This handbook has been prepared to acquaint Support Staff employees with University policies, procedures, and practices. In some cases, a website address or link will be provided which contains more specific information on the topic.

However, not every policy or procedure of the University is contained in this handbook. Further, the policies mentioned in the handbook may be changed or terminated at any time by the University. The handbook does not imply contractual obligations to any group or individual.

No individual can change or make exceptions to the Support Staff Employee Handbook. Therefore, no one can rely on oral statements or direction that is inconsistent with the information contained therein. Additionally, the University reserves the right to alter, modify or terminate these or any policies at any time without notice.

**MSU OVERVIEW**

Michigan State University Spartans work every day to advance the common good in uncommon ways.

Together, we tackle some of the world’s toughest problems to find solutions that make life better—from alternative energy to better food safety to breakthrough medical and environmental applications achieved through rare isotope research. We’re good at it, and we’ve been at it for more than 150 years.

The nation’s pioneer land-grant University, MSU began as a bold experiment that democratized higher education and helped bring science and innovation into everyday life. The revolutionary concept became a model for the nation.

Today, MSU is one of the top research universities in the world—on one of the biggest, greenest campuses in the nation. Home to nationally ranked and recognized academic, residential college, and service-learning programs, we’re a diverse community of dedicated students, scholars and staff, athletes and artists, scientists and leaders.

As an MSU staff member, you play a vital role in supporting the continuing success of Michigan State University. In ways both practical and profound, every Spartan is part of a larger, unstoppable team that creates a stronger, more sustainable, and more hopeful future for all.

There are approximately 6,200 Support Staff employees on campus and around the state. Our employees perform work that is essential to the operation of the University and includes a wide range of functions. Support staff employees include groundskeepers who maintain the pristine campus, boiler operators who work at the power plant, employees who cook and serve foods in the various dining halls, technical employees who maintain the University’s electronic resources, and much, much more.

Employees who are represented should also reference the appropriate collective bargaining agreement listed below.
Collective Bargaining Agreements

These are the certified support staff collective bargaining units at MSU:

Clerical Technical Union of MSU (CTU)

Local 274, International Alliance of Theatrical Stage Employees and Motion Picture Machine Operators

Local 324, International Union of Operating Engineers

Local 999, Council 25, AFSCME, AFL-CIO

Local 1585, Council 25, AFSCME, AFL-CIO

Lodge 141, Fraternal Order of Police (FOP), MSU Non-Supervisory Division

MSU Administrative Professional Association (APA)

MSU Administrative Professional Supervisors Association (APSA)

In some cases, collective bargaining agreements may alter or modify personnel policies and benefits described herein. In these cases, the applicable provisions of the collective bargaining agreements will prevail. For details of collective bargaining agreements, visit the web at http://www.hr.msu.edu/documents/contracts.htm

For additional information, including current MSU facts, rankings, Board of Trustees and central administration, visit http://msu.edu/about/index.html.

DIVERSITY AND INCLUSION

One of MSU's three core values is inclusion. Inclusion embraces diversity, but moves beyond it. Diversity is defined as the state or quality of being different and as individuals we are all uniquely different. To be an Inclusive campus is to respect and value differences. We embrace people from all backgrounds, experiences, and viewpoints. In this section, employees can find more specific information about state and federal laws, as well as University policies, that help foster an inclusive environment.

EQUAL OPPORTUNITY, NONDISCRIMINATION, AND AFFIRMATIVE ACTION

Michigan State University is committed to the principles of equal opportunity, nondiscrimination, and affirmative action. The MSU Anti-Discrimination Policy prohibits acts of discrimination and harassment on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. The University is also guided by the following federal and state civil rights laws that prohibit discrimination in the following areas:

Race, Color, Religion, Sex, National Origin:

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee’s religious practices where the accommodation does not impose undue hardship. Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial
assistance. Executive Order 11246 prohibits job discrimination on the basis of race, gender, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Disability:

Title I and Title II of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in admission, employment, treatment, or access in programs or activities receiving federal financial assistance. The Michigan Persons with Disabilities Civil Rights Act of 1976 provides individuals the opportunity to obtain employment, housing, and full and equal utilization of public accommodations, public services, and educational facilities without discrimination because of a disability.

Age:

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. The Age Discrimination Act of 1975 prohibits discrimination based on age in programs or activities receiving federal financial assistance.

Sex:

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment. Title IX of the Education Amendments of 1972 prohibits discrimination based on gender in education programs or activities. Protection is extended to include employment and admissions at institutions that receive federal financial assistance.

Genetic Information:

Title II of the Genetic Information Nondiscrimination Act ("GINA") of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers’ acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

Military Service Members and Veterans:

The Uniformed Services Employment and Re-employment Rights Act of 1994, as amended, prohibits discrimination against persons because of their service in the Armed Forces Reserve, the National Guard, or other uniformed services. The act protects the rights of veterans, reservists, National Guard members, and certain other members of the uniformed services to reclaim their civilian employment after being absent due to military service or training. The Vietnam Era Veterans Readjustment Act of 1972 prohibits certain government
contractors from discriminating against qualified disabled veterans or Vietnam era veterans. The act also requires contractors to engage in affirmative action to employ and advance veterans in employment.

Other:

The Elliott-Larson Civil Rights Act (1976) of the State of Michigan prohibits discrimination practices, policies, and customs, based on religion, race, color, national origin, age, gender, height, weight, familial status, or marital status.

For more information about the University's nondiscrimination policies, go to the web at www.inclusion.msu.edu or contact the Office for Inclusion and Intercultural Initiatives at 517-353-3922.

PROTECTION FOR EMPLOYEES WITH DISABILITIES

Michigan State University is committed to hiring qualified persons with disabilities and to fulfilling its responsibilities under state and federal civil rights laws and the University’s Anti-Discrimination Policy. University employees or job applicants who believe they need an accommodation should refer to the Disability/Reasonable Accommodations Policy on the web at: http://www.hr.msu.edu/documents/supportstaffpolproc/disability.htm

Copies of the policy can also be obtained from the Resource Center for Persons with Disabilities (RCPD). An employee/applicant or supervisor/unit administrator who disagrees with the RCPD's determination regarding reasonable accommodation may appeal the decision to the Director of the RCPD or the ADA Coordinator in the Office for Inclusion and Intercultural Initiatives.

The Office for Inclusion & Intercultural Initiatives is the office of the ADA Coordinator, Paulette Granberry Russell. Her contact information is:

Paulette Granberry Russell  
444 Administration Building  
Michigan State University  
East Lansing, MI 48824  
(517)353-3924

RCPD maintains records of accommodations made for persons with a disability and is available for consultation with employees/applicants or supervisors/unit administrators about the accommodation process. For more information, contact RCPD by phone at 517-884-RCPD (884-7273) (TTY), or by e-mail at rcpd@msu.edu, or visit the web at www.rcpd.msu.edu

The Office for Inclusion & Intercultural Initiatives is the office of the ADA Coordinator, Paulette Granberry Russell. Her contact information is listed above under “Protection for Employees with Disabilities”.

SEXUAL HARASSMENT POLICY

Michigan State University is committed to maintaining a learning and working environment for all students, faculty, and staff that is fair, humane, and responsible—an environment that supports career and educational advancement on the basis of job and academic performance. Sexual harassment subverts the mission of the University and offends the integrity of the University community. It is not tolerated at Michigan State University.

Sexual harassment is a form of unlawful gender (sex) discrimination. It may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex. Sexual harassment is
made unlawful by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Michigan’s Elliot-Larsen Civil Rights Act. The University and the law also prohibit retaliation against persons who complain about alleged sexual harassment or who cooperate in an investigation of reported sexual harassment.

The Policy applies to all members of the University community—faculty, staff, and students. The Policy also prohibits sexual harassment by third parties towards members of the University community. The full text of the Policy on Sexual Harassment can be found on the web at http://www.hr.msu.edu/documents/uwidepolproc/sexharass.htm

The Office for Inclusion & Intercultural Initiatives is the office of the Title IX Coordinator, Paulette Granberry Russell. Title IX prohibits gender discrimination in institutions of higher education. The Title IX Coordinator's contact information is:

Paulette Granberry Russell
444 Administration Building
Michigan State University
East Lansing, MI 48824
(517)353-3924

UNIVERSITY ORDINANCES AND POLICIES

This section highlights several University ordinances and policies. The Board of Trustees of Michigan State University adopts ordinances that provide for the care, preservation, and protection of the property governed by the Board as well as for the security and well being of persons on said property. Additional information including a complete listing of ordinances can be found at http://www.trustees.msu.edu/ordinances/.

A listing of University-wide policies and procedures can be found at: http://www.hr.msu.edu/documents/uwidepolproc/index.htm and a listing of Support Staff Policies and Procedures can be found at: http://www.hr.msu.edu/documents/supportstaffpolproc/index.htm

ACCEPTABLE USE

The University provides an array of institutional electronic business systems, computing services, networks, databases and other electronic resources to support the scholarship and work activities of members of the University’s academic community and their external collaborators. These systems support the operations of the University, and provide access to publicly–available knowledge and services of the University. All University employees are required to know and abide by the Acceptable Use of Computing Systems, Software and the University Digital Network Policy located here: http://lct.msu.edu/guidelines-policies/aup/, as well as the Appropriate Use of E-mail Policy located here: http://lct.msu.edu/guidelines-policies/appropriate-use-of-msu-email.html

BORROWING UNIVERSITY EQUIPMENT

University equipment is to be used only for University activities. Personal use or use for private gain is prohibited. University equipment must not be loaned to non-campus organizations, except to departments of the state or federal government under special, approved circumstances. University policy stipulates that equipment cannot be taken off campus. Any exception to this policy can only be made with prior written
approval of the chairperson, director, or administrative head, and dean. The department or unit is responsible for equipment loss or damage.

BUILDINGS

Closing time for most buildings other than residence halls is 10 p.m., Monday through Friday. Hours are posted on doors of most University buildings. University employees may work in offices or laboratories beyond closing hours if they have authorized access.

CONFLICT OF INTEREST IN EMPLOYMENT

The following policy was approved by the Board of Trustees, effective December 8, 1995:

Standards for hiring, promotion, reappointment, evaluation, working conditions, responsibilities, salary, and termination for all employees at Michigan State University are based on ability, qualifications for the position, and performance. Relationship (meaning connection between persons, hereinafter referred to as “relatives,” by blood, marriage, adoption, same-sex domestic partnership or other personal relationship in which objectivity might be impaired) to another individual employed by the University shall not constitute a bar to hiring, promotion, or reappointment provided, however, that no employee shall be under the direct supervision or control of a “relative.” Employment of “relatives” in the same unit or department or under the same supervisor is authorized only with the prior written approval of the head of the unit or department and the Office of the Provost or the Office of Human Resource Services, as appropriate. In addition, “relatives” should not participate in roles that have the potential for influencing employment decisions, e.g., peer review.


CONTRACTS WITH THE UNIVERSITY

Michigan law requires that the Board of Trustees approve the terms of any contract between the University and one of the following: (1) a University employee, (2) a business or other entity of which a University employee is a partner, member or employee, (3) a private corporation in which a University employee has a specified ownership interest or is a director, officer, or employee, or (4) a trust of which a University employee is a beneficiary or trustee. (See Contracts of Public Servants with Public Entities; MCLA 15.321 et. seq.) Contracts or other agreements falling within the scope of this state law should be provided to the Office of the General Counsel for review and approval by the Board of Trustees.

University employees must take all appropriate steps to assure that the University does not knowingly enter into purchase commitments which would violate Michigan law or result in a conflict of interest. For the purpose of this section, a conflict of interest exists when an employee’s financial interests or other opportunities for personal benefit may compromise, or reasonably appear to compromise, the independence of judgment with which the employee performs his/her responsibilities at the University. Employees should refer questionable purchase transactions to the director of University Services or the purchasing manager.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The University maintains student education records and is responsible for their access and
release in accordance with FERPA. It is the policy of the University to comply with FERPA. The MSU Access to Student Information Guidelines govern the procedures for the maintenance and disclosure of information from student education records held by the University. All University employees with access to student education records have an obligation to comply with FERPA and read the MSU Access to Student Information Guidelines available at:

http://www.reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.asp.

For additional information on or questions about FERPA, contact the Office of the Registrar at 517-355-3300 or reg@msu.edu

FIREARMS POLICY

Except for peace officers authorized by the director of the Department of Police and Public Safety, members of the University workforce are prohibited at any time while on any property owned, leased, or otherwise controlled by the University, or elsewhere in the course of their employment with the University, from possessing or using any firearm. This policy applies regardless of whether the member of the workforce has a concealed weapon permit or is otherwise authorized by law to possess, discharge, or use a firearm. For more information, refer to the web at http://www.hr.msu.edu/documents/uwidepolproc/firearms.htm

FREEDOM OF INFORMATION ACT

The Michigan Freedom of Information Act (FOIA) regulates and sets requirements for the disclosure of public records by all public bodies in the State of Michigan. As a public institution in the State, the University is subject to provisions of the FOIA. Under the FOIA, all persons, except those incarcerated, have the right to inspect and/or receive copies of public records maintained by the University. A request must be made in writing, which includes e-mail or fax. The MSU FOIA Office is responsible for handling all FOIA requests made to the University. Any office or employee at the University who receives a FOIA request must promptly forward the request to the MSU FOIA Office by fax at 517-353-1794, e-mail to foia@msu.edu, or mail to 117 Olds Hall. Individuals should be encouraged to submit their requests directly to the MSU FOIA Office to avoid inadvertent delays. For additional information on the FOIA, contact the MSU FOIA Office at 517-353-3929.

GRIEVANCE PROCEDURE FOR NON-BARGAINED FOR EMPLOYEES

Non-Union staff members have the right to present concerns related to the application of employment policies. If a solution to the problem cannot be worked out between the employee and the immediate supervisor, a grievance procedure is available. A copy of the grievance procedure and forms may be obtained from the appropriate union, association, or Employee Relations at 517-353-5510. For more information, visit the web at http://www.hr.msu.edu/complaints/supportstaff/GrievanceProcedures.htm

HOTLINE FOR REPORTING FISCAL MISCONDUCT

All administrators, faculty members, support staff, and other employees should promptly report any known or suspected fiscal misconduct by contacting the Director of Internal Audit Hotline or by phone (517-355-5036). The University has also established a toll-free confidential hotline (1-800-763-0764) and web reporting system that can be used to anonymously report known or suspected misconduct. For more information, visit the web at http://ctlr.msu.edu/COMBP/FiscalMisconduct.aspx
INSTITUTIONAL DATA POLICY

The University community and external communities have expectations regarding the appropriate and ethical uses of data and their stewardship that are critical to MSU’s ability to maintain public trust and confidence. Michigan State University needs to protect the security and integrity of its institutional data without hindering the effective and efficient use of those Data. Therefore, it is important that everyone working with data at MSU be aware of specific legal, policy, and contractual requirements applicable to these data. The Institutional Data Policy establishes minimum requirements for the appropriate stewardship of Institutional Data. For more information visit the web at: https://itservices.msu.edu/guidelines-policies/idp.html

MOTOR VEHICLES

Employees who drive and park their private vehicles on campus must register those vehicles by paying an annual fee or through payroll deduction. Operation of vehicles on campus is subject to the provisions of the MSU Ordinances, State Motor Vehicle Code, and the Employee Parking Regulations. Copies of the regulations plus additional information are available through the MSU Police and Parking Office at 517-355-8440 and on the web at www.police.msu.edu

PATENTS

Except as otherwise provided by board-approved policies or legal instruments, any discovery or invention that results from research carried on by, or under the direction of, any employee of the University and having the cost thereof paid from University funds or from funds under the control of, or administered by, the University, or which comes as a direct result of the employee’s duties with the University, or which has been developed in whole or in part by the utilization of University resources or facilities, shall belong to the University and shall be used and controlled in such a manner as to produce the greatest benefit to the University and the public. For further detail on the implementation of the policy, contact the Office of the Vice President for Research and Graduate Studies, at 517-355-0306 or visit the web at http://www.technologies.msu.edu/inventors/intellectual-property/patents

PUBLIC SALE OF FOOD

Food offered for public sale on the campus must, in general, be handled only through Culinary Services, Division of Residential and Hospitality Services. University organizations that wish to offer food service to guests must obtain prior written approval from Culinary Services. For details, contact Chandos McCoy with Culinary Services at 517-884-2525 or the University Health Inspector, Betty Wernette-Babian, at 517-355-9700.

QUESTIONNAIRES

To ensure consistency and accuracy in the reporting of data to external agencies and to other colleges and universities, all questionnaires requiring data for the entire University should be coordinated with the Office of Planning and Budgets at 517-355-9271. This office will consider whether the data requested is readily available and whether the information should be released to the inquiring agent. Data requests or questionnaires relating primarily to a unit, but that also require all-university data, should be cleared with the Office of Planning and Budgets. If this office does not possess the necessary data, referral to the appropriate office or person will be made. For more information, visit the web at www.opb.msu.edu
SELLING AND ADVERTISING

The following ordinance was approved by the Board of Trustees on June 14, 1996:

*1. No person or entity may sell or solicit sales of items or services, or solicit contributions, on University premises without an authorized written permit, which permit must be promptly exhibited to any requesting University representative. Authority to set standards for and to grant permits is vested in the Secretary of the Board of Trustees. The Secretary may prohibit sales and solicitations or regulate the item, place, and manner of sales and solicitations, as to all University properties or as to specified areas of facilities. The Secretary may designate other University administrators to grant permits for specified areas or facilities in accordance with established standards.

2. No person shall erect or otherwise display, except on his or her personal property, any sign or poster or distribute handbills upon property governed by the board that advertises or otherwise calls attention to any commercial product, service, or activity. *Denotes civil infraction.

For additional information on this policy, refer to Ordinance 27.00 on the web at www.trustees.msu.edu/ordinances/ordinances_sec27.html

SOLICITATION OF FUNDS

Canvassing, peddling, and soliciting are prohibited on University premises without an authorized written permit from the Secretary of the Board of Trustees. Collections among employees are approved by the University only for the MSU Community Charitable/United Way Campaign and campaigns originating from the Office of the Vice President for University Advancement. Employees must refrain from taking orders for or selling tickets or merchandise of any kind, or soliciting funds for any purpose, without prior written approval from the Secretary of the Board of Trustees. See Ordinance 27.00 on the web at www.trustees.msu.edu/ordinances/ordinances_sec27.html

STUDENTS AT RISK

Employees may occasionally come into contact with students who are disruptive, potentially dangerous, or experiencing a crisis related to campus or academic life. The Student Risk and Review Committee (SRRC) was established by the Vice President for Students Affairs and Services to help coordinate the response of multiple campus offices across campus to such students. The goal of the SRRC is to help the student resolve issues and to promote a safe and productive environment for the University community. Employees who have concerns about a particular student should submit their concern to the SRRC. SRRC inquiries can be made by telephone (517-355-8270), fax (517-353-3398), or email (SRRC@cc.msu.edu). Additional information about the SRRC, as well as the Student Risk and Review Quick Reference Guide, can be found online at http://www.counseling.msu.edu/feature/student-risk-and-review-committee.

SUITS AGAINST THE UNIVERSITY AND ITS STAFF

The following policy was approved by the Board of Trustees on September 2, 1983:

Michigan State University will support its trustees, officers, faculty, and staff when acting in the performance of assigned duties on behalf of the University. This policy applies to students while engaged in approved academic programs and volunteers who are performing services for the University with prior written approval of the appropriate University official. The University will defend, save harmless, and indemnify such persons
against any suit or proceeding, wherever brought, premised upon the fact that he or she is or was a member of
the board or an officer, employee, student, or volunteer of the University. The indemnity extends to expenses
including attorney fees, judgments, fines, and amounts paid in settlement, actually and reasonably incurred,
and with respect to any criminal action or proceeding where such person had no reasonable cause to believe
that his or her conduct was unlawful. As a condition of indemnification, the trustee, official, employee, student,
or volunteer is required to cooperate fully on a continuous basis with the University attorney and the Office of
Risk Management and Insurance.

TELEPHONES

University telephones must be kept free for business and emergency use. Contact the unit supervisor for rules
and procedures regarding use of department telephones for personal use.

Personal cell phones should be used during off-duty times (i.e., lunch break) and should not interfere with an
employee’s performance of job responsibilities.

TRAVEL

Guidelines regarding University travel are covered in detail in MSU’s Manual of Business Procedures (Section
70). This manual is also available on the web at http://ctlr.msu.edu/combp/

Authorizations: Prior to departure, all travel must be approved. The authorization part of the travel
voucher must be submitted to and approved by someone administratively senior to the traveler.

Travel Advances: Some employees, as specified in MSU’s Manual of Business Procedures, may
obtain a cash travel advance by presenting an original signed copy of the travel authorization form to
the University Travel Office.

Reimbursement and Reporting: If reimbursement of travel expenses is requested, the request must
be submitted, documented, and approved according to policy and procedure. All out-of-state and
international travel must be reported as provided in MSU’s Manual of Business Procedures.

Travel Agency: Telephone the University Travel Office at 517-355-0343 for information on using the
cluster travel agencies.

University Vehicles: University-owned vehicles are available through Automotive Services for use by
qualified employees for travel on University business. Regulations for University vehicle use are
included in MSU’s Manual of Business Procedures and are available on the web at
http://ctlr.msu.edu/combp/

WORK OUTSIDE THE UNIVERSITY AND CONFLICTS OF INTEREST

Work outside the University is not prohibited, but it must not interfere with performance of the duties and
responsibilities of the University position, nor may it create a conflict of interest. A conflict of interest exists
when an employee’s financial interests or other opportunities for tangible personal benefit may compromise, or
reasonably appear to compromise, the independence of judgment with which the employee performs his/her
responsibilities at the University.
EMPLOYEE RIGHTS AND RESPONSIBILITIES

Employees can reference this section for general employment information such as payroll procedures, hours of work, vacation and holiday information and the Rules Governing Personal Conduct of Employees. Information on career development and rights to a safe and healthy working environment are also located here.

NEW EMPLOYEES

ORIENTATION

All newly hired support staff employees who are hired into regular positions are required to attend an orientation program presented by MSU Human Resources. At this orientation, new employees will be provided a wide range of employment-related information contained in the New Employee Toolkit. Examples of information shared include:

- MSU History, Mission, and Structure
- Health and Dental Coverage
- Staff Identification Card
- Parking Permit
- W-4 Tax Form
- I-9 Form
- Union Dues
- Health Exposure/Physical Demands (if applicable)
- Sexual Harassment Policy
- Collective Bargaining Agreement
- Drug-Free Workplace Policy

During orientation, Human Resources also provides important information on how to activate each employee’s MSU NetID. The MSU NetID is a unique, alphanumeric identifier assigned to all current MSU faculty, staff, students and retirees. The MSU NetID provides access to the official MSU network and email system as well as many other online services. Access to MSU systems and online services is granted based on the employee’s role. All employees are required to activate their MSU NetID account.

Employees who are foreign nationals are also required to secure valid immigration status and work authorization before their expected start date, and maintain valid immigration status and work authorization throughout the employment. For the limited purpose of complying with federal export control regulations, a foreign national may be required to provide information about his/her citizenship status depending on the nature of the employment activities. If subject to federal export control regulations, the foreign national may also be required to maintain full-time employment status at MSU, confirm that his/her permanent abode throughout the period of employment is in the U.S., and sign a confidentiality agreement concerning transfer of certain technical data. See 22 CFR 125.4. Prior to beginning work, all foreign nationals should contact the Office of Export Control and Trade Sanctions at (517) 432-4499 or export@msu.edu to ensure compliance with export control requirements.

Each new employee will also be given an introduction to the work environment by the department or work group and instruction in the performance of specific tasks. Contact Human Resources Employment at 517-353-3720 for more information.
PROBATIONARY PERIOD

Employees serve a probationary period commencing at the time of hire and when transferring from one bargaining unit to another through the posted vacancy process. Duration of the probationary period varies among employee groups and bargaining units. Before the end of the probationary period, the supervisor assesses the employee’s overall work performance to determine whether the employee will successfully complete probation. For more information, refer to the applicable collective bargaining agreement on the web at http://www.hr.msu.edu/documents/contracts.htm or the policy and procedure on the web at http://www.hr.msu.edu/documents/supportstaffpolproc/probation.htm

WORKING HOURS

The normal workweek for most staff members consists of five eight-hour days, Monday through Friday. Office hours are normally from 8 a.m. until 5 p.m. Lunch is normally one hour. A different schedule of hours and staggered shifts are maintained in some departments. Immediate supervisors inform staff of the work schedule. For more information, visit the web at http://www.hr.msu.edu/documents/supportstaffpolproc/workschedules.htm

FLEXIBLE SCHEDULES

In some cases, employees may be eligible to work a flexible schedule. This entails mutually agreed upon arrangements between a supervisor and employee and allows the employee to complete their duties while working non-traditional schedules. For additional information regarding flexible schedules, please visit http://www.hr.msu.edu/flex/index.htm

REST PERIODS

Employees are permitted one rest period not to exceed 15 minutes during each half-day (four hours) of work. Rest periods are scheduled by the supervisor and are to be taken at a time and in a manner that does not interfere with the efficiency of the work unit. The rest period is intended to be a recess that is preceded and followed by an extended work period. Thus, a rest period may not be used to cover late arrival to work, early departure, or extended lunch break, nor may it be accumulated if not taken. For more information, visit the web at http://www.hr.msu.edu/documents/supportstaffpolproc/rest.htm

IDENTIFICATION CARD

The MSU identification card (ID) card establishes identity as a MSU employee and also provides electronic access control to buildings and parking gates, MSU Library services, Spartan Cash, and residence hall meal plans. It may also be used to establish identity for use of intramural facilities, golf course, and other campus activities and facilities.

All new staff members are issued an ID card at MSU Human Resources during orientation. Current employees who wish to update or replace their ID card should visit the MSU ID Office in 170 International Center Building (8 a.m.-5 p.m., Monday through Friday). Spouses of staff are also eligible for an ID card. For more information, please visit http://idoffice.msu.edu/index.html or http://idoffice.msu.edu/requirements.html.
EMERGENCY CONTACT INFORMATION

At the time of hire, employees are required to designate an emergency contact and provide the University with contact information for this person so that a University representative can reach the appropriate person in emergency situations. Employees should update emergency contact information as needed through the Employee Self-Service (ESS) portal at www.ebs.msu.edu.

UNIFORMS

Some units require employees to wear uniforms for purposes of safety, health, or identification. In those cases where uniforms are provided to employees by the University, the uniforms may be laundered and maintained by the University.

HUMAN RESOURCE DEFINITIONS

Regular Employee: A regular employee works a continuing schedule of 20 or more predetermined hours each week for a duration generally exceeding nine months.

Temporary Employee: Generally, a temporary employee is one who is initially employed for fewer than nine months.

On-call: These employees work an irregular schedule of hours equating to less than half time depending upon the need of the institution.

Full-time: These employees work 36 to 40 hours each week.

Three-quarter-time: These employees work at least 26 but less than 36 hours per week.

Half-time: These employees work at least 20 but fewer than 26 hours per week.

Proportional Benefits: Where reference is made for part-time employees to receive benefits, the applicable University contribution is provided as follows:

* Half-time employees: 50 percent
* Three-quarter-time employees: 75 percent

Exempt Employee: Employees who are exempt under the definitions of the Federal Fair Labor Standards Act will not normally receive overtime pay (except administrative professionals and supervisory levels 8 through 11).

Nonexempt Employee: Nonexempt employees working in excess of 40 hours in a week shall be given the choice of: compensatory time off at time and one-half or overtime pay at the rate of not less than one and one-half times the regular rate of pay.
This standard varies by collective bargaining unit. For more information, check the applicable collective bargaining agreement on the web at [http://www.hr.msu.edu/documents/contracts.htm](http://www.hr.msu.edu/documents/contracts.htm) or information on overtime on the web at [www.hr.msu.edu/documents/supportstaffpolproc/overtime.htm](http://www.hr.msu.edu/documents/supportstaffpolproc/overtime.htm)

**Discharge:** Termination of employment for disciplinary or other involuntary reasons

**Layoff:** Inactive employment status resulting from reduction of the work force due to lack of funds, lack of work, and/or other cause

**Other Eligible Individual (OEI):** Under the Other Eligible Individual (OEI) program, a benefits eligible MSU employee or retiree who does not have a spouse eligible to enroll for health, dental, supplemental life insurance, and/or accidental death & dismemberment coverage may enroll one (1) OEI, but only if ALL of the following eligibility criteria are met:

*The OEI currently resides in the same residence as the employee and has done so for the last 18 continuous months, other than as a tenant;

*The OEI is not a “dependent” of the employee as defined by the IRS; and

*The OEI is not eligible to inherit from the employee under the laws of intestate succession in the State of Michigan.

For more information, including benefit eligibility for Other Eligible Individual’s children, visit the web at [http://www.hr.msu.edu/benefits/oei.htm](http://www.hr.msu.edu/benefits/oei.htm)

### HUMAN RESOURCE POLICIES AND PROCEDURES

The Human Resources website contains official University policy statements pertaining to terms and conditions of employment. Policies, definitions, descriptions, limitations, procedures, and the responsibilities of the employee, supervisor, and employing department are specifically stated. While attempts have been made to accurately account for variations in policies and procedures for various employee groups, conflicts that arise must be resolved in favor of the language in the collective bargaining agreements or master insurance contracts. These Policies and Procedures are available on the web at [http://www.hr.msu.edu/documents/](http://www.hr.msu.edu/documents/)

### RULES GOVERNING PERSONAL CONDUCT OF EMPLOYEES

The Rules of Personal Conduct for Employees are intended to promote the orderly and efficient operation of Michigan State University, as well as to protect the rights of all employees. Violations, therefore, shall be regarded as cause for disciplinary action, up to and including discharge. Discharge may result from an accumulation of minor infractions, or for a single serious infraction. Disciplinary action under these rules does not preclude an employee from discipline for violation of University policies or ordinances, criminal liability or sanctions for violation of local, state or federal laws. These rules do not preclude any University department from establishing additional rules for its employees that are necessary for the effective operation of that department. This is not a comprehensive list of rules, and the University reserves the right to discipline employees for acts or omissions not stated below.

Each employee is required to conduct himself/herself in a professional manner at all times. The following are examples of prohibited conduct:
SEXUAL HARASSMENT:

Sexual harassment is a form of unlawful gender (sex) discrimination and is not tolerated at Michigan State University. All employees should be familiar with the Policy on Sexual Harassment, located on the web at http://www.hr.msu.edu/documents/uwidepolproc/sexharass.htm

SEXUAL CONDUCT:

Behavior of a sexual nature that is not sexual harassment may, nonetheless, be unprofessional in the workplace, disruptive in the classroom or violate other University policies; and, like other behavior that is unprofessional, disruptive, or violates a University policy or ordinance, it could warrant discipline.

Many types of behavior may constitute sexual harassment or sexual conduct including, but not limited to, the following:

- Sexual assault
- Threats or insinuations that lead the affected individual reasonably to believe that granting or denying sexual favors will affect his/her reputation, education, employment, advancement, or standing within the University
- Sexual advances, sexual propositions, or sexual demands that are not agreeable to both parties
- Unwelcome and persistent sexually explicit statements or stories that are not related to employment
- Sexually explicit e-mails or text messages
- Sexual misconduct such as stalking, cyber stalking, voyeurism, or recording or transmitting sexual images
- Repeated use of sexually degrading language or sounds to describe a person
- Unwanted and unnecessary touching, patting, hugging, or other physical contact
- Comments or questions about an individual’s sexual prowess, sexual deficiencies, or sexual behavior
- Dissemination of sexually explicit materials through the University’s information technology resources
- Creation, dissemination, or display of offensive items or materials that disrupt the work environment including, but not limited to, photographs, graphics, symbols or video or audio recordings

OTHER PROHIBITED HARASSMENT OR INAPPROPRIATE CONDUCT:

Other Unlawful Harassment may occur when a University community member is subject to unwelcome conduct based on a category protected in the Anti-Discrimination Policy. These categories include: age, color, gender, gender identity, genetic information, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Unwelcome conduct that is objectively and subjectively severe, persistent or pervasive and creates an unreasonable interference with the individual’s work or education experience is considered harassment. For more details, see the ADP User’s Manual at http://www.inclusion.msu.edu/_files/ADPUsersManual.pdf

Behavior that is based on a protected category, but does not rise to the level of prohibited harassment under the ADP, may nonetheless be unprofessional in the workplace, disruptive in the classroom, or violate other University policies and, like other behavior that is unprofessional, disruptive, or violates a University policy or ordinance, could warrant discipline.

MISCONDUCT RELATED TO THE USE OR POSSESSION OF ALCOHOL, ILLEGAL DRUGS, OR CONTROLLED SUBSTANCES:

- Unauthorized consumption or possession of alcohol on University premises
• Consuming, distributing or possessing illegal drugs, as determined by state or federal law, on University premises
• Consuming, distributing, or possessing controlled substances on University premises without a prescription
• Selling or conspiracy to possess illegal drugs or controlled substances
• Unlawfully manufacturing, distributing, dispensing or using illegal drugs or controlled substances
• Being under the influence of alcohol when reporting to or while at work
• Being under the influence of illegal drugs (as determined by state or federal law) when reporting to or while at work
• Being under the influence of controlled substances without a prescription when reporting to or while at work
• Failing a required drug or alcohol screen
• Falsifying laboratory test results or samples
• Adulterating or attempting to adulterate a drug screening specimen

NONCOMPLIANCE WITH SAFETY RULES AND REGULATIONS:

• Failing to immediately report all accidents and/or injuries
• Failing to comply with safety rules and regulations established by unit supervisors, the Michigan State University Police Department, the Office of Radiation, Chemical and Biological Safety, or local, state or federal statute
• Failing to use safety apparel and equipment
• Failing to report unsafe conditions or practices
• Creating or contributing to disorderly, unclean, or unsafe working conditions

IMPROPER BEHAVIOR RELATING TO ATTENDANCE:

• Excessive absenteeism or tardiness
• Leaving work early or taking extended break periods
• Leaving the work area without permission
• Making preparation to leave work before the lunch period, break period, or the specified quitting time
• Failing to report for overtime work when scheduled
• Failing to start work at the designated time
• Failing to return from an authorized leave of absence or vacation at the designated time
• Improper use of leave time to cover an absence (e.g., sick leave, bereavement leave, Family Medical Leave Act, jury duty)
• Failure to properly and/or promptly report the reason(s) for being absent, if no previous arrangements were made with an appropriate supervisor

NEGligENT BEHAVIOR RELATING TO UNIVERSITY PROPERTY OR THE PROPERTY OF OTHERS:

• Malicious, negligent, or intentional destruction, damage, defacement or willful neglect of property of the University or another person
• Using/possessing the University’s or another’s property without authorization, including but not limited to, non-business use of University computers and peripheral equipment
• Unauthorized taking or attempting to take, misappropriate, conceal, or remove property of the University or of an employee, student, customer, supplier, vendor, visitor, patron or guest of the University
• Unauthorized use of the University telephones, computers, electronics, or other equipment during working or nonworking hours
• Knowingly admitting, or providing means of access to, an unauthorized person into any locked or restricted University building and/or area of the campus
• Knowingly providing means of access to the University’s information technology resources to an unauthorized person
• Being on University premises without authorization unless on duty or have business as a member of the public
• Failing to report inappropriate use of University equipment or electronic systems

**POOR WORK PERFORMANCE AS EVIDENCED BY:**

• Refusal or willful failure to carry out a supervisor’s instructions, including the assigned duties of the position, when such instructions do not require unsafe or illegal acts
• Neglect of duty and/or lack of due care or diligence in the performance of duties
• Unsatisfactory work performance or failure to maintain reasonable standards of performance, production, or professionalism
• Improper documentation, destruction, falsification, alteration, deletion, or omission related to University forms, records, or reports (e.g., production records, time records, employment applications, and medical records), including, but not limited to, false claims for wages, benefits, insurance, leave of absence, and/or providing false information for personal gain
• Unauthorized disclosure or misuse of records or other business information
• Non-work related use of official position and influence for personal gain
• Conducting personal business while on duty

**INAPPROPRIATE BEHAVIOR OR CONDUCT RELATED TO THE TREATMENT OF OTHERS:**

• Utterance or publication of any threat, threatening, intimidating, obstructing, and/or harassing other persons
• Fighting and/or instigating a fight
• Bullying (using verbal, physical, or psychological abuse) or otherwise mistreating a supervisor, co-worker, student, member of the public, supplier, vendor, or guest
• Engaging in aggressive, hostile, or violent behavior, such as intimidation of others
• Attempting to instill fear in others
• Engaging in belligerent speech, excessive arguing or swearing
• Sabotage or threats of sabotage

**OTHER MISCONDUCT INCLUDING BUT NOT LIMITED TO:**

• Using vulgar or obscene language
• Gambling or engaging in other games of lottery on University time or premises
• Exhibiting immoral conduct
• Retaliating against an individual who makes a complaint of harassment
- Possessing weapons, firearms, hazardous materials or explosives on University premises (unless authorized in the course of employment)
- Engaging in horseplay or practical jokes that endanger or disrupt employees or University property
- Smoking in unauthorized areas or inappropriately disposing of smoking materials including the use or improper disposal of electronic cigarettes
- Sleeping, loitering, or loafing on the job
- Failing to maintain proper grooming, dress, cleanliness, or hygiene. Dress or appearance should not be distracting to other employees and should be within acceptable standards of health, safety, and public contact
- Working for pay at other employment while on leave (e.g., medical or sick leave) from the University without prior authorization
- Failing to disclose outside interests that may conflict with the interests of the University including, but not limited to, financial, employment, or other business interests
- Vending, soliciting, or collecting contributions on University time or premises without prior appropriate authorization
- Making defamatory statements about other University employees, including supervisors, or making disparaging statements to the public concerning University business
- Knowingly making false statements about University business or employees
- Failing to maintain appropriate licensures and/or certifications in accordance with job requirements
- Off duty misconduct, including committing illegal acts, that reflects adversely upon the University or adversely affects the employee’s ability/credibility to fulfill his/her job responsibilities
- Obtaining, or attempting to obtain, unemployment benefits to which the employee is not entitled. This includes, but is not limited to, providing false information to the Michigan Unemployment Insurance Agency (MUIA), failing to report all wages to the Michigan UIA while collecting unemployment benefits, or failing to promptly notify the Michigan UIA when benefits are paid in excess of those allowed by law or when benefit payments should cease
- Failure to disclose and/or inform the employer of convictions that would result in the inability or restriction to operate University equipment or vehicles

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**ATTENDANCE/LEAVES**

**ABSENCES**

Employees are expected to maintain good attendance. When absent from work due to unavoidable circumstances, an employee must make a good faith effort to immediately notify his/her supervisor of the reason. If the absence is to continue beyond the first day, the employee must notify his/her supervisor on a daily basis unless otherwise arranged. Absence for three consecutive workdays without notifying the supervisor is considered a voluntary termination.

All absences must be charged to personal leave, accrued vacation, or sick leave, whichever is appropriate. When no accrued time is available, unpaid leave of up to 10 days per fiscal year may be approved by the supervisor. The lost wages will be reflected in the employee’s paycheck. Absences exceeding 10 consecutive days must be approved as a leave of absence by Human Resource Services.
Absences due to inclement weather or declared state of emergency will require the use of either personal leave or vacation time. For more information, visit the web at http://www.hr.msu.edu/documents/supportstaffpolproc/attendance.htm

**VACATION LEAVE**

**Eligibility:** Regular employees who work half time or more are entitled to vacation time with pay after the completion of six months of service.

**Accrual:** The following schedule shows the monthly vacation accruals for full-time employees working a 36- to 40-hour week. The earned accrual is credited at the end of each month.

<table>
<thead>
<tr>
<th>Service Months</th>
<th>Full-time Accruals*</th>
<th>Annual Accruals*</th>
<th>Special Maximum Accruals*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of 6 months</td>
<td></td>
<td>48 hrs</td>
<td></td>
</tr>
<tr>
<td>7 months – 60 months</td>
<td>8 hrs/month</td>
<td>96 hrs</td>
<td>120 hrs</td>
</tr>
<tr>
<td>61 months – 120 months</td>
<td>12 hrs/month</td>
<td>144 hrs</td>
<td>180 hrs</td>
</tr>
<tr>
<td>&gt;121 months</td>
<td>16 hrs/month</td>
<td>192 hrs</td>
<td>225 hrs</td>
</tr>
</tbody>
</table>

*May vary within collective bargaining units and for certain employee classification levels. Half-time and three-quarter-time employees accrue vacation on a proportional basis.

Employees are expected to use their annual vacation accrual each year. When this is not feasible, employees may make special arrangements with their department administrator to accrue additional time, but the accrual cannot exceed the special maximum accrual amount. Special maximum accrual amounts may vary within collective bargaining units.

There will be no vacation accrual in the following situations:

- During a leave of absence without pay
- While on Workers’ Compensation
- During an extended military leave of absence; however, prior accruals will be credited upon return from leave
- Beyond the special maximum accrual
- While on layoff
- While on disciplinary suspension

**Usage:**

- Vacation should be taken at a time agreeable to both the employee and the department administrator and must be approved by the department administrator prior to usage.
- Employees will receive their current base rate of pay during vacation.
- Additional pay cannot be received by an employee in lieu of using vacation time.
University holidays falling within the employee’s vacation will not be charged to the employee’s accrued vacation.

Employees will receive payment for unused vacation accruals at the time of their termination/retirement.

For more information, visit the web at: [http://www.hr.msu.edu/documents/supportstaffpolproc/vacationpay.htm](http://www.hr.msu.edu/documents/supportstaffpolproc/vacationpay.htm)

### SICK LEAVE WITH PAY

**Eligibility:** Regular employees who work half time or more are eligible to accrue sick leave.

**Accrual:** Full-time employees accrue sick leave at the rate of four hours for each two weeks of service. Half-time and three-quarter-time employees accrue sick leave on a proportional basis. Sick leave credits may be accumulated as indicated by policy and applicable collective bargaining agreements.

**Usage:** Sick leave with pay is available for use by employees for:

- Personal illness or incapacity that renders the employee unable to perform the duties of the job
- Absence from work because of exposure to a contagious disease that according to public health standards, would constitute a danger to the health of others by the employee’s attendance at work
- Completion of appointments for medical, mental, dental, or vision treatments during working hours
- Illness or incapacity associated with pregnancy when a physician indicates the employee is unable to perform all the duties of her position
- Caring for an ill member of the employee’s immediate family

For more information regarding sick leave with pay, visit the web at [http://www.hr.msu.edu/documents/supportstaffpolproc/sickleave.htm](http://www.hr.msu.edu/documents/supportstaffpolproc/sickleave.htm), for more information regarding leaves of absence with pay, visit the web at [http://www.hr.msu.edu/documents/supportstaffpolproc/loawithpay.htm](http://www.hr.msu.edu/documents/supportstaffpolproc/loawithpay.htm), or review the collective bargaining agreements on the web at [http://www.hr.msu.edu/documents/contracts.htm](http://www.hr.msu.edu/documents/contracts.htm)

**Other:**

- The University, for cause, may direct an employee to go on paid sick leave.
- Employees using sick leave with pay during periods that include scheduled holidays will be paid for the holidays and will not be charged for a day of leave.
- Employees who have exhausted their sick leave credits but are still unable to work may use accrued vacation leave or personal leave.
- Employees returning from leave may be required to have the approval of the University physician before returning to work.
- A statement from the employee’s personal physician may be required by the supervisor before approving the use of sick leave and before returning to work.
- An employee must contact his/her supervisor immediately when unable to report for work because of illness.

**Extended Disability Leave:** Refer to the Employee Benefits section of this handbook or visit the web at [http://www.hr.msu.edu/documents/supportstaffpolproc/edl.htm](http://www.hr.msu.edu/documents/supportstaffpolproc/edl.htm)

### SICK LEAVE WITHOUT PAY
Employees who have exhausted their paid leave but are still unable to perform their job for health reasons may take a leave for up to two years from their last day paid, subject to appropriate documentation and approval by Human Resources. For more information, visit the web at http://www.hr.msu.edu/documents/supportstaffpolproc/loanopay.htm

PERSONAL LEAVE WITH PAY

**Eligibility:** Regular employees who work half time or more are credited with personal leave to attend to personal matters.

**Accrual:** Employees on the payroll at the beginning of the fiscal year (July 1) will be credited with personal leave as follows:

- Full time: 24 hours
- Three-quarter (3/4) time: 18 hours
- Half (1/2) time: 12 hours

Employees hired or changed to regular status of half time or more during the fiscal year will be credited with the following personal leave credits: *

- If hired July 1 through December 31: 24 hours
- If hired January 1 through March 31: 12 hours
- If hired April 1 through May 31: 6 hours
- If hired June 1 through June 30: 0 hours

*Half-time and three-quarter-time employees are credited with personal leave on a proportional basis.

Personal leave must be approved by the supervisor and used in increments of one tenth of one hour. No time may be carried forward into the next fiscal year. However, if the employee requests use of personal leave before June 1 and the request cannot be approved due to operational needs, the employee and supervisor may, through mutual agreement, make arrangements to utilize the time at a later date. For more information, visit the web at http://www.hr.msu.edu/documents/supportstaffpolproc/personalLeave.htm

PERSONAL LEAVE WITHOUT PAY EXCEEDING 10 DAYS

**Eligibility:** Regular employees who work half time or more and have completed their probationary period may be granted unpaid personal leave for up to two years. Applications for unpaid leave are subject to approval by the department administrator and Human Resource Services.

**Usage:** Unpaid personal leaves may be granted for reasons deemed appropriate by the University, such as:

- Settlement of an estate
- Serious illness of a member of the employee’s family
- Child care
- Extended vacation
- Education
- Serving in an elected or appointed political office
A leave does not constitute a break in service. Employees retain all previously earned or accrued benefits (vacation, sick leave, longevity, and retirement eligibility) upon their return. Benefits normally granted employees while on active status, such as vacation, sick leave, and longevity pay, do not accrue during leave without pay. Employees should contact Human Resources Benefits at 517-353-4434, 800-353-4434, or benefitsinfo@hr.msu.edu to review the effect of leave on the programs described in the Employee Benefits section of this handbook. For more information, visit the web at http://www.hr.msu.edu/documents/supportstaffpolproc/loanopay.htm

HOLIDAYS

Eligibility: Regular employees working half time or more are entitled to paid holidays on a proportional basis.

Schedule:

- New Year’s Day (2 days)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (2 days)
- Christmas (2 days)

Special Consideration: An alternate day off will be given when:

- An employee is required to work on a holiday
- A holiday falls on a non-work day and no other day is designated by the University

An employee who is on vacation or sick leave with pay when a holiday occurs will be paid for the holiday, and no charge will be made against accrued vacation or sick leave.

There will be no holiday pay when:

- A holiday falls during a vacation period preceding termination (except when an employee is retiring)
- An employee is on a leave of absence without pay, on layoff, or on regular Workers’ Compensation
- An employee is absent or on an unpaid leave the day before or the day after the holiday (unless the absence is excused)
- An employee is on disciplinary suspension

For more information, visit the web at http://www.hr.msu.edu/documents/supportstaffpolproc/holidaypay.htm

FAMILY MEDICAL LEAVE ACT (FMLA)

Staff employed at the University for a total of 12 months (may have been intermittent employment) and having at least 1,250 work hours during the 12-month period immediately preceding the commencement of FMLA leave. The Department of Labor (DOL) has revised this regulation to provide that a service break of seven years or more need not be counted in determining whether an employee has been employed for at least 12 months.

The 1,250 hours requirement is counted only for hours actually worked and does not count hours spent on vacation, sick, and personal leave, etc. However, under the federal Uniformed Services Employment and
Reemployment Rights Act (USERRA), employees called to active (or National Guard) duty are entitled, upon their return to employment, to all the benefits of employment that they would have obtained if they had been continuously employed.

The Family and Medical Leave Act (FMLA) of 1993 is a federal law enacted to help employees balance their work and family life and to promote the stability and economic security of families. It allows eligible employees to take job-protected unpaid leave, or substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 workweeks during a 12-month period (July 1 - June 30) for a family or personal serious health condition which qualifies under FMLA.

The FMLA also provides leave for service members and their families under certain circumstances.

On October 28, 2009 President Obama signed into law the National Defense Authorization Act for Fiscal Year 2010 (H.R. 2647). In section 565, the legislation makes important changes to the Family and Medical Leave Act (FMLA).

Specifically, military caregiver leave has been expanded so it may be used to care for veterans undergoing treatment, recuperation or therapy for an injury, as long as the veteran was a member of the Armed Forces, National Guard or Reserves within five years of requiring care. The amendments also expand military caregiver leave so that employees may use it to care for a covered service member's serious injury or illness incurred because service on active duty aggravated an existing or preexisting injuries. Previously, the act only allowed caregiver leave for serious illnesses or injuries incurred on active duty.

The legislation also expands the use of qualifying exigency leave. Under the new law, qualifying exigency leave will now cover family members of the regular Armed Forces deployed to a foreign country, in addition to current coverage of family members of the Guard or Reserves.

For more information about FMLA, visit the web at http://www.hr.msu.edu/timoffleave/supportstaff/FMLAFAQnew.htm

BEREAVEMENT DAYS

Eligibility: Regular employees working half time or more will be excused with pay to attend the funeral and/or make necessary arrangements when a death occurs in the employee's immediate family.

Time Allowed: Up to three (3) days in the case of death of spouse or Other Eligible Individual, child or Other Eligible Individual’s child, parent, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, grandparent-in-law, grandchild, stepparent, half-sister, half-brother, or relative as specified in the MSU Policy and Procedure (http://www.hr.msu.edu/documents/supportstaffpolproc/bereavement.htm ) or collective bargaining agreements (http://www.hr.msu.edu/documents/contracts.htm )

One (1) day in the case of the death of an uncle, aunt, nephew, or niece

Other: Funeral leave may be taken during the period including the day of death and the day following the funeral, but shall not exceed three days. Further time required may be granted in accordance with other leave policies.

A reasonable number of employees with supervisory permission may attend the funeral or serve as pallbearers for a deceased employee without loss of pay.
JURY DUTY

The University recognizes the civic responsibility of employees to serve on jury duty and makes provision for staff members to perform such duty without loss of pay. The University will compensate the employee called to jury duty, or as a subpoenaed witness, based on straight time base pay for up to 80 consecutive hours. After 80 hours, the employee will receive the difference between base pay and jury pay. The employee’s benefits will continue. The employee must notify his/her supervisor of the call to jury duty as soon as it is received and must provide proof of jury duty attendance. The employee is expected to report for regular University duty when temporarily excused from attendance at court. For more information, visit the web at http://www.hr.msu.edu/documents/supportstaffpolproc/jurydutypay.htm

MILITARY SERVICE

For questions regarding military service, both short-term and extended, contact Human Resources at 517-353-4434.

CAREER

PERFORMANCE EXCELLENCE PROGRAM

Employees and supervisors engage in performance review discussions prior to the completion of the probationary period and thereafter on at least an annual basis. This review process provides an opportunity for the employee and supervisor to discuss the employee’s performance and development. This process can be a successful communication and development tool when both the supervisor and employee actively and constructively take part. For more information, visit the web at https://www.hr.msu.edu/PerformanceExcellence/index.html

PROMOTIONS AND TRANSFERS

It is University policy to fill vacancies by promotion from within the University community whenever possible. It is sometimes necessary or desirable to employ persons from outside the University. Transfers and promotions are based on many factors, including the ability to do the work.

Eligibility: All University employees who have completed sufficient service years as specified in University policy or collective bargaining agreements are eligible to apply for a transfer or promotion.

Procedures: To ensure an orderly and equitable process, the University has adopted, and requires adherence to, the following procedures:

- Job postings are generated weekly and are available on the MSU Applicant Page(MAP) at https://jobs.msu.edu/
- Printable job postings are also available through the Enterprise Business System Employee Self Service portal under Employment Opportunities.
- Employees must complete an application and apply for job vacancies through MAP.

Other:

- Employees will be given reasonable time off from their jobs for the purpose of interviewing for another University position. Arrangements must be made in advance with their supervisors.
 Interviews are not necessarily granted to all applicants applying for a position.

Employees selected for transfers or promotions must complete a probationary or trial period during which time the employee’s ability to perform the work and the employee’s desire to remain on the job will be considered. Duration of the probationary or trial period varies among employee groups as outlined in the applicable collective bargaining agreement.

It is the University’s expectation that all employees possess basic computer skills.

**RECOGNITION OF SERVICE**

The University recognizes continuous service of individual staff members. As an expression of appreciation, the University holds a convocation program each year to honor employees with extended years of service, beginning with 15 years of service to the University. Employees who attend the annual awards ceremony to be recognized will be given reasonable time off with pay if scheduled to work at the time of the event. For more information, visit the web at http://www.hr.msu.edu/recognition/supportstaff/ServiceRecog.htm

**COMPENSATION**

**PAYROLL INFORMATION**

During orientation in Human Resources, new employees are required to complete an employee’s withholding allowance certificate (W-4). Employees must present their social security card to Human Resources when completing the required forms. Additional forms completed may include: the employee’s withholding certificate for city income tax (CW-4 MSU), paycheck direct deposit authorization, and union or association dues card.

Employees may view and make changes to their payroll information related to direct deposit of pay and tax withholdings (federal W-4 and state of Michigan W-4) by accessing the Employee Self Service portal in the Enterprise Business System which can be accessed from the MSU Human Resources website: www.hr.msu.edu

Salaried employees are paid monthly on the last workday of the month. Clerical-technical, labor, and other hourly employees are paid bi-weekly on Friday.

For details concerning payroll forms, policies, and procedures, telephone 517-355-5010, visit the web at www.ctlr.msu.edu/COPayroll or refer to MSU’s Manual of Business Procedures (www.ctlr.msu.edu/COMBP/mbp55.aspx) or the applicable collective bargaining agreement (www.hr.msu.edu/documents/contracts.htm).

**OVERTIME**

All University employees, except those exempted as executive, administrative, or professional, are covered by overtime provisions of the Federal Fair Labor Standards Act and by the Michigan Wage and Hour Act where it exceeds the Federal Fair Labor Standards Act. Overtime, when assigned, is a requirement of every position in the University. The employer will endeavor to give employees advance notice of overtime assignment when practicable. The administrative head or designated representative must authorize all overtime work prior to the performance of work. Employees may not authorize or certify their own overtime.
**Exempt Employees:** Employees who are exempt under the definitions of the Federal Fair Labor Standards Act will not normally receive overtime pay (except administrative professionals and supervisory levels 8 through 11).

**Nonexempt Employees:** Nonexempt employees working in excess of 40 hours in a week shall be given the choice of: compensatory time off at time and one-half or overtime pay at the rate of not less than one and one-half times the regular rate of pay.

This standard varies by collective bargaining unit. For more information, check the applicable collective bargaining agreement on the web at [http://www.hr.msu.edu/documents/contracts.htm](http://www.hr.msu.edu/documents/contracts.htm) or information on overtime on the web at [www.hr.msu.edu/documents/supportstaffpolproc/overtime.htm](http://www.hr.msu.edu/documents/supportstaffpolproc/overtime.htm).

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**LONGEVITY**

To recognize long-term service, Michigan State University has a Longevity Pay Plan that applies to some collective bargaining units and non-represented employees. Payment for longevity purposes is made annually on the first workday of December and is based on the base rate of pay as of September 1 prior to payment, but not to exceed the schedule below. The longevity year is a 12-month period that begins October 1 and ends September 30.

**Initial Eligibility:** To qualify for the first longevity payment, an employee must have completed six years of continuous half-time or greater service as of October 1 of the longevity year. Periods of inactive service totaling 93 calendar days or more will adjust the longevity date accordingly, and no payment is issued in that longevity year. Military leave, however, will not adjust the longevity date.

**Continuing Eligibility:** After establishing initial eligibility, employees must be actively employed for 39 weeks (273 calendar days) during the longevity year to receive a longevity payment on December 1.

**Longevity Payment Schedule:** For each longevity year, the following payment schedule is used:

<table>
<thead>
<tr>
<th>Years of Continuous Service</th>
<th>Annual Longevity Pay Percent of First $9,500 of Annual Wage*</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 through 9 years</td>
<td>2</td>
</tr>
<tr>
<td>10 through 13 years</td>
<td>3</td>
</tr>
<tr>
<td>14 through 17 years</td>
<td>4</td>
</tr>
<tr>
<td>18 through 21 years</td>
<td>5</td>
</tr>
<tr>
<td>22 through 25 years</td>
<td>6</td>
</tr>
<tr>
<td>26 or more years</td>
<td>8</td>
</tr>
</tbody>
</table>

* Three-quarter-time employee: percent of first $7,125 of annual wage

* Half-time employee: percent of first $4,750 of annual wage

**Other:** Eligible employees terminated or retiring during the longevity year will receive a prorated longevity payment. Contact Human Resource Services at 517-353-4330 to determine if an employee group is included in this program. For more information, visit the web at [http://www.hr.msu.edu/documents/supportstaffpolproc/longevity.htm](http://www.hr.msu.edu/documents/supportstaffpolproc/longevity.htm)
CALL-IN PAY

A nonexempt regular employee returning to work due to receiving a call to return to work after leaving University premises shall receive no fewer than three hours pay or the equivalent in compensatory time. Individuals in an "on-call" or "temporary" status are not eligible for call-in pay. For more information, refer to specific collective bargaining agreements on the web at http://www.hr.msu.edu/documents/contracts.htm

PAY TRANSPARENCY POLICY STATEMENT

The employer will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an

SAFE AND HEALTHY WORK ENVIRONMENT

Michigan State University strives to provide a safe and healthy environment for all faculty, staff, students, and visitors.

The Office of Radiation, Chemical, and Biological Safety (ORCBS) anticipates, recognizes, evaluates, and controls occupational and environmental hazards as they pertain to the campus use, transportation, storage, and disposal of radioactive, chemical, and biohazardous materials. For more information about ORCBS, visit the web at www.orcbs.msu.edu.

Support and enforcement of the Michigan Right-to-Know Law requirements is the responsibility of the unit. Internal unit audits are conducted to monitor compliance, and periodic reports, as required, are submitted to ORCBS.

Supervisors shall maintain the Michigan Right-to-Know Law requirements at the employee level. This maintenance includes, but is not limited to, specific training for employees on the potential chemical hazards that may exist in the workplace area.

Employees shall comply with University requirements and specific training instructions pertaining to the Michigan Right-to-Know Law, in addition to other relevant health and safety laws and guidelines.

Employees must report to their respective supervisor, unit, or ORCBS any safety or health concern involving radiation, chemicals, or biological safety. Any emergency situation should be reported by telephoning 9-1-1 immediately.

DRUGS AND ALCOHOL

The following policy was approved by the Board of Trustees on October 12, 1990:

Consistent with state and federal law, Michigan State University will maintain a work-place free from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illicit drugs, and alcohol are prohibited on any property under the control of and governed by the Board of Trustees of Michigan State
University and at any site where work is performed by individuals on behalf of Michigan State University. Pursuant to applicable University procedures governing employee discipline, any employee involved in the unlawful use, sale, manufacturing, dispensing, or possession of con-trolled substances, illicit drugs, and alcohol on University premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution. The employee must notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. Failure to provide such notice will subject the employee to discipline up to and including dismissal pursuant to applicable University procedures governing employee discipline. The employee shall notify his/her immediate supervisor, who will report the incident to the Office of Human Resources, Academic Human Resources, or Student Employment Office.

Michigan State University supports and sponsors programs aimed at the prevention of substance abuse by University employees. The Employee Assistance Program (EAP) provides preventative programs and counseling for employees experiencing substance-dependency problems. For more information on these programs, visit the web at http://eap.msu.edu/index.html . Assistance is available on a voluntary basis. Leaves of absence to obtain treatment may be obtained under the medical leave provision of the appropriate collective bargaining agreement or policy. MSU’s Drug-Free Workplace policy can be found on the web at http://www.hr.msu.edu/documents/uwidepolproc/drugfreeworkplace.htm . Collective bargaining agreements can be found on the web at http://www.hr.msu.edu/documents/contracts.htm .

SMOKE-FREE POLICY

The following policy was approved by the Board of Trustees on July 16, 1993:

Compelling scientific finds … indicate that the simple separation of buildings into “smoking” and “nonsmoking” sections does not eliminate the unequivocal health risks that result from environmental tobacco smoke (ETS). In light of these findings, Michigan State University is committed to eliminating harmful exposures to environmental tobacco smoke un-wanted by students, faculty, staff, and visitors and adopts the following smoke-free policy.

1. Smoking will not be permitted in any closed space, regardless of location, except specifically designated private residential space and hotel rooms. Smoking is permitted outside of buildings and should be 25 feet away from exits and entrances, unless otherwise designated.

2. Cigarettes and other tobacco products will not be sold on University grounds.

3. This smoke-free policy applies to all MSU facilities and vehicles, owned or leased.

Questions, problems, and complaints regarding this policy should be handled through existing departmental administrative channels and administrative procedures, including the Housing Options Committee. Persons found to have violated this policy will be subject to disciplinary actions in the same manner and magnitude as violations of other University policies.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing this policy.

Smoking cessation programs and materials are available through Health 4 U and Olin Health Center to assist persons who wish to quit smoking. A free, comprehensive guide is available on the web at http://health4u.msu.edu/services/ucanquit.html .
SAFETY

The University Physician’s Office has oversight for the health and safety policy for the University community, with a wide variety of health-related programs and initiatives. For more information, telephone 517-353-8933 or visit the web at www.uphys.msu.edu.

Employees are expected to comply with University health, safety, and fire rules and regulations. Where appropriate, supervisors will inform employees of special health and safety guidelines. The University will provide protective clothing and equipment when necessary to fulfill job requirements. If an on-the-job injury or illness occurs, or if an unsafe condition exists, it should be immediately reported to the supervisor for appropriate action. Questions regarding occupational safety should be referred to the supervisor, to Occupational Health, or to the director of environmental safety. Questions regarding fire safety should be referred to the Fire Marshal in the Investigative Division of the MSU Police Department at 517-355-2222 or visit the web at www.police.msu.edu

The MSU Occupational Health Service works with University departments to ensure a healthy work environment on campus and provides for the medical surveillance of employees who may be exposed to chemical or biological hazards. Occupational health at MSU also offers health information to faculty and staff and other health-related services for employees. For more information, telephone 517-353-9137 or visit the web at http://uphys.msu.edu/unit/occhealth/index.html

DRUG FREE WORKPLACE ACT

The federal Drug-Free Workplace Act of 1988 applies to MSU and all of its employees, including student employees. Consistent with state and federal law, Michigan State University maintains a workplace free from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. Such behavior is prohibited on any property under the control of and governed by the Board of Trustees of Michigan State University and at any site where work is performed by individuals on behalf of Michigan State University. These prohibitions also apply to employees performing safety sensitive functions and whose position responsibilities require they obtain a commercial driver’s license.

Employees who violate University policy prohibiting the use or possession of illegal drugs are subject to disciplinary action through the appropriate disciplinary process. For additional information, please go to: http://www.hr.msu.edu/documents/supportstaffpolproc/drug_alcohol.htm and http://www.hr.msu.edu/documents/uwidepolproc/contsubstances.htm

MEDICAL MARIJUANA ACT

The Michigan Medical Marihuana Act (the “Act”) became Michigan law on December 4, 2008. The Act permits an individual with a qualifying debilitating medical condition to register as a medical marijuana patient with the Michigan Department of Community Health (“MDCH”) and avoid criminal penalties under state law for certain medical uses of marijuana. Information about the Act and the state registry program is available on the MDCH website at www.michigan.gov/mmp.

In order to meet its obligations under federal law to maintain a drug free workplace, University policy regarding marijuana remains the same. Employees may not use or possess marijuana on any University property or in the course of employment. University policy also prohibits employees from reporting to work under the influence of a controlled substance, such as marijuana. This is true whether the marijuana is smoked or
ingested through other means. For additional information regarding the Alcohol and Controlled Substances Policy, please visit: [http://www.hr.msu.edu/documents/supportstaffpolproc/drug_alcohol.htm](http://www.hr.msu.edu/documents/supportstaffpolproc/drug_alcohol.htm)

### DRIVER CERTIFICATION

In certain positions, an employee may be required to operate a University vehicle or equipment as part of his/her job functions. In those cases, employees will be required to complete a Driver Certification Form to certify that he/she meets the necessary requirements. For additional information, please see MSU’s *Manual of Business Procedures* (Section 70). The manual is available on the web at [http://ctlr.msu.edu/combp/](http://ctlr.msu.edu/combp/)

### EMERGENCY SITUATIONS

Emergency situations refer to severe weather, a long-term power outage, a fire, a tornado, man-made and natural disasters, or a declared "state of emergency" situation.

In the event of a major campus emergency, the University media coordinator, under the direction of the President of the University and the Director of Police Department, will disseminate warning information through the appropriate media.

In cases of prolonged emergency situations, the level of services appropriate to the functioning of the University and the needs and levels of employee involvement will be determined by the unit administration in order to protect the health and safety of human and animal life and the basic security of the University's physical plant and equipment.

For more information, please visit the web at: [http://www.hr.msu.edu/documents/uwidepolproc/emergencysit.htm](http://www.hr.msu.edu/documents/uwidepolproc/emergencysit.htm)

### EMPLOYEE BENEFITS

This section covers automatic and optional benefits available to employees and eligible dependents. Employees will find information on educational assistance, worker’s compensation, unemployment compensation, and flexible spending accounts among other topics.

### OVERVIEW

This section presents an overview of benefit and retirement programs available to employees and eligible dependents. Although Michigan State University expects to continue the benefit programs indefinitely, it reserves the right to modify, suspend, or terminate such coverages in whole or in part at any time, except as limited by the terms and conditions or master contracts and/or collective bargaining agreements. Payment of benefits is conditional upon eligibility requirements, and in some cases an application to participate in the plan is required. Special notations are provided regarding part-time (50-89.9 percent) employees. Complete information may be obtained from Human Resources Benefits at 517-353-4434, 800-353-4434, or benefitsinfo@hr.msu.edu, by visiting the web at [http://www.hr.msu.edu/benefits/index.htm](http://www.hr.msu.edu/benefits/index.htm). If there is any misunderstanding regarding any of the programs described below, the provisions of the master contracts on file will prevail.

### AUTOMATIC BENEFITS
Participation in the following benefits (subject to eligibility) is automatic, and no enrollment application or other action is necessary. With the exception of social security, the following automatic benefit programs are furnished at no cost to eligible employees:

- Basic Employer Paid Life Insurance
- Course Fee Courtesy
- Educational Assistance
- Extended Disability Leave
- International Medical Assistance Program-FrontierMEDEX
- Long-Term Disability Insurance
- Social Security (University and employee contribute)
- Travel Accident Insurance
- Unemployment Compensation
- Workers’ Compensation

### BASIC EMPLOYER-PAID LIFE INSURANCE

MSU provides eligible employees with life insurance coverage equal to one year’s base salary, up to a maximum of $50,000. For more information and eligibility criteria, visit the web at [http://www.hr.msu.edu/benefits/lifeins.htm](http://www.hr.msu.edu/benefits/lifeins.htm).

### COURSE FEE COURTESY

**Eligibility:** Dependent children or the spouse of regular full-time (90-100 percent) employees with 60 full-time equivalent (FTE) service months are eligible for this benefit.

**Coverage:** The program provides for waiver of one-half the applicable Michigan resident undergraduate credit course tuition at Michigan State University. The student must be admitted to a regular degree-granting program. For more information, visit the web at [http://www.hr.msu.edu/documents/supportstaffpolproc/cfc.htm](http://www.hr.msu.edu/documents/supportstaffpolproc/cfc.htm)

### EDUCATIONAL ASSISTANCE

**Eligibility:** Regular full-time (90-100 percent) and part-time (50% or more) employees who meet program provisions as provided in collective bargaining agreements may take advantage of this benefit. General eligibility criteria include the required number of full-time equivalent (FTE) service months, and admission into a degree program or job-related course. Whether release time is given during working hours is dependent upon specific collective bargaining agreements and approval by the department administrator/supervisor. This benefit also covers non-credit courses.

**Coverage:** The amount of tuition waiver or reimbursement for courses will be based on a percentage of the MSU regular prevailing tuition rate per credit. The number of eligible courses and credit hours may differ by employee group in accordance with the applicable collective bargaining agreements. Reimbursement for noncredit courses is also available.

Tuition waiver for a percentage of MSU credit courses is available to most employee groups as provided by the separate collective bargaining agreements.

A grade of 2.0 or higher is required for credit courses to be covered by the benefit. The employee must provide evidence that he/she has successfully completed a course. When MSU tuition waiver has been requested, the
employee will authorize release of record of MSU course work, grades, and specific tuition awards to the Human Resource Development office on the tuition benefit application.

Employees eligible for other financial aid will be covered only for that portion of the tuition fee that exceeds the amount of those benefits.

For more information, contact Human Resource Development at 517-355-0183 or visit the web at: http://www.hr.msu.edu/prodev/ss_prodev/tuitionAssist.htm

EXTENDED DISABILITY LEAVE (EDL)

MSU provides an interim income protection plan to eligible employees expected to receive Long-Term Disability. The benefit commences after the expiration of all accrued sick, vacation, and personal leave. Total disability determination can sometimes be made by the University physician based on information from the employee's physician and other medical reports. Authorization to pay Extended Disability Leave is given by Human Resources Benefits. For more information and eligibility criteria, visit the web at http://www.hr.msu.edu/documents/supportstaffpolproc/edl.htm

INTERNATIONAL MEDICAL ASSISTANCE PROGRAM – FRONTIERMEDEX

FrontierMEDEX is a program that provides around the clock emergency medical assistance and services to MSU faculty, staff and students who are traveling on official MSU business. FrontierMEDEX assistance coordinators can help you deal with unexpected situations that can occur on trips like accidents, thefts or loss of medications. Some of the types of assistance that FrontierMEDEX can coordinate include medical evacuation, repatriation, legal referrals, translation services and more. For more information and eligibility criteria, visit the web at http://www.hr.msu.edu/benefits/medex.htm.

LONG-TERM DISABILITY (LTD)

MSU provides eligible employees with LTD benefits which normally begin the first day following 180 days of continuous disability or after all sick leave, vacation, and personal accruals have been utilized, whichever is later. The program provides a disabled employee with a benefit income of 60 percent of monthly base salary up to $15,000 per month. In addition, both the employee’s (5 percent) and the University’s (10 percent) contribution to the Base Retirement Program are paid as long as the individual remains entitled to benefits. The plan provides an annual cost-of-living adjustment and a minimum benefit of $50 per month. For more information and eligibility criteria, visit the web at http://www.hr.msu.edu/benefits/ltd/index.htm

SOCIAL SECURITY

MSU contributes and participates in the U.S. Social Security program. Governmental guidelines determine the amount deducted from employee paychecks. For more information, visit the web at www.ssa.gov

TRAVEL ACCIDENT INSURANCE

MSU provides eligible employees with Travel Accident Insurance which is payable in the event of accidental death, dismemberment, or loss of sight due to an accident while traveling on University business or approved activity. This benefit provides coverage up to a maximum amount of $50,000. For more information and eligibility criteria, visit the web at http://www.hr.msu.edu/benefits/lifeins.htm

UNEMPLOYMENT COMPENSATION

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MSU is covered by the Michigan Employment Security Act, and benefit costs are paid by the University. Terminated University staff members who meet the eligibility requirements may be paid unemployment compensation. For more information, refer to the web at http://www.hr.msu.edu/documents/supportstaffpolproc/unempcomp.htm or contact Human Resources Unemployment Compensation at 884-0104.

**WORKER’S COMPENSATION**

The University pays Workers’ Compensation benefits to employees who are injured in the course of their employment in accordance with the Michigan Workers’ Compensation Act. MSU also pays an accident time benefit, which is not required by law. For eligibility requirements and application procedures, visit the web at http://www.hr.msu.edu/benefits/workerscomp/index.htm

**OPTIONAL BENEFITS**

Participation in the following benefits is optional:

- Accidental Death and Dismemberment Insurance
- Dental Coverage
- Employee-Paid Life Insurance
- Flexible Spending Accounts
- Health care coverage
- Health Plan Waiver
- Long Term Care Insurance
- Retirement

Eligible employees may enroll online using the Employee Self-Services (ESS) within the Enterprise Business Systems (EBS). This can be accessed by visiting ebs.msu.edu and select “EBS Portal Login” and select the ESS tab, then the Benefits link, and finally the Enrollment Services link. Proof of dependency documentation will be required and must be submitted through the ESS system when adding dependents. If enrollment is not made within 60 days, newly hired employees must wait until the annual open enrollment period.

**ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE (AD&D)**

**Eligible employees may voluntarily purchase AD&D coverage.** This plan provides various amounts of coverage for accidental death or dismemberment or loss of sight whether in the course of business or pleasure. Optional family coverage is also offered. The cost of the plan varies according to the plan selected and is deducted from the employee’s paycheck. For more information and eligibility criteria, visit the web at http://www.hr.msu.edu/benefits/lifeins.htm.

**DENTAL PLAN**

MSU offers dental coverage to eligible employees. Depending on the percent of employment, a monthly employee contribution may be required. If applicable, premiums will be payroll deducted. For more information and eligibility criteria, visit the web at http://www.hr.msu.edu/benefits/dental.htm

**EMPLOYEE-PAID LIFE INSURANCE**
Eligible employees may voluntarily purchase employee-paid life insurance coverage. This plan provides various amounts of coverage for the employee. Optional family coverage is also offered. The cost of the plan varies according to the plan selected and is deducted from the employee’s paycheck. For more information and eligibility criteria, visit the web at http://www.hr.msu.edu/benefits/lifeins.htm

**FLEXIBLE SPENDING ACCOUNTS**

Flexible Spending Accounts provide a tax-free reimbursement to employees for health care and dependent care expenses not reimbursed by any other insurance or reimbursement program.

**Dependent Care Spending Account (DCSA)**

DCSA provides employees the opportunity to pay for dependent care expenses for a child, disabled spouse, or dependent parent on a pretax basis. An example of an eligible expense is the cost of care provided in or outside of the home for a qualified dependent. Eligible expenses must be incurred for a qualifying dependent and expenses must be work related.

The employee may contribute up to $5,000 per household through payroll deduction. For additional information and eligibility criteria, visit the web at http://www.hr.msu.edu/benefits/fsa/index.htm

**Health Care Spending Account (HCSA)**

HCSA provides employees the opportunity to pay for medically related expenses that are not reimbursed by an insurance plan on a pretax basis. The amount contributed and the amount reimbursed from the HCSA are income tax-free. Examples of eligible expenses are physician office and prescription drug copays, deductibles, eyeglasses, contact lenses, and orthodontics.

Employees may contribute up to $5,000 per household through payroll deduction. For additional information and eligibility criteria, visit the web at http://www.hr.msu.edu/benefits/fsa/index.htm

**HEALTH CARE COVERAGE**

MSU offers health coverage, including prescription coverage, to eligible employees. Depending on the percent of employment, a monthly employee contribution may be required. If applicable, premiums will be payroll deducted.

To be covered by an MSU health plan, spouses or Other Eligible Individuals of MSU employees who have access to coverage elsewhere must purchase single coverage through their own employer if the annual premium contribution toward that coverage is $850 or less.

For specific plan information, including information regarding applicable co-payments, deductibles, benefit maximums and exclusions, as well as eligibility criteria, visit the web at http://www.hr.msu.edu/benefits/healthcare/index.htm.

**HEALTH PLAN WAIVER**

Eligible employees who have adequate health plan coverage through another employer may waive MSU’s health care coverage and receive up to a $600 payment. The payment is considered taxable income and the normal waiver period is July 1 through June 30, with payment to be received the following July. The waiver payment is not an option if an employee and a spouse or Other Eligible Individual are both employed at MSU. For more information and eligibility criteria, visit the web at http://www.hr.msu.edu/benefits/healthcare/waiver.htm.
LONG-TERM CARE INSURANCE

The Michigan State University Long-Term Care Insurance plan, administered by John Hancock, can help provide protection against the high costs of long-term care that can result from the effects of aging, illness, or a serious accident. This plan is available to eligible (the employee must work 50% or more with a nine-month appointment or longer) faculty, academic staff, executive management, support staff, retirees and their eligible spouses/Other Eligible Individuals, parents, parents-in-law, grandparents, grandparents-in-law, adult children and siblings. Premiums will be payroll deducted. For more information and eligibility criteria, visit the web at http://www.hr.msu.edu/benefits/ltc.htm

RETIREMENT PLANS

MSU provides two different retirement plans: the MSU 403(b) Retirement Plan and the MSU 457(b) Deferred Compensation Plan.

**MSU 403(b) Retirement Plan**

Michigan State University sponsors a tax-deferred defined contribution plan operated under section 403(b) of the Internal Revenue Code. The MSU 403(b) Retirement Plan consists of two different programs: the MSU 403(b) Base Retirement Program (BRP) and the MSU 403(b) Supplemental Retirement Program (SRP).

**MSU 403(b) Base Retirement Program (BRP)**

**Eligibility:** Participation is dependent upon length of service and is mandatory for many employees, based on the collective bargaining agreements. For more information on eligibility and other details, please visit the web at http://www.hr.msu.edu/benefits/retirement, or contact Human Resources Benefits at 517-353-4434, 800-353-4434, or benefitsinfo@hr.msu.edu.

**Coverage:** Upon termination or retirement, the program can provide an income based on the total amount accumulated from the employee’s and the University’s contributions, and the earnings on those accounts.

**Cost:** For eligible employees, the MSU 403(b) Base Retirement Program consists of a 5 percent contribution from the employee’s base wage/salary and a University contribution of 10 percent of base wage/salary. For more information, visit the web at http://www.hr.msu.edu/documents/supportstaffpolproc/BRP.htm.

**MSU 403(b) Supplemental Retirement Program (SRP)**

Generally, all MSU employees may contribute to the 403(b) Supplemental Retirement Program (SPR), and is funded entirely by employee contributions. Even if you are not eligible for the Base Retirement Program, you can still participate in the Supplemental Retirement Program. For more information, visit the web at http://www.hr.msu.edu/benefits/retirement, or contact Human Resources Benefits at 517-353-4434, 800-353-4434 or benefitsinfo@hr.msu.edu.

**MSU 457(b) Deferred Compensation Plan (DCP)**

Michigan State University also sponsors a voluntary, tax-deferred 457(b) Deferred Compensation Plan (DCP). The amount that can be contributed is completely separate from the amounts contributed to the MSU 403(b) Retirement Plan. For more information, visit the web at http://www.hr.msu.edu/benefits/retirement, or contact Human Resources Benefits at 517-353-4434, 800-353-4434 or benefitsinfo@hr.msu.edu.

OTHER BENEFITS
FAMILY RESOURCE CENTER

The Family Resource Center can assist employees with family-related concerns. Programs and resources include:

- Quality childcare referral service
- Emergency backup sick childcare service
- In-home childcare service referral service
- Elder care referral service
- Free pre-finals childcare each semester
- Resources for financial assistance for dependent care
- Pregnancy support services
- Breastfeeding support services

For more information, call 517-432-3745 or visit the web at http://www.frc.msu.edu/

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program provides a resource for employees to obtain short-term assistance or referral when their capacity to function is impaired by personal difficulties. For more information, telephone 517-355-4506 or visit the web at http://eap.msu.edu/

TRAVEL CLINIC

The Travel Clinic provides information, immunizations, and consultations for international travelers. The clinic is located at Olin Health Center and is open to MSU students, faculty, and staff, and their spouses or Other Eligible Individuals. For more information, telephone 517-353-3161, email travel@msu.edu, or visit the web at http://travelclinic.msu.edu/

EMPLOYEE DISCOUNTS & SERVICES

MSU employees are eligible for discounts and services both on and off campus. For a complete list, visit the web at www.hr.msu.edu/recognition/perks/index.htm

EFFECT OF LEAVE/TERMINATION/DEATH ON BENEFITS

Effect of Leave of Absence on Benefits

With Pay: During a leave of absence with pay or approved Family Medical Leave Act leave, employee contributions for optional benefit programs will continue to be deducted and the university will continue its regular contributions toward health plan coverage and the Base Retirement Program. Dental and Long-Term Disability coverage remains in force for those enrolled and eligible immediately prior to the leave.

Without Pay: Employees granted approved leave of absence without pay:

- May continue the health, dental, Optional Employee-Paid Life, and Accidental Death & Dismemberment programs by paying the full cost of the applicable premium. If coverages are not maintained, the employee may re-enroll within 31 days of returning to active employment or during the annual open enrollment.
- Individuals enrolled in the health plan waiver receive a prorated payment in July based on the number of months worked during the fiscal year (July 1-June 30).
Employee contributions to Flexible Spending Accounts (FSA) are suspended during the leave and may restart upon return from leave. FSA claims incurred during the leave may be submitted upon return from leave.

Basic Employer Paid Life insurance coverage remains in force up to 180 days from the last day of pay by the university.

Employees will receive a communication from Human Resources Benefits outlining benefit options for the employee on a leave of absence without pay.

**Effect of Termination on Benefits**

In case of termination, benefit programs will be affected as follows:

- Optional Employee-Paid Life, and Accidental Death & Dismemberment coverages will continue in force until the end of the month following the month in which the last deduction and/or contribution is made toward these plans.
- In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), if employment terminates, the employee is laid off, or the appointment is reduced to less than 50 percent, the employee may elect to continue health care and/or dental coverage for the employee, the employee’s spouse, and/or dependent children for up to 18 months (29 months if disabled and receiving social security disability) by paying the premium and an administrative charge.
- Health care and dental coverage terminate at the end of the month employment terminates.
- Long-Term Disability, Basic Employer Paid Life, and Travel Accident insurance coverages cease on the last day of active employment.
- Optional Employee-Paid Life and Basic Employer Paid Life insurance coverages may be converted to an individual life insurance policy by contacting the carrier within 31 days of benefit termination.

Employees will receive a communication from Human Resources Benefits outlining benefit options for the terminated employee.

**Death**

In the event of an employee’s death, the following benefits may be available to designated beneficiaries:

- Optional Employee-Paid Life Insurance
- Basic Employer Paid Life Insurance
- Base and/or Supplemental Retirement death benefits
- Accidental Death and Dismemberment Insurance
- Travel Accident Insurance

Under COBRA, the spouse and/or dependent children of an active employee who has died may elect continued coverage for health care and/or dental coverage for up to 36 months by paying the premium and an administrative charge. For more information, visit the Web at [http://www.hr.msu.edu/benefits/lifechange/index.htm](http://www.hr.msu.edu/benefits/lifechange/index.htm)

**TERMINATION/SEPARATION FROM THE UNIVERSITY**

In this section employees and departments can find information about what to expect and what steps to take when an employee is leaving the University due to a retirement, separation or termination.

**RETIREMENT**
In order to be considered an official retiree from Michigan State University, an employee must meet one of the following minimum University retirement requirements:

- Be at least age 62 and have completed 15 years of regular full-time equivalent service
- Have completed 25 years of regular full-time equivalent service

For more information on retirement from the University, contact Human Resources Benefits at 517-353-4434 or 800-353-4434 or visit the web at [http://www.hr.msu.edu/documents/supportstaffpolproc/retirement.htm](http://www.hr.msu.edu/documents/supportstaffpolproc/retirement.htm)

**TERMINATION/SEPARATION**

**Reduction in Force**

It is University policy to endeavor to provide continuing, stable employment. From time to time, a reduction in the work force may be necessary due to a lack of work, lack of funds and/or other causes. Generally, this reduction will be accomplished through normal attrition. If it is not, the University follows a prescribed layoff procedure. For more information on the policy and procedure, refer to the web at [www.hr.msu.edu/documents/supportstaffpolproc/rif.htm](http://www.hr.msu.edu/documents/supportstaffpolproc/rif.htm) or refer to the collective bargaining agreements at [www.hr.msu.edu/documents/contracts.htm](http://www.hr.msu.edu/documents/contracts.htm)

**Resignation/Voluntary Termination**

Administrative professional and supervisory employees are expected to give notification of intent to terminate at least one month in advance. All other employees are expected to give departments at least two weeks’ notice.

**TERMINATION/SEPARATION CHECKLIST**

A termination checklist (available on the web at: [www.hr.msu.edu/termsep/termsep_docs/TerminationChecklist.pdf](http://www.hr.msu.edu/termsep/termsep_docs/TerminationChecklist.pdf)) describes numerous actions to be taken when an employee terminates, including:

- Human Resources Benefits will send a communication concerning rights and benefits to the terminating employee.
- The employee is to return all University equipment and property, including:
  - Electronic records, including University data files, electronic documents, and records stored on personal PC or in personal server file spaces, and University-owned/licensed software that is contained on a home computer
  - Computers, laptops, cellular telephones, pagers, and library books
  - Records, files, research, and data notebooks
  - Credit, procurement, and calling cards
  - Petty cash fund
- The employee is to settle any outstanding accounts, including:
  - Charges owed to the department or other departments (e.g., library, parking)
  - Reimbursement owed to the employee (e.g., travel expenses)
- If the employee is responsible for any chemicals, biological materials, biohazardous materials, and/or any radiological materials, he/she must provide evidence of consultation with ORCBS to the supervisor regarding its disposition.
- On the last working day, the employee is to:
  - Return all University keys
  - Vacate his/her office after removing all personal items
  - Return parking decal(s), validators, and gate card
  - Return University uniforms
o Return identification card(s)
o Provide forwarding address to department

Updated 1/12/2016 to add Pay Transparency Policy Statement