

Grand Valley State University



**Executive, Administrative and
Professional Staff**

Handbook

2004-2005

GRAND VALLEY STATE UNIVERSITY
EXECUTIVE, ADMINISTRATIVE AND PROFESSIONAL STAFF HANDBOOK

2004-2005

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PREFACE

This Handbook is a compilation of procedures and policies for Executive, Administrative and Professional staff of the University. A portion of the Handbook has been approved by the Board of Trustees and is part of the Administrative Manual.

The rest of the Handbook is general information about the University and interpretation of the policies and operational procedures which have been established to implement University policy. All appropriate parts of the handbook have been reviewed by the Administrative/Professional Committee.

The GVSU Procedures Manual, maintained by the Business & Finance Office, is available on the their website, www.gvsu.edu/busfin. Please review this manual to become familiar with proper procedures to follow in certain circumstances. Included are procedures for purchasing, bookstore orders, key requests, parking, travel, employment processes and many others.

New members to the Executive, Administrative and Professional staff can check on the Human Resources website, www.gvsu.edu/hro under Policy and Procedures for the Executive, Administrative and Professional Handbook. It is our hope that the information included will assist in making a smooth transition and in establishing a rewarding employment relationship with Grand Valley State University.

The Administrative Manual supersedes this Handbook and contains the most current statement of University policy.

Grand Valley State University is an affirmative action/equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the university.

Executive, Administrative and Professional (EAP) Staff

The terms Executive, Administrative and Professional refer to staff members appointed to non-instructional exempt positions (as defined by the Fair Labor Standards Act) predominately responsible for the management, operation, and implementation of policies and procedures which support the University's mission. Some Executive, Administrative and Professional staff may have regular teaching assignments as a portion of their regular assignment.

Executive, Administrative and Professional staff are essential for Grand Valley to achieve the highest degree of excellence in student-centered education. Staff provide important academic, student and administrative services for the campus community which enable students to concentrate on learning and enable faculty to offer quality instruction, research and public service. The provision of effective support services and programs is vital to a cohesive learning experience at Grand Valley. (Excerpted from the Institutional Plan, adopted by the Board of Trustees, August 22, 1986.)

GRAND VALLEY STATE UNIVERSITY

Description

Grand Valley State was established in 1960 by the State of Michigan as a four-year public institution of higher education. It attracts more than 22,000 students with high quality programs and state-of-the-art facilities. Grand Valley is the comprehensive regional university for the state's second largest metropolitan area and offers 68 undergraduate and 25 graduate degree programs.

Accreditation

The University is accredited by the North Central Association of Universities and Schools. Individual academic programs are recognized by the accrediting agency of their respective fields.

Faculty and Staff

The Grand Valley State University's work force is comprised of approximately 1,885 full and part time regular employees in the following five employee groups:

- Executive, Administrative, Professional (EAP)
- Faculty
- Clerical, Office, Technical (COT)
- Maintenance
- Public Safety

Campus Locations

Grand Valley State University's main Allendale Campus takes full advantage of the natural beauty of its 1,112 acres. Founded 40 years ago, the largely residential campus offers a complete undergraduate experience, with numerous student organizations, an array of NCAA athletics, and year-round arts and entertainment events. The Allendale Campus' Fieldhouse complex includes a swimming pool and multi-purpose arena with an

indoor track, weight-training areas, and courts for basketball, racquetball, and volleyball. The campus is also home to the award-winning Meadows Golf Course and Academy. The Robert C. Pew Grand Rapids Campus features the Richard M. DeVos Center, L. V. Eberhard Center, the Cook-DeVos Center for Health Sciences (along with the Grand Rapids SmartZone and the African American Health Institute), and the Fred M. Keller Engineering Laboratories. The Pew Campus houses many programs including the Seidman College of Business, the Padnos College of Engineering and Computing, and the Johnson Center for Philanthropy. The Depot, a renovated train station, serves as the State Headquarters for the Michigan Small Business and Technology Development Centers.

The Pew Campus also is home to Secchia Hall, the city's first downtown student living center, and Winter Hall, which opened in August of 2003. The two living centers offer a total of 251 apartments comprised of single and double units or 1 to 4 bedroom units.

In Holland, GVSU's Meijer Campus gives students opportunities to take a few classes, or earn a complete degree. Full registration, advising, and library services supplement the classrooms and laboratories.

GVSU offers programs at university centers in partnership with Muskegon and Traverse City community colleges. Muskegon is the location of the university's Lake Michigan Center, which is home to The Robert B. Annis Water Resources Institute, a leading Great Lakes water research organization. This facility provides faculty and staff offices, research labs, and berthing space for the W.G. Jackson research vessel. Grand Valley is the university partner in the Muskegon SmartZone project, located on Muskegon Lake in downtown Muskegon. This SmartZone, one of 12 in the state, is home to the Michigan Alternative and Renewable Energy Center, a joint public/private partnership in alternative energy research.

Board of Trustees

Grand Valley State is governed by a Board of Trustees consisting of eight members appointed by the Governor of the State of Michigan for 8-year terms. The President of the University is appointed by the Board and is "ex-officio" without vote.

A majority of the Board forms a quorum for the purpose of conducting the business of the University, enacting rules and bylaws, fixing tuition and other fees, etc. Board meetings are open to the public, but occasional closed meetings may be held, as permitted by law.

Administrative Organization

All activities within the institution are overseen by the President with the assistance of the Provost and Vice President for Academic Affairs, the Vice President of Finance and Administration, the Vice President for University Relations, the Vice President for Development, the Executive Assistant to the President and the Vice President for Planning and Equity.

Academic Organization

The University has the following eight instructional divisions each headed by a dean:

The Seidman College of Business
The College of Community and Public Services
The College of Education
The College of Liberal Arts & Sciences
The Padnos College of Engineering & Computing
The College of Health Professions
The Kirkhof College of Nursing
The College of University-wide Interdisciplinary Initiatives

Role and Mission Statement

Grand Valley State's role is that of a public, comprehensive institution which provides educational services to west Michigan. The institution offers liberal arts and professional education for its students, contributes to the advancement of knowledge, applies that knowledge to societal needs, assists the state in its development, and enriches the cultural life of the citizens of the region. Grand Valley State is dedicated to the pursuit of excellence in all its endeavors.

Grand Valley State seeks to achieve the undergraduate instructional mission through a liberal education curriculum which acquaints students with the tradition of humane values and the heritage, problems, and perspectives of their own and other cultures, and which develops lifelong skills of critical thinking, articulate expression, and independent learning. All degree-seeking undergraduates complete the same General Education Program which continues through the senior year. Liberal education values permeate the major programs as well, both the traditional liberal arts disciplines and in professional programs. Foreign study helps students expand their knowledge of their own cultural heritage and gain new perspectives on society and on themselves.

Grand Valley State's graduate instructional mission is linked to its cooperative stance with business, industry, and public and private agencies. In response to student and community needs, masters degrees are offered primarily in professional fields. Graduate programming include degree programs, continuing education opportunities, and special certificate programs. Where appropriate, graduate study is also offered in cooperation with other institutions.

Grand Valley State endorses the ideal of lifelong learning and is committed to increasing educational access for adult learners. Accordingly, it sponsors an extensive continuing education program which makes community-based instructional programs available to working adults and other nontraditional students. Through this program, undergraduate and graduate courses and selected degree sequences are regularly scheduled at regional centers and in business/industrial settings. A variety of short-cycle, non-credit courses, workshops, and conferences are also offered to meet specific educational needs in west Michigan.

Grand Valley is a learning community where close student-faculty interaction enhances both teaching and learning. To support such an environment, the institution encourages students to participate actively with faculty in all aspects of their education, from formal classroom instruction to research, academic advising, and extracurricular activities.

The active pursuit of new knowledge is also essential for academic excellence and Grand Valley State's faculty conduct both applied and basic research. The institution focuses its applied research activity primarily on issues directly related to the economic and social development of the region, and it often conducts those research projects in partnership with business, industry, and the public sector in west Michigan. Grand Valley faculty conduct basic research to develop new insights in all domains of knowledge. Rigorous scholarly inquiry of both types enhances the quality of instruction.

Grand Valley State recognizes and supports the substantial contributions of its faculty and staff to its service mission. Additionally, the institution serves as a major cultural and information resource for the region by maintaining a comprehensive library, broadcasting public interest programs over its radio and television stations, and sponsoring artistic performances, lecture series, and other cultural events. Individual members of the University community serve as consultants in numerous areas of public and private enterprise in the region.

Grand Valley State provides educational services throughout west Michigan from three primary locations. The main campus in Allendale, which offers a full range of liberal arts and professional programs, combines the characteristics of a liberal arts college with the resources of a small university. The learning community is supported by the accessibility of library, computer, research, laboratory, cultural, and recreational resources. In addition, the institution operates two centers located to draw upon the resources of the region. The institution's Grand Rapids Center and Research Park delivers graduate and upper division professional programs, conducts research, and provides economic development services, designed to meet the needs of west Michigan business, industry, and public sector. Its location in the center of Michigan's second largest metropolitan area enables it to support the growth and development of high technology companies, to improve the competitiveness of traditional manufacturing industries, and to foster the creation of new industries. A second center, located on the campus of Muskegon Community College, provides educational opportunities for students in communities along the eastern shore of Lake Michigan.

As its mission expands, Grand Valley State will remain committed to its original tenets: an emphasis on the centrality of liberal education, an instructional approach which stresses the need to pay attention to students as individuals, a recognition that the ambiance of campus life has a major impact on the educational process, a commitment to community service, and access for all qualified citizens of west Michigan and the state. The institution will continue to evolve as the educational needs of its students, west Michigan, and the state change. Grand Valley State provides academic, cultural, and economic leadership commensurate with its mission as the educational focus for the region.

Administrative/Professional Committee

(1) Purpose

- A. The purpose of the Administrative/Professional Committee is:
 - 1. to review and make recommendations on GVSU personnel policies affecting the AP staff
 - 2. to review and make recommendations on GVSU decisions that affect AP staff
 - 3. to act as a representative body for the AP staff
- B. The recommendations made by the Committee will be reported to the appropriate executive officers.

(2) Membership

- A. Elections:

One member from each employee group will be elected by that employee group for a three-year term. Election of new members will take place in April, with the term beginning in May. The Human Resources office will ask for nominations from the employee groups and distribute ballots reflecting those nominations for the election with write-in votes acceptable. In the event of a midterm vacancy the opening will be posted to the group. Staff members interested in filling the vacancy can contact the AP chairperson, who will appoint a temporary representative to fill the vacancy until an election is held.
- B. AP Employee Groups:

AP staff is organized into eight groups; each group will elect a representative to the AP Committee. The eight groups are Group #1 Academic Units, Schools, Library; Group #2 Computing Services, Information Technology, Telecommunications; Group #3 Academic Resources and Special Programs, Admissions, Financial Aid, Padnos International Center; Group #4 Student Services, Bookstore; Group #5 Business & Finance, Human Resources, University Counsel, Institutional Marketing, News and Information Services; Group #6 Facilities Services and Planning, Meadows Golf Club, Athletics, Health, Recreation & Wellness, Alumni; Group #7 WGVU/WGVK-TV, WGVU-AM/FM; Group #8 Grand Rapids Campus, University Development, Lakeshore Centers. A current employee group listing will be distributed to all AP staff members each year with the group representative indicated.
- C. A representative from the Provost's Office and an AP representative from the Human Resources office will serve as ex officio members.
- D. Officers:

The officers will include a chairperson, chair-elect, and a secretary. Chair-elect will be chosen by the AP committee from the first and second year members by August of each year. The chair-elect will become the chairperson in May of the following year. The term of the chairperson and chair-elect will be for one year. A secretary will be appointed by the chairperson.

(3) **Member Functions**

The elected members will have the responsibilities for:

- A. attending AP Committee meetings or arranging for a alternate representative
- B. participating in Committee decisions
- C. reporting the results of the meetings to their constituency
- D. representing the opinions and interests of their constituency at AP meetings and in AP Committee decisions
- E. serving on AP subcommittees
- F. assisting in executing the general purposes of the AP Committee
- G. contact new AP members

The Chairperson and the Secretary will be responsible for the distribution of minutes to all AP staff.

(4) **Meetings**

The Chairperson, with the Committee, will determine the frequency, time and place. Robert's Rules of Order will be adopted for Committee procedure.

(5) **Subcommittees**

The Chairperson will appoint subcommittees as needed to study and make recommendations on relevant issues as determined by the Committee. Descriptions of the current subcommittees are given below.

- A. Salary and Benefits Subcommittee
 - 1. Purpose
To act as a representative body for the AP committee on issues regarding Salary and Benefits. To report to the AP Committee any recommendations on Salary and Benefits policies that affect the AP staff. The AP Committee will review and make final recommendations, which are reported to the appropriate Executive Officers for approval.
 - 2. Composition
The Salary and Benefits Committee is composed of nine elected AP staff members who will serve staggered two-year terms: one elected person from each of the AP Groups (eight total); one or two members from the AP Committee to serve as a liaison(s) and a representative from Human Resources, ex-officio, non-voting. Additional AP staff members may apply to the chairperson of the subcommittee for appointments to the subcommittee.
 - 3. Election Guidelines
Positions are a two-year term. Members can be reelected, not to exceed two consecutive terms. Elections for odd number groups will occur in even years and the even number groups in odd years. This will allow for continuity on the committee. With the exception of the liaison, Committee members cannot serve on both the AP Committee and the Professional Development Committee.

The chair of the Committee will be elected annually by the committee members.

4. Responsibilities

The Salary and Benefits Committee will report to the AP Committee and have the following responsibilities:

- a. to report to the AP Committee any findings and recommendations which are relevant to AP Salary and Benefits
- b. to review the AP Salary Adjustment Program and make recommendations to the AP Committee for further action
- c. to review the AP Personnel Structure which includes the evaluation of salary and title categories. To report these findings with recommendations to the AP Committee for further action
- d. to review the benefits for AP staff and make recommendations for adjustments or additions
- e. to review and make recommendations to the AP Committee any additional matters that are assigned to the Salary and Benefits Committee

B. Professional Development Committee

1. Purpose

To act as a representative body for the AP committee on issues regarding Professional Development. To report to the AP Committee any recommendations on Professional Development policies that affect the AP staff. The AP Committee will review and make final recommendations, which are reported to the appropriate Executive Officers for approval.

2. Composition

The Professional Development Committee is composed of nine elected AP staff members who will serve scattered two-year terms: one elected person from each of the AP Groups (eight total); one or two members from the AP Committee to serve as a liaison(s) and the Vice President for Human Resources, ex-officio, non-voting. Additional AP staff members may apply to the chairperson of the subcommittee for appointments to the subcommittee.

3. Election Guidelines

Positions are a two-year term. Members can be reelected, not to exceed two consecutive terms. Elections for odd number groups will occur in odd years and the even number groups in even years. This will allow for continuity on the committee. With the exception of the liaison, Committee members cannot serve on both the AP Committee and the Professional Development Committee. The chair of the Committee will be elected annually by the committee members.

4. Responsibilities

The Professional Development Committee will report to the AP Committee and have the following responsibilities:

- a. to report to the AP Committee any findings and

- recommendations which are relevant to the professional development of AP staff
 - b. to review and propose additional training and development opportunities for AP staff and make recommendations to the AP Committee for further action
 - c. to review the funding sources for AP staff development and to report these findings with recommendations to the AP Committee for further action
 - d. to review and make recommendations to the AP Committee any additional matters that are assigned to the Professional Development Committee
- C. AP Awards Committee

The AP Awards Subcommittee is responsible for selecting the winners for the annual AP Awards (the AP Achievement Award and the Group Service Awards). The committee is composed of one member of the AP Committee appointed by the APC Chairperson, one AP staff member at-large appointed by the Chairperson, and the three most recent Administrative/Professional Achievement Award recipients who are current University employees. The committee shall be formed each fall. The chairperson of the subcommittee shall be the least recent Award recipient. The AP Committee member shall be the secretary of the subcommittee and shall report to the AP Committee as requested by the AP Chairperson. By appointment, the AP Chairperson shall assure that minorities and both genders are represented.
- D. AP Luncheon Committee

The Luncheon Committee is responsible for making the arrangements for the annual AP Luncheon. The committee is composed of 2-4 members of the AP Committee. The major responsibilities of this committee include making the arrangements for a guest speaker, selecting the menu, and arranging for musical entertainment.
- E. AP Open Forum Committee

The subcommittee is responsible for planning the annual AP Open Forum. Duties include the announcement of the Forum to all AP staff, the collection of questions for the executive officers, and the hosting of the Forum. The committee is composed of 1-2 members of the AP Committee.

(6) **Administrative/Professional Achievement Award**

- A. Introduction

Grand Valley State University has always recognized and embraced the concept that employees are the primary contributors to institutional goal achievement. The Administrative/Professional staff employee group of Grand Valley State provides this additional reward for their members. Each year an Administrative Achievement Award is presented to an AP staff member who has contributed significantly to the institution.

B. The Award

The Award is a plaque appropriately inscribed "For Outstanding Performance for 20____," and the name of the recipient. This plaque is the property of the awardee, and will be accompanied by a letter of commendation signed by the President of Grand Valley. In addition, the awardee's name is added to an institutional plaque displayed prominently in the staff dining room in the Kirkhof Center. The awardee will also receive a \$200 GVSU gift certificate.

The Award is presented to the recipient at the annual luncheon for the Administrative/Professional employee group hosted by the President each year. The University will bear the expense of the plaque and the luncheon.

C. Qualifications

Any member of the Administrative/Professional staff may be nominated for this award, and will be judged in part on these qualifications:

- (1) duties fulfilled in an outstanding fashion
- (2) personal/professional growth which improves performance of self and unit/department
- (3) cooperation with other units on campus
- (4) contributions to University as a whole, including community related activities that reflect well on the University
- (5) interpersonal skills/relationships with fellow employees
- (6) innovative approach to changes, problems, responsibilities

This is not intended to be inclusive, but rather to give some measures of excellence. The awardee need not excel in all areas.

D. The Process

The AP Awards subcommittee will announce that nominations are being accepted for the award. Nomination forms will be sent to all Administrative/Professional members and notice will appear in the Forum. Nominations will be accepted from the University community at large. If a member of the subcommittee is nominated, that person will be replaced by an alternate from the Administrative/Professional Committee. Based on written nominations and interviews the subcommittee will choose the recipient and will notify the Chairperson of their selection no later than one month prior to the AP Luncheon.

It is the responsibility of the Administrative/Professional Committee Chairperson to notify the President of the selection and to provide the President with an introduction of the recipient for the awards luncheon. The name of the award recipient remains confidential and is released for the first time by the President during the actual award presentation. The awardee may, however, be notified in advance.

The subcommittee will be responsible for the awardee's plaque and adding the recipient's name to the GVSU display plaque. No person shall be the recipient of this award more than once.

(7) **Administrative/Professional Service Award**

A. The Award

The AP Service Award recognizes one AP staff member from each of the AP Groups (1-8), who has contributed significant service to their unit/department or the university.

B. Qualifications

Reasons for nomination may include, but are not limited to:

- (1) Exemplary service to unit/university
- (2) Development of new unit procedures
- (3) Generating good-will among colleagues
- (4) Publication associated with the university
- (5) Displaying outstanding leadership abilities
- (6) Educating department as to "best practices"

C. The Process

AP staff and all other Grand Valley faculty, staff, and students may nominate the AP member. Self-nominations are also encouraged. Nomination forms will be sent out by Human Resources and can also be found on the AP webpage. Nomination forms are to be submitted to the Awards subcommittee who will select the award recipients. The names of the awardees will be announced at the AP Luncheon, and each winner will be presented with a plaque and a \$25 Grand Valley gift certificate.

1. **GENERAL PERSONNEL POLICIES**
(Reprinted from Chapter 4 of the current Administrative Manual)
- 1.1 Personnel Administration is a service activity in which each appointing officer has a role. The authority over the personnel program resides in the Board of Trustees, although the president, as agent of the board, and other officers he/she may designate (“appointing officers”) have the authority to make appointments within the approved personnel program. Centralized within the Human Resources office is the responsibility and advisory authority to determine that the philosophy and policies of the personnel program are effectively applied.
- 1.2 Equal Opportunity. The president and other officers to whom he/she designates authority for personnel actions are responsible for the enthusiastic application of all laws and regulations concerning fair employment practices, equal opportunity, etc., to all matters with respect to recruitment, appointment, assignment, and promotion of university’s personnel. Matters of affirmative action are outlined in the "Affirmative Action program" maintained in the affirmative action office.
- 1.3 University Responsibilities. The president and other officers to whom he/she designates authority are responsible for administering the university and its property, supervising its operations, assigning and directing its faculty and staff, changing or introducing new operations, methods, or facilities, appointing, assigning, or disciplining faculty and staff members, subject to the guidelines herein set forth, and establishing such procedures which may be needed from time to time. For purposes of this Section 1, “faculty and staff” shall mean an employee covered by Chapter 4 of the Administrative Manual.
- 1.4 Disciplinary Procedure. The president and other administrators to whom he/she designates authority are responsible for discipline which normally shall be corrective rather than punitive in nature. A typical procedure for disciplinary action will be, depending on the seriousness or frequency of the cause, an oral discussion, a written warning, disciplinary lay-off without pay, and dismissal. All disciplinary actions are subject to the appropriate grievance procedure.
- 1.5 Personnel Information. All personnel information and files maintained by Grand Valley State University are the confidential property of the university and are maintained in the Human Resources office. Faculty and staff members can expect that a right to a reasonable degree of privacy will be honored and that the confidential character of certain personnel data will be respected as such. General release of information and/or access to such information should be restricted in accordance with the policies herein set forth. Whenever possible, information released for public purposes shall be in a form which will protect the anonymity of the individual; however, as of October 1979, the Michigan law does require

that salary information be available to the public. All personnel information collected shall be pertinent to the needs of the University. Access to personnel files is limited to those persons responsible for personnel and the faculty or staff member's supervisor. Letters of recommendation are the confidential property of the provider. A faculty or staff member will not be given access to letters of recommendation concerning himself/herself unless the provider of such recommendation agrees, in writing, to allow such access. All personnel records will be retained for the length of the faculty or staff member's service and thereafter in compliance with all applicable federal, state and local laws. Temporary records such as insurance claims will be maintained only so long as they have a useful life. Records of terminated faculty and staff members will be maintained for a minimum of seven years and thereafter only those portions having a useful life will be maintained. Information of an official nature for state and federal agencies will be provided to the extent of the matter at hand and within the limits of the law. No anonymous information will be maintained in the files. Records of disciplinary actions will be placed in the personnel files only after the individual has had an opportunity to view a copy. The university will provide prospective employers with title, employment dates, and eligibility for rehire status only, unless additional information is requested by the faculty or staff member or former faculty or staff member. Recommendations by individual supervisors may be made at their own discretion and at their own risk, recognizing that the University may be responsible for the information given.

Personnel files may include, but are not limited to, payroll information and documentations, records of employment actions and documentations, records required by federal, state and local law, employment applications, vitae and resumes, recommendations, interview comments, fringe benefit information, merit and performance evaluation, records and documentations of disciplinary action, official transcripts of baccalaureate degrees and such other information as may be needed from time to time. Other files maintained in accordance with the faculty appointment and evaluation policy and covered by the limitations expressed in that policy may be housed elsewhere.

1.6

Conflict of Interest

1. Employment. Appointment of any relative of a faculty or staff member must be approved by the president in advance of the appointment in order to insure that no conflicts of interest exist. Each appointing officer must insure that no conflicts of interest exist in matters of appointment, retention, promotion, termination, assignment or other conditions of employment for relatives of faculty or staff members within his or her unit.
2. Financial. It shall be the responsibility of the president (or his/her

designee) to insure that conflicts of financial interest do not occur, and to take such steps to protect the university as seem to be required. The university respects the rights of its faculty and staff members in their activities outside their employment which are private in nature and which in no way conflict with or reflect upon the university.

3. Political Candidates or Office Holder. The university affirms the rights of its faculty and staff members as citizens to be active in political affairs which do not conflict with the professional standards and ethics of their employment. It shall be the responsibility of the president (or his/her designee) to ensure that conflicts involving professional standards and ethics do not occur with Grand Valley State University faculty and staff members who are political candidates or office holders, and to take such steps to protect the university as may be required.

- 1.7 Emeritus Appointment. Any retired faculty or staff member of the University who has made significant contribution to the university through a reasonable period of service is eligible for emeritus status with an emeritus title usually conforming to that held at retirement. The president's recommendation to the Board of Trustees will be made after consultation with the appointing officer, colleagues and vice president.

Emirate will be listed in the University catalog, invited to attend meetings, (ex officio, without vote) eligible to use library facilities, receive publications, participate in commencement, and be encouraged to continue an active role in the University. Emirate will be appointed without compensation.

- 1.8 Honorary Titles. Persons who are performing significant services to the university may be given an honorary title conforming to the service performed upon recommendation of the president to the Board of Trustees. Honorary faculty and staff will be listed in appropriate publications, may participate in commencement, use library facilities, and will be encouraged to take an active role in the university. They will be appointed without compensation. The duration of an honorary appointment shall coincide with the period of service rendered.

- 1.9 Verification of Credentials. All advanced degrees recognized by the University must be earned from institutions approved by recognized accrediting bodies. In the case of foreign degrees, a formal evaluation will be made by the appointing officer to determine equivalency with degrees awarded in the United States.

- 1.10 Obligations of Appointees. As the result of accepting an appointment, the recipient becomes obligated to comply with all policies and regulations of the University applicable to his position including those in effect at the

time of his appointment and those duly adopted and issued thereafter. This obligation does not contravene his rights of academic freedom or the express terms and conditions of his appointment. Among such policies are the following:

1. Outside employment. Since faculty and staff members are required to fulfill their responsibilities completely and effectively, any outside employment which a faculty or staff member wishes to undertake must be approved in advance by the appointing officer.
2. Rights in published material, inventions and secret processes. Without the prior written consent of the University, in accordance with authority exercised or delegated by the president, no authorship or development of published materials subject to copyright or proprietary rights and no development of an invention or secret process giving rise to patent or proprietary rights shall be undertaken within the scope of an appointee's work for the university if a claim is to be made or exercised that he/she has personal rights to the exclusion or limitation of the University's rights in such material, invention or secret process. This requirement will not apply to the authorship of manuscripts or textbooks if they have not been assigned to be prepared and published in behalf of the University and if, upon outside publication, they are copyrighted by the author or the publisher.
3. Oath of teachers. Before serving in a teaching position, an appointee will have taken and subscribed the following oath or affirmation as required by Act 23 of the Public Acts of 1935:

"I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of my position according to the best of my ability."

- 1.11 Parking. The University provides open parking as near to the faculty or staff member's workstation or office as possible.
- 1.12 Keys. All faculty and staff members are issued keys and other equipment needed in the performance of their duties. All keys and such equipment must be used only as authorized and must be returned to the University upon termination of employment.
- 1.13 Identification Cards. Each faculty or staff member will be issued an identification card which must be surrendered upon termination. This card can be used for any purpose, on campus, requiring identification.

4. **EXECUTIVE, ADMINISTRATIVE AND PROFESSIONAL STAFF**
(Reprinted from Chapter 4 of the current Administrative Manual)

The Executive, Administrative and Professional (EAP) Staff is defined as staff appointed to non-teaching exempt positions (qualifying for exemption from federal and state overtime provisions), although some EAP staff may have regular teaching assignments as a portion of their regular work load.

1. **Kinds of Regular Executive, Administrative and Professional Staff Appointments.**

1. **Continuous Appointments.** A continuous appointment is an appointment with no specific termination date. The first full year of a continuous appointment shall be considered as probationary.
2. **Employment Contracts.** An employment contract is an appointment for a specified time period.

2. **Probationary Period.**

1. The probationary period allows all parties the opportunity to assess performance and the overall viability of the employment relationship. Upon completion of the probationary period, employment can only be terminated for cause.

All EAP staff members will remain in probationary status for a period of twelve (12) calendar months actually worked. The employment relationship during the probationary period is considered to be “at will” in as much as the university and the staff member retain the right to terminate employment with or without cause at anytime.

In the event that the university elects to terminate employment for reasons other than those noted below, the probationary staff member will normally be provided four weeks notice or four weeks pay and benefits in lieu of notice, or until the staff member secures new employment, whichever is sooner.

Staff members terminated for reasons such as moral turpitude, violation of university policies and procedures, failure to follow directions/instructions of supervisors and superiors, conviction of a felony, neglect of professional responsibility, failure to follow statutory or regulatory requirements of the position, and other similar acts, shall have their compensation and benefits terminated effective upon termination of employment.

4.3 3. Resignations.

1. Continuous Appointments. When a staff member resigns his/her position he/she shall notify the appropriate appointing officer not less than four weeks prior to departure. When four weeks' notice is not received, all or part of the staff member's unused but accrued vacation may be forfeited not to exceed ten days of that portion for which he/she would normally be eligible.
2. Employment Contracts. Since an employment contract is a commitment for a fixed period of time, approval of a resignation during the contract period is the sole discretion of the university.

4. Terminations.

1. Continuous Appointments. Following the probationary period a continuous appointment may be terminated by the appointing officer for cause. Such termination will be communicated in writing along with the reasons for dismissal. Normally, at least four weeks notice of termination or four weeks pay in lieu of notice will be given unless continuation of employment would be detrimental to the best interest of the university. The staff member may appeal dismissal for cause through the grievance procedure or in the event the president is the appointing officer to the chairperson of the Board of Trustees. If the appointing officer's decision is not upheld, the staff member may be reinstated without loss of pay.
2. Employment Contract Appointments. An employment contract may be terminated prior to the expiration date subject to the provisions of the contract. Such termination will be communicated in writing along with the reason for early termination of the contract. The staff member may appeal early termination through the grievance procedure. The non-renewal of an employment contract is not a grievable issue.
5. Reduction in Force. A staff member may be laid off due to the elimination of his/her position and normally will be given notice based on his/her length of service on date notified as follows:

less than 2 years of service - 1 months' notice

2 years, but less than 5 years of service - 2 months' notice

5 years, but less than 10 years of service - 3 months' notice

10 or more years of service - 6 month's notice

Staff given layoff notices may use up to four (4) days with pay for position

4.5 search with prior permission from their supervisor.

Such staff may continue on layoff for up to twelve months, or their length of service if less than twelve months, from the effective date of the notice. Employment will terminate upon the expiration of the layoff period. Staff on layoff shall be eligible to purchase group medical insurance at the appropriate (COBRA) rate.

6. Salary Administration. The objective of the university's compensation program is to attract, retain, motivate and reward staff. The compensation rates are available in the Human Resources office.

1. Compensable Service. Compensation rates for staff with a continuous appointment will normally be on a fiscal year basis except for those persons on continuous appointments less than twelve months. Compensation rates for staff on employment contracts will be specified in the employment contract. A compensable pay period will be any period when one has fulfilled all of his/her assigned responsibilities. For all or any part of such period when a fiscal year staff member has failed to meet the requirements of compensable service he/she will incur a proportionate forfeiture rate at the per day rate.

For all or any part of such period when a staff member on an appointment of less than a fiscal year has failed to meet the requirements of compensable service he/she will incur a proportionate forfeiture at the per day rate. University contributions to benefit plans shall be made on the base rate for the period of appointment.

For all or any part of such period when staff on an employment contract has failed to meet the requirements of compensable service will incur a proportionate forfeiture based upon the employment contract.

If a professional staff member believes that the University has made an impermissible deduction from his or her pay, they should immediately report the matter to Human Resources. The University will investigate the matter and, if the deduction was improper, the University will promptly make a reimbursement and will take steps to ensure that improper deductions are not made in the future. The University will not retaliate against the person who makes a complaint under this policy.

Paychecks shall normally be biweekly and be available no later than the middle of the second week following the close of the pay period.

2. Starting Salaries. Starting salaries for staff will be set within the approved salary range for the position.

1. Continuous Appointments. The starting salary will be recommended by the appointing officer at a level judged to be commensurate with the applicant's educational credentials, prior experience, special skills and related qualifications as well as the relevant labor market for the position and internal equity considerations. Starting salaries and their justification are reviewed and approved by the Human Resources office and the appropriate Vice President.
- 4.6.2.2
2. Employment Contracts. Starting salaries for staff with employment contracts will be specified in the employment contract.
 3. Extra Compensation. Staff may teach a single semester's course offering (as defined in sections 3.1 and 3.2 Adjunct Faculty) for extra compensation providing they have received written approval from their dean, appointing officer or vice president, the course is taught outside regular office hours (as defined by the unit's needs), or prior arrangements are made to make up lost time, the course is for university credit, appointment is made through the academic unit's regular appointment process, and such opportunity is limited to once per fiscal year. Any exceptions to this policy must be approved by the provost in advance. If appointed by the appointing officer, with the approval of the appropriate vice president, staff may be paid extra compensation for additional duties assigned, such as coaching, additional assignment or assuming an acting appointment role.
 4. Pay Adjustments.
 1. Continuous Appointments. Salary advancement for staff with continuous appointments within an authorized salary range for the same position will be based on meritorious service. Adjustments will normally take effect at the beginning of the fiscal year, academic year or period of appointment as appropriate. Salary adjustments may be approved at other times, such as the result of a promotion to a position in a higher salary range.
 2. Employment Contracts. Salary advancement for staff with employment contracts is based on merit limited to the employment contract or modification thereof.
 7. Complaints. If a staff member has a complaint which is not an appropriate subject for a grievance, he/she may discuss it with the supervisor or assistant vice president for human resources. Complaints may be submitted in writing. All complaints, whether oral or written will be answered within five working days from their receipt.

8. Grievances.

1. Definition. A grievance is defined as an allegation by a staff member that there has been a violation of the provisions of the Administrative Manual.

4.8.2

2. Procedure:

Step 1. A staff member with a grievance shall first talk with his/her supervisor about it. If this does not resolve the grievance, the staff member may submit it in writing to the administrative level above that of the immediate supervisor. If the immediate supervisor is a vice president, the staff member may proceed directly to Step 2. 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 person who receives the written grievance has five working days in which to answer the grievance in writing.

Step 2. If the grievance is not resolved in Step 1, the staff member may request, in writing, a meeting of the parties with the assistant vice president for human resources 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 assistant vice president for human resources will communicate his/her answer in writing to the staff member and the concerned parties. (Probationary staff members cannot appeal beyond Step 2.)

Step 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 president or his/her representative. The president or his/her representative may review the materials and communicate his/her decision to all parties or schedule a meeting with such parties as are appropriate and thereafter communicate his/her decision to all parties. The president's decision shall be final.

All grievances shall be considered permanently settled if the staff member does not file it at the next step in accordance with the prescribed time limits. The time limits may be extended by mutual consent.

9. Benefits.

1. Holidays. For regular staff the following are university holidays

(usually the Friday preceding any such holiday which falls on Saturday and the Monday following any such holiday which falls on Sunday):

4.9.1	New Year's Day	day following Thanksgiving Day
	Memorial Day	day preceding Christmas Day
	Independence Day	Christmas Day
	Labor Day	day preceding New Year's Day
	Thanksgiving Day	

Two (2) floating holidays scheduled during the Christmas break, plus up to two (2) additional floating holidays scheduled during the Christmas - New Year's break, if the university is officially closed.

2. Vacation.

1. Continuous Appointments Accrual. Staff on continuing appointments for the fiscal year accrue vacation at the rate of five days per calendar quarter of completed service. Vacation for staff working on less than 12 month appointments is limited by the special requirements of their appointment and/or academic calendar and is not accrued. Vacation for fiscal year staff working less than full time but more than one-half time will be prorated to reflect the particular appointment. A prorated number of days for a partial quarter of service will be computed when necessary.
2. Employment Contracts Accrual. Vacation for staff on employment contracts will be specified in the employment contract.
3. Use of Vacation Time. Approval for the use of accrued vacation is the responsibility of the supervisors. Vacation time may not be charged until it is earned. Staff with earned vacation terminating their employment will be eligible for their accrued vacation not to exceed 20 days, provided at least four weeks notice of their intent to leave is received. Staff who are laid off are eligible for up to 20 days of accrued vacation in addition to the length of notice as indicated in Section 4.5. Up to 20 days of accrued vacation may be carried from one calendar year into the next.
3. Salary Continuation. The university will provide to the extent described below a salary continuation program for full time staff which is designed to provide salary protection in the event of personal circumstances which do not allow a staff member to continued work. This program is intended only as a form of insurance and is subject to careful scrutiny of each appointing officer. The appointing officer

Deleted: A staff member is not eligible for holiday pay if the holiday occurs during an unpaid leave of absence or if absent immediately before or after the holiday for an unapproved reason, or if the holiday occurs during a time when he or she is not on pay status.

may require proof that any absence at any time is appropriate. Salary

4.9.3

continuation may be approved only for the following reasons:

- A. Staff member's child birth, illness, injury, hospitalization, and appointments pertaining to health. In cases of injuries compensable under worker's compensation or no fault auto insurance, salary continuation may be used to the extent that the payments fail to equal the staff member's regular base earnings.
- B. Staff member's child, step child, foster child, spouse, or parent's illness, injury, hospitalization and appointments pertaining to health (limited to a reasonable amount).
- C. The death of a staff member's child, step child, foster child, spouse, brother, brother-in-law, sister, sister-in-law, parent, parent-in-law, grandparent or grandparent-in-law.
- D. Attendance at a funeral other than above (maximum one day).
- E. Inclement weather causing unusually hazardous conditions which necessitates the closing of the university.

All full time staff will be allowed compensation at their regular base rate of pay for an absence that falls under paragraph "A" above for the entire absence period not to exceed six months from the date of illness, injury or hospitalization. No salary continuation as such will be accrued or reported although each appointing officer will be responsible for the equitable application of the policy. Salary continuation for staff on employment contracts may be modified by the employment contract.

- 4. Professional Development Leave. Professional development leave is provided as an opportunity for staff to withdraw from the University community to learn new skills and concepts, to reflect on their work at the university, and to prepare for new responsibilities. Application is to be made to the dean or appointing officer or vice president of the division far enough in advance of the expected leave period to allow for arrangements regarding budget and replacement. The applicant should present an outline of the prospective outside income. Final determination shall be made by the President.

Remuneration of such leaves shall be determined on the basis of prospective outside income, length of leave and the available resources. All fringe benefits will be continued at the appropriate levels with the appropriate university contributions.

- 4.9.5 5. Leaves of Absence with Partial Pay.
- A. Jury Duty. A staff member who loses time from his/her assigned responsibilities because of jury duty will receive the difference between his/her pay for jury duty and his/her regular salary.
 - B. Military Duty. A staff member who loses time from his/her assigned responsibilities because of military training as a reservist or National Guard or due to civil disturbance, not exceeding four weeks per year, will receive the difference between his/her military base pay and his/her regular pay.
6. Leaves of Absence Without Pay. A staff member may request a leave of absence without pay for educational, medical or personal reasons for a period of from one to twelve months. Such requests shall be approved by the appointing officer (if the staff member's position is being held open) or by Human Resources. The staff member's accrued vacation will be protected during the leave period although additional benefits will not accrue. The staff member may continue existing group insurance benefits with the appropriate university contribution. Contributions to the retirement program will not continue during the leave period. In the case of medical leaves, the university may require a physician's statement concerning the staff member's ability to perform his/her assigned responsibilities either before the departure or just prior to returning to active employment. The Family and Medical Leave Act and the University Family Medical Leave Act Policy will be followed in approving a covered leave of absence.
- Absences without pay for a period of less than one month will be considered as lost time and are subject to the approval of the unit head.
7. Special Administrative Leave of Absence. Members of the Executive, Administrative and Professional Staff are encouraged to participate in the university's special administrative leave of absence program. This program is designed to provide staff members with an opportunity to be absent from their responsibilities during periods when their activities are normally reduced. Conditions of special administrative leave are the same as those applying to regular unpaid leaves except that arrangements may be made to spread accrued regular pay and/or vacation pay over all or some portion of the leave period. Routine responsibilities of the staff member will be reassigned to other staff during the leave. Such leaves are approved by the appointing officer and the president. All arrangements should be made far enough in advance to ensure adequate staffing.

- 4.9.8
8. Group Life, Medical and Dental Insurance. The university will provide coverage for all regular staff appointed one-half time or more and their dependents to the extent of the group insurance policies in effect providing the staff member's appropriate payments are maintained. The schedule of benefits provided and their cost are described in materials available through Human Resources.
 9. Group Disability. All regular full time staff is eligible to participate in the total disability benefits program subject to the provisions of the master contract. The benefits provided are described in materials available through Human Resources.
 10. Retirement.
 - A. University Base Plan. Regular faculty and executive, administrative and professional staff with appointments of one-half time or more 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

Eligible faculty and 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 12% of the participant's base salary. No contribution is required from the faculty or 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 is contained in the materials available in Human Resources.

4.10.B

- B. Supplemental Retirement Accounts. All regular faculty and staff may elect to have the university provide payment for tax deferred savings plans which qualify for IRS Code Section 403(b) and beginning July 1, 2002 section 457(b) status through companies approved by the university. Faculty and staff can defer in such amounts as permitted by IRS Code Section 403(b) and 457(b). The election of such a benefit in no way affects the faculty or staff member's mandatory participation in the university's retirement program. The university retains the right to modify or terminate this optional deferral program upon reasonable notice to faculty and staff.

- C. Medical Insurance for Retirees. The university will provide a medical insurance plan for official retirees. An official retiree (including early retirees) for purposes of this benefit, will be defined as any regular university faculty or 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.

Official retirees will be reimbursed for participation in the plan based on years of service.

Benefits will also be provided to the spouse of the retiree based on the same formula, less the dependent charge. The materials describing the program are available through Human Resources. The university retains the right to modify or terminate this plan upon reasonable notice to faculty, staff and retirees.

11. Tuition Reduction Programs.

A. Academic Participation for Faculty, Staff and Retirees

A regular faculty or staff member may, with approval of his/her supervisor, enroll in Grand Valley State University courses tuition free, one of which may be taken during working hours each fiscal year. Official retirees may enroll with the approval of Human Resources. The materials describing the program are available through Human Resources.

B. Reduced Tuition for Spouses and Eligible Dependents of Faculty, Staff and Retirees

Spouses and eligible dependents of regular faculty, staff

4.8.11.B

and official retirees are eligible for a 50 percent reduction of their tuition costs for all Grand Valley State University courses. Spouses and eligible dependents of regular faculty, staff and official retirees who use this benefit are subject to the admission and academic requirements of the university. The materials describing the program are available through Human Resources.

12. Flexible Spending Accounts. Staff members may elect once a year to participate in the Flexible Spending Accounts pursuant to the plan established under IRS Code Section 125. The materials describing the program and its options are available through Human Resources. The university retains the right to modify or terminate this program upon reasonable notice to the staff.
13. Adoption Assistance. Effective January 1, 2001 all regular full time and part time faculty and staff are eligible for adoption assistance. The benefits provided are described in materials available through Human Resources.

GENERAL INFORMATION

www.gvsu.edu - Grand Valley has an extensive website providing information to students, faculty, staff and the community. Executive and Administrative staff should be familiar with the GVSU website.

Professional Development

Grand Valley State University is committed to providing an atmosphere that encourages its entire staff to continually pursue educational activities that will enhance and improve them personally and professionally. The University encourages Executive, Administrative and Professional staff to join professional organizations within their respective fields and participate in the on/off campus seminars and workshops scheduled throughout the year.

Qualified staff are also invited and encouraged to enroll in the Academic Participation program, or if appropriate, to apply for Professional Development leave. (See Section 4.8.4 and 4.8.11.A of green section for further information.)

Performance Evaluations

Performance evaluations are completed annually by the supervisor for all Administrative/Professional 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. As part of this evaluation, staff members complete a self-assessment form and a professional development plan. Individuals with questions or concerns about evaluations should contact Human Resources or www.gvsu.edu/hro, under Supervisor Information.

Job Descriptions

Each Administrative/Professional staff member should have a working description of their job. Such descriptions should be reviewed at least annually with the individual's supervisor, usually during the performance evaluation meeting.

Alternative Work Schedules

Where appropriate, schedules other than the typical Monday through Friday full time work schedule are possible. Examples of these schedules are:

- **Variable Time (Flex Time):** A schedule in which staff start and end work earlier or later than within regular office hours set by the University. Variations include staggered hours with a fixed daily schedule; core hours with a variable daily schedule and meal-period flex.
- **Compressed Workweek Schedule:** A schedule that takes a full time workweek and compresses it into fewer, longer days (e.g., four 10-hour days).
- **9 or 10 Month Contract:** An arrangement in which the staff work a full time schedule during the busiest times in the office. They may be off during the summer or other periods when the office is slow.
- **Telecommuting:** An arrangement in which staff work from a location other than their normal worksite (e.g., home) on a regular basis.
- **Job Sharing:** A form of regular part time, where two part time staff share one full time position.
- **Part Time:** An arrangement in which staff work at least 20 hours a week, but

less than 30 hours, with regular, scheduled hours. May be eligible for same benefits as full time employees but on an adjusted basis.

Staff interested in such a schedule should discuss it with their supervisor and Human Resources.

Faculty/Staff Assistance Plan

The Faculty/Staff Assistance Plan (FSAP) provides confidential counseling assistance, at no cost, to individuals who may be experiencing personal difficulties. The FSAP is offered by the University through the Employee Assistance Center at 1-800-227-0905. Information is available in Human Resources, 140 Lake Michigan Hall (ext.12215).

Maternity Leaves

The Pregnancy Discrimination Act (PDA) is a federal statute that was passed in 1978 as an amendment to Title VII of the Civil Rights Act of 1964. The PDA requires that a pregnancy be treated the same as any other “disability”. As a result, under the University’s salary continuation program, pregnancies are treated the same as any other medical condition that prevents a staff member from working. Courts have ruled that employers are subject to sexual harassment and discrimination claims if they do not treat pregnancies the same as any other medical condition.

The University’s salary continuation program compensates, for up to six months, staff members who are unable to perform their jobs. Therefore, the salary continuation program applies to women who are unable to perform their job, as determined by a physician, due to the birth of a child or complications with a pregnancy. This program is flexible, allowing it to be applied to very different situations. Further details of the program are outlined in section 2.3.3.A of Chapter 4 of the Administrative Manual. This information can also be found in the Faculty Handbook.

A staff member expecting a child should notify her supervisor in the early stages of her pregnancy to allow time to plan and make the proper accommodations. The issues will vary in each case depending on the due date, whether or not there are any complications during the pregnancy, and whether or not the staff member is requesting additional unpaid leave.

If the staff member is ordered not to work due to complications during the pregnancy, she needs to provide her supervisor with a written notice from her physician indicating the need for her absence. Likewise, when a staff member who delivered a child is released to return to work, she needs to provide her supervisor with a notice from her physician indicating that she has been released to return to work without restrictions.

Related Leaves

The Family and Medical Leave Act (FMLA) provides eligible staff up to 12 weeks of unpaid leave a year. A staff member must work for 12 months, completing 1,250 work hours within those 12 months, to be eligible for FMLA leave. If eligible, FMLA leave may be requested for reasons that are not covered under salary continuation or may exceed what is appropriate for salary continuation. These reasons include the following:

- Birth of a child
- Adoption of a child

- Placement of a child for foster care
- The faculty or staff member is needed to care for a family member (child, spouse, or parent) with a serious health condition
- The faculty or staff member's own serious health condition makes him or her unable to perform his or her job

Further provisions of the law are addressed in the University's FMLA policy. A copy of the FMLA policy is available, along with the Executive, Administrative and Professional Staff Handbook, on the Human Resources office web site at www.gvsu.edu/hro.

Grand Valley, along with all other Michigan Public Universities, does not provide for paid adoption or parental leave. However, the University does provide unpaid leave that exceeds the requirements of FMLA. FMLA leave is subject to the approval of the University. FMLA requires the University to provide up to 12 weeks of unpaid leave while the University's unpaid leave policy allows for up to 12 months of unpaid leave. Further details of the program are outlined in section 4.8.5.A of Chapter 4 of the Administrative Manual.

In order to receive an unpaid leave, the staff member should submit a written request to their supervisor. The request will outline the need for the leave and the expected duration. The request should be submitted as soon as possible. When possible, the request should be submitted at least 30 calendar days prior to the date the leave will begin.

Travel Policy

The travel policy and procedures are described in detail in the GVSU Procedures Manual, which is on the Business & Finance web site at www.gvsu.edu/busfin. Receipts may be required for reimbursement of business travel expenses. Reimbursements are issued for expenses such as meals, hotel accommodations, and personal car mileage. Unless previously arranged, there are no meal allowances for students. Contact the Accounting Office for questions or additional information.

Insurance

The University carries general liability, vehicle insurance, and workers compensation insurance. The following is a brief summary. Further questions regarding general liability and vehicle insurance should be directed to Business Services. Contact Human Resources for further questions regarding workers compensation.

- * **General Liability:** The University policy will respond to any lawsuit brought against Grand Valley, its employees and any student or volunteer of the University when acting within the scope of their duties or performing services on behalf of the University.

It does not cover medical expenses by any student attending Grand Valley. It does not cover medical expenses incurred by anyone while traveling to or from the University (See Vehicle.) It does not cover medical expenses incurred by employees injured during the performance of their duties. (See Workers Compensation.)

- * Workers Compensation: This program covers all faculty and staff, and temporary hourly staff members, as well as students, on the University payroll. It will cover medical expenses and lost wages, according to the laws of the State of Michigan, incurred by faculty and staff through injuries suffered while acting within the scope of their duties or performing services on behalf of or under the direction of the University. GVSU is not responsible for any medical expenses or lost wages incurred either on or off campus of students not on the University payroll.

Work related injuries must be reported to Human Resources and the employee's supervisor immediately, regardless of the severity. The injured individual and their supervisor must complete a Work Related Injury Report Form. The form is available in Human Resources or online. For online forms go to www.gvsu.edu/hro, select forms, benefit forms, worker's compensation injury report form. **The form must be completed and returned to Human Resources within 24 hours of the accident.** More detailed instructions are outlined in Section 207 of the GVSU Procedures Manual.

- * Vehicle: Any injuries incurred in a vehicle by faculty, staff or students would be covered either by:

- (1) Their own health and accident policy
- (2) Their own personal auto insurance policy
- (3) The insurance carried on the vehicle in which they are riding

If you tow a trailer on a trip, liability on the trailer is covered by the insurance on the towing vehicle. There is no coverage on the contents of the trailer.

- * Please note: If an employee is injured in the course of their employment duties at GVSU, their medical expenses may be covered under the worker's compensation laws of the State of Michigan.

Equal Opportunity

Grand Valley State University is an affirmative action/equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the university.

Unlawful acts of discrimination or harassment by members of the campus community are prohibited. In addition, even if not illegal, acts are prohibited if they harass or discriminate against any university community member(s) through inappropriate limitation of access to, or participation in, educational, employment, athletic, social, cultural, or other university activities on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight. Limitations are lawful if they are: directly related to a legitimate university purpose, required by law, lawfully required by a grant or contract between the university and the state or federal government, or addressing domestic partner benefits.

Anti-Harassment Policy (reprinted from the Anti-Harassment Policy approved by the Board of Trustees - February, 1995)

ARTICLE I. PURPOSE

The goal of Grand Valley State University is to maintain a positive work environment for employees and a climate conducive to learning for students. The University, consistent with its policies and procedures, promotes institutional diversity by embracing such concepts as "affirmative action" and "equal opportunity" as a campus-wide strategy to provide equal access to opportunity. The University's commitment to non-discrimination is the foundation for such efforts. This policy outlines expectations for institutional and individual conduct that applies to all University faculty and staff members.

It is neither the purpose nor intent of this policy to infringe on academic freedom as defined by Grand Valley State University's Administration Manual and the Faculty Handbook.

ARTICLE II. PROHIBITED CONDUCT

Harassment

Harassment is unprofessional conduct that could reasonably be understood as (1) having the purpose or effect of creating an intimidating, hostile, or offensive environment, (2) having the purpose or effect of unreasonably interfering with an individual's work performance or access to educational activities and programs, (3) otherwise adversely affecting an individual's employment opportunities or access to educational activities and programs.

Harassment based on **age, color, disability, familial status, marital status, national origin, political affiliation, race, religion, sex/gender¹, sexual orientation, veteran status, or weight** is considered a violation of University policy.

Sexual Harassment

Harassment on the basis of sex is a violation of Title VII and Title IX of the *Civil Rights Act* and of the *Elliott-Larsen Civil Rights Act*. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or access to educational activities and programs, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or access to educational activities and programs, or (3) such conduct is unprofessional and has the purpose or effect of unreasonably interfering with or creating an intimidating, hostile, or offensive working or educational environment.

¹Sexual harassment raises issues about human interaction that are to some extent unique in comparison to other forms of harassment and thus may warrant separate emphasis.

ARTICLE III. CONSENSUAL RELATIONSHIPS

Consenting romantic and sexual relationships between faculty/staff and their students or between supervisors and their subordinates is inappropriate. The faculty/staff member who enters into a sexual relationship with a student (or a supervisor with a subordinate) where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be extremely difficult to use mutual consent as a defense.

ARTICLE IV. SANCTIONS

Any person who violates the University's Anti-Harassment Policy may be subject to a range of sanctions (in accordance with University policies) which could include, but is not limited to, dismissal according to due process from University employment. Violators may also be subject to civil action or criminal prosecution because harassment and other discriminatory behavior may violate state or federal laws.

ARTICLE V. RETALIATION

Any attempt to retaliate against an individual who files a complaint is prohibited by this policy and by law.

COMPLAINT RESOLUTION PROCEDURE

I. GENERAL PROCEDURES

Initiate by Making a Complaint. The procedures that follow are intended to enforce the University's Anti-Harassment Policy. The procedures are initiated by making a complaint that alleges that the University's Anti-Harassment Policy has been violated. Complaints may be either formal or informal, and the procedure for each is described below.

Where to Make a Complaint. A University *Faculty/Staff* member with a complaint, whether it is formal or informal, should report it to the Human Resources office. A University *student* with a complaint, whether it is formal or informal, should report it to the Dean of Students Office. In the event a complaint is received in other than these offices, faculty and staff are responsible for referring the complaining individual to the appropriate office.

When to Make a Complaint. Typically, both formal and informal complaints should be reported within sixty (60) days after discovery of the act which constitutes an instance of inappropriate behavior (but not more than one [1] year after the act). The University retains the right to accept and address complaints reported more than one year after the offending incident.

II. INFORMAL COMPLAINTS (MEDIATION)

In General. Informal complaints are those complaints where the person making the complaint ("the Complainant") asks the Human Resources office or the Dean of Students Office to assist in the resolution of an alleged violation of the Anti-Harassment Policy through mediation. Mediation is a voluntary conflict-resolution process. The Complainant and the alleged offender voluntarily agree to work with a third party mediator to resolve the complaint. This mediation is intended to resolve the complaint to the satisfaction of both the complainant and the alleged offender. Informal complaints need not be put in writing or signed by the Complainant.

Steps in Mediation Process.

1. The Complainant initiates the mediation process by making an informal complaint within the Human Resources office or the Dean of Students Office. The complaint need not be in writing or be signed by the complainant.
2. An individual from the appropriate office or a person designated by the office

("the Mediator") discusses the mediation process with the Complainant to determine if mediation might be an appropriate method to resolve the complaint.

3. The Mediator meets with the alleged offender, informing him or her that an informal complaint has been filed and that the person filing the complaint wishes to resolve it by mediation. The Mediator discusses the mediation process with the alleged offender to determine if mediation might be an appropriate method to resolve the complaint. The Mediator will also inform the alleged offender that mediation is a voluntary conflict resolution process intended to make each party aware of the position or feelings of the other and to resolve the conflict.
4. The Mediation may include additional meetings between the Mediator and the parties separately, and if necessary, jointly.
5. If mediation has been successful, the Affirmative Action Office will be informed that the complaint has been resolved.
6. If the Mediator determines that mediation cannot adequately resolve the issues, he or she will inform the Complainant and the alleged offender of this as well as the options available, such as filing a formal complaint. The Mediator will also notify the Affirmative Action Office that mediation was unsuccessful.
7. If the Complainant is dissatisfied with the results of mediation, he or she may file a formal complaint.

III. FORMAL COMPLAINTS (WRITTEN)

In General. Formal complaints are those complaints where the Complainant asks a Complaint Resolution Team to review and to investigate the complaint and to report its findings to the appropriate appointing officer for action. Action taken in cases where a violation has been found could result in varying levels of discipline up to and including dismissal from employment. Formal complaints must be in writing and signed by the Complainant.

Steps in the Formal Complaint Process.

1. The Complainant obtains a Formal Complaint Form from the Affirmative Action Office, Human Resources, Dean of Students Office, or the Counseling Center.
2. The Complainant completes the form, listing the type of alleged offense, the name of the alleged offender, and specific facts about the alleged offense (e.g., time, date, location). The Complainant must sign the complaint form.
3. The Complainant files the written complaint with the Affirmative Action Office.
4. The Director of Affirmative Action convenes the Complaint Resolution Team.
5. The Team reviews the Complaint and the accompanying facts and circumstances to initially determine if the Complaint requires further investigation, should be referred to another forum for action (such as the Student Judicial System), or

should be dismissed. If the Team decision is to investigate, the appointing officer and the appropriate Vice President will be notified and provided a copy of the complaint.

6. The appointing officer provides a copy of the complaint to the alleged offender and informs him/her of the decision to investigate.
7. Where investigation is required for student complaints, the Dean of Students coordinates the investigation; where investigation is required for employee complaints, the Director of Affirmative Action coordinates the investigation.
8. Where investigation is required, the Complainant and the alleged offender will be notified and consulted,
 - a. *When the alleged offender is a faculty member*, the Provost or a designee, the alleged offender's appointing officer, and the Associate Vice President for Human Resources will be notified; *or*
 - b. *When the alleged offender is a staff member*, the employee's appointing officer and the appropriate Vice President and Associate Vice President for Human Resources will be notified; *or*
 - c. *When the Complainant and the alleged offender are students*, the Dean of Students and other individuals will be notified as necessary.
9. At the conclusion of the investigation the Team prepares a report containing a statement of the allegation, a list of policy violations, and a statement of findings.
10. Complainant is notified regarding CRT's findings in relation to whether there has been a policy violation.
11. The Team's report is sent to the appointing officer and the appropriate Vice President.
12. The appointing officer provides a copy of the report to the alleged offender.
13. The appointing officer consults with the Associate Vice President for Human Resources.
14. The appointing officer takes appropriate action.

Note: If the complaint is against an appointing officer, only the appropriate Vice President is notified. If the complaint is against a Vice President, the President is notified. If the complaint is against the President, the Chair of the Board of Trustees is notified. If the complaint is against a member of the Board of Trustees, the Chair of the Board of Trustees will be notified. If the complaint is against the Chair of the Board of Trustees, the Vice Chair of the Board of Trustees will be notified.

Confidentiality

Although discretion will be exercised, a guarantee of confidentiality or anonymity cannot be made since the investigation will involve discussions with other parties. Information about the complainant and the incidents giving rise to the complaint will be revealed only as investigatory and disciplinary processes require. Confidentiality will be observed to the extent permitted by law and which is consistent with protecting the welfare of the faculty, staff, and students, and the interests of the University.

Complaint Resolution Committee Membership

- Dean of Students
- Director of Affirmative Action
- Director of Counseling and Career Services
- Five Faculty Members
- Director of Staff Relations
- One employee appointed by the President to reflect the male/female balance of the Team

Committee Members are appointed by the President for two-year staggered terms.

Complaint Resolution Teams are subcommittees selected by the Director of Affirmative Action from the Complaint Resolution Committee membership to investigate complaints. When possible, team members should be demographically representative of the parties involved in the dispute.

If a complaint or conflict of interest involves a Complaint Resolution Committee Member, that member will not participate in their normal capacity as a committee member.

Information Sources

Information regarding the formal complaint and grievance procedures is located in the following documents:

- ◆ Faculty members - Section 2.16 of the Faculty Handbook.
- ◆ Executive, Administrative and Professional Staff - Chapter 4, Section 4.7 of the Administrative Manual.
- ◆ Clerical, Office and Technical Staff - Section 6, Grievance, of the contract.
- ◆ Maintenance, Grounds, and Services - Section 6, Grievances, of the contract.
- ◆ Safety and Security Staff - Section 6, Grievances, of the contract.
- ◆ Student Employees - Student Employee Handbook.

Copies of these procedures are available and have been distributed to all faculty, staff, and students.

Where to Go for Help

The offices listed below are available to assist you in your efforts to put an end to harassment. Your questions can be answered, you can be helped in the preparation of reports, and you can be advised informally and confidentially. You may request information and/or advice anonymously. Formal/written reports are filed in the Affirmative Action Office.

Students:

Dean of Students.....331-3585
 202 Student Services Building
 Counseling Center.....331-3266
 204 Student Services Building

Employees:

Associate Vice President for Human Resources331-2215
 140 Lake Michigan Hall
 Affirmative Action Office.....331-2242
 10 Zumberge

University Catalog

The annual University catalog is an important source of general information to gain a better overall understanding of Grand Valley State University. A graduate bulletin is published annually with information specific to the eight Masters degrees awarded by the University. Copies may be obtained from the Admissions Office (Student Services Building).

It is beneficial to all staff to review these publications each year to remain current with institutional programs and policies.

Smoking Policy

Smoking is prohibited in all GVSU buildings. The complete smoking policy is printed in the Procedures Manual.

The Library

The University Library, housed in the James H. Zumberge building, Allendale and the Steelcase Library, Grand Rapids, has a collection of more than 700,000 volumes, 3,200 periodical subscriptions, 7,500 e-journals and more than 114,000 Federal and State of Michigan documents. Access to the collection and to databases, many of them now having full text, is through the Library’s web based system, VOYAGER. For items not held by the Library, access is provided to the collections of other libraries--locally, statewide, and nationally. If you have any questions regarding the use of the facilities or services offered, please contact either the Reference Librarian on Duty (ext. 13500) or the Director of the Library.

The lower level of the Library building houses the University's executive offices.

Children's Center

Grand Valley recognizes that the large number of working parents with young children presents a need for reliable childcare. The Children's Center is an attempt on the part of the University to meet that need at a nominal cost to those staff members who wish to use it.

Located on Campus Drive West, the Center is just west of Parking Lot H. Programs are designed to help children age three to twelve in educational, social, psychological and physical development.

Fees are reasonable and vary according to each child's attendance schedule. Operating hours are 7 a.m. to 6 p.m., Monday through Friday. For further information, please call 895-4146.

Public Information

"GVNOW" is the daily news page website of Grand Valley State University information. It can be found at www.gvnow.gvsu.edu. You may want to set it as your homepage.

The "FORUM" is a newsletter of information about campus events and issues in higher education relevant to faculty and staff members. It is published by the News & Information Services Office every Monday during fall/winter semester, and every other Monday, spring/summer semesters. Copy deadline is the Tuesday noon prior to publication. Send to News & Information Services, 260 Lake Michigan Hall.

The "LANTHORN" is the student paper published weekly during the academic year. Copy deadline is the Friday prior to publication. Send to Lanthorn, 100 Commons.

Grand Valley operates two public television and four public radio stations. WGVU-TV, Grand Rapids (Channel 35) and WGVK-TV, Kalamazoo (Channel 52) are affiliated with PBS. Both provide a variety of educational, informative, and entertaining programs. With both programming efforts and community efforts, WGVU provides excellent children's programs, public affairs information, cultural opportunities, science, and "how-to" experiences. In addition, Instructional Television (ITV) offers educational programming to over 190,000 elementary and secondary children in West Michigan. WGVU-AM (1480)/WGVU-FM (88.5) Grand Rapids and WGVU-AM (850)/WGVU-FM (95.3) are affiliated with National Public Radio (NPR). WGVU and WGVU offer news, information, talk, jazz and blues programming 24-hours a day. Satellite television uplink is another service of WGVU-TV, offering business television services and news links to stations across the country.

Institutional Marketing

Institutional Marketing is a unit under the Division of Planning and Equity. Our goal is to serve Grand Valley State University and its constituencies by conveying a clear, research-based message about what Grand Valley offers, based on the university's mission, vision, values, and strategic goals. If you would like assistance with or to discuss any of the following services, please contact us at 331-2525.

Our services include:

• Integrated Marketing Planning

To continually enhance Grand Valley's values, Institutional Marketing conducts research to determine current perceptions and then determines what messages the university should be communicating based on its mission, vision, and strategic goals. Communications plans are developed to deliver these messages and then they are evaluated to be sure the intended audiences are receiving the intended messages.

• Publications and Visual Materials

We manage, design, and produce a full range of publications and visual materials including recruitment materials, course catalogs, the campus tour video, programs, brochures, posters, banners, and invitations.

• Image/Awareness and Recruitment Advertising

The university uses advertising to create awareness about who Grand Valley is and how students can enroll. We also develop and place event promotion advertising.

• Promoting Branding and Identity

Grand Valley's "brand" is our promise to our audiences based on the university's mission, vision, values, and strategic goals. Academic excellence, first rate faculty, great return on investment, state-of-the-art facilities, and outstanding locations are the messages we use to tell the Grand Valley story. The graphic representation of the Grand Valley State University brand is the logo. You can find guidelines for Grand Valley logo usage, word usage, and much more at www.gvsu.edu/identity.

• Web Site Design and Development

Institutional Marketing designs and develops the primary Web site of the university. We also provide assistance to departmental web administrators with the design and maintenance of their department home pages using an easily-updateable content management system (CMS). To verify that your web page is in compliance with Grand Valley's web standards, check out www.gvsu.edu/identity or call us at 331-2525. When you're ready to "go live" with your pages, we'll place them into production.

Bookstore

The University Bookstore, Allendale Campus, is located on the first floor of Kirkhof Center. In addition to carrying the textbooks and supplies required for students taking classes on the Allendale campus, the bookstore offers a large selection of other merchandise, including GVSU imprinted clothing and gifts, greeting cards, leisure reading books and software.

The University Bookstore offers similar services for those at the Pew Campus and is located on the first floor of the DeVos Center.

Campus Dining Facilities - Allendale

GVSU offers a variety of dining options on campus. Hours are posted at each location and are available on the web page at <http://www.gvsu.edu/campusdine/hours.html>.

Kleiner Commons

Marketplace - Rotating menus at the Sauté Station and familiar staples in other areas, the Marketplace can satisfy a light or hearty appetite.

Convenience Store (C-Store) - Stock up on your favorites without even leaving campus at the C-Store. Tasty snacks are available in addition to a produce cooler, frozen foods, breads and health and beauty items.

Java City - Step into this coffeehouse and you may want to stay the rest of the day. Java City is open 24 hours. Bagels and pastries compliment the menu.

Commons

Fresh Food Company - In this new, state of the art restaurant, guests enjoy all-you-care-to-eat dining. Guests are dazzled by a wide assortment of choices prepared to individual standards.

Select options from the Mediterranean Oven, Produce Market, Traditions, Champion Grill and Bake Shoppe. Located in the Upper level Commons.

Einstein Bros. Bagels - Einstein Bros. offers a sophisticated blend of trendy tastes and atmosphere. Specializing in fresh baked items including breakfast and gourmet bagel sandwiches, soup and an array of grab and go specialty salads. Fresh gourmet coffee is brewed daily. Upper level Commons.

Food Court - The Food Court features Subway, Taco Bell Express and Pizza Hut Express. Many grab and go items are available to compliment your meal. Lower level Commons.

Kirkhof Center

River Landing - Look for crisp grab and go salads, Bene Pizza and Pasta, Tortilla Fresca, the Grille, Subway and much more! Lower level Kirkhof.

Lobby Shop featuring Java City & Freshens Smoothie Co. - This is a perfect quick stop area to grab a smoothie, snack, beverage or pick me up as you pass through the student center. There is something for all tastes at this great campus escape.

The Meadows Restaurant

Enjoy stepping away from hectic campus life and relax in a casual, fine dining atmosphere. The ***Meadows Restaurant*** is located in the clubhouse at The Meadows Golf Club at Grand Valley State. It is open for lunch and dinner. This public restaurant offers a menu that is both elegant and simple. From appetizers to entrees, there is something for all tastes at this great campus escape.

Campus Dining Facilities - Pew Campus

Plaza Café - Diners at The Plaza Café located in the DeVos Center can choose items from the Grille, Tortilla Fresca, Bene Pizza, salad or soup stations.

Plaza Gazebo - At The Gazebo in the DeVos Center, you can pick up Starbucks Coffee, bagels and sandwiches.

Convocation

The beginning of the academic year is formally marked by a convocation ceremony. The occasion is observed as time to honor distinguished faculty and new or returning Presidential scholars and their parents. Administrative/Professional staff are encouraged to attend and participate. Convocation regalia is available through the Bookstore.

Holiday/Recognition Party

A festive holiday party is held annually in the Kirkhof Center. Faculty and staff are encouraged to attend this event. It is an opportunity for social interaction between coworkers and with those from other departments. This is also an occasion when faculty and staff with 10, 20, 25, 30, 35, and 40 years of service are recognized by the University. Arrangements are made by Human Resources.

Financial Services

Grand Valley provides a number of services to meet some of the financial needs of the staff.

1. Tax Deferred Annuities and Mutual Funds (See Chapter 4.8.10.B)
University approved companies include:

Fidelity Investments	TIAA/CREF
The New England	American Funds

Information booklets for the above companies may be obtained in Human Resources/Benefits, 140 Lake Michigan Hall (ext. 12220).

2. Fifth Third Bank Credit Card
The Fifth Third Bank card is available at no annual fee to all faculty and staff subject to Fifth Thirds approval. Application forms may be obtained in Human Resources, 140 Lake Michigan Hall.

The completed application form returned to Human Resources for processing.

3. Savings Bonds
Series Double "E" and Series Double "I" bonds can be purchased through the Payroll Office on a payroll deduction basis. All paperwork is handled by Payroll, 201 Lake Michigan Hall (ext. 12237).

OPPORTUNITIES AND PLACES OF INTEREST

Recreation & Sports

A number of recreational activities are available to Executive, Administrative and Professional staff.

Fieldhouse/Recreation Center Complex

Indoor facilities: The interior south wing of the facility features a three court recreational area for basketball/volleyball/badminton. On one end is a fitness center with approximately 75 pieces of state of the art cardio-vascular and selectorized weight machines. A 1/9th of a mile, elevated four lane track surrounds the entire area. The east wing of the facility features the aquatics area. Competitive swimming pool also offers opportunities for recreational swimming and diving, and a variety of lesson and instructional programs. The north wing of the facility features the main area. While the majority of showcase events such as intercollegiate contests, entertainment, and large spectator events are held here, there are also opportunities for recreation on the basketball/volleyball courts and to train on the olympic caliber 1/8th mile Mondo running track. The interior of the facilities house the university health services, human performance laboratory, gymnastics/climbing center, racquetball courts, lecture halls, offices and locker room facilities. In addition, a weight room features an additional 30 pieces of modern equipment.

Outdoor facilities: The outdoor facilities include tennis courts, athletic playing fields, and Lubbers football stadium and track. Opportunities to access these areas are more limited due to seasonal use and weather conditions.

Recreational facility opportunities are many and varied. For more information, the

Fieldhouse/Recreation Center phone (ext. 13313) may be called for detailed information and facilities and program availability.

Current faculty/staff of GVSU are eligible to obtain a Fieldhouse membership card. Their spouse and dependents (as defined by the IRS) who are 16 years of age also qualify and may obtain a card. Younger dependents are eligible to use facilities at designated times when accompanied by their qualified adult family member.

Athletic department information may be obtained by calling the Sports Information Office at (ext. 13275) or the Laker Sportsline at (ext. 13800). General informational questions may be made to (ext. 13259) to the main athletic office.

Wellness and Recreation Services

The purpose of Wellness and Recreation Services (WRS) is to encourage the well-being of a diverse university community through structured group exercise, wellness education and recreation programming. Programs and services include Campus Wellness, Intramural Sports and Group Exercise. For more information, go online at www.gvsu.edu/wellness.

Campus Wellness

The Campus Wellness Center is located on the lower level of the Recreation Center. The center offers a variety of fitness and wellness services to Grand Valley students and employees. Services include health risk appraisals, health screening, body composition analyses, fitness appraisals, exercise programming, equipment orientations, personal training, nutritional counseling and message therapy. Campus Wellness also sponsors various programs such as "how to" leisure recreation clinics, health fairs, CPR training, personal self-defense workshops and fitness challenges.

Intramural Sports

Intramural Sports offers men's, women's and co-rec divisions for competitive and recreational skill levels in team and individual sports to Grand Valley students and employees. Sports offered include: Softball, Flag Football, Soccer, Volleyball, Basketball, Roller Hockey, Golf, Tennis, Racquetball, Badminton, Rowing, Bowling, 5K Run, Billiards and Table Tennis.

Group Exercise

The Group Exercise Program is available to Grand Valley students as well as employees, and offers a variety of group exercise formats with over 40 classes scheduled throughout the week. Classes include Ab Lab, Kickboxing, Pilates, Spinning, Step, Totally Toned, Water and Yoga.

Laker Aerobics

The Laker Aerobics Program is available to Grand Valley students as well as employees, and offers a variety of group exercise formats with over 40 classes scheduled throughout the week. Classes include Ab Lab, Cardio Kickboxing, Spinning, Step Aerobics, Totally Toned, Water Aerobics, and Yoga. For more information, go online at www.gvsu.edu/wellness.

Golf

The Meadows, Grand Valley's 7,050 yards, 18-hole golf course available to the public, is located on the west edge of the campus. The golf holes, separated by existing wetland areas, meadows, woods and lakes, offer a challenge to all levels of golfer while providing an attractive

environmental model for use of wetlands and wild life habitats. The Meadows is supported by course fees and not by State appropriations or tuition revenues.

A full service pro shop supports the golf course. Clubs, shoes, clothing and professional staff consultation are available. A full-service restaurant is also available for lunch and dinner year-round.

Situated on West Campus Drive immediately south of the golf course and clubhouse is the Golf Academy. This golf teaching center has a world-class driving range with 90 stations and two practice holes that serve as a transition area for the beginning golfer making the jump to the big course. Private and group instruction is offered by The Meadows professional staff.

The Meadows hosted the NCAA Division II/III National Championships in 1996, 1998, 2001, and 2002.

Golf League

The Grand Valley State Golf League offers an opportunity for golfers at all levels to play during 14 weeks of the summer. This is open to all faculty and staff members. Annual dues are set by officers elected at a spring organizational meeting. Winners of the various categories are presented with prizes at a banquet at the end of the season. Interested persons may obtain information by calling the Health/Recreation/Wellness Office at (ext. 12600).

GVSU Toastmasters Club

Grand Valley State University's Toastmaster Clubs offer all faculty and staff the opportunity to develop and enhance their public speaking and communication skills. Membership is open to all faculty and staff members and members of the general public. Allendale Toastmasters meet Wednesdays from 12:00 – 1:00 p.m. in 104 Kirkhof Center. Downtown Toastmasters meet Fridays from 7:30 – 9:00 a.m. in the University Club of the DeVos Center. Membership fees may be paid by the department or by the staff member.

Grand Valley State University's McNair Student Toastmasters meet every Wednesday afternoon from 3:30 – 5:00 p.m. in 104 Kirkhof Center. During the spring/summer terms, the McNair Club meets from 1:30 – 3:00 p.m. on Wednesday in the Kirkhof Center. Contact Dollie Lutes for the meeting room (331-3441).

Discount Coupons and Information

Discount coupons and information are available and can be obtained from Human Resources, 140 Lake Michigan Hall or by calling (ext. 12215). Discounts are available for Disney World, Henry Ford Museum, Greenfield Village, Sea World, Busch Gardens, Six Flags, auto and home insurance, and vision centers. Additional discounts for local vendors can be obtained at <http://www.gvsu.edu/hro> and select "discounts" under our "popular pages" portion of the homepage.

The University Club

The University Club was established in 1963 for the purpose of offering social, informational, and enrichment activities for its members, families and special friends. Membership is open to active and retired faculty and staff of the University, to immediate family members, and to persons who have been significant supporters of the University or the club. The University Club

membership year extends from September 1 through August 31.

In addition to the historic camaraderie offered through University Club membership, members will be invited to a wide range of club programs, including parties (many designed to include the kids). University Club members have automatic membership in the Association of Faculty Clubs International which offers a reciprocal arrangement with member institutions throughout the world.

For membership information, contact the University Club by e-mail, and the club Administrator will send the appropriate information. Membership can be paid by payroll deduction.

Arts at Noon Series

Each semester a series of music, drama, and dance is presented either in the Cook/DeWitt or the Performing Arts Center at noon. Some of the regular features include artists-in-residence from the Grand Valley staff and visiting performers. The audience may bring brown bag lunch or purchase a light lunch prior to the programs. A new schedule of events is published at the beginning of each school year.

Handbook Suggestions

Please give your comments and suggestions for the AP Handbook to your AP Committee Representative.