

CHEYNEY UNIVERSITY OF
PENNSYLVANIA

EMPLOYEE HANDBOOK

Revised February, 2004

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The purpose of this handbook is to outline the personnel policies and procedures for employees at Cheyney University of Pennsylvania. It is important that each employee understand the university's policies as they relate to benefits, social equity, terms and conditions of employment, payroll and services. This employee handbook serves only as a set of guidelines. This employee handbook is not a contract of employment, expressed or implied, and should not be construed as such.

Unless otherwise stated, this employee handbook supersedes and replaces any employee handbook previously issued by Cheyney University of Pennsylvania. This handbook does not supercede Federal, State or local laws, specific provisions of applicable collective bargaining agreements or Board of Governors agreements.

Any questions regarding any topic covered in this employee handbook should be directed to the appropriate supervisor or the Office of Human Resources.

Employee Responsibility – It is the responsibility of each employee to read, understand, and comply with all provisions of the employee handbook and to retain it for future reference.

101 HUMAN RESORUCES EMPLOYEE HANDBOOK DISCLOSURE

This Employee Handbook is provided to all employees as a general guide to university policies and procedures.

Modifications to the university's procedures as well as revisions to the employer's handbook will be completed as needed. Any revisions will be communicated to the university community. The provisions set forth in this handbook are not permanent conditions of employment or intended to create a contract between the university and any employee.

The Employee Handbook replaces all Employee Handbooks published prior to February, 2004.

Cheyney University of Pennsylvania, established in 1837, is the oldest institution of higher education founded for African-American students and holds an important position in the history of American education. The university serves students representing multiple levels of achievement from a wide range of educational backgrounds. These students currently come primarily from African-American communities in the Commonwealth of Pennsylvania and the Delaware Valley with significant numbers of students coming from national and international regions.

Cheyney University of Pennsylvania is a comprehensive, coeducational, public institution, which admits all qualified students, regardless of race, creed or ethnicity. The university maintains challenging curricula and a first-rate faculty. Thus, Cheyney upholds its tradition of academic excellence as it continues to be faithful to its historical commitment to educate students whose academic development may have been limited by a lack of economic, social, or educational opportunity.

The university offers undergraduate degree programs in the liberal arts, teacher education, and technical and applied sciences, as well as graduate degrees in education. In keeping with its mission, the university will continue to design and offer instruction, research and public service programs which are responsive to the needs and the aspirations of a vibrant urban and suburban community. Moreover, the university offers programs that help develop the personal, social and cultural lives of its students.

Cheyney University of Pennsylvania provides a teaching and learning environment conducive to the intellectual, social and aesthetic development of its students. Its essential mission is to educate leaders: men and women who are well prepared and predisposed to assume dynamic leadership roles in their chosen careers and who can actively contribute to the advancement of a democratic society.

The Cheyney University of Pennsylvania community endorses the concept of academic freedom and encourages tolerance for divergent opinions and awareness of cultural diversity among its members.

(Endorsed by the Cheyney University of Pennsylvania Council of Trustees April 18, 1995)

The institution known today as Cheyney University of Pennsylvania has a distinct and proud history marked by many challenges and achievements. Its rich history began when Richard Humphreys, a member of the Friends Religious Society, bequeathed \$10,000 to thirteen members of the Philadelphia Yearly Meeting to establish a school "...having for its object the benevolent design of instructing the descendants of the African Race in school learning, in the various branches of the mechanical arts and trades and in Agriculture: in order to prepare and fit and qualify them to act as teachers in such of those branches of useful business as in the Judgment of the said society they may appear best qualified for..."

Four months after Humphreys' death in 1832, nine of the trustees named in his will, met to begin work that led to a constitution, adopted February 25, 1837, establishing "the African Institute." Two months later, the Association of Friends, which had adopted the constitution, voted to modify the first article so that The African Institute became the "Institute for Colored Youth."

The association had problems finding a landowner who was willing to sell property to be used for or by African Americans. Ultimately, however, a farm of about 133 acres was found approximately seven miles from Philadelphia. In December 1902, after being housed in several locations in and around Philadelphia, the Institute for Colored Youth purchased a 275-acre farm from a Quaker, George Cheyney, at Cheyney Station, Pennsylvania, about twenty-five miles from Philadelphia.

In 1968, under the presidency of Leroy Banks Allen (1965-1968) a graduate program was initiated.

Dr. Wade Wilson (1968- 1981) initiated a continuing education program in 1975 and spearheaded efforts that resulted in a state authorized multimillion-dollar building program for the university.

In 1983, Cheyney became a part of the newly formed fourteen-university State System of Higher Education and its name was changed to Cheyney University of Pennsylvania.

From 1981 to the present, the following persons have served as chief executive officer of the institution: Dr. Luther Burse (Interim 1981-1982), C.T. Enus Wright (1982-1985), Dr. LeVerne McCummings (1985-1991), Dr. Eugene Royster (Acting 1991), Dr. Valerie Swain Cade (Interim 1991-1992), Dr. J Otis Smith (Acting 1992), Dr. H. Douglas Covington (1992-1995), Dr. Donald L. Mullett (Interim 1995-1996), Dr. W. Clinton Pettus (1996-2003), Mr. Wallace C. Arnold (Interim, appointed 2004).

201 AMERICANS DISABILITIES ACT/504

The university policy is to comply with all federal, state and local laws regarding access and reasonable accommodation for employees, students and visitors. All questions concerning disabilities should be directed to the Office of Internal Relations at 610-399-2083.

202 DRUG-FREE WORKPLACE

The university's Drug- Free workplace policy was developed for the protection of employees, students and visitors. This policy also applies to volunteers, applicants for employment, on-campus contractors and their agents and students.

The university's policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. This refers to both illegal drugs and the unauthorized use of prescription drugs. In addition to this policy applying in or on university property, the university may discipline an employee or student in response to the unlawful manufacture, distribution, dispensation, sale, possession, or use of any controlled substance off campus.

An employee must notify the Office of Human Resources if convicted of violating any statute governing the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance no later than five (5) days after such conviction.

The university believes that the use of alcohol and illegal drugs in the workplace can undermine individual performance, security, safety and the health of our employees.

A violation of this policy can result in disciplinary action, up to and including termination. If you have any questions about this policy, please contact the Office of Human Resources at 610-399-2058. The State Employee Assistance Program is available to anyone who feels that he/she needs assistance with an abuse problem. Please refer to the appropriate section in this handbook.

LEGAL SANCTIONS (DRUGS)

The use of illicit drugs violates federal, state, or local laws as well as sanctions within the university's disciplinary system. Employees with specific questions about the law should seek legal advice from an attorney.

ALCOHOL ABUSE

Cheyney University of Pennsylvania prohibits the unauthorized possession, use, manufacture, distribution or sale of alcoholic beverages in or on university property. Employees are not permitted to possess or consume alcoholic beverages on campus (except at registered social functions) or report for work or perform work while under the influence of alcohol or having consumed alcohol.

Permission for alcoholic beverages to be served at university-sponsored events must be requested and approved through the Office of the President. Alcoholic beverages are limited to wine and/or beer. In addition, the following conditions apply to alcoholic beverages:

- Alcoholic beverages shall not be served to any individual under 21 years of age;
- Alcoholic beverages shall not be served in any student area, such as the Student Union or a residence hall;
- No alcoholic beverage shall be removed in any type of container from the site of the function; and,
- Alcoholic beverages cannot be sold for profit;
- Commonwealth or university funds cannot be used to purchase alcoholic beverages; and,

203 EQUAL OPPORTUNITY

Cheyney University of Pennsylvania is committed to providing leadership in extending equal opportunities to all individuals. Accordingly, the university will continue to make every effort to provide these rights to all persons regardless of race, religion, sex, national origin, ancestry, age, marital status, disability or veteran status. This policy applies to all employees of the university, as well as students and applicants.

All employees shall adhere to all of social equity policies and take positive steps to ensure compliance. This means that management and supervisory personnel shall guard against unlawful discrimination in any personnel action, including but not limited to recruitment, appointment, promotion, training, termination or terms and conditions of employment. Furthermore, management personnel shall take positive steps to improve the university's utilization of under-represented groups.

The university will not tolerate negative conduct of a personal nature that interferes with an individual's work or academic performance. Any individual having suggestions, problems, complaints or grievances with regard to equal opportunity or social equity is encouraged to contact the Office of Internal Relations at 610-399-2083.

204 ETHNIC INTIMIDATION AND INSTITUTIONAL VANDALISM

Policy

Cheyney University of Pennsylvania affirms its commitment to human rights and dignity. Ethnic intimidation violates the principles and goals of this academic community. Therefore, ethnic intimidation of students and employees is unacceptable and illegal.

In addition, Cheyney University acknowledges its responsibility to conform to the requirement of due process so that every effort will be made to examine in a full complete manner, the alleged violation. Furthermore, the university affirms its intent to apply this policy and procedures in a uniform and impartial manner.

Any employee or student of the University found to be in violation of this policy will be subject to appropriate disciplinary action, including but not limited to suspension, termination or expulsion. Cheyney University follows state law in establishing its ethnic intimidation guidelines. All complaints are handled by and should be reported to your supervisor and the Office of Public Safety.

The Office of Internal Relations in conjunction with the Office of Public Safety will investigate charges of ethnic intimidation.

Policy

Cheyney University of Pennsylvania prohibits all types of sexual harassment by all employees and students. Moreover, the university is committed to creating and maintaining a working environment for all university employees and students that is free of objectionable conduct.

Sexual harassment is a serious matter that can have extensive effects on the careers and lives of individuals. Therefore, all allegations of sexual harassment or discrimination are taken in good faith. False or malicious accusations may result in disciplinary action. A charge of sexual harassment is not to be taken lightly by a complainant, a respondent, or any other member of the university community.

Retaliation

Any member of the university community who attempts to retaliate, interfere with, restrain, coerce, discriminate against, or harass (overtly or covertly) any individual because they filed a complaint of sexual harassment, or discrimination will be subject to prompt and appropriate disciplinary action, and may be, legally and personally liable for such actions.

Implementation

The President, managers, directors and faculty will be responsible for the implementation of this policy. Contact the Office of Internal Relations at 610-399-2083 with any questions or allegations of sexual harassment.

300 EMPLOYMENT POLICIES

301 ABSENCE AND LATENESS

Cheyney University of Pennsylvania employees who are unable to come to work due to personal or family illness are required to notify their supervisor. Employees are expected to formally request (STD 330 Request for Leave) sick leave for the period of absence, and a doctor's notice is required if a person is absent due to illness for a period of three days or more. The supervisor is responsible for submitting appropriate documentation to the Office of Human Resources.

Employees who arrive to work late are expected to formally request (STD 330 Request for Leave) appropriate leave for the period of lateness. If the request is approved, employees may use the appropriate leave to cover the period of absence. If the request is denied, the supervisor is responsible for submitting appropriate documentation for leave without pay. For more information on absence and lateness, contact your supervisor or the Office of Human Resources.

302 CLASSIFICATION

All non-faculty employees will be given a copy of their job description by their supervisor. The job description will describe, in detail, the duties and responsibilities necessary to perform the job satisfactorily. Because of the large number of positions in the university system, it is necessary to standardize the job titles and specifications. This is done through the position classification system which groups jobs into classes on the basis of their duties and responsibilities. Job descriptions and specifications are available from the Office of Human Resources.

NETWORK AND COMPUTER USE POLICY

Purpose

This policy governs the use and operation of Cheyney University's Information Technology (IT) resources and services (computers, printers, data networks, and any other current or future Information Technology (IT) resources adopted by the university). This policy applies to Information Technology (IT) resources in offices, classrooms, labs, residence halls, etc. both on-campus and off-campus. The intent of the policy is to provide a productive work environment and to permit maximum use of Cheyney University's Information Technology (IT) resources for academic, administrative, and student computing. Use of these resources is a privilege, not a right and is granted solely to Cheyney University faculty, staff and students. These privileges also apply to visitors, interim and temporary staff who use University Information Technology (IT) resources in any manner. All Information Technology (IT) resources should be used for University-related business (instruction, research, academic and administrative activities). Users of these resources are expected to conduct their activities in a professional and responsible manner and follow the guidelines, restrictions and overall university policies of Cheyney University, the State System of Higher Education, the laws of the Commonwealth of Pennsylvania, and federal statutes.

The University reserves the right to limit or restrict computing/network privileges to its IT resources. Depending on the seriousness of an offense, violation of the policy can result in penalties ranging from reprimand, referral to University authorities for disciplinary action, to criminal prosecution. Misuse and/or abuse of these resources may result in the immediate removal of privileges pending final resolution.

Policy

As an institution committed to the principle that a quality education is the cornerstone of a democratic society, Cheyney University strongly encourages the free exchange of ideas and information among all members of its community and with members of other communities. The instruments of communication can stimulate intellectual, social, cultural, and emotional growth but they also can be a means to destroy and harass. Therefore, students, faculty and staff in the University community are expected to exercise responsibility, use computing resources ethically, respect the rights and privacy of others, and operate within the bounds of the law and of University policies and codes of conduct.

Improper use of Cheyney University's Information Technology (IT) resources include (but are not limited to) the following:

1. Use of University Information Technology (IT) resources must comply with State and Federal Law, State System of Higher Education policies and University policies. Therefore, University Information Technology (IT) resources may not be used for commercial or profit-making purposes, for political purposes, or for personal benefit where such use incurs a cost to the University and is not academic or work related. Use of the University's microcomputers, workstations, or information networks must be related to a Cheyney University business. If the non-business usage of information services results in a direct cost to the University for any reason, it is the individual's responsibility to reimburse the university.
2. Users should only use the computer, network id and password assigned to them. Access of or attempts to access another person's computer, directories, files, or data communications whether protected or not are prohibited. Attempts to access unauthorized Information Technology (IT) resources via the computer network, to decrypt encrypted materials, or to obtain privileges to which the user is not entitled are prohibited. Sharing of a computer account with other persons is prohibited; User ids

- when the user is not present.
3. Theft, damage or destruction of computing equipment, facilities, programs or data is prohibited.
 4. Information or software cannot be placed on any University owned computer system. Cheyney University has signed software licenses for much of the software that are available on the computer systems; removal or transfer of such software without authorization is prohibited. All persons shall abide by the terms of all software licensing agreements and copyright laws.
 5. Copying of site licensed software for distribution to persons other than Cheyney University faculty, staff, and students, or the copying of site licensed software for use at locations not covered under the terms of the license agreement, are prohibited.
 6. Users of University Information Technology (IT) resources shall not consume unreasonable amounts of these resources. The University may impose restrictions or limits on use of such resources. Deliberate acts which are wasteful of computing\information network resources or which unfairly monopolize resources to the exclusion of others are prohibited. These acts include, but are not limited to, playing internet games, videos, MP3's, sending mass emails or chain letters, creating unnecessary multiple jobs or processes, obtaining unnecessary output, or printing or creating unnecessary network traffic. Any network traffic exiting the University is subject to the acceptable use policies of the network through which it flows (PREPnet, NSFNET, SSHenet, etc.), as well as to the policies listed here.
 7. Printing multiple copies of any document including handouts or announcements is also prohibited.
 8. No person shall harass others by sending annoying, threatening, libelous, sexually, racially, or religiously offensive messages. This includes all materials deemed offensive by existing University code of conduct laws.
 9. No person shall post materials on electronic bulletin boards that violate existing laws or the University's policies and codes of conduct.
 10. The University may have a business necessity or reason to access files and accounts of its employees or students, including the investigation of complaints of misuse of the system. It is therefore unreasonable for any IT user to have an expectation of privacy in the use of Information Technology (IT) resources.
 11. All other unauthorized acts or uses of university computing facilities or resources, or any other actions not in accordance with university policies, or not in the best interests of Cheyney University are prohibited.

304 CONFLICTS OF INTEREST

It is unlawful for employees to use university facilities, equipment or supplies for the purpose of conducting personal business.

It is unlawful for university employees to conduct personal or other non-university business during assigned work hours.

It is unlawful to have personal and/or financial interest in any supplier of products or services that does business with Cheyney University of Pennsylvania with which an employee is involved with input or decision making on the purchase of such products or services.

305 EMERGENCY/INCLEMENT WEATHER CLOSING

Under certain circumstances the university may be closed, open late, or employees may be allowed to leave early due to hazardous weather or working conditions. Notification of closing is usually given on local radio stations (KYW 1060 AM and WCOJ 1420 AM) as well as the university's school closing hotline at 610-399-2198. The decision to close the university will be made by the President or his/her designee. The decision will be made only after a careful review of the specific conditions. It should be noted that no administrator or individual supervisor is authorized to approve the departure of employees, or to close offices unless authorized by the President. Supervisors must report, through appropriate channels, to the President's Office for approval to close an entire office due to weather or other hazardous conditions.

Employees who feel that weather conditions are hazardous may be permitted to depart work early, but annual, personal or compensatory leave time must be used to cover their departure. When the closing of offices is authorized, employees in non-essential operations will be permitted to be absent from work. Employees who are considered essential and are required to work may not depart. Any employee on annual, personal, sick or compensatory leave, when the closing office is authorized, will be charged for the period of such leave. This applies to all employees except faculty members who accumulate only sick leave, which cannot be used for this purpose. Faculty should secure approval from their dean or director prior to departure.

306 EMPLOYEE DEVELOPMENT

The Office of Human Resources offers a variety of employee training programs to meet faculty and staff needs. Training classes offered include: leadership skills, interpersonal skills, communication skills, computer skills, customer service, conflict management, sexual harassment, grant and proposal writing and team building.

The Office of Human Resources provides an initial orientation to new employees. Various on-site and off-site training programs may be available to employees in addition to the university fee waiver program discussed in the Benefits Section (400) in the Employee Handbook.

For details of training opportunities available, see your supervisor or contact the Training Coordinator at 610-399-2313.

307 EMPLOYEE INFORMATION

Cheyney University of Pennsylvania Employees are public employees and as such, certain information such as name and salary are public information. All other employee information is maintained in compliance with Commonwealth and Federal Right to Privacy legislation. Individual employee records are maintained in the Office of Human Resources. For more information on employee records and information, contact the Office of Human Resources.

308 EMPLOYEE ORGANIZATIONS

All employees of the university have the right to organize, join or assist in employee organizations or engage in lawful concerted activities for the purpose of collective bargaining or to bargain collectively through representatives of their choice. Employees also have the right to refrain from any or all such activities, except as may be required pursuant to maintenance of membership provisions of collective bargaining agreements.

309 EMPLOYEE PROBATIONARY STATUS

All university employees serve a probationary period upon appointment. This probationary period is normally six months and is defined in the appropriate collective bargaining agreement or State

probationary period can result in extension of probation, demotion or termination. Satisfactory completion of the probationary period results in the attainment of regular status.

310 EMPLOYEE OPPORTUNITIES

The university uses a standardized merit system to select employees for positions at the university.

The system compares applicant training and experience with those required in the classification and specifications for the position being advertised. Each applicant is rated relative to the classification and specifications. The most qualified applicants are then interviewed for the position. Hiring is done based on the best match of the applicant's demonstrated skill, knowledge and abilities and criteria established for the classifications.

Any questions related to employer recruitment and selection can be referred to the Office of Human Resources.

311 HOURS OF WORK

Most full-time non-instructional employees work 37.5 hours per week. This translates into five 7.5-hour days. Faculty hours of work are determined by individual workload assignments. Normal work hours for most university employees are from 8:30 AM to 5:00 PM with one hour for lunch and a fifteen-minute break in the morning and another in the afternoon.

Some employees (e.g. police officers and facilities personnel) may work other schedules dictated by the nature of their work.

312 JOB PERFORMANCE

Upon assignment, employees will receive instruction from their supervisor and a copy of their job description. Employees will be given adequate time to learn their duties, responsibilities and the established standards to perform effectively on the job. Employees should not hesitate to ask any questions they may have. The evaluation of employee performance is the continuous responsibility of supervisors.

A formal performance evaluation report will be completed prior to the completion of an employee's probationary period (first six months of employment for managers, AFSCME, SPFPA and PNA) and thereafter annually as defined in the appropriate collective bargaining agreement or State System of Higher Education (SSHE) policy. Faculty and SCUPA employees have different evaluation procedures which are outlined in the appropriate bargaining agreement.

The aim of the performance evaluation is to provide feedback to employees and to guide the development of their individual skills to the highest possible level. Performance evaluations are also important factors when considering promotions or transfers and in determining training needs.

313 OUT-OF-CLASSIFICATION PAY

There may be times during employment when employees will be asked to perform the duties of a classification above their current level. The President or area Vice President will give the employee this temporary assignment in writing. Compensation will be determined by terms and conditions set forth in the appropriate collective bargaining agreement or State System of Higher Education (SSHE) policy.

It is the policy of the university to consider employees for promotion or reassignment whenever possible. All available vacancies are posted internally throughout the university. Employees have the opportunity to indicate their interest for any position for which they meet the minimum experience and professional/educational requirements stipulated on the posting notice. The posting notice will indicate the procedures necessary in order to be considered for the position. The filling of all vacancies, including those that result in either a promotion or reassignment, is based on a merit selection process and relevant collective bargaining seniority provisions.

315 CHILDREN/PETS/VISITORS

Cheyney University of Pennsylvania is a place of business. As such, employees are not to have family members at the work site except for brief visits during break or meal periods. It is the responsibility of the employee to provide for appropriate child care that does not involve the work site during work hours. Pets, other than personal service animals, are not permitted at the worksite.

316 SMOKING

Smoking is not allowed in public areas. Public areas shall be defined as areas generally open to students, visitors and employees. This definition shall only apply to areas within a building.

Examples of public areas shall include, but are not limited to:

- Hallways and public passageways within buildings
- Restrooms
- Conference rooms and areas
- Classrooms
- Office reception areas
- Dining areas and facilities
- Open areas normally occupied by more than one student or employee

Smoking shall be allowed within private offices or rooms. A private office or room shall be defined as any office/room enclosed by a complete and permanent walls and door, normally occupied by a single employee or student. In areas normally occupied by more than one employee or student, smoking shall be allowed by mutual consent of all individuals normally assigned within that area.

Non-smoking areas will be posted with appropriate signs. The absence of a no smoking sign shall not void enforcement of this policy. Individuals may provide additional no smoking signs for their assigned area as desired.

Failure to comply with the smoking policy may result in disciplinary action.

317 SOLICITATION OF FUNDS AND GIFTS

Employees of Cheyney University of Pennsylvania are not authorized to solicit other employees or outside individuals for funds or other items of value unless they have specific written approval from the President. This restriction applies to all types of sales and/or requests for donations for any cause. Employees and all others are strictly forbidden to use the name, logo or other identifying symbols of the university or any of its functions without proper authorization.

Failure to obtain written approval of the President of his/her designee prior to solicitation will result in disciplinary and/or legal action against the employee conducting such solicitation.

Questions concerning solicitation of any type should be directed to the Institutional Advancement Office at 610-399-2143.

Cheyney University of Pennsylvania employees are permitted to hold positions outside the university if such employment does not directly or indirectly interfere with the hours of work at Cheyney University of Pennsylvania or work performance. Such outside employment is forbidden if it creates a conflict of interest as defined in the Governors Code of Conduct or Commonwealth Ethics Act. For more information on outside employment contact your supervisor or the Office of Human Resources.

319 USE OF UNIVERSITY FACILITIES

Use of university facilities requires written approval from appropriate authority. Failure to acquire such approval may result in disciplinary and/or legal action. For information on the use of university facilities, contact the Business Support Services Office at 610-399-2343.

320 USE OF UNIVERSITY VEHICLES

The university has a limited number of vehicles for official use by employees. Availability of vehicles is limited and priority for use is determined by university management. Information on requesting the use of university vehicle is available through the Facilities office at 610-399-2292.

DRIVER'S LICENSE

Any employee who drives a university leased, rental, or personal vehicle to conduct university business must possess a valid driver's license free from major infractions at the time of hire and throughout employment. In addition, employees who operate vehicles requiring a commercial driver's license (CDL) must maintain this license throughout employment.

Employees who drive on behalf of Cheyney University of Pennsylvania are responsible for notifying the university immediately of any moving violations or license suspension or revocation. An employee's driving privilege may be suspended for receiving an excessive amount of traffic citations, whether the citations were received while driving a university vehicle or not.

If an employee's university driving privilege is suspended and that employee's position requires regular use of a vehicle in order to perform their job, the employee's unique circumstances and a decision on continued employment options with the university will be evaluated.

CELL PHONES

Employees who have access to cell phones are required to exercise extreme caution in the use of cell phones and should make every attempt to limit the use of phones to when vehicle is not moving.

400 BENEFITS

The benefits described below are available to most employees; however, certain eligibility requirements must be met. Information is provided for general purposes only. Legal plan documents will govern any discrepancies which may arise. For additional information concerning these benefits, contact the Office of Human Resources at 610-399-2408.

The university provides medical insurance to eligible employees and their eligible family members as defined in the appropriate collective bargaining agreement, State System of Higher Education (SSHE) policy or Commonwealth law. Employees may be eligible for basic indemnity coverage (Pennsylvania Blue Shield); Health Maintenance Organization Plans (HMO); Point of Service plans (POS); or Preferred Provider Organization (PPO) plans.

402 SUPPLEMENTAL MANAGEMENT AND HEALTH AND WELFARE BENEFITS

Additional group benefits (vision, dental, hearing, prescription) are offered to eligible employees and their eligible family members as defined in the appropriate collective bargaining agreement, State System of Higher Education (SSHE) policy or Commonwealth law. Please contact your benefits representative for more information.

403 COBRA CONTINUATION RIGHTS

Eligible employees, annuitants and their families are offered the opportunity for a temporary extension of health coverage at group rates in certain instances (this would include termination of employment or divorce) where coverage under the plan would otherwise end. These employees will be provided with the option to convert to a non-group contract or to elect Consolidated Omnibus Budget Reconciliation Act (COBRA).

404 BASIC GROUP LIFE INSURANCE

Permanent employees who have completed three months of active employment with the State System of Higher Education are eligible for basic group life insurance coverage. They are eligible for basic work-related accidental death coverage, unless the surviving spouse or minor children are entitled to benefits under ACT 101 of 1976, which provides death benefits to survivors of law enforcement offices and firefighters killed in the line of duties.

405 VOLUNTARY GROUP LIFE INSURANCE

Eligible employees have an opportunity to enroll in a term Life Insurance Program and/or Personal Accident Insurance Program that offers financial protection for their family, as well as the flexibility to select the amount of insurance that meets the employee's particular need. These plans are available on a voluntary employee-paid basis through payroll deduction. Enrollment after the first 31 days of employment is subject to medical underwriting by the insurance carrier. Contact the benefits representative at 610-399-2408 for more information.

406 SELECT LONG TERM DISABILITY (LTD)

Select LTD is an optional benefit for eligible employees. Employees have an opportunity to enroll in the LTD plan to protect their income. This plan is available on a voluntary employee-paid basis through payroll deduction. Enrollment after the first 31 days of employment is subject to medical review by the insurance carrier. Contact the benefits representative at 610-399-2408 for more information.

407 RETIREMENT

Membership in a Commonwealth retirement plan is Mandatory for eligible employees. The employee and the university contribute to the plan. The employee's contribution rate, established at the time of appointment, is constant throughout the membership in the plan. Enrollment in a retirement plan is irrevocable. Disability retirement benefits are available to members of State Employees' Retirement System (SERS) and Public School Employees' Retirement System (PSERS) who qualify. Contact the benefits representative at 610-399-2408 for more information.

University employees may be eligible to participate in a variety of tax-sheltered savings plans through various companies. For more information, contact the Office of Human Resources at 610-399-2408.

409 WORKERS COMPENSATION INSURANCE

Worker's compensation provides wage-loss and medical benefits to employees who are injured or contract a disease as a result of employment. Employees are compensated for work-related injuries and diseases without regard of fault.

The time period for giving notice begins when the employee knows of an incident having a possible relationship to employment. Work-related injuries must be reported to the employee's supervisor or chairperson immediately. An Employer's Report of Occupational Injury or Disease must be completed by the supervisor or chairperson and forwarded to the Office of Human Resources immediately after the time of notification. Contact the benefits representative at 610-399-2408 for more information.

410 STATE EMPLOYEE ASSISTANCE PROGRAM (SEAP)

SEAP is a Commonwealth sponsored service designed to support and assist employees and their families who may be coping with difficult issues or personal problems which effect family life, social relationships and job performance. The SEAP staff consists of trained professionals who offer confidential assistance. SEAP encourages early and voluntary participation in the program. You have the right to refuse services at any time.

Assistance is available by calling SEAP at 1-800-692-7459.

411 TUITION WAIVER

A tuition waiver is the remission of actual tuition expenses (excluding miscellaneous fees) for eligible permanent full-time employees who have passed their initial probationary period and are in an active pay status, their spouses, and eligible dependents as outlined in the appropriate collective bargaining agreement or human resources policies.

Please refer to your collective bargaining agreement, Tuition Waiver Policy Procedure 2002-2003-02-HR for non-faculty, or contact the Office of Human Resources at 610-399-2408 for additional information.

500 PAYROLL

501 PAYROLL INFORMATION

Employees of the university are paid every two weeks (bi-weekly). Payrolls are calculated on an after-the-fact basis with two-week delay in payment. For additional information contact the Payroll Manager at 610-399-2060.

502 OVERTIME

If a manager assigns overtime, the employee assigned will receive additional compensation. Overtime work is ordinarily voluntary but may be mandatory at times. The additional compensation is at the rate prescribed by the appropriate labor agreement. Persons in management positions are not entitled to overtime payment.

Where positions are governed by collective bargaining, pay increases are determined by the agreement. Pay increases for management employees are based on annual performance evaluation and SSHE funding formulas.

504 HOLIDAYS

The university observes ten holidays during the year as follows:

Major Holidays

New Year's Day	Martin Luther King Jr. Day
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Day after Thanksgiving (AFSCME only)	Christmas Day

Minor Holidays:

Veterans Day	Columbus Day
Presidents Day	

505 DIRECT DEPOSIT

Direct deposit of employees' salary check into an account at the financial institution of their choice is available through the Payroll Office. For more information contact the Payroll Office 601-399-2060.

506 SCHEDULING LEAVE

The responsibility for maintaining good attendance and adherence to the proper procedures for requesting time off rests with the employee. All requests for leave (with the exception of holiday leave, which is pre-scheduled for most employees at the beginning of the year) must be scheduled through the appropriate supervisor. To schedule time off, employees are required to submit a Request for Leave Form (STD-330) to their supervisor prior to the leave effective date in order to secure the proper authorization. There may be times when it is not possible to request leave in writing in advance (i.e., sick or emergency). When it is necessary to use this unscheduled leave, employees are required to notify their supervisor and request the leave by telephone at the beginning of the scheduled shift. The Request for Leave Form must be completed and submitted to the supervisor the day the employee returns to work.

507 SHIFT DIFFERENTIAL

Shift differential is extra compensation that is paid to an employee whose full work shift of 7.5 or 8 hours begins before 6:00 AM or after 12:00 PM.

508 COMPENSATORY TIME

Some employees are entitled to compensatory time for work beyond the normal work day or work week. Compensatory time is much like overtime, except the employee receives paid time off in lieu of overtime payment. Like overtime, compensatory time must be assigned, in advance, by the employees' supervisor and records of time worked as well as time used maintained by the employee and supervisor. Specific information concerning eligibility for compensatory time can be found within the appropriate collective bargaining agreement of SSHE policy. Persons in management positions are not entitled to compensatory time.

Accompanying employee checks is an earnings statement, which shows gross and net pay and all deductions. Employees should check this statement carefully, and if there is an error, contact their supervisor or the Payroll Office at 610-399-2060.

510 ANNUAL LEAVE

Accrual of annual leave is a percentage of regular hours worked as outlined in the appropriate collective bargaining agreement or SSHE policy. The percentage of accrual varies depending upon years of service, appointment dates and bargaining unit. Any questions relating to annual leave can be directed to the Office of Human Resources at 610-399-2247 or the Payroll Office at 610-399-2060. Unused annual leave may be carried over to their net calendar year to a maximum of forty-five days.

511 CIVIL LEAVE

Employees are entitled to use civil leave with pay when they are called to serve on a jury or when they are subpoenaed as a witness to attend a court proceeding.

Employees are required to schedule annual or personal leave to secure time off if they are a party in a civil or criminal court proceeding. Faculty members should consult Article XVIII, Section C of the SSHE/APSCUF (Association of Pennsylvania State College and University Faculties) agreement for specific information concerning civil leave.

Regular employees who have not volunteered for jury duty and are called for jury duty, or employees who are not part of a court case, but are called to be a witness, shall receive pay while attending court. The employee must show written evidence to his/her immediate supervisor as far in advance as possible.

Regular employees who are part of the following administrative hearings shall be given leave with pay.

- Unemployment Compensation Board of Review Referee
- Workers' Compensation Referee
- Workers' Compensation Appeal Board
- State Civil Service Commission

Written evidence must be shown to the employee's immediate supervisor as far in advance as possible.

The term court includes:

- Minor judiciary Court
- Courts of Common Pleas
- Commonwealth Court
- U. S. District Court

Regular employees while fire fighting or doing rescue work during a fire, flood, hurricane or other disaster may be given leave with pay. Employees absent from work for reasons just mentioned should get written statements from the agency they served during absence from work. Volunteer participation in fire fighting or rescue work needs prior approval of the president.

512 FAMILY CARE LEAVE WITHOUT PAY

Upon written request and proof of family members' disability or illness, permanent employees with a least one year of total service shall be granted family care leave without pay. The leave

1993.

The Family Care Leave without pay entitlement shall not exceed 12 weeks every calendar year and cannot be extended. The hours of entitlement shall be prorated for part-time employees. For more information contact the Office of Human Resources.

513 LEAVE OF ABSENCE WITHOUT PAY

Each collective bargaining unit has provisions for leave without pay. Collective bargaining agreements give specific information. For more information contact the Office of Human Resources.

514 MILITARY LEAVE

If an employee is or becomes a member of an active or reserve military service, they may use military leave.

An employee may be granted military leave with pay under the following conditions:

As a member of the Pennsylvania National Guard or Air National Guard, engaged in the active service of the Commonwealth or in field training.

As a member of an active reserve of one of the military services, engaged in the active service of United States of in field training for a period of not over 15 working days in any calendar year.

An employee will be granted military leave without pay under the following conditions: for all active duty served to a maximum of four years plus up to one year of voluntary extended active duty and all involuntary extensions of active duty.

For Reservist or National Guardsmen for initial active duty for training. Such training does not count toward the maximum amount of time an employee may serve on active duty.

For Reservist or National Guardsmen for other military training. Such training also does not count toward the maximum amount of time an employee may serve on active duty.

For more information contact the Office of Human Resources at 610-399-2247

515 PARENTAL LEAVE WITHOUT PAY

The State System of Higher Education grants parental leave without pay for permanent employees who become parents through childbirth or formal adoption and submit formal written request for such leave. Such leave shall be granted for a period not to exceed 6 months and may be extended, at the discretion of the president, for an additional six months. In no case shall the total amount of leave exceed 12 months. No unpaid parental leave shall be granted beyond one year from the date of birth or assumption of custody of an adoptive child.

Employees are entitled to use accrued sick leave without pay for the period they are unable to work, as certified by a physician. Employees may use all accrued annual and person leave at any time before or after parental leave.

Specific information on parental leave and leave without pay may be found in applicable collective bargaining agreements, the State System of Higher Education Personnel Rules and Commonwealth Management Directives 530.2 and 530.4. For more information contact the benefits manager at 610-399-2408.

Personal leave days are earned based on a schedule determined by bargaining unit and appointment date. (An employee must be in compensable status 20 days within the accrual period to earn the Personal Leave day for that period). Days off for personal leave must be scheduled through the appropriate supervisor.

Personal Leave days cannot be carried over from one calendar year to the next except when the work demand prevents the employee from taking the leave. In this event, the period can be extended ninety days into the next calendar year, when appropriate approval has been received from the supervisor.

517 SICK LEAVE

Sick leave is earned as percentage of all regular hours worked as outlined in the appropriate collective bargaining agreement of SSHE policy. The percentage of accrual varies depending upon years of service, appointment date and bargaining unit. Sick leave shall be granted when an employee is required to be absent for work for one of the following reasons:

For necessary medical or dental appointments that CANNOT be scheduled during non-work hours.

Serious illness of a member of the employee's immediate family which requires the employee's absence from work, not to exceed five days in any calendar year. Immediate family is defined as the following persons residing in the employee's household to include the husband, wife, child, or parent of employee.

Sick Leave for Bereavement

Death of a spouse, parent, stepparent, child or stepchild of the employee, for which a maximum of five days may be granted per occurrence. Death of a brother, sister, uncle, aunt, grandparent, grandchild, son-in law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law or any relative residing in the employee's household, for which a maximum of three days may be granted per occurrence.

Medical certification is required under the following circumstances:

For an absence from work due to personal/family sickness for three or more consecutive work days. For absences of less than three days, a doctor's certificate may be required where the employer has reason to believe that the employee is abusing his/her sick leave privileges.

If the employee is requesting a change from other already approved leave status. If after a leave request has been disapproved, the employee calls in sick for that day, a doctor's certificate submitted by the employee in support of sick leave absences MUST contain the following information to be considered valid:

- A statement by a physician that the employee was absent and unable to work due to illness or, sickness in immediate family.
- Certification from a physician that the family sickness required the employee's absence from work.
- The date of absence covered by the illness.
- A statement that the employee is unable to return for full duties and the anticipated date of return.
- The physician's signature and date of the signature.

When medical certification is required, such certification must be presented upon the employee's return of duty. However, exceptions will be considered on an individual basis, as the

Failure to provide the required proof of illness will result in the denial of sick leave, the absence charged to "AW" time (absence without leave), and the imposition of appropriate discipline. For more information contact the Office of Human Resources.

518 VOLUNTARY SEPARATION

If an employee decides to end their employment with the university, they are requested to give their supervisor at least two weeks notice of their intent to resign. Employees are also requested to contact the Office of Human Resources prior to their departure to complete the necessary separation documents to expedite the processing of records and pay. Specific procedures for faculty resignations and retirements are outlined in the APSCUF bargaining agreement.

600 SERVICES

601 ATHLETICS

Cheyney Intercollegiate Athletic teams compete in the very competitive Pennsylvania State Athletic Conference (PSAC) and are a Division II member of the National Collegiate Athletic Association (NCAA). The university sponsors nine teams:

<u>Men's</u>	<u>Women's</u>
Football	Volleyball
Cross Country	Cross Country
Basketball	Basketball
Track and Field	Track and Field
	Bowling

Admission to Cheyney University of Pennsylvania's home athletic events are free with a valid Cheyney ID except for the Wade Wilson Football Classic and all PSAC and NCAA Play-offs and Championship games or tournaments. For additional information call the Athletic Office at 610-399-2287.

602 HEALTH CENTER

The Health Center's main function is to provide medical care for students. Faculty or staff are referred to the occupational health center during regular business hours. After regular business hours faculty or staff would be referred to the emergency room.

The Health Center is located on the first floor of Humphrey's Hall.

For emergency care, contact the Office of Public Safety at 610-399-2405 24 hours a day.

603 ISSUANCE OF KEYS

Employees who require keys for access to university buildings and offices should make such request to their supervisor. For more information on the issuance of keys contact the Office of Public Safety at 601-399-2405.

The university mailroom is located on the first floor of the Wade Wilson Administration building. The mailroom provides services such as sending and receiving mail, selling postage and distribution of campus mail. [Upon hire, you are eligible for a mailbox that will be issued by the Mailroom Clerk upon receipt of notification of "New Hire" from Human Resources]. Questions may be directed to the Mailroom [Clerk] at 610-399-2347.

605 PENNSYLVANIA STATE EMPLOYEES CREDIT UNION

University employees are eligible for membership in the credit union (PSECU). As a member of PSECU a variety of services are available. Information and membership forms are available in the Office of Human Resources.

606 SAVINGS BONDS

United States Savings Bonds are available through a payroll deduction plan. For more information, contact the Office of Human Resources 610-399-2058.

607 VEHICLE REGISTRATION

All administrators, faculty, staff and students are required to register their vehicles with the Office of Public Safety. A valid operator's license, vehicle registration card and proof of insurance must be presented at the time the vehicle is registered. Any change in the vehicle registration number must be reported to the Office of Public Safety immediately.

Anyone temporarily driving an unregistered vehicle must obtain a temporary permit from the Office of Public Safety. Visitors may park in the areas designated on the pass. University personnel having visitors on campus should inform them of parking rules and regulations. Parking permits are the property of the university.

Possession of a parking decal, a temporary permit, or visitor's pass implies awareness of the university Motor Vehicle Regulations and the responsibility to adhere to them. The complete Traffic Parking and Regulation Policy is available in the Office of Public Safety. For more information contact the Office of Public Safety at 610-399-2260.

608 TRAFFIC AND PARKING REGULATIONS

Pennsylvania Crimes code Section 7505, December 6, 1972; and Act 13, March 10, 1949 (PL 30), Section 2004. 1, Sub-Section 9, authorizes Commonwealth agencies and university presidents to regulate parking and penalties on campus property.

The operation of a motor vehicle on the campus is a privilege granted by the university. The university reserves the right to suspend and/or revoke the privilege for cause at any time. All university roadways which are open to the public for vehicular travel are highways, and traffic violations are enforceable under provisions of Pennsylvania Motor Vehicle Code. Rules and regulations governing campus traffic and parking must be observed by everyone.

Parking in unauthorized area will result in the vehicle being ticketed and towed. Traffic lanes must be kept open at all times to allow the easy flow of vehicles. The parking pass does not guarantee a parking space; it only gives the owner the right to park in certain areas on a space available basis where passes are required. For additional information contact the Office of Public Safety at 610-399-2405.

The use of all university telephones is limited to official university business only. For additional information contact Telephone Services at 610-399-2299.

610 UNIVERSITY PUBLICATIONS

Official university publications are prepared to provide members of the external community with current university-related news, institutional policies, goals and operating procedures, and to indicate standards by which individuals and the institution can be judged.

In addition, there are, from time to time, news releases, announcements about special events at the university, and the like, which are shared with the public to enhance the university's image and to maximize its opportunities for public support, financially or otherwise.

The Office of Public Relations has the primary responsibility for the development dissemination of official university publications and for the distribution of information reflecting the official position of the university. For additional information contact the Office of Public Relations at 610-399-2417.

611 BUSINESS SUPPORT SERVICES

The members of the Business Support Services staff are available to give you assistance in the day to day operation of your area and include, the Director of Business Support Services at 610-399-2343, Purchasing at 610-399-2129, Contract Administration at 610-399-2360, Copy Center at 610-399-2384, Mailroom at 610-399-2347, and Store Room at 610-399-2516.

Employees are to familiarize themselves with established purchasing and contracting procedures. Please contact the Office of the Director of Business Support Services for the current Purchasing Procedure.

The offices of Purchasing and Contract Administration provide for the procurement of commodities and services. If your position requires Purchase Requisitioning authority, your supervisor will be required to notify the Office of Computer Support Services, and submit a request for specific SAP "Roles," i.e., "Purchase Requisitioner," via the on-line help desk system. Subsequently, your supervisor will be required to request training by contacting the Office of Business Support Services.

The University Copy Center is located on the first floor of the Vaux Logan Building. Mono and Color Printing/Copying can be requested by completing a Copy Request form obtained at the copy center.

The university mailroom is located on the first floor of the Wade Wilson Administration building. The mailroom provides services such as sending and receiving mail, selling postage and distribution of campus mail. Upon hire, you are eligible for a mailbox, furnished with the proper documentation from the office of Human Resources.

Stationary supplies are stocked at the University Storeroom located in the Jones Hilton Maintenance Building. If your position requires Purchase Requisitioning, you are likely required to requisition stationary supplies via the SAP "Material Reservation," Role. Again, your supervisor will be required to notify the Office of Computer Services, and submit a request via the on-line help desk system for that role. Training will be provided upon request in conjunction with "Purchase Requisitioning" and "Budget Look-up" training.