

# STAFF HANDBOOK

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The Essential Guide for  
Professional, Support, and  
Service Staff



INDIANA UNIVERSITY

# STAFF HANDBOOK

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For Professional, Support,  
and Service Staff

University Human Resource Services  
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## NOTICE

The content of this handbook is not all-inclusive nor a promise or contract between Indiana University and its staff. These guidelines and summaries are intended to be an introduction to how university policies and procedures apply to Staff employees. If you are in a union-represented position, any provisions of the personnel policies covered in a union agreement take precedence over differences contained in this handbook. Union-represented employee groups include Service Maintenance Staff at Bloomington, Indianapolis, and South Bend; Support Staff at Bloomington and Northwest; and Stagehands at Bloomington. Also see the following section, "Employee Designations."

At any time, the university reserves its right to modify, change, suspend, or cancel all or any part of the policies, procedures, and programs contained in this handbook. The university will, at its discretion, make changes and develop new or revised policies and procedures from time to time. When possible and appropriate, the university will seek input from staff groups, exclusive employee representatives, and administrators. When the university develops or modifies new policies, procedures, and programs, it will notify members of the university community as soon as possible. Differences that result from such changes will take precedence over the contents of this handbook.

For the most current personnel policy information visit [www.indiana.edu/~uhrs/](http://www.indiana.edu/~uhrs/).

**This handbook is available online at [www.indiana.edu/~uhrs/handbook/](http://www.indiana.edu/~uhrs/handbook/).**



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# EMPLOYEE DESIGNATIONS

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This handbook covers employees classified as (1) Professional and (2) Support and Service, with the designations listed below.

## **Professional Staff**

- Not eligible for overtime (PAE)
- Overtime eligible (PAO)
- Salaried and overtime eligible (PAU)

## **Support Staff**

- Clerical (CL)
- Technical (TE)
- Staff Nurses (NU)
- Nursing Assistants (NA)
- Licensed Practical Nurses (PN)
- Research Technicians (RS)
- Support Staff (SS)
- Stagehands (TE)

## **Service Staff**

- Service Maintenance (SM)
- General Supervision (GS)





## HUMAN RESOURCES OFFICES

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### ***Bloomington***

Human Resource Services  
Indiana University  
Poplars E165  
400 E. 7th Street  
Bloomington, IN 47405-3085  
(812) 855-2172

### ***East (Richmond)***

Human Resources  
Indiana University East  
Whitewater Hall  
2325 Chester Blvd.  
Richmond, Indiana 47374  
(765) 973-8232

### ***Indianapolis***

IUPUI Human Resources  
Room 340  
620 Union Drive  
Indianapolis, IN 46202-5168  
(317) 274-7617

### ***Kokomo***

Office of Human Resources  
Indiana University Kokomo  
Main Building KO 117  
2300 S. Washington Street  
Kokomo, IN 46904-9003  
(765) 455-9368

### ***Northwest (Gary)***

Department of Human Resources/Payroll  
IU Northwest  
Marram Room 118  
3400 Broadway  
Gary, Indiana 46408  
(219) 980-6775

### ***South Bend***

Human Resources  
Indiana University South Bend  
Administration Building Room 244  
1700 Mishawaka Avenue  
South Bend, Indiana 46634  
(574) 520-4872

### ***Southeast (New Albany)***

Office of Human Resources  
Indiana University Southeast  
University Center South Room 244  
4201 Grant Line Road  
New Albany, IN 47150-6405  
(812) 941-2356

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### **University Human Resource Services**

This office provides programs and services on a university-wide basis, such as oversight of personnel and salary administration policies for Staff and Hourly employees and benefit programs for Academic, Staff and Hourly employees.

### ***University Human Resource Services***

Indiana University  
Poplars E165  
400 E. 7th Street  
Bloomington, IN 47405-3085  
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# INDIANA UNIVERSITY AT A GLANCE

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Indiana University is one of the oldest and finest public universities in the nation. Our leadership and advances in medical research, life sciences, and information technology—and new frontiers in the arts, humanities, and social sciences—make us one of the most diverse public research institutions in the United States today.

.....  
**In 2006, student enrollment at IU totaled nearly 100,000. This figure includes undergraduate, graduate, and professional enrollees. Of these, approximately 40,000 students study at the Bloomington campus and approximately 30,000 students are enrolled at IUPUI.**  
.....

At the same time, IU plays a key role in the economic and social well-being of Indiana residents, offering educational, cultural, and financial benefits to the state.

.....  
**More than 230,000 IU alumni work in Indiana. More than 50 percent of Indiana's physicians, 64 percent of optometrists, 35 percent of teachers, 75 percent of lawyers, and 90 percent of dentists are IU graduates.**  
.....

**Over the next decade, IU will recruit nearly 500 of the nation's top life sciences researchers to work at IU campuses and regional medical education centers throughout the state.**  
.....

Central to IU's success are its more than 18,000 Academic and Staff employees, many of whom work behind the scenes to ensure that students have the resources they need to succeed at IU and in the workforce. A variety of administrative and support offices are crucial to the ongoing business and success of IU.

.....  
**In 2006, the total number of Staff employees was approximately 11,500. Staff employees are professional, support, and service workers.**  
.....

## **IU's Administration**

Indiana University is governed by a nine-member board known as the Board of Trustees of Indiana University. Administrative leadership is provided by Michael A. McRobbie, the president of Indiana University, two executive vice presidents, ten vice presidents, and a chancellor/provost for each of the eight campuses.

## **IU's Eight Campuses**

Indiana University is composed of eight campuses—a residential campus in Bloomington, an urban campus in Indianapolis, and regional campuses located in Richmond, Fort Wayne, Kokomo, Gary, South Bend, and New Albany. The campuses at Indianapolis and Fort Wayne have both IU and Purdue academic programs. IU South Bend and IU Southeast currently have on-campus student housing projects underway with expected completion in 2008.



# EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION

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## **Affirmative Action and Equal Employment Opportunity**

Indiana University pledges to continue its commitment to the achievement of equal opportunity within the university and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women, and veterans.

An Affirmative Action office on each campus monitors the university's policies and assists individuals who have questions or problems related to discrimination.

## **Americans with Disabilities Act (ADA) Rights**

University policy and federal law forbid employment discrimination against qualified persons with physical and mental disabilities. A qualified person with a disability is someone with a disability who meets the necessary skill, work experience, education, training, licensing or certification, or other job-related requirements of a position.

The ADA defines a person with a disability as an individual who:

- Has a physical or mental impairment that limits one or more major life activities (walking, speaking, seeing, hearing, etc.)
- Has a record of such impairment
- Is regarded as having such an impairment

IU is committed to ensuring equal employment opportunities for qualified persons with disabilities. The university will provide reasonable accommodations as provided in the law for employees protected by the ADA by making changes in the work environment or by changing certain practices and procedures. If you are an individual with a disability, and you meet the qualifications above, contact your supervisor or Human Resources to discuss your needs.

## **Policy Against Sexual Harassment**

The university policy against sexual harassment is designed to protect all members of the university community. It applies to relationships among peers and to superior/subordinate relationships. It also applies to all individuals regardless of their gender or sexual orientation.

Harassment on the basis of sex is a violation of federal and state law. Indiana University does not tolerate sexual harassment of its faculty, staff, or students. Individuals who believe they are victims of sexual harassment, and those who believe they have observed sexual harassment, are

strongly urged to report such incidents promptly.

IU will investigate every sexual harassment complaint in a timely manner and, when there is a finding of sexual harassment, take corrective action to stop the harassment and prevent the misconduct from recurring. The severity of the corrective action, up to and including discharge or expulsion of the offender, will depend on the circumstances of the particular case.

Indiana University defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

### ***Reporting Sexual Harassment***

Sexual harassment can be reported to a supervisor, Office of Affirmative Action, Dean of the Faculties, Dean of the Students, or Human Resources.

#### **WEB RESOURCE**

[www.indiana.edu/~uhrs/policies/uwide/sexual\\_harass.html](http://www.indiana.edu/~uhrs/policies/uwide/sexual_harass.html)

# CLASSIFICATION AND COMPENSATION

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## Professional Staff

### **Classification of Positions**

Professional Staff positions are categorized into job families. Generally, each job family has six levels which correspond to increasing levels of job responsibility.

- A job family correlates with a discipline, occupational category, or functional area that defines the type of work performed.
- The job level is based on complexity, scope of impact, autonomy, and knowledge required to perform the work.

#### **WEB RESOURCE**

[www.indiana.edu/~uhrs/salary/comp/levels\\_index.html](http://www.indiana.edu/~uhrs/salary/comp/levels_index.html)

Occasionally, management's allocation of duties and responsibilities of a position change significantly enough to consider reclassifying the position. Reclassifying a position requires a formal process of reevaluation. Contact Human Resources for more information.

## Support and Service Staff

### **Classification of Positions**

Each Support and Service Staff position is classified into a job within a functional group. (See the previous section, "Employee Designations," for a complete list of groups.) A position consists of the duties and responsibilities assigned to a specific employee; a job is a collection of positions with similar duties and responsibilities performed at the same skill and responsibility level.

Each job is evaluated and assigned a classification level within the appropriate group. To evaluate jobs, the university uses several factors including education and experience requirements, complexity of the work, and work environment. Jobs that are similar in terms of these factors are grouped into the same classification level. Occasionally, management's allocation of duties and responsibilities of a position change significantly enough to consider reclassifying the position. Reclassifying a position requires a formal process of reevaluation. Contact Human Resources for more information.

## Professional Staff

### **Compensation Principles**

Indiana University's total compensation philosophy is comprised of both pay and benefits that are comparable to the practices of peer employers in the relative labor market for a job family and level. The university continuously monitors marketplace pay and benefit trends to ensure that the university's total compensation program is consistent with this philosophy.

Each job family has its own set of salary ranges that are based on pay trends in the relative labor market. Jobs are priced on the external value of similar jobs in other organizations with whom the university competes for talent. Each salary range contains a minimum, a competitive market zone, and an upper reference point. These ranges provide managers with the foundation for making objective decisions regarding pay.



Management makes decisions regarding employee pay based on objective, job-related criteria in a consistent, non-discriminatory manner. See the policy, Salary Decisions for Individual Employees, at [www.indiana.edu/~uhhrs/policies/nonunion/2.0/2.6.html](http://www.indiana.edu/~uhhrs/policies/nonunion/2.0/2.6.html).

#### Support and Service Staff

### **Compensation Principles**

Guidelines regarding employee pay for Support and Service Staff employees depend on the functional group, the campus, and union representation. See the personnel policy manual for your employee group.

### **Pay and Pay Dates**

Professional Staff are paid monthly, on the last workday of the month, for work performed that month. In December, the payday occurs on the first workday in January.

Support and Service Staff are paid every other week on Friday, for work performed in the preceding two-week period. If the Friday is a holiday, the pay date is the preceding workday.

All new employees must complete the online Payroll Direct Deposit form, or fill out a paper Direct Bank Deposit Authorization Form to have their pay automatically deposited to a checking or savings account.

Many departments send an e-mail to employees on pay day with a link to view your paycheck online. Financial Management Services (FMS) lists pay dates for the entire year. This site also provides instructions on how to:

- Set up direct deposit online
- Find and view your paycheck and paycheck history
- Learn about the various fields in your paycheck

To change your name, address, or the amount of withholding from your check, contact the campus Human Resources office.

#### **WEB RESOURCE**

[www.fms.iu.edu/payroll/EmplSelfSrv.asp](http://www.fms.iu.edu/payroll/EmplSelfSrv.asp)

# EMPLOYMENT

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## **Employment of Relatives**

Indiana University does not hire or transfer persons related by blood, adoption, marriage, or same-sex domestic partnerships into positions that create a relationship of immediate supervision (supervisor to employee) between two people. A vice president or the chancellor/provost of each campus determines what is immediate supervision.

Persons related by blood or adoption that fall under this policy include: parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, and first cousin.

Persons related by marriage or same-sex domestic partnerships that fall under this policy include: husband, wife, same-sex domestic partners, stepparent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, daughter-in-law, son-in-law, half-sister, half-brother, uncle, aunt, nephew, niece, and relations of the same degree of a same-sex domestic partner.

## **Evaluation Period for New or Promoted Employees**

All new Staff employees serve an evaluation period, also called a qualifying or probationary period. This assures that you can perform your job satisfactorily.

- Professional Staff serve an evaluation period of six months.
- Support and Service Staff serve an evaluation period of four months.
- Police officers serve a period of one year.
- If promoted, you may be required to serve another evaluation period. See the personnel policy manual for your employee group.

Under certain circumstances, a department head may extend this period so you have enough time to demonstrate satisfactory performance. If your supervisor decides at any time during the period not to continue your employment, contact Human Resources to discuss other possible job opportunities. Supervisors are encouraged to provide you with a progress report midway through the evaluation period. Your supervisor should tell you whether you have satisfactorily completed the period.

See the policy for your employee group for details about certain rules and restrictions in effect during the evaluation period.

## **Promotions and Transfers**

The university supports filling vacancies whenever possible by promoting existing staff. Sometimes this is not possible. When deciding promotions and transfers, the university considers many factors, including the following:

- Ability to do the work
- Prior work performance
- Attendance record over the last 12 months
- Amount of university service credit

You will be required to work a specified length of time in a position before requesting a transfer

or promotion, unless you have advance approval from your supervisor. Consult with Human Resources for the length of time individuals in your employee group must serve.

If you transfer or are promoted to another Staff position, your university paid time off accumulations will carry over to the new job, subject to the rules that apply to your new position.

## **Reemployment Provisions**

If you separate employment from the university, and are later reemployed, you might have certain provisions restored. See the Reemployment Provisions policy for details. Generally, employees who separate due to a reduction in force, a medical necessity, or military service will have the provisions listed below restored, as long as reappointment occurs within the specified time limit.

- Unused sick bank or income protection time
- Unused vacation time or PTO for which the employee did not receive terminal pay
- University seniority
- Occupational unit seniority, provided the employee is reemployed in the same occupational unit
- University service credit

If you voluntarily separate from the university and are reemployed in a staff position, you receive university service credit as defined in the Seniority Date/Service Credit policy.

## **Seniority Date/Service Credit**

### ***University seniority date***

The university seniority date is the date from which employment has been continuous in a staff position. It excludes any employment as an Hourly employee.

### ***Occupational unit seniority date***

The occupational unit seniority date is the date from which employment has been continuous in a staff position in the current occupational unit. It excludes any employment as an Hourly employee. A list of occupational units is contained in the personnel policy manual.

### ***Uses of these dates***

The university seniority and occupational unit seniority dates are used to determine seniority in the situations described below. This list is not exhaustive. See the specific policies for details.

- Promotions, transfers, and filling positions
- Reductions in force
- Scheduling vacations
- Work schedules and shift preference

### ***University service credit***

The university service credit includes all periods of employment in staff positions plus periods of employment in Hourly positions with PERF. Staff employees continue to accrue university service credit during unpaid leaves of absences for eligible reasons. Consult the personnel policy manual or University Human Resource Services for details.

### ***Uses of university service credit***

University service credit is used to determine: time off accrual rates, eligibility for higher time off accrual rates, and terminal pay limits. It is also used as a factor in determining recipients of service recognition programs.

### **Multiple Jobs or Secondary Employment**

It is possible to be employed in more than one IU job at a time. Examples include having two part-time jobs or having a secondary, hourly job in addition to a full-time one. If you are considering holding multiple IU jobs, contact the campus Human Resources office to review the rules governing such circumstances.

### **Licensing and Motor Vehicle Records Check**

As a condition for driving any vehicle on university business, including your personal vehicle or a university vehicle, drivers must give Indiana University authorization to conduct a Motor Vehicle Records (MVR) check and provide all necessary information for the check. Driving on university business will be prohibited if authorization to conduct a MVR check is not given. An MVR check will be conducted annually and the Office of Risk Management determines when additional record checks are necessary. Commercial driver license holders for certain jobs have additional requirements in accordance with DOT regulations.

If you lose or are threatened with the loss of a certificate or license that is required to perform your job, notify your supervisor immediately. A suspension of your authorization to drive may impact your employment. You and your department will be notified if your authorization to drive on university business is suspended or at risk of being suspended. More information is available from the Office of Risk Management at [www.indiana.edu/~riskmgmt/](http://www.indiana.edu/~riskmgmt/).

### **Personnel Files**

You may view the contents of your official personnel file(s). These include files maintained in your department and in Human Resources. Contact your supervisor or Human Resources to make arrangements.



# ATTENDANCE AND WORK SCHEDULES

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## Work Schedules

The defined workweek begins and ends on Saturday at 12:00 midnight. Most Staff employees work a normal week that consists of five, 8-hour days, Monday through Friday. Typically, university office hours are 8 a.m. to 5 p.m. Many departments keep different work schedules. In some departments, you may have the option of working an alternative or flexible work schedule. Consult your immediate supervisor for information about your work schedule.

### Support and Service Staff and PAO and PAU Staff

## Recordkeeping

The importance of accurate recordkeeping cannot be overestimated. The federal regulation toward timekeeping is strict and regularly enforced. Failing to record actual hours worked is a serious violation of employment. Supervisors who permit or encourage employees to record anything other than actual hours worked and time off taken are in violation of university policy and state and federal law.

- Support and Service Staff are responsible for recording all hours worked and time off taken using the university-provided timekeeping system.
- PAO and PAU employees are to use the timesheets at [www.indiana.edu/~uhrs/OTtimesheets.html](http://www.indiana.edu/~uhrs/OTtimesheets.html).
- Supervisors must approve and sign each employee's time record before submitting it to Payroll.

.....  
**Staff are responsible for recording all hours worked and time off taken.**  
.....

## Absences

Regular attendance is a condition of employment.

You should report any anticipated absence to your supervisor ahead of time. In an emergency, let your supervisor know as soon as possible the reason for the absence and when you expect to return.

If you are absent for three consecutive working days and do not notify your supervisor, you may be terminated.

If you are absent for five consecutive working days and do not notify your supervisor, you will be terminated.

## Personal Emergency

In the case of personal emergency, advance notice to use accrued time off may not be possible; however, you are responsible for notifying your supervisor as soon as possible. Discuss the situation with your supervisor when you call so that an appropriate decision can be made.

#### Support and Service Staff

### **Rest Periods**

Department heads and supervisors are authorized to give you a reasonable rest period during the workday. Under normal conditions, this rest period will not exceed a 15-minute break during each half day of work. A rest period must not interfere with the efficiency of the work unit. You cannot skip a rest period to:

- Compensate for a late arrival to work
- Compensate for an early departure from work
- Accumulate time

#### Professional Staff

### **Overtime**

PAE employees are exempt under the definitions of the Fair Labor Standards Act and do not receive overtime pay. To fulfill your professional work duties, you may have to work extra hours. If you work extra hours for a sustained period because of extraordinary or seasonal workloads, the department may authorize additional time off.

#### Support and Service Staff and PAO and PAU Staff

### **Overtime**

You may be required to work overtime unless a personal emergency prevents you from doing so. Your supervisor will try to give you advance notice of overtime assignments and must authorize all overtime before you actually work. You may not authorize your own overtime. Overtime is compensated by compensatory time or pay. Discuss the method of payment with your supervisor and have any questions resolved before you work overtime. For details about overtime eligibility, usage, and limits, refer to the personnel policy for your functional group.

#### Support and Service Staff and PAO and PAU Staff

### **Overtime for Employees with Multiple Jobs**

If you work for a secondary department, you must be compensated by overtime payment if the work time of the combined jobs exceeds 40 hours in a workweek. For details, contact your supervisor.

#### Support and Service Staff and PAO and PAU Staff

### **Travel Time Compensation**

When departments require overtime-eligible staff to perform a work assignment, attend class, etc., at a location away from the campus of their normal work assignment, they may be eligible for pay for the time spent traveling to the activity. The principles which apply in determining whether time spent in travel is work time depend upon (1) the kind of travel involved and (2) when the travel occurs. For specific information refer to the personnel policy manual for your employee group.

# TIME OFF

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Professional Staff

## **Paid Time Off**

Paid time off (PTO) provides time for vacation, sick leave, personal business, and funerals. To calculate the days you earn, refer to the chart. Be aware that you do not earn PTO while on an unpaid leave of absence, while absent without pay, or during a temporary reduction in force.

### **Paid Time Off for Professional Staff**

Staff with this amount of university service credit	Earn this amount of PTO at the end of each month	For a total of this amount each year
During the first 60 months of university service credit	20 hours per month	240 hours (30 days)
After 60 months of university service credit	24 hours per month	288 hours (36 days)

### ***Recording PTO***

PAO and PAU Staff are to record PTO at least weekly on the university-provided timesheet; PAE Staff are to record PTO at least monthly on the university-provided record or a comparable paper or electronic record.

For all Professional Staff, at the end of each month, the supervisor and employee are to review the record to confirm its accuracy, make any corrections if necessary, and initial or sign as provided for on the form.

### **Q and A about Paid Time Off**

#### **When do I accrue PTO?**

You accrue PTO at the end of the last workday of each month.

#### **When can I use PTO?**

With your supervisor's approval, you can use PTO at any point after you accrue it.

#### **Can I use a partial day of PTO?**

For PAE Staff: No. You must take PTO in full-day increments unless you are using it to cover an authorized Family and Medical Leave of Absence (FMLA) or for an absence covered under Worker's Compensation.

For PAO and PAU Staff: Yes. You may use PTO in increments of less than a full day. You must record actual PTO hours used.

#### **How much PTO can I use each year?**

Your annual accrual is the maximum amount of PTO that you can use in a calendar year. This is either 30 or 36 days.

.....  
**Use of PTO for FMLA**

**If you use PTO to cover a Family or Medical Leave of Absence, the amount you use is not counted as part of the maximum PTO you can use in a year.**  
 .....

#### **How much PTO can I accumulate from year to year?**

The maximum amount of PTO you can carry forward to a new year is the annual accrual of 30 or 36 days. At the



end of each year, you can transfer unused PTO to a personal sick leave account if you wish. One hundred percent FTE staff can transfer up to 12 days to their sick leave account. Part-time staff may transfer a portion of this amount prorated by their FTE percent.

.....  
***Keep Tabs on Your PTO Balance***  
 .....

**Be sure to review your PTO balance at least monthly to ensure that you have time accrued before you use it, and to ensure that you do not use more than your annual allowance. If you accrue a significant amount of PTO, towards the end of the year, you may want to use some time and/or transfer it to your sick leave account, otherwise, you may lose it.**

.....

**Can I borrow PTO from future earnings?**

The only time you can “borrow” future earnings of PTO is when you are a new employee who has not earned enough PTO to cover the closing of your department between the Christmas and New Year holidays.

**Can I receive pay in exchange for PTO?**

The only time you can receive pay in exchange for unused PTO is when you separate employment from IU. You will receive pay for all of your accrued PTO at the end of your employment.

**How do the hours in my sick leave account work?**

At the end of each year, full-time employees may allocate up to a maximum of 96 hours (12 days) of unused PTO to a sick leave account. Part-time employees may allocate a prorated amount. There is no limit on the total amount of time an employee can have in her/his sick leave account. Employees may use time from their sick leave account for personal or family illness, Worker’s Compensation supplemental pay, and funeral attendance.

Support and Service Staff

**Vacation**

One hundred percent full-time employees (100 percent FTE) earn vacation hours. Part-time employees (50 percent or greater) earn a prorated amount of vacation hours, according to their FTE.

To calculate the vacation hours you earn, refer to the following chart. Be aware that you do not earn vacation hours during an absence without pay, an unpaid leave of absence, or a temporary reduction in force. Vacation earnings and balances are reflected on your paycheck.

**How to Calculate Vacation Hours Earned**

Staff who have worked for this amount of time	Earn this amount of vacation for every 80 hours in pay status	For a total of this amount each year
Hire date to end of 6th year	4.31 hours	112 hours (14 days)
Start of 7th year to end of 13th year	5.85 hours	152 hours (19 days)
Start of 14th year to end of 29th year	7.39 hours	192 hours (24 days)
Start of 30th year and beyond	8.92 hours	232 hours (29 days)

## **Q and A about Vacation**

### **When can I take vacation?**

New Staff employees may use accumulated vacation time after receipt of their first paycheck. Your supervisor must approve all vacation in advance before you can use it. Supervisors are to approve or deny requests within three working days of receiving the request.

### **How much vacation can I use each year?**

If you have the time accumulated and you obtain supervisory approval, you can use:

- Up to 304 vacation hours in a year
- Up to 784 hours in a year when you reach 14 years of service

The year begins with the pay period in which January 1 falls and continues through the last full pay period in December.

### **How much vacation can I accumulate?**

If you do not use vacation hours, you can accumulate them from year to year. There is no limit on the amount of time that you can accumulate. Remember, however, that vacations provide time of relaxation and renewal, which help to enhance both your physical and mental health.

There are maximums on the amount of accumulated vacation time that is paid when you leave the university. Contact Human Resources for more details. Amounts above these maximums are lost.

.....  
***Use of Vacation for FMLA***

**If you use vacation hours to cover a Family or Medical Leave of Absence, the amount you use is not counted as part of the maximum Vacation hours you can use in a year.**  
.....

## Support and Service Staff

### **Income Protection Time**

The university provides income protection time to prevent you from losing pay, i.e., to protect your income, during personal or family illness, injury and medical/dental appointments, as well as personal emergencies that are not health related.

Full-time Staff employees earn 3.7 hours per pay period. This results in a maximum earning of 96.2 hours in a calendar year. Part-time Staff employees whose FTE (full-time equivalency) is 75 percent or greater earn a prorated number of hours.

You do not earn hours during an absence without pay, an unpaid leave of absence, or a temporary reduction in force. You accrue hours during the new-employee evaluation period and can use them after receiving your first paycheck. Department heads and supervisors may ask for a physician's statement as proof of illness or injury. The hours you earn accumulate from year to year. There is no limit to the number of hours you can use, but you cannot borrow against future earnings.

### ***Other Permitted Uses***

Income protection time is not meant to provide extra vacation hours or days off from work. If you need to be away from work because of personal business such as religious holidays, fune-

als, legal matters, and university class attendance, then you may charge this time against income protection earnings. You may be asked to provide documentation supporting your request.

Department heads may deny a request to use income protection time for an absence that is not related to a medical need. They may deny a request for an absence that will cause an undue hardship on the university or they may deny a request if the use is inconsistent with this policy.

## **Holidays**

Staff employees are excused from work with pay for the following holidays, except where continuous service is essential:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Campus Holiday	Friday after Thanksgiving
Memorial Day	Christmas Day
Independence Day	

When a holiday falls on a Sunday, IU observes the holiday on the following Monday. When a holiday falls on a Saturday, IU observes the holiday on Friday, the day before. To receive holiday pay, you must be in pay status on the day before or the day following the holiday.

### ***Religious Holidays***

Some employees celebrate religious holidays that are not in the above list. If you want time off for a religious holiday that IU does not observe, your department should consider making reasonable accommodations in your work schedule. You can use accrued time off to cover the absence from work. A supervisor may also let you take time off without pay or rearrange your schedule to make up for missed work time within the same workweek.

### ***Campus Holiday***

The Campus Holiday is a floating holiday to be taken on a day of the employee's choice with supervisory approval, unless the campus designates a specific date. The holiday is earned on March 1.

### ***Compensation***

Compensation received for working on a university-observed holiday depends on the holiday and your employee group. See the Holidays policy for your employee group.

### **Professional Staff**

## **Time Off for Funerals/Bereavement**

You may use accumulated paid time off (PTO) or time from your sick leave account for funeral attendance and funeral-related activities.

## Support and Service Staff

### **Time Off for Funerals/Bereavement**

You receive up to three working days off with pay for bereavement, funerals, and matters related to the death of certain relatives. These include a parent, grandparent, brother, sister, in-law relative of the same degree, spouse, same-sex domestic partner, child, grandchild, stepchild, step-grandchild or other relative of whom you are the sole survivor. You must use these days within one week following the date of death. However, if the funeral is held outside of the one-week period, you may use any of the unused time to attend the funeral service.

With your supervisor's approval, you may use your accrued paid time off to take additional time for funeral-related matters or to attend funerals of friends or other relatives.

### **Jury and Court Duty**

If you are called to serve on a jury, or if you are subpoenaed as a witness in court, you may perform this duty without losing your regular earnings or having to use your accumulated time off. To be eligible to receive pay, you must notify your supervisor and provide proof of notification.

### **Voting**

You are urged to exercise your right to vote. In Indiana, the polls in each precinct open at 6 a.m. and close at 6 p.m. on Election Day. Employees whose work schedules prevent them from voting between 6 a.m. and 6 p.m. may be allowed time off with pay to vote, up to a maximum of two hours.



# LEAVES OF ABSENCE

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## **Family and Medical Leave (FMLA) Rights**

The Family and Medical Leave Act (FMLA) covers your absence from work for up to 12 weeks per calendar year for certain family and medical reasons. You do not have to take the leave all at once. Starting on the first day of a leave, you must take all accrued paid time off as part of the absence. To be eligible, you must be able to answer, “yes” to both of these questions:

- Have you worked for Indiana University for 12 months? (The months of service do not have to be consecutive.)
- Did you have a total of at least 1,250 actual work hours at Indiana University during the 12-month period preceding the start of your intended absence? (Do not count paid or unpaid excused absences as part of this total.)

### ***Reasons for Taking a Leave***

An FMLA leave may be taken for the following reasons:

- For birth of a child and to care for the newborn child
- For placement of a child with the employee for adoption or foster care
- To care for a spouse, same-sex domestic partner, child, or parent with a serious health condition
- To care for yourself, if you have a serious health condition that prevents you from doing your job

### ***FMLA Advance Notice and Medical Certification***

You must provide 30 days advance notice when an FMLA leave is foreseeable. If you are on an FMLA leave for a serious health condition, you will be asked to provide medical certification to support your absence.

#### **WEB RESOURCE**

The FMLA policy, procedure, and required forms are at [www.indiana.edu/~uhrs/policies/uwide/fmla.html](http://www.indiana.edu/~uhrs/policies/uwide/fmla.html).

### ***Job Benefits and Protection***

During an FMLA leave, you can maintain your IU-sponsored healthcare coverage under the group insurance plan. Contact Human Resources for details about how to do this. When you return to work after a leave, you will be restored to your original or an equivalent position—with equivalent pay, benefits, and other employment terms.

### ***Use of Paid Time Off***

Starting on the first day of the FMLA-covered absence, you must take all accrued paid time off (PTO, vacation, income protection/sick, etc.).

## **Leaves for Military Duty and Military Family Leave**

### ***Leaves for Military Duty***

Employees are entitled to a paid leave for up to 15 workdays per military year for active duty, training duties, or reserve call-ups for which the employee has military orders. Normally, the paid military leave of absence does not apply to training drills regularly scheduled on weekends.

If you incur absences for more than 15 workdays, you may charge the absence to accrued time off or be absent without pay and with time off accrual. Using accrued time off will not count against the maximum amount of time off you can take in a year, provided you have available accruals.

If you are inducted, enlisted, or called to active duty, you are eligible for a leave of absence without pay for the period of training and service for up to five years. The Uniformed Services Employment and Reemployment Rights Act (USERRA) provides specific benefits to you when you return from a military leave. Contact Human Resources for details.

### ***Leaves for Military Families***

An employee who is a family member of a person on active duty in the United States Armed Forces is eligible for Military Family Leave under the Indiana Military Family Leave Act. To qualify as a family member, the employee must be the spouse, parent (biological, adoptive, or court-appointed guardian or custodian), biological grandparent, or sibling (by blood, half-blood, or adoption) of the person on active duty.

#### **WEB RESOURCE**

[www.indiana.edu/~uhrs/policies/appointed/military.html](http://www.indiana.edu/~uhrs/policies/appointed/military.html)

The leave can total 10 workdays per year during specific time periods related to the military duty. The employee must use accrued Vacation or PTO before taking any of the time off without pay or using any other accrued time off.

See the full policy, request form, and booklet at the address noted above.

### **Discretionary Leave of Absence**

A discretionary leave of absence is absence without pay, authorized in advance, for 30 or more calendar days up to one year. A leave of absence means that you intend to return to the same or similar position. Therefore, the position—or a similar position—will be available when you return. You must have the recommendation of the academic dean or department head. You may request a discretionary leave of absence to provide additional time following a leave granted by the Family Medical Leave Act (FMLA).

#### **WEB RESOURCE**

[www.indiana.edu/~uhrs/policies/appointed/discretionary.html](http://www.indiana.edu/~uhrs/policies/appointed/discretionary.html)

Employment elsewhere while on leave without the written approval of the appropriate chancellor/provost or vice president is prohibited and is subject to immediate discharge.

Once a leave of absence is approved, you should contact Human Resources concerning the status of your retirement and group insurance plans. You do not earn paid time off while on a leave of absence.

After you have ten or more years of service, you may take a one-time leave of absence for up to 90 calendar days. The university grants this opportunity only once in the life cycle of employment. The absence must not cause your department undue hardship.

# HEALTH AND SAFETY

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## 9+9-1-1

Dial 9+9-1-1 to report an accident, fire, serious injury, or crime in progress that requires immediate response.

For non-emergencies, call the administrative telephone number for the campus police department.

## Injury on-the-Job

### *Procedure*

1. Any work-related injury or illness must be immediately reported to the supervisor, whether or not medical treatment is needed. Failure to report the injury the same day of occurrence may result in denial of a claim by Risk Management.
2. Supervisors must report an injury on the Occupational Injury-Illness Report form within 24 hours, regardless of whether the injury required professional medical attention or resulted in lost time. The form and submittal instructions can be obtained from Risk Management on the Web [www.indiana.edu/~riskmgmt/](http://www.indiana.edu/~riskmgmt/).
3. Staff should contact the campus Human Resources office for the specific procedure to follow when seeking medical treatment.
4. Before leaving the treatment location, employees must obtain a physician's statement regarding the employee's return-to-work status and provide it to their supervisor.

#### WEB RESOURCE

See the full policy at [www.indiana.edu/~uhrs/policies/uwide/injury.html](http://www.indiana.edu/~uhrs/policies/uwide/injury.html) for critical details.

.....  
**More information about these procedures is available from the Office of Risk Management  
at [www.indiana.edu/~riskmgmt](http://www.indiana.edu/~riskmgmt), or call 812-855-4847.**  
.....

### *Supplemental Payment Information and Worker's Compensation*

Employees who incur injury or occupational disease while performing their duties may be eligible to receive a supplemental benefit in addition to those provided by state law (Worker's Compensation benefits) provided they follow the procedures for reporting an injury. See the full policy for an explanation.

## Employee Safety

Indiana University is committed to ensuring your safety and to complying with all regulatory requirements related to employee safety. The University Office of Environmental Health and Safety Management is responsible for developing and implementing campus safety and health programs ranging from chemical safety and ergonomic evaluations to indoor air quality and hazardous waste management.

According to the Indiana Occupational Safety and Health Administration Regulations (IOSHA),



it is not only an employee's right to be protected from recognized hazards under the Occupational Safety and Health Act (OSHA), it is also their responsibility to cooperate fully with safety and health programs and to comply with IOSHA standards.

### ***If You Feel You Have Been Directed To Perform Unsafe Work***

If you feel you have been directed to perform work that is unsafe or dangerous beyond the normal hazards of your occupation—or you are asked to perform work without adequate training or protective equipment required by applicable laws—you may request that your supervisor have the work reviewed. The Office of Environmental Health and Safety Management or other university-designated expert will make a determination about the safety of the work and the safety and health standards that apply. Prior to this determination, you are not required to perform the work in question, as long as you have informed your supervisor of the safety issue and can demonstrate that there is a reasonable basis for your belief that the work would endanger your personal health or safety.

## **Adverse Weather**

Bad weather or adverse road conditions may occasionally be so severe that the university must suspend normal operations. However, certain essential services must remain in operation. Staff members identified by their departments as essential should make every effort to get to work.

### **WEB RESOURCE**

[emergency.service.indiana.edu/campus\\_status.cfm](http://emergency.service.indiana.edu/campus_status.cfm)

Sometimes, adverse road conditions are present but the campus is not closed. In these cases, you may use accrued time off to cover an absence or take the time off without pay if you wish. With your supervisor's approval, you may work later in the same workweek to make up lost time.

.....  
**Be aware that...**

**In emergencies, it is your responsibility to listen to local news media or to contact your supervisor to see if you should report to work.**  
.....

### ***Compensation for Work When Campus is Closed***

See the policy for your employee group about details of compensation for work when campus is closed due to adverse weather.

## **Clery Act Notice**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the campus police provide information on crime statistics, crime prevention, law enforcement, crime reporting, and other related issues.

### **WEB RESOURCE**

[www.indiana.edu/~uhrs/policies/clery.html](http://www.indiana.edu/~uhrs/policies/clery.html)

## **Employee Assistance Program (EAP)**

The Employee Assistance Program offers many services to help you deal with personal issues that may interfere with your day-to-day well being. All full-time Staff employees and members of their

household are eligible to participate. Expenses for this program are paid by IU. A group of highly qualified counselors offers counseling in the areas listed below.

- Stress or anxiety
- Divorce or separation
- Conflict in the workplace
- Alcohol or drug concerns
- Loss of a spouse or loved one
- Child or elderly parent issues
- Relationship problems

Use of the services is strictly confidential. Trained professional counselors are available by phone 24 hours a day, 365 days a year. After an initial assessment, EAP will help you schedule further counseling at a time and place of your choice.

The EAP is structured to provide counseling over the telephone and brief, focused face-to-face counseling for up to three sessions per issue. If additional mental health or substance abuse services are required, the EAP counselor will refer you to appropriate providers covered by your medical plan.

#### **CONTACT INFORMATION**

To contact a counselor, call toll free at 1-888-23-IU EAP (1-888-234-8327).



# EMPLOYEE CONDUCT

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## **Conflicts of Commitment and Conflicts of Interest**

The participation of employees in external activities that enhance their professional skills and constitute public service can be beneficial to Indiana University as well as the individual employee. However, external activities can lead to conflicts of commitment or conflicts of interest with regard to an employee's university responsibilities, along with the misuse of university resources.

Conflicts of commitment are prohibited. Conflicts of commitment occur when the time or effort that an employee devotes to external activities interferes with the employee's fulfillment of assigned university responsibilities, or when an employee makes unauthorized use of university resources in the course of an external activity. External activities not related to university responsibilities shall take place outside of the employee's designated work activities or during periods of authorized leave.

Conflicts of interest occur when an employee or immediate family member receives personal financial benefit from the employee's university position in a manner which may inappropriately influence the employee's judgment or compromise the employee's ability to carry out university responsibilities or could be a detriment to the university's integrity. An employee shall disclose to his or her unit head any situation in which the employee has a real or potential conflict of interest so that it can be properly managed.

## **Consensual Relationships**

The university recognizes the potential for a conflict when a consensual romantic and/or sexual relationship occurs between a supervisor and his or her employee. Whenever such a relationship exists, it is the supervisor's responsibility to disclose it to his or her supervisor. The employee may disclose it to the next level of management.

The supervisor or the next level of management is responsible for objective decision-making and for making arrangements to eliminate or solve the potential or real conflict.

## **Firearms and Weapons Prohibitions**

Unauthorized firearms, weapons, ammunition, explosives and other items that the campus police consider to be dangerous are prohibited on university premises and at IU events. This policy includes activities such as introducing, possessing, using, buying, or selling firearms. Even if you have a valid state permit to carry a firearm, you are not authorized to carry the firearm on university premises. Only law enforcement officers and others in exceptional circumstances who have prior approval by the police chief are authorized to carry a firearm on university premises.

If you know of a violation of this policy, immediately notify the campus police department or your supervisor. Anyone violating this policy can be immediately terminated.

### **WEB RESOURCE**

[www.indiana.edu/~uhrs/policies/uwide/firearms.html](http://www.indiana.edu/~uhrs/policies/uwide/firearms.html)

## Fiscal Misconduct/Ghost Employment

It is against Indiana law for the university to assign and pay you to perform duties not related to university business. Likewise, it is unlawful for you to accept payment for performing non-university work during working hours. For example, a supervisor may not ask a graphic designer to prepare a church brochure during work hours using university facilities, or report you as being at work when you are not here. If you believe that you have been asked to perform such work, contact the Internal Audit department or your campus Human Resources director.

### WEB RESOURCE

[www.indiana.edu/~uhrs/policies/uwide/fiscal.html](http://www.indiana.edu/~uhrs/policies/uwide/fiscal.html)

### *Employee Responsibility*

IU financial institutional policy states, “If any employee knows or suspects that other university employees are engaged in theft, fraud, embezzlement, fiscal misconduct, or violation of university financial policies, it is their responsibility to immediately notify the Internal Audit department or the appropriate campus police department.”

An anonymous reporting hotline is also available. See the Internal Audit Web site.

### CONTACT INFORMATION

812-855-3361  
Poplars 319  
Bloomington  
[www.indiana.edu/~iaudit/](http://www.indiana.edu/~iaudit/)

## Personal Dress and Appearance

Although there is no university-wide policy that outlines a dress code for most employees, some departments call for certain standards of dress for a particular work area. Dress according to what is appropriate for your area and what is considered good grooming. Departments that require uniforms have policies and practices about them. If you have questions about appropriate dress for a particular situation, or about uniforms, consult your supervisor.

## Political Activity

You can participate in political activity as long as it does not conflict with your work performance. In your participation, you must make it clear that you are acting as a private citizen and that you do not represent the university.

Following are some guidelines for participating in political activity:

- You must use your own time or accumulated paid time off benefits when participating in political activities.
- If the activities prevent you from fully accomplishing your job responsibilities, you must request a leave of absence for the period of activity.
- If participation conflicts with your job duties, you must inform the department head.
- If you and an administrative officer disagree about your ability to fulfill university obligations, you can appeal through the grievance procedure.

## Tobacco-Free Policy

Smoking and the sale of tobacco products are prohibited on all university property. Each IU campus has an individually tailored policy that provides for a smoke- or tobacco-free campus.

### WEB RESOURCE

[www.smokefree.indiana.edu/](http://www.smokefree.indiana.edu/)

Information about each campus policy, as well as cessation programs and resources for employees and students, are available at [smokefree.indiana.edu](http://smokefree.indiana.edu).

## Substance-Free Workplace Policy

The university prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol on university premises or while conducting university business off university premises. Violation of this policy may result in immediate termination of employment.

### WEB RESOURCE

[www.indiana.edu/~uhrs/policies/uwide/substance.html](http://www.indiana.edu/~uhrs/policies/uwide/substance.html)

- Controlled substances are those usually referred to as illegal drugs listed under the federal Controlled Substances Act.
- Lawful dispensation, possession or use of alcoholic beverages on university property is limited to specifically authorized events.

In addition, all employees must notify the campus chancellor, provost, or office designated for the campus of any conviction under a criminal drug statute for violations occurring on or off university premises while conducting university business, within 5 days of the conviction.

- When the campus chancellor's or provost's office receives notice of such a conviction, it will coordinate efforts to comply with the reporting requirements of the Drug-Free Workplace Act of 1988.

An employee who is (1) found to be under the influence of alcohol or a controlled substance while on university property or in the course of a university activity, or (2) convicted of a criminal alcohol or drug statute violation occurring on university property, is subject to disciplinary action, up to and including termination.

Employees requiring assistance in dealing with the use of alcohol or a controlled substance are encouraged to seek assistance from the university's Employee Assistance Program (EAP) or a community-based support program.

There are numerous criminal penalties and health risks associated with alcohol and drugs. A partial description of these is contained in the Substance-Free Workplace Policy.

## Threatening or Violent Behavior in the Workplace

It is the goal of Indiana University to promote a safe, respectful, and productive work environment in which to deliver quality academic programs and administrative services. To this end, the university will not tolerate, condone, or ignore threatening or violent behavior in the workplace.

Each department head, manager, supervisor, and employee is responsible for keeping the work-

place free of threatening or violent behavior. This includes threatening or violent behavior by employees or non-employees (vendors, job applicants, visitors, spouses, etc.) against self, others, university property, or property on university premises belonging to others.

This policy covers all university premises and university-sponsored events as well as off-campus sites should an incident occur that is shown to have an adverse impact on the university. The campus Human Resources department and the campus police will coordinate the investigation of all reports of threatening or violent behavior promptly, impartially, and as confidentially as possible.

### **Whistleblower Policy**

Indiana University has a responsibility to conduct its affairs ethically and in compliance with the law and university policy. IU employees who make a good faith effort to “blow the whistle” on suspected wrongful conduct are protected under Indiana Code 20-12-1-8 and IU’s Whistleblower Policy. An anonymous reporting hotline is available at the Internal Audit Web site [www.indiana.edu/~iaudit/](http://www.indiana.edu/~iaudit/).

### **Confidentiality of Student, Medical, and Personnel Records**

In your job, you may have access to confidential information such as, student grades, financial aid amounts, performance evaluations, family data, and medical records. This information is for university business only and cannot be used for personal reasons or gain. Employees are to follow federal law and any additional policies and procedures specific to their position and work applications used in the position.

<b>WEB RESOURCE</b>
<a href="http://www.indiana.edu/~uhrs/policies/uwide/confidential.html">www.indiana.edu/~uhrs/policies/uwide/confidential.html</a>

# COMMUNICATIONS USE AND RESPONSIBILITIES

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## Information Technology

Access to IU information technology resources (computing, networking, phones, etc.) is a privilege granted to all university Academic and Staff employees and students. Secure, legal, and ethical usage accompany that privilege. Your computer accounts, passwords, and other types of authorization are assigned to you. You are responsible for their security and you should never share them with others.

### WEB RESOURCE

[uits.iu.edu/](http://uits.iu.edu/)

.....  
**You are responsible for adhering to all of IU's  
official IT policies at [www.itpo.iu.edu/policies](http://www.itpo.iu.edu/policies).**  
.....

Use of technology resources must be limited to support one's studies, instruction, duties, official business with the university, and other university-related activities. However, "incidental personal use" is an accepted and appropriate benefit of being associated with IU's rich technology environment. Such use must adhere to all university policies covering appropriate use. Also, senior managers have the right to disallow or define appropriate forms and levels of "incidental personal use" for their departments.

### Examples of "Incidental Personal Use"

- Use of e-mail to send personal messages to friends, family, or colleagues
  - Use of the personal home page (PHP) server to provide information about your hobbies and interests
  - Use of the telephone to make a local doctor's appointment
- .....

## E-mail

Your department will assist you in opening a computer account that gives you access to the university network and facilities. This includes the capability to send and receive e-mail. IU encourages you to use e-mail as a tool to help you carry out your tasks more efficiently.

### WEB RESOURCE

[uits.iu.edu/](http://uits.iu.edu/)

University policy prohibits sending messages or materials that are obscene, threatening, or otherwise violate the law, and imposes other limitations on technology resource usage. Under appropriate circumstances, university administration or information technology personnel may access the content or noncontent-based attributes (e.g., headers) of employee e-mail messages. It is also possible that employee e-mail may be obtained in the course of litigation or law enforcement activities.

When using e-mail, you should be discreet. Its contents should be considered no more private than that of a postcard. As a rule of thumb, do not send any message that you would not want a person other than the receiver to see.



## **Campus and U.S. Mail**

The university handles two types of mail: internal Campus Mail and U.S. mail. The university is able to use its internal Campus Mail system free of charge for university business. Under federal rules and regulations, personal mail must first go through the U.S. mail system before Campus Mail can deliver it. Also, the university assumes that any mail delivered to a university address is university business. Authorized persons may open mail, even though it may be addressed to you. To avoid overloading the Campus Mail delivery system, do not have personal mail or packages sent from or delivered to the workplace.

## **Telephone**

Follow the guidelines of your department regarding personal telephone calls. You should reserve business phones for business calls. If a personal call is necessary, make the call during lunch, break time, or when it does not interfere with work. Calling 900 numbers or other long-distance numbers that result in charges to the university is not allowed. Charge these types of calls to your credit card or home phone.

You may be authorized to make business-related long distance calls. If so, the university will give you an access code and instructions on how to use the university long distance system properly. This access code is not to be used for making personal calls.

The State University Voice Network (SUVON) links the telephone systems of 75 college and university campuses and learning centers throughout Indiana. It is available around the clock to faculty and staff. SUVON may not be used for personal calls.

If you have questions about the use of telephones or telephone equipment, call a consultant at your campus phone services department.

# EMPLOYEE IMPROVEMENT AND COMPLAINT RESOLUTION

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## Education and Training

Employees are encouraged to keep their skills up to date and to cultivate their job security by taking advantage of training through the campus Human Resources office, campus computing and information technology services, university classes, departmental training programs, and job rotation programs.

Most training and development programs are free of charge; many computer training workshops are free or charge a nominal fee (with supervisory and departmental approval, registration fees may be charged to a departmental account); and university class fees may be covered by the IU Fee Courtesy benefit.

### WEB RESOURCE

[www.indiana.edu/~uhrs/training/index.html](http://www.indiana.edu/~uhrs/training/index.html)  
*and*  
[ittraining.iu.edu](http://ittraining.iu.edu)

## Performance Management

Departments are to implement a performance management procedure for Staff employees. In contrast to performance appraisal, which focuses primarily on an annual evaluation form, performance management emphasizes a continuous process of planning, communication, evaluation, development, and recognition. Employees who want information about the program should contact their supervisor. Managers who want assistance setting up a performance management program should consult Employee and Organizational Development in University Human Resource Services.

## Corrective Action (Discipline)

Discipline, in its literal sense, is training that corrects or improves behavior and performance. Its purpose in the workplace is to help an employee improve within his or her position. It is the university's policy and practice to see that discipline is progressive in nature, beginning with the least severe action deemed necessary to correct the undesirable situation, and increasing in severity only if the problem is not corrected.

The steps of corrective action usually consist of counseling, verbal warning, written warning, a final written warning and, if necessary, separation. However, if the problem is serious, the supervisor may bypass earlier steps.

Under some circumstances, the corrective action process may include a suspension with or without pay, subject to circumstances described in the personnel policy manual. As provided in the manual, the university will only exercise its right to discipline and discharge for just cause.

## Grievance Procedures

It is the intent of Indiana University to apply its policies in a fair and consistent way. However, disagreement and misunderstandings may occur. When you have a matter of personal concern or

dissatisfaction about your job—or you believe that a policy has been incorrectly applied—you have the right to present the matter to the university. The university, in turn, will consider the matter based on its merits. You are encouraged to initially discuss such a matter with your supervisor, dean, or director. If the situation qualifies, you may file a grievance under the university’s formal grievance procedure.

You can request a copy of the grievance procedure and necessary forms from Human Resources or the personnel policy manual for your employee group.

**WEB RESOURCE**

[www.indiana.edu/~uhrs/pubs/forms/forms-list.htm](http://www.indiana.edu/~uhrs/pubs/forms/forms-list.htm)

# SEPARATIONS

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## **Reduction in Force**

Indiana University aspires to provide stable, long-term employment. However, sometimes reducing the workforce is necessary. This happens when shortages of work or funds occur or when programs and needs change. Frequently, the university can make these personnel reductions through routine attrition such as retirement, promotion, and transfers.

If layoffs are necessary, IU follows an established policy that considers your length of service and your qualifications to perform available work. See the personnel policy manual for your employee group. If you receive notice of a layoff please contact Human Resources immediately to discuss the Reduction in Force policy and employment opportunities.

## **Separation from the University**

For voluntary separation, you are expected to give an advance notice of at least two weeks; for involuntary separation, the university determines the amount of notice you receive.

## **Separation Pay**

Staff employees may be eligible to receive separation pay for certain accrued holidays and time off when separating employment from the university. See the Separation Pay policy for your employee group for conditions, eligibility requirements, and rates, or contact Human Resources.



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