



**Delaware State University  
Employee Handbook  
(Non-Faculty)**

Office of Human Resources  
04/20/2011

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## ***Delaware State University Welcomes You!***

*Welcome to Delaware State University (DSU). As DSU continues to grow, it is important that we have systems and business processes in place to ensure the University is a great place to work.*

*DSU maintains policies that are designed to help us do just that. The objective of this Handbook is to provide you with DSU's general policies and procedures. The Handbook outlines some important information regarding work standards, programs and benefits available to eligible employees. Please read the Handbook thoroughly and retain it for future reference.*

*For Professional Employees: Employment with the University is voluntarily entered into and you are free to resign from your position "at-will", at any time, with or without cause. Similarly, the University may terminate the employment relationship "at-will", at any time, with or without cause, so long as there is no violation of applicable federal, state or local laws.*

*This "at-will" employment relationship exists regardless of any other written statements or policies contained in this Handbook or any other University documents or any verbal statement to the contrary.*

*The policies stated in this Handbook are subject to change at the sole discretion of DSU, as are all other policies, procedures, or programs of DSU.*

*The practices, policies, plans and benefits contained in this Handbook apply to all employees, subject to agreement with the collective bargaining representative(s), if any, of DSU employees. If the terms of this Handbook differ from a collective bargaining agreement, the terms of the collective bargaining agreement shall apply to those employees covered by the agreement.*

*From time to time, you may receive updated information concerning changes in policy. Because employment laws and business needs vary from state to state and location to location, some DSU policies or procedures may differ from those in this Handbook. Please consult the Office of Human Resources, your department director or supervisor for more detailed guidance or if you have any questions regarding any of DSU's policies.*

*Our Employee Handbook is for you. We welcome any questions or comments you may have regarding its contents today, or in the future.*

*We wish you much success in your position and hope that your employment relationship with DSU will be a rewarding experience.*

## **Delaware State University Mission Statement**

Delaware State University is a public, comprehensive, 1890 land-grant institution. The mission of the University is to provide for the people of Delaware and others who are admitted, meaningful and relevant education that emphasizes both the liberal and professional aspects of higher education. Within this context, the University provides educational opportunities to all qualified citizens of this state and other states at a cost consistent with the economic status of the students as a whole. While recognizing its historical heritage, the University serves a diverse student population with a broad range of programs in instruction, service, and research, so that its graduates will become competent, productive and contributing citizens.

The University has recently adopted a new statement of its vision and core values, as follows:

### **Vision Statement**

As one of America's most highly respected Historically Black Colleges and Universities, Delaware State University will be renowned for a standard of academic excellence that prepares our graduates to become the first choice of employers in a global market and invigorates the economy and the culture of Delaware and the Mid-Atlantic Region.

### **Core Values**

*Community* | *Integrity* | *Diversity* | *Scholarship* | *Outreach*

## **Office of Human Resources Mission Statement**

The Office of Human Resources is committed to provide superior service that will recruit and retain a diverse workforce to accomplish the goals and objectives of the University. We will accomplish this by exceeding our principles and standards of excellence in every interaction with our internal and external customers.

## **Delaware State University Senior Administration**

**Dr. Harry L. Williams**, president

**Dr. Alton Thompson**, provost; vice president of academic affairs

**Mr. Amir Mohammadi**, vice president for finance and administration

**Mr. Kemal Atkins**, vice president of student affairs

**Mr. Derek Carter**, athletic director

**Ms. Carolyn Curry**, vice president of institutional advancement, chief of staff

**Dr. Nouredine Melikechi**, interim vice president of research, Dean CMNST

**Mr. Thomas Preston**, general counsel

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## **Delaware State University Fundamental Policies and Practices**

### **Employment Expectations**

DSU expects all employees to conduct themselves in accordance with all legal requirements and University policies that apply to their position. Each member of our staff must adhere to the basic rules outlined below:

### **Compliance with Legal Requirements**

We must abide by the letter, as well as the spirit, of applicable laws and regulations.

### **Adhere to Ethical Standards**

We must adhere to the highest ethical standards of conduct at all times.

### **Respect for Students**

All students are entitled to a quality education and to be treated with dignity and respect. We must respect students' privacy and confidentiality and comply fully with all relevant federal and state laws and regulations.

### **Respect for Other Employees**

All employees are entitled to be treated fairly and respectfully. Discrimination based on race, color, religion, gender, national origin, age, disability or sexual orientation is strictly prohibited, as is sexual harassment.

### **Adherence to Proper Business Practices**

We must conduct our business activities on the basis of fair competitive practices. All purchases of services and supplies must be from qualified and reliable sources and be based upon objective factors.

### **Maintenance of Accurate Records and Documents**

All of Delaware State University records, documents, and reports must be accurate, complete and in compliance with DSU's requirements.

### **Protection of Occupational Safety**

To ensure a safe work environment, we must abide by all laws and regulations regarding safety on the job.

### **Maintenance of a Drug and Alcohol Free Workplace**

The illegal use, sale, purchase, transfer, possession or presence in one's system of drugs is strictly prohibited. Similarly, the use, sale, purchase, transfer, possession or presence in one's system of alcoholic beverages while on duty is prohibited.

### **Employment Policy Statement**

Delaware State University (DSU) hopes that your employment relationship is successful and gratifying. If your employment is not governed by a Collective Bargaining Agreement or a separate contract containing specific terms, then your employment is “at-will”. This means that each party has the absolute right to terminate the relationship at any time, with or without cause, with or without prior notice, at the option of DSU or you, the employee. While DSU expects to abide by the policies and procedures described in this Handbook, the Handbook does not constitute or contain a contract or a promise of any kind and can be changed without consideration or notice.

Please understand that only the President of Delaware State University or his designee has the authority to enter into any agreement for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. Further, any agreement between an employee and DSU shall not be enforceable unless it is in writing and signed by the employee and the President or his designee.

### **Equal Employment Opportunity Statement**

Delaware State University is an equal opportunity employer. It has been and will continue to be a fundamental policy of DSU to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, citizenship, age, sexual orientation, disability, marital or veteran status or any other characteristics protected by applicable federal, state, and local laws. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, placement, promotion, demotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits and training.

In addition, DSU complies with applicable federal, state and local laws governing non-discrimination in employment.

### **Respectful Atmosphere**

Each DSU employee is unique in his or her own way. Interests, work styles, communication skills, habits and personal preferences all make up who we are and vary in scope and intensity.

Being respectful to one another and creating an atmosphere of respect is an important part of our University. We are all working together toward a common goal to continue to make DSU successful, so we can enjoy a job well done and a great place to work and a competitive university for our students to learn.

### **Diversity**

Having a diverse workforce provides extraordinary benefits, innovations, problem solving and interpersonal relationships. In accordance with our EEO policy, we review our hiring practices, work environment, promotional opportunities and policies to ensure we promote fair and equal treatment among all employees.



## **Policy against Harassment**

It is DSU's policy that all individuals have the right to work in an environment that is totally free of harassment. DSU expressly prohibits any form of unlawful harassment based on race, color, religion, sexual orientation, gender, national origin, age, disability, marital status, veterans' status or status in any other group protected by federal, state or local law. Harassment in any form whether verbal, physical or visual is strictly against DSU policy. Improper interference with the ability of DSU's employees to perform their expected job duties is not tolerated. This policy also applies to other parties, such as students and agents of entities that provide services to DSU.

## **Sexual Harassment**

Sexual harassment is characterized by verbal, visual or physical conduct of a sexual nature when submission to such conduct is made a term or condition of an individual's employment. Sexual harassment can take subtle forms and may vary from situation to situation. Sexual harassment exists when submission to or rejection of such conduct is used as the basis for employment decisions, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates a hostile or offensive work environment.

Such activity may include, but is not limited to, the following:

- Sexually suggestive touching
- Grabbing, groping, kissing, fondling
- Lewd or sexually oriented comments or jokes
- Foul or obscene language
- Staring, stalking
- Suggestive or sexually explicit visual images such as posters, calendars, photographs, graffiti, cartoons or electronic data
- Unwanted or offensive letters, poems or correspondences
- Sexual gestures or intimations
- Offensive email or voice mail messages or similar offensive conduct through any social media
- Sexually oriented or explicit written or verbal remarks
- References to sexual conduct, gossip regarding sex, one's body, sexual activities, deficiencies.
- Questions about one's sex life or experiences
- Repeated requests for dates
- Sexual favors in return for employment or continued employment or threats if sexual favors are not provided
- Sexual assault or rape
- Any other conduct or behavior deemed inappropriate by DSU.

## **Complaint Procedure**

Every DSU employee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers.

If you feel that you are the subject of any job related harassment or believe that you have been treated in an unlawful or discriminatory manner, immediately report the incident to your supervisor or department director. If you believe it would be inappropriate to discuss the matter with your supervisor or department director, you can always report the matter to the Office of Human Resources.

DSU will conduct a prompt and thorough investigation of all complaints. Your complaint will be kept confidential in accordance with applicable laws. No employee will be penalized for reporting a complaint or participating in an investigation of harassment.

If DSU determines that an employee is guilty of discriminating against or harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

### **Retaliation**

DSU prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. Retaliation, in the context of this policy, is any adverse employment action taken by any supervisor/manager/director/administrator against an employee because the employee has lodged a complaint of harassment or discrimination. Such conduct will itself give rise to appropriate corrective action.

If you feel that you have been harassed or discriminated against, or are aware of an occurrence of harassment or discrimination, you have the right and a duty to report the perceived policy violation to the department supervisor/department director and/or the Office of Human Resources, so that appropriate action may be taken.

All complaints and/or inquiries shall be forwarded to the Assistant Vice President of Human Resources.

### **Drug-Free Workplace**

DSU is committed to protecting the health and safety of its employees, students and visitors by ensuring the safe and productive operation of the campus. To further these interests, DSU has adopted the following drug free awareness policy in accordance with the Federal Drug Free Workplace Act.

1. No employee shall engage in the manufacturing, distribution, sale, possession or use of illegal drugs. Unauthorized prescription drugs, alcohol, or illegal drugs, while on the premises, are strictly prohibited.
2. All employees should know that the dangers of drug abuse in the workplace can create unsafe conditions as well as jeopardize the health and safety of all employees and students.
3. As a condition of continued employment the terms and conditions of this policy must be adhered to at all times.

4. DSU reserves the right to have employees tested for drugs and other controlled substances in accordance with applicable laws.
5. DSU reserves the right within the limits of applicable law to conduct searches of DSU property including lockers, desks drawers, cabinets, closets, bags, packages and vehicles parked on DSU property to detect evidence of the presence of illegal substances.

### **Standards of Performance and Conduct**

DSU expects all employees to abide by certain standards of performance and conduct. Types of behavior and conduct that DSU considers inappropriate include, but are not limited to, the following:

- Falsifying employment or other DSU records
- Violating DSU's Sexual Harassment policy
- Establishing a pattern of excessive absenteeism or tardiness
- Fighting or using obscene, abusive or threatening language, or gestures
- Engaging in excessive, unnecessary or unauthorized use of DSU's supplies for personal reasons
- Stealing from co-workers, students or visitors
- Disregarding safety or security regulations
- Carelessness, negligence or maliciousness in the performance of work
- Possession of weapons or explosives
- Sleeping while on the job
- Possessing, using, offering or selling intoxicants or drugs on DSU premises or while conducting university business off premises
- Engaging in insubordination, including but not limited to, refusal to follow a work assignment from a supervisor; and
- Failing to maintain confidentiality of DSU, and/or employee/student information.

### **General Expectations of DSU Employees**

DSU expects all employees to abide by certain standards of performance and conduct. Types of behavior and conduct that DSU considers inappropriate include, but are not limited to, the following:

Employees shall report for their assignments regularly and promptly and follow scheduled meal and break periods.

Employees must record their time in accordance with the established procedure (use of time clock or if applicable, designated sign-in sheets).

An employee shall not exchange with a fellow employee an assignment, annual leave, or their scheduled work hours (or a portion thereof), without prior approval of an authorized supervisor.

Employees are to perform assigned duties satisfactorily. If an employee feels that an instruction is unreasonable, the employee will perform the task and then raise the issue with his/her supervisor or the Office of Human Resources.

Employees are required to promote safe and sanitary conditions throughout the facility and to observe all existing safety regulations so as to avoid accidents to students/co-workers, themselves, and others. If any employee feels his or her health or safety is in jeopardy, the employee should bring it to the attention of the immediate supervisor.

If your performance, work habits, conduct, or demeanor become unsatisfactory in the judgment of DSU, based on violations either of the above or any other DSU policy, rule, or regulation, you will be subject to disciplinary action, up to and including discharge.

### **Arrest and Conviction by a Law Enforcement Agency**

Any DSU employee, who is convicted by a law enforcement agency for a criminal offense at anytime, anywhere, may be subject to immediate dismissal upon conviction. In accordance with applicable laws, upon arrest and while awaiting trial, employees may be suspended without pay or placed on administrative paid leave subject to the outcome of the case. If the employee is found not guilty or the charges are dismissed, he or she may be fully restored to previous employment. Pay and benefits that were suspended awaiting disposition of the case will be restored.

### **Cooperation with Standard Law Enforcement Agencies**

DSU requires a full cooperation with law enforcement agencies. In accordance with applicable laws, DSU reserves the right to refer any drug-related or criminal activity incident on or off DSU property to the authorities.

### **Dress Code**

DSU's dress code is dictated by the location in which the employee works. All attire should be appropriate for a business/professional setting. Clothes that are too tight, too short or revealing are prohibited (such as shorts, sweatshirts, halter tops, and crop tops, tee-shirts, denim jeans, sneakers.

Appropriate attire such as slacks, blouses, skirts with jackets and comfortable shoes must be maintained. Managerial personnel must always be dressed in traditional business wear. DSU will consider accommodations to its Dress Code policy in accordance with applicable laws, if necessary.

### **Solicitation and Distribution**

Soliciting of any sort of an employee or student by another, for any reason, is prohibited in working areas during working hours. Work hours are defined as any time an employee is expected to perform job duties.

If employees do not comply with this policy and thereby neglect work, or interfere with the work of others, they may be subject to disciplinary action up to and including termination.

### **Employment of Relatives (Nepotism)**

Nepotism – is the practice of showing favoritism toward one's family members or friends in economic or employment terms.

“Close relative” is defined as spouse, parent, child, sibling, parent-in-law, sister-in-law, brother-in-law, uncle, aunt, niece, nephew, cousin, grandchild, foster parent, foster child, foster grandchild or functional equivalent of the above.

In order to prevent the development of an interconnecting group of close relatives in any department, the University does not allow close relatives in any department; the University does not allow close relatives to supervise one another, except under special circumstances. The direct or indirect involvement of an employee in any institutional decision, such as hiring, promotion, retention, compensation or other condition of employment which may benefit a family member or those whose personal situations constitutes a family or other intimate relationship is strictly prohibited.

Conformity with this regulation requires that the facts about kinship be stated on the employment application. All supervisors are responsible for insuring that close relatives do not work under their supervision.

When necessary to meet current and future needs, this policy may be waived in individual cases by the President, upon recommendation of the appropriate vice president.

### **Outside Employment**

A full-time professional position at Delaware State University is expected to be the employee’s primary job. Full-time professional employees are required to report immediately, in writing, employment with any person or organization other than the University. Such a report must include self-employment and outside consulting on a full-time or part-time basis.

- Employees are required to provide this report to their respective senior-level administrator. It will be the responsibility of the senior-level administrator to serve as an informed source of advice and guidance to the employee, to determine whether the outside employment may conflict with the employee’s responsibilities at the University.
- If the senior-level administrator determines there is a reasonable probability of a conflict, the senior-level administrator shall take whatever steps necessary to resolve the situation.
- All correspondence concerning the outside employment shall be forwarded to the Office of Human Resources and President’s offices and will be a part of the employee’s personnel file.

### **Bulletin Boards**

Bulletin boards are located in several areas of each facility and contain federally and state mandated documents. These bulletin boards also contain important notices to all employees. Be sure to check the bulletin boards for necessary information and special notices.

The Office of Human Resources must approve all bulletin board documents prior to posting; without such approval, no items may be posted.

### **Confidential Information**

**In the course of conducting business, all employees become privy to certain information that is highly confidential. Employees handling such information must properly secure the information according to management's direction.**

**DSU considers all information regarding its policies, procedures, financial affairs and business practices to be proprietary and confidential. This information should never be disclosed by an employee to any outside person or organization, without first receiving express authorization from the President or his designee.**

**Protecting DSU's proprietary, confidential information and materials is an ongoing responsibility for each employee. We value our successful student relationships and are aware of our obligation to provide superior security measures in planning promotional and marketing plans. During your employment, you may acquire information regarding DSU's students and/or other employees. DSU employees are strictly prohibited from disclosing proprietary and confidential information related to our students/co-workers and/or removing student/employee materials from the premises without express authorization from their department director.**

**All DSU employees are required to read and sign a Confidentiality Agreement, which will be distributed by the Office of Human Resources. Under no circumstances should any employee discuss or divulge DSU or student/employee confidential information without approval from an appropriate manager. If you are asked for sensitive, proprietary or confidential information, refer the requesting party to your department director.**

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974, affords certain rights to students concerning their education records. FERPA provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. FERPA applies to all institutions which receive federal funds under any program administered by the Secretary of Education.

### **Health Insurance Portability and Accountability Act (HIPAA)**

HIPAA addresses the ease of information sharing through electronic record-keeping. Designed to protect individuals from an inappropriate dissemination of their medical information, the act defines what can be shared, what cannot be shared without permission and what the patient can access of his own medical records.

### **University Communications and Computer Systems**

As an employee of DSU, access to computers and/or other technology will be provided to you as your job responsibility dictates. When you are using DSU information systems, it is important that you adhere to applicable policies, which will be given to you as a condition of use. Please refer to the Delaware State University Acceptable Use Policy which is located on the DSU website under Information Technology.

## **Safety**

DSU is covered by the Delaware State Public Employee Safety and Health Act, the intent of which is to provide a safe and healthy workplace.

Accident prevention is a continuing responsibility of all employees in the performance of their duties. Every DSU employee is expected to promote safe and sanitary conditions throughout the facility, observe all safety regulations and report any potentially hazardous conditions to his/her supervisors immediately.

Special care should be taken when using DSU machinery and no employee is to use DSU's equipment without proper authorization.

If an employee observes an emergency situation in any area on the campus of DSU, where an individual needs medical attention, the employee must immediately seek assistance. It is imperative that the facts be accurately relayed and the location of the incident clearly defined. The employee should remain with the individual until assistance arrives. The employee should not move the person unless directed to do so by medical or emergency personnel.

## **Smoking**

DSU provides a smoke-free environment for all employees. DSU provides designated smoking areas throughout the campus.

## **Fire Prevention**

Each employee plays an important role in our fire prevention program. Employees should immediately report all potential fire hazards to their supervisor.

Employees should familiarize themselves with the Fire and Life Safety protocols and procedures within their areas, including the Fire and Safety Evacuation Plan, which is readily accessible thru the Office of Safety and Risk Management for Delaware State University, for more information please contact the Risk Manager at ext. 7095.

## **Infection Control**

Infection control is everyone's responsibility. Infections acquired in DSU or brought to the facility from the community are potential hazards for all persons having contact with DSU. Effective measures are developed by the facility in order to prevent, identify and control such infections. Employees are encouraged to practice good personal hygiene such as frequent hand washing to limit the potential for infections.

## **Disaster**

A disaster requiring use of DSU's facilities may be generally defined as any civilian or military incident that may require the use of University premises. Consult DSU's disaster manual in your department for detailed procedures to be followed by employees.

## **PAYROLL POLICIES**

### **Paychecks**

Employees are paid bi-weekly and are required to present their valid I.D. cards to obtain their first paycheck. Direct deposit accounts must be established during the pre-employment process (as instructed by the State of Delaware requirements for employment).

You can view your paycheck (gross amount earned, various deductions, etc.), by logging on to the State of Delaware Employee Self-Service ePay website at <https://eapps.erp.delaware.gov>. If you have difficulty logging in, please contact the website help desk at (866) 751-7833.

### **Payroll Deductions**

Certain deductions are made from your paycheck as required by law, in accordance with employee benefit plans, or as authorized by you. These deductions may include the following:

- Social Security (FICA)
- Federal Income Tax
- State Tax and City Tax
- Other deductions required by law

### **Voluntary Deductions**

Voluntary deductions may be arranged for your convenience, but will not be made without your written authorization. Examples of voluntary benefits or services deductions include:

- Health Benefit Contributions
- Life Insurance
- 403(b) Contributions (Tax Deferred Annuity)
- 457(b) Contributions (Eligibility requirements in the Office of Human Resources)

### **Employee Benefits**

This section of the Handbook highlights some feature of our benefits program. Our benefits are described more fully in summary plan description booklets, with which you are provided once you are eligible to participate in these programs.

In accordance with applicable laws, DSU reserves the right to, at any time, amend, substitute, modify, revoke, suspend, change or terminate any and/or all terms and benefits, without having to consult or reach agreement with anyone, at anytime, with or without notice. Whenever an amendment is made to DSU's benefits programs, the plan administrator (State of Delaware) will notify plan participants of all approved amendments or plan terminations.

For more complete information regarding any of our benefits programs, please contact the Office of Human Resources.

DSU benefits program is available to all full-time employees and their eligible dependents. DSU will pay a portion of the costs of employees' core benefits insurance. Employees will share in the cost of their health care coverage by paying a bi-weekly premium for themselves and their covered dependents.



Once an individual becomes eligible, he/she can be enrolled in the following optional benefits:

<b>Plan</b>	<b>Provider</b>	<b>Plan</b>	<b>Provider</b>
<b>Health Care Coverage</b>	Blue Cross/Blue Shield of Delaware <ul style="list-style-type: none"> <li>• First State Basic</li> <li>• Blue Cross Blue Care</li> <li>• Comprehensive PPO</li> </ul> AETNA HMO	<b>Dental Coverage</b>	Delta Dental Dominion Dental
		<b>Life Insurance</b>	Reliance Standard
<b>Short Term Disability</b>	The Hartford	<b>Long Term Disability</b>	The Hartford
<b>Supplemental Benefits:</b>			
<b>Plan</b>	<b>Provider</b>		
<b>*Auto and Home Insurance</b>	Liberty Mutual		
<b>*Long-Term Care Insurance</b>	John Hancock		
<b>*Legal Services</b>	ARAG		
<b>*Vision Insurance</b>	VSP		
<b>*Pet Insurance</b>	Pet Care		
<b>*Life Insurance</b>	Minnesota Life		

**\* Indicates coverage available through 6/30/2011**

### **Health Insurance Plans**

Health insurance is available to employees who are working on a regular schedule for 30 hours or more per week and whose length of service is expected to last more than six months. Eligible employees must complete an authorization enrollment form within 30 days of the date of appointment. Failure to comply with this requirement may result in penalties being imposed by the carrier. Eligible DSU employees will receive medical coverage effective the first day of the following month, after you have completed 90 days and 30 days after the date of hire for dental coverage.

### **Health Insurance Coverage after Separation of Service**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides eligible employees and their qualified beneficiaries the opportunity to continue health insurance coverage under certain circumstances including, but not limited to:

- Resignation
- Termination of employment
- Death of the employee
- Reduction in the employee's hours
- Leave of absence
- Employee's divorce or legal separation; and
- Dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Company's group rate plus an administration fee. Contact the Office of Human Resources for more details.

### **Tax-Deferred Annuity Program**

There is a tax-deferred annuity program available to all employees. Contact the Office of Human Resources for information.

### **Unemployment Insurance**

Employees of DSU are covered by the Delaware Unemployment Insurance Law. No deductions are made from your salary for this coverage.

### **Work Schedules**

DSU is a 24-hour, 7 day per week operation. Employees are assigned to work shifts based upon student needs and departmental schedules.

Employees may be rotated as needed, subject to terms of any applicable collective bargaining agreements. The work-week begins Sunday, 12:01 a.m. and ends Saturday at 12:00 midnight.

All employees are required to perform tasks as assigned. Work assignments are made on the basis of facility needs. While every consideration is given to individual preference, employees may be reassigned as needed.

### **Lunch Break**

Employees working a full tour are entitled to meal periods, which will be scheduled by their supervisor.

Union employees working thirty-five (35 or 40) hours per week are entitled to a one (1) hour lunch period per day and two (2) 15-minute breaks per the collective bargaining agreement.

### **Vacations**

Vacation time will be approved and scheduled according to DSU policy in a manner that maintains its operating efficiency, while giving due consideration to the desires of DSU employees.

The following vacation guidelines apply to all employees:

- Employees must submit vacation requests to their supervisors/department directors at least (4) weeks in advance.
- Each department will prepare and maintain a department vacation schedule detailing days available, taken, and remaining for each employee of the department.
- Vacation will be paid at the current rate of pay at the time such vacation is used.

## **Holidays**

DSU employees are eligible for eleven (11) paid holidays. The following paid holidays will be observed:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Election Day (in even number years only)
Good Friday	Thanksgiving Day
Easter Monday	The Friday after Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

Additionally, DSU will close and employees will be off December 24 through January 1. When a holiday falls on a Saturday, it is observed on the preceding Friday, when it falls on a Sunday, it is observed on the following Monday.

DSU recognizes the requests of employees to be absent from work to observe religious holidays. Employees wishing to take time off for this purpose may request to use a personal or vacation day. DSU will accommodate these requests in accordance with applicable laws.

## **Attendance/Tardiness**

All employees are required to come to work consistently and regularly. Tardiness is defined as any unauthorized absence that results in an employee's arrival at their desk or work location after their scheduled start time.

An employee who is excessively tardy may be subject to disciplinary action, up to and including dismissal. While excessive tardiness is determined on a case-by-case basis, it is generally defined as unexcused lateness.

## **Annual Leave**

All Delaware State University employees are entitled, during each year of employment, to annual leave with pay. To the extent permitted by impending work conditions, each employee will be allowed to use annual leave for rest and relaxation to assist in maintaining maximum efficiency and productivity. Annual leave shall be earned accrued, and used as herein described.

## **Leave Year**

The leave year is defined as the period July 1 through June 30. Employees who begin work after the start of a leave year will have their leave pro-rated on a monthly basis for that part of the leave year.

## **Accrual Rates**

Senior-level administrators (vice presidents, executive assistant(s) to the President, and academic deans) shall earn twenty-two (22) leave days per year.

Professional employees with less than five (5) years service shall earn fifteen (15) leave days per year.

Professional employees with five (5) or more years of service shall earn twenty-two (22) leave days per year.

### **Maximum Accumulation**

Professional employees, except where otherwise directed by the President, are allowed to accumulate and carry forward leave up to a maximum of that which would be earned in the last twenty-four (24) months; as follows:

<u>Employment Longevity</u>	<u>Maximum Carry-Forward Limit</u>
Less than 5 years	30 days
5 or more years	44 days

Employees, whose employment ceased, will be paid for accumulated and unused annual leave at their current rate of pay up to a maximum of those days earned in the preceding twelve (12) months plus ten (10).

### **Use of Annual Leave**

University supervisors are expected to encourage the use of annual leave in a timely manner. When employees can be spared from their duties, annual leave will be granted as requested, to the extent of the employee's available balance.

Annual leave may also be used when emergencies arise. An emergency is defined as an unforeseeable situation over which the employee has no possible control, and which prevents the employee from being on duty during the entire period of absence.

Denial of the use of annual leave will be based on factors that are reasonable, equitable, and that do not discriminate against any employee or group of employees.

Supervisors have the primary responsibility for determining when and the extent to which annual leave will be granted, as well as the responsibility of requiring that annual leave be taken under certain circumstances.

### **Request For and Approval of Annual Leave**

It is the prerogative of the administrator concerned to make the final decision as to when leave is to be used. For this reason, the use of annual leave is subject to the approval of the appropriate supervisor. Retroactive approval may be given when circumstances warrant. It is not to be assumed, however, that a mere report of absence will necessarily result in favorable action. Failure to secure the proper approval may result in the period being charged to absence without pay. Periods of annual leave should be recorded on the time report.

### **Sick Leave**

Employees are entitled to sick leave when confined to their homes or to a hospital because of illness. This leave is available when an employee is unable to work because of physical disability, when afflicted with a contagious disease, or when necessary for medical, dental, optical examinations or treatment.

### **Accrual Rates**

Sick leave is earned at the rate of fifteen (15) days a year for professional staff and 1-1/4 days per calendar month for union employees.

### **Maximum Accrual**

Sick leave may be accrued from year-to-year to a maximum of sixty (60) days.

At the end of the fiscal year, each professional employee who has accumulated sick leave in excess of sixty (60) days shall have the excess days converted to annual leave at the rate of one-half (1/2) day of annual leave for each one day of sick leave.

When employees retire, they will be paid for all accumulated and unused sick leave at their current rate of pay up to a maximum of sixty (60) days.

### **Use of Sick Leave**

In cases of sick leave in excess of three (3) consecutive working days, supervisors may require employees to present a physician's certificate. Failure to comply with the provision may result in disciplinary action.

Abuse of use of sick leave may render an employee unsuitable for continued service.

### **Family and Medical Leave of Absence**

In compliance with applicable federal and state laws (e.g., the Family Medical Leave Act) an employee with twelve (12) months or more of tenure with DSU who has worked at least 1,250 hours in the preceding year may be eligible for unpaid, job-protected leave for up to a maximum of twelve (12) weeks for the following reasons:

- To care for a newborn child, for the adoption or foster placement of a child (beginning within twelve (12) weeks of the birth, adoption or placement);
- To care for their minor or disabled child, spouse, parent or spouse's parent with a serious health condition;
- For their own serious health condition that makes them unable to perform the essential function of their job.

In accordance with applicable laws, married employees may only be entitled to a combined total of twelve (12) work weeks of family and medical leave time in most circumstances.

Eligibility for leave will be calculated on a rolling twelve (12) month period measured backward from the date that an employee's first family or medical leave begins.

All leave taken pursuant to state and federal family leave laws will reduce an individual's twelve (12) week leave entitlement. Employees will be required to apply all accrued and unused vacation and/or sick days to all leaves covered by this policy. Medical disability (i.e., short-term or long term disability leave) will also be counted against leave time.

Although taking leave will not result in loss of any employment benefits that accrued prior to the start of the leave, employees will not accrue benefits such as vacation and sick time, during any leave period. In addition, performance evaluation dates will be advanced to account for the leave period.

An employee who requests leave due to his/her own serious health condition or the serious health condition of the employee's immediate family member, will be required to provide DSU with written certification from a health care provider. DSU, at its own expense has the right to request that the employee obtain a second and third medical

opinion. Furthermore, DSU may request recertification at monthly intervals. During leave, you may be required to report on your leave status and return to work date.

During the leave covered under this policy, DSU will continue to make health insurance contributions on behalf of the employee. Employees will be required to continue their contributions to maintain their health insurance coverage. If an employee does not return to work at the conclusion of his/her leave, DSU reserves the right to take all necessary steps to recover the cost of providing health insurance coverage for the employee or his/her family members during the period of the leave to the extent allowed by the law.

Upon completion of the leave and in accordance with applicable laws, the employee will be reinstated to the same or an equivalent position unless they would have been affected by a lay-off or reduction in force had they not taken leave, with no loss in salary, benefits, or other terms and conditions of employment.

If the need for the family and medical leave is foreseeable based on an expected birth, placement for adoption or foster care or planned medical treatment for a serious health condition of the employee or of a family member, an employee must provide DSU with at least thirty (30) days advance notice before the leave is to begin. When the need for leave is not foreseeable, employees are required to provide notices as soon as practicable. Furthermore, DSU may request recertification at reasonable intervals.

Failure to return to work at the end of a FMLA will be treated as a decision by the employee to have abandoned his/her job and may result in disciplinary action up to and including termination.

### **Maternity Leave**

DSU offers a maternity leave program for all full-time employees for the birth of their children. Under this program it is expected that the employee will follow the advice of a physician as to the length of time to be worked during pregnancy and furnish such information in writing to the Human Resources Office.

A request for maternity leave carries with it the intention to return to full-time University employment when the period of temporary disability ends. Employees taking maternity leave shall have their life insurance and their individual share of health insurance (where applicable) continued by the University in accordance with Family and Medical Leave Policy/Procedure.

### **Personal Leave**

Throughout the year, as personal, urgent, and compelling circumstances may occur, permission for personal leave may be allowed.

Each professional employee shall be entitled to three (3) personal leave days in each fiscal year. If additional leave days are needed, they shall be charged against annual leave. For union employees, please refer to current Collective Bargaining Agreement.

### **Bereavement Leave**

In the event of the death of an immediate family member, full-time employees will be eligible for up to three (3) days paid bereavement leave. For purposes of this policy “immediate family” is defined as: mother, father, foster parents, husband, wife, father-

in-law, mother-in-law, sister, brother, son, daughter, grandparents, grandchildren, stepparent, stepchild and foster children. Additional days without pay may be granted if special circumstances warrant. If more time is needed, accrued annual leave may be used for this purpose.

Bereavement leave will be paid at an employee's base rate. The amount of the payment will be based on the number of hours in an individual's work schedule.

The employee must notify their supervisor of a need for bereavement leave as soon as practical. For union employees, please refer to current Collective Bargaining Agreement.

### **Military Leave**

Leaves of absence without pay for military or reserve duty will be granted to eligible employees in accordance with applicable federal and state law. If you are called to active military duty or to reserve or National Guard training, or if you volunteer for the same, you should submit copies of your military orders to your supervisor or the Office of Human Resources as soon as practicable. You will be granted a military leave of absence, without pay, for the period of military service in accordance with applicable federal and state laws. DSU does not discriminate against employees based on their military participation.

### **Jury Duty/Subpoena**

DSU understands that employees may be requested to serve on a jury and DSU does not discriminate against employees for fulfilling their jury duty commitment. Immediately upon receipt of a notice to serve, employees must provide their supervisor with a copy of the summons.

Many times jurors will receive a fee per day for transportation. If this occurs, employees do not need to turn the money into DSU and their regular wage will not be reduced for the day based on this income.

If an employee's jury duty ends before the time that the employee was scheduled to be at work, DSU expects the employee to be present at work for the remainder of the work day. Certificate of compliance as a juror must be returned to the Office of Human Resources once the employee has completed his/her jury duty.

The above jury duty policy also applies to employees who are subpoenaed to appear in court in which they are not a party to the litigation.

### **Work-Related Injuries and Workers Compensation**

In the event an employee is injured on the premises, it must be reported immediately to his/her supervisor. The supervisor is responsible for ensuring that the employee completes the DSU Accident/Incident form within 24 hours of the accident/incident.

Reporting false information regarding an injury or failure to report an injury may result in disciplinary action up to and including termination.

An employee may be entitled to Workers' Compensation benefits if he/she has a work-related injury or illness. DSU will provide these benefits in accordance with applicable laws.

## **MISCELLANEOUS SECTION**

### **Job Descriptions**

You will be given a copy of your job description from the Office of Human Resources at the time of your employment.

Every position falls into one of two categories: Professional and Classified. The majority of DSU's employees are designated union employees, all of whom are covered by collective bargaining agreements.

### **Job Postings**

DSU may post open positions on its bulletin boards. However, all vacant union positions shall be posted in accordance with the Collective Bargaining Agreements. The job postings generally contain information about the position, including a brief job description. Employees interested and qualified in a posted position should submit their paperwork to the Office of Human Resources.

Applications are considered based upon factors including, but not limited to, the requirements of the position as well as the applicant's qualifications, performance evaluations and seniority.

Special consideration may be given to applications submitted by current DSU employees, however, DSU will ultimately make its hiring decisions based on a variety of legitimate, non-discriminatory factors including, but not limited to, relevant experience.

### **Probationary Period**

All employees must serve a probationary period following appointment or promotion. This allows for adjustment to a new job and permits the employee to demonstrate his/her capabilities for fulfilling the job requirements. The length of the probationary period varies according to the position's classification (professional titles 6 months) and may be extended on a case-by-case basis. For union employees, please refer to current Collective Bargaining Agreement.

The designation of this probationary period does not constitute an obligation on the part of DSU to retain the employee until the end of the probationary period or for any period of time. Both during and after the probationary period, employment with DSU is voluntary or "at-will" for professional employees and, therefore, may be terminated by either party at any time, for any or no reason. For union employees, please refer to current Collective Bargaining Agreement.

### **Identification Cards**

Upon employment, an Identification Card (Official Badge) is issued, which must be worn at all times while on site. Identification Cards are not transferable and must be returned to the Office of Human Resources upon your separation from service. Lost I.D. cards must be reported to the Office of Human Resources immediately. Replacement cards will be issued for a fee of \$50.00.



## **OTHER HUMAN RESOURCES INFORMATION**

### **Personnel Records**

Personnel records must be maintained accurately at all times. It is the responsibility of the employee to notify the Office of Human Resources immediately of any of the following changes:

- Name
- Marital Status
- Home address and telephone number
- Birth of child, addition/change of dependents
- Change of tax dependents
- Change of dependents for health insurance coverage, credit program and group life insurance
- Change of beneficiary for pension
- Person to be notified in case of emergency
- Emergency contact; and
- Educational degrees, as required

You are required to complete the forms to effect the status changes mentioned above. In accordance with our EEO policy, this information will not be used as a basis for any employment related decisions. DSU maintains the confidentiality of personnel information in accordance with applicable laws.

### **Licenses, Certificates, Registration, Permits**

Certain specified job titles require a valid license, certification, registration, and permit. Current copies of these documents must be submitted to the Office of Human Resources at time of hire. Renewed documents must be submitted to the Office of Human Resources prior to expiration of any documents. Second copies of these new documents must be accessible in your work area. Failure to submit the requisite documents may result in disciplinary action including, but not limited to, suspension without pay pending submission of same or dismissal.

### **Performance Appraisals**

Your performance will be formally evaluated and discussed with you by your supervisor on a regular basis. You will receive a copy of the performance appraisal and will have an opportunity to discuss it with your supervisor if you wish.

### **Immigration, Work Permit Documentation**

All employees who are not U.S. citizens must comply with all applicable laws governing their employment and continued employment and inform their department head and the Office of Human Resources of any change(s) in status, which would alter their entitlement to employment. Failure to comply may result in termination.

### **Parking**

Employees may park their cars in the paid parking lots surrounding DSU or Lots 1 and 16 at no cost. All vehicles require a decal from Public Safety. Please remember to lock your car at all times and remove all valuables.

## **Promotions**

Generally, a promotion is an appointment to a title carrying a higher level of responsibility with an increase in the rate of pay. When practical, vacant positions may be filled by promoting qualified DSU employees. However, DSU reserves the right to fill any and all vacancies with outside personnel. As with all other personnel decisions, DSU makes promotion decisions without regard to protected characteristics. For union employees, please refer to current Collective Bargaining Agreements.

## **SEPARATION FROM EMPLOYMENT**

### **General Guidelines**

An employee's tenure with DSU may cease by way of retirement, resignation, dismissal, lay off, expiration of appointment, abolishment of position, non-renewal of contract, non-renewal of special contract or grant appointment or death. Unless otherwise governed by an employment contract that includes a specified employment term, employment at DSU is "at-will." Therefore, each party has the absolute right to terminate the employment relationship at any time, for any or no reason with or without good cause and with or without notice. The statements below do not change the "at-will" status of employment.

### **Resignation**

If an employee resigns from DSU, the Office of Human Resources must be notified immediately so that an exit interview can be scheduled. DSU also hopes that employees will provide us with valuable information regarding their decision to leave. The following is what can be expected upon notification of leaving.

- If a professional employee chooses to leave DSU, he/she is expected to provide a minimum of four-week notice of resignation; a union employee must provide a minimum of two-week notice;
- An employee must provide DSU with a written resignation letter containing the date of resignation and the amount of notice given. Employees must submit their resignation notices to their respective Department Head who will then forward the notice to the Office of Human Resources for acceptance and processing;
- An employee may be given an exit survey to complete and an opportunity to discuss it with a representative from the Office of Human Resources. The discussion usually takes place on or around the last day of employment. Cooperation and honest answers on the exit survey are essential in helping DSU learn about an individual's experience at DSU and how it can do things better;
- Vacation days are accrued according to completed months worked for the current year. Employees leaving DSU with accrued but unused vacation days will be reimbursed for those days in accordance with DSU leave policy;
- Employees must return all DSU property including but not limited to; keys, laptops, phones, and identification cards;
- Employees will be provided with all of the exit information regarding topics such as: COBRA, remaining pay, benefit termination;

### **Non-Renewal/Reappointment**

Written notice of non-renewal/reappointment shall be given to the employee not later than thirty (30) days prior to the expiration of the contract or thirty (30) days prior to the employee's last day on the University payroll.

### **Layoff**

Regular employees who are laid off may apply for available vacant positions for which they qualify and may be considered for reassignment.

### **Elimination of Position**

A position may be eliminated due to budgetary retrenchment, reorganization, or when the best interest of the University will be served. Elimination of position requires the written approval of the President.

### **Death**

DSU requests that all employees inform their families that if the employee passes away while employed at DSU, a family member should contact the Office of Human Resources. The Office of Human Resources will advise families of employees as to what benefits may be due to the estate of the employee and where claims may be made for such benefits.

### **Retirement**

If you are planning to retire, it is recommended that you advise the Office of Human Resources six months in advance so pre-retirement counseling can be arranged.

### **Unemployment Compensation**

University employees are covered under the State of Delaware Unemployment Compensation Law. Under this law, unemployment insurance benefits are paid to eligible employees who become totally or partially unemployed through no fault of their own.

The amount of benefits and the duration of payments are determined by the Unemployment Compensation Board.

## **EDUCATION BENEFITS**

### **Employees – Educational Benefits**

All full-time benefited employees may take up to nine (9) credit hours of undergraduate courses or six (6) credit hours of graduate courses per semester tuition free after the completion of the 90-day probationary period.

Employees who are regularly scheduled to work between 20 and 35 hours per week may take up to three undergraduate or graduate credits per semester.

Employees may attend classes scheduled during a lunch period as approved by their supervisor. However, any work time missed must be made up.

Employees who register for courses beyond those provided tuition free will be required to pay the ordinary costs associated with attendance in those courses.

Attendance in all courses is subject to University policies, procedures, and collective bargaining agreements.

## **Dependents – Tuition Remission Program**

Eligible employees may request 50% tuition remission per semester.

Tuition remission can only be used in the fall and spring semesters for full time undergraduate students who have been accepted by the University Admissions Office.

All eligible employees must have completed two years of full-time continuous service prior to the beginning of classes for the semester in which the tuition remission is granted.

A dependent child is defined as: A legal dependent of the employee who has been claimed on his or her most recent federal tax return.

The dependent child must not declare independent financial status for the academic semester in which the tuition remission is granted.

The dependent child must be a full-time matriculated undergraduate student at the beginning of the academic semester and must maintain full-time status throughout the semester in which the tuition remission is granted. Full-time status is defined as a minimum of 12 credit hours per semester. If the student does not maintain full-time status (minimum of 12 credit hours) throughout the entire semester, the student will lose eligibility for the semester and will be billed for the number of credit hours completed.

The employee must complete the *Request for Tuition Remission Program* form available in the Office of Human Resources. The completed form must be returned to the Human Resources Office forty-five (45) days prior to the beginning of the classes in which the dependent child is enrolled.

The dependent child will not be eligible once he or she becomes 25 years old.

The Tuition Remission Program is only for undergraduate programs.

Only one dependent child is eligible for the tuition remission program in any semester.

A dependent child is only eligible for tuition remission program for 4 years.

If the student is receiving scholarships/grants from Delaware State University resources, the 50% tuition remission will be prorated so the combined scholarship/grant and 50% tuition remission would not generate a credit balance on the student's account.

All union employees please refer to the applicable Collective Bargaining Agreement.

## *Final Words*

*We are proud of the benefits and privileges available to you here at Delaware State University. The guidelines outlined in the preceding pages are intended to help you and your fellow employees work together more efficiently. If you have questions concerning your employment that are not answered here, feel free to discuss them with your supervisor, department head, or Office of Human Resources.*

*As we update University policies to adapt to the changing needs of our students and employees, the information stated herein may be amended, altered or deleted as deemed necessary with or without advance notice. These changes will be reflected in future notices and revised editions of the Handbook.*

*All employees are invited to visit the Office of Human Resources to obtain additional information regarding the guidelines and benefits of Delaware State University.*

*Thank you,  
Office of Human Resources*

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Employee's Statement:

I have received a copy of the DSU Employee Handbook. I understand that the information in this Handbook represents guidelines only and that DSU reserves the right to modify this Handbook, amend or terminate any policies, procedures, or employee benefit programs whether or not described in this Handbook at any time. This Handbook and the policies contained in this Handbook, supersedes all previous DSU policies and Handbooks.

I understand that I am responsible for reading the Handbook, familiarizing myself with its contents, and adhering to all DSU policies and procedures, whether set forth in this Handbook or elsewhere. If there is anything in this Handbook that I do not understand, I will request an explanation from the Office of Human Resources.

I further understand and agree that DSU's policies and practices do not create an express or implied contract or a covenant of any type between DSU and me. I acknowledge that unless governed by a separate contract, my employment with DSU is "at-will" and, therefore, my employment and compensation are for no fixed term and may be terminated by DSU at any time, with or without cause or notice, for any or no reason. Likewise, I may resign at any time.

I further understand that only the President or his designee has the authority to enter into an agreement guaranteeing employment for any specified period of time. I further understand that any such agreement, if made, shall not be enforceable unless it is in a formal written agreement signed by both me and the President or his designee.

\_\_\_\_\_  
Print Name of Employee

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of  
Human Resources  
Representative

\_\_\_\_\_  
Signature of  
Human Resources  
Representative

\_\_\_\_\_  
Date

To be placed in the employee official Human Resources file