

Security Staff Handbook

Grand Valley State University

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Introduction

This handbook is a compilation of procedures and policies for Security Staff of Grand Valley State University. It is our hope that the information included in this handbook will assist you in making a smooth transition and in establishing a rewarding employment relationship with GVSU.

A portion of the handbook has been approved by the Board of Trustees and is part of the University's Board of Trustees Policies, which supersedes this handbook and contains the most current statement of university policy. Other parts of the handbook have been approved by the Senior Leadership Team and are part of the President's Cabinet Policies, which is the official source for university-wide administrative policies.

Security Staff members can refer to Human Resources for other information including employment related issues, benefits, and professional development.

You are encouraged to explore opportunities, places of interest, and other Grand Valley services. Find information on everything from Laker Food Co. and Information Technology, to the Children's Enrichment Center and the Bookstore, and beyond.

Security Staff Definitions

Staff Member

The term "staff member" or "staff members" as used in this Handbook (except where the context clearly indicates otherwise) shall mean a person appointed by the University to work in the position of Security Officer for an undetermined period of time; i.e., for a period of time not specifically limited in duration. The term "temporary call-in staff member" as used in this Handbook shall mean a person who has been appointed to work in the position of Security Officer for a specific period but renewable period of time.

Full-Time Staff Member

The term "full-time staff member" shall mean a staff member whose normal schedule of work is forty (40) hours per week. The term "full-time probationary staff member" shall mean a staff member who has served less than one (1) year in University's employment since his/her full-time employment date.

Trainee

The term "trainee" shall mean a staff member who is hired by the University to serve in a training capacity as arranged by the Director of Security and/or Security Manager. The length of a trainee's appointment shall be determined by the University and it is understood that the trainee and/or trainee position is terminable by the University at any time. The only benefits trainees shall be eligible to participate in are health and life insurance as described in the Security Staff Benefits section.

Student Staff Member

It is recognized that as a matter of policy the University is committed to provide work and/or training opportunities for students within the Unit. Nothing contained in this Handbook shall be construed to impinge upon the above policy.

Personnel Policies

University Responsibilities

1. The University, by this handbook reserves and retains solely its management rights and functions except as they are clearly and expressly limited by this handbook. Such rights, by way of illustration, include, but are not limited to (1) full and exclusive control of the management of the University, the supervision of all operations, the methods, processes, and means of performing any and all work, the control of the property and the composition, assignment, direction and determination of the size of its working forces; (2) the right to change or introduce new or improved operations, methods, means or facilities; (3) the right to hire, schedule, promote, demote, transfer, release, and layoff staff members; (4) the right to suspend, discipline, and discharge staff members for cause; (5) the right to establish Rules and Regulations which shall be published and issued to each staff member or posted on bulletin boards, and it is understood that the Rules include any illegal acts; (6) the right to subcontract such portions of the work which may be done by unit staff members as the University deems to be in its best interest and to otherwise maintain an orderly, effective and efficient conduct of its affairs.
2. The University reserves the right to change, supplement or rescind any or all of the provisions of the Grand Rapids Campuses Security Staff Handbook upon notice/consultation to its staff. The handbook may be reviewed semi-annually upon request from either the University or Security Staff.
3. The University agrees that it will not discriminate against any qualified staff member in matters of employment, promotion, demotion and assignment on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender (including gender identity and expression), sexual orientation, veteran status, or weight. The Unit and University agree they will work together to take all actions necessary to comply with all applicable laws, especially as they apply to the matter of reasonable accommodation.

Grievances

A grievance is defined as a disagreement concerning the interpretation and application of the Grand Rapids Campuses Security Staff Handbook. Please review the steps below:

1. A staff member with a grievance shall first talk with their supervisor about it. If this does not resolve the grievance, the staff member may submit it in writing to the Director of Security. The staff member has 10 working days in which to have the discussion and submit the written grievance after learning of the incident upon which the grievance is based. The Director of Security who receives the written grievance has 10 working days in which to answer the grievance in writing.
2. If the grievance is not resolved in Step 1, the staff member may request, in writing, a meeting of the parties with the appropriate Human Resource representative

within 5 working days receipt of the written answer in Step 1. This meeting will be scheduled within 10 working days of the receipt of the written request. The written request should also include a copy of the original grievance and answer and any other data pertinent to the issue. After the meeting is held, the Human Resources representative will communicate their answer in writing to the staff member and the concerned parties. If the grievance involves a termination, the staff member will go directly to Step 2.

3. If the grievance is not resolved in Step 2, the staff member may request, in writing, within 5 working days of the receipt of the written answer in Step 2, that the Human Resources office forward all materials to the Vice President for Finance and Administration.

The Vice President or their representative may review the materials and communicate their decision to all parties or schedule a meeting with such parties as are appropriate and thereafter communicate their decision to all parties. The Vice President's decision shall be final.

Discharge and Discipline

1. The University recognizes that all discipline must be work related and will only be given for just cause. Discipline includes but is not limited to warning, unpaid disciplinary layoffs, reduction in rank or discharge. Suspension may occur while discipline is pending. If no discipline results, pay will not be interrupted during suspension.
2. The University may discharge or discipline probationary staff for such cause and in such manner as it, in its sole and absolute discretion, deems appropriate and in the best interest of the University. Such discharge or discipline shall not be subject to the grievance procedure of this Handbook. The University shall have no obligation to re-employ a staff member who is discharged during the probationary period.

Reduction in Force

1. Should a reduction in force be required, and the University is unable to accomplish the necessary reduction by attrition, the University shall select the area(s) of reduction. Staff member to be put on layoff will be determined by the Director of Security after considering years of service and ability to perform the duties of a security officer. If no reassignment to another position is made at the time of reduction the staff member affected shall be put on layoff status. Staff members on layoff or reassigned to another position shall be entitled to recall to an available open position in the same job title for eighteen (18) months, or the length of their employment, whichever is lesser. Should the University reassign a staff member to a position in a lower classification range, the staff member's salary shall be maintained for nine (9) months after which the staff member's salary shall be reduced to reflect the decreased responsibilities. Recall and reassignment notices shall be made in writing to the last address furnished Human Resources. A staff member refusing recall or reassignment or failure to respond under these provisions shall be considered to have quit.
2. Notice of Reduction. Non-probationary staff will be given a minimum of fourteen (14) calendar days notice prior to reduction in force. If fourteen calendar days

notice cannot be given, severance pay in the amount of fourteen (14) calendar days pay will be provided in lieu of notice

3. **Staff Members on Layoff.** Staff members on layoff shall be entitled to purchase health and/or dental benefits in accordance with applicable COBRA guidelines
4. **Job Vacancies.** Determination with respect to the filling of job vacancies shall be based on the qualifications for the vacancy. Job vacancies shall be posted on the specified form for a period of at least five (5) calendar days in a conspicuous place in the work area. Any staff member who has received a different job pursuant to a posting in the preceding six (6) months shall not be eligible to sign a posting unless the posted job would permit a pay increase for them. Jobs may be temporarily filled before a permanent assignment is made.

Working Hours (Definitions)

1. **Regular Week:** A regular full-time work week shall consist of forty (40) hours per calendar week. Working schedules may be arranged by the University to reflect requirements peculiar to the task being performed, provided the staff member is given a notice of a change by Wednesday of the preceding work week. When such a notice is not given all hours of the regular schedule will be compensated at one and one-half times the staff members hourly rate.
2. **Shift:** A full-time eight (8) hour shift shall normally consist of an eight hour time period of which one-half hour shall be used for a lunch period with compensation. A full-time ten (10) hour shift shall normally consist of a ten (10) hour time period of which one-half hour is used for a lunch break with compensation. Staff members are on call during their lunch break and must be readily available to answer any calls requiring immediate assistance.
3. **Shift Preference:** Shift preference will be granted on the basis of seniority within the classification every six (6) months, provided the staff member is qualified for the job.

Monetary Compensation

1. **Basis of Pay:** Staff members shall be paid based on the approved compensation schedule for the Security Staff position. The staff member's established rate of pay shall be used in determining overtime pay, lost time, group life insurance premiums and other benefits.
2. **Reassignment:** Staff members may be subject to a decrease in rate if they are reassigned to a position in a lower compensation grade.
3. **Payment:** All compensation shall be based only on time worked or the application of appropriate benefits. Staff members shall receive regular paychecks bi-weekly, no later than the middle of the second week following the completion of a bi-weekly pay period. Deductions from that check shall include only items authorized in writing by the staff member, required by law, money to which the staff member is not entitled, or money owed to the University.
4. **Overtime:** Full-time staff working five (5), eight (8) hour days, will be paid overtime for time worked in excess of eight (8) hours per day. Full-time staff working four (4), ten (10) hour days, will be paid overtime for the time worked in excess of ten (10) hours per day. Staff working other than five (5), eight (8) hour days or four (4), ten (10) hour days will be paid overtime for work in excess of forty (40) hours per week. The assignment of overtime shall be reasonably equalized to the extent that the

staff member is familiar with the work to be done. Mandatory overtime shall be scheduled 2 weeks in advance of the scheduled event or as soon as possible after the overtime is known to management. In the event scheduled overtime is cancelled without providing 3 days notice to the staff member, the staff member scheduled to work will have the option to work 3 hours overtime as scheduled; duties to be determined by Director of Security and/or Security Manager.

5. **Call-In Duty:** A staff member reporting for call-in duty at the University's request and for which they had not been notified at least twelve (12) hours in advance or which is outside of and not continuous with their work schedule, shall be guaranteed at least three (3) hours pay and three (3) hours work at the rate of one and one-half times the regular base rate. A full-time staff member who reports for scheduled work when no work is available will receive three (3) hours pay at their regular base rate of pay.
6. **Premium Pay:** In no case shall premium pay be paid twice for the same hours worked.
7. **Rates of New Jobs:** In the event a new classification is established or an existing classification is substantially changed, it shall be assigned to a pay grade on the basis of the relative value of the new or changed classification in comparison with the existing classifications.
8. **Pay Adjustments:** Advancement within the compensation classification range shall normally be scheduled annually, effective October 1. Please refer to the Security Staff wage scale for specifics.
9. **Evaluation:** Performance evaluations are completed annually by the supervisor for all staff. Evaluations reflect the performance over the past year and set goals for the coming year. Evaluations are also a basis for merit increases in salary. Individuals with questions or concerns about evaluations should contact Human Resources. Evaluations are not subject to the grievance procedure.

Miscellaneous Provisions

1. **Seniority Date:** When used in this handbook it shall mean the day on which a staff member last began employment as a regular staff member, even though in a probationary status. For purposes of vacation, the retirement plan and other staff benefits earned by employment service, the provisions of the sections of this Handbook which provide for the benefits shall determine the necessary service duration for each benefit.
2. **Other Work Assignments:** It is agreed that staff members at the University may be assigned to other tasks during certain times without an increase or decrease in their regular rate of pay as opposed to being laid off because of lack of available work in their specific classifications. It is understood that the above provision does not guarantee twelve months employment each year to any staff member but is merely a sincere effort on the part of the University to utilize the talents and services of regular staff members during normally slow periods
3. **Parking:** The University will provide parking to staff members covered by this Handbook to the same extent and in the same manner as is available to other University staff members, such as Faculty and the Executive, Administrative and Professional Staff.

Benefits and Leaves of Absence

(1) Holidays

(1.1) **Approved Holidays.** The following shall be the approved holidays for the term of this Handbook:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Three (3) floating personal days each calendar year approved by management.

In the event that the University recognizes an additional approved holiday, such holiday will be added to those holidays observed under 1.1, Approved Holidays.

(1.2) **Work on a Holiday.** If a staff member works on an approved holiday, in addition to their holiday pay, they will be compensated at the rate of two (2) times their regular hourly rate for all hours worked on the holiday.

(1.3) **A staff member will be eligible for a holiday with pay, provided:**

- A. They are a regular or probationary full-time staff member on the day of the holiday;
- B. They worked all of the hours of their last scheduled work day prior to and their next scheduled work day after the holiday, unless excused by their supervisor;
- C. They are not on leave of absence or layoff at the time of the holiday;
- D. They are not receiving salary continuation, short-term disability, long-term disability, or workers' compensation at the time of the holiday;
- E. They worked on the holiday if scheduled to work on that day, unless excused by their supervisor. For full-time staff members who regularly work an eight (8) hour shift, holiday pay shall be for eight (8) hours at the staff member's regular hourly rate. For full-time staff members who regularly work a ten (10) hour shift, holiday pay shall be for ten (10) hours at the staff member's regular hourly rate.

(2) Vacations

(2.1) **Vacation Accrual.** Beginning January 1, 2020, full-time and probationary staff accrue .077 hours of vacation time for each hour worked (maximum 40 hours per week). The number of hours earned in any single year shall not exceed one hundred sixty (160) hours. Unused vacation time may be carried over into the next calendar year up to two hundred (200) hours.

Probationary staff members shall earn vacation allowance at the same rate as regular staff, but shall not be eligible to use such allowance until after six (6) months of employment. Staff members shall receive compensation for accrued unused vacation, up to

one hundred and sixty (160) hours, upon leaving the employ of the University provided that the staff member gives at least two (2) weeks notice of their intent to leave. Vacation time shall not be used to continue employment beyond the last day worked for the University.

(2.2) Vacations and Optional Leave of Absence. In the event two or more staff members apply for simultaneous vacations or leaves of absence for reasons within the control of the staff member during the same period of time and if the work requirements do not permit such vacations or leaves of absences, preference shall be given to the affected staff members on the basis of the earlier seniority date and time of submission.

(3) Income Protection

(3.1) Salary Continuation. Full-time staff shall have the first 160 working hours of any disability fully paid. Eligibility for the full 160 hours of salary continuation shall be restored for any disability after the staff member has returned to work for 40 consecutive working hours.

(3.2) Usage of Salary Continuation. Salary continuation may be used for:

- A. Staff member or staff member's child, spouse, household member or parent's illness or injury, hospitalization and appointment pertaining to health.
- B. Impending death of staff member's parent, or parent-in-law to a maximum of three (3) working days, if needed.
- C. Death of staff member's spouse child, mother, father, brother, sister, "step" of the previous, in-laws (father, mother, brother, sister, daughter, son), grandparent, grandchild, spouse's grandparent, spouse's grandchild, foster child, or an adult who stood in loco parentis to the employee during childhood to a maximum of five (5) working days, if needed. Extension may be granted in extenuating circumstances by the Human Resources office.
- D. Attendance at a funeral of a relative other than above [maximum of one (1) day].
- E. With the supervisor's approval, a staff member may be released from work for that part of that day needed to attend the funeral of a staff member of the University.
- F. Probationary staff shall be eligible for a maximum of forty (40) hours of salary continuation during their probationary period subject to the limits outlined.

(3.3) Miscellaneous Provisions Regarding Salary Continuation.

- A. The staff member shall notify their supervisor of absence in advance and shall state the expected duration thereof unless the failure to notify is due to circumstances beyond the control of the staff member.

The supervisor may or may not excuse the absence, depending on the reason given. If the staff member's absence should extend beyond the expected duration, the staff member must again notify the supervisor.

- B. Any staff member with excessive absenteeism due to illness may be required to provide a doctor's certificate or other acceptable proof of the reason for absence. The requirement of a doctor's certificate shall continue until the staff member has demonstrated acceptable attendance for a minimum six (6) month period of time.
- C. Staff members engaging in other employment or profit-making activities while ostensibly ill or injured may lose rights to salary continuation benefits and right to

continue as a staff member of the University.

It is clearly intended that salary continuation as herein provided is primarily intended to protect the income of staff members while disabled. It is clearly intended that no use of salary continuation may be beyond what is considered reasonable for the specific situation.

(3.4) Short-term Disability. The University shall provide full-time staff short-term disability insurance for those absences caused by illness or injury for a period longer than 160 working hours and less than six (6) months, subject to the conditions as stated in the master insurance policy.

(3.5) Long-term disability. The University shall provide full-time staff long-term disability insurance for those absences caused by illness or injury for a period longer than six (6) months, subject to the conditions as stated in the master insurance policy.

(3.6) Disability Retirement Credit. The University shall provide for continued participation in the retirement program for any eligible staff member receiving benefits under the disability program.

(4) Retirement

(4.1) University Base Plan. Full-time staff will be eligible to participate in the base retirement plan comprised of three investment alternatives:

1. Teachers Insurance and Annuity Association (TIAA),
2. College Retirement Equities Fund (CREF),
3. Fidelity Investments – institutional retirement plan

Full-time staff will begin participation immediately upon employment. Participants are fully vested after completion of two years of employment. The university will make a contribution equal to 8% of the participant's base salary. No contribution is required from the staff member. Participants may elect an allocation of their university contribution among the three investment alternatives once a year. Allocation changes within those alternatives will be allowed as frequently as permitted by that carrier.

The normal retirement age used as a basis for calculating a full benefit is age 65. There is no mandatory retirement age.

A more detailed description of the base retirement plan related to pay out options, availability of funds and allocation changes and transfers within funds are contained in the materials available in Human Resources.

(4.2) Medical Insurance for Retirees. The University will make available a medical insurance plan for official retirees in the same manner and on the same basis as applies to all the University's other official retirees.

An official retiree (including early retirees) for purposes of this benefit, will be defined as any regular staff member who is employed by the University at the time of retirement, who is vested in a University sponsored retirement plan and whose years of University service

and age total a minimum of 75. Coverage for the spouse of the retiree or early retiree is available on the same basis as for other University official retirees.

The University retains the right to modify or terminate this plan upon reasonable notice to staff members and retirees.

(5) Medical Insurance

The University shall make available medical insurance to the staff members covered by this handbook to the same extent and in the same manner as is available to other University staff members, such as Faculty and the Executive, Administrative and Professional Staff.

It is the University's goal to have the same medical insurance plans offered uniformly to all University groups and staff members.

The University retains the right to make changes to the medical insurance plans it offers provided that the changes are the same for each staff member group. The University will notify the Unit Representative of and discuss with the representative changes prior to making the changes.

The University shall make available vision insurance to the staff members covered by this handbook to the same extent and in the same manner as is available to other university staff members, such as Faculty and Executive, Administrative and Professional Staff. It is the University's goal to have the same vision insurance plan(s) offered uniformly to all university staff member groups and staff members.

(6) Life Insurance

The University shall continue to make available a group life insurance program. The program shall be the same basic program as applicable to the University's other staff members. The minimum life and accidental, death and dismemberment insurance amount will be an amount equal to base salary.

(7) Dental Insurance

The University shall make available dental insurance to the staff members covered by this handbook to the same extent and in the same manner as is available to other University staff members, such as Faculty and the Executive, Administrative and Professional Staff.

It is the University's goal to have the same dental insurance plan(s) offered uniformly to all University staff member groups and staff members.

(8) Workers' Compensation

Staff members of the University shall be entitled to benefits as required under the Worker's Compensation Act. Staff members, within twenty-four (24) hours of an accident, whether or not medical care or absence from work seems necessary, shall report such incident to their supervisor. The University agrees to pay the difference between the worker's compensation benefit and the staff member's regular pay not to exceed an amount equal to twenty (20) days of salary continuation.

(9) Academic Participation

- A. A full-time staff member, with the approval of their supervisor, may attend Grand Valley State University courses each semester, tuition free, if the course is taken outside the normal work week schedule and is taken for credit.
- B. Spouses and eligible dependents of full-time staff members and retirees are eligible for a fifty percent (50%) reduction of their tuition costs for all Grand Valley State University courses. Spouses, household members and eligible dependents that use this benefit are subject to the admission and academic requirements of the University.

(10) Job Share Classification

In unique circumstances, it may be beneficial for two staff members to enter into a handbook to job-share. A job-share position shall be defined as a full-time position shared by two (2) staff members. Approval of a job-share shall rest with the University after consultation with the staff members.

- A. The University shall determine a regular job-share schedule, between 40 and 60 hours in a two-week period.
- B. Individuals interested in job-sharing should contact the Human Resources Office. When a job-sharing opportunity becomes available, the Human Resources Office will contact those who have expressed an interest and facilitate job-share matching after application by the staff member. Job-share opportunities shall be posted.
- C. Benefits will be provided to staff members in a job-share position as follows:
 - **Medical Insurance:** Medical Insurance will be made available. The cost of coverage to the University shall not exceed the cost of coverage for one staff member.
 - If both job-share staff members do not elect coverage, each will receive 50% of the credit given to regular full and part-time staff.
 - If one job-share staff member elects medical insurance and the other does not: the staff member without coverage will receive 50% of the credit given to regular full and part-time staff members, the other job-share staff member will pay the cost of the credit given to the other staff member plus the cost charged to regular full and part-time staff members for the option that they select.
 - If both job-share staff members elect medical coverage, each staff member will pay 50% of the group cost for the plan chosen. The University will pay the remaining 50%. Group costs will change annually.
 - **Dental Insurance:** Dental Insurance will be made available. The cost of coverage to the University shall not exceed the cost of coverage for one staff member.
 - If both job-share staff members do not elect coverage, each will receive 50% of the credit given to regular full and part-time staff.
 - If one job-share staff member elects dental insurance and the other does not: the staff member without coverage will receive 50% of the credit given to regular full and part-time staff members, the other job-share staff member will pay the cost of the credit given to the other staff member plus the cost charged to regular full and part-time staff members for the option that they select.

- If both job-share staff members elect dental coverage, each staff member will pay 50% of the group cost for the plan chosen. The University will pay the remaining 50%. Group costs will change annually.
- **Life Insurance:** Life Insurance will be provided equal to their base hourly rate of pay times 1040 hours.
- **Vision Insurance:** Vision Insurance will be made available to the same extent and at the same rate as is available to other University staff members.
- **Other:**
 - Staff members will be paid 4 hours for each approved holiday listed in Holidays: Section 1, Benefits.
 - Vacation will be accrued according to the provisions as outlined in Section 2, Vacation.
 - Salary Continuation will be provided for actual work hours missed due to a disability up to maximum of forty (40) working hours per calendar year and is subject to Section 3.2 and 3.3.
 - A Retirement Plan will be provided according to the provisions for part-time staff members outlined in the plan document.
 - Medical Insurance for Retirees will be made available to the same extent and in the same manner as is available to other part-time University staff members.
- D. It is understood that workspace will be shared.
- E. If requested, staff members sharing a position will coordinate vacation time and work full-time on days that the other staff member is on vacation.
- F. The University may convert a job share position to a regular full-time position. If it does, the University will give the staff members a minimum of a one (1) month notice. If the position is converted to a full-time position, the most senior staff member shall be offered the full-time position and the remaining staff member may exercise their rights under section 7 of the handbook.
- G. Unless specifically addressed above, other provisions of the handbook apply to job-share staff members.
- H. It is expected that the staff members will work together to communicate daily work needs. It is understood that staff members, at their discretion, may need to use unpaid time before or after their regular shift, or on days they are not scheduled to work, to effectively communicate.
- I. No full-time position, held by an incumbent, shall be converted to a job-share if the incumbent does not wish to job-share.
- J. Job-sharing is purely voluntary on the part of the staff member.

(11) Leaves of Absence

(11.1) Definition. A leave of absence is an approved absence from University's employment. A leave of absence may be paid or unpaid.

(11.2) Leaves of Absence Without Pay. A leave of absence without pay may be granted to a staff member for personal reasons for a period up to twelve (12) months. A request for a leave of absence shall be submitted in writing, stating the reasons for the request. The conditions under which the leave of absence is granted shall be specified in writing by the University. If the staff member's job is not held open during the leave period, the staff member shall be eligible to return to the next position open provided they are qualified.

Failure to return at the expiration of the approved leave of absence shall result in termination of employment. The staff member may continue health insurance at their own expense if the staff member arranges a pre-payment for the leave of absence period. Staff members taking a leave for the convenience of the University will have their group insurance continued. Staff members may elect to have their accumulated vacation retained in their accounts pending their return or termination. Vacation or sick leave benefits shall not accrue during the leave period although the previous balance will be maintained.

- A. **Military Leave of Absence:** application, a military leave of absence without pay will be granted to staff members who are inducted through Selective Service or voluntary enlistment, or those called through membership in the National Guard or reserve component into the Armed Forces of the United States. Credited service for military service shall be determined by the retirement plan.
- B. **Educational Leaves of Absence:** Leaves of absence may be granted up to six (6) months under the above provisions only if the course would be beneficial to both the University and the staff member.

(11.3) Leaves of Absence with Pay.

- A. **Salary Continuation and Short-Term Disability.** A staff member on salary continuation or short-term disability shall be entitled to return to their previous position provided that they are released to return to their position within six (6) months from their last day worked.

The University will continue benefits for staff members receiving salary continuation or short-term disability pay.

- B. **Extended Sick Leave.** When a staff member's salary continuation and short-term disability pay have been exhausted, the staff member may request to be placed on extended sick leave if the staff member continues to be unable to perform the duties of their position due to the illness or accident. Such request must be made thirty (30) days prior to the expiration of short-term disability payments. Extended sick leave may continue for up to eighteen (18) months from the staff member's last day worked.

If the staff member is released to return to work during his/her extended sick leave, he/she will be offered the next available position for which he/she is qualified. Such position shall be equal in hours to the position previously held. The University will pay the cost of COBRA medical coverage during the first twelve (12) months of extended sick leave.

- C. **Pay for Military Duty.** A staff member, who loses time from work during their regular schedule of hours because of military training as a reservist or National Guardsman or due to a civil disturbance, not exceeding four (4) weeks per year, shall be paid the difference between their base military pay and their regular salary.
- D. **Pay for Jury Duty.** A staff member who loses time from work during their regular schedule of hours because of jury duty shall be paid the difference between their pay for jury duty pay and their regular pay.