Information Technology Resources

The University's information technology resources include, but are not limited to, telephones, cellular telephones, video cameras, video projectors, computers (personal computers, laptop/notebook computers, personal digital assistants [PDA's],

workstations and servers), electronic messaging (e-mail, e-calendar, etc.), databases, software, CD ROM's, printers, voice, video, and data and video communications infrastructure. Acceptable use of this property is communicated in the University's Information Technology policies. You may access these policies through the University's website at http://www.kettering.edu/it/policies_and_standards.jsp or by contacting the Information Technology Department. You are responsible for obtaining, reviewing and understanding these policies so you can abide by them as they specifically relate to your job.

Electronic communications and contents of University computers are the sole property of the University. The University may override individual passwords and codes and may require you to disclose all passwords and codes to facilitate access.

In general, as a University employee, you are expected to use common sense, common decency and civility when using all University information technology resources. Unacceptable use of information technology resources includes, but is not limited to:

- soliciting or distributing information not related to University business;
- communicating in a way that may constitute verbal abuse, slander, defamation, a threat, harassment or discrimination against others, regardless of intent;
- creating, distributing or soliciting sexually oriented messages or images, unwelcome sexual advances, requests for sexual favors or any other unwelcome conduct of a sexual nature;
- taking unauthorized photographs or video images;
- using, distributing or printing material that violates copyright laws;
- disseminating confidential information concerning the University, its students or employees;
- operating your computer without virus scan protection utilizing an up-to-date virus definition file.

Be aware that e-mail and voicemail may not be secured communication channels. Caution should be used when sending sensitive, confidential or personal subject matter. Security and backup of data stored on the desktop and/or laptop computers is the responsibility of the user.

The University may access and monitor any e-mail or voicemail messages, files or other electronic communications at any time and without notice. This may be necessary to verify proper use of the University's systems, monitoring service and performance, assuring compliance with University policies, and investigating conduct or behavior that may be illegal or may adversely affect the University or the welfare of its employees.

By using the University's computer and telecommunications resources, you knowingly and voluntarily consent to being monitored and acknowledge the University's right to conduct such monitoring. Electronic communications have been determined to be admissible in a court of law.

Employee Identification Cards

You will be provided with an employee identification card to confirm your identity for such purposes as accessing buildings, borrowing library materials and using Recreation Center facilities and equipment. If you leave the University's employ, you will be required to return your University identification card.

Personal Use of University Property

The University recognizes that occasional personal use of University property may be necessary at times. Please be aware of the costs to the University and limit your use of telephones, computers, facsimiles, copiers and other equipment and service to essential matters only. It is your responsibility to ask your supervisor for specific guidance about personal use of University property. Non-essential use may be viewed as inappropriate conduct.

University postage for personal mail is strictly prohibited. In addition, University stationery may only be used for job-related purposes.

Personal Property

Applies to: All faculty and staff employees

It is your responsibility to safeguard your personal belongings. The University is not liable for any personal property that is lost, stolen or damaged.

Use of a personal camera to take photographs or video images must be authorized by management. Taking photographs or video images is not permitted in restrooms or locker rooms.

Outside Employment

Applies to: All full-time faculty and staff employees

You are required to notify your supervisor if you are employed outside of the University, or are self-employed, to ensure there is no possible conflict of interest. If you are considering outside employment, you must discuss the matter with your supervisor before you make any commitment. You may not engage in any activities that compete with the University's business interests or work that involves the use of confidential information learned directly or indirectly through your employment at the University.

As a full-time employee of the University, you are expected to devote your full and best efforts to your work here. Any employment outside of the University must not interfere with your job, including your ability to meet attendance, productivity and quality requirements.

Leaving the University

Applies to: All faculty and staff employees

The University strives to work with you to provide a mutually satisfying work relationship. However, you may experience changes and opportunities that lead you to leave your employment with the University. To help the University understand workplace trends and needs, Human Resources may ask you to complete an exit questionnaire prior to your departure.

Staff employees are free to resign at anytime, with or without cause or notice. To assist in planning for your departure, the University requests that you submit a written resignation to your supervisor with reasonable notice (at least two weeks) prior to your intended last day of work. Faculty members are obliged to honor applicable appointment letters or the Faculty Handbook regarding resignation.

All resignations must be submitted in writing to your supervisor, with a copy to Human Resources. If you do not submit a written resignation, and you do not call or report to work for three consecutively scheduled workdays, the University will consider your non-communication a resignation. Requests for short-term disability benefits for elective procedures will not be approved when scheduled immediately preceding resignation or retirement dates.

Benefits Continuation

Under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA), full-time faculty and staff and their enrolled dependents are eligible to continue medical, dental and vision benefits if they pay the monthly premium(s) for coverage. You will receive additional information about your opportunity to continue benefits following your separation from the University.

Dependent Care & Health Care Reimbursement Accounts

Faculty and staff with Dependent Care or Health Care Reimbursement accounts may continue to submit claims. Health care expenses must be incurred prior to the termination date or in conjunction with the use of COBRA. Dependent care expenses must be incurred prior to the termination date. Any unused balances will be forfeited.

Vacation Payout

If you provide written notice to your supervisor at least 10 working days before your planned date of resignation, you will receive 100% pay in lieu of your unused vacation allowance. If you fail to provide appropriate notice of resignation or if you work less than 10 days after your notice is received by the University, you will forfeit your vacation allowance and associated pay. The 10 working day period does not include (paid or unpaid) time off work.

Effective July 1, 2006, when appropriate, pay in lieu of unused vacation will be distributed as follows:

If Eligible for:	Vacation Payout
less than 15 days of vacation per academic year	No Vacation Payout
15 days of vacation per academic year	<ul style="list-style-type: none"> ▪ all banked vacation days; and ▪ 10 hours per full month paid in current academic year.
20 days of vacation per academic year	<ul style="list-style-type: none"> ▪ all banked vacation days; and ▪ 13.33 hours per full month paid in current academic year.

If your vacation usage exceeds your earned vacation time, your final paycheck will be appropriately adjusted. In cases where the University imposes separation of employment, it reserves the right to forfeit any vacation allowance and all pay in lieu of any allowance.

Retirement

Faculty and staff employees are eligible to retire from the University when one of the following sets of requirements are met:

- you have completed at least ten years of full-time service; and
- you are a full-time or part-time employee of the University at the time of retirement; and
- you are at least 60 years of age.

Or:

- you are between the ages of 55 and 59; and
- you are a full-time or part-time employee of the University at the time of retirement; and
- the combined total of age and full-time service equals at least 75 years.

In addition, faculty members are obliged to honor applicable appointment letters or the Faculty Handbook regarding resignation. When you decide to retire, present a letter of intent to your supervisor with a copy to Human Resources at least 60 days prior to the effective date of your retirement.

As a retiree, you may have access to the University's group health insurance at the retiree group rate. If you chose to take advantage of this option, you will be responsible for payment of the total premium (100%). Once you are eligible, Medicare will become the primary provider and the group health insurance will become the secondary provider. The University's group dental and vision insurances are not available to retirees.

Return of University Property

Before your last day of work, you must return all University property to the appropriate department, including:

- any borrowed Recreation Center equipment;
- any library books or resources borrowed by you or a family member;
- any other University supplies or equipment in your possession.

In addition, on your last day of work you must return the following University property to a Human Resources representative:

- the University identification card assigned to you;
- the University parking tag assigned to you;
- all assigned keys and access cards;
- all University credit/purchasing cards.

Any outstanding balances due the University must be cleared with the Business Office. The University reserves the right to withhold your last paycheck until all University property is returned and debts are paid in full.

Final Paycheck

If you have returned all University property and, if applicable, have submitted your final time report, you will receive your final paycheck no later than the next regular payday following your last day of work. If applicable, your final paycheck will include any vacation allowance adjustments.

Employment References

Employment references or verification of employment will be provided only through the Human Resources Department, upon an employee's authorization. Only the employee's current or last job title, salary or wage rate and current or final dates of service will be provided.

COMMUNICATION

About Performance

Applies to: All staff employees

Your job performance affects the ability of the University to achieve its goals. The Performance Management Process (PMP) is designed to assist you in accomplishing the requirements of your job and your job-related objectives so the University's goals may be realized. The PMP links performance planning, ongoing feedback from your supervisor about your performance and the performance review as integrated elements.

Performance Planning establishes individual performance objectives based on the goals of the University, your department's objectives and your professional interests. It serves to clarify expectations and forms the basis for evaluating performance throughout the year.

Performance Feedback consists of ongoing discussions you and your supervisor have about your performance progress. It serves to keep you and your manager current on your performance results, the needs of your job and department, and any obstacles.

Performance Review is a comprehensive appraisal of your performance during a review cycle. It serves to recognize and reinforce desired performance, discuss needed improvements and provide a basis for potential merit awards. During your review, your supervisor will rate your performance as follows:

Exceeds Expectations (3): performs all job responsibilities far above the requirements of the job, exceeds all individual performance objectives and displays a high degree of specific skills required in the job.

Meets Expectations (2): achieves the expectations of all job-related requirements and fully meets all performance objectives and displays a satisfactory degree of most specific skills required in the job.

Needs Improvement (1): does not perform all job responsibilities, meets some or none of the individual performance objectives and displays a less than satisfactory degree of specific skills required on the job.

You and your supervisor share the responsibility for making the PMP work effectively by:

- understanding the University goals and department objectives;
- working together to develop your individual performance objectives;
- building an understanding of your job expectations;
- working to remove performance obstacles;
- monitoring your performance results;
- discussing performance results regularly.

Career Opportunities

Applies to: All faculty and staff employees

The University fills job openings with the most qualified applicant. You are encouraged to pursue career opportunities within the University by reviewing postings for open positions. All vacancies are posted in Human Resources and on its website. Specific vacancies are posted weekly on boards located at several campus locations. All open full-time positions and part-time positions working over 15 hours per week will be posted, except those related to restructuring within a department.

To apply for an open position, submit an [Employee Application for Posted Position](#) form and two copies of your resume by the deadline stated on the posting. You are eligible to apply if you have served a minimum of one year in your current position. Because we support open communication, you must notify your supervisor that you are applying for a position. If you meet the qualifications for the position, you may be contacted to interview for the position. Your supervisor may be contacted by the hiring manager to inquire about your work performance and experience. If you are selected for a position, your start date will be arranged by the supervisors involved. If there is a pay adjustment, it will be effective on the start date for the new position.

You are also encouraged to share information about job openings with others who may be interested in applying. They can communicate their interest by providing two copies of their resume to Human Resources with a letter identifying the open position and you as a reference.

Employment of Family

Family members may work at Kettering University as long as their employment does not cause any potential conflict of interest. For example, family members may not be in a:

- direct supervisory relationship to one another;
- position to determine or influence each other's personnel actions.

Additionally, to prevent potential conflict, the placement of two family members within the same manager's area of responsibility is discouraged.

For this purpose, family is defined as spouse, mother, father, sister, brother, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandparents, grandchild, aunt, uncle, niece, nephew, step-parent or step-child.

Your Personnel Records

Applies to: All faculty and staff employees

The University maintains a personnel file for each employee. These files contain records of basic personal information, including home address and telephone

numbers, and employment-related information, such as copies of your performance reviews. The University strives to balance its needs to obtain, use and retain employee information with each individual's right to privacy. Information contained in your file will only be disclosed upon your written release or when authorized or required by federal, state or local law.

Access to Your Personnel Records

If you wish to review your personnel file, you must complete and submit a [Request to View Personnel Records](#) form to Human Resources at least 24 hours in advance. You may review your personnel file up to two times per calendar year. A Human Resources representative will oversee the review of your file to answer any questions. You may not remove or change any portion of your file. However, you may request:

- photocopies of any document in your file (up to 10);
- a complete copy of your personnel file, which will be provided within a practical timeframe;
- the addition of any employment-related records to your file.

Personal Information Changes

It is in your best interest to ensure your personal information maintained by the University is accurate. It is your responsibility to notify Human Resources should you change your:

- name;
- address;
- home telephone number;
- marital status;
- number of dependents;
- beneficiaries;
- emergency contacts.

You must submit any changes to Human Resources by completing an [Employee Action](#) form. All family status changes must be communicated within 30 days of the event to affect insurance coverage at that time.

Concerns & Suggestions

Applies to: All faculty and staff employees

You are encouraged to share your concerns, seek information, provide input and resolve problems and issues through your supervisor. Your supervisor is interested in what you have to say and will listen to your concerns and ideas. You may not always get the answer you wanted to receive, but every effort will be made to resolve problems or give you a prompt and complete reply.

Fair Treatment

Applies to: All faculty and staff employees

At times, you may feel that an employment decision is unfair to you, or that you are entitled to certain benefits or considerations you have not received. To seek information or resolution:

1. Discuss the matter with your supervisor. Often times your supervisor will be able to resolve the matter or provide you with the information you need to better understand the reason for the decision.
2. If you and your supervisor are unable to reach a conclusion you can accept, or if you feel that the matter is one you cannot discuss with your supervisor, then feel free to address it with your supervisor's manager.
3. If you are unable to reach a conclusion you can accept with your supervisor or your supervisor's manager, you may submit a memo to the Vice President of Human Resources or designee explaining the issue. A meeting will be arranged to include you, the Vice President of Human Resources or designee, a member of management and any other involved parties, as appropriate. You will be advised of the decision as soon as practical.

You may not always get the answer you wanted to receive, but every effort will be made to resolve issues and give you a prompt and complete reply.

INDEX

A

absenteeism, 28
accidental death & dismembr. insurance, 20
accommodation, 6
alcohol, 10
Art Center, 25
ATM, 26
attendance, 32
at-will, 5, 6, 28

B

banking, 26
Banking, 26
benefits, 38
benefits eligibility, 5
bereavement, 15
breaks, 34

C

Campus Safety, 25, 26, 31, 32
Campus Store, 25
career opportunities, 42
casual days, 27
casual employees, 6
categories of employment, 5
cell phones, 34, 35
cellular telephones, 34, 35
Charles F. (Boss) Kettering, 3
COBRA, 38
College Retirement Equities Fund, 22
complaints, 6, 7, 9
concerns & suggestions, 43
conduct, 27
confidential information, 29
conflict of interest, 7
cooperative program, 3

D

death of a family member, 15
Defined Contribution Retirement Plan, 22
dental insurance, 20
dependent care expenses, 21
dependent care reimbursement account, 38
dependent tuition waiver, 23
dining, 26
direct deposit, 13
disability, 6, 11, 18, 19
disciplinary action, 27
discrimination, 7, 13
dress, 27
drugs, 10

E

EAP, 21
educational assistance, 24
educational benefits, 23

electronic mail (e-mail), 36
emergencies, 25
employee & dependent tuition waiver, 23
Employee Assistance Program, 21
employment of family, 42
Employment references, 8, 40
employment relationship, 5
employment status changes, 21
employment, outside. See outside employment
Environment, Health & Safety, 30
Equal Employment Opportunity, 6
ethics, 28
evacuation due to fire or other emergency, 31
excessive absenteeism, 28
exempt employees, 5

F

Fair Treatment, 44
Family and Medical Leave Act, 10
family status changes, 21
Federal Fair Labor Standards Act, 13
fire, 31
First Aid, 31
Flexible Benefit Plan, 21
Flint Institute of Technology, 3
FMLA, 10, 11, 12, 19
future revisions, 1

G

General Motors, 3
General Motors Institute, 3
GMI Engineering & Management Institute, 3
group insurance benefits, 20

H

harassment, 8, 28
health, 30
health care reimbursement account, 38
health insurance, 20
history, 3
holidays, 14
hostile work environment, 8
hourly employees, 5

I

identification cards, 37
illness, 16, 17, 18, 30, 33
[Incident Report](#), 30, 31
incidental sick days, 16, 17, 33
Incidental Sick Days, 16
Industrial Fellowship of Flint, 3
injury, 17, 18, 30, 31, 33
insurance coverage changes, 21
intermittent leave, 11
introductory employees, 6
introductory period, 6
IT resources, 35

J

job openings, 42
jury duty, 16

K

Kettering, 3
keys, 35

L

leaving the University, 38
library privileges, 26
life insurance, 20
Long-Term Disability Benefits, 19
lunches, 34

M

Material Safety Data Sheet, 30
merit awards, 13
military leave, 19
misconduct, 28
mission, 4

N

non-exempt employees, 5, 13

O

open enrollment, 21
other services, 25
outside employment, 37
overtime, 5, 13
overtime pay, 13

P

parking, 26
pay & benefits, 13
pay days, 13
pay increases, 13
performance, 41
performance review, 41
personal days, 14, 17
personal information changes, 43
personal leave of absence, 20
personal property, 37
personal use of University property, 37
personnel file, 42
personnel records, 42
Privacy Policy, 8
productive work environment, 8, 27, 29
Productive Work Environment Policy, 8
professional conduct, 27
professional image, 27

Q

qualifying events, 21

quality and commitment, 27

R

Recreation Center membership, 26
reporting time worked, 13
resignation, 38
resolving problems, 43
responsibilities, 27
retirement, 39
retirement benefits, 22

S

safety, 30
salaried employees, 5
Scharzburg Archives, 25
self-employed, 37
sexual harassment, 8, 28
Short-Term Disability Benefits, 18
sick days, 16, 17, 33
Smoke-Free Environment Policy, 9
smoking, 10
Sobey, 3
solicitation & distribution, 29
Substance Abuse Policy, 10
suggestion form, 2
suggestions, 1, 43
Summary Plan Description, 19, 21, 23
Supplemental Tax-Deferred Annuity Plan, 22
suspension of University operations, 32

T

tardiness, 32
Teachers Insurance and Annuity Association, 22
TIAA/CREF, 22
time off work, 14
travel accident insurance, 20
tuition waiver, 23

U

uninsured health care expenses, 21
University property, 34, 39

V

vacancies, 42
vacation, 14
vacation for new employees, 15
vacation payout, 15, 38, 39
vehicles, 35
verification of employment, 8, 40
vision insurance, 20

W

weather, 32
witness duty, 16
work hours, 34
Workplace Injury, 31