



**The Bucknell University Staff Handbook is undergoing a long-term, comprehensive review.**

For information about staff policies, please refer to this digital version of the handbook; all printed handbooks are outdated.

The Hours of Work Policy that was updated effective January 2, 2018, can be found at [bucknell.edu/HoursOfWork](http://bucknell.edu/HoursOfWork) and includes the following sections:

Employment Categories	Employment Status	Working Hours
Pay Periods	Direct Deposit	Support Staff Information
Time Keeping	Overtime and Premium Payments	Call-in Pay
Compensatory Time	Compensation for Travel	Holidays
Rest and Meal Periods	Snow/Severs Weather Cancellations	Attendance and Punctuality

Additional changes will be made and posted periodically to remove sections where content is already available in a more relevant location (e.g. history of Bucknell has been removed and is maintained on the Bucknell website).

As part of the ongoing review, content in other sections that is best maintained in other locations has been/will be removed as with a notation to direct staff to the appropriate policy link or location (e.g. the content for benefits has been removed and will be maintained in Benefits U).

Material policy updates or changes will be reposted with appropriate communication as they occur.

Please contact [HR@bucknell.edu](mailto:HR@bucknell.edu) for questions or clarification related to staff policies and the Staff Handbook.

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The contents of this Staff Handbook are presented as a matter of information only and do not create a contract of any kind between Bucknell University and its staff members. With the exception of those limited number of employees who are covered by a separate written employment contract, employment at the University is at-will. In other words your employment is voluntary on your part and on that of the University. You are free to resign at any time for any reason, with or without notice. Similarly, the University has the ability, without prior notice, to terminate your employment at any time, for any reason, with or without good cause. The University does not make guarantees of any kind with respect to your continued employment.

## **EMPLOYMENT**

### BUCKNELL UNIVERSITY'S COMMITMENT TO ACADEMIC EXCELLENCE

Bucknell's dedication to the pursuit of excellence characterizes its personnel policies, including hiring, staff development and career advancement opportunities. All personnel decisions seek to reflect institutional purposes and priorities.

#### **Equal Opportunity Policy**

Bucknell University provides equal opportunity without regard to race, color, gender, gender identity, genetic information, sexual orientation, age, religion, national or ethnic origin, marital status, veteran status or disability in admissions, employment and in all of its educational programs and activities.

The policy of equal employment opportunity applies in all employment relationships. All University personnel policies, procedures and practices are intended to further this employment policy.

Under University policy, equal opportunity is provided to all persons in the delivery of educational programs and services, in the sponsorship and conduct of any student activities, including athletic opportunities, and in the offering of other University services.

#### **Non-discrimination Policy**

It is the policy of Bucknell University that in the process of recruitment of faculty and staff, regular procedures are to be followed, which ensures that search committees are engaging in outreach activities to develop the diversity of the applicant pool, and that all qualified candidates have been fully considered. The University embraces a non-discrimination policy that encourages vigorous activities and procedures for the recruitment, hiring, retention and promotion of those in the Bucknell University working community.

## **Americans with Disabilities Act**

The University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and its amendments. The Director of the Office of Accessibility Resources is charged with monitoring the University's compliance with these laws. Questions or concerns with regard to accessibility of facilities or special accommodations may be forwarded to the Director of the Office of Accessibility Resources.

## **JOB ANNOUNCEMENTS**

All new or vacant staff positions are posted internally through the department where the vacancy exists, through the Message Center or other campus newsletters or through listings posted through the hiring department and/or Human Resources. All new or vacant positions are also posted on the University's on-line recruiting system, *Jobs at Bucknell*. All applicants (internal and external) must apply for new or vacant positions at [www.bucknell.edu/jobs](http://www.bucknell.edu/jobs). Paper applications are not accepted. New or vacant staff positions may also be advertised through local newspapers, job service agencies and regional or national publications.

## **OFFERS**

During the hiring process, a new staff member receives a copy of the position description that details the duties and responsibilities of his/her position. Salary letters for continuing staff are issued annually and provide the wage rate/salary for the period July 1 through June 30 of each year. Occasionally, staff positions are filled for a specific term without possibility of continuation. These positions include, but are not limited to, those filled for special programs of a temporary nature and research programs funded for specific periods of time. All staff members of the University (unless they have written contracts for a specific term) are employees at-will, and either the staff members or the University may discontinue the employment relationship at any time, and for any reason.

### **Offers (Hourly Staff)**

The appropriate department head and Human Resources coordinate staff offers. During the first 90 days of employment, a staff member receives additional information and/or instruction on the duties of his/her position, while learning about the University and the new position. Supervisors will closely evaluate a staff member's progress and performance during this introductory period. At the same time, the new staff member can evaluate his/her

own satisfaction with the new position. If either the supervisor or the staff member is not satisfied with these evaluations, employment may be terminated. Introductory periods may also be extended at a supervisor's discretion.

### **Offers (Salaried Staff)**

The appropriate department head and the appropriate vice president or dean coordinates offers in consultation with Human Resources. Offer letters describe the duties and responsibilities of positions and other conditions of employment.

## **BACKGROUND CHECKS**

It is important that the University's academic mission is supported by qualified employees, with a safe and secure environment for all University constituents, including students, visitors and employees. It is also important that Bucknell University take meaningful actions to protect its funds, property and other assets.

To that end, all new staff who are to be paid by the University will have certain credentials and criminal and other background information verified as a condition of employment. For a full statement of Bucknell's Background Check policy, please consult the Staff Background Check Policy under Forms & Policies in *myBucknell*.

## **DRESS/UNIFORM REQUIREMENTS**

Individual departments may require staff members to wear certain clothes, uniforms or safety shoes because of the nature of the department's work. Supervisors will provide this information to new staff members. Staff members in all areas are expected to dress in attire appropriate for the University and their job function.

## **PHYSICAL EXAMINATIONS**

Physical examinations are required for some hourly staff positions. For example, employment as a bus driver, co-generation plant operator or public safety officer is conditioned upon successful completion of a job-related physical examination. Biannual physical examinations are also required for bus drivers, co-generation plant operators, and public safety officers. Results of physical examinations are confidential, but when an issue of health or safety for the individual or the community arises, this information must be shared with the appropriate department or unit head.

## **ORIENTATION**

### **Orientation Process**

Human Resources schedules an appointment with new faculty and staff on their employment date. The purpose of this meeting is to complete the forms necessary for payroll. New staff members will also be advised about pay periods, identification cards, the Hazard Communication program and other matters pertaining to University employment. New staff members should bring the following information to this meeting:

- Verification of employment eligibility, such as:
  - a passport, or
  - a valid driver's license and Social Security card, or
  - a valid driver's license and birth certificate
- Social Security numbers and dates of birth for the staff member and family members
- Bank information to set-up Direct Deposit

*NOTE: Federal legislation requires that new staff members prove that they are U.S. citizens or are otherwise authorized to work in the United States. There are a variety of documents that may be used to verify employment eligibility. A complete listing of acceptable documents is found on the U.S. Immigration and Naturalization Services I-9 form at the INS website: <http://www.uscis.gov/files/Form/I-9.pdf>*

*This form must be completed within the first three days of employment at Bucknell.*

The employee section of this I-9 form must be completed on the first day of employment at Bucknell. The employer section must be completed within the first three days of employment at Bucknell.

Employment records for staff members are maintained in individual personnel files in Human Resources. It is important that any changes such as name, address, telephone number, marital status, dependents and beneficiaries be given to Human Resources as soon as the change occurs.

A daylong orientation experience is held periodically for all new staff. It is designed to create an enduring, positive impact on every new staff member by providing an opportunity to learn about the resources and services available on campus through presentations by department leaders and a tour of key campus facilities. Participants also use this time to learn about the history and traditions at Bucknell as well as current health and wellness initiatives, campus greening, and other programs.

## **JOB TRANSFERS AND PROMOTIONS**

A transfer occurs when a staff member moves from one position to another at the same level. Transfers do not normally include salary increases.

A promotion occurs when a staff member moves to a vacant position at a higher level. In this case, or when a position is reclassified to a higher level, a staff member may be eligible for a promotional increase.

## **PERFORMANCE MANAGEMENT**

The work of members of the staff is critical to the University's mission to educate students for a lifetime of critical thinking and strong leadership in a rapidly changing and technologically sophisticated global society. Setting performance goals and providing specific feedback to ensure attainment of those goals are essential in maximizing our limited staff resources.

Managing performance is a key responsibility shared by all staff members, supervisors, and managers, which rightfully requires a significant investment of time and attention on a regular basis. Its primary purposes are to:

- Discuss and identify growth opportunities, and help link those needs to professional development activities
- Facilitate ongoing communication between staff members and their supervisors in evaluating their performance against expectations;
- Provide ongoing feedback and guidance;
- Collaboratively set performance and development goals for the upcoming year; and
- Initiate corrective measures when necessary to address performance that does not meet expectations.

The annual performance evaluation is merely one component of performance management. Effective performance management is characterized by a productive, ongoing dialogue between manager and staff member. This dialogue focuses not only on specific feedback about progress toward meeting performance expectations, but also the development of skills and abilities critical for individual and institutional success. Key elements of the performance management process include:

- Establishing and communicating the link between Bucknell's strategic priorities and each staff member's contribution to those priorities;
- Setting performance expectations and developmental goals at the beginning of each performance cycle;
- Having regular conversations about performance against those expectations and assessing developmental activity on an ongoing basis (at least quarterly);
- Preparing for and conducting a mid-year review;
- Providing ongoing coaching and feedback as required;
- Preparing for and conducting an annual performance review;

- Training and orientation of all staff members – new managers and staff members are introduced to the overall philosophy, process and tools of Bucknell’s performance management process.

## **WORKPLACE ADVISOR PROGRAM**

The Workplace Advisor program provides a way for staff members to talk with someone confidentially about issues of concern. Workplace advisors are resources for staff who want an alternative to the Employee Assistance Program, Human Resources, or who simply seek a friendly listener. A Workplace Advisor will meet and speak confidentially with you about workplace issues. He/she will listen, guide, provide information, or refer you to other resources. He/she will help you to choose the best option for you. For more information, please consult the Workplace Advisor information in *myBucknell*.

## **ETHICS REPORTING/WHISTLEBLOWING**

The University provides employees with an anonymous and confidential reporting mechanism to report financial, accounting and auditing improprieties. The University has contracted with a third party provider for this service. Employees can file a report by calling 1-866-384-4277 or via any computer attached to the internet at [www.ethicspoint.com](http://www.ethicspoint.com). Reports are forwarded to the University’s General Counsel, the VP for Finance and Administration and the Internal Auditor. For more information about this service, please consult the Internal Auditor information in *myBucknell*.

## **PROVIDING EMPLOYMENT REFERENCES**

On August 14, 2005, Pennsylvania Senate Bill 69 took effect, granting civil liability immunity to employers that respond in good faith with reference information on current or former employees. The law permits employers to provide an honest assessment of employees. It does not, however, alter the protections that employees have against employers that provide false or intentionally misleading information.

With this law in place, Pennsylvania became one of 37 states providing statutory protection for employers that respond to reference requests.

All members of the Bucknell staff are asked to follow these general guidelines when asked to provide reference information:

- Provide accurate, job-related information; state only what you can prove with documented facts; focus on specific behaviors as opposed to labels; steer clear of opinion.

- If you are serving as a personal reference, make clear that the reference is personal and don't use Bucknell letterhead.
- Limit the information to the inquiry; don't provide information that is not requested.
- Always verify the reference checker's identity before giving out information; don't respond immediately to a telephone request—call back later; written responses should be marked "Confidential" so that the information does not fall into the hands of unauthorized persons.
- Any requests from the government should automatically go to the Registrar (students), Human Resources (non-faculty), or Provost (faculty) because you may not be aware of material problems which could be relevant to a security clearance.

Any questions about providing references for current or former University employees should be directed to Human Resources.

## **PROBLEM-SOLVING, CORRECTIVE ACTION AND DISCIPLINE**

As stated elsewhere in this Handbook, unless they have written contracts for a specific term, Bucknell University staff members are employees at-will, consistent with Pennsylvania law, meaning that they or the University may discontinue the employment relationship at any time and for any reason. Although each situation is evaluated on a case-by-case basis, this section contains general guidelines for problem-solving, corrective action and discipline.

Staff members who believe their supervisor has identified performance issues or alleged misconduct without a proper basis are encouraged to contact Human Resources at 570-577-1631 to discuss the situation. Human Resources will conduct an appropriate investigation, as discussed below.

### **Problem-Solving and Corrective Action**

A supervisor's concerns about a staff member's job performance not rising to the level of requiring immediate disciplinary action can often be addressed informally, with a conversation between the supervisor and staff member. Supervisors are encouraged to seek assistance from Human Resources for advice on how to engage in constructive performance conversations. Depending on the nature of the concerns, it may be appropriate to document them in writing to the staff member (e.g. a letter or Performance Improvement Plan (PIP)). The goal in such action is to assist the staff member in addressing performance issues. Supervisors should consult with Human Resources prior to the issuance of a PIP.

**NOTE:** When scholarship is a documented responsibility of the staff member's position, the staff member is entitled to an appropriate level of autonomy in engaging in such scholarship. In order to avoid improperly curtailing or influencing the scholarship of such staff members, supervisors should consult with Human Resources and the Provost prior to raising concerns regarding scholarship with the staff member.

## **Discipline**

Certain conduct may result in discipline, up to and including termination of employment. The University generally adheres to a system of progressive discipline, which may include a verbal warning (which may or may not be reduced to writing), a written warning, suspension (or final written warning), and termination. Depending on the nature of the conduct at issue, a supervisor is not required to employ progressive discipline. Causes for immediate discharge may include, but are not limited to, acts or threats of violence, theft of or willful damage to University property, possession of or being under the influence of alcohol or controlled substances (drugs) at work, possession of dangerous weapons on University property, violation of state or federal laws when such violation adversely affects the University and/or members of the campus community, discrimination or harassment as defined by University policy, etc.

Supervisors seeking to impose discipline upon a staff member will first consult with Human Resources. Although these procedures may be adjusted as necessary based on the particular circumstances, prior to any disciplinary action Human Resources **generally will:**

- 1) Conduct an appropriate investigation, including:
  - a) Discuss the conduct and related issues with the supervisor.
  - b) Discuss the conduct and related issues with the staff member. Staff members may be permitted to have a support person present for such discussions, provided that Human Resources determines at its sole discretion that the support person is not disruptive to the investigation.
  - c) Discuss the conduct with other individuals who may have relevant information.
  - d) Review relevant documents, electronic records and other information.
- 2) Following the investigation, make a determination as to whether the misconduct occurred and, if so, make a recommendation of appropriate disciplinary action. Where suspension or discharge from/termination of employment are recommended, Human Resources will first consult with the General Counsel.
- 3) Human Resources and the supervisor will meet with the staff member to discuss the disciplinary action, if any.

## SEPARATION FROM EMPLOYMENT

A staff member's separation from employment with the University may be for any of the following reasons:

•**Voluntary Resignation** - Staff members who elect to resign their employment with Bucknell are requested to give as much notice as possible, but must give no less than two weeks' notice in order to leave the University in good standing (except in exigent circumstances as approved by the Vice President for Human Resources). Staff members will be paid through their last working day. Staff members who resign from University employment and do not have 15 years of service after age 47 are not eligible for the full range of benefits that the University provides retirees, such as health care and sick time pay out, as applicable. Staff members who are absent for three days without reporting in as required, or who are absent for unauthorized reasons, are considered to have terminated their employment with the University.

•**Separation Caused by Reduction in Staff** - When the elimination of a position becomes necessary, every effort will be made to transfer an affected staff member to comparable employment elsewhere in the University. Where this is not feasible, the University will give at least one month's notice, or payment in lieu of notice. The staff member will be paid through the last day of work and will also receive payment for accrued vacation.

•**Discharge/Termination** - The involuntary termination of employment initiated by the University. The staff member will be paid through the last day worked and will receive payment for accrued unused vacation.

## EXIT INTERVIEW

Separating staff members should schedule an appointment with Human Resources for an exit interview. Any University-issued property, keys or tools that have not been returned to the staff member's department should be returned at the exit interview. Identification cards issued to the staff member and the staff member's family should also be returned at this time.

Staff members who travel on Bucknell business may have already booked travel plans made on behalf of Bucknell that will not be carried out during the employment period. Credit for cancelled air travel (non-refundable ticket) is provided to an individual, not Bucknell. Consequently, separating staff members need to reimburse Bucknell for the travel credit they will receive.

## **ELIGIBILITY FOR REHIRE**

Former employees who left the University on a permanent basis (excluding staff who are on an approved leave of absence such as FMLA, child rearing, Child Bearing, etc.) may or may not be eligible for rehire to Bucknell based on the following criteria.

### **Definitions:**

Voluntary Separation or Voluntary Resignation - refers to situations where an employee decides to end their employment with Bucknell of their own volition.

Involuntary Separation (Discharge/Termination) - refers to situations where termination of employment is initiated by Bucknell and not the employee.

Resignation in Lieu of Separation - refers to the employer extending an opportunity for an employee to choose to end their employment rather than having their record show as involuntary separation. For purposes of this policy, resignation in lieu of separation is considered an involuntary separation.

### **Eligible for Rehire**

Employees who voluntarily resign, are eligible for rehire if they had a satisfactory work record while employed by Bucknell and if they meet the minimum qualifications for the position for which they are re-applying. Individuals must also satisfy all other employment requirements (e.g. reference checks, background screens, etc.).

### **Ineligible for Rehire**

Employees who were involuntarily separated by Bucknell, including those afforded the opportunity to resign in lieu of separation, are not eligible for rehire. Rehire generally includes individuals in regular full- or part-time benefits-eligible positions; casual positions; and volunteer or contingent worker roles.

### **Limited Exceptions**

In certain circumstances, approval for rehire may be sought from the Vice President of Human Resources or their approved designee. One example of an exception would be involuntary separation due to a reduction in force where the University eliminates positions, but considers the employee to be eligible for rehire.

## **PAYROLL**

### **PAY DEDUCTIONS**

The University is required by law to deduct Federal Income Tax from staff members' pay. Marital status and the number of dependents indicated on the W-4 form determine how much is deducted from each staff members pay. (All staff members fill out W-4 forms when they begin their employment.) In January of each year, staff members are provided with a W-2 statement for filing federal income taxes (W-2's can be printed from Employee Self Service on *myBucknell*). A copy of the W-2 statement is also sent to the Internal Revenue Service.

The University is required by law to make deductions for Social Security and Medicare. In addition, the University contributes funds to these programs, as required by law.

Other payroll deductions for state and local taxes are made in accordance with laws that govern these deductions.

Staff members may request additional deductions for optional insurance programs offered by the University, United Fund contributions and personal retirement. These arrangements are made at Human Resources. Application for, and arrangements for the repayment of, loans by payroll deductions should be made through the Finance Office.

A complete statement of all deductions is available through Employee Self Service on *myBucknell* each pay period. These statements provide an accurate record of all pay information (The Direct Deposit Acknowledgement may be printed from Employee Self Service on *myBucknell* as needed).

In the event of employment termination the University, with the employee's written authorization for the deduction, may withhold any monies that are owed to Bucknell University from the staff member's final pay.

### **PAY INCREASES**

Pay increases are recommended by supervisors and department heads, based on individual performance evaluations, and then reviewed and finalized in accordance with University procedures and budgetary guidelines. Salaries are reviewed on an annual basis. Increases for staff members typically become effective at the beginning of the fiscal year - July 1.

## **VACATION**

Vacation is intended to be a time for refreshment and a time to enjoy a respite from the responsibilities of one's job. Therefore, vacation time should be used throughout the year, as departmental operations allow.

Vacations should be planned for those periods when the needs for individual and department services are relatively low, and should be scheduled with supervisors well in advance so that departmental operations can be adjusted. In units/ departments where two or more staff members are employed, it is expected that colleagues will arrange their vacation periods in consultation with one another and the unit/ department head to ensure that essential services will be provided.

Effective January 2015, vacation time for all regular full-time and regular part-time exempt and non-exempt staff members will not accrue beyond a limit of 33 days, without exception. The maximum vacation accrual limit will be pro-rated for staff with reduced schedules. For example, the maximum vacation accrual for exempt staff working an 11- month schedule would be 30 days, and the maximum vacation accrual for a part-time non- exempt staff member who works 4 hours/day would be 132 hours.

Paid vacation time is accrued as a part of continuous University service. Therefore, when staff members retain their accrued and unused vacation time when they transfer to other departments within the University.

Paid vacation time cannot be used before it is accrued and cannot routinely be adjusted because of illness. Under special circumstances a supervisor may request the re- instatement of vacation time because of a documented illness, with the approval of Human Resources. Staff members should contact their supervisor as soon as the illness occurs, and provide a doctor's excuse, if necessary.

Upon separation from University service, the payout for unused accrued vacation days is limited to a total of 33 days.

Vacation time is not accrued when a paid or unpaid absence from work extends beyond three months. For information on the accrual of vacation time during leaves of absence, see the Leaves of Absence section of the Handbook.

Requests for unpaid days off to extend paid vacation time can only be considered under the provisions of the Personal Leave of Absence.

## **Staff Benefits**

### **Benefit Eligibility**

Benefit Eligibility for employees is driven by their Employee Category as indicated below. For a full definition of each Category please consult the Hours of Work Policy.

- REGULAR FULL-TIME and FIXED TERM FULL-TIME employees are eligible for all University benefits, subject to the terms, conditions, and limitations of each benefit program.
- REGULAR PART-TIME and FIXED TERM PART-TIME employees are eligible for University benefits, subject to the terms, conditions and limitations of each benefit program, with the exception that regular part-time employees are not eligible for dependent tuition and long-term disability, health insurance is available for the employee only (the employee may purchase dependent coverage at an additional cost). Employees are eligible for University contributions to retirement plan after one year of service unless a waiver is granted.
- CASUAL SHORT TERM and CASUAL EVENT SUPPORT employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are not eligible for University benefit programs.

**Benefits Programs:**

The University offers a variety of benefits programs ranging from health and welfare benefits, time off, leaves of absence, Employee Assistance Program (EAP), tuition benefits and retirement accounts. To view the most updated information, plan documents, benefits offerings and coverages please go to **BenefitsU** [HTTP://BUCKNELLBENEFITS.HRINTOUCH.COM](http://BUCKNELLBENEFITS.HRINTOUCH.COM).

- Your **BenefitsU** portal (accessible via single sign on)

The generic portal at [HTTP://BUCKNELLBENEFITS.HRINTOUCH.COM](http://BUCKNELLBENEFITS.HRINTOUCH.COM) with username: BucknellBenefits and password: Benefits1

**Vacation (Hourly Staff)**

Regular full-time and regular part-time non-exempt staff members accrue vacation on a monthly basis, according to the following schedule:

<u>Years of Service</u>	<u>Monthly Vacation Leave Accrual Rate</u> <u>(days/month)</u>
After hire	.83
After completion of 5 years	1.25
After completion of 10 years	1.42
After completion of 15 years	1.83

To calculate the number of vacation hours accrued per month, multiply the appropriate rate by the number of regularly scheduled daily work hours. After the completion of 5, 10 and 15 years of service, the vacation leave accrual rate will change on the staff member's anniversary date.

*For example,*

- A new staff member who regularly works an 8-hour day would accumulate .83 days/mo, or 6.64 vacation hours [.83 x 8] after working one month.
- A 7.5-hours/day staff member with 5 years of service would accrue vacation time at a rate of 1.25 days/mo, or 9.38 [1.25 x 7.5] hours/month.
- A staff member working 7 hours/day, with 10 years of service, would accrue 1.42 days/mo or 9.94 hours/month [1.42 x 7].
- A 15-year staff member, who works a part-time job of 4 hours/day, would accrue 1.83 days/mo or 7.32 hours/month [1.83 x 4].
- A newly hired part-time staff member, who works 3.5 hours/day, would accrue .83 days/mo or 2.91 hours [.83 x 3.5] during the first month of work.

Vacation is computed and recorded in hours for both regular full-time and regular part-time non-exempt staff members.

Vacation time should be taken as either half days or whole days. For example, a half day for a staff member who usually works an 8 hour day is equivalent to 4 hours; a half day for a regular part-time staff member who usually works a 3.5 hour day would be 1.75 hours. Departments whose operations permit may allow vacation time to be taken in increments smaller than full or half days.

For a discussion of holiday pay when a holiday falls during a vacation period, see the Overtime and Premium Payments section of the Handbook.

### **Vacation (Salaried Staff)**

Regular full-time staff members who work a 12-month schedule accrue 22 days of vacation per year. Vacation is accrued at a rate of 1.83 days per month worked from a staff member's date of employment.

Regular part-time staff members who work a 12-month schedule will accrue 22 half days of vacation per year.

Vacation accruals are appropriately pro-rated for staff members with work schedules of less than 12 months.

## **PAID LEAVES OF ABSENCE /SICK PAY BENEFIT/SHORT-TERM DISABILITY**

The University offers paid sick time to provide staff members with some income protection during periods of illness. This benefit is short-term disability insurance and not earned time off from work. It is intended for staff member illness or disability, or to cover brief absences (defined as a few days and in extreme circumstances up to a maximum of ten days) for the care of ill family members (i.e. dependent children, spouses/spousal equivalents, and parents/parents-in-law), as well as medical appointments that cannot be scheduled before or after working hours.

If such paid sick leave/short-term disability also meets the requirements of FMLA leave, time spent on such paid sick leave/short-term disability will be considered part of a staff member's annual FMLA entitlement. (See the Family and Medical Leave section of this Handbook.)

### **Sick Pay Benefit / Short - Term Disability (Hourly Staff)**

Regular full-time staff members accrue one day's worth of sick time for each month worked. Regular part-time staff members also accrue one day's worth of sick time for each month worked. **However, that days' worth of sick time is equal to the staff member's regularly scheduled workday. (For example, a day's worth of sick time for a staff member who works 3.5 hours per day is 3.5 hours.)**

Staff members begin accruing sick time during the first payroll of the month following their date of hire. Unused sick time is accumulated from year to year. Sick time is not accrued when a paid or unpaid absence extends beyond 3 months. Hours recorded as sick time on a time sheet will be taken from vacation time if there is not enough sick time accrued. If there is not enough sick or vacation hours accrued to cover the absence, it will be recorded as absent without pay.

In order to receive sick pay, staff members should notify supervisors as soon as they know they are unable to work but no later than their scheduled starting time. Supervisors may

request a statement from a staff member's physician for either short-term or extended illnesses. Disabilities for longer than six months may be covered under the long-term disability benefit.

Accumulated sick day hours may also be used for dental, optical, or medical appointments when these appointments cannot be scheduled before or after working hours. However, staff members are expected to use only the time required to complete such visits, and to be present at their jobs for the balance of the day.

### **Sick Pay Benefit / Short - Term Disability (Salaried Staff)**

The University continues salaries for staff members who are absent for brief periods (defined as a few days and in extreme circumstances, up to a maximum of 10 days) when they are ill or need to provide short-term care for a child, spouse/spousal equivalent, or parent/parent-in-law who is ill, under the assumption that the staff member will be able to complete regular assignments during or following the absence. This same flexibility is provided when staff members need time for medical appointments for themselves or for family members when such appointments cannot be scheduled outside regular working hours. It is expected that staff members will consult with their supervisors or department heads when these situations arise.

During the first year of employment, the University continues salary for staff members during short absences caused by illness or injury. An absence for a period of longer than four weeks is considered short-term disability leave, for which a staff member is not eligible until after one year of employment. After one year of employment, full-time and regular part-time members of the staff who are unable to perform their regularly assigned duties due to a serious medical condition or injury will continue to receive wages for up to six months following the onset of the disability.

### **Sick Pay Benefits/Personal Day Option (Hourly Staff)**

A personal day option is available to regular full-time and part-time staff. Personal days are intended for emergency or planned use for family medical appointments, legal or financial appointments or other personal need for time away from work. Personal days are an option under the Sick Pay Benefit Plan.

*The following procedures apply to the use of personal days:*

- After completion of one year of service, two of the 12 sick days accrued each year can be converted into two personal days.
- To use one personal day, there must be a balance of one sick day. To use two personal days, there must be a balance of two sick days.

- Sick days are only converted to personal days when a staff member chooses to use the option. If the personal day option is not used, there is no change to the carry-over of unused sick days.
- The option to convert two sick days to two personal days is available from January 1 through December 31, each year. Personal days cannot be carried over to the next year.
- Personal days must be used as half days or whole days.
- To record the use of a sick day as a personal day, the earning for time reporting should be marked on the timesheet as Personal Day. This day will then be deducted from the number of accumulated sick days.

The use of personal days must be coordinated with supervisors. Planned use of personal days should be coordinated in advance so that departmental operations can be considered. For emergency use of personal days, supervisors should be notified as soon as possible, but no later than the scheduled starting time. Personal days are intended for emergency or other personal need outside of vacation time. They are not intended to be used to extend vacation time.

If a staff member uses a personal day and the two available days have already been used, Human Resources will notify the staff member. When this occurs, the day can be deducted from vacation time, or it can be taken as an unpaid day.

## **Building Bridges Leave**

### **Introduction**

Bucknell University encourages staff members to partner with communities, both nearby and around the world, as part of the 4th pillar in The Plan for Bucknell, *Build Bridges*. As part of this commitment, and to foster a more active and intentional staff role in contributing to a campus community that is student-centered and service-oriented, eligible staff members can request paid Building Bridges leaves to participate in University-sponsored student excursions, projects or trips.

Building Bridges leave is not an entitlement, and it may involve a competitive selection process. Any eligible exempt or non-exempt staff member interested in leading or participating in an approved University-sponsored activity is required to follow the process outlined by the host student organization or excursion/service trip leader. This may include a commitment of unpaid time to attend mandatory interest/familiarization meetings and special training sessions hosted by the sponsor, and to participate in fundraising activities. Selection of staff members is based on a number of factors,

including prior participation, experience and obtaining an appropriate mix of faculty/staff participants.

Building Bridges leave opportunities range from taking a few hours to accompany/drive a student club to a nearby community for the afternoon, to leading a multi-week service trip abroad. Since University policy requires approved student groups to have a faculty or staff member present when an activity involves the use of a University vehicle or overnight travel, there are many occasions for staff members to connect with students and in so doing, to positively influence the campus climate.

### **Eligibility**

- Full-time, benefits-eligible exempt and non-exempt staff members in good standing who have completed one year of service are eligible to apply for paid Building Bridges leave.
  
- Paid Building Bridges leave is available to staff members involved in activities related to student organizations that have been formally approved through the Dean of Students Office/Campus Activities and Programs, and non-credit-bearing faculty/staff-led excursions (both domestic and abroad) that have been approved by the Provost's Office.

## **Compensation and Benefits during Building Bridges Leave**

### **Compensation**

- Exempt/Salaried Staff:
  - Salaries for exempt staff will continue during approved Building Bridges leaves. Staff members will report the time taken as Building Bridges Leave on BannerWeb leave records.
  - Exempt staff are neither required nor permitted to use accrued vacation or other available paid time off to participate in Building Bridges activities.
- Non-exempt/Hourly Staff:
  - Federal wage and hour regulations require the University to pay non- exempt staff for all hours worked in support of University-approved activities. As a result, support staff members on Building Bridges leave will be assigned a Building Bridges job, and paid an established hourly rate. Non-exempt staff members are required to record and report all hours worked.
  - The Building Bridges job rate will be set annually by HR. For example, in FY 13-14, the rate is \$11.50/hour. Overtime will be paid on all hours worked in excess of 40 hours/week. Daily Bucknell premium overtime rates will not apply.
  - Hours spent travelling as a passenger (when not supervising or driving the group), sleeping or engaged in personal activities will not typically be compensated under Building Bridges leave.
  - Building Bridges time report forms and instructions are available in the Forms section of myBucknell under Finance and Human Resources. Completed time reports are to

be approved by the host/sponsor of the activity, and be returned to the Payroll Office as soon after the activity as possible, for processing.

- Non-exempt staff are neither required nor permitted to use accrued vacation or other available paid time off to participate in Building Bridges activities.

**Benefits** University benefits (including Worker’s Compensation) continue for exempt and non-exempt staff members on approved Building Bridges leave.

### **Procedures**

- Building Bridges leaves require supervisory approval. Staff members should request use of Building Bridges leave well before committing to the activity so their supervisor can fully evaluate any impact upon departmental operations and plan accordingly. Ideally, the timing of the Building Bridges leave should not conflict with the peak periods of activity within departments.
- All staff members on approved Building Bridges leaves remain subject to University policies, procedures, and standards of professional conduct.
- Staff members who apply for Building Bridges leave should recognize that they are participating as representatives (and employees) of the University, and are fulfilling an advisory role, with responsibilities for protecting the welfare of, and being a positive adult presence in the lives of Bucknell students.
- Expenses related to the leave, including travel, physicals, and immunizations, are the responsibility of the staff member on Building Bridges leave, unless otherwise paid by the host student organization or excursion/service trip program.

### **Community Service Leave (Hourly and Salaried Staff)**

The community service leave is intended to promote staff member involvement in the community, consistent with the University’s commitment to partnering with communities, both nearby and around the world, as part of the 4 pillar in the Plan for Bucknell, *Build Bridges*.

With supervisory approval, benefits-eligible members of the exempt and non-exempt staff can designate one work day per calendar year as community service leave in order to volunteer during normal working hours. This benefit is available for regular benefits-eligible full-time and part-time staff members on the hourly and salaried staff. It does not apply to weekend or evening activities unless those hours are part of the staff member’s normal working hours.

For example, community service leave can be used to:

- perform volunteer work at local or national non-profit organizations, United Way agencies, homeless shelters, church-sponsored food drives or food banks, libraries, hospitals, transitional homes for women, community centers, retirement homes or other similar organizations;
- volunteer to work at school or PTA-sponsored activities such as science fairs, book fairs, field days, plays, concerts, athletic events, field trips and other similar functions involving the staff member's children, grandchildren, or step- children;
- coach (as a volunteer) for athletic teams in youth leagues;
- Engage in other community service activities, including organized municipal events (i.e. downtown cleanup, river cleanup, etc.) that qualify with the approval of the staff member's supervisor.

### **Eligibility**

- After completing one year of University service, regular benefits-eligible full-time and part- time staff members may use, and be compensated for, one regular work day as community service leave per calendar year.

### **Implementation Procedures**

- Supervisors must approve the use of community service leave. Planned use of community service leave should be coordinated well in advance so that its impact upon departmental operations can be considered.
- The staff member must submit a written request to their immediate supervisor for approval. As with vacation time, the request for community service leave may be denied if, in the judgment of the supervisor, the absence of that staff member on that particular day would cause hardship due to organizational commitments.
- The request must include information on the organization being served and details about the capacity in which the staff member will be serving.
- With the approval of the supervisor/department head, community service leave should normally be used in no less than half-day increments.
- Community service leave is not accrued. When used, the time taken should be recorded as community service leave.
- Community service leave is not intended to be used to extend vacation time.
- This leave cannot be carried over from one year to the next and there is no payout for unused community service leave if a staff member leaves University employment.

### **EXTENDED PROFESSIONAL ENRICHMENT LEAVE (Salaried Staff) – Contact Human Resources**

## **JURY DUTY LEAVE**

Paid leave of absence for jury duty is available for regular full-time and regular part-time staff members who have satisfactorily completed their introductory periods when such duty is required by law. Jury duty papers should be presented to supervisors as soon as they are received so that departmental schedules can be adjusted.

Staff members, whether selected for jury duty or not, are expected to return to work as soon as the court releases them. The University will pay the staff members regular wages as long as documentation of the jury duty is provided to the supervisor. Monies received from jury duty do not need to be returned to the University, and it will be the responsibility of the staff member to report jury duty pay on the personal income taxes as taxable compensation.

## **SYMPATHY LEAVE**

When there is a death of significant impact in a staff member's family, paid sympathy leave is available to regular full-time and regular part-time staff members. Paid sympathy leave typically ranges from one-half to a maximum of three days and must be approved by the supervisor. Up to one-half day of paid sympathy leave is available to staff members who attend the funeral of a fellow staff member.

In emergency situations, supervisors may authorize additional unpaid sympathy leave. Sympathy leave is not paid if the death in the family occurs during a staff member's leave of absence.

## **UNPAID LEAVES OF ABSENCE PERSONAL LEAVE**

Regular full-time and regular part-time staff members who have had at least one year of continuous service may request a leave of absence without pay for compelling personal reasons. A written request must be submitted to the unit/division head and vice president with a copy to Human Resources. Evaluation of the request will be based on the staff member's and the University's needs.

Normally, approved personal leaves of absence are granted for no longer than three months. Leave extensions may be granted in appropriate cases, depending on individual circumstances. Extensions must be requested in writing to the unit/division head and vice president with a copy to Human Resources. Leaves of absence may not extend beyond a maximum of 24 months from the original date of absence.

During the first three months of an approved unpaid leave of absence, benefits continue and paid time off (including vacation) accrues; holiday pay is not available. During a

three-month unpaid personal leave, the University will continue health care benefits (as previously elected) with the staff member paying the same cost share; life insurance and long-term disability insurance benefits continue. Retirement contributions and holiday pay are not available during unpaid leaves of absence.

When an unpaid personal leave of absence extends beyond three months, benefits no longer continue and paid time off (including vacation) is no longer accrued. Staff members, however, may elect to continue their benefits by paying the full premiums during an unpaid personal leave of absence that extends beyond three months.

Staff members should meet with Human Resources both prior to beginning a personal leave, and within 30 days of returning from leave to review and confirm the status of their benefit coverage.

## **FAMILY AND MEDICAL LEAVE**

In accordance with the Family and Medical leave Act of 1993 (FMLA), eligible staff members may request up to twelve (12) weeks of unpaid, job-protected family and medical leave within each 12 month period for the reasons stated below.

- For incapacity due to pregnancy, prenatal medical care, or child birth
- To care for the employee's child after birth, or placement for adoption or foster care
- To care for the employee's spouse, son, daughter or parent, who has a serious health condition or
- For a serious health condition that makes the employee unable to perform the employee's job.

In accordance with the National Defense Authorization Act of 2008 (NDAA) up to 26 weeks of FMLA leave in a single 12 month period is granted to a spouse, son, daughter, parent, or nearest blood relative for a recovering service member. A covered service member is defined as (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

During the Family and Medical Leave, health insurance and disability benefits will be continued for staff members as if they were active employees.

### **Reasons for FMLA leave**

#### **Family Leave**

This includes leave for:

- the birth of a child
- the adoption of a child by the employee or his or her spouse
- the foster placement of a child with an employee or with his or her spouse

### Medical Leave

This includes leave for:

- A qualifying serious health condition of the staff member rendering the staff member unable to perform the functions of his/her position. A qualifying serious health condition includes an illness or injury involving inpatient care in a hospital, hospice, or residential medical care facility. Use of paid sick leave in excess of three (3) consecutive days for the same serious health condition will be considered part of the staff member's FMLA accrual.
- A qualifying serious health condition of a covered relative requiring the staff member to care for that family member. Covered family members include a spouse/ spousal equivalent, a parent, a son or daughter defined as – a biological, adopted or foster child, a stepchild, a legal ward or a “child” of a person acting in the capacity of the parent who is (A) under 18 years of age or (B) 18 years of age or older and incapable of self-care because of a mental or physical. Parents include biological parents, as well as a person that acted in the capacity of a parent towards the staff member. Siblings and in-laws are not covered by the Family and Medical Leave Act.
- The care of a service member who has sustained a serious injury or illness in the line of duty on active duty in the Armed Forces that may render the service member unfit to perform their duties as related to their, office, grade, rank or rating.(Military Caregiver Leave)

### Qualifying Exigency leave

- The qualifying exigency leave provides 12 workweeks of leave during any 12- month period because of any “qualifying exigency” arising out of the fact that the spouse, or a son, daughter or parent of the employee is on active duty and deployed to a foreign country (or has been notified of an impending call to active duty and subsequent deployment).  
Examples of qualifying exigency leave could include:
  - Arranging for childcare
  - Seeing a child or spouse off/or welcoming home ceremony
  - Attending pre-deployment briefings
  - Attending family support meetings
  - Attending reintegration briefings
  - Parental Care

## **Eligibility Requirements**

To be eligible for FMLA leave, a staff member must:

- Have been employed by Bucknell University for at least 12 months
- Have worked a minimum of 1,250 hours in the 12 months immediately preceding the beginning of the leave.

**Please note that if an absence from work is FMLA eligible, you cannot refuse the leave and the University will designate the leave as FMLA.**

The FMLA requires only that 12 weeks of combined leave be allowed for two parents who are both employed by the same employer in order to care for a new child or a covered relative with a serious health condition. However Bucknell's policy is to allow one 12 week leave for each staff member within the 12 month "rolling" period.

## **Notification**

Bucknell University requires written notice (completion of Family and Medical Leave Request Form) which substantiates:

- reason for the requested leave
- the anticipated start date of the leave
- the anticipated duration of the leave
- in the case of childbirth/adoption, the anticipated date

The staff member should submit the request at least 30 days prior to the start of the leave if the leave is foreseeable, or as soon as practicable (ordinarily within one or two days of learning of the need for the leave) if circumstances prevent an earlier request.

Human Resources will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities, and the amount of leave counted against the employees' FMLA entitlement. If they are not eligible, or the leave requested is not FMLA-protected, a reason for the ineligibility will be provided to the employee.

## **Intermittent or Reduced Schedule Leave**

Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. First, it can be taken to care for an ill spouse, child or parent. Second, intermittent leave can be taken for the staff member's own illness or for the medical treatment of that illness. For example, the staff member may need to take off two afternoons a week for radiation treatment. The staff member must make a reasonable effort to schedule all medical treatment in a manner that will not disrupt Bucknell's operations.

A staff member who is eligible for intermittent leave need only establish eligibility at the first absence and need not re-establish it on each subsequent occasion. Of course, Bucknell University can seek recertification when the circumstances described by the previous certification have changed significantly. For example, the nature of the illness, or its duration, may have changed.

Eligible staff members may also be placed on a reduced leave schedule, in which their usual hours are temporarily reduced to accommodate an FMLA qualifying event.

### **Verification/ Medical Certification**

In the case of medical leave for the serious health condition of the staff member, spouse, child, parent or service member, the staff member must provide medical certification issued by a health care provider. The Medical Certification form (Certification of Healthcare Provider) must be submitted within 15 days of the request for leave (or as soon as possible if it is a medical emergency). For Military Family Leave, a Certification of Qualifying Exigency, or Certification for Serious Illness of Covered Service Member must be completed within 15 days of the request for leave.

Information requested in the medical certification includes:

- Identification of the healthcare provider
- The date the serious health condition commenced
- The probable duration of the serious health condition
- A diagnosis by the health care provider, including a description of the nature of the condition

Bucknell University requires all staff members on FMLA leave to keep in contact with their supervisors while on leave and to report periodically on their status and intent to return to work. In addition Bucknell may request, at the university's expense, a second opinion or recertification of the condition of the staff member or the staff member's family member as allowed by the Family and Medical leave Act.

A staff member on leave because of their own serious health condition must present a fitness-for-duty certificate prior to being restored to employment. If such certification is not received, their return to work may be delayed until such certification is provided.

### **Length of Leave**

No more than 12 weeks of FMLA leave can be taken in any 12 month period, or 26 weeks in any 12 month period if the leave is to care for a wounded service member. The University will calculate the 12 month period as a "rolling" 12 month period, measured backwards from the date when the employee initially began any period of qualifying FMLA leave. Thus, each time a staff member takes FMLA leave the remaining leave entitlement would be any balance of the 12 or 26 weeks which has not been used during the immediately preceding 12 months.

For the 26 weeks of Military Caregiver Leave, it is calculated as 26 work weeks during a “single 12-month period”. The “single 12-month period” begins on the first day the employee takes leave for this reason and ends 12 months later, not a “rolling” 12 month period. An eligible employee is limited to a combined total of 26 work weeks of leave for any FMLA-qualifying reason during the “single 12-month period”. (Only 12 of 26 weeks may be for a FMLA qualifying reason other than to care for a covered service member.)

### **Substitution of Paid Leave for Unpaid Leave**

Staff members are not required to use any available paid days (vacation days) during a Family and Medical Leave. Any use of paid time such as sick time, vacation time or Worker’s Compensation will run concurrent with FMLA, and is subject to the provisions of that particular leave policy.

### **Continuation of Benefits**

During a 12 week Family and Medical Leave, health insurance is continued. The staff member pays his/her normal cost share either by payroll deduction or directly to the University. Life insurance and long term disability insurance are also continued at the University’s expense, although this is not required by the FMLA. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

### **Job Restoration**

On return from an approved FMLA leave, a staff member will be restored to his or her former position or to a comparable position with no loss of benefits or pay. A staff member’s use of FMLA leave will not result in the loss of any employment benefit that the staff member earned or was entitled to before using the FMLA leave. If, during the leave period, the staff member’s position is eliminated or restructured reasonable efforts will be made to restore the individual to a substantially equivalent position.

The *Employee Rights and Responsibilities Under the Family and Medical Leave Act* poster may be found as a link [here](#) for the online version of the Staff Handbook and at the back of the Staff Handbook in the hard copies given to all new regular full-time and part-time staff members.

### **MILITARY LEAVE**

The University grants unpaid leave for active duty with Military Reserve and National Guard units. During these leaves, the University will pay the difference between regular pay (computed on a daily basis) and military pay up to a maximum of ten working days each year. After the employee provides the University with documentation regarding military pay received, a supplemental pay will be issued for the difference.

During a military leave, University service time and sick and vacation time continue to accrue. The University will continue existing health care benefits (with cost-share) for staff members and their covered dependents for up to 18 months of a military leave. If the military leave extends beyond a total of 18 months, staff members and/or covered dependents have the right to continue coverage at their full cost under the group plan using the COBRA option. Group life and long-term disability insurance coverage will continue. The University will not require personal loan repayments during the leave.

Upon release from active duty, the staff member will return to University employment in the position held just prior to the military leave. The pay rate should reflect average increases that occurred during the period of the leave, as if the staff member had not been on leave.

Leaves of absence for National Guard, military reserve or summer camp activities are also available. During these leaves, the University will pay the difference between regular salary (computed on a daily basis) and military pay up to a maximum of ten working days each year. Staff members must present copies of orders and receipts for service pay in order to receive pay. Staff members are not required to use vacation time for military duty. However, if vacation time is used, military leave pay is not available.

Written orders should be presented to supervisors whenever staff members must leave the job for any military-related activities. All staff members called to active duty will meet with a member of the Human Resources staff prior to their departure, and will receive a letter detailing the procedures that apply to their situation. Families of staff members on leave will be encouraged to contact Human Resources for assistance with benefits or other concerns.

<b>COORDINATION OF SICK PAY BENEFIT/SHORT-TERM DISABILITY, PERSONAL AND FMLA LEAVES</b>			
	<b>Sick Pay Benefit/Short-Term Disability</b>	<b>Personal Leave</b>	<b>FMLA Leave</b>
<b>Who is eligible</b>	Regular full-time and part-time staff members	Regular full-time and part-time staff members	Staff employed for 12 months and who have worked at least 1250 hours during the previous 12 month period
<b>Procedures</b>	Notify supervisor ASAP/No later than scheduled starting time	Written request to unit head and vice president with a copy to HR	Written request to supervisor and HR at least 30 days prior (if leave is foreseeable) or as soon as practicable
<b>How this is coordinated with other leaves</b>	Part of FMLA leave if it meets the requirements of FMLA	Part of FMLA leave if it meets the requirements of FMLA	Available sick or vacation time may be used while on FMLA leave
<b>Maximum</b>	<b>Hourly Staff</b> -Amount	Up to three months. An	12 weeks or 26 weeks for

amount of leave available	earned <b>Salaried Staff</b> -Maximum of six months per disability	extension may be requested (up to a maximum of 12 months)	military care giver within each 12 month rolling period
Required Service	<b>Hourly Staff</b> -Sick time begins accruing during first payroll of the month following date of hire <b>Salaried Staff</b> -One year waiting period for more than four weeks	One year of continuous service	12 months of service and 1250 hours worked during previous 12 month period
Pay	<b>Hourly Staff</b> -Full pay for up to amount earned <b>Salaried Staff</b> -Full pay for up to six months per disability (one year waiting period for more than four weeks)	Unpaid	May use earned sick and vacation time, but may choose to take the leave without pay.
Benefits	University benefits continue with normal cost share. After 3 months, paid time off is no longer accrued	<b>3 Month Leave:</b> University benefits continue with normal cost share except TIAA-CREF payments which cease <b>After 3 Months:</b> University benefits cease and paid time off is no longer accrued	University benefits continue with normal cost share

## **RETIREMENT BENEFITS**

Regular full-time and regular part-time faculty and staff, as defined in the Employment Status section of the Bucknell Staff Handbook, with 15 years of continuous employment at Bucknell University following the later of a) attainment of age 47, or b) hire date by Bucknell University in a regular full-time or part-time benefits-eligible position are eligible for retirement benefits. The number of consecutive years worked at Bucknell University, in a regular full-time or part-time benefits-eligible position, immediately preceding the staff member's retirement date is used to determine retirement eligibility.

- Example 1. A staff member hired at the age of 36 is not eligible to begin counting their years of employment for retirement purposes until they reach age 47. At the age of 47, they begin accruing time toward retirement. If they attain 15 consecutive years of employment after the age of 47, they can retire at the age of 62.

- Example 2. A staff member hired at the age of 50 immediately begins counting their years of employment for retirement purposes. After 15 consecutive years of employment, they can retire at the age of 65.
- Example 3. A staff member hired at the age of 36 works 15 years and leaves for another job opportunity at the age of 51. They are rehired by the University at the age of 53. They have to work 15 consecutive years after being rehired in order to be eligible for retirement benefits. The break in service negates the 4 years of employment after they reached age 47, as the 15 year service requirement has to be consecutive.

In cases where a staff member wishes to end active employment after reaching age 62 without the minimum required years of service, the staff member will be eligible for TIAA-CREF retirement benefits pursuant to the plan, even though he/she may not qualify for other retiree benefits provided by Bucknell. Staff members who are considering retirement should notify their supervisor and Human Resources at least 60 days prior to the anticipated retirement or termination date. This will allow preparation time for job replacements, the processing of benefits, and scheduling the retirement exit interview. At retirement, Social Security benefits are paid in accordance with the federal Social Security provisions and regulations. These vary from time to time according to new federal legislation. Local Social Security offices can provide benefit estimates upon request.

**TIAA-CREF Retirement Program** The retirement program for all eligible members of the staff is provided under a contract with the Teachers' Insurance Annuity Association-College Retirement Equities Fund (TIAA-CREF) on a contributory basis. The University will contribute an amount equivalent to ten percent of base salary for all eligible staff. Employee contributions are required for eligible regular full-time and part-time salaried staff members. Two contribution options are offered through salary reduction to regular full-time and part-time salaried staff members. Option one requires a six percent contribution by the staff member. Option two requires a contribution of six percent of salary in excess of \$17,700 per year. Option two is only available to staff members who are under age 50. Employee Contributions are optional for hourly and contingent staff. More information regarding plan eligibility and enrollment information is available from Human Resources.

### **Supplemental Retirement Annuity**

In addition to the University-paid retirement plan, staff members can save for retirement through payroll deduction into a Supplemental Retirement Annuity (SRA). Contributions are made by the staff member and are deducted as pre-tax deductions up to IRS limits. There is no waiting period for SRA eligibility. Enrollment information is available from Human Resources.

### **Sick Time Payout (Hourly Staff)**

Regular full-time and regular part-time staff members who are age 62 with 15 years of credited service can be paid for accumulated sick time at the time of retirement, according to the following schedule:

<b><u>Sick Time</u></b>	<b><u>Payout</u></b>
• Up to 60 accumulated days' worth of sick time	Payment for exact number of days
• From 61 to 130 accumulated sick days' worth of sick time	Payment of one day for every six sick days between 61 and 130
• Over 130 accumulated sick days' worth of sick time	Payment of one day for every four days over 130

### **Health Care Benefit**

Previously eligible staff members and eligible dependents have access to group health insurance coverage. Eligibility for this coverage is in effect for the retiring staff member for the remainder of his/her lifetime. If the retired staff member dies, previously covered dependents and surviving spouse/spousal equivalent will continue to be eligible for this coverage during their lifetime (unless they become eligible for coverage under another group health insurance plan or the surviving spouse/spousal equivalent remarries).

### **Health Advocate**

The University provides the services of Health Advocate to retirees and their eligible family members. Health Advocate provides a trained professional, typically an RN, who works with Health Advocate's medical and administrative staff to help members understand the intricacies of the healthcare system and how to navigate through it. Once contacted, the member's Personal Health Advocate stays with them to coordinate care among physicians and medical institutions in various ways. Health Advocate is NOT a substitute for our current health care program. It is a totally confidential program, intended to solve problems members might encounter in the various healthcare systems or with individual medical issues.

### **Vacation Time Payment**

Payment will be made for unused accrued vacation days. Please refer to the vacation section of this handbook for maximum accrual information.

### **Tuition Benefit**

Tuition benefits available to active staff members are also available to retirees, spouses/spousal equivalents and eligible dependent children of retired staff members, provided the staff member met the eligibility requirements during employment.

## **Insurance Benefits**

Accident and long-term disability insurance coverage terminates at retirement. Retirees do, however, have the option to continue their life and long-term care insurances at their own expense, provided arrangements to do so are made within 30 days of the retirement date. In addition, vision and dental may be continued under COBRA for up to 18 months. The vision discount plan is also available to retirees.

## **DEATH BENEFITS**

When a staff member dies, a Human Resources staff member will arrange to meet with the deceased staff member's family at their convenience to assist with necessary forms for insurance and retirement benefits. The following is a summary of benefits, which may be available to a deceased staff member's family.

### **Life Insurance**

Please refer to the Group Life Insurance Section of this Handbook for a description of the life insurance benefit or consult Benefit Information in *myBucknell*.

### **Group Health Care Benefits**

The University will pay a full three months of health care coverage concurrent with COBRA eligibility to the covered dependents of a staff member who was covered under the group health care plan at the time of death.

There are also several options under which the deceased staff member's previously covered dependents may remain within the University's group health care plan. These options are:

1. Under COBRA, widows, widowers and dependent children who were covered prior to a staff member's death may continue in the plan for up to three years at the family's full expense. If COBRA is elected, the University will pay the full COBRA premium for the first three months of health care coverage to the covered dependents of a staff member who was covered under the group health care plan at the time of death.
2. If a staff member dies at age 62 or older, and that staff member has had 15 years of continuous University service, the previously covered eligible dependents will have access to group health insurance coverage with applicable cost-share. This coverage is available unless the spouse/spousal equivalent remarries.

### **Final Pay**

Any outstanding time worked, but not yet paid, will be paid to the estate of the deceased member.

### **Sick Time Payout (Hourly Staff)**

A deceased staff member's accumulated sick time is paid to the family if the staff member at age 62 or older with 15 years of service. In these situations, sick time is paid out according to the following schedule:

- Up to 60 accumulated days                      Beneficiary will receive payment for each accumulated day.
- From 61 to 130 accumulated days              Beneficiary will receive payment for one day for every six accumulated days between 61 to 130.
- Over 130 accumulated sick days              Beneficiary will receive payment of one day for every four days over 130.

### **Vacation Time Payment**

A deceased staff member's accumulated vacation time will be paid to the estate of the deceased staff member.

### **Tuition Benefit**

Tuition benefits available to active staff members are also available to spouses/spousal equivalents and dependent children of deceased staff members on the same basis as they are offered to current staff members, provided the staff member met the eligibility requirements during employment.

## **UNIVERSITY POLICIES**

### **ANIMALS ON CAMPUS AND IN BUILDINGS**

With the exception of service dogs and animals specifically approved for the educational purposes of the University, the presence of animals in buildings is prohibited, except in University rental housing. Dogs and other animals are permitted on campus roads, walks, and grounds, as they are in the local community, when they are on a leash and controlled by the owner. It is the owner's responsibility to clean up after the animal. The complete Revised Policy on Animals on Campus and in Buildings is available in *myBucknell*.

### **APPROPRIATE USAGE POLICY**

Bucknell University provides a wide variety of computing and networking facilities in order to promote and support academic pursuits. Library and Information Technology

(Library & IT) establishes, maintains, and supports campus computing and networking resources and services.

The purpose of the policy is to promote the use of Bucknell's computing resources in an efficient, ethical and lawful manner. Most of the guidelines follow the general rules of common sense and common courtesy. It provides an overview of uses of University computing resources without exhaustively enumerating all such uses and misuses. By using the University computing facilities, resources and accounts, users agree to abide by the Appropriate Usage Policy.

The use of Bucknell resources is a privilege, not a right, and is granted under the conditions of appropriate usage as stated in this policy. By using Bucknell's network, computing facilities, resources, and accounts, users agree to the guidelines contained herein. In exceptional circumstances, including court orders and subpoenas, Bucknell reserves the right to search, inspect, review any and all voicemail, email and text messages, instant messages, and all other communications transmitted through the University's communications systems, including communications records of any kind the University stores with a third party storage vendor.

Library & IT shall have the authority to examine files, passwords, and account information on central servers to protect the security of University computing resources and its users. Violations of these regulations may result in sanctions. Reports of problems of violations can be made through Library & IT and/or Public Safety. More information about the policy is available through Library & IT or [at www.bucknell.edu/aup.xml](http://www.bucknell.edu/aup.xml).

## **BIAS-RELATED HARASSMENT AND VIOLENCE**

As a community that values and respects human diversity, Bucknell stands for openness and freedom of inquiry. At the same time, a climate of mutual respect, civility and common courtesy is a necessary part of any community that seeks to promote intellectual and personal growth. Bucknell strongly condemns bias-related harassment and acts of violence.

Some bias-related harassment and acts of violence are illegal, while others are not. However, the University will respond to all behaviors that create a hostile atmosphere. The community intends to protect all its members, in all their varieties of customs, religions, racial and ethnic identities and sexual orientations, and to defend the right of every person to a harassment-free atmosphere in which to learn and work.

More information about bias-related harassment and violence, is available in *myBucknell*.

## **BLOODBORNE PATHOGENS**

The Occupational Safety and Health Administration (OSHA) has issued standards governing occupational exposure to bloodborne pathogens. Staff members who handle blood-borne and other pathogens in the course of their workday are expected to follow legal requirements and safety guidelines applicable to the handling of such materials, as well as any Department-specific instructions. Staff members who could be reasonably anticipated to come into contact with potentially infectious materials during the performance of their duties are included in the University's exposure control program. The Safety Manager, acting as the institution's Exposure Control Officer, is responsible for overall management and support of the compliance program. Information about the program is available from the Safety Manager or on the Public Safety website.

University staff members are not required to administer hands-on care to injured persons on campus or respond to medical emergencies unless they have been specifically trained to do so. To limit exposure to another person's bodily fluids in an emergency, contact Public Safety for assistance immediately at extension 71111, anytime, day or night. Contact Public Safety immediately to determine whether or not a particular situation or medical emergency requires specialized response or special cleaning procedures beyond the training and instructions staff members have received.

Public safety officers are trained to assess such situations and process them or to advise staff members accordingly.

## **BREASTFEEDING POLICY**

In conjunction with the Patient Protection and Affordable Care Act, Bucknell University provides support for nursing mothers who wish to continue breastfeeding after returning to work. Nursing mothers are provided with reasonable break time to express milk as frequently as necessary for up to one year after birth.

Human Resources and supervisors will work with new breastfeeding mothers to identify a private area, other than a restroom, to express milk. This area will be free from intrusion by others and as close as reasonably practicable to the staff member's work area. For more information, contact Human Resources.

## **CHILDREN AT THE WORKPLACE**

The presence of children in the workplace on a regular basis can cause difficulty and awkwardness for co-workers and other members of the campus community. While an emergency may arise when a parent would have to bring a child to work for a limited period of time, the University does not expect this to occur on a regular basis, especially

given the concern for possible injuries and accidents for the children and possible disruption at the worksite.

## **CONFIDENTIALITY AND PRIVACY POLICY**

In the course of their work, some staff members and student employees may have access to student, employee, alumni or other person's academic, personnel, health and financial records that may contain individually identifiable information. This information is considered confidential. The purpose of the Confidentiality and Privacy Policy is to promote the handling of all confidential information with discretion and care. The intentional or negligent disclosure of confidential information to unauthorized persons by an employee or former employee of Bucknell University is a violation of this policy. In addition, staff members are responsible for abiding by any policies developed specifically for their department. The University policy is available in *myBucknell*.

## **CONFLICT OF INTEREST**

A conflict of interest affecting Bucknell University may be defined as individual activity or interest that is inconsistent with or opposed to the legitimate best interest of the University. It is the policy of the University that all members of the staff attempt to avoid personal transactions or situations in which their personal interests will, or appear to, conflict with those of the University. Where such conflict cannot be avoided, full disclosure of any such conflict of interest, in writing, is required.

Simply stated, a conflict of interest occurs whenever a staff member is in a situation where the prospect of direct or indirect personal gain for the staff member or a member of his/her family could influence the staff member's judgment or action in the conduct of Bucknell business. While it is not practical to attempt to list all activities or situations in which staff members might become involved and which might be in conflict with the best interests of the University, the following are representative:

1. No staff member shall use University facilities, equipment or services for personal purposes, gain or profit (other than those offered by the University for a part of a formal benefit program) without full disclosure, reimbursement of cost, payment of rental, etc.
2. Staff members should not accept consulting fees, honoraria or part-time employment in conflict with professional responsibilities to the University or in conflict with University policy on outside consulting, etc. Staff members should not engage in personal activities or other business activities during hours of work for the University.

3. No member of the same family shall participate in the decision to employ, promote, reappoint or terminate the employment of a member of his/her family, or supervise, set wage rates or approve time cards or employment records for such a family member.
4. Staff members should deal with suppliers of goods and services, vendors, contractors, students, parents, donors, foundations, government agencies and all other persons doing business with the University in the best interest of the University without favor or preference based on personal considerations.
5. No staff member of the University, nor any member of his/her immediate family (spouse/spousal equivalent, parents and children), shall accept, directly or indirectly, payments, loans, services, excessive entertainment and travel or gifts of any more than a nominal value from any individual or from the representative of any business concern doing or seeking to do business with the University, nor from any student or parent.
6. No staff member of the University will accept or offer any "kickback," gratuity or other form of commercial bribery in connection with any business transaction, whether or not such payment is customary in the particular place or trade and whether or not it constitutes a violation of criminal law.
7. No staff member shall do business with a close relative on behalf of the University, unless the circumstances of the proposed relationship have been clearly disclosed and have been deemed to have no improper potential or inherent conflict of interest qualities.
8. No staff member, nor any member of his/her immediate family, shall own any interest in a corporation, partnership or business concern which might tend to influence any decision such staff member might make on behalf of the University, unless full disclosure of such interest has been made to the University in writing.
9. No staff member shall misuse privileged information or reveal confidential data to outsiders for purposes of personal gain or for other than University purposes.
10. No staff member shall deal with the University, with a supplier or with a student as a representative of another firm or for his/her own account unless full disclosure has been made to the University and to the other party of the personal interest of the staff member.

## CONSULTING

The University recognizes that staff members may have various opportunities for outside professional activity. Such opportunities may or may not be related to a staff member's professional responsibilities; they may be conducted entirely during work hours, entirely during personal time or in some combination of the two. They may or may not provide compensation above and beyond the reimbursement of expenses.

Bucknell does not discourage outside consulting or other professional activity by staff members, provided that such activity is consistent with University guidelines. These guidelines are available in *myBucknell*.

## COPYRIGHT AND INTELLECTUAL PROPERTY

There are many circumstances in which it is perfectly appropriate to copy, but as we exercise our rights to fair use as individual members of the public, or as educators using materials in the classroom, we need to be sure that we are not violating the rights of authors and/or distributors or the privacy rights of individuals.

Members of the Bucknell community are prohibited from utilizing copyrighted works unless the action is authorized by (a) specific exemptions in the copyright law, (b) the fair-use guidelines including those specifically granted to educators in classroom settings, or (c) licenses or written permission from the copyright owner.

Staff members are reminded that it is unlawful for anyone (e.g., clerical staff and student assistants) to copy material for which necessary written permission to copy has not been obtained or which does not fall under fair use. Both the individual requesting such services and the individual performing them may be liable for copyright infringement.

Members of the Bucknell community who willfully disregard the institution's Copyright Policy do so at their own risk and assume all liability, including the possibility of disciplinary action for copyright infringements. Violations will be referred to the appropriate academic dean or vice president.

The University also owns the rights to all inventions, developments, discoveries, or written works created by staff members who create them as part of their job responsibilities or through the substantial use of University equipment, services or resources. This includes matters that may be patentable, or considered works for hire, under the copyright laws. To access the University's intellectual property policy (including whether and when royalties for licensing of inventions created by staff members are shared by staff members), go to <https://my.bucknell.edu/x55987.html> and <https://my.bucknell.edu/x55598.html>.

## **DRUG-FREE WORKPLACE/CAMPUS COMMUNITY**

Bucknell University recognizes substance abuse in the workplace and campus community as a danger to personal health and safety. In addition, the unlawful use of controlled substances by staff members in the workplace is inconsistent with the University's educational mission. As such, it is the policy of Bucknell University that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances in the workplace is prohibited.

In an effort to promote a drug-free workplace and campus community, the University urges its staff members who experience drug-related problems to seek assistance through the drug and alcohol program coordinator, or through the Employee Assistance Program (EAP), [www.horizoncarelink.com](http://www.horizoncarelink.com). Referrals can be made for either in-house assessment, professional outpatient counseling or for admission to residential treatment centers located close to or several hours away from the local area. The University supports the use of sick or personal leave for treatment purposes; such leaves are given the same consideration and confidentiality as other medical problems.

The drug and alcohol program coordinator, located in Psychological Services, can also provide information about treatment and support group services for staff members who seek help regarding the substance abuse of a family member.

Staff members who are experiencing performance problems in the workplace may be required to undergo treatment for substance abuse, or be subject to disciplinary action up to and including dismissal. Those individuals who do undergo treatment for substance abuse will be expected to follow the prescribed aftercare program. Those convicted of violating a criminal drug statute while at the workplace will face dismissal from University service. For more information, consult the guide *Working toward a Drug-Free University Community* available in the University Policies in *myBucknell*.

## **ETHICS REPORTING/WHISTLEBLOWING**

The University provides employees with an anonymous and confidential reporting mechanism to report financial, accounting and auditing improprieties. The University has contracted with a third party provider for this service. Employees can file a report by calling 1-866-384-4277 or via any computer attached to the internet at [www.ethicspoint.com](http://www.ethicspoint.com). Reports are forwarded to the University's General Counsel, the VP for Finance and Administration and the Internal Auditor. For more information about this service, please consult the Internal Auditor website.

## **HUMAN RESOURCE (HR) FILE GUIDELINES**

Members of the Bucknell University faculty and staff are welcome to review the contents of their own respective HR files during operating hours, within the Human Resources

office suite accompanied by a member of the Human Resources staff. An appointment is necessary so that a member of the Human Resources staff can be present.

HR files are restricted to the staff member, the immediate supervisor, department/division head, and the Human Resources staff. No other individual can access another person's file without his/her written consent. Nothing can be removed from the HR file by the individual, unless it was originally submitted by the individual for inclusion. A member of the Human Resources staff can make copies of a HR file's contents upon request. Individuals may add materials to their own HR files at any time.

## **IDENTIFICATION CARDS**

Identification cards are issued for regular full-time and regular part-time staff members and their spouses/spousal equivalents. Identification cards issued to spouses/spousal equivalents are issued based upon the request/authorization of the full-time and eligible part-time staff member, and this access may be terminated at any time upon the request/authorization of the staff member. The identification card, commonly referred to as BU ID, may be used for free or reduced admission to most athletic and cultural events. In addition, active casual staff members who meet eligibility criteria can also receive University identification cards.

Staff may use their BU ID for charges at the bookstore and all campus dining areas, for checkout at the library, and entry to the KLARC. The BU ID also provides entry to any residence hall from 6 a.m. to 11 p.m., Monday through Thursday, and 6 a.m. to 1 a.m., Friday and Saturday.

Staff who do not meet the eligibility criteria for a BU ID receive a special card, good at the Fieldhouse, the Bertrand Library and public events. This card also provides entry to any Residence Hall from 6 a.m. to 11 p.m., Monday through Thursday, and 6 a.m. to 1 a.m., Friday and Saturday.

A special card, good at the Fieldhouse, the Bertrand Library and public events, is available for dependent children between the ages of 12 and 26; the dependent card expires at midnight on their 26<sup>th</sup> birthday. To request a BU ID for dependent children, staff members should complete an application available in the Human Resources area of *myBucknell*. Children younger than age 12 will not receive BU IDs, but they may be admitted to campus events without charge when accompanied by a parent. A dependent BU ID does not have charge privileges. Identification cards issued to dependent children are issued based upon the request/authorization of the full-time and eligible part-time staff member and this access may be terminated at any time upon the request/authorization of the staff member.

A lost or stolen BU ID should be reported to the Card Services office or Public Safety; there is a \$50 card replacement fee. With the exception of retirement, long-term disability or death, all University BU IDs from the staff member, spouse/spousal equivalent, and dependents must be returned to Human Resources upon termination of employment.

Additional information about BU IDs can be found in the Housing and Residential Life area within *myBucknell*.

## **MORTGAGE GUARANTEE**

The University has a mortgage guarantee program to assist recently hired full-time administrative staff in relocating to the local community. The University will provide a guarantee to the mortgage lender for a portion of a new mortgage, thereby assisting the administrative staff member in obtaining a mortgage on their local primary residence and possibly reducing mortgage insurance costs. Generally, the guarantee will not exceed 20% of the sales price or appraised value of the property (whichever is less) minus the down payment due at closing.

To qualify for the mortgage guarantee:

1. The full-time administrative staff member's position does not have a stated termination date, nor is the position deemed temporary in nature. For example, a one-year full-time temporary position would not qualify.
2. The full-time administrative staff member must be moving into the area from a distance of more than 50 miles, and must apply for the mortgage guarantee program within five years of their date of employment.
3. The guarantee program may not be used more than once.
4. The appropriate Vice President must certify eligibility.

Please contact the Finance Office or Provost Office for additional information

## **MOVING EXPENSES**

Contact Human Resources for the current Relocation Expense Policy

## **PROFESSIONAL CONDUCT POLICY**

Bucknell University encourages the development of positive professional relationships among all members of the campus community. All University employees are expected to conduct themselves in a collegial manner, serving as positive role models for our students as they learn to interact appropriately and respectfully. To this end, the University strongly discourages the development of intimate relationships between students and staff. This

includes, but is not limited to staff/student relationships and/or supervisor/subordinate relationships.

Bucknell reserves the right to take whatever disciplinary action is deemed appropriate up to and including termination. For more information, consult the University's Sexual Harassment Policy, or contact the Associate Vice President of Human Resources or his designee, or the Affirmative Action Officer.

## **SAFE HARBOR (FLSA) POLICY**

If your job is classified as exempt, your pay does not depend on the number of hours you work per day and/or per week. Rather, exempt staff members receive a fixed salary each work week without regard to (i) the number of hours they work or (ii) the quantity or quality of their work, subject only to those deductions specifically authorized by the Fair Labor Standards Act (FLSA) as consistent with their exempt status.

Under the FLSA, exempt staff members are not entitled to payment for any work week in which they perform no work for the University. In addition, the salary of an exempt staff member may be prorated in their first and last weeks of employment.

If you are an exempt staff member paid on a salaried basis, your pay is subject only to certain deductions as permitted by the FLSA regulations. No deductions will be taken from an exempt staff member's pay inconsistent with the exempt staff member's salaried status. Moreover, no policy or statement in the Staff Handbook or any other University policy or procedure shall be construed as permitting or authorizing an exempt staff member's pay to be subject to deductions inconsistent with the exempt staff member's salaried status.

If you believe your salary has been subject to an impermissible deduction inconsistent with the FLSA's salaried basis requirement, or if you have any other concerns about your pay, please contact the Vice President of Human Resources or his designee at 577-1631 or the Director of Financial Services at 577-3307.

The University will conduct an immediate investigation of your concerns, disclosing them only to those who have a need to know in order to investigate and/or to take corrective action. If an improper deduction has been taken from your pay, you will be reimbursed for the improper deduction in the next possible paycheck. We also will ensure that, in the future, no similar deductions are taken from your pay or the pay of other exempt staff members. Regardless of whether an improper deduction was taken from your pay, we also will ensure that there is no retaliation against you for bringing your concerns to our attention.

## **SENIORITY**

The following is a summary of the University's Seniority Policy that applies when positions must be eliminated:

1. In the event that positions will be eliminated because of a reorganization or cutback, after discussion with the immediate supervisor, the affected staff members will be notified in writing by Human Resources. A minimum notice of two months will be given.
2. Any staff members in such jobs who have been evaluated previously in writing as having less than satisfactory performance during their most recent year of service will be displaced first, and will not be eligible for reassignment.
3. Next in order of layoff will be those persons having the least number of years of continuous University Service (as defined above). A staff member who is laid off through no fault of his/her own will retain his/her original date of service for one year following layoff, and staff member benefits will continue for three months, or, in the case of the retirement plan, as allowed by the terms of the retirement plan.
4. Staff members displaced from eliminated jobs will be given an opportunity in the order of their University service (seniority) to interview for any vacancies for which they are qualified.
5. Displaced staff members are expected to accept an offer of reassignment to a position substantially similar to the prior position and at a similar wage rate. If a displaced staff member rejects two offers of reassignment, he/she will be considered to have quit rather than to have been laid off.
6. When a vacancy occurs after a staff member is laid off, Bucknell will use every reasonable effort to recall the displaced staff member. Displaced staff members should also maintain contact with Human Resources in order to keep advised of current openings. Human Resources will make every effort to assist displaced staff members in interviewing for positions for which they are qualified both within and outside the University.

## **SEX DISCRIMINATION, SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE AND STALKING VIOLENCE**

View or print the Bucknell University Sex Discrimination, Sexual Misconduct, Relationship

Violence and Stalking Policy and Procedures for Resolving Complaints **Against Staff** here: [Sex Discrimination, Sexual Misconduct, Relationship Violence and Stalking Policy and Procedures for Resolving Complaints Against Staff](#)

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View or print the Bucknell University Sex Discrimination, Sexual Misconduct, Relationship Violence and Stalking Policy and Procedures for Resolving Complaints **Against Faculty** here: [Sex Discrimination, Sexual Misconduct, Relationship Violence and Stalking Policy and Procedures for Resolving Complaints Against Faculty](#)

View or print the Bucknell University Sex Discrimination, Sexual Misconduct, Relationship Violence and Stalking Policy and Procedures for Resolving Complaints **Against Students** here: [Sex Discrimination, Sexual Misconduct, Relationship Violence and Stalking Policy and Procedures for Resolving Complaints Against Students](#)

## **SMOKING AND CLEAN INDOOR AIR POLICY**

To promote the health and safety of all members of the campus community, the University prohibits smoking in all University buildings and facilities, including but not limited to academic, residential and administrative buildings; rooftops, decks and patios; University vehicles; athletic and recreational stadiums, fields and events; tent events; outdoor eating areas; and within 25 feet of building windows, doors or other entrances. For purposes of this policy, smoking includes e-cigarettes, vaping, JUULs and other such smoking and smokeless devices. The use of hookah devices, synthetics (e.g. Spice, K2) and marijuana on campus or at University events is strictly prohibited.

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All faculty, staff and students share the responsibility of adhering to and enforcing this policy. Any problems should be brought to the attention of the appropriate supervisor.

## **SOLICITATION**

No solicitation by a staff member of another staff member may occur during that staff member's working time or while the other person is working. Solicitation, therefore, may take place only during meal periods, scheduled breaks and before and after work times, and in non-public areas.

Distribution of advertising material, handbills or other literature in working areas of the University is not permitted at any time.

## **UNIVERSITY SERVICES**

### **ACADEMIC REGALIA**

In order to encourage participation in Convocation, the University will provide caps and gowns to staff members who do not own their own. A nominal fee is charged for cap and gown rental for Commencement.

### **ACCIDENT REPORTING**

All accidents resulting in injury to persons or property must be reported immediately. Facilities staff members should report to the Facilities Office. All other staff members should report to their immediate supervisors. Departmental offices and/or supervisors must notify Public Safety and the University Safety Manager, and file written injury/accident reports with Human Resources. Accidents or injuries involving visitors and students should be reported to the University Safety Manager, who will file reports as required by the University's insurance carrier.

### **BILLING ACCOUNTS**

Charges made at the Bookstore, Bucknell Dining and other areas of campus are billed to the staff member on a regular basis. The billing invoice is mailed to staff members at their campus address and payments should be forwarded to the Cashier. All balances are due upon receipt of the billing invoice.

A one percent (1.0 %) late fee is assessed each billing period on all past due balances. Any past due balance may result in the temporary suspension of University charge privileges. These charge privileges will be reinstated when the account is no longer past due.

### **BOOKSTORE - BARNES & NOBLE AT BUCKNELL UNIVERSITY**

Regular full-time and regular part-time staff members receive a discount on purchases made at Barnes and Noble at Bucknell University, some exclusions apply. The staff BU ID card must be presented for all discounted purchases.

The bookstore discount is a benefit for Bucknell staff members only. It is limited to purchases by staff members for their personal use or for the personal use of their dependents. The bookstore and the University reserve the right to withdraw the discount entirely from any individual who abuses the privilege. Under no circumstances may individual charges be made using the departmental discount.

## **BUCKNELL DINING**

Staff members are welcome to make use of the Bucknell Dining facilities. Staff members interested in charging meals in campus dining areas for billing through their University B-bill account should present their BU ID card to the cashier.

## **CAMPUS BOX OFFICE**

The Campus Box Office is located in the Weis Center with additional ticket outlets in the Elaine Langone Center and at the Barnes & Noble at Bucknell University Bookstore. The Campus Box Office handles tickets for ticketed University functions, including athletics, performing arts, student organizations and the Weis Center. Tickets are often available at reduced rates or free for various groups of BU ID card holders.

For additional information, please see the Campus Box Office in *myBucknell*.

## **CHILDCARE**

Among the childcare options available in the Lewisburg area is the Sunflower Childcare Center, an independent facility located on the Bucknell campus. Sunflower offers year-round childcare for infants and children in the area. Bucknell staff members are given priority when childcare openings arise. Staff members are encouraged to contact the Center well in advance of an anticipated need.

## **CULTURAL AND RECREATIONAL OPPORTUNITIES**

Cultural events throughout the academic year are open to all members of the University staff and their families. Many recitals, concerts, lectures, and public meetings are open to all without charge. The policy for free or reduced-price tickets for the Performing Arts Series is publicized at the beginning of the academic year.

Admission to home athletic events is free to each staff member and spouse/spousal equivalent upon presentation of the university identification card. Staff members' children are also admitted free when accompanied by one or both parents. Athletic facilities are open for personal use by staff members and their families without charge at times designated by the Athletics Department office.

## **EMPLOYEE ASSISTANCE PROGRAM**

The Employee Assistance Program (EAP) offers an opportunity for staff, faculty members and members of their households to get help in resolving difficulties that may negatively affect the quality of their lives and/or job performance.

The EAP, Aetna's Resources for Living, can be accessed 24 hours a day, seven days a week, through the use of a toll-free number [1-866-252-4468] or at [www.MyLifeValues.com](http://www.MyLifeValues.com) and entering the login *bucknell* and password *eap* . By contacting the EAP, members of the staff and faculty, or any member of their households, can receive confidential assistance with personal concerns, including marital, family, teen or financial difficulties, stress, eldercare placement, literacy and legal issues. Masters- level trained counselors can assist staff in developing action plans for dealing with their problems.

Should face-to-face counseling visits be necessary, the EAP counselor can arrange up to three confidential diagnostic sessions (for each presenting problem per household member, per year) with area clinicians. There is no charge to staff or faculty members for the use of the EAP. Confidentiality is assured except as prescribed by state and federal laws related to child abuse, or threats of harm to oneself or others. For more information about EAP services, contact Human Resources, or consult the EAP website: [www.MyLifeValues.com](http://www.MyLifeValues.com).

## **ENVIRONMENTAL HEALTH & SAFETY**

The University seeks to maintain safe conditions for all staff members and visitors to the Bucknell campus. The University's Safety Manager investigates hazardous conditions and recommends improvements to eliminate such conditions. Suggestions for establishing safe working practices or areas of the campus that may need attention should be made to the Safety Manager, or to [safetyworks@bucknell.edu](mailto:safetyworks@bucknell.edu).

## **EVENTS MANAGEMENT**

### **Conference Center**

The Forrest D. Brown Conference Center at Cowan is available for the use of staff members and their families for picnics and outings. All functions must be scheduled in advance with Events Management. Staff members may also use the lodge for overnight accommodations; a fee is charged for the use of the lodge and its facilities. Student groups are given priority in use of the center.

### **Facilities**

University facilities are made available for rental for non-University functions, at appropriate times. University staff members may reserve these facilities, but rental fees and insurance requirements are still applicable. Information may be attained at Events Management, x73095.

### **Switchboard**

The University Switchboard, in addition to handling incoming and campus phone calls, provides the following services to the Bucknell community: dialing assistance, both domestic and international, conference calls, Lost and Found, after-hours pick-up (if pre-arranged) and drop-off keys, visitor parking passes for first year student guests, management of keys for limited access areas on evenings/weekends and acceptance and notification of students/staff of "special" deliveries. The Switchboard also provides information such as student, staff and department phone numbers, area codes/country codes, hours of operation, event schedule information, directions, campus maps and frequently requested local business numbers.

### **University Buildings**

Use of University buildings for meetings or special events should be cleared with Events Management. All rooms and events must be scheduled.

### **University Vehicles**

University vehicles are available for travel on University business, and costs are charged against the department budget. Likewise, reimbursement is available for the use of one's own vehicle on University business. Events Management schedules University vehicles. Liability insurance coverage does not permit the assignment of University vehicles for personal use.

## **HAZARD COMMUNICATION PROGRAM**

The University, as required by law, has a Hazard Communication Program. Updates to Haz Com are provided to University staff members affected by the program as OSHA updates the Hazard Communication Standard. The purpose of the program is to make information available to staff members on the identity of chemicals used in the workplace, the nature of these chemicals and the protective measures to be used when working with chemicals. The University EH&S Manager is the program coordinator acting as the representative of the Vice President for Finance and Administration, who has overall responsibility for the program. Any questions or concerns regarding the Hazard Communication Program or the Globally Harmonized System for Classification and Labeling of Chemicals (GHS) are to be directed to the University EH&S Manager, Environmental Health & Safety Office.

## **HEALTH ADVOCATE**

Health Advocate provides a trained professional, typically an RN, who works with Health Advocate's medical and administrative staff to help members understand the intricacies of the healthcare system and how to navigate through it. Once contacted, the member's Personal Health Advocate stays with them to coordinate care among physicians and medical institutions in various ways. Health Advocate is NOT a substitute for our current health care program. It is a totally confidential program, intended to solve problems members might encounter in the various healthcare systems or with individual medical issues.

More information on Health Advocate is located in *myBucknell*

## **LESBIAN, GAY, BISEXUAL, TRANS\* AND QUEER RESOURCES**

the Office of Lesbian, Gay, Bisexual, Trans\* and Queer Resources is committed to making Bucknell University a safe place for the LGBTQ community members. The goal of the office is to encourage a campus climate and atmosphere that is safe and inclusive of members of the campus community regardless of sexual orientation, gender identity and/or gender expression.. This is accomplished by providing programs, for the entire Bucknell community, which are designed to educate and increase awareness about LGBTQ identities, experiences and cultures.

The office is guided by an Advisory Board comprised of students, faculty and staff, who are interested in and committed to the mission of the office. Additionally, the Office supports the Gender and Sexuality Alliance for the student community, Fran's House an LGBTQ themed, gender-inclusive living environment and an LGBTQ Faculty and Staff social organization. The office has a lending library that is integrated with the Bertrand Library collection, a lounge is available for students and groups as well as computers for students to use.

Bucknell University is dedicated to preparing its students to be moral and ethical citizens. The University attempts to promote attitudes and behaviors among its students which will create a climate of mutual respect and empower us all to appreciate diversity. The Office of LGBTQ Resources encourages students to be fully involved in the life of the University, to become responsible citizens, to educate themselves about the issues facing the global community, and to become change agents to build an inclusive and accepting society.

## **LIBRARY AND INFORMATION TECHNOLOGY**

Library and Information Technology provides a variety of support services to the University, including computing, library, network, instructional technology, classroom support, telecommunications and web services.

Assistance from the Library & IT staff is available to all Bucknell staff members. Short courses detailing available facilities and software as well as advice concerning equipment purchases for office or personal use are provided.

The library supports the information and research needs of the faculty and staff. The full range of print and non-print information access services are located in the Ellen Clarke

Bertrand Library, including Learning Spaces Services. Borrowing privileges at the library are extended to staff members and their dependents. BU ID cards serve as

library cards.

## **MULTICULTURAL STUDENT SERVICES**

Multicultural Student Services serves as a campus focus on cultural diversity. The many programs the center sponsors throughout the year are open to staff members and their families. For more information, consult the Multicultural Student Services website or contact the Multicultural Student Services office, x71095 or [MSS@bucknell.edu](mailto:MSS@bucknell.edu).

## **PERSONAL LOANS**

Full-time faculty and staff members who have satisfactorily completed their introductory period, if applicable, and are in good financial standing with the University may request a personal loan through Bursar Services. The maximum loan per faculty/staff member is \$5,000 and a promissory note must be completed.

The interest rate is 5.9% and is subject to change based on periodic review by the University. Loans must be repaid through payroll deduction over a repayment period not to exceed three years.

If for any reason the borrower should terminate employment with the University, the loan balance plus interest is due and payable in full on the date of termination and if necessary, will be deducted from the last pay. For additional information contact Bursar Services/Finance Office.

## **PSYCHOLOGICAL SERVICES**

Psychological Services, located in Lowry House, provides mental health and personal development services primarily to Bucknell students. The office can assist University staff with information about mental health services in the community and provide guidance for finding a clinical provider or service. If a staff member is concerned about a student, Psychological Services' clinicians are also available to consult. The clinician can help the staff member assess the situation and decide how best to provide assistance to the student.

## **PUBLICATIONS, PRINT, & MAIL**

Publications, Print, & Mail is located on the ground floor of Marts Hall, provides printing, duplicating, copying and mailing services to the campus community. They are capable of providing single as well as full color copies. There is also a full-service post office at this location, handling stamps, express mail and package shipping service. A member of their staff serves as a client service representative to each department, and they are available to advise you of services offered, or to help you plan any projects you may have. Bucknell staff members may have personal work done through this

department, and the charges may be billed to individuals through the University billing system.

In addition to central high-speed copying service, there are many small convenience copiers located throughout the campus. Copy cards are available to allow copies to be charged to individual departments.

Full details about services offered are available myBucknell, or you can call 7-3757 for additional information.

## **PUBLIC SAFETY**

Bucknell's Department of Public Safety, a professional law enforcement agency responsible for all police, security, medical and fire services on and around campus. The Department of Public Safety maintains full operations 24-hours a day, 365 day a year and can be contacted at (570) 577-3333 or ext. 73333.

Members of the campus community who encounter criminal activity or suspicious persons or activity, require medical attention, emergency response or clean up should contact Public Safety for immediate assistance at (570) 577-1111 or ext. 1111, anytime, day or night. All Public Safety officers are academy trained and certified police officers trained to respond, assess and mitigate such situations.

### **Emergency Response**

Every campus department or office has the Bucknell *All-Hazards, Emergency Operations Plan* (EOP) which contains instructions for staff members in the event of an emergency and advises faculty and staff members as to what will occur if an emergency of any type occurs on or around campus.

Every person on campus should be familiar with the location and contents of this manual, and supervisors or department heads should insure that their staff members have access to this manual at all times. The Bucknell *EOP* is now being updated yearly and is available on-line at the Department of Public Safety website, [www.bucknell.edu/publicsafety](http://www.bucknell.edu/publicsafety).

When in doubt about what to do for a potential problem or emergency, call Public Safety 24- hours a day, 365 day a year at (570) 577-1111 or ext. 1111.

## **Parking and Traffic Regulations**

Bucknell University welcomes you the motorist, on campus. Students, faculty, staff and visitors who drive vehicles on campus will be responsible for proper registration, use and operation of their vehicles in accordance with the traffic/parking regulations set forth by Bucknell University and Pennsylvania state law. The University recognizes the use of all

motor vehicles as a convenience and it is not obligated to provide unlimited parking for all vehicles entering campus. It will, however, attempt to provide reasonable parking spaces for properly registered vehicles within the sites available. The Department of Public Safety maintains a website, <http://www.bucknell.edu/x6449.xml> containing all traffic rules and regulations, as well as the campus parking map. The objective of these regulations are: to define parking areas and provide for their most effective use; limit all parking to within designated areas in order to control the smooth flow of traffic; and to provide access to all roadways and parking lots by emergency vehicles at all times. To accomplish these objectives, cooperation of all motorists on campus is expected

The Department of Public Safety maintains enforcement of all parking and traffic regulations through daily patrols that check vehicles to ensure they are properly registered and appropriately parked. All parking regulations, booting and towing are enforced 24 hours a day, the entire calendar year. All parking violations must be paid or appeals filed within ten days of the date of the notification of violation, online.

### **Handicapped and Medical Parking Permits**

Bucknell University does not issue permanent handicapped or medical parking permits, and will only honor *State issued* handicap placards and plates. With possession of a State HP placard or plate you will be allowed to park in any valid HP space, if these are occupied you will be permitted to park in staff, student, 15 minute or visitor parking area; not in loading docks, and fire lanes and service vehicle spaces.

When you register your vehicle please indicate on application, where provided, if you have a current State HP placard or plate, and submit electronically or by mail a copy of your authorization.

If throughout the academic year you become medically in need of a State HP placard or plate please apply online [at www.dmv.org](http://www.dmv.org) and bring your application into Public Safety where you will be given a temporary placard from the Parking division for 10 days. Once you are in possession of a State HP placard or plate you will be able to park in any of the spaces outlined above.

### **Theft**

The University uses a number of means to prevent petty theft. However, staff members must take personal responsibility for protecting their keys, petty cash, purses, wallets, and other personal belongings. The University is not responsible for a staff member's property that is

stolen, lost or misplaced. However, all thefts and/or suspicious incidents should be reported to the Department of Public Safety immediately so that they can begin investigation.

## **WOMEN'S RESOURCE CENTER**

The Women's Resource Center serves all members of the University community by providing educational programs, workshops on gender-related issues, a lending collection of books, videos, and audiotapes, and information and referrals to individuals on a variety of topics. Films and brown bag lunch discussions are scheduled at convenient times throughout the year on topics such as healthy nutrition, breast cancer, caring for elders, and dealing with stress, dual career couples, and other concerns.

## **WRITING CENTER**

The Writing Center provides resources and support for students, staff and faculty members engaged in writing and oral communication projects. Staff members may meet with consultants in any stage of the writing or presentation process. Whether you are generating ideas, revising a draft in progress, or editing a nearly completed piece, we are happy to offer constructive feedback and to listen and share suggestions in oral presentation practice sessions.

Individual sessions typically last for one hour. In these sessions, staff members are asked to describe their chief concerns about a draft in progress and are invited to read the draft aloud to the consultant, stopping when questions arise or when the consultant or writer wishes to summarize or ask for clarification. Staff members are encouraged to use these sessions as opportunities to revise their work in the presence of a facilitative questioner. While consultants will not edit or proofread drafts, they will provide instruction to help staff members do so effectively. To make an appointment, please call the Writing Center Coordinator at x73141.