

Employee Handbook

Staff Compensation System
Employees

October 2009

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For future updates and the most current version of
this Handbook, please visit the Human Resources
Web site at <http://www.wmich.edu/hr/handbook/>

WESTERN MICHIGAN UNIVERSITY

This Employee Handbook is provided by Human Resources to acquaint you with the University and some of the benefits, policies, and rules that apply to you as a Western employee.

This Employee Handbook:

1. Is not a contract and the information contained herein is not to be considered contractual promises. The information is subject to the legal documents that pertain to each benefit plan and the appropriate policies, procedures, contracts, and/or collective bargaining agreement. This handbook can be changed unilaterally by the Department of Human Resources at any time. Human Resources will make every effort to inform employees of changes in a timely manner. In cases of conflict, the official documents and revised policies in effect at the time in question will prevail.
2. Is applicable for all benefits-eligible non-bargaining University staff. For purposes of this book, "employee" refers to such employees.
3. Is effective on the date of publication and supersedes all previous Clerical & Technical and Professional & Administrative employee handbook versions. This handbook can also be found on the WMU Human Resources Web site (www.wmich.edu/hr/handbook/); subsequent modifications will appear online.
4. Does not guarantee employment for any definite period of time. No one at the University now has or in the past has had the authority to make any binding oral promises, assurances, or representations regarding employment status or security. Any such representation made prior to the effective date of this policy are hereby rescinded and superseded by this policy.
5. May provide information that conflicts with provisions for employees hired by special appointment, contract, or as at-will employees. In such cases, these employees may be exempt from certain provisions of this Handbook. In cases of conflict between the terms contained in this handbook and the special appointment or individual contract, the terms of the appointment or contract will prevail.
6. Contains summaries and general overviews; it is not all-inclusive. For more information, please refer to the Human Resources Policies & Procedures Manual and/or the appropriate insurance policies, retirement plan regulations, contracts, or documents for exact rules and regulations.

Human Resources is also available to help you with any questions about Handbook content.

Human Resources

The Human Resources staff is committed to providing you excellent service. Our office has several units, each of which is briefly described below. Please let us know how we can help you.

Human Resources - general information, Phone: (269) 387-3620, Fax: (269) 387-3441
Our Web site, located at www.wmich.edu/hr/, offers comprehensive information, forms, and helpful links. The site also includes the Employee Handbook and Policies & Procedures Manual.

Human Resource Services, Phone: (269) 387-3620
Administers the University's compensation system, performance management process, and the processes for hiring, transferring, and terminating employees, including the Job Opportunity Program. In addition, Human Resource Services administers your employee benefits, including all group insurance plans (health, life, and long-term disability), leave plans (including FLMA), and other benefits.

Human Resources Information Systems (HRIS), Phone: (269) 387-3622
This office maintains your official employment records. To keep our records up-to-date, please report any changes in your name or address to HRIS. The office also maintains your employee file, which you may review at any time.

Retirement Services, Phone: (269) 387-3580
Assists employees with retirement planning and services, including tax-deferred savings plans.

Staff Labor Relations, Phone: (269) 387-3648
Oversees employee relations for bargaining staff employees, including all discipline issues, grievances, contract negotiations, and interpretation.

Other helpful resources

Western Michigan University Web site
Located at www.wmich.edu. Human Resources encourages you to visit the WMU Web site to learn more about all aspects of the University.

Office of Institutional Equity, Phone: (269) 387-6316
Oversees and administers the University's Equal Employment Opportunity programs, the Americans with Disability Act and related accommodations, and also addresses issues of equality and justice for all members of the University as consistent with the University's Non-discrimination Policy.

HelpNet Employee Assistance Program, Phone: (269) 372-4500 or toll free 1-800-523-0591
A free and confidential service that assists employees with personal issues (see "Employee Assistance Program").

CEDRS—Campus Employee Dispute Resolution Services, Phone: (269) 387-3406. A free mediation service that helps employees find mutually agreeable solutions to interpersonal disputes with other individuals (see "Campus Employee Dispute Resolution Services") Western Michigan University treats CEDRS mediation service in a confidential fashion.

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Western Michigan University—Getting to know us

History and funding

Western Michigan University began as Western State Normal School through an act of the Michigan Legislature in 1903. The entire campus was located in the three buildings on Oakland Drive now known as East Campus. Since 1963 Western has had constitutional status, with its own Board of Trustees appointed by the Governor of Michigan. The chief administrative officer of the University is the President. With approximately 3,500 faculty and staff and a student enrollment of nearly 30,000, Western is one of the 40 largest universities in the nation. In addition to the main campus, the University has six regional centers and two off-campus study sites. Western Michigan University has earned international prestige for many of its academic programs and is designated a Doctoral/Research University-Extensive by the Carnegie Foundation for Advancement of Teaching.

Western's income is derived from state allocations, student tuition, gifts, and grants. Operating costs, including wages, are paid from general revenue funds. Employees in areas such as dining services, residence halls, and other Auxiliary Enterprise functions are paid from the funds produced by these services. Some employees may work on projects funded by grants or contracts provided by individuals, industry, or governmental entities.

The University includes these academic colleges and programs:

- College of Arts and Sciences
- College of Aviation
- College of Education
- College of Engineering and Applied Sciences
- College of Fine Arts
- The Graduate College
- Haworth College of Business
- College of Health and Human Services
- Lee Honors College

Commitment to excellence

A University is, more than other large organizations, a product of its people. Students, faculty, support staff, alumni, retirees, and friends are what distinguish great universities. Size is not the most important ingredient. While Western's significant size as a major university is an asset, its greatness depends primarily upon the people associated with the University.

The University administration is keenly aware of the contributions made by each employee toward the goal of excellence. As a member of the Western team, you will be expected to accept the obligations and responsibilities for helping WMU maintain its reputation for excellence.

—Your personal commitment to excellence is important to WMU—

Our students

The primary mission of the University is to provide a quality education for its students. Our employees help fulfill this mission. Students are our most important asset—they are the primary paying customers of the University. As a WMU employee, you are expected to do your best to be helpful, courteous, and respectful of students' needs and legitimate purposes. Friendliness and helpfulness go a long way in maintaining a successful relationship between your particular work and the overall mission of providing students with a quality education in a positive environment.

Your role as a WMU ambassador

University employees can be the best public relations officers on campus. Often prospective students and visitors have their first contact with WMU through employees. Efficient, knowledgeable staff members with pleasant smiles and friendly greetings can do a great deal for Western. We encourage you to acquaint yourself with the campus and various departments so you can assist students and visitors.

—You are an ambassador for Western Michigan University—

Safeguarding University information and property

In the course of their work, staff members have access to information about WMU operations. Western Michigan University is a public university and as such welcomes public accountability. However, some information is legally, medically, or personally privileged and/or confidential. Discretion and the maintenance of confidentiality are expected of all employees.

Western employees are asked to be careful to turn out lights and lock doors and windows. Equipment breakdowns should be reported to your supervisor. Employees are not to remove equipment, office supplies, or other University property from campus without proper authorization. All lost, stolen, or missing items should be reported to the Department of Public Safety.

Employment at Western Michigan University

Equal Employment Opportunity

The Office of Institutional Equity administers the University's Equal Opportunity policies and practices. Please contact the Office of Institutional Equity (<http://www.wmich.edu/oie>) at 387-6316 should you have a concern related to any form of prohibited discrimination.

WMU Equal Opportunity Statement

The University's EEO statement is located on the Office of Institutional Equity's Web page at <http://www.wmich.edu/oie>.

Non-Discrimination policy

This policy is located at the Western Michigan University Policies Web page at <http://www.wmich.edu/policies/non-discrimination.html>.

American with Disabilities Act

The Office of Institutional Equity (<http://www.wmich.edu/oie/>) administers the Americans with disabilities Act (ADA).

For the full Western Michigan University ADA policy, please visit the Office of Institutional Equity's Disability Web page (<http://www.wmich.edu/oie/disability.html>).

WMU supports and complies with the Americans with Disabilities Act (ADA). WMU prohibits discrimination against individuals with disabilities in hiring, promotion, and other terms of employment provided that individual is otherwise qualified for the position and able to perform the essential functions of the position, with or without reasonable accommodation for that disability.

Please contact the Office of Institutional Equity at 387-6316 should you have a concern related to the Americans with Disabilities Act.

New employee orientation

New employees are asked to attend an orientation program that explains the responsibilities and privileges of University employees, as well as University employee benefits orientation. All employees eligible for benefits must attend benefits orientation as a condition of employment. Enrollment in group insurance plans and retirement programs takes place at this meeting. Other benefits are also discussed and necessary paperwork is completed.

New employees have a thirty-one (31) day open enrollment period for retirement and group insurance plans. It is critical that new employees attend orientation within this time limit. Eligible new employees may enroll in retirement and group insurance plans by visiting the Benefits Office. However, they must still attend orientation as scheduled. Please contact the Benefits Office for more details.

Probation period

All full- and part-time employees (exempt and non-exempt) go through a six-month probation period immediately after starting a new job, whether as a new University employee or as a current employee who moves to a new position by promotion, transfer, or demotion. Probation is a working test period and also provides an opportunity for employees to learn their new jobs and related duties and responsibilities. During probation, management may release the employee with or without cause, and with or without notice, at management's sole discretion. Your supervisor will complete a written *Probation Evaluation Report* and review it with you at two months, four months, and six months after beginning your new job. These evaluations provide an opportunity to discuss your strengths and weaknesses, and serve as a basis for maintaining or terminating your employment.

After successfully completing probation, employees achieve "regular" status. Regular status employees may only be released for just cause. Release for just cause is subject to the grievance process (see "Grievance Procedure").

- During probation, employees receive and may use University benefits, including annual leave and sick leave (see "Annual Leave" and "Sick Leave").

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- New University employees may apply for promotion or transfer under the Job Opportunity Program only after they have successfully completed their six-month probation period in their current position (see "Job Opportunity Program").

Employment security

Western tries to provide job security for its employees. However, changes in programming or finances sometimes create the need for staff reductions. If this is required, it will be done through attrition if possible.

If staff must be laid off, there is an established order for determining which employees will be laid off. Details regarding these policies can be found in the Human Resources Policies and Procedures Manual. The Department of Human Resources will be glad to answer any questions.

Should your University employment end for any reason, there is no guarantee of future employment.

Employment status

Each position at the University has an employment status that indicates if the position is full-time or part-time, and continuing, terminal, or temporary. Each position also has an FLSA (Fair Labor Standards Act) status. The FLSA is federal legislation that establishes labor and compensation standards, including provisions for overtime pay. Under FLSA, employees are either considered "non-exempt" or "exempt" for overtime payment. It is important that employees understand their employment and FLSA status and their benefits eligibility. The University uses the following terms and definitions.

Your position falls into one of these categories:

Regular Continuing Full-Time

Staff members whose positions have an FTE (full-time equivalency) of at least .69; as such, these employees are scheduled to work at least 27.5 hours per week or 1435 hours per year on a regular basis. These employees are eligible for all benefits.

Regular Continuing Part-Time

Staff members whose positions have an FTE (full-time equivalency) of less than .69; as such, these employees are scheduled to work less than 27.5 hours per week or 1435 hours per year on a regular basis. Benefits eligibility depends on the position's FTE/number of hours the employee is regularly scheduled to work.

Benefits Eligibility for Regular Continuing Non-Bargaining Employees

FTE (Full-Time Equivalency)	Hours Regularly Scheduled to Work	Benefits Eligibility
.69 or greater	At least 27.5 hours per week or 1435 hours per year.	Considered full-time and eligible for all benefits. <ul style="list-style-type: none"> ●Sick and annual leave accruals are pro-rated for employees in positions with less than 1.0 FTE (40 hours per week/2080 hours per year).
At least .50 FTE but less than .69 FTE	At least 20 hours per week/1040 hours per year but less than 27.5 hours per week/1435 hours per year.	Eligible for all benefits, except dependent tuition remission and retirement contributions. <ul style="list-style-type: none"> ●Sick and annual leave accruals are pro-rated. ●Employee tuition discount at 50% of full-time employee benefit.
Less than .50 FTE	Less than 20 hours per week/1040 hours per year.	Not eligible for benefits, except legally required social security and retirement contributions, and free parking while employed.

Regular Terminal

A full- or part-time staff member whose job holds a known ending date. Benefits eligibility is the same as for regular continuing full-time or part-time staff, based upon the number of hours regularly scheduled to work (see table above, "Benefits Eligibility for Regular Continuing Non-Bargaining Employees").

Temporary (Non-Instructional)

A person scheduled to work forty hours per week or less in a position that does not offer benefits, except legally required social security and retirement contributions and free parking while employed. Non-bargaining temporary employees are not eligible to bid on University jobs through the Job Opportunity Program (see "Job Opportunity Program").

Your position also has an FLSA status of exempt or non-exempt:

Exempt

Employees (regular, terminal, or temporary) who meet definition of "exempt" under the FLSA *are exempt* from the provisions of the Act—they are not paid extra for overtime work. These employees are paid on a salaried basis.

Non-Exempt

Employees (regular, terminal, or temporary) who meet the definition of "non-exempt" *are eligible* for overtime pay as required by federal and state laws or University policies. These employees are paid on an hourly basis.

Performance management

Every year, you and your supervisor will work together to develop and write a performance management plan, using the Performance Management Form which is available online from the HR Web site. Your annual performance management plan will include target objectives and competencies for the assessment period. These target objectives and competencies serve as criteria for your annual performance appraisal and also help you develop a plan for your on-going success, growth, and development. You and your supervisor will meet to discuss your performance and make written appraisals on the form at mid-year and year-end. Complete instructions and definitions are included on the Performance Management Form.

Employee files

Human Resources Information Systems (HRIS) maintains and houses the University's official employee files. These files contain the official records of employment, such as hiring, transfers, wage changes, performance management, disciplinary action, benefits selection, etc.

- Every University employee has the right to review his or her file. Please contact Human Resource Services to make an appointment should you wish to review your file.
- Files may not be removed from Human Resources nor may any materials be added to or removed from the official file by anyone other than a Human Resources staff member.
- While files may not be removed from Human Resources, employees may request a copy of all or any portion of their personnel file. The University may charge a fee for the copying cost.
- Employees who wish to add a document to their employee file may submit the document to Human Resources. Such documents may not be larger than 8-1/2" x 11".

Bronco card

Your Bronco Card identifies you as a WMU employee and is used for many campus activities and services. You can obtain your Bronco Card at the Bronco Card office, located in the lower level of the Bernhard Center (open 8 a.m. to 5 p.m.). Please bring with you a photo ID (such as a drivers license) and a copy of your Appointment Form, which can be obtained from your supervisor.

Lost or stolen Bronco Cards can be replaced. Contact the Bronco Card Office or Public Safety for help and information. Employees who separate from the University must return their Bronco Card to Human Resources during an exit interview (see "Exit Interviews").

Social Security Number policy

The Michigan Social Security Number Privacy Act (MCL §445.81 et seq.) requires that universities institute a policy that protects the privacy of Social Security Numbers. Western Michigan University recognizes the importance and sensitivity of an individual's private and personal information, including an individual's social security number. The University, in its capacity as an employer and an educational institution, collects a variety of personal and private information, including social security numbers. The University strives to ensure the proper

handling of all private, personal information, including compliance with all legal requirements regarding such information.

The complete [Social Security Number policy is located in the Human Resources Policies and Procedures Manual](#).

Direct compensation

Staff Compensation System

The Staff Compensation System covers all professional, administrative, clerical, and technical staff members. It does not include bargaining-unit employees, employees hired by contract, researchers, executive officials, or senior administrative officers.

A market-based compensation system is used to classify positions.

The Staff Compensation System contains 13 position grades, numbered 10 through 22. Each grade has a minimum and a maximum pay amount, with three pay ranges between the minimum and maximum:

- **Lower range** - pay is between minimum pay and mid-range, is appropriate for employees in the learning and development phase of their job; this range is typically for employees new to a position and whose competencies are not yet fully developed. Entry level pay falls in this range.
- **Mid-range** - pay is appropriate for employees who are fully proficient in their job. This is the target market-based competitive pay for employees who are fully competent, possess the full skill set necessary to perform their job well, meet job expectations, and consistently demonstrate skills needed and fulfill responsibilities and duties.
- **Upper range** - pay is appropriate for employees who serve as role models, exhibiting an exceptional skill set and consistently exceeding all job expectations. These employees exemplify the best way of doing their job, go the “extra mile,” share their knowledge, and leverage their strengths to benefit the University.

The current pay structure, with dollar amounts shown, can be found on the Human Resources Web site, www.wmich.edu/hr/.

New hire policy—starting pay

New employees should be hired at a pay rate between the pay grade minimum and the lower end of the pay grade's mid-range. Starting rates in the mid-range or upper third of the range must be reviewed by Human Resource Services prior to the Department making an offer to the applicant. Prior approval of the appropriate vice president is required for starting rates in the upper third of the range.

Pay adjustments related to job changes

An employee's current rate of pay should not preclude them from consideration for transfer opportunities, including promotions, lateral moves, and demotions. Should an employee be promoted, laterally transferred, or demoted to a new position, the employee's pay rate will be adjusted as follows.

Exceptions

Please note that the hiring department must receive approval for any exceptions to the following guidelines prior to making an offer to the employee. The hiring department will prepare written justification for a proposed exception, and the appropriate vice president, in consultation with Human Resource Services, will approve or deny the exception. The written justification for all approved exceptions must accompany the authorizing form and will be placed in the employee's Human Resources file.

Promotions

The following guidelines apply regardless of the number of grades the employee is promoted.

When the employee's current pay rate (prior to promotion) is *within the new pay grade's lower range or below the new pay grade's minimum*, the employee should receive a 7 to 10 percent increase. If the adjusted pay still falls below the new pay grade's minimum, the employee's new pay rate will be the new pay grade's minimum.

When the employee's current pay rate (prior to promotion) is *within the new pay grade's mid-range*, the employee should receive a 5 to 7 percent increase.

When the employee's current pay rate (prior to promotion) is *within the new pay grade's upper range*, the employee should receive a 3 percent increase.

Lateral transfers

Generally, employees should not receive a pay adjustment when transferring to another position in the same pay grade. Departments may discuss with Human Resource Services possible exceptions based on unique job or employee qualifications, prior to making an offer to the employee.

Demotions

Should an employee transfer to another position with a lower pay grade, the employee's pay rate should be governed by the new pay range. Departments should contact Human Resource Services to determine the appropriate pay prior to making an offer to the employee.

Temporary base pay increases—acting or interim appointments

From time to time, all employees are expected to assume some of the duties of a vacant position. However, it is only when an employee is appointed to a vacant position in an "acting" or "interim" capacity that a base pay adjustment should occur.

The employee must be appointed to the position by processing the appropriate transaction form.

Acting or interim appointments should only occur for vacancies longer than three months, but should not exceed one year.

The employee's temporary pay will be determined by the pay grade of the position in which the employee is acting.

Adjustments to base pay

Adjustments to base pay should only occur through the annual pay adjustment process, at the time of promotion, or when an employee's current position increases in grade.

Annual pay increases

Pay increases are never considered automatic. Each year, the University's President and Board of Trustees consider allocating funds for pay increases, taking many budget and economic factors into consideration. If pay increases are budgeted, raises are granted with the approval of each employee's supervisor, and employees with satisfactory performance will normally receive pay increases effective with the start of the fiscal year. Pay raises may be withheld for less than satisfactory performance.

Overtime pay

Overtime pay is required whenever a **non-exempt (hourly paid)** employee works more than eight (8) hours in one day or forty (40) hours in one week. Overtime pay is paid at one-and-one-half (1-1/2) the employee's normal hourly rate for the amount of time worked over eight hours in one day or forty hours in one week.

Exempt (salaried) employees are not eligible for overtime pay (see "Employment Status").

Reporting your time

- 1) **Non-exempt (hourly paid) employees** record their work hours either on a time report or by using a time clock. Your supervisor will tell you which method is used in your department.

If a paper time report is used:

- All hours worked, including those in excess of eight (8) in one day or forty (40) in one week, must be reported.
- The time report should be completed daily.
- Every absence must be explained.
- The report is to be signed by the employee and turned in for the supervisor's signature; your department will tell you when they are due.

Time reports are part of each department's records and must match the biweekly time reported in Kronos. Detailed instructions for filling out the time report are on the reverse side of the report form. Non-exempt employees are eligible for overtime pay (see "Overtime Pay").

- 2) **Exempt (salaried) employees** must record and certify their hours worked. Your department will instruct you on their policy for reporting time. All absences and use of leave must be recorded on this report. Detailed instructions for filling out this report are available from the Payroll Department. Overtime pay is not paid to salaried employees.

Paydays

The Payroll Department issues paychecks every other Tuesday and checks are sent to University departments for distribution to employees. Each paycheck also includes a pay stub that shows gross pay, deductions, net earnings, as well as sick and annual leave use and balances. If you wish, you may arrange to have your paycheck deposited directly into your bank (see "Direct Deposit").

Paychecks cover the two-week period ending nine days before payday. If there is a question about a paycheck, contact your supervisor. If further help is needed, contact Payroll.

Direct deposit

By request, you may have your paycheck directly deposited at a financial institution. The direct deposit is normally received by the financial institution on the morning of each payday.

Authorization forms for direct deposit are available in the Payroll Department and are also usually provided to new employees during orientation.

- You can deposit your entire net pay or a portion of your pay to the account(s) of your choice.
- You can establish direct deposit with most banks and credit unions. You may want to check with your bank or credit union regarding forms they may require to establish a direct deposit plan.
- On payday, you will receive a complete pay stub showing information regarding gross and net pay, deductions, and sick and annual leave use and balances.

Payroll deductions

Payroll deduction is a method for automatically withholding money from paychecks on a regular basis. The following deductions are available at WMU:

Annual fund

Employees may donate to the University through payroll deduction.

Dependent Care Flexible Spending Account

Employees may establish a Dependent Care Flexible Spending Account which allows them to pay for dependent child or elder care with before-tax dollars. Forms are available from the Benefits Office. (See "Dependent Care Flexible Spending Account.")

Garnishments and wage assignments

The University does not wish to be involved in the personal financial affairs of employees. However, WMU is required to honor legal garnishments, wage assignments, and levies. Western must withhold the required monies and submit them to the appropriate party, as prescribed by law.

Medical Reimbursement Flexible Spending Account

Employees may enroll this plan, which allows them to have pre-tax dollars deducted from their pay and set aside to pay medical expenses not covered under their health care plan. (See “Medical Reimbursement Flexible Spending Account.”)

Income tax

U.S. and State income taxes are required deductions under federal law. Taxes are withheld from every paycheck, based on the employee's income and number of exemptions claimed. If exemptions change for any reason, contact Payroll.

Insurances

Payroll deduction covers employee premiums for most insurance programs. (See “Insurances.”)

Recreation fees

Employees purchasing a membership in the Student Recreation Center may do so through payroll deduction. Authorization forms are available at the University Recreation office, located in the Student Recreation Center. (See "Student Recreation Center.")

Season tickets

Employees wishing to buy season tickets to on-campus athletic and/or cultural events may do so through payroll deduction. (See “Athletic Events” and “Miller Auditorium and Shaw Theatre.”)

Social Security (FICA)

The Social Security Act requires that money be set aside for future retirement or disability benefits. The rate of deduction, set by the U.S. Congress, changes yearly. An equal amount is paid by the employee and by the University each pay period.

Tax-deferred retirement savings

Tax deferred retirement savings is available to all employees. (See “Tax-deferred Savings Plan.”)

United Way

Western sponsors an annual drive for United Way. Employees may contribute through payroll deduction.

Job promotional opportunities

Job Opportunity Program

The Job Opportunity Program (JOP) is a system for announcing non-instructional job openings to Western employees. It is designed to encourage employee promotions and career development. Current job openings are updated daily and posted:

- On the HR Web site <http://www.wmich.edu/hr/careers-at-wmu.html>.
- On a bulletin board in the hall just outside of the Human Resources office.

Benefits-eligible employees may apply for posted jobs by completing a *Job Opportunity Transfer Application*, which is part of the online application system at <http://www.wmich.edu/hr/careers-at-wmu.html>. Please note that new University employees may apply for posted jobs only after they have successfully completed their initial six-month probation period.

Current University employees who are qualified bidders are given first priority for any opening, unless the position is underutilized. In this case, outside applicants in the underutilized category are considered along with the internal bidders. If the job is not filled through this process, the job becomes available for external applicants.

Pre-employment testing

Some positions at the University require a pre-employment test, which may include drug testing. Should employees apply for a transfer to such a position, they will be asked to successfully complete these tests after receiving a conditional job offer and before commencing employment. Human Resource Services arranges pre-employment exams at the Sindecuse Health Center, at no cost to the applicant.

Other job-related skills tests may be used to assess applicants' skills.

Transfer notice

Employees are expected to notify their immediate supervisor in writing at the time they accept another job at the University. The persons in charge of the units involved will decide the actual transfer date.

- Employees transferring to a new position must successfully complete a probation period (see "Probation Period").

Transfer pay adjustments

See "Pay adjustments related to job changes."

Termination of employment

Resignation notice

Employees are expected to notify their immediate supervisor in writing if they intend to resign. A written resignation is required to receive sick leave payoff (see "Sick Leave").

- Non-exempt (hourly-paid) employees are expected to provide a minimum of two weeks notice.
- Exempt (salaried) employees are expected to provide a minimum of four weeks notice.

Please provide your supervisor more than the minimum amount of notice whenever possible to ease the replacement process.

Discharge

It is occasionally necessary for the University to discharge an employee. Reasons for discharge may include, but are not limited to, violation of the Rules of Conduct, poor performance, and unsatisfactory performance during probation (see "Rules of conduct for non-bargaining employees," "performance management," and "probation period").

Exit interviews

Employees who leave University employment, whether voluntarily or involuntarily, are entitled to an exit interview with a Human Resource Services staff member. The exit interview is held in Human Resources during the last week of employment. Exit interviews provide the University with valuable information regarding employment and worklife. The supervisor is responsible for informing employees that they are to contact Human Resource Services to schedule the interview and for collecting University property from employees before their last day. Employees should make arrangements with their immediate supervisor for delivery of their last paycheck.

Rehire provisions

If an employee leaves University employment for any reason (including discharge and resignation), there is no guarantee of future University employment.

If, however, an employee is rehired by the University, certain provisions apply:

- Prior service credit will be granted to individuals entering benefits-eligible positions, who had prior service in a benefits-eligible position (also see "Annual Leave" and "Sick Leave" rehire provisions). However, the retirement eligibility requirement of ten years of *consecutive* service remains; prior service credit cannot be counted toward this requirement if a break in service has occurred (see "Retiring from WMU").

Insurance for terminated employees

When employees leave University employment, whether by discharge or resignation, they will be notified of their rights, obligations, and required action regarding continuing their group health and

life insurance. Employees may also receive written information from the University's COBRA administrator.

Health Care Insurance

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), terminated employees and their insured dependents may continue group health insurance with certain provisions (see “COBRA”).

Life Insurance

University group life insurance carriers may offer provisions that allow terminated employees to convert their group life insurance coverage to a personal policy.

Unemployment compensation

WMU is a covered employer under the Michigan Unemployment Compensation Act. This means that Western must pay unemployment benefits to employees on lay-off or former employees who are eligible. Eligibility is determined in accordance with applicable law. Details about benefits are available at the local office of Michigan Unemployment Agency.

Work Schedules

General University schedule

The work schedule for the University is complex. No set pattern applies to all employees, but most operations are scheduled for five days, forty hours per week. Regular business hours for most offices are 8:00 a.m. to 5:00 p.m., Monday through Friday. Generally, offices remain open and fully operational during the one-hour lunch period provided by University policy.

Certain University units, including “essential services” units, have special schedules established by the President’s office due to the nature of their services to students and the University community. These units may also have other schedule provisions that affect emergency/weather closings and winter closure (see “Winter Closure” and “Emergency or Weather Shutdown”). Your supervisor will let you know if your unit has special hours and/or is considered an “essential service.”

Reporting absences

In the event of an unexpected absence, employees are required to notify their supervisor, or the supervisor's designee, no later than two (2) hours after the beginning of the scheduled workday. Planned absences require notification to, and approval from, the supervisor. Some departments need and may require more notice than two hours.

Breaks

Under University policy, non-exempt (hourly paid) employees are entitled to take breaks as outlined below and as scheduled by their supervisor. Breaks are not cumulative—employees may not "bank" unused breaks to take later or in combination with other breaks, lunch periods, or paid time off.

- One 15-minute break for each four hours worked.
- Two 15-minute breaks in day when working six or more hours, with one break during the first half of the workday and one during the second half of the workday.
- One lunch period during regular University hours. Lunch schedules may vary by department and can be adjusted to meet departmental needs. A lunch period of 30 minutes or more is non-paid time.

Flexitime

Flexitime scheduling is available year-round, allowing employees to slightly alter their work schedules. Employees may submit a request for flexitime to their supervisor; the supervisor has discretion to approve or deny the request, or cancel or alter approved flexitime, to meet departmental staffing needs. All flexitime arrangements must adhere to the following requirements and procedures:

1. All employee flexitime requests should be made to the employee's supervisor. All flexitime arrangements require supervisory approval.
2. Employees on flexitime must still work their regularly scheduled number of hours in a week.
3. Between the hours of 8:00 a.m. and 5:00 p.m. offices are staffed to remain fully operational.
4. Employees on flexitime must be scheduled to work during core hours of operation, 9:00 a.m. to 3:30 p.m.; these hours are not subject to flexitime.
5. Employees on flexitime may arrange to start work between 7:00 a.m. and 9:00 a.m. and leave work between 3:30 p.m. and 5:30 p.m.
6. Lunch period must be scheduled for at least one-half hour.
7. The potential time an office could be open for service is from 7:00 a.m. to 5:30 p.m.

Paid Holidays

The University pays employees for eight (8) days away from work for holiday observance. The actual dates are specified and published by Human Resources each year and distributed to all departments for posting. The holiday schedule can also be found on the HR Web site. Holiday pay is received for:

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- Independence Day
 - Labor Day
 - Thanksgiving Day
 - The day after Thanksgiving
 - One (1) day at Christmas
 - One (1) day at the New Year
 - Martin Luther King, Jr., Day
 - Memorial Day

Employees may use annual leave to celebrate religious holidays on days the University operates under normal business hours (see "Annual Leave").

Winter closure

The period between Christmas and New Year's is designated as Winter Closure. Employees receive regular pay for designated closure days should their department be closed and they not be required to work.

Some University departments, including those designated "essential services," must remain open during Winter Closure due to the nature of their services. Employees in these departments who are required to work on Closure days will receive regular pay and will be provided paid time off at a later date, as arranged by their supervisor. Your supervisor can tell you if your department remains open or is closed during Winter Closure.

Emergency or weather shutdown

The University Policy for Closure is located on the Western Michigan University Policies Web page (<http://www.wmich.edu/policies/closure.html>).

Employee Safety

Also see "Workplace threats, violence, and weapons policy. "

Safety from on-the-Job injury

Work-related employee injuries may mean a financial loss to the employee. Using common sense and observing University safety rules will help you avoid costly injuries. If you have a safety hazard in your work area, advise your supervisor. Your supervisor may, in turn, call Public Safety's Environmental Safety and Emergency Management Division. By being careful in your job, you can help make Western a safe place to work for everyone.

Should an injury occur

If you have a job-related or on-duty accident or injury, you should follow these procedures:

1. Immediately report the injury or accident to your supervisor. Your supervisor will complete an [Accident/Injury Report](#) form.
2. Your supervisor will also prepare a *Report of Claimed Occupational Injury or Illness* (WC210) form with you and ask you to review and sign the form.

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3. As instructed by your supervisor, immediately report to the Sindecuse Health Center for evaluation with the forms your supervisor will give you. These are the *Report of Claimed Occupational Injury or Illness* (WC210) and *Physical Capabilities* (WC504) forms.
 4. If the injury or accident occurs when the Sindecuse Health Center is closed, you should be treated at the Bronson Hospital or Borgess Medical Center Emergency Room.
 5. The treating physician will complete the *Report of Claimed Occupational Injury or Illness* and *Physical Capabilities* forms, which you should return to your supervisor. The forms will let your supervisor know if and when you are able to return to work; the forms will also outline any physical limitations imposed because of the injury.

Work-related diseases should also be reported to your supervisor.

Workers' Compensation

The Workers' Disability Compensation Act is a state law providing for medical payments and income when injuries and accidents, including disease, arise out of, and in the course of, employment. An employee who is injured on duty must report it promptly to his/her supervisor, following the procedures above (see "Should an Injury Occur"). Any delay in reporting a job-related accident, injury, or disease may make it difficult to validate the claim at a later date.

Workers' compensation is administered by Human Resources. The department provides injured employees with resources and assistance, helping them to return to work as soon as possible.

Employee conduct and disciplinary action

Please Note: Employee conduct provisions are extremely important. The location of these provisions in this handbook and the order of the following provisions should in no way be construed to lessen the importance of any provision or the expected conduct of every University employee.

General policy

Rules of conduct for employees are intended to promote the orderly and efficient operation of the University, as well as protect the rights of all employees. Violations, therefore, shall be regarded as cause for disciplinary action.

These rules are published for the employees' information and protection. Ignorance of work rules is not an acceptable excuse for violation. It is each employee's responsibility to know the rules and abide by them. These rules are not all-inclusive, and other departmental or University regulations may exist. Employees are expected to know and abide by these rules as well.

Rules of conduct for non-bargaining unit employees

Human Resources shall be consulted regarding the consistency of rule interpretation and appropriateness of the penalty being applied for violation of any of the following Rules of Conduct.

Section 1

For violation of any of the following rules, an employee shall be subject to penalties ranging from a formal written warning notice up to, and including, discharge.

- A. Neglect of duty.
- B. Insubordination or refusal to comply with employer's instructions, unless such instructions are injurious to the employee's safety and health.
- C.
 - 1. Immoral or indecent conduct;
 - 2. Conviction of a felony;
 - 3. Conviction of a misdemeanor involving moral turpitude while an employee of the University; or
 - 4. Violation of local, state, or federal law which causes unfavorable publicity to the University, impairs the credibility of the employee to perform the employee's job, or is otherwise connected to University employment.
- D. Intentional falsification of personnel records, payroll reports, or other University records.
- E. Theft, intentional destruction, or defacing of University, employee, or student property.
- F. Deliberate or careless conduct endangering the safety of self or other employees, including the provocation or instigation of violence.
- G. Consuming alcoholic beverages while on duty, except at approved University functions, or the possession or consumption of illegal drugs.
- H. Abusive, threatening, or coercive treatment of another employee, student, or member of the public.
- I. Reporting for work in an unsafe condition, which includes but is not limited to, being under the influence of alcoholic beverages or drugs. An employee who so reports shall be sent home with pay pending investigation.
- J. Knowingly admitting an unauthorized person or persons into any locked or restricted building or area of the campus.
- K. For other offenses of equal magnitude to the above.

When an employee engages in conduct in violation of the Section 1 rules and the conduct is committed off-duty and not on University property, the University may discipline the

employee, up to and including discharge, whenever the conduct causes unfavorable publicity to the University, impairs the credibility of the employee to perform the employee's job, or is otherwise connected to employment at the University. Conduct that is off-duty but on University property or that is directed toward University students, employees, representatives, or property is always connected to employment at the University. Likewise, conduct that is on duty but off University property is always connected to employment at the University.

Section 2

For the commission of any of the following offenses, an employee shall be subject to disciplinary action up to and including discharge. Disciplinary action for the same or different offenses shall progress in the following manner:

1. Verbal Warning—Verbal statement to employee that he/she has violated a rule and/or regulation and that such violation may not continue.
2. Written Reprimand—Formal notification in writing to employee that he/she has violated a rule and/or regulation.
3. Suspension—Loss of work and wages for a specified number of hours or days, but not for more than one (1) work week, depending on the severity of the offense.
4. Discharge—The employer/employee relationship is severed.

If an employee receives four written warning notices for the same or different offenses within a period of twelve consecutive months, the employee shall, at the time of the issuance of the fourth such notice, be subject to discharge.

- A. Excessive absenteeism.
- B. Excessive tardiness.
- C. Inattentiveness to work, including but not limited to, failure to start work at the designated time, quitting work before proper time, or leaving assigned work area, building, or project during working hours without authorization from appropriate supervisor.
- D. Posting unauthorized materials on walls or bulletin boards; defacing or removing authorized material from bulletin boards.
- E. Violation of a safety rule or safety practice.
- F. Smoking in prohibited areas.
- G. Failure to report for work without giving the supervisor or department head notice of absence within two (2) hours after the beginning of the scheduled workday.
- H. Vending, soliciting, or collecting contributions on the University's time or premises without prior appropriate authorization from the University.
- I. Gambling, lottery, or any other game of chance on the employer's premises during working hours.

J. Any other offense of equal magnitude to the above.

Confidential information policy for employees

It is each employee's responsibility to become familiar with the provisions included in this policy.

The following policy governs the disclosure of confidential information held in any manner by employees of Western Michigan University (the "University"). The purpose of this policy is to protect and safeguard individual and University information used throughout the University.

1. For purposes of this policy, "confidential information" includes, but is not limited to:
 - a. Student educational information and discipline records;
 - b. Non-public personal information, concerning employees and students including, but not limited to, Western Identification Numbers, information system user IDs and passwords, social security numbers, internal communications, banking or financial information, medical and health information, disability status or special needs, insurance information, and personal benefits information,
 - c. University-related information which has not been publicly published or released with University authorization, including but not limited to budget, financial, negotiation, bidding, and other information,
 - d. University research data, information, and findings that are protected by law, contract, or policy,
 - e. Information described as confidential under any other University policy, rule, or directive, and
 - f. Other information and records which the employee is directed under proper authority to not disclose.

Confidential information does not include information publicly disclosed by the University or which is required to be disclosed pursuant to law or contract.

2. All University employees must hold any confidential information in trust and confidence, and not use or disclose it or any embodiment thereof, directly or indirectly, except as may be necessary in the performance of duties for the University, or as otherwise required by law or contract.
3. University employees may not remove confidential information from a University department/office, or duplicate confidential information, unless authorized by the University to do so. Upon termination of any assignment or as directed by a supervisor, employees shall return all such materials and copies thereof to their proper location in the department/office.
4. All requests by external entities or persons for the disclosure of confidential University information should be promptly directed to Western Michigan University's Freedom of Information Act Officer, unless the employee has received previous University authority to respond to such a request.

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5. This policy does not prevent or prohibit the internal use of confidential information for the legitimate academic, administrative, and operational purposes and needs of the University as authorized by the University. This policy does not prevent or prohibit employees from good faith disclosures of a violation(s) of law, contract, or policy, either within the University or to the appropriate external body or authority, and such disclosure will not result in adverse employment action against the disclosing employee.
 6. Questions regarding authorized disclosure or use under this policy should be directed to the university employee's supervisor prior to disclosure or use.
 7. University employees who violate this policy will be subject to legal action, including but not limited to disciplinary action up to and including termination of their employment or contractual relationship.

Non-Discrimination policy

This policy is located at the Western Michigan University Policies Web page at <http://www.wmich.edu/policies/non-discrimination.html>.

Consensual sexual relations

In their relationships, members of the University community are expected to be aware of their professional responsibilities and avoid apparent or actual conflict of interest, favoritism, or bias. The relationships may constitute sexual harassment when one of the individuals is in a position to evaluate or otherwise influence the education, employment, housing, or participation in a University activity of the other. The subtle yet powerful element of coercion that may exist in such relationships is a legitimate concern of the University. Such relationships give rise to a conflict of interest and are potentially exploitative. Moreover, such relationships may affect the environment for other students, administrators, faculty or staff members, or the manner in which they are treated.

An administrator, faculty or staff member should not make sexual advances, requests for sexual favors or other communications of a sexual nature to a person if he or she exercises direct influence over a person's activities within the University. If a sexual relationship develops, the administrator, faculty or staff member must take steps to eliminate any current or potential conflict of interest and distance himself or herself from decisions involving the other person. Failure to eliminate a conflict shall constitute misconduct.

Further, administrators, faculty, and staff should be aware that any romantic involvement with students or subordinates may require formal action against them if a complaint is filed. Because of the asymmetrical nature of such relationships, an administrator, faculty or staff member's assertion that a relationship was consensual in defense of a complaint of sexual harassment is subject to doubt and will be thoroughly investigated.

Employment of relatives

Relatives may be employed if they meet regular WMU employment standards. However, staff members may not participate in or otherwise influence University decisions which involve members of their own families. This includes hiring, promotion, retention, leaves, pay changes, etc. The policy on Consensual Sexual Relations also requires that married couples not work in positions where one has direct influence over the other (see “Consensual Sexual Relations”).

Outside employment

Full-time employees are expected to devote their workday efforts to the job for which they were hired. Thus, some restrictions have been placed on outside employment and the pay received for that work. Policy for this varies with each employee group. For details on what rules apply to you, contact your supervisor or Human Resources.

Workplace threats, violence, and weapons

The University is committed to the safety and security of all persons. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace threats, violence and weapons policy.

Threats and violence

The University will not tolerate any threats, threatening behavior, or acts of violence committed by or against employees or on University property. Violations of this policy will lead to disciplinary action up to and including dismissal, as well as arrest and prosecution for any criminal acts.

Weapons

This policy is located at the Western Michigan University Policies Web page at <http://www.wmich.edu/policies/weapons.html>.

Prohibited conduct

Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person.
- Making threats of any kind.
- Aggressive, hostile, or violent behavior, such as intimidation of others; attempts to instill fear in others; or subjecting others to emotional distress.
- Other behavior which suggests a propensity toward violence, which may include belligerent speech, excessive arguing or swearing, sabotage or threats of sabotage of University property, or a demonstrated pattern of refusing to follow University policies and procedures.
- Intentionally damaging University property or property of another employee, student, or member of the public.
- Possession of a weapon while on University property or while on University business, with the exceptions indicated in the "Weapons" policy.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Dealing with confrontation

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

Reporting

University employees **are responsible to notify** the Department of Public Safety or the Assistant Vice President for Human Resources of any threats they have witnessed or received, or any behavior they have witnessed which they regard as threatening or violent, when the threat or behavior is job-related, or might be carried out on University property, or is connected to University employment.

- Reports can be made anonymously and all reported incidents will be investigated.
- Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

Employees who have obtained restraining orders or personal protection orders, which include the University campus as a protected area, should immediately provide a copy of the order to Public Safety.

Enforcement and discipline

Upon notification to Public Safety and/or the Assistant Vice President for Human Resources, the person making threats, exhibiting threatening conduct, or committing any other acts of aggression or violence on University property shall be removed from University property as quickly as safety permits and shall remain off University property pending investigation. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination and/or criminal prosecution. Non-employees engaged in violent acts on University property will be reported to the proper authorities and fully prosecuted.

Risk assessment

The University has established a risk assessment team consisting of representatives from Human Resources, Public Safety, the Employee Assistance Program, Office of Institutional Equity, and other departments as required. Supervisors and managers who need assistance in assessing risk may contact Human Resources, who will then schedule a meeting of the risk assessment team.

Drug-free workplace

The University prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. All employees must abide by the terms of this Drug-Free Workplace policy. Employees violating such prohibitions will be subject to disciplinary action, up to and including discharge.

The term "controlled substance" refers to all illegal drugs and to legal drugs used without a physician's order. It does not prohibit taking prescription medication under the direction of a physician.

Smoking policy

This policy is located at the Western Michigan University Policies Web page at <http://www.wmich.edu/policies/smoke-free.html>.

Public office candidacy

Employees seeking public office of any kind must wholly separate their campaign activities from their employment at the University. Employees must not conduct any activity in direct or indirect furtherance of their candidacy during their working hours. Further, employees may not use any University resource of any kind to carry out any campaign activity. This prohibition specifically includes, but is not limited to, the use of University telephones (including voice mail), pagers, cellular phones, computers (including e-mail), fax machines, office space, or any other facility on campus, including all libraries, cafeterias, meeting rooms, recreational facilities, etc.

Collections and donations

Solicitation of employees by outside agencies or individuals is not allowed during working hours in any manner, including by way of email messages. Official notice will be given for any authorized program to which contributions may be made by payroll deduction. Staff members are expected to obtain approval from their department/unit head or supervisor before canvassing other employees.

Gift policy

The University discourages employees from accepting gifts from individuals or firms doing business with the University. Employees may not solicit, accept, or agree to accept, anything of value under circumstances that could reasonably be expected to influence the manner in which the employee performs work or makes decisions.

Dispute Resolution Services

It is natural that disputes may occasionally arise as we interact with others, despite our best intentions. The University recognizes this and encourages employees to use the free dispute resolution services offered on campus when reasonable agreements cannot be reached by other means.

CAMPUS EMPLOYEE DISPUTE RESOLUTION SERVICES (CEDRS)

CEDRS is a free private conflict resolution service that offers mediation and community conferencing to assist University employees with resolving interpersonal disputes and generalized conflict. CEDRS can help with conflicts between individuals, as well as discord involving multiple parties or entire workgroups. CEDRS is voluntary and confidential. CEDRS provides trained neutral persons who facilitate a structured meeting that allows conflicting parties to discuss what has happened, discover how everyone has been affected, explore what needs to be done to make things better, and reach a solution that is comfortable for everyone.

- To contact CEDRS, call 387-3406.

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- The complete CEDRS policy statement and procedures can be found in the HR Policies and Procedures Manual at <www.wmich.edu/hr/PPM/10dispute_resolution.htm>.

Ombuds

The University Ombuds is an intervention agent and impartial person who helps students, faculty, and staff resolve academic and nonacademic concerns. The Ombuds listens to you and discusses your question or concern, provides information that answers your question or helps you locate someone who can assist you, and explains the University's policies and procedures and how they may affect you.

You can reach the Office of the Ombuds at 387-0718.

Grievance procedure

The University recognizes that in any work situation some disagreements will occur and has established a procedure to assist with resolution of general employment grievances. This grievance procedure is available to all non-bargaining unit employees, including student employees. (Bargaining unit employees have a grievance procedure prescribed by their contract that they must follow.) Emphasis is placed on resolving grievances at the lowest administrative level possible.

- A **complaint** is the first step in the grievance procedure. A complaint is any oral, unwritten accusation, allegation or charge against the University regarding one's employment conditions. It should be a timely expression of a problem. Complaints must be expressed and discussed with the employee's immediate supervisor before any grievance is filed. If the complaint cannot be resolved, a grievance may be filed.
- A **grievance** is a formal written allegation by an employee that there has been a violation, misinterpretation, misapplication, discriminatory, or unreasonable application of any official University personnel policy, procedure, rule, or regulation as related to the employee's employment condition.
- Details and the forms for filing a grievance are available at Human Resources.
- Detailed grievance procedures can also be found in the HR Policies and Procedures Manual at <www.wmich.edu/hr/PPM/10dispute_resolution2.htm>.

Leave plans

Annual leave

Annual leave allows you to take vacations and conduct personal business without losing pay. It may be used in blocks of hours or days, and you must obtain your supervisor's approval before using annual leave. Annual leave for benefits-eligible employees accrues at the following rates.

**Non-Exempt (Hourly Paid) Non-Bargaining Employees
Annual Leave Accrual Rates Based on 1.0 FTE**

Years of Service	Months of Service	Hours Accrued per Year
0 – 1	0 – 12	96
2 – 5	13 – 60	120
6 – 8	61 – 96	144
9 – 10	97 – 120	160
11 – 15	121 – 180	176
16 – 20	181 – 240	192
21 +	241 +	200

Note: Annual leave accruals are pro-rated based upon FTE for non-exempt employees. For example, a new employee with a .75 FTE could accrue up to 72 annual leave hours per year ($96 \times .75 = 72$).

**Exempt (Salaried) Non-Bargaining Employees
Annual Leave Accrual Rates Based on 1.0 FTE**

Years of Service	Months of Service	Hours Accrued per Year
0 – 5	0 – 60	160
6 – 10	61 – 120	176
11 – 20	121 – 240	192
21+	241+	200

Note: Annual leave accruals are pro-rated based upon FTE for exempt employees. For example, a new employee with a .75 FTE could accrue up to 120 annual leave hours per year ($160 \times .75 = 120$).

Maximum accrual limit

You may accumulate annual leave hours up to a maximum of 240 hours.

Overtime

Annual leave does not accrue on overtime hours worked. Annual leave accrues only on straight-time (non-overtime) hours worked.

Emergency usage

Employees may be granted annual leave pay without the normal prior supervisory approval, provided the supervisor agrees that the absence was due to a bona fide emergency.

Exceeding accrual balance prohibited

Annual leave usage can, at no time, exceed an employee's accrual balance.

Separation and retirement

The balance of all accrued annual leave is paid to employees upon discharge, termination, resignation, or retirement. Management reserves the right to schedule the employee to use annual leave prior to the effective date of separation or retirement, depending on operational needs and departmental budget restrictions.

Rehire

Prior service credit may be given to employees who have separated from University employment and are later rehired. Those prior years of service are included to determine the employee's total "Years of Service" on the annual leave accrual table. The employee's annual leave accrual rate will be determined by the accrual schedule in effect at date of rehire.

Death

Should you die while a University employee, the accrued annual leave balance is paid to the stated beneficiary, if living, or otherwise, to the estate.

Religious holidays

Employees may use annual leave to celebrate religious holidays on days when the University operates under normal business hours.

Sick leave—paid

Paid sick leave allows you to take time off from work due to illness without losing pay. The sick leave accrual rate for benefits-eligible employees is four (4) hours per pay period, based on 1.0 FTE or eighty (80) hours per pay period, up to a maximum accrual of one hundred four (104) hours per year.

Pro-rated accruals

Sick leave accruals are pro-rated based on straight-time hours paid for non-exempt (hourly paid) employees and FTE for exempt (salaried) employees.

Approved uses

1. You may use sick leave for illness and doctor or dentist appointments for you or for an immediate family member, provided that family member lives in your household. "Immediate family member" is defined as the:
 - Employee's current spouse
 - Employee's or employee's current spouse's
 - Children (including foster children and children under legal guardianship)
 - Grandchildren
 - Parents (including stepmothers and stepfathers)
 - Grandparents
 - Siblings (including stepsisters and stepbrothers)
2. You may use up to five (5) days of your accrued sick leave per calendar year to care for immediate family members, as defined above, not residing in your household. The five (5) days is based on eighty (80) hours paid per pay period and will be prorated for employees working fewer than eighty (80) hours per pay period.
3. You may use sick leave for up to thirty five (35) days in a rolling year for the following FMLA qualifying events, in addition to the FMLA leave entitlement of up to twelve work weeks of unpaid leave: (a) for the birth of a son or daughter and the care of such newborn child; (b) for the placement of a child for adoption or foster care.

Reporting absences

See "Work schedules—reporting absences."

Documentation

The University reserves the right to request a physician's statement, or placement paperwork in the case of adoption or foster care, certifying *any absence* for which sick leave pay is requested. The physician's statement must include date and time the employee/family member was examined and length of time it is expected that the employee/family member will be unable to work.

Maximum accrual

Employees can accrue up to 260 days (2080 hours) of paid sick leave.

Overtime

Sick leave does not accrue on overtime hours worked. Sick leave accrues only on straight-time (non-overtime) hours worked.

Exceeding accrual balance prohibited

Sick leave usage can, at no time, exceed an employee's accrual balance. Employees who have used all their accrued sick leave during an absence should contact the Benefits Office regarding other leave options.

Return from extended sick leave

Upon return from an extended sick leave (a leave lasting one full pay period or longer), the employee must present to his/her supervisor a physician's release to return to work. Under no circumstances is an employee allowed to return to work without providing this statement.

Physical exam

The University reserves the right to require that an employee have a physical examination at the University's Sindecuse Health Center upon return from an illness which may have affected the individual's ability to perform job duties. In such cases, the employee's supervisor is to contact Human Resources to schedule the physical examination.

Resignation

Unused accrued sick leave will be paid in a lump-sum to resigning employees at their then-current rate of pay in the following manner, provided the employee has submitted a letter of resignation:

Employees with seven or more years of service are paid twenty-five percent (25%) of their sick leave balance.

NOTE: When calculating total years of service for sick leave payoff purposes, only years of service in benefits-eligible positions will be considered.

Death

The University provides term life insurance in lieu of sick leave payoff should an employee die while in active payroll or approved leave status, or if the employee has been paying total group premium while on non-pay status. See "Insurance plans—life insurance."

Retirement

University retirees will be paid in a lump-sum 100% of unused accrued sick leave, up to a maximum of 1040 hours, at the retiree's final rate of pay.

Rehire

The University does not restore any unused/unpaid sick leave hours to employees who separate from University employment and are later rehired.

Family and Medical Leave of absence

Please note: The Family and Medical Leave Act (FMLA) of 1993 provides opportunities for employees to take an unpaid leave of absence from work under certain conditions. The following provides an overview of FMLA; however, FMLA regulations and applications are complicated. **Employees facing a situation where an FMLA leave may be applicable are urged to contact Human Resources.** A Human Resources Representative will be happy to speak with you to explain how FMLA may affect your situation; all such conversations are confidential.

This policy is intended to comply with the Family and Medical Leave Act of 1993. To the extent that any provision in this policy is ambiguous and/or contradicts the Act, the language of the Act will prevail.

Employees who have worked for the University for at least twelve (12) months and worked 1250 hours during the previous twelve-month period may request up to twelve (12) weeks of family and medical leave of absence (FMLA leave). The amount of FMLA leave available to an employee at any given time is measured by a "rolling" 12-month period, counted backward from the first day of each occurrence of an FMLA leave; no more than twelve (12) weeks of FMLA leave may be taken in any such rolling 12-month period. Employees may take a family and medical leave of absence for the:

- Birth/care of their child.
- Placement with the employee of a child for adoption or foster care.
- Care of their child, spouse, or own parent with a serious health condition.
- Employee's own serious health condition.

A family and medical leave of absence is an unpaid leave of absence. However, employees may elect (but are not required) to use any portion of their accrued paid annual leave or sick leave, as appropriate, during the FMLA leave; any remaining weeks will be unpaid. A family and medical leave may also be taken intermittently or as a reduced work schedule under certain circumstances.

When both spouses are employed by the University, they are limited to a combined total of twelve (12) weeks of FMLA leave during any rolling 12-month period for the birth/care of their child, placement of a child for adoption or foster care, or for the care of the employee's parent with a serious health condition.

An employee wishing to apply for FMLA leave, or the employee's supervisor, should contact Human Resources to be advised of appropriate procedures and be provided necessary forms.

Employees are asked to provide as much notice as possible for any "foreseeable" leave, such as for births, adoptions, or planned medical treatment. When a leave is not foreseeable, employees must provide notice as soon as possible and practical, but no later than two business days after the need for leave becomes known. The University must receive medical certification to verify a serious health condition; the University reserves the right to obtain second or third physician opinions.

When an employee is granted an approved FMLA leave and returns to work within leave provisions, the University will continue to pay its portion of the group health coverage charges during the leave. Employees will be billed for their share of any dependent's health coverage charges. Employees not returning to work for 30 calendar days from an approved FMLA leave are required to reimburse the University for health benefits paid during the leave, unless the employee fails to return because of continued illness or other circumstances beyond the employee's control. Life insurance may be continued at the employee's expense during any unpaid portion of the leave. The employee will be restored to the same job or an equivalent position upon return to work at the expiration of the leave.

Sick leave—unpaid

Employees who have completed their first one hundred and twenty (120) days of employment may request an unpaid leave of absence for their own illness. Any sick leave of absence request must have a supporting doctor's statement attached. This must include the date you became unable to work and the expected date of return, if known. Leave for illness will not be approved for more than twelve (12) months from the last day an employee was paid.

Employees should contact Human Resources regarding continuation of benefits during an unpaid sick leave and to obtain a leave application. An unpaid sick leave must be approved by the appropriate vice president.

An employee granted an unpaid sick leave of absence is not guaranteed a job at the end of the leave. However, Human Resource Services will make every effort possible to help the employee find a job comparable to the one held prior to the leave. Two (2) weeks before a leave of absence expires, the employee must contact Human Resource Services. Employees who do obtain a position with WMU at the end of an unpaid sick leave will retain their seniority and benefits related to seniority. If the employee cannot find a new job within ninety (90) days after the leave expires, he/she may continue to seek a University position as an external applicant.

Personal leave of absence

Regular employees who have completed two (2) consecutive years of employment may request unpaid leave for personal reasons. This leave cannot be granted for less than one month or more than one year. Employees should contact Human Resources regarding continuation of benefits during an unpaid personal leave and to obtain a leave application. A personal leave must be approved by the appropriate vice president.

An employee granted an unpaid personal leave of absence is not guaranteed a job at the end of the leave. However, Human Resource Services will make every effort possible to help the employee find a job comparable to the one held prior to the leave. Two (2) weeks before a leave of absence expires, the employee must contact Human Resource Services. Employees who do obtain a position with WMU at the end of personal leave will retain their seniority and benefits related to seniority. If the employee cannot find a new job within ninety (90) days after the leave expires, he/she may continue to seek a University position as an external applicant.

Professional development leave—paid (exempt or salaried staff only)

Paid professional development leave allows exempt staff members to improve their performance by providing time for research or other developmental activities. The employee must have completed four (4) years of service in the current position in order to apply. This leave may last no more than three (3) months. One (1) full year of service **is required** after the leave is over. A paid professional development leave must be approved by the appropriate vice president. Contact the Benefits Office for details on insurance coverage during a paid professional leave and for leave applications.

Professional development leave —unpaid (exempt or salaried staff only)

Unpaid professional development leave is designed to encourage professional growth that will help employees make greater contributions in their jobs. Exempt employees who have completed two (2) years of full-time (or equivalent) service may apply. This leave may be granted for up to one (1) year. An extension of one additional year is possible upon request. Employees are expected to return for a reasonable amount of time after the leave ends.

Employees should contact Human Resources regarding continuation of benefits during an unpaid professional leave and to obtain a leave application. A professional leave must be approved by the appropriate vice president.

Employees returning to work from an approved unpaid professional leave of absence will be placed in the pay structure at the same level that would have been attained had they been on duty at the University continuously.

University convenience leave

University convenience leave is a special leave of absence, designed to avoid laying off employees at those times when their services are temporarily not needed. This leave is voluntary and must be mutually agreed to by the employee and WMU. A common arrangement is to take leave during the summer break between academic years. A University convenience leave must be approved by the appropriate vice president. Leave applications may be obtained from Human Resources.

During University convenience leave, Western continues to pay the employer portion of group insurances. WMU also continues all other benefits that are not payroll driven (e.g., tuition discount).

Jury duty and court-required service

Employees summoned to court service should give a copy of their summons to their supervisor for the absence to be approved.

Leave of absence with pay is granted to employees summoned for jury duty and to employees subpoenaed as a witness in a legal action involving Western Michigan University to which the employee is or is not a party. Employees may keep their court fees in addition to receiving their regular pay. Employees who wish to receive regular pay must give their supervisor or office coordinator a time record from the court and a completed *Court Required Service or Jury Duty Certification* form.

Regular, non-bargaining staff members who are subpoenaed for non-University business must use annual leave or no-pay leave for the time they are absent from work.

Bereavement leave

Up to five (5) days of paid bereavement leave is available to employees upon the death of an immediate family member. "Immediate family member" is defined as the:

- Employee's current spouse
- Employee's or employee's current spouse's:
 - Children (including foster children and children under legal guardianship)
 - Grandchildren
 - Parents (including stepmothers and stepfathers)
 - Grandparents
 - Siblings (including stepsisters and stepbrothers)

Military leave

An unpaid leave of absence is available to regular employees for service in the United States Armed Services, whether the performance of duty is voluntary or involuntary. Upon termination of a military leave, an employee is entitled to reinstatement privileges, provided the employee meets reinstatement requirements. Details can be found in the Human Resources Policies and Procedures Manual. Questions should be directed to Human Resources.

Insurance plans

Payroll deduction and insurance enrollment

The University offers employees many types of insurance. All of these plans will be described to you at Orientation, when you will receive enrollment and informational materials. Please note:

- Payroll deduction is used for most employee insurance premium payments.

•Employees must enroll within the first thirty-one (31) days of employment **for long-term disability and group life insurance**. Employees who wish to enroll in these plans after their first 31 days of employment will need to apply for such coverage and will be subject to medical underwriting and the eligibility requirements of the applicable insurance carrier. In this case, coverage is not guaranteed and the carrier retains the right to approve or decline the application.

•Employees must enroll within the first thirty-one (31) days of employment **for health insurance**. Employees who wish to enroll in health insurance after their first thirty-one (31) days of employment will be able to do so during the next open enrollment period (see "Open Enrollment"). Under certain circumstances, employees may be able to enroll in health coverage at other times under HIPAA provisions (see "Health Insurance—HIPAA").

Health insurance

Regular employees may enroll in the University's Preferred Provider Organization (PPO) plan. During orientation, employees are given details of the coverage.

Cost

WMU pays a portion of the cost for eligible employees' coverage in the PPO Plan. The University also pays a portion of the cost for enrolled employees' dependents.

Dependents

In general, your current spouse, your children, and step-children whom you claim as dependents for federal income tax purposes are eligible dependents. Children can normally be covered until age 19 or while attending college full-time until age 26. Please refer to plan provisions for more detail.

Adding and removing dependents

You can add your eligible dependents to your coverage when you enroll. After initial enrollment, you can add newly eligible dependents within 31 days of a qualifying event, such as your marriage or the birth or adoption of a child. Eligible dependents not added to your coverage within 31 days of a qualifying event can be added to your coverage at the next Open Enrollment. You can remove dependents from your health insurance plan at any time. Please contact Human Resources for details and forms.

Open enrollment

An Open Enrollment period is established yearly (usually sometime during the Fall semester). During Open Enrollment, employees may add eligible dependents, whom they have previously opted not to cover, to their health insurance plan.

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) contains provisions that allow employees/dependents who declined WMU health insurance coverage because they had other coverage to enroll in a WMU health insurance plan within 31 days if the other coverage is terminated under certain conditions. Also, employees who separate from the University will be able to obtain a certificate proving they had health insurance coverage. Future employers may need this certificate to administer the employee's new coverage.

HIPAA also establishes certain privacy rights regarding employees' personal health information. Detailed information is contained in the *HIPAA Notice of Privacy Practices*, located in the Human Resources Policies and Procedures Manual. The *HIPAA Notice of Privacy Practices* and related regulations and policies are also available at Human Resources.

See "Medical Reimbursement Flexible Spending Account"

This optional plan allows you to pay for certain expenses not covered under your health insurance using tax-free dollars.

COBRA - Health insurance continuation

Under provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), insured employees, and the insured dependents of active or retired employees, may apply to continue University group health insurance coverage if they lose normal eligibility for any of these reasons:

- Employee termination.
- Reduction in work hours.
- Divorce or legal separation from the insured employee.
- Cessation of eligibility as a "dependent child" or any situation which results in the loss of benefits eligibility.

The maximum period for continuation depends upon the qualifying event. During the extension period, the insured is required to pay the full cost of the insurance, plus an administration fee. Questions about COBRA should be directed to Human Resources.

Life insurance

The University provides employees a certain amount of group term life insurance, for which the University pays the entire cost. Additional optional life insurance is also available, as shown on the following table.

Life Insurance Coverage for Non-Bargaining Employees		
Life Insurance Plan	Exempt (Salaried) Employees	Non-exempt (Hourly-paid) Employees
BASIC LIFE provided at no cost to employee.	\$100,000	\$25,000
ADDITIONAL 1 LIFE for which the employee pays 25% of premiums. •Optional	Not available	\$10,000
ADDITIONAL 1 LIFE for which the employee pays 50% of premiums. •Optional	\$50,000 to \$5,000, depending on age. •Death benefit decreases as age increases.	Not available
SPOUSE LIFE for which employee pays 100% of premium. •Optional; only available if employee enrolled in Additional 1 Life.	<ul style="list-style-type: none"> •Choice of \$10,000 increments up to \$250,000. •Coverage may require Evidence of Insurability. •Coverage may not exceed employee's combined life insurance amount. •Premium depends on amount of coverage and spouse's age. 	
CHILD LIFE for which the employee pays 100% of premium. •Optional; only available if employee enrolled in Additional 1 Life.	<ul style="list-style-type: none"> •Choice of \$2,000 increments up to \$10,000. •Premium is \$0.16 per month per \$2,000 of coverage. 	
ADDITIONAL 2 LIFE for which the employee pays 100% of premiums. •Optional, but only available if Additional 1 Life has been selected.	<ul style="list-style-type: none"> •Employee may select coverage amount, at either one or two times the employee's base annual wages. •Premium depends on amount of coverage and employee's age. 	

Cost

Your share of premiums is indicated on the above table. The University will continue making its share of premium payments for the selected coverage as long as you are on active pay or *approved* paid leave status. If you are on an *unpaid* leave of absence, please contact Human Resources for information.

Taxes

Group life insurance valued at \$50,000 or more may create a tax liability. Contact Human Resources for more information.

Beneficiaries

You designate the beneficiary for each policy, and may change your beneficiary at any time by contacting Human Resources.

Retirement

If you retire from the University, a reduced amount of life insurance may be provided to you at no cost, according to the retirement provisions in effect at the time of your retirement.

Converting group life insurance to an individual policy

Upon separation from the University, you do have the option to keep your life insurance policies by converting the policies to individual policies and paying the premiums yourself. If you do not convert the insurance to an individual policy, coverage will cease. The University will not continue to provide life insurance coverage for employees not on the active payroll.

Long-term disability insurance (Optional)

The University offers you the opportunity to enroll in a Long-Term Disability Insurance plan. This plan pays qualified disabled employees 66-2/3% of their base annual wages, should they become disabled while their plan is in force. Benefits are payable on the later of (a) the thirty-first (31st) day of disability or (b) the first day after exhaustion of all accrued sick leave. The premium for coverage is determined by a multiple of annual pay, and the University contributes a portion of the premium on employees' behalf; enrolled employees pay the remaining portion of the premium through payroll deduction.

Long-term care insurance (optional)

The University offers you and your immediate family members the option to purchase long-term care insurance. Long-term care coverage is designed to provide you with a range of benefits that will help you meet expenses for potential future long-term care needs. This plan may also provide employees with certain tax benefits. Employees pay the entire premium for long-term care insurance.

Travel accident insurance

Any time employees travel on University-authorized business, they are automatically covered with accidental death and dismemberment insurance. This insurance provides coverage for loss of life or limbs, but does not cover property damage. There is no charge to employees for this coverage and employees do not have to enroll to have this coverage.

Flexible Spending Plans

The University offers employees two plans designed to help you meet health care and dependent care expenses using tax-free dollars: the Medical Reimbursement Flexible Spending Account and the Dependent Care Flexible Spending Account. You are given the opportunity to enroll in these plans upon hire, and enrollment opportunities are also provided annually. Information and enrollment materials will be provided to you at Orientation. Contact the Benefits Office for further details or to enroll at other times.

Medical Reimbursement Flexible Spending Account

This optional plan allows you to set aside a pre-determined amount of money from your gross pay (before taxes are charged) to cover the cost of certain medical expenses that are not covered by other insurance. Example of such expenses include co-pays and deductibles for medical, dental, orthodontia, prescription and vision services, as well as medical expenses beyond the limits of your coverage.

The dollars deducted from your gross pay are set aside in a special account and used to pay for known expenses as they occur. You save paying federal and most state taxes as well as Social Security taxes on the amount you set aside.

- Detailed information is available in Human Resources.
- **Employees should be aware that according to IRS provisions, funds left in the account at year-end are not refundable to the employee.**

Dependent Care Flexible Spending Account

This optional plan allows you to set aside a pre-determined amount of money from your gross pay (before taxes are charged). The dollars are set aside in an account from which you can be reimbursed for payments you make to dependent care providers. No income taxes are charged on the money when deducted from your pay, when deposited into your account, or when paid to you as reimbursement. You save paying federal and most state taxes as well as Social Security taxes on the amount you set aside.

You can use this plan for expenses paid to an eligible care provider of your eligible dependents during your working hours. Eligible dependents are children under age 13 (whom you claim as exemptions for federal tax purposes) and your disabled spouse, parent, or child age 13 or older whom you claim as a dependent for federal tax purposes.

- Detailed information is available in Human Resources.
- **Employees should be aware that according to IRS provisions, funds left in the account at year-end are not refundable to the employee.**

Retirement programs

The University contributes to your retirement savings and gives you the opportunity to increase your retirement savings through the plans described below. Retirement program information and enrollment forms are provided at orientation.

Social Security

The University pays a set percentage (in relation to your income) to the federal Social Security system on your behalf. The University also makes a mandatory deduction from your pay for your

share of Social Security contributions. The amount of the University (employer's) share and your (employee's) share of the total contribution is established by the Social Security Act. The amount paid to you upon retirement from Social Security is also determined by the Social Security Act.

University retirement plan

The University Board of Trustees designates employee retirement plans. Plans and plan provisions may be changed; the following is a brief summary of current plans. For more information, contact WMU Retirement Services.

Eligibility

Regular benefits-eligible full-time employees participate in the University-sponsored retirement plan.

Regular benefits-eligible employees in positions scheduled to work at least 20 hours per week and who were hired as benefits-eligible *prior to July 1, 1996*, will also participate in the plan as long as they remain in their current position or transfer to another benefits-eligible full-time position.

Note: "Benefits-eligible full-time" employees are those in positions with an FTE of at least .69 (see "Employment Status").

Current retirement plans

TIAA-CREF

New employees may enroll in the TIAA-CREF plan. This is a *defined contribution* plan, in that the contributions to the plan are a defined percentage of the employee's base wages. Currently, the University contributes an amount equal to 11% of the employee's base wages to the plan; the employee does not make contributions. This plan is also *self-directed*, in that the employee decides how the funds in the account are invested amongst several options. The income received at retirement is based on the value of the account.

Vesting varies by your FLSA status:

- 1) **Exempt (salaried) employees** have immediate vesting. The funds deposited into the employee's account belong to the employee without any delay or waiting period.
- 2) **Non-exempt (hourly-paid) employees** have a 5-year vesting period. The funds deposited into an employee's account belong to the University until the employee has completed five full years of plan participation. Time in layoff status does not count toward vesting, effective July 1, 2003. Should the employee separate from University employment prior to completing five full years of plan participation, the funds are returned to the University. After completing five full years of plan participation, the funds in the employee's account belong to the employee.

Enrollment

New employees must establish their account by completing the appropriate paperwork, as provided during Orientation. If an employee fails to complete the appropriate enrollment forms, participation may be waived.

MPSERS—The Michigan Public School Employees Retirement System

The University is not enrolling new employees in this defined-benefit plan. However, there are many employees hired in the past who actively participate and are acquainted with plan provisions. Questions can be directed to MPSERS at 1-800-381-5111 or WMU Retirement Services.

Tax-deferred savings program (optional)

Employees can add to their retirement savings by contributing to a 403(b) and 457(b) tax-deferred savings plan through payroll deduction. The funds you deposit into these retirement savings plans are deducted from your gross pay (before taxes are charged), accumulate tax-free, and are not taxed until they are received as income after retirement. These are *self-directed* plans, in that the employee decides how the funds in the account are invested amongst several options. The income received at retirement is based on the value of the account.

- Sanford Advisory Services administers this plan for University employees.
- Participation in a 403(b) or 457(b) tax-deferred savings plan requires a signed salary reduction agreement. Monies are withheld from pay based upon a computation of the allowable amount as governed by federal law. Enrollment information and forms are provided during Orientation and during open enrollment, which generally occurs once per year.
- Sanford Advisory Services' financial consultants are available to assist University employees with enrolling or to provide investment consulting.
- Questions can be directed to Sanford Advisory Services at (269) 488-6900 (toll free 1-800-488-8041) or to WMU Retirement Services.

Retiring from WMU

At WMU, a "retiree" is not just an individual who has participated in a WMU retirement plan and has stopped working. A WMU retiree is an employee who has applied for retirement, has met certain eligibility criteria, and is therefore eligible for certain benefits and privileges.

Eligibility

To retire, you must be an employee at least 55 years of age and

If you were hired before July 1, 1996: You must have completed a minimum of ten years of full-time service as a regular employee.

If you were hired on or after July 1, 1996: You must have completed at least ten years of *continuous* full-time service as a regular employee immediately prior to retirement.

Effective July 1, 2003, time in layoff status does not count as service toward retirement.

Applying for retirement

Please contact Retirement Services approximately six to twelve months before your planned retirement date. A staff member will meet with you to discuss your retirement options and benefits and provide you other pertinent information.

Notification

Employees are to notify their supervisor and department head, in writing, of their exact retirement date, no later than one month prior to the actual day of retirement.

Completing final paperwork

Employees should arrange an appointment with the Retirement Services Office one month prior to their retirement date to complete retiree benefits paperwork.

Income

Your retirement income will come from either MPSERS or TIAA-CREF—whichever plan you participated in during your working years. Additionally, you may have participated in the University's optional Tax-Deferred Savings Program, which will provide additional income during your retirement. Social Security will also provide part of your retirement income.

Benefits and privileges

The Retirement Services Office will provide you details on the following benefits when you meet to discuss your retirement.

- Health insurance paid by the University and the opportunity to purchase health insurance for qualified dependents (coverage becomes supplemental to Medicare at age 65).
- Life insurance.
- Lump sum payment for any unused accrued annual leave and a portion of unused accrued sick leave (see "Annual Leave" and "Sick Leave").
- Permanent employee I.D. card/Bronco Card.
- Sindecuse Health Center services, including pharmacy.
- Unified Clinics' services.
- Internet access and email accounts.
- Parking permit.
- University Libraries facilities and services.
- Discounts at the WMU Bookstore.
- Discounts on tickets for some athletic and cultural events.
- Tuition Discount.
- Free membership for you and your spouse at the Student Recreation Center and the West Hills Athletic Club.

Personal development

Career testing and counseling

The University Counseling and Testing Center offers individualized career testing for WMU employees. An interpretation session with a career counselor is scheduled when test results are received. There is a minimal charge for materials and processing. Contact the University Counseling and Testing Center for more information at 387-1850.

Tuition discount and remission

The University encourages you and members of your family to pursue a formal education. Western offers a discount program for benefits-eligible employees and a remission program for the spouse and dependent children of employees with full time benefits eligibility. Tuition remission is also available to individuals designated by the employee under the **Designated Eligible Individual program**. The discount and remission programs are outlined below. Contact Human Resources.

Discount for employees

- Discount is one hundred (100%) percent of tuition and required fees (records initiation fee, enrollment fee, student assessment fee, and EUP technology fees) for courses offered and taken for academic credit at WMU.
- Discount available for full- and part-time benefits-eligible employees (see "Employment Status").
- Discount is applicable for undergraduate and graduate courses.
- To receive discount, employees must be on *active* or *paid leave of absence* employment status by the final day of registration.
- The discount is automatically reflected on the employee's student billing.
- The discount is not available for courses taken as an "audit."
- Tuition discount for *non-job-related graduate courses* may create tax liability for the employee.
- The discount is applicable for these credit hours:

**Tuition Discount for WMU Non-Bargaining Employees
–Credit Hours Eligible for 100% Discount–**

	Fall Semester	Spring Semester	Summer I Session	Summer II Session
Full-time Staff	8 credit hours	8 credit hours	4 credit hours	4 credit hours
Part-time Staff	4 credit hours	4 credit hours	2 credit hours	2 credit hours

Note: For benefits eligibility purposes, an FTE of .69 or greater is considered full-time. An FTE of at least .50, but less than .69, is considered part-time benefits eligible.

Remission for spouses, dependents, and designated eligible individuals

- Remission is seventy-five percent (75%) of tuition and required fees (records initiation fee, enrollment fee, student assessment fee, and EUP technology fee) for courses offered and taken for academic credit at WMU.
- Remission is available for the current spouse and dependent children of employees with **full time** benefits eligibility. It is also available to individuals designated by an employee under the **Designated Eligible Individual program**. Note: For benefits eligibility purposes, an FTE of .69 or greater is considered full-time (see "Employment Status").
- A dependent is a person who qualifies as a dependent for federal income tax purposes and is so reported for the period for which tuition remission is granted.
- The student must meet all University admission requirements and maintain Satisfactory Academic Progress. Eligibility will not exceed 183 credit hours. View the "Satisfactory Academic Progress Standards" at <http://www.wmich.edu/finaid/PDF/SAP-Policy.pdf>, or contact Student Financial Aid (387-6000), for more information.

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- Employees must establish eligibility annually by submitting an application for remission to Human Resources. An employee must also complete the Designated Eligible Individual enrollment form, if applicable.
 - Remission appears on the student's billing.
 - Remission does not apply to tuition for graduate or audited courses.

Please note:

- Employees eligible for both tuition discount and remission (e.g. by virtue of a spouse who is also employed by the University) may elect one or the other but may not receive both discount and remission in the same semester or session.
- See PPM Section 11–Reduction in Force–Benefits for tuition discount and remission provisions for employees who receive Layoff Notice.

Personal health

Employee Assistance Program

The HelpNet Employee Assistance Program (EAP) offers free and confidential assessment, counseling, and referral services to employees and their household members who are concerned about marital and family issues, addictions, emotional problems, relationships, and other significant personal problems. The EAP can also assist you with career-related and personal situations that may be affecting your work performance or you feel might begin to affect your work performance. The HelpNet Employee Assistance Program is available 24 hours a day, every day.

- You can reach the HelpNet Employee Assistance Program at 372-4500 (local Kalamazoo) or 1-800-523-0591 (statewide).
- See "Campus Employee Dispute Resolution Services" and "Office of the Ombuds" for information on other helpful campus resources.

Sindecuse Health Center

Sindecuse Health Center provides services for University employees, retirees, spouses and dependent children over age 12, as well as University students. The Health Center offers convenient, cost-saving services with an experienced, multidisciplinary staff dedicated to helping members of the University to improve their health. The Center also provides evaluation and treatment for a variety of illnesses and injuries, preventive health check-ups, and periodic health monitoring. There are also health promotion opportunities that enhance individual and community health (see "Health Promotion and Education").

Services at the Health Center include, but are not limited to:

- Urgent care clinic
- Preventive Health Services
- Pharmacy
- X-ray Services
- Sports Medicine Clinic
- Nutrition Counseling
- Women's and Men's Reproductive Health
- Occupational & Environmental Medicine
- Laboratory Services
- Nursing Services
- Physical Therapy Services

Insurance Benefits

Employees enrolled in a University health insurance plan have many additional benefits to using the services at Sindecuse Health Center. The Benefits Office or the Health Center can describe these benefits in detail. For employees with a University health plan, most charges are billed directly by the Health Center. Employees covered with other health insurance plans may use the Health Center services, but are responsible for payment.

For more information, contact Sindecuse Health Center by phone at 387-3287 or by email at SHC-HealthCare@wmich.edu. The Health Center also has a comprehensive Web site at www.wmich.edu/shc/.

Unified Clinics

"Unified Clinics" are the clinical programs attached to the departments and schools of the College of Health and Human Services. These specialty clinics offer services to the general public, including WMU employees, and are located in the medical and health sciences center (on Oakland Drive). Clinics include:

- Vision Rehabilitation (optometry services)
- OT/PT Clinic and Gym
- Speech–Language Therapy
- Audiology
- University Substance Abuse Clinic
- Geriatric Assessment Center
- Activities of Daily Living
- Enabling Technology Laboratory
- Preschool Language Intervention Program
- Voice and Respiration Clinical Laboratory
- Children's Trauma Assessment Center

As a WMU employee, you can receive special discounts on audiology and optometry services, including the cost of eyeglasses. Contact the appropriate Clinic for more information.

Fitness and exercise—programs and facilities

The University is proud of the fact that it has been one of the leaders in establishing employee wellness programs, activities and benefits to promote better health for all employees. Running tracks, swimming pools, exercise equipment, and aerobic exercise classes are just a few of the health and wellness opportunities offered to employees through the Zest for Life Program, West Hills Athletic Club, Student Recreation Center (SRC), and the Office of Health Promotion and Education (Sindecuse Health Center).

Spouse and guest policies and fees vary for all programs and facilities; contact the appropriate service/facility for more information.

Health promotion and education

The Office of Health Promotion and Education offers workshops, interactive health resources, service learning, and personal appointments with an interdisciplinary team of health professionals to provide education to strengthen individual and community health. Resources are available on a variety of key health risks, including stress, depression, alcohol and other drugs, sexually transmitted infections, nicotine dependency recovery, nutrition, body image, and disordered eating.

Questions regarding health promotion programs for staff can be directed to the Office of Health Promotion and Education at 387-3263.

Zest for Life

Zest for Life is an employee wellness program that offers fitness classes, personalized fitness programs, nutrition and weight management programs, massage therapy, stress management programs...as well as other health promotion programs and activities. Examples of offerings include aerobics, water exercise, yoga, fitness testing, and exercise program development. Information is published and distributed to employees each semester.

Contact Zest for Life at University Recreation at 387-3543 for information on getting started and program offerings.

Gabel Pool and Lawson Ice Arena

Free open lap swim time at Gabel Pool is available during scheduled hours for employees with a valid Bronco Card. Open ice time at Lawson Ice Arena is available during scheduled hours at a minimal fee for employees and the general public. Schedules are published each semester with Zest for Life and are also available on a recorded phone line (387-3046).

For more information, call 387-3050.

West Hills Athletic Club

West Hills Athletic Club is open to the general public and serves the local community. Employees and their spouses have several discounted membership options, which vary by access hours and cost. Limited access membership options only require employees to pay taxes for the value of the membership; full access membership may also be purchased at a discounted rate. Services and facilities include Microfit physical assessment, equipment orientation, fitness center, locker room, sauna and whirlpool, and towel service. Tanning, childcare, personal training, and tennis-related facilities and services are also available at a fee.

Questions regarding membership options, services, and facilities can be directed to the West Hills Athletic Club at 387-0410.

Student Recreation Center

The University's Student Recreation Center (SRC), a premier, state-of-the-art University fitness center. Some of the facilities available include a recreational track, fitness/weight room, pool, saunas, climbing wall, aerobics room, and courts for basketball, volleyball, badminton, racquetball,

walleyball, and tennis. Fitness classes and intramural sports are also offered. Spouses may also purchase a membership.

Employees may activate a free membership which only requires employees to pay taxes for the value of membership. Spouses may purchase a membership. (Rev. 02/06)

Contact the membership desk at University Recreation for membership and other information at 387-3115.

Tours of the Student Recreation Center are available during regular business hours. Stop by the main office on the 2nd level of the SRC.

Release time partnering

In support of the University's commitment to employee health and fitness, the University offers to partner with employees by providing a certain amount of release time when an employee chooses to exercise at University facilities.

The University will provide paid release time for 50% of work hours used to exercise at University facilities, up to a maximum of 1.5 hours *per pay period*.

For example, an employee with a one-hour lunch period works out at lunchtime for an hour-and-a-half, 6 days per pay period. Thus, the employee has used three hours of time, over and above lunchtime, to work out during the pay period. The University will provide paid release time for 50% of those hours (or 1.5 hours) and the employee claims the remaining 50% (or 1.5 hours) as annual leave.

Release time partnership is subject to limitations based on individual departmental schedules and staffing.

Other benefits and services

Athletic events

Employees receive reduced rates on season tickets for many Bronco sports. Ticket purchases can be made at the Athletic Ticket Office and you can use payroll deduction for season tickets. Tickets for individual events or other sports are available at regular prices. The University invites you to attend any of our intercollegiate athletic events to cheer on our Broncos. WMU is a member of the Mid-American Conference.

Parking

Employees may obtain a WMU permit to park in faculty/staff parking lots, which are designated as "R" lots. Employees may select either a window sticker permit or a hanging tag permit. Employees also may obtain a permit for a second vehicle. Someone from your department or your Orientation leader will assist you with obtaining your first parking permit, which must be done in person.

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- Parking Services is located at the corner of West Michigan Avenue and Knollwood. Bring your vehicle registration and a copy of your Employee Transaction Form to obtain your first permit.
 - Permits are renewed each year and may be renewed in person, by mail, or online. You will receive a notice and instructions when it is time to renew your permit.

John T. Bernhard Center

The Bernhard Center offers a wide variety of services to students, faculty, staff, and the community. Dining options include a cafeteria (also offering deli delivery service) and fast food restaurants in the Bronco Mall on the lower level. Meeting rooms and catering services are available for social and business functions. The Center also houses the WMU Bookstore, a postal sub-station, copy center, computer lab, bank, the Bronco Card office, dining services and catering offices, and the office of the Ombuds.

WMU Bookstore

The WMU Bookstore in the Bernhard Center offers an array of WMU merchandise and apparel, supplies, books, cards and gifts, as well as textbooks. As a WMU employee, you can receive a 10% discount on purchases over one dollar (\$1.00); sale items and certain special products are not included. Employees must present their Bronco Card at the customer service desk to obtain this discount. The Bookstore accepts most major credit cards.

Campus newspapers

Two campus newspapers are published at WMU:

The *Western Herald* is a student newspaper. It is published four days per week during the Fall and Spring semesters, two days a week during Summer I session, and once a week during Summer II session. The *Western Herald* can be picked up at one of the many distribution boxes found throughout campus.

The *Western News* is an employee newspaper. Special events, staff promotions, faculty and staff presentations, cultural and athletic events, and policy updates are some of its features. The *Western News* is published every two weeks (with some exceptions) and is sent directly to employees through campus mail.

Campus radio stations

Western has two campus radio stations:

WIDR-FM, 89.1, is a student-operated station with a contemporary music orientation.

WMUK-FM, 102.1, is a National Public Radio affiliate. Its broadcasting emphasis is on news, features, and classical music.

University Libraries

Employees may use all the University Libraries facilities and services, including Waldo Library, Education Library, Music and Dance Library, Visual Resources Library, and the University Archives and Regional History Collections. A valid Bronco Card must be shown to borrow materials and use library services.

Miller Auditorium and Shaw Theatre

Western Michigan University is a regional center for the performing arts. Miller Auditorium and Shaw Theatre provide rich cultural and entertainment opportunities, including a wide array of theatre, dance, and musical performances. Many national and international artists and touring companies perform at our theatres.

Employees may buy individual tickets or season tickets for these popular events at special discount rates. Payroll deduction can be used to buy season tickets.

Religious activities

There are many active religious and spiritual organizations representing a wide variety of beliefs and worship styles on our campus. Faith and Spiritual Development, located in Kanley Chapel, oversees campus religious and spiritual organizations. Many, but not all, of these organizations have offices at Kanley Chapel. Faith and Spiritual Development also provides wedding-related services. All on-campus churches welcome WMU staff to their services and activities.

Notes