

2015

Employee Handbook



Office of Human Resources

Bowie State University



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Introduction



Welcome to the Bowie State University community. We are happy that you have chosen Bowie State University (BSU) as your place of employment. Bowie offers a proud history of excellence in higher education. We know that you join us in making our institution one of continuing excellence. Our responsibility as employees is to provide the best service and support possible to further the educational goals of this institution. Every job, regardless of the nature of the work, is important to achieving the University's mission.

This handbook is written to acquaint you with the University. It contains general information that will be helpful to you as you learn and grow here at Bowie State University. We recommend that you read it and keep it as a handy reference tool. This handbook may be updated from time to time as needed. The information contained in it may also be found on the University's web site. This handbook is not all-inclusive and does not constitute a contract or agreement, implied or otherwise as to the terms and conditions of employment. **BSU reserves the right to revise policies and procedures at any time.** Should there be any conflict, the Board of Regents policies and, where applicable, union contract agreements supersede this handbook.

We hope that members of our community will do their part to foster a collegial atmosphere of cooperation and trust in which our students will be engaged and enriched.



It is our sincere desire that your experiences here at Bowie will be rewarding and that you will grow professionally at this great institution.



Bowie State University expressly prohibits discrimination against any individual on the basis of race, color, religion, age, ancestry or national origin, sex, sexual orientation, disability, marital status, or veteran status. All policies, programs, and activities of Bowie State University are and shall be in conformity with pertinent federal and state laws on non-discrimination, including, but not limited to:

Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Equal Pay Act of 1963, the Age Discrimination Act, the Americans with Disabilities Act of 1990 (including Section 504 of the Rehabilitation Act of 1973); Federal Executive Order No. 11246 as amended; and Article 49B of the Annotated Code of Maryland.

Bowie State University is committed to providing equal access to all programs and services offered by the University both on and off campus. Bowie State University's Equal Employment Policy Statement (VI – 1.00) provides access in academic and employment related matters to all persons, both employees and applicants for employment. More importantly, equal opportunity of access to such programs, includes, but is not limited to recruitment, hiring, rate of pay, promotions, training, retention and dismissals.



Collective Bargaining at Bowie State University

Two unions represent many of the staff of Bowie State University. The American Federation of State and County Municipal Employees (AFSCME) represent the exempt and non-exempt employees and Maryland Classified Employees Association (MCEA) represents Sworn Police Officers. Each of these bargaining units has a separate bargaining agreement. A copy of this agreement will be made available to each member upon request by contacting the union.

Managers, supervisors, and confidential employees are excluded from collective bargaining. You will find the following definitions helpful in determining whether or not you are eligible to participate in collection bargaining.

Managerial employees are individuals who are engaged predominantly in executive and management functions; or charged with the responsibility of directing the effectuation of management policies and practices.

Supervisors are individuals who have authority in the interest of the president to hire, transfer, suspend, lay off, recall, promote, discharge other employees, or effectively to recommend such action, if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical in nature but requires the use of independent judgment.

Confidential employees are individuals who have access to confidential or discretionary information regarding the formulation of policy or procedures; whose functional responsibilities or knowledge concerning employee relations makes the employee's membership in an employee organization incompatible with the employee's duties; or who is the personal secretary of the chief administrative or executive officer of an agency.

Much of the information contained in this handbook pertains to all staff regardless of representation. Bargaining unit employees should refer to their respective Memorandum of Understanding (MOU) to note any differences in terms and conditions of employment.



HISTORY OF BOWIE STATE UNIVERSITY



Bowie State University is an outgrowth of the first school opened in Baltimore, MD, on January 9, 1865, by the Baltimore Association for the Moral and Educational Improvement of Colored People, which was organized on November 28, 1864 to engage in its self-appointed mission on a statewide basis. The first normal school classes sponsored by the Baltimore Association were held in the African Baptist Church located on the corner of Calvert and Saratoga streets. In 1868, with the aid of a grant from the Freedmen's Bureau, the Baltimore Association purchased from the Society of Friends a building at Courtland and Saratoga streets for the relocation of its normal school until 1883, when it was reorganized solely as a normal school to train Negro teachers.

The Baltimore Normal School had received occasional financial support from the City of Baltimore since 1870 and from the state since 1872. In 1871, it received a legacy from the Nelson Wells Fund. This fund, established before Wells' death in February 1943, provided for the education of freed Negro children in Maryland. On April 8, 1908, at the request of the Baltimore Normal School, which desired permanent status and funding as an institution for the education of Negro teachers, the state legislature authorized its Board of Education to assume control of the school. The same law re-designated the



institution as a Normal School No. 3. Subsequently, it was relocated on a 187-acre tract in Prince George's County and by 1914; it was known as the Maryland Normal and Industrial School at Bowie.



A two-year professional curriculum in teacher education which started in 1925 was expanded to a three-year program. In 1935, a four-year program for the training of elementary school teachers began and the school was renamed Maryland State Teachers College at Bowie. In 1951, with the approval of the State Board of Education, its governing body, Bowie State expanded its program to train teachers for junior high schools. Ten years later, permission was granted to institute a teacher-training program for secondary education. In 1963, a liberal arts program was started and the name was changed to Bowie State College.

In 1970, Bowie State College was authorized to grant its first graduate degree, the Master of Education. A significant milestone in the development of the graduate studies at Bowie State was achieved with the Board of Trustees' approval of the establishment of the Adler-Dreikurs Institute of Human Relations in 1975. Currently, the University offers bachelor's and master's degree programs and one doctoral degree in educational leadership. Included in the inventory of degree programs is the Bachelor of Arts,



Bachelor of Science, Bachelor of Science in nursing, Master of Arts, Master of Arts in teaching, Master of Education, Master of Science, Master of Science in nursing, Master of Business Administration and Master of Public Administration.

On July 1, 1988, Bowie State College officially became Bowie State University, a change reflecting significant growth in the institution's programs, enrollment and service to the local area. On the same day, the University also became one of the constituent institutions of the newly formed University System of Maryland.

In 1995, Bowie State University won an 11-year \$27 million award from the National Aeronautics and Space Administration/National Science Foundation to become one of only six national Model Institutions for Excellence in science, engineering and mathematics. This award significantly strengthened the institution's academic infrastructure and enhanced an already excellent computer science and technology program that has consistently ranked first in the nation in graduating African American students with master's degrees.

Bowie State University, throughout its history, has achieved major milestones in spite of limited resources. In spring 2005, with the unveiling of the supercomputer that was built by Bowie State University faculty and students, Bowie State University emerged as a leader among higher education institutions in computing power. At the time of its unveiling, Bowie State's supercomputer was the fastest supercomputer of all higher education institutions in the state of Maryland, the eighth fastest in the United States and among the top 200 fastest in the world.

Among the nation's leaders in teacher education, with 50 years of successive accreditation by the National Council of the Accreditation of Teacher Education (NCATE), it stands to reason that Bowie State University's first doctoral program would be in the field of education. For the first time in the history of the University, Bowie State University conferred an earned doctorate, with 16 persons receiving the Doctorate in Educational Leadership, during the May 2005 commencement.



ORGANIZATION AND FUNCTION

President Dr. Mickey L. Burnim



The President is the Chief Executive Officer of BSU and is accountable to the Board of Regents of the University System of Maryland (USM) for the administration, discipline and the successful conduct of business by BSU.

Reporting to the President are the Provost, five (5) Vice Presidents, the Director of Athletics, the Director of University Relations and Marketing and the Chief of Staff, with responsibility for administering the major organizational segments of BSU.

The organizational divisions are **Provost and Academic Affairs, Administration and Finance, Student Affairs, Institutional Advancement, Information Technology, University Relations and Marketing, and Athletics.**



President's Cabinet



Ms. Karen J. Shaheed, Esq.
General Counsel



Dr. Karl Brockenbrough
Vice President for Finance and
Administration



Dr. Artie L. Travis
Vice President for Student
Affairs



Dr. Weldon Jackson
Provost and VP for Academic
Affairs



Dr. Richard Lucas
Vice President for Institutional
Advancement



Ms. Cassandra Robinson
Director of University Relations
and Marketing



Mr. E. Wayne Rose
Vice President for Information
Technology

Mr. Clyde Doughty
Athletic Director



Tammi Thomas
Chief of Staff



EMPLOYMENT

For the purposes of this handbook, staff are the exempt and non-exempt employees of the University. Regular employees are those appointed to continuing positions, which have been approved through the budgetary and classification processes. Regular employees are differentiated from contingent (temporary) employees whose appointments are on an “as needed” basis. Non-exempt employees are those support personnel appointed under Board of Regents’ policies for non-exempt employees. Non-exempt employees serve a six-month probationary period. Exempt employees are those administrative and professional personnel who are considered at-will employees. Exempt employees serve a one-year probationary period.

Employees are appointed or promoted based on qualifications and performance. Employees seeking employment information and/or opportunities should check the BSU website.

The Office of Human Resources conducts a formal orientation program for new employees, including a question and answer session pertaining to basic personnel policies, procedures, and benefits. Please contact that office for further information.

Employees are expected to obtain and carry an employee identification card. The Bowie Card Center, located in room 118 of the Wiseman Centre, issues this card. Staff may be required to show it at any time for security purposes.

Personnel Records

The Office of Human Resources maintains the official personnel records. These records are confidential. An employment file is maintained for each employee by the Office of Human Resources. The employee file includes personal data and information related to the employee’s appointment, pay, benefits choices, and institutional employment history. Since these files are the official personnel records, it is important that employees provide the Office of Human Resources with accurate and up-to-date personal data and advise that office of any subsequent changes. Employees may view their file or obtain a copy of documents upon written request to the Office of Human Resources. Please refer to the appropriate BSU policy or MOU for further information.

Physical Examinations

Persons selected for employment to a position considered by the University to involve a health or safety risk, or which requires the employee to be able to perform duties with physical exertion may be required to take a medical examination immediately upon



employment to determine their ability to perform the job. Additionally, at any time during employment, the supervisor or department administrator may request that a medical examination be conducted for any staff member who loses excessive time from work due to illness or for the purpose of determining whether an employee has any medical condition that would prevent the employee from properly performing assigned duties and responsibilities.

Probation

Probation is an extension of the selection process where an individual's fitness for a position is assessed for a period of time to determine whether the individual will continue employment at Bowie State University. Exempt employees and Sworn Police Officers serve a one-year probationary period. Non-exempt employees serve a six-month probationary period. Employees, who are promoted, demoted, transferred or changing departments may serve a probationary period. The length of the probationary period, six months to one year, is determined by the pay grade of the new position. Probationary periods for non-exempt employees may be extended with the approval of the Senior Director of Human Resources.

At any time during probation, a non-exempt or exempt employee can be terminated from his/her position. Under specific conditions, termination on probation may only be appealed if the termination was procedurally deficient or in violation of the law. These conditions are outlined in the University's grievance policies (see specific MOU for details). Specific information regarding your probationary period can be obtained from the supervisor or the Office of Human Resources at **extension 23450**.

Job Specifications/Position Descriptions

The Office of Human Resources maintains written job class specifications and/or position descriptions for staff positions. Each specification applies to a group of similar positions called a job class and includes characteristic duties, responsibilities and minimum qualifications, grade level, and any special licenses or certificates that may be required. A specification is not a position description. A position description identifies the duties, responsibilities and essential functions assigned to a specific position, and may be obtained from the supervisor. For example, the position may be a receptionist with duties and responsibilities specific to a particular work area, but the job class may be Office Assistant because the job is substantially similar to other positions in that class. Employees should receive a copy of their position descriptions when they begin employment. Employees should contact the Office of Human Resources if a copy of their job description is not readily available.



Separation from Employment (Bargaining unit employees refer to MOU)

Layoff

From time-to-time, a position may be abolished, discontinued, or vacated for reasons such as a change in departmental organization, lack of work, lack of funding, and job restructuring. Should this occur, the appropriate BSU policy and/or procedure will be applied. Advanced written notice to the employee to be laid off is required. Non-exempt employees may have displacement rights. Employees who are notified that they are being laid off should contact the Office of Human Resources to discuss their rights.

Involuntary Termination

Employment for regular employees at Bowie State University in exempt positions is on an at-will basis. This means that, subject to applicable laws and policies, either the employee or the University, consistent with the BSU policy, *VII-1.31- Policy on Separation* may terminate the employment relationship at any time. Non-exempt employees who have successfully completed the probationary period for their positions may only be removed for cause.

Resignation

Non-exempt employees who desire to resign in good standing shall give the supervisor at least two weeks written notice of resignation. However, 30 days notice is required from exempt employees. Under extenuating circumstances, the Vice-President may waive the 30-day notice requirement. Failure to provide the required notice may result in the employee being denied future BSU employment. The effective date of separation shall be the last day worked, and the taking of leave beyond that date shall not be approved. Therefore, the effective date of an employee's separation shall not be extended by the use of accumulated leave. Employees who are ill or employees who are retiring may be excluded from this policy. In these cases, the effective date of the employee's separation may be the last day of the approved leave rather than the last day worked.

Upon separation, any unused annual leave and accrued holidays to which the employee may be entitled shall be paid or transferred in accordance with USM regulations.

Reemployment and Reinstatement (Bargaining unit employees refer to MOU)

If after terminating employment, a former employee wishes to return to BSU or the USM, the individual must make application for employment. An applicant who is subsequently



selected for the advertised position may either be reinstated or reemployed by the University based on this policy.

For non-exempt employees, when the period of separation has been less than two (2) years, the individual is eligible for reinstatement. Following a separation of more than two (2) years, the individual is eligible for reemployment. If reemployed, the individual is treated as a new employee and prior service, exclusive of the period of separation from service, shall only be used to determine the rate of annual leave earnings and seniority points.



For exempt employees, when the period of separation is less than three (3) years, the individual is eligible to receive prior service credits and restoration of earned but unused sick leave. Following a separation of three or more years, the individual is eligible for reemployment. If reemployed, the individual is treated as a new employee and will not receive credit for prior service or restoration of earned unused sick leave.

In either case, the individual employed in a non-exempt or exempt position will be required to serve a probation period unless reinstated to the same position in the same department.

Please note that employees may not be rehired if they were Terminated with Prejudice for egregious actions from any agency within the State of Maryland which includes all University System of Maryland (USM) Schools. In addition, except as authorized by the President of the University, employees may not be rehired if they were terminated from Bowie State University for any reason.

Clearance Procedures

Employees who are going on an extended leave of absence or separating from employment are required to contact the Office of Human Resources prior to the last working day to complete necessary exit clearance procedures. Prior to leaving, all accounts and obligations to the University must be settled. University property, keys, identification and credit cards must be returned to the appropriate offices and the Office



of Human Resources must be informed of the correct forwarding information. Exit interviews and counseling on reinstatement and continuation of benefits are provided as requested. University Clearance Forms must be completed on or prior to the last day of employment. Failure to complete the necessary forms may result in a delay of the employee's final paycheck.

Contingent (Temporary) Employment

Contingent employees may be utilized to supplement departmental personnel for extended and undetermined periods of time. There are two areas of contingent employment, student and faculty/staff. Student work is BSU sponsored student employment outside the University Work-Study Program. Student workers are paid in accordance with the BSU Student Wage Schedule for Contingent Employment and receive only federal and state mandated benefits. For faculty/staff work, contingent employees are paid in job classes and salary levels equivalent to existing regular positions. Individuals must meet the minimum qualifications for the job class. Depending on funding and the length of the appointment, contingent employees may receive leave and other benefits. Employees in regular positions must obtain prior approval from the Senior Director of Human Resources before entering into a contingent employment agreement with the institution. Forms, procedures, and other information on contingent employment are available from the supervisor or by contacting the Office of Human Resources at **extension 23450**.

GENERAL CONDUCT AND WORKING CONDITIONS

Attendance and Punctuality

The official business hours for Bowie State University are 8:00 a.m. to 5:00 p.m. In order to provide the highest possible degree of service, employees are expected to be punctual and to maintain a good attendance record. On the occasion of any absence from or lateness due to illness or emergency, it is the employee's responsibility to notify the supervisor as soon as possible, to explain the reason, and to state the expected report to work time and/or date. The use of any form of leave must be requested in accordance with University procedures and receive the appropriate approval. It is also the employees' responsibility, in the event of prolonged periods of absence due to illness, to notify the supervisor at regular and reasonable intervals. This will enable the supervisor to properly schedule the work force and to ensure that their duties are covered during the period of absence.



Work Schedules and Timekeeping

The standard full-time workweek is 40 hours. Specific work schedules are assigned by supervisors and are subject to change by the supervisor to satisfy departmental needs. In order to maintain high quality services, overtime may be required. Non-exempt employees who are eligible for overtime are to be compensated for time worked in excess of 40 hours per week as defined by federal law. Exempt employees are required to fulfill the assigned duties and responsibilities of their positions without additional compensation. Questions regarding work schedules should be directed to the supervisor.

All non-exempt employees are required to maintain accurate positive timekeeping records. Failure to submit positive timekeeping records via web-timesheet entries, waives the right to payment for leave and compensatory time.

Exempt employees are required to account for leave hours used only. For exempt employees, the timekeeping record will reflect a "D" for Duty Day and the leave hours that have been used during the biweekly period of reporting. Duty day does not mean that once certain tasks have been completed, the employee is finished having done their 'duty' for the day. The supervisor must approve all hours away from work prior to the employee's departure.

All non-exempt and exempt employees are required to complete and submit web timesheets on a biweekly basis to the Payroll Office for processing and administrative purposes. Employees who fail to submit properly completed web timesheets may experience a disruption in pay. Web timesheets require supervisory approval for submission. Medical certifications, leave authorization slips, overtime/compensatory time slips, and other supporting documentation must be submitted to the Payroll Office on the date web timesheets are due.

Each department has a timekeeper who is responsible for reviewing web timesheets and processing leave supporting documentation for submission to the Payroll Office.

Professional Conduct and Team Work

All employees are expected to perform their jobs efficiently and effectively and to act with judgment, discretion, and integrity. Employees should strive to maintain a high standard of personal conduct and become a member of their departmental team. Each employee is encouraged to treat coworkers, supervisors and subordinates with respect, honesty, consideration, and cooperation. The success of every department and BSU depends upon competent people working willingly together.



It is expected that each employee understands, respects, and observes the core values of Bowie State University. The core values are:



The following are some of the BSU guidelines for appropriate professional conduct:

- Employees will avoid situations with the potential for conflict of interest and conflict of commitment. A conflict of interest is created when an employee influences or is in a position to influence BSU or USM decisions for personal benefit or financial gain. A conflict of commitment is created when outside activities substantially interfere with the employee's obligations to students, colleagues, or BSU. Employees should have all outside employment approved in writing in advance by their supervisor.



- Employees will not seek or accept any personal advantage that might reasonably be interpreted as an attempt to influence the employee in the conduct of his/her duties. Such personal advantage may be gifts, personal loans, advances or accommodations, financial or other items not readily available to other persons on similar terms.
- Employees will not engage in activities outside the employee's regular employment that conflict with the employee's required hours of work, job performance or BSU obligations and responsibilities. The employee's supervisor and the staff of the Office of Human Resources are available to counsel employees on questions about possible conflict of outside interests with the work of BSU.
- Employees will exercise care in the use of personnel, property, and funds entrusted to them. Employees will not use University time, facilities, or property for other than officially approved activities. Employees will uphold and abide by the official policies of BSU, the USM and the State of Maryland.
- Employees will treat fellow employees, students, and the general public with courtesy and respect for their personal dignity. Employees will be mindful of BSU and USM policies, and federal law that forbid sexual harassment and discrimination against any individual for reasons of race, color, religion, age, national origin, sex, or disability, in the use of facilities and services of BSU.
- BSU stationery and mail services are to be used only for official University business. They are not to be used for distribution of non-university, partisan, campaign political literature or information.
- Unauthorized solicitations of any kind on BSU time and property are not permitted. Requests to conduct solicitations, other than BSU sponsored activities, must be submitted in writing to the Senior Director of Human Resources at least 30 days in advance. Solicitations for organization membership, funds or any other purpose shall not be made during working hours except as specifically authorized in advance by the President, Senior Director of Human Resources or designee(s).
- Employees are encouraged to improve their performance, to find more efficient ways of accomplishing their work, and to use opportunities to increase their skills and enlarge their work related knowledge for their own improvement and that of BSU.



- The term “supervisor” refers to any employee responsible for the performance of other employees, irrespective of his/her job title. Supervisors are expected to provide effective leadership for those they supervise; to set an example by their own conduct, attitude and work habits; to not only be spokespersons for management, but to also have concern for the rights, privileges and general welfare of their employees.

Public Ethics

University employees are subject to the *State of Maryland Public Ethics Law*. This law prohibits conflicts of interest, and the appearance of conflicts of interest, between public and private employment. Some employees will be required to file annual financial disclosure statements to assure the public that there is no conflict. Generally speaking, financial disclosure is required of employees whose jobs involve responsibilities associated with financial management. The Office of Human Resources will inform employees who are required to make a financial disclosure.

Nepotism

While members of the same family are eligible for employment with BSU, a direct supervisor-subordinate relationship may not exist between family members nor may one member of a family assume for the other the role of advocate or judge with respect to conditions of employment or promotion. When members of the same family are recommended to work for the same supervisor, the President or Senior Director of Human Resources must approve the arrangement in advance.

Driving State Vehicles

All employees who drive State owned vehicles must possess a valid State of Maryland driver’s license. Also, State and BSU policy provides that any employee whose driving record shows an accumulation of six or more points for moving violations cannot operate a State owned vehicle. In addition, before being granted the privilege of operating a State or BSU vehicle, the employee must complete the Driver Improvement Program training class and sign the BSU Driver Rules and Acknowledgement form. Each employee who operates a State owned vehicle has an affirmative duty to immediately report the suspension or revocation of their driver’s license or the accumulation of six or more points for moving violations to their immediate supervisor and the Senior Director of Human Resources. Employees who fail to do so are subject to disciplinary action. An employee may also be terminated for this infraction. A driving record will be obtained from the Maryland State Motor Vehicle Administration for each employee who drives or requests to drive a State owned vehicle.



Travel

Employees who are required to travel to conduct official University business must use the University's travel agency if it is their desire for the University to pay their transportation costs in advance of travel. Employees may use their travel agency of choice if they agree to pay all initial costs and seek reimbursement upon return from travel for all previously authorized travel expenses. Employees traveling on previously authorized university business may be reimbursed for necessary expenses such as transportation (air/rail/car rental), hotel, meals, and/or mileage in accordance with BSU and USM policies. All travel, both in state and out-of-state, must be pre-approved by the appropriate University authority and documented on a Request for Travel Form. A partial cash advance may be provided to the employee for expenses such as meals, car rental, hotel, etc. Overnight travel may only be approved if the destination is in excess of 50 miles from the employee's home. Travelers should ensure that all arrangements are reasonable and appropriate, that accommodations and services are purchased at the discount rates available to the University, and that advance bookings are made using the least expensive fare via the most direct route. Employees are encouraged to use the contract travel service vendors identified by the University. When family members travel with employees, but are not themselves serving as agents of the University, employees should be careful to maintain a record of individual expenses. The University will not reimburse any expenses incurred on behalf of family members. Please refer to the BSU Travel Policy for procedures and forms for making travel requests and specific details on reimbursement rates.

Credit Cards/State Purchasing Card



This program is designed to simplify the purchasing of goods and services costing up to \$3000 per single transaction. Cardholders must be regular State employees. The card cannot be issued to contingent (temporary) personnel. A copy of all requests for new purchasing cards will be forwarded to the Office of Human Resources to verify that the applicant is a permanent State employee. Individuals responsible for purchasing cards must be, at minimum, the level of Director or Primary Grant Investigator. However,



Directors may delegate authorization to receive the purchasing card to one full-time regular State employee on their staff.

Child Abuse and Neglect

Bowie State University employees, contractors, and vendors, are required to report all known or suspected acts of child abuse.

Maryland law requires designated persons to report known or suspected acts of child abuse and neglect. The University System of Maryland policy, VI-1.50 Policy on the Reporting of Suspected Child Abuse and Neglect, implements the mandatory child abuse and neglect reporting provisions of the Family Law Article of the Maryland Annotated Code, Sections 5-701 through 5-708, to specifically apply to the University System of Maryland and its constituent institutions.

All policies, programs, and activities of Bowie State University are and shall be in conformity with pertinent state laws, University System of Maryland policies and BSU policies on reporting known or suspected acts of child abuse and neglect.

Bowie State University is committed to providing an environment free of child abuse and neglect and encouraging individuals knowledgeable of such acts, to report their suspicions of child abuse and neglect.

For more information about the requirements of this policy, contact the Office of the President at 301-860-3555 or visit

http://www.bowiestate.edu/UploadedFiles/about/cabinet/general_counsel/pap/Child%20abuse%20reporting%20policy.pdf to review the policy in its entirety.

Substance Abuse

The use of controlled substances and the abuse of alcohol present a serious threat to the employee's health and everyone's safety. Moreover, the use of illegal drugs and the abuse of alcohol impair individual competency and can result in less than complete reliability, stability, and good judgment. BSU, as an employer, strives to maintain a workplace free from the unlawful use, possession, or distribution of controlled substances and abuse of alcohol. The Governor's Executive Order 01.01.1991.16 State of Maryland Substance Abuse Policy applies to each employee of the State of Maryland including employees of the University. Any employee, who has not received a personal copy of

State policy and the BSU policy, may contact the supervisor or the Office of Human Resources. Please read them carefully. Employees found to be in violation of these



policies may be subject to disciplinary actions. The action taken could also include termination.

Telephone Etiquette

Proper use of the telephone is essential to providing quality customer service. Each time a telephone call is made or received in the conduct of business, the University is represented. It is important to remember, therefore, that the tone of voice and choice of words will convey our willingness to serve our public. Proper telephone manners should be employed each time the telephone is answered. The use of FAX machines for any purpose other than official University business is prohibited. Employees are personally liable for any unauthorized FAX transmissions or long distance calls. Please check with the supervisor regarding departmental policy on personal telephone calls and use of FAX machines.

Personal Appearance

In order to maintain an appropriate public image for BSU, employees are expected to be attired and groomed in clothing appropriate to their positions. When uniforms are required, they must be worn in accordance with departmental policies.

Community Relations



The BSU community embraces many groups, i.e., faculty, staff, students, alumni, parents, casual visitors and other groups. Each employee has a responsibility to represent the University over the telephone, by letter, and in person in a manner that is pleasant,



courteous, and professional. Work areas, to the extent possible, are to be kept neat and orderly.

Performance Evaluations

The University expects every employee to strive for performance excellence and quality of service. The Performance Management Process or PMP is our program for evaluating and appraising performance. PMP is an ongoing process used by supervisors and employees throughout the year to provide feedback on performance and to help employees achieve excellence in their jobs. It involves goal setting, feedback, coaching, evaluation and development planning. Annual evaluations are required for all employees. PMP assists supervisors in determining eligibility for merit salary increases, increments, or adjustments. The Office of Human Resources provides training for supervisors and employees in utilizing PMP and completing the required forms.

Discipline

Employees are expected to perform and conduct themselves consistent with BSU and departmental policies, rules, and procedures. Supervisors are responsible for the performance of their employees. In situations where an employee's conduct or performance warrants disciplinary measures, the supervisor and responsible department administrator(s) determine the appropriate action to be taken. These actions may include, but are not limited to:

- Verbal warnings,
- Counseling,
- Written reprimands,
- Disciplinary suspensions, and/or
- Demotions

Although not a disciplinary measure, termination may occur when disciplinary actions have not been effective.

Disciplinary measures may be taken for the following acts:

- Misconduct, (which includes, but is not limited to):
- Creating a hostile work environment,
- Bearing false witness against coworkers or other University faculty, staff, or student),
- Negligence,
- Inefficiency,



- Falsification of records,
- Failure to perform assigned duties,
- Insubordination, or other inappropriate behavior

Employees may appeal disciplinary actions through the appropriate grievance procedures. In order to facilitate impartial and consistent treatment of employees in disciplinary matters, the Senior Director of Human Resources is available to advise both supervisors and employees. Disciplinary actions should be documented in the employee's official personnel file.

Grievance Procedures

BSU recognizes that legitimate problems and differences of opinion may develop between employees and their supervisors. Employees are encouraged to work out differences through their appropriate channels. When these matters cannot be resolved in an informal manner, employees may contact the Office of Human Resources to intercede.

Employees may also choose to utilize the formal grievance procedures. A grievance is any cause or complaint arising between an employee and employer on a matter concerning discipline, alleged discrimination, promotion, assignment, or interpretation and application of rules and procedures over which BSU management has control. If, however, the complaint pertains to general level of wages, wage patterns, fringe benefits, broad areas of financial management and staffing, or performance evaluations other than procedural and as it relates to denial of merit increase, it is not a givable issue. A policy or regulation itself cannot be the subject of a grievance unless it can be shown to be contrary to law. There are defined grievance procedures for non-exempt and exempt employees. These procedures involve different time limits for filing a complaint and different steps for appealing decisions. Employees covered by collective bargaining agreements may refer to their respective MOU. Exempt employees, who are eligible to file grievances, may refer to Appendix M Procedures Governing the Filing and Processing of Grievances for Administrative Staff Personnel. Employees in the Bargaining Unit may refer to the Memorandum of Understanding (MOU).

Employee Disclosure and Retaliation

BSU operates in accordance with law and with principles of sound management, conservation of resources, and appropriate exercise of authority. In furtherance of these goals, it is proper that employees be free to disclose, without fear of coercion or reprisal, alleged impropriety or illegality in the exercise of





responsibilities by any employee. It is the policy of BSU that no retaliatory personnel action is taken against an employee for disclosing evidence of impropriety in the management of affairs of BSU. Falsely accusing a coworker, faculty, staff or student will, however, result in disciplinary actions.

Racism and Campus Diversity

The multi-ethnic and multi-cultural nature of BSU requires an atmosphere of tolerance and understanding of diverse groups, ideas, and opinions. The University has a no tolerance policy for acts of destruction or violence which are racially, ethnically, religiously, and/or otherwise motivated against the person or property of others and which infringe upon the rights and freedom of others. Individuals committing such acts are subject to judicial and disciplinary action, and termination.

Access for Persons Living with Disabilities

It is the policy of Bowie State University to ensure that all University facilities, services, and programs are accessible to all persons living with disabilities in accordance with the *Americans with Disabilities Act of 1990* and *Section 504 of the Rehabilitation Act of 1973*. The University expressly prohibits and will not tolerate acts of discrimination against qualified applicants and employees on the basis of disability.

For purposes under this section, a qualified individual is an individual with a disability who meets the skill, experience, education, and other job-related requirements of a position held or desired, and who, with or without reasonable accommodation(s) can perform the essential functions of the job.

Individuals who currently use drugs illegally are not individuals with disabilities protected by either statute and/or BSU policy. This includes persons who use alcohol and/or prescription drugs illegally, as well as those who use illegal drugs. An individual who is participating in or has successfully completed a supervised drug rehabilitation program and is no longer engaging in such use may be protected. However, all decisions regarding such protections are made on a case by case basis, consistent with federal law. For further information, please contact the Equal Employment Opportunity Officer in the Office of President at **extension 23555**.

HIV/AIDS

Bowie State University has a policy on HIV/AIDS that is separate from the University's Disability Policy. This policy (*VI – 11.00*) addresses those specific issues that pertain to the Acquired Immune Deficiency Syndrome (AIDS). It is important that employees know that AIDS results from infection from the Human Immunodeficiency Virus (HIV).



It is transmitted to individuals only by intimate sexual contact or by blood contact as with HIV contaminated needles or HIV-containing blood transfusions. Authoritative medical opinions all state there is no risk of acquiring AIDS by ordinary social or occupational contact such as working with, sitting near, or living in the same residence with a person living with HIV/AIDS. In addition, there is no risk in eating food handled by such person(s), being coughed or sneezed upon, and/or swimming in a pool with persons living with HIV/AIDS.

Bowie State University's policy on HIV/AIDS consists of a set of medical and counseling procedures, as well as a prohibition of discrimination. The educational responsibility of the University, with the assistance from the Alcohol, Tobacco and Other Drug (ATOD) Prevention Center is to distribute comprehensive, up-to-date information about HIV/AIDS and other sexually transmitted diseases, including information about symptoms, diagnosis, treatment, prevention, and methods of transmission to our University community.

The University will not tolerate acts of discrimination against those persons living with HIV/AIDS or those persons, who because of their associations have friendships or family relations with persons that are either known or suspected of living with HIV/AIDS. This protection also extends to those persons with asymptomatic HIV (no signs or opportunistic infections present). Therefore, the University will not tolerate acts of discrimination against any employee who has, or is suspected to have, HIV/AIDS symptoms or conditions; or that has a positive HIV/AIDS antibody test.

Persons, who believe they have been discriminated against in violation of this policy and/or state and federal law, should contact the Equal Employment Opportunity Officer in the Office of President at **extension 23442**.

Sexual Harassment

It is the policy of Bowie State University to ensure that all students, faculty, and staff, work and learn in an environment that is free of sexual harassment. Sexual harassment is a form of illegal gender discrimination prohibited by *Title VII of the Civil Rights Act of 1964* and *Article 49B of the Annotated Code of Maryland*. Sexual harassment between supervisors and subordinates exploits the unequal power structure inherent in these professional relationships and will not be tolerated by the University. Sexual harassment is an infringement on the individual's right to work and study in an environment free from unwanted sexual attention and sexual pressure of any kind and may occur between people of the same or different genders. Finally, all acts of sexual harassment and/or retaliation are expressly prohibited.



It is the policies of the University that sexual harassment, whether within the workplace or educational programs, will not be condoned or allowed to interfere with the mission of the University. More importantly, the University has a zero tolerance for individuals engaging in sexual harassment and/or discrimination. Persons in violation of this Policy will be subject to discipline and/or termination of employment.

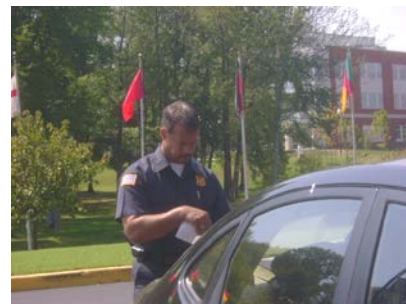
An individual who believes that he or she has been the target or victim of sexual harassment or retaliation should report such conduct immediately to the Equal Employment Opportunity Officer in the Office of President at **extension 23442**. (For a full copy of this policy, refer to the *BSU Policies and Procedures Manual, Policy No- VI. 1.20*).

University Police Department

The goal of the Bowie State University Police Department is to provide a safe and secure environment for students, faculty, staff, and visitors conducting business on University property.

The Department, which provides 24-hour, seven-day week coverage to the BSU community, has developed a proactive crime prevention program to educate members of the University community on current trends and techniques in reducing and preventing crime within its borders. Through newsletters, special bulletins and fliers, the University community is kept abreast of special problems affecting the community and precautions that should be taken. A crime prevention specialist is available to provide instructional presentations on various topics including date rape and sexual assaults, Operation Identification and property protection efforts, residential hall security, and drug and alcohol prevention. The Department is also a resource for physical security surveys for buildings and offices on campus.

The University Police Department can be contacted for emergency services or questions regarding public safety programs at **301-860-4040**.





Smoking

BSU is dedicated to providing a healthy and productive work environment for its employees and maintains that the right of the non-smokers to protect their health and comfort takes precedence over another person's right to smoke. Smoking is prohibited, by law, in all buildings on campus.

Inclement Weather and Other Emergency Conditions



When emergency conditions exist as a result of extreme weather, civil disorder, fire, or power failure which could endanger students and/or employees or make it impossible to conduct the business of the University, the President or designee, may make a determination to cancel classes, close facilities, and/or release employees. After assessing the situation, if it is determined that class should be canceled and/or that employees should be released, notification will come from the supervisor or Vice President.

In addition to campus communications, announcements will be made through radio and television news media. Although we ask the media to make specific announcements regarding the cancellation of classes, release of employees, or closing of the campus, the media has the right to condense and edit our announcements to fit their broadcast needs. They may indicate that the campus is closed when, in fact, it is not closed; rather, classes are canceled. Employees should contact the campus information line at 301-860-4000 for information regarding the campus' status during inclement weather or emergency conditions.

If it is determined that weather or other conditions significantly impact the accessibility and safety of the campus, its employees, and the ability to conduct business, Administrative or Liberal Leave may be granted to employees.

University students, staff, and faculty are encouraged to sign up for the Bowie State University Electronic Emergency System known as BEES. BEES is a mass emergency notification system that empowers BSU to send instant alerts via email, pager, cell phone, Smartphone, PDA, college web pages, Google, Yahoo, and AOL home pages simultaneously.

BSU students, staff, and faculty receive notifications of university closings, weather advisories, and emergency broadcasts via BEES in addition to receiving information via



radio and television. To sign-up as a new user, visit www.bowiestate.edu/about/bees.asp. For more information, contact the director of public safety at 301-860-4051.

Questions regarding Emergency Conditions Procedures should be directed to the supervisor or the Office of Human Resources at **extension 23450**.

SALARY COMPENSATION

Base Salary

The wage structure for non-exempt employees is under the University System of Maryland Non-exempt Salary Structure for Graded Employees. The USM Exempt Salary Structure (Wide Salary Range) is used for exempt employees. Copies of these salary structures are available in the Office of Human Resources. Employee should discuss their initial salary as well as any questions about salary increases with their supervisor.

Regular non-exempt employees will be scheduled to receive salary increases upon completion of their probationary period. Merit performance increases occur annually on July 1. Performance and length of service will determine eligibility for merit increases.

Salary increases may also result from:

- Promotion to higher-level positions
- Reclassification of positions on the basis of substantial changes in duties and responsibilities
- Administrative salary adjustments
- Restructuring of certain job classes
- General cost-of-living adjustments.

Employees are paid on a biweekly basis, every other Wednesday. Questions concerning a paycheck should be discussed with the supervisor or the Payroll Office at 301-860- 3483.

Overtime Compensation

Employees in certain job classes, generally referred to as non-exempt under the Fair Labor Standards Act (FLSA), are designated to be paid when required to work overtime. They are paid at their regular hourly rate for all hours up to 40 hours per week and at one and one-half times their regular hourly rate for hours in excess of 40 hours per week.



Non-exempt employees may also elect to receive compensatory leave in lieu of cash overtime.

Employees in executive, administrative or professional positions (exempt under FLSA) are expected to work as necessary to achieve their objectives.

Shift Differential

Most non-exempt employees who work certain shifts, such as evenings and nights, are eligible to receive a shift differential payment. Shift differential applies to only those employees rendering a service within departments that operate two or more shifts daily. Supervisors can advise regarding eligibility and other details.

Where applicable, non-exempt employees working 50% or more who work all or part of a regularly scheduled shift beginning between 2 p.m. and 1 a.m. are paid a full or pro rata differential for the employee's job class and pay scale. Non-exempt employees who receive shift differential routinely because of their work schedule are also eligible to receive shift differential for up to 10 days of paid leave per year.

Promotions

A promotion to a position at a higher level provides a minimum increase of 6% of the present base salary for non-exempt employees.

Exempt employees promoted to a position at a higher level will receive a minimum increase of 6% of their present base salary. The departmental administrator and the Office of Human Resources recommend the amount of the increase for the approval of the Vice President.

Transfers and Lateral Changes

When regular employees are transferred from one position to another at the same grade, the employees are paid at the same salary as formerly received.

Demotions

When non-exempt employees are demoted, they are given service credit for the time served in the higher classifications for the purpose of determining compensation in the lower classification. When exempt employees are demoted, the responsible departmental administrator and the Office of Human Resources recommend the amount of decrease, if any, for the approval of the Vice President.



Reclassification

Supervisors or department administrators assign duties and responsibilities. Because of operational need or organizational changes, the supervisor or department administrator may add to, eliminate, modify or change job duties and responsibilities. Reclassification of a position may be in order if the nature of the duties and responsibilities has significantly changed or if the level of required responsibility and required skill has increased. Reclassification is not intended for the following:

- the employee has reached the top of the present salary range,
- the employee has given long years of service in the position,
- the employee has been assigned more of the same duties he/she has always performed,
- the employee feels ready for promotion
- someone else in the department or neighboring department has had a position reclassified.

Requests for reclassification are submitted through the supervisor and department administrator to the Senior Director of Human Resources for review.

Although requested and supported by the responsible administrator, reclassifications are not authorized until approved by the Senior Director of Human Resources. Reclassifications may not be effective prior to the date the request is received in the Office of Human Resources.

Acting Capacity

Under certain conditions, employees may be entitled to increased compensation for “acting” in a job that carries a higher salary grade or pay category than the one in which the employee is officially classified. This usually occurs when the higher-level job is vacant temporarily because of an employee’s illness (or other reasons) or when the job is vacant for an extended period. Acting appointments should be made for up to 6 months, but should not exceed a year. Additional extensions will be considered based on the operational needs of the institution. Questions about acting capacity should be directed to the supervisor or by contacting the Office of Human Resources for specific details.



Staff Overload Payments



USM policy provides that caution is exercised to avoid conflict of interest and conflict of commitment. It further specifies that employees generally are not eligible for a financial stipend for providing consulting or professional services on contracts or grants administered through BSU. As a general rule, regular employees of BSU may not enter into a contingent agreement with BSU. Full time contingent employees may not enter into an additional contingent contract with

BSU if the combined total hours exceed 40 hours per week. In cases of overload, i.e., the employee is required to perform additional work, which is outside the range of duties and responsibilities of the employee's regular appointment. The employee may be granted release time or be compensated under specific conditions.

Copies of BSU procedures for requesting and processing faculty/staff overload assignments may be obtained from the supervisor or the Office of Human Resources.

Garnishments and Wage Attachments

Maryland law permits judgment creditors to garnish the wages due from or payable by the State of Maryland.

The University may also make involuntary deductions from an employee's pay to offset debts owed to the University such as parking fines, the cost of tools and equipment, theft, fraud, etc. Prior notice will be given for the proposed deduction and an opportunity to rebut the claim of debt that is owed. Deductions cannot reduce a non-exempt employee's salary below the minimum wage established by the Fair Labor Standards Act (FLSA) unless the debt owed arises out of theft, misappropriation or fraud.



BENEFITS

Health Insurance

Employees, appointed to a regular position on at least a 50% of full-time basis, are eligible to enroll in any of several flexible health care plans within 60 days from the date of employment. Choices include Exclusive Provider Organization, Point of Service, Preferred Provider Organization, vision care that is incorporated in the medical, dental care, prescription drug coverage, and flexible spending accounts. BSU pays a major portion of the insurance premiums and the balance is paid through bi-weekly payroll deductions on a pre-tax basis (federal or state taxes are not paid on these deductions).

BSU Office of Human Resources conducts benefits orientation, usually on the employees' first day of work. Please keep in mind that failure to enroll within 60 days from the date of employment will result in ineligibility to enroll until the next open enrollment period, usually held once a year. Changes in coverage, as a result of qualifying events, must be submitted within 60 days from the date of that event. Employees are encouraged to enroll as soon as possible so that there are no delays in their benefits.

Questions on problems concerning available coverage may be directed to the Benefits Unit in the Office of Human Resources at **extension 23450**.

The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows individuals the opportunity to continue in the group health program after separating from the University. There is no State subsidy and the employee must pay the full cost of the coverage. COBRA also allows children who are no longer eligible dependents, divorced spouses, and children or spouses of employees who die while in active service to continue participation in the group health program.

Brochures and information on other health related and life insurance benefits are available through the Office of Human Resources.

Social Security

Employees are required to contribute to Social Security, which provides additional retirement income and benefits if the employee becomes disabled or to his/her estate if deceased. In addition to employee contributions through payroll deductions, BSU also contributes to Social Security.



Long Term Care

Regular employees can participate in a long-term care benefit. This benefit includes home base living assistance to individuals who need medical care. This benefit is available to employees, spouses, parents, in-laws and children over the age of 18 who are disabled and need medical attention.

Brochures and information regarding this benefit are available through the Office of Human Resources.

Long Term Disability Insurance

Employees appointed to regular positions on at least a 50% of full-time basis are eligible to apply for long-term disability insurance. After a required waiting period, this program provides for the continuation of a portion of the employee's income while the employee is disabled. Premiums, paid through payroll deductions, are at group rates and are based on the employee's age and salary. Further information may be obtained from the Office of Human Resources.

Life Insurance

Employees appointed to regular positions on at least a 50% of full-time basis are eligible to enroll in a group life insurance program within 60 days from the date of employment. Premiums, paid through payroll deductions, are at group rates, and are based upon age and the amount of insurance purchased. Further information may be obtained from the Office of Human Resources.

Worker's Compensation

University employees are eligible for coverage under Maryland Workers' Compensation Law for illness or injuries sustained on the job in the line of duty. Medical expenses are covered and compensation, if granted, is based on the nature of the injury and the employee's salary at the time of injury. As an additional benefit, accident leave at two-thirds pay may be granted for up to one year from the date of injury for a disabling condition that results from an accidental personal injury or illness sustained in the performance of the employee's job duties. Injuries and accidents must be reported promptly to ensure accurate and prompt processing of claims.



Unemployment Insurance

BSU participates in the Maryland Unemployment Insurance Program, which establishes a reserve from which payments can be made for a limited period to persons who have lost employment through no fault of their own. In order to qualify, persons must be able, willing, and actively seeking work. Persons who do not meet these qualifications are not entitled to payments from the Unemployment Insurance Fund. Any BSU employee whose services have been terminated and who believes that he/she is entitled to unemployment insurance payments should file a claim with the local unemployment office.

Retirement Programs

Non-exempt employees with regular appointments will be enrolled in the State Retirement Pension System (SRPS). However, a 5% mandatory contribution of base salary is required.



Exempt employees may enroll in either the State Retirement Pension System (SRPS) or the Optional Retirement Program (ORP). Those exempt employees who wish to participate in an ORP must waive participation in the SRPS. The University will contribute 7.25% of the base salary to the ORP plan on behalf of the employee. Additional information regarding these plans can be obtained from the Office of Human Resources.

The Law Enforcement Officers' Pension System (LEOPS), which was established in 1990, covers members of the University of Maryland Police Forces who have powers granted to a police officer under §13-601 and §14-106 of the Educational Article. For new law enforcement officers, membership in LEOPS is mandatory. Employees who are currently in another state retirement plan and choose to remain in it are not covered under LEOPS.

Tax Deferred Investment Plans

BSU provides several supplemental retirement annuities for regular employees. These voluntary plans are in addition to the basic retirement plan and no contributions are made by BSU. These plans allow employees to defer paying taxes on a portion of their income. Taxes on all deferred amounts and all accumulated earnings will normally be due when employees begin receiving benefits at some point in the future (normally retirement age). Information regarding these plans may be obtained by contacting the Office of Human Resources.



Spending Accounts

BSU offers Health Care and Dependent Care Flexible Spending Accounts (FSAs). These FSAs are a legal way to shelter part of the employee's income from taxes and later use that money to pay for health related expenses that are not covered by insurance or to reimburse for the care of an eligible dependent child or disabled adult dependent while the employee is at work. Pre-tax bi-weekly contributions can be made. Reimbursement for those expenses is made with the pre-tax dollars that have been set aside in the FSA. There are limitations and restrictions for use of the FSAs.

Information is available in the Benefits Unit in the Office of Human Resources at **extension 23450**.

Tuition Remission for Spouse and Dependent Children



It is the policy of the USM and BSU to permit the spouse and dependent child(ren) of a regular employee to enroll in undergraduate and graduate courses on a tuition remission basis at Bowie State University after the employee has completed two (2) years of employment. Tuition remission benefits are permitted at other institutions for all regular employees. Depending on the employment date and program of study, dependents may be eligible to attend other schools in the USM. The spouse or dependent child (ren) will pay all other applicable fees. Graduate courses are considered a benefit and are taxable for federal, state, and FICA withholdings. There are some restrictions that may apply. The Benefits Unit of the Office of Human Resources can supply specific information on eligibility, applicable restrictions, and the necessary forms for approval.



LEAVE

Leave with Pay

All regular employees that are appointed on at least a 50% of full-time basis are eligible to earn leave with pay at a rate proportionate to their work schedule. Leave is accrued and used in terms of hours and minutes, based on the employee's scheduled workweek.

Annual Leave (Vacation) – Annual Leave is available to the extent earned, but requires the prior approval of the appropriate supervisor before it can be used.

Exempt employees earn 22 days of annual leave days per year. Beginning with the 21st year of employment, exempt employees earn 25 days of Annual Leave per year.

Annual Leave is earned at the following rates:

NON-EXEMPT EMPLOYEES

Years of Service	Annual Leave
Less than 5	10 days
5 but less than 10	15 days
11 but less than 20	20 days
20 years and over	25 days

Annual Leave is accrued and can be accumulated, but only a maximum of 50 days may be carried into a new calendar year. Any excess of accumulated leave earnings beyond 50 days, as of December 31 of each year is lost.

Personal Leave – Employees are eligible to receive up to three days of Personal Leave each calendar year. Use of Personal Leave requires prior notification provided to the employee's supervisor. Personal Leave cannot be carried from one calendar year to another. Unused Personal Leave is lost at the time of separation of employment and no terminal payment can be made for unused Personal Leave. Personal Leave may be used in increments of no less than one hour.



Holidays – Regular employees are entitled to 11 holidays per year and 12 during years of general or congressional elections. BSU schedules the observance of selected holidays on days other than the date of occurrence when it is in the best interest of the University.

To be eligible for holidays, the employee must be on the payroll on that date. When an employee is required to work on the University’s observance date of a holiday, the employee will be granted the holiday on a different day.

The following holidays are traditionally observed by BSU on the days they occur or on Friday if they occur on Saturday, or on Monday if they fall on Sunday: New Year’s Day, Dr. Martin Luther King’s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

The remaining holidays, President’s Day, Columbus Day and Veteran’s Day, are not observed as they occur, but are saved and observed on alternate days. The Office of Human Resources will distribute schedules showing the observance of all holidays each year.

The University retains the right to require an employee to perform duties on a holiday when operational needs require the employee’s services. This shall be determined by department heads or supervisors and communicated to affected employees.

Holidays may not be carried over beyond January 31 of the succeeding calendar year. Illness occurring on a day scheduled to be used as holiday leave is the responsibility of the employee and cannot be charged to sick leave.

Sick Leave – Sick Leave is earned at the rate of 15 workdays per year and can be accumulated without limitation. Sick Leave is provided to ensure continuous salary income when employees are physically unable to work due to extensive illness or incapacity due to pregnancy. It is not intended to be used in lieu of annual or other leave. Employees should feel secure knowing that their pay will continue if they have sufficient leave to cover a prolonged absence from work. Further, upon retirement under the Maryland State Employees’ Pension or Retirement Systems, an additional month of service credit is provided for each 22 days of unused sick leave.

When an illness of one day or more occurs during the course of a regularly scheduled period of annual leave or personal leave, it may be charged as sick leave provided the employee submits a certificate from a physician authenticating the period of illness. This does not apply to any other scheduled day off such as a holiday or compensatory leave day. Sick Leave may also be used in accordance with the policies and procedures governing family and medical leave.



Some regulations concerning use of sick leave include the following:

- Sick Leave of five (5) or more consecutive workdays may require written medical documentation.
- In instances where an employee has taken excessive Sick Leave and has been warned of such, medical documentation may be required for each absence due to illness.
- BSU may require a medical examination at any time by a physician named by BSU to determine ability to perform assigned duties and responsibilities for continued employment.

Sick Leave up to a specified amount may be used because of a death in the employee's family. Sick Leave may also be used in accordance with the policies and procedures governing Family and Medical Leave.

Additional Sick Leave Benefits – Employees who are temporarily medically disabled; have a good record of attendance, sick leave use and work performance; and whose position can be held for the period of the leave may request Advanced Sick Leave, Extended Sick Leave, and/or access to the USM Leave Reserve Fund. Employees must have been employed with the University for certain specified periods to be eligible.

Accident Leave – An employee who has been injured on the job must notify the supervisor immediately and seek medical attention when necessary. The employee and the employee's supervisor must promptly file written reports with the Office of Human Resources. The Office of Human Resources prepares a first report of injury for the Maryland Injured Workers Insurance Fund (IWIF). If it is determined that the injury is non-compensable, any accident leave previously recorded on time sheets will be charged to the employee's earned leave or Leave without Pay.

Injured employees on accident leave may be referred to a physician chosen by BSU or the IWIF for periodic examination to determine: the nature and extent of the injury, the employee's progress toward recovery, the length of time necessary for recovery, and an expected return to work date. Accident leave terminates when (1) a physician certifies that the employee is able to return to full duty or modified duty if approved by the supervisor; or (2) one year has passed since the date of the injury; or (3) a determination on non-compensability is received by BSU from the Workers' Compensation Commission or IWIF.



Modified Duty - To facilitate the prompt return of employees to duty from an absence due to illness or injury, and to ease the transition of recovering employees into a resumption of full duties without restrictions, temporary modified duty assignments may be identified. Modified duty assignments cannot exceed 180 calendar days. Employees will be required to provide medical documentation of the illness or injury and any medical restrictions. The University may at any time arrange for a second medical opinion to verify the need for modified duty.

Supervisors and/or responsible administrators, in consultation with the Senior Director of Human Resources, will determine if there is an appropriate modified duty assignment consistent with reasonable accommodation for the medical restrictions in light of the department's staffing needs and relevant fiscal considerations. Employees may be assigned to another department or to different working hours. Assignments may be changed periodically based on medical progress. Refusal of a modified duty assignment may result in the termination of Accident Leave or Sick Leave. Employees may be allowed to use other forms of paid leave, be placed on a Leave of Absence without Pay or be terminated if they do not accept the modified assignment.

Military Leave – Employees who are members of the organized militia, i.e., the National Guard or a federal armed forces service unit, are entitled to leave of absence for military training for a period of not more than 15 work days annually without loss of pay or charged against any leave.

Leave for Jury Service – Employees selected for jury service are required to notify their supervisor without delay. Employees may be permitted to be absent from work without loss of pay for scheduled work time and without charge against any accumulated leave. The employee is required to return to work if excused from jury duty for the day and if time will permit. Where the public interest requires that an employee should not be absent from work, the department head may request the appropriate judge to excuse the employee.

Legal Actions Leave – Employees who are summoned to appear in a court action, before a grand jury, before an administrative agency, or for a deposition, and are neither a party to the action nor paid witnesses, may be absent from duty without loss of pay or charge to any accumulated leave. If an employee is paid for services as a witness, such absence may be charged against annual or personal leave, if available. If such leave is not available, the employee may be granted leave without pay. If the employee merely



receives the nominal court witness payment, the employee may endorse the check to BSU and not have the period charged against accrued leave.

Administrative Leave – Under certain circumstances, employees may be absent from duty without loss of pay or charge to the employee’s accrued leave. Administrative Leave may be granted by the President or designee when emergency conditions exist (See section on Inclement Weather and Other Emergency Conditions) or by the Senior Director of Human Resources for attendance at employee organization events. Additionally, the President or designee may approve a request or may require an employee to take Administrative Leave for any purpose considered being in the best interests of the institution.

Leave without Pay

For Personal Reasons – Employees may request a Leave of Absence without Pay for any reason determined to be appropriate by the responsible administrator and the Senior Director of Human Resources. Leave without Pay may be requested for reasons such as the loan of an employee to another government agency, professional activities related to academic research, advanced study, or career development that benefits the University. If an employee is contemplating a Leave of Absence without Pay for personal reasons, he/she should discuss the matter with the supervisor or the Office of Human Resources. A written request must be submitted and the responsible department administrator may approve a Leave of Absence without Pay for a period not to exceed 30 calendar days. Requests for a Leave of Absence without Pay beyond 30 calendar days must be submitted in writing to the Senior Director of Human Resources for approval and require the endorsement of the responsible department administrator. A Leave of Absence without Pay cannot exceed two years except for a Leave of Absence to enter the armed service, which will be approved for the period of time of the initial tour of duty.

All benefits, including health care and service credit, are suspended for the period of the Leave of Absence. However, the law permits continuation of health care and other benefits if the employee pays the full cost of the benefits, including the share paid by the University. Please be advised that if there is a lapse in health insurance coverage during the Leave of Absence without Pay, employees must wait until the next open enrollment period to restore coverage.

Automatic Placement on Leave Without Pay – In certain instances, employees will automatically be placed on Leave of Absence without Pay unless the employee wishes to resign. These are: 1) employees called to active military duty for at least 16 – 180 calendar days; 2) employees injured in the line of duty who have exhausted all paid leave before being able to return to work; 3) employees temporarily incapacitated because of



physical or mental illness who have exhausted paid sick leave; or 4) employees who fail to submit time sheets to document time worked.

Unauthorized Absences – An employee’s supervisor or an appropriate BSU authority must approve an absence from work. Employees who are absent without approvals are considered to be in a status of “unauthorized absence” and may be subject to disciplinary action or termination. Employees who are absent without authorization, may be considered to have abandoned their positions and to have resigned.

Family and Medical Leave – Under certain circumstances, employees may be eligible for up to twelve (12) weeks of unpaid leave during a twelve (12) month period for certain family and certain serious health condition reasons. These reasons include: 1) the birth of a child; 2) the adoption or placement of a child with for foster care; 3) the care of a child within a twelve month period of birth or placement; 4) to take care of an immediate family member who has a serious health condition; or 5) a serious health condition.



A written request for Family and Medical Leave must be submitted on the appropriate form with appropriate documentation, to the supervisor and/or responsible administrator. The request must be forwarded to the Senior Director of Human Resources for review and approval, generally, 30 days prior to the leave. Health insurance may be continued while on Family and Medical Leave as long as the employee continues to pay his/her portion of the health insurance premiums. Failure to return to work at the conclusion of the approved leave period will require the employee to reimburse the University for the health care subsidy paid during the leave unless the leave is extended or there are other acceptable circumstances. Provisions of the Family and Medical Leave policy provide specific conditions for job protection.



For questions about the policy and procedures for use of Family and Medical Leave, please contact the Benefits Unit of the Office of Human Resources at **extension 23450** for information.

Returning from Leave Without Pay – Except for where specifically stipulated in advance, the approval of a Leave of Absence beyond 30 days is not an entitlement to be restored to the position left or to BSU service except as a reinstatement. Employees must notify the Senior Director of Human Resources in writing of their desire to return to work a minimum of 2 weeks prior to the expiration of a Leave without Pay. Failure to return or to give proper notice at the end of an authorized Leave of Absence without Pay is considered to be a resignation.

Employees considering requesting a Leave of Absence without Pay should discuss rights and privileges with the supervisor or the Senior Director of Human Resources prior to requesting the leave.

STAFF DEVELOPMENT AND RECOGNITION

Employee Development

BSU subscribes to programs of continuous employee development designed to enable employees to improve their knowledge and skills. The purpose of these programs is to aid employees in maximizing their effectiveness in their present or future work at Bowie State University overall and to benefit the institution. There are several types of employee development programs within the University structure.

Tuition Remission – Consistent with USM and BSU policy and procedures, regular employees may enroll in credit courses at specified institutions on a tuition remission basis with the consent of the responsible department administrators.

The waiver applies only to the stated credit hours up to a maximum of two classes for not more than eight (8) credit hours per semester. Employees are responsible for paying all other applicable fees. Federal tax law views tuition remission for graduate level courses in excess of \$5,250, as a benefit, which unless exempted, is taxable for federal, state and FICA withholdings.

Programs Sponsored by the Office of Human Resources
– The Office of Human Resources may provide information on a variety of training and development programs designed to improve employee knowledge,





skills, and abilities. When an employee is officially nominated to attend one of these training programs, the employing department will pay any fee that is involved. The employee will not have to make up any time spent during normal working hours in attending these training programs.

Staff Development – BSU Office of Human Resources is equipped with a training and professional development section. Staff development enhancement classes are available in two modes. These modes are instructor-led and computer-assisted. A calendar of training and development classes is available via the Human Resources section of the BSU website. Classes vary and cover a myriad of topics to span the many needs of the employee. Classes are offered on campus during normal working hours, unless otherwise required.

Computer-assisted professional development sessions are available through SkillSoft. SkillSoft holds the largest selection of on-line courses worldwide and is available to all employees. To obtain access, if you have not received it, contact the Office of Human Resources at extension 23450.

When deemed appropriate by the supervisor and depending on the availability of funds, employees may also participate in relevant workshops, seminars, and conferences off campus.

Employee Recognition

Recognition Programs – The Office of Human Resources sponsors several activities to recognize the contributions of employees to the University. Activities such as Secretaries’ Day, Employee Appreciation Day (including Service Awards and Retirement Recognition), and Outstanding Employee Awards are some of the ways that the University demonstrates its appreciation for the hard work and dedication of its employees. Participation in these activities is highly recommended.



SERVICES

Employee Assistance Program (EAP)



BSU recognizes that alcohol and substance abuse, marital and family problems, financial crises, and other social and health problems could affect an employee's performance. BSU provides referral to an Employee Assistance Program where trained counselors and health care providers assist employees in recognizing and resolving these problems. For information about EAP referral and offered services, contact the the Office of Human Resources at **extension 23450**.

Campus Services

Student Health and Wellness Center – The Student Health and Wellness Center is available to employees for emergency illness or initial assessment of an accident. Employees will only be seen for emergency illnesses and initial first aide for any injuries. The Student Health and Wellness Center can be reached on **extension 24170**.

Direct Deposit – As of January 1, 2001 all new hires will have their bi-weekly paycheck deposited directly into their checking or savings account at the financial institution of their choice. Employees may view their payroll statements on the Payroll Online Service Center (POSC) website. Specific information regarding the web address can be found on the BSU website under the Controller's Office. Direct deposit eliminates delays in receiving, cashing, and/or depositing paychecks. Under extenuating circumstances an employee may request a wavier of this requirement. Authorization forms are available in that Office of Human Resources, and in the Controller's Office.

Credit Union – Employees and their families are eligible to join the State Employees' Credit Union (SECU). Services offered include interest-bearing share (savings) and/or share drafts (checking) accounts, loan privileges, individual retirement accounts (IRAs), as well as convenient payroll deductions for savings and loan repayments. The Benefits Unit in the Office of Human Resources can provide information on how to contact the local Credit Union office for further information regarding eligibility requirements and other details. Enrollment forms are also available. The SECU can be reached at **1-800-879-7328**. The SECU also provides Automated Banking Service through an ATM (Automated Teller Machine) located on campus in the Wiseman Centre lobby.



Public Transportation – The University is accessible via MARC train from Baltimore or Washing, D.C. and the Metro Bus B21 and B22. Both the MARC train and Metro Bus have stops at the University. For schedule and fare information for the train call **1-800-325-RAIL (7245)** and for the MetroBus call **202- 637-7000**.

Maryland Charities – Consistent with the institutional goals of teaching, research, and service, BSU maintains an active role in community activities. Each year, BSU participates in the Maryland Charities Campaign and is proud to join in this worthwhile effort to raise funds to support the hundreds of health and human service agencies that depend upon the contributions received through this campaign.

United Buying Service – BSU has made arrangements with United Buying Service (UBS) for employees to purchase automobiles and light trucks at substantial savings. UBS information and rate schedules are available in the Office of Human Resources.

Lost and Found – Articles found on campus should be turned into the University’s Department of Public Safety and will be retained by that department until reasonable efforts have been made to find the owner. If the owner is not located within ninety (90) days, the finders may claim the article(s). Persons losing objects on the campus should check with the Department of Public Safety at **extension 24040**.

Parking – Parking facilities are available for staff and permits are required. Parking arrangements can be made by following campus registration procedures and payment of the appropriate annual fee. Employees are required to follow applicable parking and traffic rules and regulations. Repeated parking or traffic violations or failure to pay fines may result in the revocation of the parking permit. Parking information may be obtained by contacting the University’s Department of Public Safety on **extension 24040**.

Dining Facilities – BSU dining facilities are available for breakfast, lunch, and dinner. The dining facilities may be closed during certain periods of the year, but appropriate notice will be given. For information regarding staff dining services, call **extension 23800**.

Recreational Facilities – The swimming pool, gymnasiums, track, tennis courts, and recreational facilities located in the James Gym Complex and the Wiseman Centre are open to employees. Many recreational events are free or are available at reduced rates to employees upon the presentation of the proper identification card. Some restrictions may apply. For information on the use of the University recreational facilities, call **extension 23776 or 23810**.



Library – The Marshall Library facilities are available to employees upon presentation of a valid identification card. For information on Library services, call **extension 23850**.



HR4U

Name	Title	Extension
Jennifer Atkinson	Office Clerk	23450
Reisa Baynes	Assistant Director	23457
Carrie Davis	Staff Assistant	23499
Natasha Gray	Coordinator of Non-Exempt and Data Control	23456
Sheila Hobson	Senior Director	23451
Darlene Hurd	HR Associate	23458
Nicol King	Manager of Training, Development and Benefits	23455
Office Fax		23453

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