Introduction

The Staff Handbook, designed specifically for Classified Employees of Henderson State University, is **not** intended to be an employment contract. The material it contains should **not** be considered as a binding agreement between HSU and its employees. Classified Employees include all permanent employees of the institution except the faculty and administrators.

The purpose of the Handbook is to provide, in a general way, basic information about the employment process, employee benefits, general policies and procedures, holidays, leaves from official duties, and general campus information.

All information in this Handbook is subject to change whenever management decides that such change is appropriate. Although periodic updates to this Handbook will be issued, you should be aware that changes may have occurred since the last revision date.

Please become familiar with the material in this book and refer to it when you have questions about policies or benefits. When you are issued updates to the Handbook, be certain to change all pages being revised and become familiar with the new material. If you have questions that are not adequately answered by the Handbook, you should address such questions to your immediate supervisor or to the Personnel Office.

Benefit Plans as outlined in this booklet have been written to help the employee easily understand the basics of each plan. The exact terms of the plans are available in the Personnel Office.

When you terminate your employment, you will be asked to return this Handbook to the Personnel Office. Please do no mark on the cover or damage it in any way since it may be issued to other employees in the future.

EMPLOYMENT PROCESS

NON-DISCRIMINATION POLICY

Henderson State University, as an educational institution and as an employer, does not discriminate on the basis of race, color, religion, ethnicity, national origin, age, sex, marital, veteran or disabled status. As a committed equal employment opportunity employer the University maintains an active affirmative action program and works continually to assure that it complies with and enforces all rules and regulations of Title VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, The Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Drug-Free Workplace Act of 1988 and the Americans with Disabilities Act of 1990.

PROBATIONARY PERIOD

The first six months of your employment with the University is considered a probationary period. This period gives you a chance to decide whether you wish to remain with us, and it gives the University an opportunity to determine whether your qualifications meet the requirements of

your job.

However, HSU reserves the right to terminate an employee any time during the employment relation, including during the first six months of employment. Additionally, successful completion of the probationary period is not a guarantee of continued employment.

SALARY

The basic factor that determines an employee's salary is job classification. Each classification is assigned to a salary range consisting of a minimum, several intermediate levels, and a maximum. New employees are appointed at the minimum salary for the job classification.

Classified employees are considered for an increase on their eligibility date. An eligibility date is established on the date of permanent employment. Salary increases for classified employees shall be based solely upon results of a state approved performance evaluation system and the availability of funds.

WORK SCHEDULE

The regular work schedule during the fall and spring semesters is eight hours per day, Monday through Friday, beginning at 8:00 a.m. and ending at 5:00 p.m. with one hour off for lunch for a total of 40 hours per week. Lunch is from 12:00 - 1:00 p.m. unless your immediate supervisor directs otherwise. Employees should follow that schedule.

Call-in Procedure for Tardiness or Absence: If you are going to be late or absent from work, you must call and report to your supervisor within one hour of your normal starting time. If you fail to call in and report your reason for absence, you may be considered as quitting your job without notice.

Time Cards: A Time Report Record must be submitted to the Payroll Office for each Classified Employee. Time Report Records cover a two-week payroll period and are supplied to supervisors and department heads. Time Records are to be completed and submitted to the Payroll Office by noon Friday when the pay period ends.

Break Periods: The University is not required under the Fair Labor Standards Act to designate formal break periods for its employees. However, your supervisor may authorize a midmorning and mid-afternoon break of no more than 15 minutes each to be taken on campus. Break periods are not cumulative and cannot be saved and used for other purposes.

COMPENSATORY TIME

Compensatory time is defined as time earned for work performed in excess of forty hours in the work week. Compensatory time may not be earned in less than fifteen minute increments. All employees performing qualifying non-exempt work within a work week will accrue compensatory time at a rate of one and one-half times the number of hours in excess of forty hours. Non-exempt employees are eligible for compensatory time in lieu of overtime payment.

PROMOTION AND TRANSFER

To be eligible for promotion to a higher job classification, an employee must:

1. meet the minimum requirements for the higher job classification; and
2. have a satisfactory record of performance on their present job.

TERMINATION

Persons who plan to leave the employment of the University are requested to give at least two calendar weeks notice. University property, including keys, ID cards and staff handbook must be returned to the departmental supervisor. A termination notice will be sent by that supervisor through appropriate channels to the Personnel Office before the final pay check is released.

OTHER EMPLOYMENT

Other employment while working for the University is permissible as long as it does not constitute a conflict of interest and does not interfere with the assignment of the University.

EMPLOYMENT WITH ANOTHER STATE AGENCY

Approval for concurrent employment with another state agency must be arranged through the Personnel Office and receive approval from the President and the State's Chief Fiscal Officer.

EMPLOYEE BENEFITS

HOLIDAYS

Classified personnel are entitled to the number of holidays provided by the Legislature in the current year's appropriation bill. Employees are eligible to receive holiday pay only if they are in pay status on the last scheduled work day before the holiday and at least one hour on the first scheduled work day after the holiday. The University administration is authorized to re-arrange holiday schedules within the total number of days provided.

Departmental supervisors will be informed by the Office of the President as to the exact holiday schedule each year. If the regular work schedule or the duties of a department make it necessary for an employee to work on any of these holidays, an alternate date will be arranged as time off.

INSURANCE

Comprehensive Health Plan: The Comprehensive Health Plan is available to eligible employees at no cost to the employee. Spouses, and eligible dependent children may receive the same protection for a small fee which is payroll deductible.

Group Life with Accidental Death and Dismemberment: Life insurance, accidental death and dismemberment protection is based on the employee's annual salary. Personnel will furnish you with more information at the time of hire, if you are eligible to participate.

Liability Insurance: The University does not carry general liability insurance so any injury or property loss to an employee that is not provided for under an applicable program listed above is not covered and any claim will be made through the Arkansas Claims Commission. The institution carries no insurance for students, visitors or other non-employees.

Long-Term Disability: This program is designed to assure eligible employees an income during an extended period of disability.

Unemployment Compensation: All employees, except student workers, are covered by unemployment compensation .

Workers' Compensation: All employees are covered by Workers' Compensation. All such accidents must be reported immediately to your supervisor and an accident report completed and sent to the Personnel Office. All workers' compensation claims are administered by the Public Employees Claims Division of the Arkansas Insurance Department. All accidents must be reported to the Office of University Police.

The amount contributed by Henderson to each plan is determined by state law and the HSU Board of Trustees on an annual basis. Contact Personnel if you need additional information.

LEAVE

Annual Leave: Employees working 1000 hours or more per year in a regular salary position accrue annual leave. Full time employees accrue annual leave according to the following timetable:

YEARS OF EMPLOYMENT	MONTHLY	ANNUALLY
0-3	1 day	12 days
4-5	1 day 2 hrs	15 days
6-12	1 day 4 hrs	18 days
13-20	1 day 6 hrs	21 days
21-over	1 day 7 hrs	22.5 days

Employees working less than full-time but more than 1000 hours per year accrue annual leave in the same proportion as time worked. (Example: Employees working half-time accrue half of the annual leave noted on the table.) Annual leave is cumulative; however, no employee may have over 30 days on December 31 of each year. During the calendar year, accrued leave may exceed 30 days, but those days in excess of 30 will be lost if they are not used before December 31 of each year. Annual leave shall not be earned during a period of leave without pay when such leave is for 10 or more days within a calendar month.

Years of employment may be continuous state employment or an accumulation of service when the employee was out of state service for a time. However, seniority for reinstated

employees will be computed on completed years of service only.

Accrued annual leave is to be requested in advance. The appropriate Supervisor will grant annual leave requests at times that will least interfere with the operations of the University. Failure to request leave in advance may result in the time off being charged as unpaid time.

While an employee is on approved annual leave, the leave may not be converted to another type of leave. Annual leave is granted based on workdays, not calendar days. The minimal annual leave amount an employee can use is fifteen minutes. No smaller amounts shall be authorized or used.

Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of the State, the amount due them or their estate from accrued and unused annual leave will be included in the final pay to the employee. This amount will not exceed 30 days of annual leave inclusive of holidays. No employee receiving such additional compensation shall return to State employment until the number of days for which they received additional compensation has expired.

Catastrophic Leave: Act 169 of 1991 authorized institutions of higher learning to establish catastrophic leave bank programs to be administered by the Office of Personnel Management. This pool of accrued sick and annual leave has been donated by the university's employees for use during catastrophic illness. To be eligible for catastrophic leave an employee must:

1. have been employed by the State for more than two years in a regular , full-time non-faculty position;
2. have exhausted all sick and annual leave;
3. have an acceptable medical certificate from a physician supporting your continued absence;
4. not have an injury or illness covered by Workers' Compensation; and
5. not have been disciplined for any leave abuse during the last two years.

Family and Medical Leave Act of 1993 (FMLA): FMLA entitles eligible employees to a total of twelve work weeks of leave during any 12-month period for:

1. the birth of a son or daughter, and to care for the newborn child;
2. the placement with the employee of a son or daughter for adoption or foster care;
3. the care of the employee's spouse, son, daughter, or parent with a serious health condition; and
4. a serious health condition that makes the employee unable to perform the functions of the employee's job.

To be eligible for leave under this policy an employee must have been employed by the State for at least twelve months and have worked at least 1250 hours during the 12 month period preceding the commencement of the leave.

Court & Jury Duty: An employee serving as a witness, juror, or party litigant in a civil or criminal court proceeding is entitled to full compensation, in addition to any fees paid for such services or court appearances. This time will not be counted as annual leave. Employees who work night shifts and who have court or jury duty during the day will take this leave on the night shift of the day on which they served. A slip may be required indicating time in court.

Leave Without Pay: Employees may request a leave of absence without pay, not to exceed six months, unless it is granted for military leave. Leave without pay must be applied for, in advance, through the Personnel Office. However, leave without pay will not be used until all of the employee's accumulated annual leave has been exhausted.

An employee on leave of absence without pay does not accumulate leave time, participate in institutional group insurance programs in which the institution contributes, or receive pay for any legal holidays. However, this ruling does not preclude an employee from paying the total cost of any institutional group insurance programs during leave and being fully reinstated into the programs upon return to duty.

At the expiration of such leave, the employee is to be reinstated without loss of any rights, unless the position is no longer available. Employee's eligibility dates do not change as the result of leave without pay. Failure on the part of the employee to report promptly at the expiration of the leave of absence, except for satisfactory reasons submitted in advance, is cause for dismissal.

Military Leave: Permanent, full-time employees who are members of the National Guard or any of the Reserve branches of the Armed Forces will be granted leave for (15) working days

annually, plus necessary travel time for annual training requirements. This leave will be granted without loss of pay, and it will be in addition to regular vacation time. Each employee who requests military leave must furnish a copy of their orders for their personnel file. Up to (15) military leave days may be carried over to the succeeding year for a maximum of (30) military leave days for that calendar year.

An employee who is drafted or called to active duty in the Armed Forces of the United States or who volunteers for miliary service shall be placed on extended military leave without pay; and upon application, within 90 days after the effective date of their release from active duty, they will be reinstated to the position vacated or to an equivalent position at no loss of seniority or any of the other benefits and privileges of employment. The right of re-employment shall conform with all Federal government rules and regulations.

Employees called to duty in emergency situations by the Governor or the President will be granted leave with pay not to exceed 30 working days, after which leave without pay will be granted. This leave will be granted in addition to regular vacation time.

Sick Leave: Sick leave is provided to employees working 1000 hours or more in a regular salary position. Sick leave can be used only for the following:

1. when the employee is unable to work because of illness or injury or for medical, dental, or optical treatment; or
2. the death or serious illness of an employee's immediate family. Immediate family includes the husband, wife, mother, father, or any individual acting as a parent or legal guardian of an employee, sister, brother, grandparents, in-laws (mother, father, son, daughter, brother, sister), child(ren) either natural or adopted or presents some other type of legal relationship with the employee.

Employees may be required to furnish a certificate from an attending physician for five or more consecutive days of sick leave. Failure to provide this form may result in time being charged to annual leave rather than sick leave. Persons leaving State employment are not entitled to payment for accrued sick leave since this is not an earned benefit. Excessive use of sick leave may result in a poor performance rating and abuse may result in disciplinary action up to and including termination. Failure to call in and report your absence within one hour of your reporting time may be considered as having quit your job.

An employee working 1000 hours or more in a regular salary position accrues sick leave at the rate of one day for each complete month of service, up to a maximum of 120 days.

Employees working less than full-time but more than 1000 hours per year in a regular salary position accrue sick leave in the same proportion as time worked. (Example: Employees working half-time accrue one-half day per month.) When an employee is laid off due to budgetary reasons or curtailment of activities and is reinstated within six months, accrued sick leave will be restored to their credit. Sick leave may not be accumulated during a period of leave without pay when such leave totals ten or more days within a calendar month.

Sick leave is granted based on workdays rather than calendar days. Sick leave cannot be taken for less than fifteen minutes. Non-workdays, such as weekends and holidays falling within a period of sick leave is not charged as sick leave.

Absence due to illness or disability is charged in the following order: 1. Earned sick leave; 2. Earned annual leave; then 3. Leave without pay.

Maternity leave is to be treated as any other leave for sickness/ disability. However, an employee may elect a leave of absence without pay without exhausting accumulated annual/sick leave.

Employees who are absent from work due to a temporary occupational injury or illness who are entitled to Workers' Compensation benefits may, upon proper application, use their accrued sick leave as a supplement to Workers' Compensation to receive weekly benefits from both sources equal to, but not more than, their normal weekly pay at the time of the injury or onset of illness. For example, an employees' normal weekly pay is $130. He is receiving $65 per week from Workers' Compensation, and he elects to receive an additional $65 sick leave. He is therefore using sick leave at one-half the regular rate or two and one-half days for each week of disability. Employees receiving Workers' Compensation benefits for a permanent disability are eligible for full pay from both sources.

Requests for sick leave should be applied for in advance if possible; however, if the nature of the illness makes this impossible, notification of absence should be given on the first day of absence to the head of the department or the person in charge of the office. An application for sick leave should be filed within two days after the return to duty. If this notification is not made in accordance with the procedure outline, such absence can be charged to annual leave or leave without pay at the discretion of the appropriate Vice President and/or supervisor.

A maximum of three days may be charged to sick leave in case of a death in the employee's immediate family as previously defined in this section. If additional time off is required due to family responsibility, an employee may use annual leave or apply for leave without pay. Every consideration will be given to the employee in reviewing this request.

REMISSION OF FEES FOR FACULTY/STAFF

Definition

The Faculty/Staff remission of registration fees is a fringe benefit to the employees of the University and not a student scholarship. The maximum amount of this benefit is 100% of the general tuition for undergraduate work and a charge for graduate work of $20.00 per credit hour. Any additional fees, such as the Garrison Center, Activity, Vehicle, Lab, Infrastructure, Health, and Technology, etc., are not covered by this benefit. The following guidelines apply for awarding of this benefit:

Persons receiving remission of fees must be employed at least half-time by the University. (Adjunct faculty, persons whose salaries are paid by agencies other than the University and other temporary employees do not qualify for the benefit.)

Educational Policy for Employees

The University policy states that faculty/staff remission will be granted for one graduate or undergraduate class during the employee's regular working hours. Employees who elect to take a class must reduce their lunch hour to thirty (30) minutes five days a week. This policy will be strictly enforced. Faculty/Staff remission will be granted for additional undergraduate or graduate classes outside of the employee's regular working hours with supervisor's approval.

Employees will not be able to take classes in summer sessions or mini-sessions during the employee's regular working hours.

Requirements

Prior to registering each fall and spring semester, you must complete an application, available in the Financial Aid Office, and obtain your supervisor's signature. Your supervisor will submit the application to the President's Office for approval. The President's Office will forward the application to the Financial Aid Office for the appropriate processing.

Any other requirements will be specified on the Remission of Fees Application.

REMISSION OF FEES FOR DEPENDENT/SPOUSE

Definition

The Faculty-Staff Dependent/Spouse remission of registration fees is a fringe benefit to the of the university and not a student scholarship. For spouses and/or dependent children the registration fee is $10.00 per credit hour with no cap. Fees such as the Garrison Center, Activity, Vehicle, etc., are not covered by this benefit. There is no remission of fees for graduate courses for spouses and/or dependent children. The following guidelines apply for awarding of this benefit:

1. Persons receiving this benefit must be a member of the immediate family and a dependent or spouse of a HSU employee. (Dependency status is determined by prior year tax return which must be submitted with the application.)
2. This benefit is available only to employees who are permanently employed at least half time by the University and who are compensated by the University. (Adjunct faculty and persons whose salaries are paid by agencies other than the University are not eligible.)
3. Surviving dependents benefits, which became effective January 1, 1998, apply to survivors of full-time only. The following restrictions must be observed:

A. The remission of registration fees applies to surviving dependents of a full-time faculty/staff member who dies after five (5) consecutive years of employment provided that the initial college enrollment of the dependent begins within 15 years and continues until the undergraduate degree program is fulfilled or until age 23 is reached.

B. A surviving spouse must enroll for classes within one year of the death of the employee and continue until the undergraduate degree program is reached or five years has passed, whichever occurs first. Further, if a surviving spouse should remarry before either of the aforementioned conditions occurs the eligibility shall
immediately expire or at the end of the semester if currently attending classes.

Requirements

The appropriate application forms as designated by the Financial Aid Office and the Office of the President must be submitted annually. The form will apply to the fiscal year of the second summer term, fall, spring, and first summer term. Forms may be secured by contacting the Financial Aid Office.

Any other requirements will be specified on the Remission of Fees Application.

RETIREMENT

Classified employees working at least 1,000 hours annually are required to participate in a retirement system. Participation in Arkansas Teacher Retirement System, Arkansas Public Employees Retirement System, or TIAA-CREF, is determined by Arkansas state law and the employee's job classification. The contributions made by the University on the employee's behalf may exceed the basic contribution made by the employee.

Early Retirement

A person may retire as early as age 55 provided a request for retirement is submitted and approved by the President and the Board of Trustees. The exact terms/conditions may be obtained from the Personnel Office.

SALARY CHECKS

Salary checks are distributed every other Friday for Classified employees.
Physical Plant Supervisors usually distribute the checks for employees under their supervision. Checks for other employees are distributed through the Campus Post Office.

SECTION 125-CAFETERIA PLAN

IRS Section 125 Cafeteria Plan is provided by the University and is administered by a third party. The Section 125 Cafeteria Plan is designed to offer participants a means to set aside tax deferred monies to meet expected medical or other eligible expenses. The Cafeteria Plan is available to classified employees who work a minimum of 1,560 hours and are actively at work all 12 months of the year. The exact terms of the plan are available in the Personnel Office.

SOCIAL SECURITY

All employees of the University contribute to Social Security. Contributions are matched by the University as prescribed by law.

GENERAL POLICIES/PROCEDURES

All employees must observe the following rules. Violation of these or any other rules can lead to disciplinary action and may be grounds for immediate termination:

1. Falsifying any University records or reports, deliberately giving false information or withholding information, or cheating of any nature;
2. Insubordination, fighting, or other unruly conduct;
3. Bringing firearms or other dangerous weapons on the University grounds; and
4. The use of alcohol or illegal drugs on the grounds or reporting to work under the influence of alcohol or drugs.

The following infractions may result in some form of disciplinary action:

1. The use of obscene or abusive language;
2. Leaving one's work area during work hours without authorization;
3. Soliciting, selling, or collecting contributions on University time and/or University premises without prior approval of your Supervisor.

The infractions listed in this section are not meant to be nor should be construed as all inclusive.

ATHLETIC EVENTS

With proper identification, there is no charge to staff members and their dependents for most University athletic events. Admission for each person is by identification card and/or ticket only. Staff members and each of their dependents will be charged the regular admission fee without proper identification. Only staff members may have a guest admitted on their identification card.

BOOKSTORE

The University Bookstore is leased to and operated by Follett College Stores Corporation of Elmhurst, Illinois. The University Bookstore is located in the Martin B. Garrison Student Activity and Conference Center and is open during regular semesters from 7:30 a.m. to 5:00 p.m. Monday through Thursday, and 7:30 a.m. to 3:00 p.m. on Friday. Hours of operation during semester breaks and the first and last weeks of each semester may be changed depending on the schedule of the University.

The purchasing of merchandise in the store for University purposes requires an "On Campus Requisition" approved by the Business Office.

Staff members and their dependents may, upon presentation of a current University Identification Card, purchase items at a 10% discount. This discount does not apply to sale items or items under $1.00.

BUILDING SERVICES

The Director of Physical Plant is responsible for all building and grounds maintenance. Work requests for routine services should be routed to the Physical Plant electronically. Work requests requiring authorization for expenditure of funds should be signed by the department head and routed through the Business Office for approval. Requests for moving equipment or furniture must be made on an Equipment Transfer Form. Requests for "special activities" where Physical Plant assistance is required, should be made through the Student Activities Office located in the Martin B. Garrison Activity and Conference Center. The Student Activities Office maintains the Calendar of Events and will advise of conflicts.

There is a custodian assigned to each building. In addition to cleaning, they have the responsibility of minor maintenance requirements such as replacing light bulbs.

Emergency requests should be made directly to the Physical Plant Office.

BULLETIN BOARDS

Notices posted on University bulletin boards are to provide information concerning student activities, academic affairs, and general University business. The Director of the Garrison Center governs the display of posters on campus. Commercial advertising and notices unrelated to activities of the University are prohibited except by special permission. Building representatives should be consulted prior to the posting of notices by individuals.

CHECK CASHING

Employees may cash checks at the cashier's window of the Business Office located on the third floor of Womack Hall. Limits are imposed on the amount of the checks to be cashed, and no payroll checks will be cashed.

An ATM (automatic teller machine) is located in the Garrison Activity and Conference Center.

CONFIDENTIAL INFORMATION

Confidential information should not be discussed outside the employee's immediate office. Only the Department Head or Supervisor is authorized to release information concerning their department. Any problem that you feel needs to be addressed should be done so with the Department Head or Supervisor and not fellow employees.

COUNSELING CENTER

The Counseling Center offers personal and academic counseling, along with seminars on a variety of topics, ranging from time and stress management to study skills.

CREDIT UNION/PAYROLL SAVINGS PLAN

The Credit Union is located in McBrien Hall. Hours of operation are from 9:00 a.m. until 2:00 p.m. Monday through Thursday, and 9:00 a.m. until 12:00 noon on Friday. It is operated under charter from the Federal Government and is governed by board of directors composed of credit union members. Contact the Credit Union Office for details pertaining to eligibility and benefits. Henderson State University is not responsible for business transactions of the Credit Union.

DRESS

Employees are expected to exercise good judgment in the matter of dress while on the job. Questions concerning what is appropriate attire should be directed to your Supervisor.

DUPLICATING SERVICES

Duplicating provides offset copy service which includes offset printing, collating and binding.

EMPLOYMENT OF RELATIVES

It is contrary to University policy for persons related to each other in the first degree by blood or marriage to be placed in a supervisor-employee relationship in any form of employment, including student work. Approval of exceptions can only be made by the President and only in unique circumstances with proper justification.

GARRISON ACTIVITY AND CONFERENCE CENTER

The Garrison Activity and Conference Center has become the hub for the university family. The activities area includes two tartan-surface basketball courts, a low impact cardio-vascular fitness room, three racquetball courts and a game room. The conference areas provide ample meeting space for student organizations, faculty meetings and off-campus conferences. The center is also home to the school newspaper, *The Oracle,* the yearbook, *The Star,* and the university radio station, KSWH FM 91.1. The Reddie Cafe, Post Office, Student Activities Board and the Student Government Association also call Garrison home. Scheduling for the Garrison Center is done through the administrative offices of the Garrison Center.

GRIEVANCE PROCEDURE

From time to time, non-academic personnel of Henderson State University may encounter situations concerning policies, programs, or practices they find unsatisfactory. In most cases, problems can be solved through a discussion with the appropriate supervisor or administrator. However, on occasions when informal discussion does not resolve the problem, a formal process to handle the complaint may be utilized. Employees who initiate a formal complaint or grievance in accordance with the following procedures may do so without penalty or fear of reprisal. The policy for handling non-academic grievances will be as follows:

1. The employee having a problem or concern will first discuss the problem or concern with his/her immediate supervisor. It is the duty of the supervisor to give an impartial hearing, make a thorough investigation and, if possible, promptly arrive at an answer or settlement which is mutually agreeable. The supervisor should be able to complete this step within three working days.
2. Should the supervisor not respond to the discussion within three working days or if the employee is not fully satisfied with the response, the employee has three working days to submit a written (formal) complaint or grievance to the supervisor.
3. Within three working days after receiving the written complaint or grievance from the employee, the supervisor must submit a written response to the employee.
4. At this point, should the employee feel that the matter has not reached a mutually satisfactory conclusion, the employee has the option of submitting the written complaint to the appropriate department head within three working days of receiving the written response from the supervisor.
5. It will be the responsibility of the department head to gather appropriate data from the grievant and supervisor in order to make an objective evaluation of the situation. The department head will have three working days to gather data, interview participants, etc., before submitting a written response to both parties.
6. If the department head's response is not mutually satisfactory, the grievant has the option of appealing to the Non-Academic Grievance Committee. The chairman of the Non-Academic Grievance Committee must receive the written grievance within two working days after the grievant receives the department head's response. The committee will study the written grievance

along with other relevant data. The committee will also have authority to gather additional data and/or interview other parties if deemed necessary. The Non-Academic Grievance Committee will have six working days after receiving the grievance to complete its work and pass its findings to the President of the University. The President will review the findings and render a final decision.
7. Within two working days after the President's decision, the employee, if still dissatisfied, may request by letter to the President that the decision be reviewed by the Board of Trustees.

Once the formal process has been initiated, copies of the written complaint and subsequent documentation must be forwarded to Personnel where a permanent file will be maintained.

Grievants are allowed the assistance of a representative, a Henderson State University employee, of his or her own choosing at each step of the procedure, except the initial informal discussion with his or her immediate supervisor. If requested by the grievant, the administration will appoint someone to assist in presenting the facts of the grievance.

The grievant has the option of discontinuing the grievance process at any point. A written request for its termination is to be sent to Personnel which will notify all concerned parties.

Grievance Committee Composition: The Non-Academic Grievance Committee consists of five active members and three alternates. Appointed by the President each year, members will be selected from each of the five areas represented by the HSU Staff Senate.

The President shall appoint one member as Chairperson. If one of the active members cannot or should not serve on the Committee for a particular hearing, it will be the responsibility of the chairman to appoint one of the three alternates to fill the vacancy. The Chairperson will have an opportunity to consult with the President prior to determining a vacancy or filling one.

HEALTH SERVICES

Employees have access to limited health services in the Student Health Center. The University maintains the Center under the supervision of a registered nurse. The nurse will assist employees with health problems directly relevant to their work, and the Center functions as a referral source for more specialized care.

Preventive care, such as blood pressure checks and Tuberculin skin tests, is available. There is no charge for these services.

INCLEMENT WEATHER POLICY

The majority of the students live in the dorms or in housing in the Arkadelphia area. Therefore, Henderson State University rarely closes because of inclement weather.

When the University is open, employees are expected to work. But employees who are unable to report for work because of weather conditions may choose to take annual leave or loss of pay.

Time off with pay is granted only to those employees on duty at the time of closing due to inclement weather conditions. Employees will be paid based on the number of hours that effect their shift schedule. It is understood that even in the event of closing a skeleton crew will be required to report to work. The President and each Vice President for his/her respective area will determine the composition of this crew.

A detailed copy of the inclement policy and process may be obtained from the Personnel Office.

LIBRARY

The Huie Library has collections totaling more than 250,000 volumes, 1500 periodical subscriptions, 250,000 microforms, and 25,000 audiovisual materials. For those books or periodicals not in the HSU library, students, faculty and community borrowers may request an item through interlibrary loan.

Huie Library and the Riley-Hickingbotham Library (OBU) work together under the auspices of the Joint Educational Consortium (JEC), to make available to students and faculty of Arkadelphia's university communities the resources of both libraries. The two libraries extend reciprocal borrowing privileges to students and faculty (to borrow items you must have your HSU ID card bar coded at the library); share a computerized catalog; and jointly provide weekend services, with Riley-Hickingbotham open on Saturdays with additional evening hours available Monday through Thursday. Huie is open on Saturdays and Sundays, when classes are in

session, with additional evening hours Monday through Thursday.

A copy machine is located in the library and Vendacards are available for use in the copiers.

LOST AND FOUND

The University operates a lost and found service in the Office of University Police. Minor items are retained for one (1) year to allow for determination of ownership. If these items are not claimed, they are given to local charities. More valuable items are held for five (5) years, if unclaimed they are turned over to the State Auditor's Office.

MEDIA SERVICES

Media Services is the university wide audio-visual service. It is located in Mooney Hall. Video, sound, and projection equipment and materials may be borrowed by staff, students, and faculty for official university purposes and in support of community service. A satellite downlink system is located in Media Service and can be used to downlink instructional material and conferences that can be distributed to conference rooms in Garrison, Mooney, and Huie Library. Media Service provides a Scantron test scoring machine connected to a PC which scores test and provides analysis of test results. Materials such as videos and films may be rented or requested for preview from outside sources to meet the needs of the University community. Media Services produces instructional materials for class use and scholarly presentations including slides, overhead transparencies, audio and videotapes, computer generated graphs and graphics and displays. Media Services copies audio and video recordings in accordance with the Copyright Law, provides video editing facilities and assistance and plain paper copying. The Teacher Education Laboratory, located adjacent to Media Services, provides work space and media production equipment for students and faculty.

NOTARY PUBLIC ASSISTANCE

Notaries are available on campus. Contact the Personnel Office for additional information.

PARKING AND MOTOR VEHICLE REGISTRATION

The University has a limited number of parking spaces for faculty and staff members. These are designated "Faculty" and are available on a first-come basis. University faculty and staff members who desire to park vehicles on campus must register and obtain a parking decal from the Office of University Police. The parking decal must be permanently affixed to the right rear bumper or lower right rear window of the registered vehicle. Faculty and staff parking decals are issued for the academic year. Only registered vehicles with a properly displayed parking decal may be parked in University parking facilities.

PERSONNEL RECORDS

Personnel maintains a confidential file on each classified employee. Information in theses files should be updated by the employee when changes such as name, address, telephone number, tax status, etc., occur.

POSTAL SERVICES

The Campus Post Office, located in the Garrison Center, serves students, faculty, and staff. Facilities provide for individual package mailing, money orders, across-the-counter stamp sales and other regular postal services. Hours of operation are 8:30 a.m. to 4:50 p.m. on Mondays, Tuesdays, Wednesdays and Fridays. Hours of operations on Thursdays are 9:00 a.m. to 4:50 p.m. Summer hours will be adapted according to the University's schedule of hours.

RECREATION

Staff members and their dependents may use the Wells HPR Center facilities for recreational purposes in the Recreation Service Program (RSP) subject to two conditions. They are: (1) a faculty/staff or dependent identification card must be presented; and (2) the established hours of access and priorities must be honored.

Wells HPR Center, located on M. H. Russell Drive. The times available for faculty/staff utilization during regular school terms are 3:00 p.m. until 6:00 p.m. Monday through Thursday and 3:00 p.m. until 5:00 p.m. on Friday. Recreational Service Program (RSP) hours of operation are 6:00 p.m. until 9:00 p.m. Monday through Thursday and from 2:00 p.m. until 5:00 p.m. on Saturday and Sunday afternoons. Department staff can provide information concerning summer

hours. In all cases remember Classes have priority.

Activities available include swimming, basketball, track, weight room, and intramural fields. Also, there are ten lighted courts in the Wells tennis complex located on M. H. Russell Drive opposite the Wells HPR Center. They are available most hours subject to the same limitations of above priority use.

SECURITY OF PERSONAL PROPERTY

Although the University does make reasonable efforts to maintain a safe and orderly work environment, the safety of employees' personal property cannot be guaranteed. Accordingly, you should not bring unnecessary items of personal property to the office, and you should take precautions to safeguard any valuables that you do bring to work. When items are lost report the loss to your supervisor immediately. Any article that you find should be given to your supervisor or taken to the Office of University Police.

SEXUAL HARASSMENT

While sexual harassment most often takes place where there is a power differential between the persons involved, it also may occur between persons of the same status and sex. However, personal relationships must not be allowed to interfere with the academic or professional integrity of the University.

Purpose: The purpose of this policy is to define sexual harassment and to establish a procedure whereby alleged sexually harassed faculty, staff, and students may lodge a complaint immediately and confidentially.

Policy: Henderson is committed to the maintenance of a working and academic environment free from all forms of sexual harassment. Sexual harassment violates University policy as well as state, federal, and local laws. It is neither permitted nor condoned.

t is also a violation of Henderson's policy for any employee or student at Henderson to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Any individual found to have violated the University's policy against sexual harassment will be subject to disciplinary action including, but not limited to, reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

Definition: Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

(a) Submission to, or tolerance of, such conduct on or off campus is made a term or condition of instruction, employment, or participation in other university activities.

(b) Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual.

(c) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive university environment.

Procedures: Students or employees who believe that they have been sexually harassed should first seek an informal resolution of this problem as outlined below. If that is not effective, such individuals then should pursue formal resolution of their complaint through the procedure indicated under the heading Formal Complaint Resolution. All complaints must be made within thirty (30) days of the occurrence of the alleged harassment.

(a) Informal Resolution

Employees who believe that they have been subjected to sexual harassment should report the problem promptly to their immediate supervisor or to a departmental supervisor higher up in the chain of command. Students who believe that they have been subjected to sexual harassment should report the problem promptly to an academic dean or to a vice president. The person to whom the complaint is made shall promptly begin an impartial consideration of the complaint and make a thorough investigation. If a mutually agreeable answer or settlement has not been obtained within fourteen (14) calendar days from the date of the complaint, the complainant may initiate the formal complaint procedure.

Throughout the informal resolution process efforts will be made to keep the identity of the complainant confidential.

(b) Formal Complaint Resolution
(1) **Procedure:** If a problem cannot be resolved through informal attempts at conciliation and the complainant wishes to pursue the matter further, he or she must file a formal written complaint. Such complaints are to be filed according to the existing grievance procedures for faculty, staff, or student as set out in the appropriate Handbook. All formal complaints will be given a full, impartial and timely investigation. During such investigation, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.
(2) **Sanctions:** If investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If an individual is found to have violated the University's policy against sexual harassment, the investigating body will recommend disciplinary action appropriate to the severity of the offense including, but not limited to, reprimand, suspension, expulsion from the dormitories, reassignment of responsibilities, termination of employment, or expulsion from the University.

TELEPHONE/FAX SERVICE

Please identify yourself and your department when answering the telephone or making a call. Local personal telephone calls are not prohibited, but good judgment should be used in restricting them to a minimum.

The University's Fax machine is located in Data Processing. There is a charge for personal and/or departmental use.

TOBACCO POLICY

1. Tobacco use is prohibited in any non-residence hall building.
2. Persons responsible for each building will designate a tobacco use area for that building. The area will be well ventilated and easily avoided by non-smokers.
3. Residence hall rooms and University apartments may be designated "tobacco use permitted" or "no tobacco use" by the occupants. When a non-tobacco using roommate is present, the tobacco using roommate should refrain from using tobacco.
4. Signs or graphics will be posted designating tobacco use and non-tobacco use areas.

CONSTITUTION OF

HENDERSON STATE UNIVERSITY

STAFF SENATE

ARTICLE I. NAME
Henderson State University Staff Senate
ARTICLE II. PURPOSE
The Staff Senate shall provide for the orderly representation of non-faculty personnel in communication between staff and policy-makers in areas affecting their general welfare, and provide a medium for the exchange and coordination of information between members of the staff, administration, faculty, and students. It will at all times direct its activities in a positive, constructive manner and commit itself to the betterment of the University.
ARTICLE III. MEMBERSHIP
Section 1. All non-faculty personnel of Henderson State University who are below the level of Vice President and employed in a permanent position on a half-time or more basis shall be eligible for membership in the Staff Senate. (Eligible members shall be referred to as the Staff in this document.)
Section 2. The Staff Senate shall include one ex-officio representative of the HSU Student Government Association.

Section 3. Staff Senate members shall be elected from the following University areas based on departments under the jurisdiction of the President and/or a Vice President of the University. The Staff shall elect representatives from within their own University area only.
AREA I Academic Affairs
AREA II Custodial
AREA III Fiscal Affairs/ Administrative Personnel
AREA IV Physical Plant (excluding custodial)
AREA V Student Affairs
AREA VI President's Area
Section 4. The following scale shall determine Staff Senate representation from each University area. Populations shall be based on the most current listing available from the Personnel Office for the month preceding the nomination call.

Number of Staff Employed Within an Area	***Number of Designated Senators***
29 or less	2
30-39	3
40-49	4
50-59	5
60+	6

Section 5. The official term for a Senator elected during an annual election shall be two official years. An official year begins with the January meeting of the staff Senate and ends with the call to order of the January meeting of the following year.
Section 6. A Senator shall have served a full term if his/her membership is held for twelve full months or more.
Section 7. Senators shall not serve consecutive full terms.
Section 8. Senators who transfer from one University area to another shall relinquish membership in the Senate and any Senate committee.
Section 9. Approximately half of the Senate membership shall be elected each year. (The membership of the First Staff Senate shall draw lots to determine who shall serve a one-year term and who shall serve a two-year term. If there is an odd number of Senators in the First Staff Senate, there will be an additional two-year Senator.)
Section 10. Senators shall not use job status, rank, position, or salary as advantages over other members. Senators shall conduct business in a manner respectful of the trust exhibited by those who elected them and shall work toward the fulfillment of University and Senate goals in a positive manner.

ARTICLE IV. ANNUAL AND SPECIAL ELECTIONS

Section 1. Annual nominations for and elections of Staff Senators shall be held before December 7. The Elections Committee of the Staff Senate shall be responsible for all annual and special elections.
Section 2. For each University area, the Elections Committee shall devise and distribute a list of all eligible Senate candidates to each Staff member at least five working days prior to the nomination deadline set by the Committee.
Section 3. Each Staff member shall be allowed to make a nomination for each position to be filled from his/her University area only.
Section 4. For each available position, the two persons who receive the highest number of nomination votes shall be contacted by the Elections Committee to confirm their acceptance of the nominations. If a nomination is not accepted, the Committee shall contact the person(s) with the highest votes.
Section 5. If more than two persons share the highest number of votes, all shall be considered official nominees. For example: If one person receives thirty votes and two others receive twenty votes each, all three persons shall be official nominees.
Section 6. Election date, time, and place shall be accessible and reasonable and shall be set by the Election Committee.
Section 7. Staff members must be notified in writing of the nominees; election date, time, and place no fewer than five working days prior to election day.

Section 8. Ballots shall be available to each staff member at the place of polling. Each Staff member shall vote for representative(s) from his/her University area only.

Section 9. Absentee ballots shall be available at the cashier's window in the University Business Office between 8:00 a.m. and 4:00 p.m. Absentee ballots shall be available no fewer than five working days before the scheduled elections day and shall be deposited in a locked ballot box in the cashier's office. Only members of the Elections Committee may remove the ballot box and the ballots within.

Section 10. A minimum of two Elections Committee members shall be present during an election.

Section 11. The Secretary of the Senate shall be given the names of the appropriate number of individuals in each University area who have received the highest number of votes and shall announce their names and positions accordingly within two working days after an election.

Section 12. If an election results in a tie, the candidates who receive the tie votes shall be placed on a second ballot. A run-off election shall be held within two working days at a time and place designated by the Election Committee. In case of another tie, the Elections Committee shall notify the individuals concerned and the winner shall be determined according to a method devised by the Committee.

Section 13. Using the above guidelines, Senate seats that become vacant between annual elections shall be filled by a special election no fewer than twenty working days after the vacancy is noted by the Senate.

ARTICLE V. OFFICERS, THEIR ELECTION AND DUTIES

Section 1. Senate officers shall be elected from and by the Staff Senate. Term of office shall be one official year or until successors are elected. Except as provided in Article V, Section 4. (e), officers shall not serve consecutive terms. An officer shall have served a full term if his/her office is held for six full months or more.

Section 2. Officers shall be elected during the first Staff Senate meeting of the official year. Officers shall be nominated from the floor.

Section 3. Officers shall consist of President, President-Elect, and Secretary.

Section 4. The President shall

a. designate the time and place for each Senate meeting;
b. preside over each Senate meeting;
c. plan and mail an agenda to each Senator and the President of the University within five working days prior to a scheduled meeting;
d. be the official Senate representative to the University Board of Trustees and shall report on each meeting to the Senate;
e. serve on the President's Committee and report on each meeting to the Senate;
f. appoint Senators to Senate committees or to perform other duties as deemed necessary;
g. assist the President of the University in selecting Senators or other members of the Staff to serve on University committees;
h. protect the Senate from obviously frivolous or dilatory motions by objecting to consideration of the questions;
i. have a monthly conference with the President of the University to discuss up coming agenda items or other Senate business and report on the meeting to the Senate;
j. present proposed constitutional amendments to the Senate;
k. be allowed to vote on motions only when his/her vote shall affect the outcome of the results; and
l. be granted "senate time" as approved by the President of the University and coordinated with his/her supervisor. The "senate time," not to exceed five hours per week, is to be used for Staff Senate business only and must not interfere with assigned job duties or the mission of the University.

Section 5. The President-Elect shall

a. be elected from First Year Senators;
b. assist the President;
c. preside over Senate meetings in the President's absence;

d. succeed the President at the end of his/her term;
e. succeed the President if he/she cannot complete his/her term (this shall not deprive the President-Elect from serving a full term as President the following year);
f. attend Senate committee meetings if requested by the President, and;
g. serve as Senate Parliamentarian

Section 6. The Secretary shall
a. certify that a quorum is present at the beginning of each Senate meeting;
b. keep an accurate and complete record of all proceedings of each Senate meeting;
c. keep an accurate and complete record of Senator attendance at each Senate meeting;
d. serve as Budget officer;
e. distribute minutes of each Senate meeting to the Staff and the President of the University no fewer than seven working days after a meeting's adjournment.
f. officially announce election results, and;
g. keep an accumulative account of minutes and all pertinent Senate dates and pass them to the successor.

Section 7. If the Secretary becomes vacant during the year, nominations for a replacement shall be in order.

Section 8. Any Senator may resign an office upon a letter of resignation to the President or Secretary.

ARTICLE VI. SENATE COMMITTEES

Section 1. The Elections Committee shall:
a. be appointed by the Senate President;
b. consist of one Senator from each University area; and
c. shall be bound by the guidelines provided in Articles IV and IX of this Constitution.

Section 2. Other committees shall be appointed by the Senate President as deemed necessary.

Section 3. Committees shall report on their meetings to the Senate if requested by the President.

ARTICLE VII. SENATE MEETINGS

Section 1. The Senate shall meet monthly.

Section 2. The Senate may be called into special session by the President of the Senate, the President of the University, or a majority of Senate members and must be scheduled at a time subject to the approval of the President of the University.

Section 3. Any Staff member may attend regular or special sessions of the Senate and may participate in deliberations with the consent of the presiding officer; however, only Senators have voting privileges.

Section 4. A quorum for any meeting of the Senate shall consist of a majority of the members.

Section 5. The current edition of Robert's Rule of Order shall be the authority for conducting business of the Staff Senate, provided that if any of its provisions are in conflict with this Constitution, the Constitution shall prevail.

ARTICLE VIII. RESIGNATIONS

Section 1. A Senator may resign from the Senate upon a personal letter of resignation to the Senate President and in doing so shall terminate his/her membership in any Senate committee.

Section 2. A Senator may relinquish membership in a Senate committee without affecting his/her Senate membership.

ARTICLE IX. AMENDMENTS

Section 1. Twenty or more Staff members may petition the Senate to amend the Constitution by signing the petition and delivering copies to each Senator no fewer than ten working days prior to the next Senate meeting.

Section 2. Upon the favorable vote of the majority of the total Senate membership, a petition for amending this Constitution shall be submitted to the Staff by the Elections Committee who shall determine the method and place of voting.

Section 3. A proposed amendment to this Constitution shall be adopted when a majority of the Staff approves the amendment by a two-thirds vote and when approved by the President and the Board of Trustees of the University.

ARTICLE X. ADOPTION OF THE CONSTITUTION

The Staff Senate Constitution shall be adopted when approved by a majority vote of the Staff, the President of the University, and the University Board of Trustees.

DRUG-FREE SCHOOLS AND WORKPLACE POLICY

STANDARDS OF CONDUCT

The policies of Henderson State University and the State of Arkansas prohibit the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on University premises. University policy prohibits the manufacture, sale, possession, or use of alcohol on university property or at official university activities by students and employees.

Each employee is required by law to inform the University within five days after he or she is convicted for violation of any federal or state criminal drug statute where the violation occurred on the University's premises.

HEALTH RISKS

Health risks associated with the use of illicit drugs and the abuse of alcohol include damage to the lungs and respiratory system, the reproductive system, the brain, the immune system, the digestive tract, the liver, and the kidneys. Use of these substances can also result in loss of concentration and judgment, changes in personality, loss of memory, coma and death.

COUNSELING AND TREATMENT

The Henderson State University Counseling Center will provide weekly counseling sessions for persons with drug and/or alcohol-related problems. Drug information and components of various treatment programs (videotape, hand outs, evaluation instruments) are available in the Center. The Counseling Center will also assist a student or staff member in locating off-campus professional assistance when it is deemed necessary.

SANCTIONS OF HENDERSON

Sanctions of Henderson State University include probation, suspension, or expulsion depending on the seriousness and frequency of violations

Probation: A notification to the individual that he/she is in violation of the alcohol/substance abuse policy. It may carry conditions counseling/treatment/testing which must be met as a part of the probation.

Suspension: Removal from the academic community for a period of time. Counseling, treatment, testing or other conditions may be required before return is allowed.

Expulsion: Termination of the individual's relationship with the University.

SANCTIONS OF THE STATE OF ARKANSAS

Persons who violate the provisions of Arkansas's controlled substance law (Arkansas Code 5-64-401) are guilty of a felony offense and may be punished by imprisonment and/or fine. The term of imprisonment and fine vary depending on the type and amount of substance. For example, if the substance is cocaine the law provides for imprisonment for a period not less than ten years nor more than forty years, or life, and fines ranging from $25,000 to $250,000. If the substance is marijuana, penalties range from four to thirty years imprisonment and fines from $15,000 to $100,000. The penalty for persons convicted of a second or subsequent offense under the law is twice the term and fine otherwise authorized.

Arkansas Code 3-3-203 provides that it is unlawful for any person under the age of twenty-one to purchase or have in possession any intoxicating liquor, wine, or beer. It is also unlawful for any adult to purchase on behalf of a person under the age of twenty-one any intoxicating liquor, wine or beer. Persons violating this law are guilty of a misdemeanor and may be fined not less than $10 nor more than $500.

AMERICANS WITH DISABILITIES ACT

AND

SECTION 504

Henderson State University, as an employer and as an educational institution, does not discriminate in recruitment, admission, hiring, promotion or tenure on the basis of disability. This is a commitment made by the University and is in accordance with the Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Disabled employees and students with a demonstrated need who plan to park an automobile on campus may apply for a Disabled Parking Permit. Such permit is necessary when using the reserved spaces marked with the handicapped wheelchair sign located on campus.

South Central Arkansas Transit (SCAT) operates an adaptive bus with a hydraulic lift that runs daily anywhere in Arkadelphia between 6:30 a.m. and 5:00 p.m., Monday through Friday. Additional information may be obtained at 620 Caddo Street or by calling (501) 246-8747.

Disabled applicants or employees with questions or in need of assistance should contact their immediate supervisor or the Personnel Office. Disabled applicants or employees who feel they have been discriminated against or that the provisions of the ADA or Section 504 have not been complied with and who wish to make a formal complaint under either of these federal acts may utilize the following procedure:

1. A complaint shall be made in writing or verbally to the Executive Assistant to the President, Womack Hall, HSU Box 7744, and shall contain the name and address of the complainant and a brief description of the alleged violation.
2. Complaint should be filed within thirty (30) days after the complainant becomes aware of the alleged violation.
3. An investigation by the Executive Assistant shall follow the filing of a complaint. This process contemplates informal but thorough investigation affording all interested persons and their representatives, if any, an opportunity to submit relevant evidence.
4. A written determination as to the findings and the validity of the complaint, and a description of the resolution, if any shall be issued to the complainant no later than ten (10 days after filing of the complaint.
5. The ADA Coordinator shall maintain the files and records relating to complaints filed.
6. The complainant may request reconsideration of the case in instances where he/she is dissatisfied with the investigation, findings or resolution of the Executive Assistant. This request should be made to the Office of the President within five (5) days of receipt of the determination.
7. The right of a person to a prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as filing an ADA complaint with the responsible federal department or agency nor is the use of this resolution procedure a prerequisite to the pursuit of other available remedies

MISCELLANEOUS FEDERAL LEGISLATION

AFFECTING FACULTY AND STAFF

Equal Employment Opportunity:

Title VII of the Civil Rights Act of 1964
Sex Discrimination
Race Discrimination
Religious Discrimination
Equal Pay Act of 1963
Disability Discrimination
Americans with Disabilities Act of 1990
Rehabilitation Act of 1973, Section 504
Age Discrimination in Employment Act of 1967
Civil Rights Act of 1991

Privacy of Student Records:

Family Educational Rights and Privacy Act of 1974

Consumerism:

Student Right-to-Know Act of 1990
Education Amendments of 1976
Family & Medical Leave Act of 1993

Campus Crime Report:

Campus Security Act of 1990

Drug Use by Employees and Students:

Drug-free Schools and Communities Act of 1989
Drug-free Workplace Act of 1988

Questions concerning any of the above statutes should be directed to the University Counsel.