

# **FACULTY AND ADMINISTRATIVE STAFF HANDBOOK**

DELTA STATE UNIVERSITY  
Cleveland, Mississippi

Published by

Offices of Vice President for Academic Affairs  
and Director of Human Resources

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## FOREWORD

The Delta State University Faculty and Administrative Staff Handbook is designed to facilitate uniform handling of procedures in an organized manner and to set forth policies of the institution. Familiarizing oneself with the practices and procedures contained herein will enable each faculty and administrative staff member to handle matters expeditiously and will provide a better understanding of university policy. Full coverage of all institutional operations is not possible in one document. Reference should be made to other university publications including the Undergraduate and Graduate Bulletins, the Student Handbook, and Personnel Policies and Procedures.

University programs, policies, procedures, and services as described in this and other university publications are developed through established processes and are subject to ever-changing circumstances of the university enterprise. As policies and procedures are amended, revisions will be presented so that the publication can remain current. However, as changes may occur more rapidly than this or any other publication can accommodate, the determination of applicable policy and procedure at any given time remains the responsibility of appropriate university officials.

Kent Wyatt  
President

July 1998

## **INSTITUTIONAL MISSION**

Delta State University, a regional university in Cleveland, Mississippi, serves as an educational and cultural center of the Mississippi Delta. The University offers broad undergraduate, graduate, and continuing education programs of study leading to degrees at the baccalaureate through doctoral levels. Emphasis is placed on excellence in instruction, followed by service and research, in the creation of a community of scholars. With special attention to small classes, a friendly environment, and a broad liberal arts foundation, the University encourages significant student - faculty interactions. Delta State provides programs and services which promote intellectual, cultural, ethical, physical, and social development. Students from a broad range of cultural, socioeconomic, and ethnic backgrounds have the opportunity to develop the ability to respect and evaluate the thoughts of others; to develop, assess, and express their own thoughts effectively; and to use the techniques of research and performance associated with their disciplines.

Approved by the Board of Trustees of State Institutions of Higher Learning, February 19, 1998.

## **UNIVERSITY GOALS**

Delta State University strives to fulfill the following goals:

### **Instruction**

1. Review and update undergraduate and graduate programs to adequately address basic skills, knowledge, and competencies necessary for students to be properly prepared in their chosen fields, to complete licensure requirements, enter the work force, and/or continue advanced study in graduate or professional school.
2. Attract and retain qualified and diverse students, faculty, and staff.
3. Promote faculty development through a comprehensive program designed to strengthen the faculty in teaching, service, and research.
4. Provide sufficient faculty in all disciplines to maintain a student-teacher ratio that ensures opportunities for meaningful intellectual interaction between students and faculty.
5. Accommodate non-traditional students and the general public by offering a comprehensive program of continuing education, including off-campus classes, independent study courses, non-credit courses, conferences, and workshops.
6. Optimize the effective use of technology in support of the education process.

### **Service**

7. Strengthen the cooperative relationships with business, industry, community groups, government, and other educational institutions.

### **Research**

8. Enhance educational experiences at all levels by encouraging student and faculty research and other creative work.

**Support Operations**

9. Provide a rich campus life with a variety of cultural and extracurricular activities and other opportunities for personal development.
10. Increase student retention and graduation rates by providing a support program which includes, but is not limited to, the following attributes: a comprehensive support program of advising and other services to enhance student development; increased financial support to students through scholarships, assistantships, grants, and loans; a developmental studies program for underprepared students; and, opportunities to meet or communicate with prospective employers or admission personnel from graduate or professional schools.
11. Provide the resources, facilities and the physical environment which contribute to the intellectual, cultural, ethical, physical, and social growth and development of the student and of the surrounding community.
12. Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.) which are effective and efficient in the support of the institutional mission.
13. Provide opportunities for the professional and personal development of staff.

**External Affairs**

14. Expand the pursuit of external funding for instruction, public service, research, student financial assistance, and other needs.
15. Increase the involvement of alumni in the life and support of the University.

## **ORGANIZATION AND ADMINISTRATION**

### **THE BOARD OF TRUSTEES**

Delta State University operates under the control of the Board of Trustees of State Institutions of Higher Learning. The Board functions under the Mississippi Constitution and statutes of the Mississippi Legislature and has sole responsibility for the operation of the eight public universities in Mississippi. The Board promulgates regulations under which the universities of Mississippi operate. Much of the business of the Board is conducted through the commissioner's office and by standing committees. The Board normally meets on the third Thursday of each month.

### **UNIVERSITY ORGANIZATION**

The President of Delta State University is elected by the Board of Trustees and answers to the Board on all matters pertaining to the operation of the institution. The current organization for the internal administration of the university is reflected in the adjacent organizational chart depicting the structure of administrative units and appropriate lines of authority and responsibility. The academic programs--both undergraduate and graduate--are administered through the Office of the Vice President for Academic Affairs by the respective schools and academic department/divisions.

### **OFFICERS OF ADMINISTRATION**

#### **PRESIDENT OF THE UNIVERSITY**

The President of Delta State University is elected by the Board of Trustees and answers to the board on all matters pertaining to the operation of the institution. The President is responsible for curricula and instruction; for the recommendation to the Board for election of faculty, staff, and other employees; for budget and fiscal affairs; and for all university property. The President is also responsible for the admission and retention of student enrollers under regulations of the Board. Although the responsibility and authority for the operation of the University vested in the President of the University by law and by the Board of Trustees cannot be abdicated by the President, the President delegates most responsibility and authority to other administrative officers. The delegation of such responsibility is represented in the Organizational Chart which may be amended from time to time.

#### **VICE PRESIDENT FOR ACADEMIC AFFAIRS**

The Vice President for Academic Affairs is responsible to the President for the efficient formulation, augmentation, and operation of the academic program and for such other duties and responsibilities as may be delegated to the Vice President for Academic Affairs by the President.

The Vice President for Academic Affairs discharges responsibilities for the academic program through the deans of the various schools and the Director of Library Services. In cooperation with these various school deans, the Vice President for Academic Affairs is responsible for curriculum development, faculty personnel, and academic programs. The Vice President for Academic Affairs is responsible for the administration of the instructional budget. The Vice President for Academic Affairs may call to the attention of the President the need for physical facilities, library facilities, additional teaching personnel, or other feasible items considered essential to improvement of the academic program.

\*Delta State University reserves the right to change any of the provisions in this handbook at any time. This handbook is not intended to form and is not a contract or a part of any contract between Delta State University and its employees.

#### **VICE PRESIDENT FOR BUSINESS AFFAIRS**

The Vice President for Business Affairs is responsible to the President for all matters of fiscal administration and business management. The Vice President for Business Affairs has specific responsibility in the following areas:

1. Financial records, accounts, and monies.
2. Preparation of budgets and exercise of contracts.
3. Maintenance and operation of the Physical Plant, including buildings and grounds renovations and new construction.
4. Management of auxiliary agencies: cafeteria, grill, laundry, bookstore, post office, housing, telecommunications, transportation, golf course and vending.
5. Fiscal matters pertaining to student housing, bonded indebtedness, and loan and scholarship funds.
6. Purchasing, receiving, and inventory.

In all fiscal affairs pertaining to the academic and other programs of the University not mentioned above, the Vice President for Business Affairs is charged with the responsibility of legally collecting and expending funds in accordance with regulations promulgated by the President, the Board of Trustees, State Budget Commission, State Building Commission, and other agencies.

#### **VICE PRESIDENT FOR STUDENT AFFAIRS**

The Vice President for Student Affairs, under the supervision of the President of the University, is responsible for the general welfare and morale of all resident and nonresident students. Administrative personnel who report directly to the Vice President for Student Affairs are Dean of Student Development, Director of Housing and Residence Life, Associate Director of Housing and Residence Life and Minority Affairs, Director of Health Services, Director of Counseling Center, Director of Career Planning and Placement, Director of School Relations and Recruitment and Director of Union and Facility Coordinator.

Personnel in this division counsel with students regarding social-behavioral matters. Supervision of residence halls, discipline, and rules and regulations of conduct are within the jurisdiction of the office. Other duties include the assignment of rooms, coordination of student insurance, supervision with the Pan Hellenic Council and the Inter-Fraternity Council. Permissions for school-sponsored, off-campus trips are cleared in this office by the sponsor. The Vice President for Student Affairs also supervises the Intramural Sports Program and all recognized organizations and clubs.

#### **VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT**

The Vice President for University Advancement is directly responsible to the President. The Vice President for University Advancement assists and advises the President in the management of all aspects of Delta State. The Vice President for University Advancement has responsibility for Alumni, Foundation, Public Information/Sports Information, Institutional Research and Planning, Human Resources, Police, the Bologna Performing Arts Center, and Legislative Relations.

#### **DIRECTOR OF ATHLETICS**

The Director of Athletics is responsible to the President for the operation of the intercollegiate athletics program. This includes hiring of personnel, budget operation, setting policies and standards of conduct, monitoring institutional compliance with the NCAA and Gulf South Conference rules. The intercollegiate athletics program is overseen by an institutional athletic committee composed of faculty, staff, and students.

#### **FACULTY**

The University faculty is composed of the officers of university administration, all full-time persons holding regular or temporary appointment in faculty rank (professor, associate professor, assistant professor, instructor), professional librarians, and such other persons as may be so designated on the recommendation of the President and the approval of the Board of Trustees.

#### **FACULTY COMMITTEES**

Faculty committees are appointed to study policies and organizations relating to the area of the committee and to make recommendations to the Vice President or President. Most faculty and certain staff members are selected to serve on one or

more standing or special committees. Student representatives are appointed to serve on most committees. Faculty members have the opportunity to designate their first, second, and third choices of the committee(s) on which they prefer to serve. At the beginning of each school year, a special memorandum is issued listing committee assignments. Returning members are normally placed on a committee of their first, second, or third choice. Ad hoc committees are appointed based on need.

Below is a summary statement of the duties and responsibilities of the various standing faculty committees.

I. The designated chair of each committee is responsible for:

1. Organization of the committee
2. Designation of time and place of committee meetings outside regularly scheduled class periods
3. Filing of TWO COPIES of the minutes of each meeting in the Office of the Vice President for Academic Affairs (within one week after meeting), one of which will be passed on to the President. Please note in the minutes those members present and those absent.

- II. The President of the University is ex officio member of all committees and may be represented by the Vice President for Academic Affairs, the Vice President for University Advancement, or other designated representative.
- III. Recommendations from a committee shall be communicated in writing by the chair to the Vice President for Academic Affairs for academic matters and to the President of the University for all other matters.
- IV. The process of an appeal of an academic-oriented committee decision shall be through the Vice President for Academic Affairs to the President. Appeals of all other committee decisions shall be made directly to the President.
- V. Student committee members are entitled to voting privileges.

**ACADEMIC COUNCIL.** This Council is responsible for the academic administration of the university and for planning the faculty meetings. It will receive and act upon curriculum matters presented by Council members pertaining to changes and additions recommended by the departmental curriculum committees of the respective schools. Significant or major changes will be submitted to the President for his approval or disapproval. The Council is composed of the Vice President for Academic Affairs, the academic deans, the Director of Library Services, and a representative from the Faculty Senate.

**ACADEMIC ACHIEVEMENT COMMITTEE.** The purpose of this committee is to encourage academic achievement and the maintenance of the highest possible academic standards by all students. This objective may be accomplished in part by: (1) seeking and recommending ways and means of assisting students in fulfilling their academic potential; and (2) giving attention to students who need remedial or special assistance in meeting the academic standards of the university.

**ACADEMIC COMPUTER USAGE COMMITTEE.** The purpose of this committee is to encourage computer-assisted instruction and to advise the administration as to the best allocation of existing computer resources and the best means of satisfying future needs.

**ACADEMIC HONORS COMMITTEE.** This committee is responsible for the supervision and administration of all university programs related to academic honors. Subcommittees may be appointed to administer the Honors Course, the Faculty Scholars Program, the Academic Honors Day Program, and other special programs that may be instituted. The chair will be coordinator for all academic honors programs.

**ATHLETIC COMMITTEE.** The Athletic Committee fosters, promotes, and regulates the intercollegiate athletic program of Delta State University. It seeks to provide for the students of DSU the best intercollegiate athletic program possible. The committee establishes and enforces policies and rules under which the athletic program functions. It keeps itself informed on current trends in athletic policies and practices, including NCAA and the Gulf South Conference rules and regulations.

**ATTENDANCE COMMITTEE.** This committee encourages class attendance, discourages absenteeism, and sits as a jury for those who have violated attendance regulations. The attendance policy should be kept under constant surveillance by the committee.

**COURTESY COMMITTEE.** This committee extends courtesies to members of the faculty and staff in cases of special events affecting them and their families. It administers the Courtesy Fund, to which faculty and staff members are encouraged to

contribute \$5 per year. Courtesies are provided in accordance with policies set up and publicized by the committee. It is the hope of the committee that each member of the faculty and staff will support the program financially.

**CREDENTIALS COMMITTEE.** The committee serves in an advisory capacity to the Vice President for Academic Affairs in the development of policies pertaining to (1) evaluation of academic records of students continuing in college and (2) evaluation of questionable transfer students. The committee considers all applications from those candidates who wish to have their degrees granted in absentia. The committee shall act as an appeals committee on major and minor field requirements when the student disagrees with the recommendations of the adviser, department chair, and school dean. All actions of the committee come in the form of recommendations to the Vice President for Academic Affairs.

**CRITICAL THINKING COMMITTEE.** The Critical Thinking Committee serves to motivate the faculty to develop methods that make critical thinking an inherent part of the teaching process. The committee provides a resource group for the faculty, aiming to publish suggestions for promoting critical thinking.

**ENERGY CONSERVATION COMMITTEE.** The function of this committee is to provide assistance in planning strategy and implementing suggestions for conserving energy on the campus.

**FACULTY AND STAFF BENEFITS COMMITTEE** The function of this committee is to study insurance, leave policies, and other faculty and staff benefits and make recommendations to the President.

**GRADUATE COUNCIL.** The Graduate Council, subject to approval of the Vice President for Academic Affairs and the President, determines policies and curriculum for the graduate program. The Council reviews and determines eligibility for (1) admission to the Graduate Program; (2) admission to candidacy for the graduate degrees; and (3) retention in or dismissal from the Graduate Program. In addition to certain ex officio voting members, the graduate faculty elects two members from each of the four schools offering graduate studies. Two graduate students are appointed each year.

**GREEK ORGANIZATIONS COMMITTEE.** This committee supervises and serves as the policy-making body for the Greek social organizations. The presidents of the governing councils and presidents of each Greek organization or their agents will serve on this committee. A faculty member shall be chair of the committee.

**HEALTH AND SAFETY COMMITTEE.** This committee shares with university officials the responsibility for environmental conditions and other factors conducive to physical and mental health and safety by: (1) carrying on a continuous study for improving physical and mental health and safety conditions; (2) making recommendations to the proper authority for the correction of health and safety hazards; (3) informing students of the health services available.

**LIBRARY COMMITTEE.** The Library Committee serves in an advisory capacity to the Director of Library Services and staff. The committee should assume responsibility for encouraging and increasing the use of the Library by students and faculty. It should interpret library policies and solicit opinions and recommendations from students and faculty for possible implementation by the library staff. The committee should make periodic studies and recommendations aimed at making the Library more functional.

**ORAL, AURAL, AND VISUAL HISTORY COMMITTEE.** This committee's function is to set policies and procedures for the oral, aural, and visual history program.

**PLANNING AND INSTITUTIONAL EFFECTIVENESS COMMITTEE.** The purpose of this committee is long-range planning in all areas of the University. It is responsible for developing and coordinating the Plan of Institutional Effectiveness of the University.

**PRESS COMMITTEE.** This committee encourages faculty publications in cooperation with the University Press of Mississippi.

**RESEARCH COMMITTEE.** This committee is responsible for the encouragement and support of research by the faculty and staff. An allocation of funds is provided in the University budget to assist this effort. Applications for research funds are submitted to the chair, who presents the request to the committee. After approval by the committee, the project is submitted to the Vice President for Academic Affairs and President for final approval.

**SCHOLARSHIPS AND AWARDS COMMITTEE.** The Scholarships and Awards Committee is responsible for awarding grants

to honor graduates of high schools and junior colleges and any special scholarships provided by the university, individuals, corporations, and other interested groups. The committee assists, when necessary, the Director of Athletics, the Director of Financial Assistance, and the Chair of the Department of Music, although the determination will usually be left to those granting these special scholarships and awards.

**SPECIAL PROGRAMS COMMITTEE.** The purpose of the Special Programs Committee is to provide programs of culture, entertainment, information, and inspiration; to provide the opportunity of student performance; and to promote university spirit. The committee is encouraged to present annually one or more programs that will attract the entire Delta Community. The committee should encourage students to attend the concerts and lectures of outside and faculty artists, as well as student performances.

**STUDENT ORGANIZATIONS COMMITTEE.** This committee has the responsibility to regulate all established student organizations, stimulate the establishment of new organizations to meet definite student needs, and to act in an advisory and policy-making capacity in the administration of student organizations, including social groups. All student organizations must operate under a charter or constitution that has been approved by this committee in conformity with the GUIDE FOR STUDENT ORGANIZATIONS. The university assumes no responsibility for the organization of social groups. Such groups, including all fraternities and sororities, will be responsible to the Student Organizations Committee under rules and regulations promulgated by this committee.

**STUDENT PUBLICATIONS COMMITTEE.** This committee acts as a policy-making body for THE DELTA STATEMENT, THE BROOM, and other student publications, and encourages excellence in such publications. Candidates for Editor and Business Manager of each university publication must be submitted to the Student Publications Committee for approval or disapproval. In case there is no acceptable candidate for the elected officials, this committee, in cooperation with the Executive Committee of the Student Government Association, will appoint such officials. If vacancies occur during the year, they shall be filled in the same manner.

**TEACHER EDUCATION COUNCIL.** The Teacher Education Council specifies the qualifications for admission to the Teacher Education Program, establishes the minimum standards for retention in the program, and approves those who complete the requirements of the Council for certification as teachers. Substantive change in the Teacher Education Program must be approved by the Academic Council and submitted to the President for action.

**THE UNION BOARD.** The Union Board has the authority to make policy recommendations through proper administrative channels for the governance and operation of The Union. It may make recommendations regarding auxiliary areas assigned within The Union facilities and hear reports from any university interest group concerning its needs, recommendations, or problems. It shall approve the membership of The Union Program Council and cooperate with it to create an interesting, varied, and educational program to meet the needs of the entire University.

**WRITING ACROSS THE CURRICULUM COMMITTEE.** The purpose of the Writing Across the Curriculum Committee is to encourage the use of writing as an effective mode of learning in all classes and to be prepared to show colleagues how the writing to learn concept can be incorporated into their method of instruction.

**WRITING PROFICIENCY EXAMINATION APPEALS COMMITTEE.** The function of this committee is to consider appeals from students who believe that the grading of their examinations merits reconsideration. For procedures of appeal, students should contact the Chair of the Composition Committee of the Division of Languages and Literature.

#### **FACULTY SENATE**

The Faculty Senate serves and acts as a voice for the faculty. It is a representative body elected by the faculty from those eligible for senatorship. Each division/department with eligible faculty is represented by at least one senator. The primary function of the Senate is to explore faculty concerns and make recommendations to the Administration (President, Vice President for Academic Affairs and Academic Council) on policies affecting the University in general and the faculty specifically. In this role, the Senate recommends membership to a variety of academic committees and serves to encourage the activities of such committees. These committees are: Academic Achievement Committee; Academic Computer Usage Committee; Academic Honors Committee; Attendance Committee; Credentials Committee; Critical Thinking Committee; Library Committee; Oral, Aural, and Visual History Committee; Press Committee; Research Committee; Special Programs Committee; Writing Across the Curriculum Committee; and Writing Proficiency Examination Appeals Committee.

## ADMINISTRATIVE STAFF COUNCIL

The Administrative Staff Council is composed of non-academic employees of Delta State University. Council members represent the interests and address the concerns of administrative department heads, secretarial-clerical staff, paraprofessional employees, and support personnel of the institution. The Council also sponsors a variety of staff development and employment recognition and appreciation activities, as well as other programs which support the institutional mission of Delta State University. Membership in the Council includes department heads/directors and at-large members elected from secretarial/clerical, paraprofessional, and support personnel. The Council works closely with other Mississippi public universities on projects of common interest.

## CENTER FOR COMMUNITY DEVELOPMENT

The President of Delta State University established the Center for Community Development in August of 1994 to create a proactive stance in the University to address major development issues facing the region. The Delta State University Center for Community Development pursues excellence in its programs and activities as it seeks to improve the quality of life for the citizens of the Delta. The Center encourages faculty and staff of Delta State University to develop and conduct practical research projects, to provide public service educational programs, and to provide technical assistance to public and private sector organizations. The Center emphasizes on-campus teamwork and collaboration and seeks to develop partnerships with other private and public sector organizations and agencies with vested interests in leadership development and in community and economic development in the Delta region. The Center staff believes in the importance of education and in the power of all individuals, families, groups and institutions to act collectively to meet the needs of their communities. Therefore, the mission of the Center for Community Development is ***Building Partnerships to Help Communities Help Themselves.***

### Center Goals

To fulfill its mission, the Delta State University Center for Community Development works to achieve the following goals:

1. To enable the faculty and staff of Delta State University to develop and implement applied research projects, educational workshops and conferences and outreach programs in human resource development, leadership development, organization development, community development and economic development.
2. To enable the faculty and staff to provide technical assistance to private and public sector organizations in the Delta on issues related to human resource development, leadership development, organization development, community development and economic development.
3. To establish collaborative working relationships with private and public sector organizations, foundations, and institutions in the Delta, State, and nation to develop and implement applied research and educational programs in Delta communities for human resource development, leadership development, organization development, community development and economic development.
4. To enable Center academic staff to develop and provide on-campus undergraduate and graduate courses and seminars in leadership development, organization development, community development and economic development.

### Center Programs

In brief, the Center represents a new and dynamic partnership between Delta State University and Delta communities. The Center and its programs, especially the Delta Partners Initiative and Delta Service Corps/AmeriCorps, as described below, are indicators of the University's commitment to public service in the region.

#### Delta Partners Initiative

The Delta Partners Initiative is the central program in the Center. It provides the key tools to Delta communities change.

Programs include:

- **Emerging Leaders Program:** to enhance the leadership skills of the next generation of Delta Leaders;
- **Program with Public Officials:** to enhance the leadership and management skills of public officials in small Delta towns;
- **Community Development Demonstration Program:** to implement intensive demonstration programs in select communities to prove that community development can happen in the rural Delta; and
- **Regional Educational Program:** to provide hands-on workshops and training on critical economic issues by world-renowned experts to undergird and augment all Center programs.

The Delta Partners Initiative is funded through a major five-year grant from the W.K. Kellogg Foundation, by Delta State University and Alcorn State University, joining with other public and private sector collaborators.

Each program in the Delta Partners Initiative is guided by an Advisory Committee with broad representation and by an External Advisory Panel of top-notch experts in leadership, community and economic development.

### **Delta Service Corps**

Delta Service Corps is a tri-state initiative (Arkansas, Louisiana, Mississippi) that is part of the national AmeriCorps community service program. The Mississippi Delta Service Corps operates through the Center for Community Development and is designed to help with special problems in the Delta.

The Center provides a unique and innovative opportunity for a university-based organization to administer a national program devoted to public service. The common mission of service makes the Center's sponsorship of Delta Service Corps a good fit.

The Mississippi Delta Service Corps/AmeriCorps service projects provide practical opportunities for Corps Members to participate in and lead grass-roots community development. Projects given special emphasis include: computer technology in schools and workplaces, youth development centers, teen parenting centers, housing, community education and leadership development.

## EMPLOYMENT

### FACULTY EMPLOYMENT PROCEDURES

**Recruitment.** When an approved budgeted position of employment becomes available, the administrative officer notifies the Human Resources Office by submitting a Requisition for an Employee (PER Form 2). Positions which are not listed in the current operating budget must be requested in writing with complete justification for the position through the appropriate administrative channels for approval by the President. Upon approval, the new position must be registered by completing a Requisition for an Employee and attach approval of new position. The Director of Human Resources is responsible for posting and advertising all positions at least 45 days prior to filling the position.

To ensure compliance with the University Affirmative Action Plan, each vacancy will be advertised in the professional publication considered appropriate to the department or discipline or the Chronicle of Higher Education and posted on the departmental bulletin board. The items listed below should be attached to the Personnel Form 2 and submitted to the Human Resources Office.

1. Actual wording of advertisement
2. Recommended publications with publication dates, address, and (if available) cost

If position announcements are to be used, they must be reviewed prior to mailing by the Director of Human Resources to ensure conformity with affirmative action guidelines.

**Application.** Personnel Form 1, Application and Personal Data Sheet, provides the basic information in considering a person for a position at Delta State University. The employee is required to complete and sign the original personal data sheet and is responsible for the accuracy of the information given. The form should be completed in its entirety. If a candidate is recommended for employment, Form 1 should be attached to the Recommendation and Authorization Form 3 and forwarded through administrative channels to the Human Resources Office.

**Screening, Interviewing, and Selection.** Prior to the visit to the campus by a candidate, the division/department chair and the dean of the school should provide the Vice President for Academic Affairs with the following:

University Application and Personal Data Sheet, and other pertinent information.

Assurance that the candidate has the educational background, that is, a specialty skill, through course work and/or experience, for the position.

Assurance that the candidate has the characteristics and ability necessary to relate to students and work with fellow staff members.

Evidence of a personal conversation or interview with the candidate's last employer and references about reasons for availability.

When the division/department chair and the school dean are satisfied with the candidate's qualification, they arrange a conference with the Vice President for Academic Affairs to set a date for a visit to the campus.

Before an invitation is extended, the person contacting the candidate explains to the candidate the travel expense policy:

1. The University pays all the reasonable expenses of a trip to the campus, if
  - a. The University does not offer the candidate the position.
  - b. The candidate accepts the position offered.
2. The University pays none of the expenses of a trip to the campus if an offer is made and the candidate does not accept it.

The division/department chair or designated representative is responsible for the candidate during the visit.

On campus, the division/department chair conducts the first interview, either alone or with the school dean. When satisfied that the candidate meets the requirements for a new faculty member, the dean of the school arranges a conference between the candidate and the Vice President for Academic Affairs.

Only when the Vice President for Academic Affairs is also satisfied with the candidate's qualifications is a conference arranged with the President of the University.

A firm offer for the position is extended only when all involved are in agreement that the candidate is the person the University wishes to employ. The offer may be made at once or sent in writing at a later date. The candidate should respond to the offer within a reasonable time agreeable to all concerned.

**Employment.** After an applicant is recommended for employment and accepts the offer of employment, the Recommendation and Authorization Form 3 must be submitted and forwarded through administrative channels to the Human Resources Office. Duplicate copies will be returned to offices concerned.

Prior to receiving approval of any academic or administrative appointment recommendation, the administrative officer will make a written report of the recruitment effort expended in filling the position by using EEO Form 1. This report will become part of the appointment papers which remain on file in the Human Resources Office. (Appointment papers include Application and Personal Data Sheet Form 1. Recommendation and Authorization Form 3, and Recruiting Report EEO Form 1.)

The administrative officer will request the new employee to report to the Human Resources Office after arrival on campus to complete other necessary forms and for new employee orientation.

The employee must be a U.S. citizen or lawfully authorized alien worker. Proof must be submitted upon employment. Proof includes valid drivers license and social security card, or valid passport or birth certificate.

**Academic and Professional Preparation.** All faculty must meet the levels of academic and professional preparation described in the Criteria for Accreditation of the Southern Association of Colleges and Schools (S.A.C.S.)

Each full-time and part-time faculty member, other than those teaching physical education activity courses, must hold a master's degree with at least 18 graduate hours in the teaching discipline, or must hold a master's degree with a major in the teaching discipline. In exceptional cases outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation.

**Graduate Faculty.** Members of the graduate faculty are approved by the school Dean upon the recommendation of the appropriate department head. Graduate faculty members must demonstrate a high level of competence in teaching and scholarship.

Faculty members teaching graduate courses must hold the terminal degree in the teaching discipline or a related field. The MFA in Art, the MLS in Library Science, the MSW in Social Work, and other advanced professional certifications and licenses such as the CPA in Accounting may also satisfy the requirements for eligibility to serve on the graduate faculty. Faculty members who have demonstrated exceptional scholarly or creative activity, or professional experience, but who do not hold the terminal degree may also receive appointment to the graduate faculty. The department head must provide evidence to justify the appointment. All graduate faculty teaching courses at the doctoral level must hold the earned doctorate in the teaching discipline or a related discipline.

Appointment to the graduate faculty is automatically renewed each academic year for faculty who hold the terminal degree in their teaching discipline or a related field. All other graduate faculty will be subject to renewal every five years. Status as a member of the graduate faculty may be withdrawn if notification is given by the department head that such appointment is no longer required.

**Part-time Faculty.** Employment in part-time positions generally follows the same procedures with the exception that the position vacancy may not be advertised nationally.

**Temporary Faculty.** Temporary faculty may be hired without advertising with the approval of the Director of Human Resources. If a temporary faculty position is not advertised and is later approved to be a regular position, it must be advertised prior to filling on a permanent basis.

## **TENURED AND NON-TENURED EMPLOYEES**

### **EMPLOYMENT AND TENURE**

Tenure is not automatic with training and years of service. It is made in recognition of the following criteria: progress toward a terminal degree, educational background, teaching, performance, scholarship, research, writing, and service. Within each department or division as many as sixty percent of full-time teachers and part-time teachers who are full-time employees of the University may hold tenure.

Department/division chairs will notify faculty of their eligibility for promotion. Eligible faculty who wish to be considered for promotion will submit a portfolio to the department/division chair which provides evidence of their accomplishments in response to the criteria established by the individual schools. The Vice President for Academic Affairs, in consultation with the department/division chair and school dean, will review the portfolio and make a judgment regarding promotion. In the event the request for promotion is denied, an ad-hoc committee appointed by the President will hear an appeal and make a recommendation to the President. Promotions in rank must be approved by the President and Board of Trustees.

### **AUTHORIZATION FOR EMPLOYMENT**

By statute, the Board has the power and authority to contract with all deans, professors, and other members of the teaching staff and all administrative employees of said institutions for a term not exceeding four years. Although the law does not empower the Board to contract for indefinite periods, its bylaws provide that "It shall be the policy of the Board to elect all officials for a definite tenure of service and to re-elect during the period of satisfactory service." The Board also empowers the executive heads of the institutions to "adopt policies of continuing employment for the purpose of making nominations for the teaching positions." All amendments, revisions, additions and reductions to employee contracts are subject to approval by the Board.

### **STATUTE APPLICABLE**

The Board shall have the power and authority to elect heads of the various institutions of higher learning and to contract with all deans, professors, and other members of the teaching staff and all administrative employees of said institutions for a term of not exceeding four years. The Board shall have the power and authority to terminate any such contract at any time for malfeasance, inefficiency, or contumacious conduct, but never for political reasons. It shall be the policy of the Board to permit the executive head of each institution to nominate for election by the Board all subordinate employees of the institution over which he or she presides. It shall be the policy of the Board to elect all officials for a definite tenure of service and to reelect during the period of satisfactory service. The Board shall have the power to make any adjustments it thinks necessary between the various departments and schools of any institution or between the different institutions.

### **DELEGATION OF AUTHORITY**

Acting under appropriate statutory authority, the Board of Trustees hereby empowers the executive officers of the several institutions to nominate individuals for positions in the faculty of the respective institutions, consistent with Board policies.

### **RETENTION OF AUTHORITY**

The Board reserves the right to examine all nominations for faculty positions in the several institutions and to accept or reject any such nomination.

In the event of the rejection of a nomination for a faculty position, the Board will inform the Institutional Executive Officer of the institution as to its reasons and the executive officer of the institution may resubmit the nomination with clarifying explanations or submit a substitute nomination.

### **TENURE DEFINED**

Tenure is defined as continuing employment that may be granted to a faculty member after a probationary period upon nomination by the Institutional Executive Officer for election by the Board. Tenured faculties are protected from dismissal

except those reasons set forth in this section. Faculty members are tenured to a department.

#### **MINIMUM STANDARDS FOR TENURED EMPLOYMENT**

Beginning with appointment to any professorial rank (assistant professor, associate professor, professor), a faculty member may be recommended for tenure after completing a probationary period of seven academic years, three of which may have been met in the rank of instructor. Upon written agreement between the institution and the faculty member, credit up to a maximum of four (4) years toward fulfillment of the minimum probationary period may be allowed for service at one or more other institutions of higher education. Such credit toward the probationary period transferred from another institution must be determined at the time of initial appointment to rank. Such allowance is to be granted only to an individual who possesses exceptional professional qualifications and achievements and is not to be construed as exempting said individual from any other institutional policies and procedures governing the awarding of tenure.

Once the probationary period has been successfully completed, a professor of any rank, if reappointed, may be awarded tenure. For tenure to be awarded, the Institutional Executive Officer must make a recommendation to the Board in writing. Only faculty members of professorial rank can be awarded tenure. The award of tenure is not vested until notice of the award is given in writing by the Institutional Executive Officer, after approval by the Board, and the written notice is actually received by the faculty member.

Faculty members who transfer from one institution to another within the Mississippi system are subject to the same probationary period in a given institution as any other faculty member who is new to the system.

Department/division chairs will notify faculty of their eligibility for tenure. Eligible faculty who wish to be considered for tenure will submit a portfolio which provides evidence of their accomplishments in response to the criteria. The Vice President for Academic Affairs, in consultation with the department/division chair and school dean, will review the portfolio and make a judgment regarding tenure. An ad-hoc committee appointed by the President will hear an appeal and make a recommendation to the President. Tenure in rank must be approved by the President and Board of Trustees.

#### **TENURED FACULTY DISMISSAL**

1. Termination of service of a tenured faculty member is made only under these extraordinary circumstances:
  - a. Financial exigencies as declared by the Board;
  - b. Termination or reduction of programs, academic or administrative units as approved by the Board;
  - c. Malfeasance, inefficiency or contumacious conduct; or
  - d. For cause.
2. Termination for cause of a tenured faculty member or the dismissal for cause of a faculty member prior to the expiration of a term appointment shall not be recommended by the Institutional Executive Officer until the faculty member has been afforded the opportunity for a hearing, the purpose of which shall be to determine if there is adequate cause for dismissal. In no event shall the contract of a tenured faculty member be terminated for cause without the faculty member being afforded the opportunity for a hearing.

In all cases, the faculty member shall be informed in writing of the proposed action against them and that they have the opportunity to be heard in their own defense. Within ten (10) calendar days of notification of the proposed action and opportunity to be heard, the faculty member shall state in writing to the institutional executive officer their desire to have a hearing. If the faculty member does not file an appeal within 10 days, termination is considered final. In appeal cases the institutional executive office shall appoint an ad hoc committee made up of five faculty, one of whom will be named committee chair. The committee chair will convene a hearing no sooner than 14 days and no later than 30 days from the date the faculty member filed an appeal with the institutional executive officer. At the hearing the faculty member will be provided an opportunity to present witnesses and documentary evidence pertinent to the appeal. They shall be permitted to have with them an adviser of their own choosing who may be an attorney. The institution will record (suitable for transcription) all hearings. In the hearing of charges of incompetence, the testimony shall include that of faculty and other scholars. Based upon the evidence presented, the appeals committee will make a recommendation to the institutional executive officer. The institutional executive officer will then notify the faculty member in writing of the institution's

decision. A faculty member who wishes to extend the appeals process to the Board of Trustees shall follow the process outlined under Conditions of Appeals the Board of Trustees as shown below. Tenured faculty members, who are dismissed for reasons stated as follows:

- a. financial exigencies as declared by the Board;
- or
- b. termination or reduction of programs, academic units and/or administrative units as approved by the Board; shall remain employed for a minimum of 9-12 months, consistent with current contract, periods of time, from date of notification.

Tenured faculty members, who are dismissed for reasons stated as follows:

- c. malfeasance, inefficiency or contumacious conduct; or
- d. for cause;

shall have their contracts terminated at any time subsequent to notice and hearing with no right to continued employment for any period of time. At the discretion of the Institutional Executive Officer, any faculty member's salary may be paid, and they may be relieved of all teaching duties, assignments, appointments and privileges when they are dismissed for any reasons stated above or pending a termination hearing.

#### **NOTICE OF NON-RENEWAL OF TENURED TRACK FACULTY**

1. Notice of intention not to renew a tenured track faculty member shall be furnished in writing according to the following schedule:
  - a. not later than March 1 before the date of termination during the first year of service,
  - b. not later than December 1 before the date of termination during the second year of service,
  - c. not later than September 1 before the date of termination of a contract after two or more years of service in the institution.

This schedule of notification does not apply to persons holding temporary or part-time positions, or persons with courtesy appointments, such as adjunct appointments.

Non-tenured faculty members dismissed for malfeasance, inefficiency, contumacious conduct, or for cause shall have their contracts terminated at any time.

Resignation should be entered at least three months prior to the expiration date of the then current contract. (See Change in Status.)

#### **APPEALS**

1. Conditions of Appeals to the Board of Trustees:

Miss. Code Ann., Section 37-101-15(1990) sets forth the general obligations of the Board of Trustees of State Institutions of Higher Learning with respect to employment at the various institutions of higher learning. It is the policy of the Board to consider appeals of faculty personnel decisions only after the aggrieved faculty member has exhausted all administrative remedies at the institutional level. In the event that an appeal to the Board is requested by the aggrieved party, the Institutional Executive Officer shall transmit to the Board the full report of the grievance/tenure committee concerning the matter appealed.

The individual allegedly aggrieved will be allowed to submit a written statement of the grievance to the Commissioner within a thirty (30) day period following notification of the decision of the Institutional Executive Officer. Review by the Board is not a matter of right, but is within the sound discretion of the Board. No persons will appear personally before the Board unless invited.

If allowed to appear, oral testimony and documentary evidence will be accepted. The Board in its discretion may

mandate reasonable time limitations for testimony. If not allowed to appear, only documentary evidence will be accepted.

2. Review of Appeal by the Board:

The Board, upon receipt of such an appeal, shall review the records of the institutional committee's hearing and all documentation relative to the personnel decision. The Board shall then determine the following:

- a. If the institutional due process procedures were followed;  
and/or
- b. If the decision was arbitrary or capricious.

The Board, after reviewing the written argument and documentary evidence (if no hearing is requested or allowed), or after a hearing (if requested and allowed), shall affirm the decision of the Institutional Executive Officer or make another decision which shall be final and binding.

**FACULTY RECORDS**

Applications for employment are to be maintained by the department in an active file for six months, thereafter for six months in an inactive status, then documentation on filling a position should be maintained by the department for three years after the position has been filled. Documentation should include:

- Copies of advertisements, position description, and recruitment letters
- Application forms or resumes
- Interview records
- Reference letters
- Notes on telephone calls and conferences concerning applicants
- Copies of all correspondence on applicants

Records for members of the academic staff and faculty are maintained in the Office of the Vice President for Academic Affairs. It is the duty of faculty members to keep the files furnished by them at the time of employment up to date. Transcripts showing new degree and/or official credits should be sent to the Vice President for Academic Affairs. Advanced degrees/credits are not recognized until these official documents are received.

To be considered for a change in rank or salary on the receipt of the doctorate, a faculty member must have a letter sent from the graduate dean of the awarding institution indicating that all requirements for the degree have been completed. An official transcript showing the degree must be received in the Office of the Vice President for Academic Affairs as soon as possible following conferral date. Official transcripts of credit for faculty members become the property of Delta State University and cannot be duplicated in any form.

The Human Resources Office also keeps a permanent record on each employee. It is important to the employee and Delta State University that these records be accurate and up-to-date. Employees should notify the Human Resources Office and their department of any change in name, address, telephone number, marital status, or number of dependents.

**REIMBURSEMENT FOR MOVING EXPENSES**

New faculty and/or administrative staff members will be reimbursed according to the guidelines presented below. Receipts for expenses must be attached to the purchase requisition and routed through the standard channels.

Fifty dollars will be paid for new faculty and/or administrative personnel moving from outside the limits of Bolivar County to Cleveland.

In addition to the \$50 minimum, one dollar per mile one way is allowed. The maximum reimbursement for moving is \$500.

**CHANGE IN STATUS**

In the event of a promotion, change in title or duties, separation as a result of resignation, discharge, leave of absence, or transfer, the administrative officer shall use the Change of Status Form 4 to indicate the change of status of an employee in the department. Information on this form must be accurate. In the event of separations or leaves of absence, a letter of

explanation or request shall be attached to Form 4.

## **NON-INSTRUCTIONAL EMPLOYMENT POLICIES**

### **PROBATIONARY PERIOD**

All non-instructional employees will be in a probationary status for a minimum period of six months from the date of employment. This period is to be utilized by the supervisor for observing the employee's work and for rejecting any employee whose performance does not meet required work standards. Continuation of employment beyond the six months signifies automatic removal of probationary status unless extended by the employee's supervisor. Probationary employees may be terminated at any time during the probationary period. Probationary employees do not have access to the grievance procedure, but are eligible for fringe benefits.

At the end of the employee's probationary period, the department supervisor will evaluate the employee and request that the employee be removed from probationary status. An Authorization for Removal from Probationary Status Form II is used for this purpose. The probationary period may be extended one time upon written request and justification from the administrative officer of the department. The request must be approved by the Director of Human Resources and the appropriate Vice President when it pertains to his/her staff. The completed form should be returned by the department supervisor to the Human Resources Office and becomes part of the employee's records.

### **CONDITIONS OF EMPLOYMENT**

The following conditions of employment apply to all non-instructional employees:

1. Employment during the first six months of service is on probationary basis.
2. The employee must participate in the Mississippi Public Employee's Retirement System, unless a temporary employee.
3. All state employees receive "employee only" group health insurance free of cost. This state contribution may also be applied to a two-party or family coverage. An employee must sign a waiver if benefit is not desired.
4. The employee must be a U.S. citizen or lawfully authorized alien worker. Proof must be submitted upon employment. (Proof includes valid drivers license and social security card, or valid passport or birth certificate).

### **NON-INSTRUCTIONAL EMPLOYMENT PROCEDURES**

**Recruitment.** When an approved budget position of employment becomes available, the administrative officer notifies the Human Resources Office by submitting a Requisition for Employee (PER Form 2). Positions which are not listed in the current operating budget must be requested in writing with complete justification for the position through the appropriate administrative channels for approval by the President. Upon approval, the new position must be registered by completing a Requisition for an Employee (PER Form 2) and attach approval of the new position. The Director of Human Resources is responsible for posting and advertising positions and should be notified of an opening at least two weeks prior to filling the position.

To minimize delay in filling vacancies in areas of high turnover, permanent posting is authorized for the following positions: custodian, laundry worker, food service worker, laborer, head resident and grounds keeper.

The Human Resources Office will post openings on the bulletin board in Kethley and advertise in newspapers and journals for position vacancies when deemed necessary by the Director of Human Resources. The University may use the services provided by the Mississippi Employment Security Commission for assistance in accepting applications, initial interviewing and referral of selected positions for either a limited or continuing basis. The determination for using this service will be based upon recruitment needs and volume of applications for positions. For positions referred to the Mississippi

Employment Security Commission, an applicant may apply at that office. There will be a one week waiting period for taking applications, except for positions listed in the preceding paragraph. In addition, the Human Resources Office maintains an up-to-date file of applicants for employment to be used as a source of candidates for openings.

**Application.** Personnel Form 1, Application and Personal Data Sheet, provides the basic information required in considering a person for a position at Delta State University. The employee is required to complete and sign the original personal data sheet and is responsible for the accuracy of the information given.

**Screening, Interviewing and Selection.** The Human Resources Office will screen applicants according to qualifications submitted on Personnel Form 1. After all applications have been received by the Human Resources Office, they will be submitted to the administrative officer requisitioning the employee. The respective administrative officer will determine the method of interviewing and selection.

**Employment.** All staff employment is coordinated through the Human Resources Office. No commitment concerning compensation can be made prior to approval of the Director of Human Resources based upon guidelines of the Wage and Salary Plan. An applicant is recommended for employment by submittal of Recommendation and Authorization Form 3 forwarded through administrative channels to the Human Resources Office. Applicants for hourly paid positions are recommended by using the Wage and Hour Appointment and Change of Status Form 5 forwarded through administrative channels to the Human Resources Office. Personnel Form 1 must be attached to Personnel Form 3 or 5 before forwarding through channels to the Human Resources Office. Duplicate copies will be returned to the office concerned. The applicant must be a U.S. citizen or lawfully authorized alien worker. Proof of the above must be submitted.

**Recruitment and Hiring of Temporary Staff.** Temporary staff may be hired without advertising and/or posting with approval of Human Resources Office. If a temporary staff position is not advertised and/or posted and is later approved to be a regular position, it must be advertised and/or posted prior to filling on a non-temporary basis.

### **CHANGE IN STATUS PROCEDURES**

**Contractual Employees.** In the event of a promotion, title change, separation as a result of resignation, discharge, leave of absence or transfer, the administrative officer shall use the Change of Status Form 4 to indicate the change of status of an employee in their department. Information on this form must be accurate. In the event of separation or leave of absence, a letter of resignation, explanation or request must be attached to Form 4.

Form 4 is processed through administrative channels and sent to the Human Resources Office for further routing and action. Duplicate copies will be returned to offices concerned.

**Wage and Hour Employees.** In the event of a promotion, change in compensation, transfer, or separation as a result of resignation, retirement or discharge, the administrative officer shall use the Wage and Hour Appointment and Change of Status Form 5 to indicate the change of status of an employee in their department. Information on this form must be accurate.

A statement with the employee's signature explaining the reason for separation should be attached to Form 5. Duplicate copies will be returned to offices concerned.

### **PROMOTIONS AND TRANSFERS**

Developing effective incentives for employee initiative and ambition is of major concern to the University. One of the most successful ways for departments to obtain skilled and experienced employees is to encourage advancement opportunities through transfers and promotions. When they meet whole qualifications prescribed for the new position, Delta State University employees are encouraged to apply for job vacancies which would result in a promotion or transfer.

Transfer or promotion within a department or from one department to another may be made. Careful consideration should be given to the benefits which can be derived for both the employee and the University.

Promotion is defined as the movement of an employee from one position to another position of higher salary grade.

Transfer is defined as the movement of an employee from one position to another position at the same salary grade. No salary adjustments are made.

An employee must normally have completed one year of service in the current position before being eligible for transfer or promotion. The Director of Human Resources shall be the authority to waive the year requirement where circumstances indicate that an exception would serve the best interests of the University. The employee must have qualifications specified in the job description for the new position.

**Promotion and Transfer Procedures:**

- (1) Promotions and Transfers within a department may be effected if the employee meets all of the designated requirements for the vacant position. Approval to fill the vacancy must be obtained by the department before transfers or promotions can be initiated. The transfer or promotion may be effected without advertising the vacant position.
- (2) An employee who wants to transfer from one department to another should first discuss the transfer with his/her supervisor or department head. The supervisor should notify the Director of Human Resources in writing that the employee has discussed a transfer. The employee should then report to the Human Resources Office to complete an updated Application for Employment.
- (3) When an employee is transferred or promoted into another department, the current department and the new department must mutually determine the effective date of the transfer.
- (4) The new department must initiate the Change of Status Form and obtain the signature of the department chair or administrative officer of the old department. The Change of Status should then be forwarded through the appropriate channels of the new department to the Human Resources Office.

There is some personal risk in a transfer. You will relinquish your rights to the previous position, and of course, there can be no guarantee that you will be retained or can be placed elsewhere if your performance is not satisfactory. You should give sufficient thought, therefore, to your career goals and to building a record of loyalty and longevity before requesting a transfer.

The transferred or promoted employee shall retain all accumulated personal and major medical leave from the previous position. The personal and major medical leave form must accompany the Change of Status initiated at the time of transfer or promotion. Grants cannot assume accrued personal and major medical leave. Therefore, accrued vacation will be paid to the employee at the time of transfer and accrued major medical leave will be placed in the employee's file in the Human Resources Office and reinstated if or when the employee transfers to a non-grant position.

**RESIGNATIONS**

Employees who intend to resign are expected to discuss the matter with the supervisor as far in advance as possible of the date they intend leaving. All contractual employees are expected to give thirty days notice in writing to resign in good standing. All hourly wage employees should give at least two weeks notice in writing to resign in good standing. A copy of the notice should be mailed to the Director of Human Resources. This does not apply to those employees in the probationary period.

The supervisor must initiate papers for terminating employment of those leaving the department. Terminations for salaried employees are submitted on Form 4; hourly employees on Form 5. A letter of statement of resignation must be submitted along with each form stating the reason for termination, and the personal and major medical leave form must be attached. Forms are available in the Human Resources Office.

**PERFORMANCE EVALUATION**

Employee work performance counseling is conducted annually. The formal written evaluation of each employee is required before March 31.

Evaluation interviews will be private and every opportunity will be given for open discussion. The supervisor will counsel the employee when evaluating the individual's work performance.

**TERMINATIONS**

The University recognizes that dismissal for any reason is a serious matter. All decisions regarding dismissal are made at the Vice Presidential level, after consultation with the immediate supervisor and with the affected employee. In cases of termination of any employee because of lack of funds or reorganization, the employee is to be notified in writing at least thirty

days in advance if circumstances and advance knowledge permit. If dismissed for cause, see section DISMISSAL.

The supervisor must initiate papers for terminating employment of those leaving the department. Terminations for salaried employees are submitted on Form 4; hourly wage employees on Form 5. Personal and major medical leave forms must be attached. Forms are available in the Human Resources Office.

### **OUTSIDE EMPLOYMENT**

The Board of Trustees adopted the following policy on September 21, 1978, regarding outside employment:

Institutional members of the faculty and staff are permitted to engage in outside employment, provided permission is first obtained from the Executive Head of the Institution concerned, and provided further, that the Executive Head of the Institution concerned shall grant permission to engage in outside employment only after having first determined that the said outside employment will interfere in no way with the institutional duties of the individual requesting such permission.

In addition, these individuals will not engage in a business or profession that would in any manner compete with a similar business or profession over which they would have direct supervision, inspection, or purchasing authority within the university or agency, such being a conflict of interest.

Faculty and staff members desiring to engage in outside employment or practice of profession should complete an application available in the Human Resources Office and submit to their department chair/supervisor and forward through administrative channels to the President. Approval is required annually by September 15. Forms are available in the Human Resources Office.

### **POLITICAL ACTIVITIES**

Participation by employees in various community and public affairs is expected; however, it is expected that time given such activities will not interfere with the regular duties of the employee. Political activities by an employee will not be prohibited at such times as the employee would not be ordinarily required to render services to the institution or if the employee elects to take and the institution grants a leave of absence without pay.

### **EXTRA COMPENSATION POLICY**

This policy applies to non-faculty employees performing consulting work or teaching classes either during or outside normal working hours. Extra compensation may be paid according to the following guidelines:

- (1) The work is done in addition to a normal full load.
- (2) No qualified person within the institution is available to perform the work as part of their normal work load.
- (3) The program produces sufficient income to pay extra compensation.

### **Types of Consulting Activities**

**DSU Sponsored Seminars During Normal Working Hours.** The staff members who participate are considered to be performing a part of their regular duties and no additional pay or time off will be given. Travel reimbursement is appropriate if the activity is held off campus.

**DSU Sponsored Activities Which Require Work Beyond Normal Working Hours.** Individuals who are required to work overtime as part of their regular job will be entitled to compensation if eligible as defined in this handbook. Individuals who are asked to participate in seminars, teach credit courses or non-credit courses, or other activities in their area of expertise but not defined as part of their regular job will be paid in a manner mutually agreeable between DSU and the individual.

**Individual Consulting During Off-Duty Hours.** Consulting is not monitored except in cases which interfere with normal

job performance or brings discredit to the University.

**Individual Consulting During Normal Working Hours On a Project Arranged by the Individual.** Time away from the job must be approved in advance by the supervisor and the absence must be charged to personal leave or leave without pay.

**DSU Sponsored Events In Which Participation By a Staff Member Is Not Required By Regular Duties.** Participation will be on a voluntary basis with additional compensation being negotiated between the participant and DSU. Time away from the job must be scheduled and approved in advance by the supervisor and the absence must be charged to personal leave or leave without pay.

#### **EMPLOYMENT OF RELATIVES**

No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance or welfare. Relatives are defined as husbands, wives, parents, children, brothers, sisters, and any in-laws of any of the foregoing within the third degree. This section does not apply to employees who shall have been in said department or institution prior to the time their kinsman, within the third degree, became head of the said department or institution or member of the Board of Trustees.

#### **DAYS AND HOURS OF WORK**

The work week regularly begins at 8:00 a.m. on the Monday of each week and ends seven days later. The normal work schedule is 40 hours, Monday through Friday, except on official or special university holidays. The department head schedules working hours according to the needs of the department. However, unusual or emergency conditions may necessitate modifications of the normal work schedule for any exempt and non-exempt employee.

In the event that the university determines that it is necessary to change the regular and routine starting and quitting times of any employee, exclusive of emergency work, one week's notice shall be given prior to the beginning of the period in which the new schedule is to be implemented. In the event such prior notice is not given to a non-exempt employee, overtime rates shall be paid for all hours worked outside the schedule until the notice period is complete. In the event such prior notice is not given to an exempt employee, the employee shall remain in their regular schedule until the notice period is complete. Modification to any schedule extending over a one month period must be approved in advance by the appropriate Vice-President.

#### **REST PERIODS**

All employees may take 15-minute rest periods (coffee breaks) each half day at times to be arranged by the supervisor to insure that the office is not left unattended during working hours.

#### **EXIT INTERVIEW**

All personnel leaving the employment of Delta State University must have an exit interview with the Director of Human Resources on their last working day. The interview will protect the employee's benefits and provide an accurate forwarding address for references, retirement fund, and tax purposes.

University property maintained by separating employees, such as keys, uniforms, handbooks and identification cards, must be returned to the appropriate office. Verification must be obtained that all items have been returned and all accounts have been cleared from the various offices listed on the Termination Clearance Form. The final payroll check will be held until clearance has been determined. Forms are available in departments or Human Resources Office.

#### **NEW EMPLOYEE ORIENTATION**

New employees will be given a brief orientation session by the Office of the Director of Human Resources shortly after arrival on campus. At this time, University policies and fringe benefits will be explained, as well as assistance given for completion of necessary forms.

#### **IMMIGRATION FORM I-9**

**All** new employees are required by the provision of the Immigration Reform and Control Act of 1986 to complete a

government form I-9 before, or immediately following employment. This form attests to the individual's eligibility for employment in the United States. Certain specific documents which will prove your eligibility for employment in this country must be presented to the Human Resources Office, such as a birth certificate or valid passport, or current driver's license and social security card.

#### **EMPLOYEE RECORDS**

The Human Resources Office keeps a permanent record on each employee. It is important to the employee and Delta State University that these records be accurate and up-to-date. Employees should notify the Human Resources Office and their department of any change in name, address, telephone number, marital status, or number of dependents.

#### **IDENTIFICATION CARDS**

Identification cards are issued to all employees who desire them. This identification card serves to identify employees of the University for credit references, bookstore purchases, library use, as well as for other purposes. All identification cards must be returned upon resignation or termination.

#### **PROBLEMS, QUESTIONS, AND GRIEVANCES**

Problems or questions concerning an individual's employment should be taken up freely with the supervisor. If a problem becomes so great that it cannot be worked out informally, the employee has recourse to the established grievance procedures. Grievance procedures do not apply to suspension, dismissal, or other termination of employment. Forms are available in the Human Resources Office.

**DELTA STATE UNIVERSITY  
Non-Faculty Grievance Procedure**

It is the policy of Delta State University to give an immediate and fair method for resolving work related problems or conditions which may arise between the University and an employee. If a problem cannot be worked out informally, the employee has recourse to an established grievance procedure. Certain steps are followed:

Outline:

<u>Step</u>	<u>Action of Employee</u>	<u>Time Limit</u>	<u>Action of Employer</u>	<u>Time Limit</u>
1.	Employee discusses the problem directly with supervisor.	Within five working days after occurrence.	Supervisor discusses grievance fully with employee and renders decision and reasons for decision.*	Decision within five working days of meeting.
2.	If supervisor's reply is not acceptable to employee, they may request meeting with department head.	Within ten working days of occurrence.	Supervisor establishes meeting with department head. Department head hears grievance, renders decision and reasons for decision.*	Decision within five working days of second meeting.
3.	If Department Head's decision is not acceptable to employee, they may present problem to Director of Personnel in writing on a grievance report form. The Director of Personnel will place it before the **Staff Review Committee for review.	Within ten working days of second meeting.	Director of Personnel establishes the meeting of the Staff Review Committee. The Review Committee will review the problem thoroughly and make recommendations to the President for a fair settlement of the grievance.*	The meeting should be scheduled as soon as feasible after the written grievance and decision within five working days after meeting of Staff Review Committee.

The President will make the final decision based upon review and information from the Staff Review Committee. The President's decision with reasons shall be confirmed to the employee in writing by the Director of Personnel.

\*Employee may be accompanied by a co-worker from the same division.

\*\*Staff Review Committee shall consist of employees selected by the President from throughout the University. A different committee shall be appointed for each grievance.

## ORGANIZATIONAL STRUCTURE

### FACULTY DEFINED

The faculty is defined as the teaching staff and those members of the administrative staff having academic rank in the university or one of its divisions. The faculty will consist of the Corps of Instruction and the administrative officers with faculty rank.

A. Corps of Instruction:

Full-time professors, associate professors, assistant professors, instructors, lecturers, and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians may be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

B. Administrative Officers:

Faculty status of full-time administrative officers will necessarily vary with the size and complexity of the institution. Faculty members who have academic rank and rights of tenure in the Corps of Instruction and who accept an appointment to an administrative office shall retain their academic rank and rights of tenure as an ex officio member of the Corps of Instruction but shall have no rights of tenure in the administrative office to which they have been appointed. The additional salary, if any, for the administrative position shall be stated in the employment contract and shall not be paid to the faculty members when they cease to hold the administrative position. An administrative officer having faculty status shall retain privileges of faculty membership. Administrative officers shall be nominated by the Institutional Executive Officer for election by the Board.

### PROCEDURES FOR EVALUATION OF FACULTY

Delta State University conducts an annual evaluation of the performance of individual faculty members. The principle purpose of evaluation is improvement of instruction. The three primary means of evaluation are (1) student evaluation, (2) self-evaluation, and (3) evaluation by the Department Chair. The results of the evaluation process are discussed by the teacher, the Department Chair, and the Dean to determine strengths and weaknesses and steps which may be taken to remedy deficiencies and improve student learning.

#### Expectations of Faculty

1. Organizing and conducting courses appropriate to the level of instruction and the nature of the subject matter.
2. Stimulating intellectual inquiry so that students develop the skills to examine and evaluate ideas and arguments.
3. Encouraging discussion and debate within the course to enable students articulate the ideas they are exploring.
4. Bringing to the classroom the latest research findings and professional debates within the discipline.
5. Being available to students beyond the classroom environment.
6. Advising and counseling students concerning their progress in their academic programs.
7. Facilitating student use of appropriate service units on the campus for orientation, personal and career counseling, tutoring, health care, financial assistance, and job placement.
8. Encouraging students to engage in independent study, advanced studies, and service activities as appropriate, and to participate in student professional organizations, cultural activities, and other extracurricular activities that increase student involvement in learning and personal development.
9. Engaging in advanced studies, research, scholarly activities, or other forms of professional development that enrich their capacities to enhance student learning.
10. Participating in the evaluation of the effectiveness of programs and instruction.

11. Maintaining a collegial context in which collaboration on scholarly, instructional, and University issues is respectful, critical, and supportive.
12. Fulfilling administrative requirements: making book orders, turning in grades, assisting with registration, etc.
13. Contribution in other ways to the general welfare of the University.

### **STANDARDS FOR FACULTY RANKING AND PROMOTIONS**

Academic standards for the four ranks are used as guidelines for promotion. Faculty members must serve at least three years in rank before moving to a higher rank. The guidelines for promotion and rank apply to part-time teachers who are full-time employees of the University.

**Instructor**: Master's degree in field of teaching

**Assistant Professor**: Minimum of thirty semester hours beyond the master's toward a more advanced degree and three or more years' college (or equivalent) teaching experience, or the terminal degree.

**Associate Professor**: Terminal degree and five years' college (or equivalent) teaching experience

**Professor**: Terminal degree and eight years' college (or equivalent) teaching experience. Full professorship is limited to fifty percent in each of the four schools. There is no limit on other ranks.

Promotion in rank is not automatic with training and years of service. It is made in recognition of the following criteria: progress toward an advanced degree, educational background, teaching, performance, scholarship, research, writing, and service.

Department/division chairs will notify faculty of their eligibility for promotion. Eligible faculty who wish to be considered for promotion will submit a portfolio to the department/division chair which provides evidence of their accomplishments in response to the criteria established by the individual schools. The Vice President for Academic Affairs, in consultation with the department/division chair and school dean, will review the portfolio and make a judgment regarding promotion. In the event the request for promotion is denied, an ad-hoc committee appointed by the President will hear an appeal and make a recommendation to the President. Promotions in rank must be approved by the President and Board of Trustees.

### **FACULTY SALARIES**

Funds for salaries and salary increases are generally appropriated by the Legislature and allocated by the Board of Trustees of Institutions of Higher Learning. When the President determines that the increases are to depend upon merit, the Chair or Director of a department or unit studies the qualifications of the faculty member, taking into account the degree to which the faculty member meets expectations. The Chair recommends such increases to the appropriate Dean with any supporting information the Dean may request. The Dean decides the matter and transmits the decision as a recommendation to the Vice President for Academic Affairs and the President.

### **FACULTY GRIEVANCES AND APPEALS**

#### **GRIEVANCE DEFINED**

A grievance is defined as the claim of an individual employee that there has been a violation, misinterpretation or misapplication of a rule, policy or procedure in relation to personnel policies, including working hours, working conditions, leaves, promotions and other conditions of employment.

**DELTA STATE UNIVERSITY  
Faculty Grievance Procedure**

It is the policy of Delta State University to give an immediate and fair method for resolving work related problems or conditions which may arise between the University and an employee. If a problem cannot be worked out informally, the employee has recourse to an established grievance procedure. Certain steps are followed:

Outline:

<u>Step</u>	<u>Action of Employee</u>	<u>Time Limit</u>	<u>Action of Employer</u>	<u>Time Limit</u>
1.	Employee discusses grievance directly with department chair.	Within ten working days of occurrence.	Department Chair discusses grievance fully with employee and renders decision and reasons for decision.*	Decision within five working days of first meeting.
2.	If department chair's decision is not acceptable to employees, they may request review by School Dean through department chair.	Within five days of notification of department chair's decision.	Department Chair establishes meeting with School Dean and faculty member. School Dean hears grievance and renders a decision and gives reasons for decision.*	Meeting scheduled within ten working days of notification of review. Decision rendered at meeting or not later than five working days after meeting.
3.	If School Dean's decision is not acceptable to employees, they may request review by the Vice President for Academic Affairs through School Dean.	Within five days of notification of School Dean's decision.	School Dean establishes meeting with Vice President member. Vice President for Acad Affrs hears grievance and renders decision and reasons for decision.*	Meeting scheduled within ten working days of notification of review. Decision rendered at meeting or not later than five working days after meeting.
4.	If Vice President for Academic Affairs' decision is not acceptable to employees, they may request review in writing on grievance report form to the Faculty Grievance Committee.**	Within five working days after notification of third decision.	Vice President for Acad Affrs establishes meeting of Faculty Grievance Committee. The Committee hears grievance and makes recommendation to President with copy to faculty member.* President's decision and reasons shall be confirmed to faculty member in writing	Meeting scheduled as soon as feasible after written request. Recommendation to the President within five working days after meeting. President's decision to faculty member within ten working days after receipt of recommendation

\*Faculty member may be accompanied by co-worker from the same division.

\*\*Faculty Grievance Committees or Ad Hoc Committees appointed by the President

## **SABBATICAL LEAVE**

Chapter 307, H.B.N. 913, Laws of Mississippi, 1958, made provision for the Board of Trustees to establish regulations regarding Sabbatical Leave as set forth below. The Board regulations are permissive only; the actual granting of such leave at Delta State University, as well as other state institutions, is determined by availability of funds, replacement personnel, and other conditions as stated in the policy.

**QUALIFICATIONS.** Any members of the faculty of the State Institutions of Higher Learning of the State of Mississippi shall be eligible for sabbatical leaves, for the purpose of professional improvement, for not more than two semesters immediately following any twelve or more consecutive semesters of active service in the institutions of higher learning of this state where such faculty member is employed or for not more than one semester immediately following any six or more consecutive semesters of such service. Absence on sick leave shall not be deemed to interrupt the active service herein provided for.

Time allowed for leave to faculty members while studying at their own expense to acquire advanced degrees may be counted as employed time in determining eligibility for academic leave.

**APPLICATION.** Applications for sabbatical leave shall be made to the Institutional Executive Officers and submitted to the Commissioner for consideration by the Board. Approval or disapproval of the applications for sabbatical leave shall be made on the basis of regulations prescribed by the Board. Board of Trustees approval of leave must not be later than June prior to the fiscal year in which the leave is to take place.

**CONTRACTUAL AGREEMENTS.** Any person who is granted sabbatical leave and who fails to comply with the provisions of such leave as approved by the State Institutions of Higher Learning may have the leave terminated by the Board. No person on sabbatical leave can be denied any regular increment of increase in salary because of absence on sabbatical leave.

Service on sabbatical leave shall count as active service for the purpose of retirement and contributions to the retirement fund shall be continued.

In order to provide for the above leaves, the Board shall have power to adopt rules and regulations regarding such leave. In no instance shall leave be granted unless there is a contract providing for continued service, after expiration of the leave, in the college where the faculty member is employed.

Every person on sabbatical leave shall enjoy all the rights and privileges pertaining to employment in the Institution of Higher Learning in which such person is employed, which such person would have enjoyed if in active service during such leave in the position from which such leave was taken.

A faculty member who is granted leave will be under regular contract with the Board of Trustees of State Institutions of Higher Learning for the full period of the leave.

**COMPENSATION.** The Board is hereby authorized to make payment of salary, or such part of salary as may be decided for such faculty members who are under contract for academic leaves. No salary is paid by the institution for the period of leave, except under the provisions of sabbatical leave policy. Each person granted sabbatical leave may receive and be paid compensation up to the rate of fifty percent of such person's annual salary. Compensation to persons on sabbatical leave shall be paid at the same time and in the same manner salaries of the other members of the faculty are paid. A faculty member eligible for two semesters of sabbatical leave may receive sabbatical leave for one semester at full pay in lieu of two semesters of leave at half pay; and a faculty member eligible for one semester of sabbatical leave at regular one-half pay may receive two semesters of leave at one-fourth pay.

**BENEFITS.** A faculty member on sabbatical leave remains a full-time employee of the Board with all benefits and responsibilities continued by law. These rights and benefits include those of retirement, insurance, housing, longevity, and other benefits.

**INSTITUTIONAL QUOTA.** No more than four percent of the full-time regular faculty of any one institution may be on sabbatical leave during any one semester.

Sabbatical leave periods normally will be during regular session semesters. It is not allowed for summer school attendance only.

### **PROFESSIONAL LEAVE**

Subsequent to May 14, 1984, any member who is granted professional leave without compensation for professional purposes directly related to the employment in state service shall receive creditable service for the period of professional leave without compensation provided:

- a. The professional leave is performed with a public institution or public agency of this state, or another state or federal agency;
- b. The employer approves the professional leave showing the reason for granting the leave and makes a determination that the professional leave will benefit the employee and employer;
- c. Such professional leave shall not exceed two (2) years during any ten-year period of state service;
- d. The employee shall serve the employer on a full-time basis for a period of time equivalent to the professional leave period granted immediately following the termination of said leave period;
- e. The member shall pay to the retirement system the actuarial cost as determined by the actuary for each year of professional leave;
- f. Such other rules and regulations consistent herewith as the Board may adopt and in case of question, the Board shall have final power to decide the question.

### **GRADUATE AND POST-DOCTORAL STUDY**

The policy of the institutions has been to encourage leaves of absence for graduate and post-doctoral study. For this purpose, leaves are granted for a school year, a semester or, on occasions, a part of a semester. No salary is paid by the institution for the period of the leave, except under the provisions of the Board's sabbatical leave policy.

### **UPGRADING CREDENTIALS**

Under provisions of the Plan of Compliance (1974), incumbent personnel of each institution will have opportunities to upgrade their employment credentials sufficiently to be promoted and to be offered new positions; leaves of absence are to be made available to minority faculty members for this purpose.

## **FACULTY RIGHTS AND RESPONSIBILITIES**

### **FACULTY RESPONSIBILITIES**

Proper functioning of the academic program involves many details. Systematic compliance with the regulations governing the various aspects of the entire process lends itself to a smoothly operating and efficient academic program. A faculty member should be familiar with the University catalogs and become familiar with all regulations concerning the academic program.

#### **ACADEMIC FREEDOM**

All members of the faculty, whether tenured or not, are entitled to academic freedom as set forth in the *1940 Statement of Principles on Academic Freedom and Tenure*, formulated by the Association of American Colleges and the American Association of University Professors.

#### **FACULTY LOAD**

The expected workload for a full-time faculty member is an average of 45 hours per week. Adherence to this policy is the responsibility of the department chairs in consultation with the school deans. The expectation is that department chairs will designate the various faculty responsibilities in such a way as to conform to the 45 hour standard as closely as possible. This includes teaching loads, University committee assignments, advisement, released time for service and/or research, and other professional duties.

The teaching load for faculty members will comply with national accrediting standards for individual programs. In the absence of such standards, the normal teaching load is twelve semester hours each semester of the regular school year. Although the University tries to adhere to this load policy, some faculty members may be called upon to teach up to fifteen hours because of limited number of teachers and of students available within their area or because each course is not three semester hours credit. However, in no case shall faculty load exceed prescribed accreditation standards. The teaching load is reduced for faculty teaching graduate level classes.

It is the desire of the University to employ as many as possible of its faculty during the summer session. Employment is determined by the demand for classes in a particular subject area. The determination of a faculty member's summer employment is decided by the division/department chair, the dean of the school, and the Vice President for Academic Affairs in accordance with the estimated income for the summer. Classes with insufficient enrollment may be canceled.

#### **FACULTY PARTICIPATION**

##### **Meetings**

General faculty meetings are held as needed for the purpose of contributing to in-service training, to permit faculty participation in the formulation of University policies to hear reports and recommendations, and to conduct University business.

When a faculty meeting is called, all members of the faculty are expected to attend unless specifically excused by the Vice President for Academic Affairs. Nonacademic staff members are not expected to attend faculty meetings unless specifically notified.

A series of faculty orientation meetings is held prior to the beginning of the fall semester. Staff members attend the sessions indicated on the program distributed at the opening session. Attention is called to the fact that faculty contracts and salaries are for the academic year and duties may be assigned at any time during this period.

##### **Registration**

Regular registration is held at the beginning of each semester and of each summer term. Preregistration, at an announced date, is available prior to the fall and spring semesters.

Registration procedures are issued for each registration period and are furnished faculty members by the Office of the Registrar. All faculty members are to be available for assistance during the entire period of registration, serving as advisers, or in other capacities when needed by division/department chair or deans. Faculty members are expected to be present at all times during registration unless relieved of duties by their respective division/department chair.

##### **Student Advisement**

The advisement program is administered by the deans of the schools and/or department chair who assign students to specially selected faculty advisers in the department of the student's interest. Unless students change their major, they may retain their same adviser throughout their university career.

Although students have the responsibility of enrolling in classes required for their degrees, the academic advisers have an obligation to see that each of their advisees is enrolled properly in classes necessary for their degree programs. The adviser will be called upon to share with the division/department chair and the school dean in certifying that a student has completed requirements for a specific degree. Additionally, students may need intermittent counseling or advice regarding various aspects of their careers at Delta State University. All faculty members, but especially those serving as advisers, will find occasions to engage in personal counseling. Quite often these conferences provide excellent opportunities for instructors to render real service to their students. It is hoped that concern for the University for each of its students will be reflected by an attitude of personal consideration on the part of each faculty member. For more assistance the faculty member feels unable to provide, students may be referred to the Office of Counseling Center; such referrals should be encouraged for students in academic difficulty and students of unusual ability.

### **Sponsorships**

Most student organization, including fraternities and sororities, honorary societies, academic clubs, and service groups, are dependent upon faculty and staff sponsor-advisers. Some organizations direct requests for service to faculty and staff members individually. In other cases advisers are administratively appointed. Since these organizations contribute substantially to the purposes of the University, faculty members are encouraged to accept such service when requested, provided the service does not interfere with regular assignments.

### **Commencement**

All faculty members and administrative officers are expected to participate in the academic procession at commencement and to furnish their own regalia which may be rented through the Registrar's Office. Absence from this duty must be specifically authorized by the Vice President for Academic Affairs.

### **Research**

While the primary mission of Delta State University is teaching, the faculty is also expected to participate in research and other forms of scholarship, particularly those which support improvement of instruction. A limited amount of funds is available through the Research Committee to support these efforts.

All research conducted at Delta State University must be in compliance with federal mandates (45 CFR 46) pertaining to the protection of human subjects. University guidelines have been established to insure such compliance. Faculty, staff, and/or students engaging in research are expected to adhere to these guidelines, copies of which are on file in the Office of Graduate Studies.

### **Professional Growth**

Individual faculty members are to take the initiative in promoting their own growth as teachers, scholars and, especially in professional and occupational fields, practitioners. A limited amount of funds is available to support these efforts.

### **Externally Funded Grants and Contracts**

In accordance with current policies faculty, administrators, and staff are allowed additional financial compensation for services rendered in conjunction with external grants, contracts, and consultative services. The performance of these services, however, cannot conflict with the contractual obligations of the employee. The policies outlined are to be followed in an effort to ensure that University employees are properly compensated and that the institution is protected.

1. Grant proposals must be approved by the division/department chair, appropriate school dean, and Dean of Graduate Studies and Continuing Education prior to submission to an external agency. Failure to gain approval may result in an institutional decision to decline a grant award.
2. Grant proposal budgets which include compensation for current University employees must concurrence during the prior approval process for the following:
  - A. That the additional grant responsibilities will not interfere with the contractual obligations of the employee; and
  - B. That the level of compensation requested is reasonable with regard to the services rendered.

**NOTE:** Additional grant responsibilities must be in compliance with the guidelines of the funding agency. Employees cannot exceed 50% of their contractual salary and/or hours during the academic year. For example, a nine-month full-time faculty member earning \$30,000 cannot earn more than \$15,000 during the nine-month contract period, nor can he/she be employed

in a grant more than one-half time. Exceptions to this policy must be approved by the Vice-President for Academic Affairs. The total amount paid by external funds for summer salaries cannot exceed one-third of the academic year salary compensation. Salary supplements from external grants/contracts are subject to limits specified in the grant budget and are non-recurring.

3. Grant proposal budgets which include a commitment of matching salary funds by the institution must have the prior approval of the Vice-President for Academic Affairs.
4. When possible, the project director of a grant proposal should be identified prior to submission. The position of the designated project director within the institution will determine supervisory channels for administration of the grant. For example, a project directed by a faculty member in the School of Business will be under the supervision of the appropriate department chair and the Dean of the School of Business. Therefore, approval for expenditures will go through those two offices. The Dean of Graduate Studies and Continuing Education must be notified in the event of major changes in the grant to insure that they are in compliance with University policies. In cases where the project director is not identified in the grant proposal, the appointment of a director will be made by the Vice-President for Academic Affairs in consultation with the appropriate school dean and the Dean of Graduate Studies and Continuing Education.

#### **ABSENCE**

In the event of illness or other emergency circumstance requiring absence from duty, the division/department chair should be notified as soon as possible so that classes can be covered.

If an instructor must miss class or other assigned duties, the Teacher Absence form submitted to the division/department chair should include the details and the arrangements for classes missed.

#### **FACULTY OFFICE HOURS**

Each full-time faculty member is expected to spend a normal workday on the campus during each school day of the regular session. Otherwise, hardships may be imposed upon students, fellow teachers, division/department chair, administrative officers, and others who may need to contact the teacher.

Each faculty member shall establish at least ten hours per week for office hours. These hours should appear on the teacher's schedule on file with the deans and with the division/department chair, and they should be announced to the students and posted conspicuously.

In order to insure that students have access to part-time faculty for the purpose of academic assistance, those who teach day classes should be available to students at some time during the day, and those who teach night classes should be available to students for a reasonable time both before and after the scheduled class time. Other arrangements may be made by appointment. Students should be made aware of times at which they have access to part-time faculty.

## **INSTRUCTIONAL PROCEDURES**

### **ACADEMIC OFFERING**

Quantitative and qualitative requirements for the various degrees, major, and minors are to be found in the catalog under "Course Requirements." Likewise, descriptions of course offerings, as well as the suggested curriculum for each degree of the pre-professional program, are to be found in the catalog sections which relate to the various divisions and departments.

The curriculum is established, reviewed, and evaluated through a process initiated at the department level and referred to the Office of the Vice President for Academic Affairs. Departmental curriculum committees make recommendations through the school deans to the School Council and then to the Academic Council, which must approve these changes and make its recommendations to the President. Changes in the graduate program must be approved by the Graduate Council before submission to the Academic Council. Likewise, changes in the Teacher Education Program are submitted to the Teacher Education Council prior to submission to the Academic Council.

All new degree program requests must be submitted to the Board and must be approved by the Board before being initiated. The completed proposals for new degree program requests must be submitted to the Board of Trustees at least ninety days before a request is to be placed on the agenda of the Board. Requests not receiving final action by the Board at two consecutive meetings at which new programs are considered must be updated and resubmitted before being reconsidered by the Board.

The Schedule of Classes is prepared by the Office of the Vice President for Academic Affairs from information supplied by the various chair of divisions and departments to deans of the schools. Faculty must recognize the practical need of a balanced schedule which may result in the teaching of classes at times other than those desired by the staff, especially late afternoon and/or evening classes.

Class schedule changes (lists of closed, reopened, or new sections) are issued from time to time during preregistration and registration. Faculty who advise students should assure themselves of the correctness of the class schedule information they provide students.

### **PROGRAM MODIFICATION**

As part of its broad constitutional authority to manage, the Board shall exercise its authority to modify programs offered by the Universities generally or at various units of the Universities.

### **CLASS MEETINGS**

Each class must be held at the location, at the time, and for the full time indicated on the official schedule; laboratory classes may be excused as work is completed, but lecture classes should not be excused until the period ends. Any change in the time or the place of a class meeting must be approved by the chair of the division/department, the dean of the school, and in turn by the Vice President for Academic Affairs. Appropriate decorum and order in the classroom are essentials of a good teaching environment. It is the instructor's responsibility to see that these essentials are maintained.

### **CLASSROOM ASSIGNMENTS**

Classroom assignments are centralized in the Office of the Vice President for Academic Affairs. Classrooms may not be changed without permission of the division/department chair, the dean of the school, and the Vice President for Academic Affairs.

### **STUDENT ENROLLMENT IN CLASSES**

Class rosters will be available to faculty the day after the close of regular registration and again at the end of the drop/add period. These class rosters should be checked for accuracy and inaccuracies reported to the Registrar's Office so that the class roll will be accurate. Students whose names do not appear on the roster should not be allowed to remain in the class without authorization from the Registrar's Office.

### **CHANGE OF SCHEDULE**

A program of studies should be chosen with extreme care. After a choice has been made, the student should exert every

possible effort to carry the program selected and to complete its several courses.

Fee penalties applicable to program changes are given in the section title Financial Information, Special Fees.

The following regulations apply to change of program:

1. The last day to add a class is the sixth class day of a semester (second class day, summer term). (See University Calendar.)
2. To add or drop a course, a student must complete a Drop/Add form from the Registrar's office. Failure to observe this regulation results in a recorded grade of "F" in the course. Students will not be allowed to drop required general education courses.
3. Courses dropped after the deadline printed in the University Calendar are recorded on the student's permanent record as "W" or "F."
4. No course may be changed from Credit/Audit without permission of instructor after the last day to add a class. (See University Calendar.)
5. The last day to withdraw from a course will be the 75% point in the semester. (See University Calendar.)

#### **WITHDRAWAL FROM THE UNIVERSITY**

Students wishing to withdraw from the University must confer with their advisers prior to completing the required withdrawal form offered by the Department Chair. Students dropping the only course in which they are enrolled must complete the Withdrawal Form.

Proper signatures from the advisor, Director of Student Financial Assistance, Dean of Counseling and Developmental Studies, Director of Library Services, Dean of the appropriate school, Director of Housing and Residence Life, Vice President for Student Affairs, Registrar, and the Bursar must be affixed to the Withdrawal Form. The completed form must be presented to the Bursar's office before the student is officially withdrawn.

When students withdraw, they are expected to vacate their room and turn in their identification card on the day of withdrawal. Refund or any payment due is made in the University Bursar Office. Honorable dismissal is withheld from those who do not conform to these regulations.

A student who withdraws from the University after the fourth week of the semester and who is not passing at least nine hours, is subject to Academic Probation or Academic Suspension.

#### **CLASS ATTENDANCE (Undergraduate)**

Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit.

Each student is directly responsible to the individual professor for absences and for making up work missed. Particular policies and procedures on absences and make-up work are established for each class, and are announced in writing at the beginning of the term. When an undergraduate student accumulates absences greater than 25 percent of the scheduled meetings of class, the student receives a grade of F in the class.

A student absent from class and missing a scheduled test is entitled to a make-up test if evidence is presented to the instructor that absence was due to illness or death in the immediate family. Absences authorized by the Vice President for

Academic Affairs for official purposes (athletics, performing groups, student government groups, weather conditions, etc.) also entitle a student to make up a test. However, absences due to any reason are counted in the total number of absences during a semester.

A report on all students exceeding the allowable number of absences in each class should be submitted to the Vice President for Academic Affairs. Forms are available in the Academic Affairs Office for this report.

A student who has been reported as having excessive absences has the right to appeal to the Attendance Committee and may continue to meet class with the permission of the Committee during the period of appeal.

#### **(Graduate)**

The attendance policy for a graduate class will be left to the discretion of the instructor, as stated in the course syllabus. In no case, however, shall absences exceed 25 percent of the scheduled meetings of class. In such cases, the student shall receive a grade of F in the class. Particular policies and procedures on absences and makeup work are established for each class and are announced in writing at the beginning of the term. Each student is directly responsible to the individual professor for absences and for making up work missed.

#### **OFFICIAL ABSENCE OF STUDENTS**

Requests for permission for off-campus trips must be made to the school dean on forms furnished by that office. If the official off-campus trip will involve absence from class, the trip must be cleared with the school dean and the Vice President for Academic Affairs. At intervals during the academic year, the Vice President for Academic Affairs supplies the faculty lists of students absent for official university functions. Commuting students are excused from classes during periods of time when the Weather Bureau has issued a weather advisory for hazardous driving conditions.

These official absences allow a student to make up missed tests and are the only absences approved by the Vice President for Academic Affairs.

#### **TESTS AND EXAMINATIONS**

It is the policy of the University to maintain frequent evaluation of the students' progress throughout the semester. Grades in academic courses are based upon a final examination, a number of written or oral tests, and such other papers or reports as the instructor may require. The relative values of these various measures of achievement are determined by the teacher, and the students should be advised accordingly. No final grades should be based on a single test. The instructor is responsible for the security of test questions. Although most students are honest, there is no established honor system; therefore, teacher supervision of all tests is required.

Each academic division/department is provided with equipment and materials for the duplication of tests, examinations, and other class-connected materials. Student workers should not be allowed to type, duplicate, assemble, or otherwise handle tests and examinations prior to their administration.

The final examination schedule is published on the class schedule for the semester. Examinations for all academic courses that meet on two or more hours of a sequence shall be given only at the time specified on the schedule. However, when the final examination schedule poses a hardship of three or more exams on the same day, a student may individually reschedule exams with the clearance through the Vice President for Academic Affairs Office.

#### **CHEATING AND PLAGIARISM (Undergraduate)**

Cheating and plagiarism are not tolerated. If it is established that a violation has occurred, instructors may determine the penalty, and /or may report the offense to the division/department chair, the student's adviser, and dean. The usual penalty involves a grade of zero on the test, examination, or paper in question. A second offense by any student should be reported immediately for more stringent action.

#### **(Graduate)**

Cheating and plagiarism are not tolerated. If it is established that a violation has occurred, the student will receive an automatic F in the course in which the offense occurred and a letter will be placed in the student's official file in the Graduate Office. A second offense will result in expulsion from the degree program.

Plagiarism in a Delta State University graduate thesis/dissertation will result in denial/removal of the degree, and the person will be denied admission to or be expelled from subsequent degree programs at Delta State University.

#### **GRADES AND REPORTS**

At the beginning of the school year, each instructor is supplied with a faculty kit including a grade book and certain other forms and supplies needed from time to time. As additional grade books or other forms are required, they may be secured from the Office of the Vice President for Academic Affairs or the Bookstore. During periods of prolonged absences from the campus or upon termination of employment at Delta State University, grade books are to be turned into the chair of the division/department.

Midterm grade reports are required for all students whose academic performance (a D or F) is less than satisfactory. Midterm grades are reported to the Office of the Registrar on data processing forms prepared and provided by that office. Copies of the grades recorded on data processing forms are then distributed to the student and adviser.

Final grade reports are delivered to the Office of the Registrar for recording purposes, for data processing, and distribution to the student and adviser. Final grades for students may be posted by student Social Security number with the exception of the grade of students who notifies their teachers that they do not wish to have their grade posted. The students in each class should be notified of this privilege. Prompt reporting of final grades to the Registrar's Office is absolutely essential to proper recording and processing of records and to permit preparation for the upcoming registration.

If an error is made in reporting a final grade, the instructor should report to the Registrar and execute a Change-Of-Grade Form.

#### **POLICIES FOR RECORDS**

- I. Grade Books should be held by the individual faculty members, but should be available for review and interpretation by the faculty members when and if questions are raised by the student(s) involved. Such requests by students must be made by the end of the semester following the grade in question. Grade books are to be retained by individual faculty members for a period of not less than twelve calendar months following the semester in which the course was taught.
- II. All tests, papers, examinations, and other point sources not returned to students will be retained by faculty members for a period of time not less than six months following the semester in which the course was attempted by students.
- III. In the event of termination of employment of a faculty member, all documents relative to grades will be presented to the respective department or division head, who will retain the documents until the above expressed time period.
- IV. Retrieval and/or justification of scoring will be administered by the faculty member responsible for the administration of the point source(s).
- V. Student review(s) of marked documents is encouraged by the faculty. Each faculty member reserves the right to retain any and all point source documents. Examples are term papers, research papers, literature reviews, monographs, etc.

## GRADES

The grading system for academic courses at Delta State University makes use of the following letters and quality points.

A	Excellent	4 Quality Points
B	Good	3 Quality Points
C	Satisfactory	2 Quality Points
D	Poor	1 Quality Point
F	Failure	0 Quality Points

The letter "I" (incomplete) may be awarded when, for reasons beyond the students' control, the course requirements cannot be completed during the enrollment period. "I" grades carry no quality points; the hours are included in calculation of the quality point average. An "I" must be removed within a period of twelve months. This twelve month requirement does not apply to theses, dissertations, and other research or practicum courses.

## STUDENT ACADEMIC GRIEVANCE POLICY

A student who feels subjected to unfair treatment may appeal as follows:

- I. Discuss the problem with the instructor.
- II. Discuss the problem with the department/division chair.
- III. Discuss the problem with the school dean.
- IV. If the problem has not been satisfactorily resolved after these three steps, the student may make written appeal to the Vice President for Academic Affairs.

Academic appeals by students must be filed no later than the end of the next regular term after the grievance occurred.

## DEAD WEEK

Dead Week will begin five school days prior to the beginning of final exams and will end at the completion of exams and is designated to maximize a student's opportunity to prepare for final exams. During Dead Week, no official school functions are held, no campus/student organization activities scheduled, and no teacher may give tests or additional assignments. Long-range assignments or previously scheduled tests will not be affected by this policy.

## FIELD EXPERIENCES IN COOPERATING SCHOOLS

A cooperating school is defined to be an accredited school or school system that does not discriminate in its practices based on race, creed, color, or national origin. It is necessary that each cooperating school have a letter of compliance on file in the Office of Field Experiences.

An instructor may seek permission to use a cooperating school for laboratory experiences with a class or for a special project by submitting two copies of the Request for Permission to Do Field Experiences in Cooperating Schools to their division/department chair for approval. The request would then be routed as follows:

To the dean of the school for approval;

To the Director of Field Experiences at least two weeks prior to the date of the project.  
The Director will seek approval from the cooperating school;

After contacting the cooperating school, the Director of Field Experiences will return a copy of the request to the instructor with special instructions.

Copies of the Request for Permission to Do Field Experiences in Cooperating Schools may be obtained from deans, division/department chair, and the Office of the Director of Field Experiences.

## INSTRUCTIONAL RESOURCES

### UNIVERSITY CATALOGS AND CLASS SCHEDULES

The continuous planning by the faculty of courses to meet the aims and objectives of the university is summarized and recorded in catalogs and class schedules. These documents are produced in the Office of the Vice President for Academic Affairs and are distributed to the faculty and public for the purpose of disseminating information.

Catalogs and bulletins are issued each year. Bound copies of all volumes may be found in the University Library.

Class schedules, undergraduate and graduate, are issued approximately one month prior to preregistration. These pamphlets contain class schedules, examination schedules, the calendar of the year, abbreviation for buildings, cafeteria schedule, and registration instructions.

### TEXTBOOKS AND MATERIALS

Books and instructional materials needed by the students will be available in the University Bookstore. No member of the faculty or staff is to prepare for sale or sell directly to the student any textbooks, manuals, syllabi, or other articles for classroom use.

Requisitions for the purchase of textbooks originate with division/department chair on the form Textbook Requisition. Accurate completion of the form necessitates consultation with the Manager of the University Bookstore. At this conference every effort should be made to determine copies on hand, anticipate return of second-hand books, and number of books to be ordered, if any. With appropriate information, the requisition is submitted to the dean of the appropriate school for approval. From the dean's office, it is routed to the business office for purchase. New titles and changes in textbooks must be discussed with and approved by the appropriate dean prior to initiating a requisition. The Manager of the University Bookstore must have one calendar year notice (at least two offerings of the course) when a textbook is to be changed.

It is expected that faculty members will make it necessary for students to purchase the textbooks ordered for their individual classes.

### LIBRARY SERVICES

Library Services is an academic support unit which includes the W.B. Roberts Library, Audiovisual Services, the Instructional Resources Center, and the University Archives. Operating under the supervision of the Director of Library Services, these areas seek to serve in a coordinated fashion the total informational needs of the academic program of Delta State University.

#### The Library

**Method of Ordering Books.** All requests for library book purchases must be to the departmental library liaison on order cards signed by the division/department chair. Order cards are supplied by the Library upon request.

Orders for IRC materials should be filed with the Librarian, Instructional Resources Center for preview prior to actual purchase.

One-half of allocated book funds must be encumbered by November 15. The remainder of these funds must be encumbered by March 15. Department funds not encumbered by the deadline revert to the general fund of the Library and are utilized at the discretion of the Director of Library Services. Reports of cancellations and notices of books catalogued are indicated by return of the original order cards to department chairs.

**Reserve Books.** Instructors may place books on reserve for any period of time. Periodical articles placed on reserve must comply with copyright restrictions. Generally, a xeroxed copy of an article must be supplied by the instructor and is placed on reserve for only one semester. However, copyright law requires either an original copy of the article or permission of the copyright owner.

The Library requires a minimum notification of forty-eight hours prior to an assignment to allow time for reserve materials to be prepared for use. Normal use is within the Library except for periods when the Library is closed. Reserve books may be

checked out one hour before closing time and must be returned during the first period of its next opening. Faculty should use discretion in placing books on reserve, because it takes them out of general circulation.

**Faculty and Staff Privileges.** Faculty and staff may withdraw an unlimited number of books for semester loans, with two allowable renewals, with the exception of juvenile books, which may be checked out for one week only. It is expected that popular new books will be returned within the regular loan period of three weeks.

**Library Hours:**

Regular Session:	Monday-Thursday	7:30 a.m. - 10:00 p.m.
	Friday	7:30 a.m. - 4:00 p.m.
	Saturday	10:00 a.m. - 5:00 p.m.
	Sunday	2:00 p.m. - 10:00 p.m.
Summer Session:	Monday-Thursday	7:30 a.m. - 10:00 p.m.
	Friday	7:30 a.m. - 4:00 p.m.
	Saturday	9:00 a.m. - 1:00 p.m.
	Sunday	2:00 p.m. - 10:00 p.m.

The Library is closed on all designated holidays and other occasions if directed.

**Audio Visual Center**

The Audiovisual Center, located in Ewing Hall, Room 230, serves as a storage depot for all audiovisual equipment in the Center. Although equipment is normally checked out for one-time use, equipment may be checked out on an extended basis by faculty members who have unusual need. Please exercise caution in providing for the security of equipment in your possession, as each department will be responsible for bearing the cost of replacing or repairing lost or damaged equipment from its departmental budget.

**Delivery and pickup.** Audiovisual equipment for classroom use is available in the Audiovisual Center. Requests for equipment delivery should be made at least twenty-four hours prior to time of intended use to insure sufficient time for delivery of equipment. Equipment is checked out to faculty members only. Any change in equipment location from the room specified for delivery should be reported to the Audiovisual Center. In cases where the classrooms are locked, arrangements should be made for entrance to the room for delivery and pickup. Certain items of equipment utilized for media production are not available for loan. A forty-eight hour maximum check-out will exist for the following items: tape recorders, slide projectors, movie projectors, and sound filmstrip projectors.

Semester loans should be requested only in instances where classes will utilize the equipment for most class meetings. Arrangements should be made with a department regarding usage of equipment on semester loan. When possible the secretary or department chair should schedule use of equipment on semester loan to the department. In instances where a faculty member must teach in a building other than the scheduled location, the Audiovisual Center may be requested to assist in moving the equipment. In cases where semester loan cannot be allowed, the Audiovisual Center will work on a long range delivery pickup schedule according to need.

**Production.** The Audiovisual Center produces instructional materials for faculty use in classroom instruction. The Center has the capability for production of charts, posters, lettering, overhead transparencies as well as limited photographic capability for production slides, black and white prints, and enlargement or reduction of materials for display or projection. Other services include video taping, audio taping, slide/tape production, and television production, either studio or portable. The cost of materials used for such productions must be borne by the individual or department making the request. All requests for production or duplication must conform to the Copyright Law of 1978 (PL 94-553). Decisions concerning copyright infringement will be made by the Director or Library Services. A minimum of two weeks notice must be given for production requests, with the exception of transparencies and laminations. Certain requests may require longer periods of time to be completed, depending on the nature of the request and the workload of the Center. Every effort will be made by the Center staff to provide a reasonable estimate of time required for each production at the time of the request.

**Instructional Resources Center**

The purpose of the IRC is to provide curriculum-related materials and service to enhance the instructional programs of all

departments of the University. In addition to many types of audiovisual materials, a collection of books is maintained. This collection consists of K-12 textbooks, juvenile books, and other curriculum materials used in teacher education programs. A full range of equipment is available in the Center for individual or group viewing of these materials. A microcomputer lab equipped with World Wide Web access may be utilized by faculty and students to produce multimedia presentations. Additional equipment, such as the Ellison lettering machine, is available for creating instructional materials.

Regular loan periods are three weeks for books and one week for audiovisual materials, and three days for videotapes. Regulations regarding the acquisition and use of materials in the main library apply to the IRC.

The IRC, located in Ewing Hall, Room 238, is open during the fall and spring semesters from 8:00 a.m. until 6:00 p.m., Monday through Thursday, and from 8:00 a.m. until 4:30 p.m. on Friday. Summer hours are 7:30 a.m. until 5:00 p.m., Monday through Thursday and 7:30 a.m. until 4:00 p.m. on Friday.

### **University Archives**

The purpose of the Delta State University Archives, located on the second floor of the Capps Archives and Museum Building, is to preserve and make accessible primary source materials relating to Mississippi history and culture, with a special emphasis on the Delta region of Mississippi. In addition, it seeks to preserve and make accessible records of enduring value that document the operations, policies, programs, and activities of Delta State University. The goal of these efforts is to support the instructional, research, and public service missions of the University, while also helping to preserve the documentary heritage of the State and its Delta region.

The exhibit galleries on the first floor of the Capps Archives and Museum Building offer semi-permanent and changing exhibits which reflect on the history of Delta State University and provide a venue for special exhibitions and public programs that support University instruction.

### **UNIVERSITY COUNSELING AND DEVELOPMENT STUDIES CENTER**

The University Counseling and Development Studies Center is located in The Union, room 301. The major functions of this office are (1) counseling, (2) testing, and (3) clinical services. The Counseling Center is not intended to replace the work normally done by faculty and staff members; rather it is the responsibility of the staff to supplement and complement the personal attention that should be given by teacher to student.

The counseling service has two basic complementary functions; developmental and remedial. The developmental role is one of helping students adjust to and benefit from the academic environment. The remedial role is to help students solve specific educational problems and to remedy academic skill deficiencies. Counseling functions are accomplished through group and individual counseling sessions, special study and interest groups, and other programs.

The testing area provides various types of tests on a voluntary basis and includes aptitude, social, psychological, achievement to supplement ACT, and other special tests. Testing is normally done at scheduled hours, though students are encouraged to make appointments.

Many national tests are administered by the University Counseling and Development Studies Center. Application forms for all examinations may be secured in the Counseling and Development Studies Center.

Dates of administration of the Graduate Record Examination, the Praxis Series, the Medical College Admissions Test, the Graduate Management Admissions Test, and all tests below are listed each year on the calendar portion of the Schedule of Classes. Applications must be made by announced closing dates, usually approximately one month prior to the administration of the examination.

The American College Test (ACT), required for freshman admission, is administered on national dates as well as certain local dates. National dates are announced in all high schools; date information may be secured also from the University Counseling and Development Studies Center.

The College Level Examination Program (CLEP), established to grant advanced college credit, is given the third Thursday in July, October, and February at 8:00 a.m. and 1:00 p.m., by appointment.

The ACT PEP established to grant advanced college credit in upper level classes, is given on the first Thursday and Friday of October, April, and August.

The Program for Examination for Enrolled Undergraduates (PEEU), established to grant credit for expertise in a given area, is given by appointment. Additional information may be obtained from the University Counseling and Developmental Studies Center.

The Miller Analogies Test (MAT) is available on the first Thursday in July, October, and February at 1:30 p.m., by appointment. The test is used for admission by many graduate schools including Delta State.

The Collegiate Assessment of Academic Proficiency (CAAP), used to evaluate basic written communication skills, is given on the second Thursday in July, October, February, and April, by appointment.

The clinical services area is designed to coordinate all specialized compensatory programs and to make referrals to the appropriate agency. Faculty members are encouraged to make referrals to the Counseling Center, especially of students in academic difficulty and those of unusual ability, as well as students with social and personal problems.

### **Independent Study**

This service is a rapidly growing one which enables individuals to enroll and work under very flexible conditions. Credit courses through the medium of educational television are currently included.

## **ACADEMIC COUNSELING**

The University Counseling and Developmental Studies Center provides University students with individual assistance in choosing a vocation, selecting a major, and solving personal, social, and educational difficulties. In a relaxed atmosphere, the student may express thoughts and feelings, and an experienced counselor assists the student to gain insight into problems and to explore possible solutions. With the assistance of the counselor, a student may select tests to appraise abilities, interests, and personal characteristics. A library of occupational, educational, and personal information is available. Faculty members who have students with problems beyond the scope of the ordinary are encouraged to refer them to the University Counseling and Developmental Studies Center.

## **CONTINUING EDUCATION**

The Division of Continuing Education is committed to the concept of "Lifelong Learning"--a concept in which education becomes integrated with life and continues as long as one lives. This commitment challenges the University to offer educational and enrichment opportunities beyond those of the regularly scheduled academic program. Among a wide variety of activities, the following are included:

### **Off-Campus Classes**

Credit courses are offered in a number of cities and communities throughout the Delta. Southern Association and Board policies require full resident credit for such classes. Full-time faculty and staff are permitted to teach only one off-campus class per semester.

### **Conferences, Workshops, and Institutes**

These offer opportunities for all departments to meet particular needs of both small and large groups. Assistance in planning, promoting, and administration of such activities is provided through the Office of Continuing Education.

### **Non-credit Activities**

These activities are designed for persons who do not wish academic credit but who desire to improve certain skills and/or enroll for the enjoyment of the activity. Continuing Education Units (CEU's) may be awarded for non-credit activities which meet criteria set forth by the Southern Association of Colleges and Schools.

### **Consultant Service**

Upon requests from schools, businesses, and industries, consultants are provided as needed.

### **Speakers**

Upon requests from various organizations, University personnel are scheduled for speaking engagements in the region.

### **WRITING CENTER**

The Writing Center, under the direction of the English faculty, is a campus-wide service providing consultation to undergraduate and graduate students and to faculty on any of their writing projects. Faculty members are requested to refer to the Center those students whose work demonstrates a need to improve writing skills.

### **TUTORIAL/REMEDIAL SERVICES**

Every division/department in the University provides tutorial/remedial assistance to students seeking such aid. Faculty members, graduate students, and advanced undergraduate students are assigned these duties or are available to provide this service. Faculty members are urged to encourage students who need help to avail themselves of the service.

### **DEVELOPMENTAL COURSES**

Students accepted through alternate admissions complete a nine-week course of study during the summer prior to their freshman year. This program consists of twelve (12) semester hours of developmental studies courses (MAT 090, ENG 090, CRD 090, and GED 090) and is designed to strengthen mathematics, English, reading and study skills. During their fall and spring semester, these students continue an academic support program in the lab.

## **WORK PERFORMANCE AND CODE OF CONDUCT**

### **ATTENDANCE AND ABSENCE**

Employee attendance is of vital concern to the university. An employee is expected to report to work on time daily and to remain on the job throughout his/her regular work hours. Excessive tardiness or unscheduled absences can result in disciplinary action. If an employee has to be absent from work or has an urgent reason for leaving, he/she should seek prior approval from his/her supervisor or administrative head.

As close to the regular starting time as possible, an employee must call his/her supervisor or department head if he/she is going to be absent without prior approval. An employee is expected to explain the reason for his/her absence and indicate the date he/she expects to return to work. Employees with poor attendance records may be asked to provide a doctor's certificate to justify an absence due to illness or injury. Any employee who does not report to work for three (3) consecutive days and does not provide proper notification to Delta State University is considered to have resigned voluntarily.

Supervisors and department heads should counsel employees with attendance problems about the importance of regular attendance. The supervisor or department head and the employee must devise a plan for improved attendance. If the employee's attendance problems persist, more serious steps, including progressive disciplinary action, will be taken. Generally, progressive disciplinary action will be due anytime an employee exceeds three (3) occurrences of unscheduled absences in a sliding six month period. The definition of an unscheduled absence is when an employee has not received prior approval from his/her supervisor or department head. The definition of an occurrence is one or more days of unscheduled absence from a regularly scheduled work day.

Employees may be requested to perform overtime work. Prior approval must be obtained from the supervisor or department head if an employee is unable to work overtime. Failure to obtain prior approval will be reported as an unscheduled absence from regularly scheduled work and be reflected in the employees attendance review period.

Employees who have a serious medical condition or who need time off to care for a family member with a serious medical condition or a newborn or newly adopted /foster child are eligible to use paid leave or request unpaid leave in accordance with the university Family and Medical Leave Act. Absences covered by an employee's use of approved FMLA leave are not considered grounds for disciplinary action. For detailed information about the FMLA's requirements and procedures, contact the Human Resource Department in Kethley Building, Room 123.

### **RESPONSIBILITY OF ALL EMPLOYEES**

University employees are expected to serve the University as they would any other efficient and progressive organization. The image of the University is presented by the words and deeds of the individual employees who deal with students, colleagues or guests. Employees are expected to deal with the public and co-workers in a courteous, tactful, and cooperative manner.

### **EMPLOYEE BEHAVIOR AND THE WORKING ENVIRONMENT**

The University seeks to maintain an environment conducive to the conduct of business and one in which the rights of others are respected. The University expects of its employees behavior consistent with the expectations of an institution of higher education. Part of the intent of this section is to identify typical offenses or behavior patterns for which disciplinary actions are taken. This is necessary in order to provide consistent treatment of all employees and so that the rights of some employees will not be violated by other employees.

Although this list is not all-inclusive, the following are examples of deficiencies or offenses for which progressive disciplinary actions may be appropriate and which may result in discharge.

- (1) Examples of offenses which generally require discipline and may result in discharge:
  - A. Absenteeism
  - B. Failure to record work time accurately
  - C. Failure to report an accident or injury to a student, employee, visitor or self
  - D. Failure to report to work on time

- E. Leaving University premises or work area without permission during work hours; unexcused absences
- F. Malicious mischief
- G. Misuse of sick leave privileges and benefits
- H. Neglect of duty or inattention to duty; negligence in wearing safety equipment
- I. Negligence in the performance of duty or productivity not up to standards
- J. Sleeping during work hours
- K. Violation of common safety practices
- L. Failure to cooperate in an investigation
- M. Gambling on University premises
- N. Inappropriate behavior in the workplace, including, but not limited to, horseplay and threatening, intimidating, coercing, or interfering with fellow employees on University property
- O. Inappropriate behavior toward, or discourteous treatment of students, visitors, co-workers including use of profanity and other harassing statements
- P. Negligence or abuse in the use of University property or equipment
- Q. Reporting to work when suffering from alcoholic or drug-related hangover
- R. Misconduct in the workplace
- S. Inappropriate behavior in the workplace
- T. Sexual harassment
- U. Violation of University policies or procedures

\* If suspended without pay prior to a paid holiday, employee does not receive pay for the holiday.

(2) The following occurrences are cause for immediate discharge without notice or without pay in lieu of notice. Since a complete list of specific offenses is impossible, discharge is not limited to the situations described below.

- A. Absence without notification or reasonable cause for failure to notify. Such absences for three consecutive work days or shifts require no further follow-up prior to termination
- B. Any act of fighting on University property
- C. Conviction of a felony
- D. Falsifying personnel or pay records, including application for employment, clocking the time record or signing the time sheet for another employee
- E. Falsifying official records and documents of the University
- F. Fraudulent worker's compensation claims
- G. Immoral or indecent conduct on University property
- H. Stealing from fellow employees, students, the University or others on University property
- I. Theft, misappropriation of funds, and/or unauthorized use or removal of University property
- J. Unauthorized possession of firearms, knives, or other weapons
- K. Unauthorized release of confidential or official information
- L. Reporting to work under the influence of intoxicants, including alcohol, non-prescribed drugs, or illicit drugs
- M. Unlawful possession, use, manufacture, distribution or dispensing of illicit drugs, controlled substances, or alcoholic beverages during the employee's work period, whether on the premises of DSU or at any other site where the employee is carrying out DSU duties.

#### **TERMINATION POLICY FOR NON-INSTRUCTIONAL PERSONNEL**

Delta State University is an at will employer and as such reserves the right to terminate employment from any position at any time and for any reason. However, it is the policy of Delta State University to assist employees in improving job performance or correcting improper conduct to avoid termination when possible. If any employee is performing unsatisfactorily or exhibiting improper conduct, the supervisor will work with the employee in an attempt to improve conduct or performance. If disciplinary measures are imposed, it is essential that:

Each problem be investigated so that the facts of the situation are known;

Any action taken be primarily corrective and appropriate to the offense and applied without discrimination;

Employees be given forewarning of the possible consequences of their actions, except in cases of misconduct so serious that employee could be expected to know that such conduct may result in discharge;

A record of the incident in which disciplinary action may result must be made.

If corrective action is necessary, the progressive disciplinary steps outlined below will normally be followed. The nature or severity of the offense will determine the first step.

- STEP I. **DOCUMENTED ORAL WARNING.** Once an employee performance/conduct problem has been identified, and where informal actions such as counseling, training, and assistance have not brought about acceptable performance/conduct, then a formal discussion should take place. The employee will be informed of his/her deficiencies and acceptable performance/conduct will be discussed. The discussion will be documented and the employee will be given a copy. A documented oral warning should normally be given in private by the supervisor to an employee as a first step in correcting minor deficiencies. (Some first offenses of a more serious nature may require stronger action.)
- STEP II. **FORMAL WARNING.** Formal warnings are to be used for recurring or more serious deficiencies or where there is future possibility of more severe action including termination or after an oral warning notice has been unsuccessful. Formal warnings are to be written to the employee and must indicate the date and specific nature of the deficiency and that more severe action may result if the employee does not correct the deficiency. The employee must be provided a copy of the warning and a copy sent to the Director of Human Resources.
- STEP III. **SUSPENSION.** If the employee's misconduct or poor work performance continues, the next progressive disciplinary step is a suspension without pay. The suspension will be for three (3) working days and is the final disciplinary step prior to discharge. This action is taken where previous progressive disciplinary steps have not corrected the deficiency or where the offense is of such serious nature that it may warrant discharge, pending review of the facts. Very serious offenses may be cause for immediate suspension without the steps outlined above. Notices of suspension are placed in the employee's personnel file. The supervisor and/or department head must have written approval from his/her reporting Vice-President before initiating a suspension. The employee must be provided a copy of the suspension warning and a copy sent to the Director of Human Resources.
- STEP IV. **DISMISSAL.** Termination of the employee is a last resort after all other progressive disciplinary measures have failed or if the misconduct is of such a serious nature that immediate discharge is warranted. Recommendation for dismissal should be reasonably related to the seriousness of the employee's performance/conduct in view of length of service and prior record. Recommendations for dismissal of employees are initiated by the supervisor and/or department head and approved by the reporting Vice President. Employees are to be advised in writing by their supervisor and/or department head, stating the reasons for recommending dismissal. A copy of the recommendation is to be sent to the Director of Human Resources.

#### **DISMISSAL**

The University recognizes that dismissal for any reason is a serious matter. All decisions regarding dismissal are made at the Vice Presidential level, after consultation with the immediate supervisor and discussion with the affected employee. In cases of termination of any employee because of lack of funds or reorganization, the employee is to be notified at least four weeks in advance if circumstances and advance knowledge permit.

Before a non-probationary regular full-time classified employee may be terminated for cause, the immediate supervisor must notify the employee with a written notice of intent to terminate, in which the reasons for the intent are cited. The immediate supervisor must present the intent to terminate in person, if at all possible; if not, by certified or registered mail at the employee's last known residence. The immediate supervisor shall simultaneously inform the employee of the right to a hearing as outlined below. Moreover, the supervisor has the option in any such instance to suspend with pay any employee who requests a hearing.

**Hearing.** A classified employee entitled to a hearing by virtue of a notice of intent to terminate shall have two working days from the date of receipt of the notice of intent to request a hearing before a Personnel Advisory Committee which consists of five employees selected by the President and mutually agreed upon by the Director of Human Resources and the affected staff member. A different committee shall be appointed for each hearing. If the employee does not request a hearing, the employee's salary ceases at the end of the second working day following the receipt of the notice of intent to terminate. If the employee requests a hearing, the hearing shall occur within five working days of the receipt of the request for a hearing.

The committee will not be bound by strict rules of evidence, but may admit any evidence which is of probative value in

determining the issues involved. The staff member will be permitted an adviser of his own choice, at his own expense, and will be afforded an opportunity to present witnesses and documentary evidence bearing on the issue involved.

Hearings will be private. Public statements are to be avoided by all parties concerned, so that the atmosphere conducive to a fair and impartial hearing may be maintained. Based upon the evidence presented, the committee will then make such recommendation to the President as it deems appropriate. If the President affirms the dismissal, then termination becomes final as of the fifth working day of the receipt of the request for a hearing.

#### **PERSONAL APPEARANCE**

Use good judgment at all times regarding your personal appearance. You are expected to dress appropriately, to be neat, to wear clean clothing, and to be careful of your personal hygiene. Flagrant violations of commonly accepted standards of cleanliness or dress may be cause for disciplinary action. If you have a question concerning the standard of dress for your area, ask your supervisor.

#### **THE TELEPHONE**

Prompt, courteous answers to telephone calls should be a self-imposed rule. It is a good practice to identify yourself and your department when answering or making a call.

Personal telephone calls should be kept to a minimum. Supervisors are required to observe the frequency of such calls and to caution employees who use the phone excessively for personal calls. Personal long distance calls must not be charged to University telephone numbers. Authorization codes are available to faculty and staff who wish to purchase personal long distance service through Delta State. (See Telecommunications).

#### **UNIFORMS**

If your job requires that you wear a DSU uniform, it will be provided by the University. In some areas, an identification badge is part of the uniform. This identification will be issued by your department and must be attached to the uniform as directed by your supervisor.

#### **PERSONAL MAIL**

Unless you live on the DSU campus in a building served by the DSU Post Office, personal mail should not be regularly delivered to you at your DSU address. Also, under no circumstances may the postage for personal mail be charged to a DSU account.

The use of the DSU Post Office for the purpose of sending chain letters wastes the time and effort of postal employees and is a misuse of University and state property. Therefore, the use of the DSU post office for the sending of chain letters is prohibited. Likewise, the use of any DSU equipment or supplies (for example, copying machines and campus mail envelopes) to process or send chain letters is prohibited.

### **INSTITUTIONAL POLICIES**

#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Delta State University is committed to a policy of equal employment opportunity for all persons and to recruit, hire, promote, demote, transfer, and compensate in all positions and otherwise treat in all terms and conditions of employment without regard to race, age, religion, national origin, sex, disability unrelated to job performance, disabled veteran status, or Vietnam era veteran status. The University will not tolerate any conduct by an administrator, supervisor, faculty, or staff member which constitutes sexual harassment or any form of prohibited discrimination. The University is committed to ensuring equal employment opportunity for women, members of racial minority groups, individuals with disabilities, disabled veterans and Vietnam era veterans. The University complies with all applicable laws and regulations related to nondiscrimination in employment and educational opportunity.

It is the responsibility of all persons making employment decisions to support this policy.

#### **Implementation**

In working toward the implementation of this policy, the University will state its position as an equal opportunity

employer in all solicitations and advertisements for employment vacancies placed by, or on behalf of, the University. The University will broadly publish and circulate its policy of equal employment opportunity by including a statement in all correspondence, media communication and printed matter for employment purposes. Further, the University will consider, through appropriate and designated procedures, complaints or grievances of any individual who has reason to believe that he or she has been affected by prohibited discrimination.

### **Equal Education Opportunity**

As an institution of higher education and in the spirit of its policies of equal employment opportunity, the University declares its policy of equal educational opportunity. All applicants for admission will be considered without regard to an applicant's race, color, religion, sex, national origin, disability related to program performance, disabled veteran status, or Vietnam era veteran status. This policy is noted in all student handbooks. Complaints or grievances of any student who has reason to think he or she has been affected by discrimination will be considered through established procedures.

### **Inquiries and Complaints**

Any inquiries or complaints concerning the application of the Americans with Disabilities Act (ADA), Title VII of the Civil Rights Act of 1964, Executive Order 11246, as amended; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973; or other legislation and its implementing regulations as they relate to Delta State University should be directed to any of the following persons, as appropriate: The Director of Human Resources, Vice President for Student Affairs, or the Vice President for University Advancement.

### **DRUG-FREE WORK PLACE POLICY**

Delta State University is committed to maintaining a drug-free work place in conformity with state and federal laws as set forth in the Uniform Controlled Substance Law of the State of Mississippi and the Drug-Free Work Place Act of 1988.

As a result of these laws and of the policy of this institution that the campus of Delta State University be a drug-free work place, employees are specifically prohibited from the possession, use, manufacture, distribution, sale, or in any other way involved with a controlled substance both on and off campus, except as permitted in the relevant legislation. The term "employee" shall specifically include full-time and part-time. Each employee must abide by the requirements of this policy as a condition of employment at this university.

- I. Delta State University will make available to all present and new employees a copy of this policy; place a copy of the policy in the office of each Vice President, Dean, Division/Department Head and Director; give a copy to each employee working on any contract or grant funded by a federal agency; and insert this policy as part of the **FACULTY AND STAFF HANDBOOK**.
- II. Employees are encouraged to seek assistance voluntarily on a confidential basis by contacting the person's immediate supervisor or the University Counseling Center. Assistance with substance abuse problems is available through several centers for alcohol and drug education in the Delta area.
- III. Supervisors must confidentially refer for counseling any person under their supervision who appears to be having difficulty with substance abuse.
- IV. Delta State University has established a Drug-Free Awareness Program which is administered jointly through the University Counseling Center and Human Resources Office. This program includes supervisory training programs and confidential referrals to rehabilitation programs approved for such purposes by a federal, state, or local health agency.
- V. Any staff member who has been convicted of a criminal drug statute violation occurring in the work place must notify the supervisor no later than five days after the conviction.

**Sanctions:**

- A. Depending upon the facts related to any drug conviction or use, the employee may be: suspended pending further investigation; required to participate in a drug abuse assistance program; issued a written warning; or terminated. For terminations, the applicable termination procedure will apply, based upon the status of the employee. Any action will be initiated within thirty days after the facts become known by the University.
- B. If faculty or staff members fail to notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the work place within five days after such conviction, they will be suspended pending investigation, with termination possible. For purposes of this policy "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- C. Upon notification of such conviction, the University is required by law to notify applicable funding agency(s) within ten days if the employee is working in a position funded by federal monies.
- D. If an employee is suspected of violating any criminal drug statute in the work place, the DSU Police Department will be called to begin investigation of the case.

**ALCOHOL AND DRUG ABUSE POLICY**

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Delta State University implements this policy to express its commitment to the elimination of alcohol and drug abuse.

**Health Risks:** Delta State University recognizes that illicit drug use and alcohol abuse are both wrong and harmful. Medical research reveals that such behavior is a causative factor in heart, liver, and gastrointestinal diseases as well as in various cancers and brain damage. The abuse of alcohol and other drugs is not only destructive to the physical health, but it also erodes the self-discipline and motivation necessary for learning. Pervasive drug use and alcohol abuse create an environment that is destructive to learning and working. Closely tied to being truant and dropping out of school, they are associated with crime and misconduct that disrupt the maintenance of an orderly and safe university atmosphere conducive to learning and working.

**Standards of Conduct:** The unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees on university premises is strictly prohibited and in violation of University policy. It shall be the personal responsibility of each student, faculty and staff employee to adhere to this policy as stated. Failure to do so will result in sanctions as stipulated in this policy.

For the purposes of this policy, the term "student" shall include all persons enrolled at the University whether full-time or part-time; and the term "employee" shall specifically include all faculty and staff employed whether full-time or part-time. Illicit drugs are defined in Section 202 of the Controlled Substance Act; and the Mississippi Uniform Controlled Substance Law, Mississippi Code Supplement (1989). Alcoholic beverages are defined in Sections 41-29-139, 142, 61-1-37, 81, 97-29-7 of the Mississippi Code Annotated for 1972 (1989 Supplement).

**Counseling Programs:** The University makes available to all its students and employees the services of the University Counseling Center (Union Building, Room 301, 846-4690). In addition to offering direct services to students and employees experiencing problems with alcohol or substance abuse, the Counseling Center provides referral services to several centers for alcohol and drug abuse treatment and rehabilitation in this area.

In addition, substance abuse programs are offered in the residence halls by the University Counseling Center, the Student Task Force Against Alcohol and Drug Abuse, the Delta Community Mental Health Center, DSU Police Department, and the City Police Department.

**Legal Sanctions:** As specified in Section 41-29-142, 41-29-139, 61-1-37, 61-1-81, 97-29-47 of the Mississippi Code Supplement, legal sanctions are applied to the following actions: possession of alcohol on University property; public drunk on University property; utilization of false ID to obtain alcohol; driving under the influence of alcohol; possession of illicit drugs; sale of illicit drugs; sale of illicit drugs near schools; possession of paraphernalia; and sale of paraphernalia. Sanctions range from fines of \$25 to \$1 million and jail sentences of 30 days in the county jail to 30 years in the state penitentiary.

**Sanctions:** Sanctions may be imposed upon employees and/or students who violate the University's alcohol and drug abuse policy as follows:

**Employees.** Suspension pending further investigation (with pay); satisfactory participation in a drug or alcohol abuse assistance or rehabilitation program; issuance of a formal warning; or termination. For termination, the applicable termination procedure from the Faculty and Staff Handbook will apply, based upon the status of the employee.

**Students.** Probation for a minimum of six months up to the remainder of their tenure, and/or a fine of \$25 up to \$100 and/or work of 10 hours up to 50 hours, and/or specified number of hours of counseling in the Counseling Center; and/or suspension for a specified period of time or with sentence suspended, expulsion from the University or one of its residential units, or any combination of the above listed sanctions or other forms of creative sanctions which might be imposed. Further disciplinary procedures can be found in the Delta State University Student Handbook, a copy of which can be obtained in the Office of the Vice President for Student Affairs.

#### **POLICY STATEMENT ON SEXUAL HARASSMENT**

Sexual harassment is illegal under both state and federal law. It is the policy of Delta State University to ensure that the University community remain free from sexual harassment. Any employee or student who violates this policy is subject to disciplinary action.

Faculty and students, supervisors and employees are strongly discouraged from entering into mutually consenting romantic and sexual relationships while the faculty member/supervisor is in a position of evaluation or supervision of the student/employee or in the likelihood that an academic connection will exist in the foreseeable future. No faculty member, department chair, dean or other administrative officer should vote, make recommendations, or in any other way participate in the decision of any matter which may directly affect the academic status, evaluation, employment or promotion of a student/employee with whom he or she has had a sexual or romantic relationship.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- I. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- II. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
- III. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional

performance or creating an intimidating, hostile, or offensive employment, educational, or living environment.

Deans, division/department chairs, and department heads must take appropriate steps to disseminate this policy statement and to inform students and employees for lodging complaints. Any Delta State University employee having a complaint of sexual harassment should notify the immediate supervisor. If the complaint is against the immediate supervisor the person to whom the supervisor reports should be contacted. A student should notify the Equal Opportunity Officer in the Human Resources Office, Kethley 123. At any time, a student or employee may call either the Equal Opportunity Officer or the University Counseling Center for counseling and advice.

#### **NON-FACULTY REDUCTION IN WORK FORCE POLICY**

Reduction in work force may be required in the event of:

- (a) reorganization of department, division, or unit;
- (b) changes in departmental organization or services; or
- (c) elimination or reduction in funding.

When a work force reduction is necessary, the following policy is to be used:

- I. The President shall determine those areas of the University whose budgets must be reduced. This determination shall be based upon a systematic allocation of budget reductions and shall be rationally related to the essential needs and priorities of the University, both academic and non-academic.
- II. Each Administrative Officer will review all non-faculty positions within their area of responsibility and provide a list of persons recommended for termination and the basis for the personnel decisions, cost savings, and effect of such terminations on the unit. Temporary and probationary employees will be terminated before non-probationary full-time employees.
- III. Criteria to be used by the Administrative Officer in determining which employees will be recommended for termination are as follows:
  - (a) importance of position to department/unit;
  - (b) work performance and productivity; ability to perform remaining work;
  - (c) protected employment status due to active military service by National Guard and Armed Services Reservist;
  - (d) effect on affirmative action considerations.

If after considering all of the above-listed criteria, two or more employees are equivalent, the person with the least continuous service with the department/unit/university will be terminated first.

The recommendations for employee terminations shall be forwarded to the President and Equal Employment Opportunity Officer for review.

- IV. Written notification of termination shall be prepared in the office of the Director of Human Resources. The notification shall include a copy of this policy, reason for termination, effective date of termination, and availability of Human Resources Office in locating other suitable University employment. Employees selected for termination will be given a minimum 30 day notice, and the notice will be hand delivered by the administrative officer making the original recommendation for termination.

**APPEAL:** Any employee receiving notice of termination pursuant to this plan has the right to appeal the decision within five working days of receipt of notification of termination. Request for an appeal must be in writing and directed to the Director of Human Resources. The Director will assemble a three person committee to review the employee's appeal. This three person committee shall consist of Director of Human Resources, Chair of Administrative Staff Council, and the appropriate Administrative Officer. The Appeal shall be conducted either verbally or written, at the decision of the employee, and shall be conducted within five days after the receipt of the request for appeal. The appeal shall be limited to a review that termination procedure was not properly followed and/or appropriate criteria applied in arriving at the decision to terminate.

The Appeal Committee shall forward its finding to the President, who shall make the final decision and notify the appropriate parties.

## **RIGHTS OF TERMINATED EMPLOYEES:**

1. Any employee terminated under this reduction of work force policy will be considered for re-employment for any position for which the person is qualified that becomes available during the one-year period following the final decision of termination. To be given priority, the employee must:
  - (a) maintain an active application with the Human Resources Office showing current address and telephone number;
  - (b) within five calendar days of notification, indicate in writing to the Director of Human Resources intent to accept a reemployment offer;
  - (c) shall report to work no later than fifteen days from receipt of offer of employment.

Failure to comply with the above requirements shall constitute a waiver of consideration for reemployment.

2. Upon termination, an employee may receive payment for up to thirty days of accrued personal leave as allowed by state law. Any unused accrued personal leave above thirty days, as well as major medical leave time, will be credited to the individual through the retirement system.

Health insurance coverage may be continued for a specified time as required by federal law and as outlined in the State of Mississippi Group Insurance Booklet.

## **SMOKING POLICY**

Delta State University recognizes the fundamental right of every member of the University community to a smoke-free work place. This policy is intended to ensure the equal enjoyment of that right. Further goals of the policy are to promote awareness of the harmful effects of smoking on health and lifestyle, improve the general health and safety of the campus community, and help contain health and medical costs. It is the policy of Delta State University to achieve a smoke-free work place for everyone who finds smoke offensive.

### **A. Smoke-Free Areas**

Smoking is prohibited in indoor locations, except in designated smoking areas. Areas where smoking is prohibited include:

1. Academic areas, classroom buildings (excluding faculty and staff offices), lecture halls, seminar rooms, classrooms, laboratories, libraries, computer facilities.
2. Conference rooms, auditoriums, exhibition areas, indoor athletic facilities, theaters, the bookstore and the post office.
3. All buildings that prohibit smoking now will continue with that policy. Examples: Cafeteria, Health Center, Zeigel, Commercial Aviation, Child Development Center and Library.
4. Common/public areas, except when otherwise designated: include stairwells, elevators, lobbies, hallways, waiting rooms, reception areas, dining rooms, restrooms, and customer service areas.
5. The occupants of university owned and leased vehicles will determine whether smoking is permitted or not.
6. The University may designate other areas where smoking is not permitted.
7. All areas are considered to be NO SMOKING areas unless specific signage indicates that SMOKING IS PERMITTED.

### **B. Designated Smoking Areas:**

1. Certain areas in the Student Union will be designated as "DESIGNATED SMOKING AREAS."
  2. Designated smoking areas will be determined by the assigned employees of a building with the exception of private offices.
  3. Residential units owned by the University are subject to the smoking preferences of the occupants.
- C. Containers for disposal of cigarette ashes and butts shall be provided in all designated smoking areas.
- D. Where smoking is permitted inside a building, efforts must be made to ensure that individuals are not exposed involuntarily to smoke.
- E. Enforcement:
1. It is the responsibility of all members of the University Community to observe this Smoking Policy.
  2. Managers and supervisors are responsible for ensuring compliance by the employees in their areas. Faculty, staff, and students are responsible for enforcing the policy with visitors, and are encouraged to direct violators to designated areas.
  3. Smokers are responsible for disposing of their cigarette ashes appropriately.
- F. Signs: Signs designating "NO SMOKING AREAS" and "SMOKING AREAS" will be posted in sufficient number and in a manner that gives notice to the public of this policy.
- G. The health and counseling services are encouraged to provide information and programs on the harmful effects of smoking and to encourage smokers to quit.
- H. Requests for changes in this policy should be addressed to the Faculty Senate, Administrative Staff Council, or a student government representative.

#### **POLICY CONCERNING AIDS AND AIDS-RELATED CONDITIONS**

Note. This policy is based in part on recommendations from the American College Health Association's "General Statement of Institutional Response to AIDS" (November, 1988)

#### **Introduction**

Acquired Immune Deficiency Syndrome (AIDS) is a condition which destroys the human body's immune (defense) system and allows life-threatening infection to develop. It has no known cure or vaccine for prevention, and an individual can transmit the virus even in the absence of symptoms. Available medical knowledge indicates that transmission is primarily through sexual contact or through the sharing of intravenous drug paraphernalia. According to the Centers for Disease Control, contracting the disease in most situations encountered in an individual's daily activities is not known to occur.

For purposes of this policy, the following explanation and definitions apply:

***AIDS-related complex (ARC)***--a variety of chronic symptoms and physical findings that occur in some persons who are infected with the human immunodeficiency virus but that do not meet the Center for Disease Control definition of AIDS

***HIV***--human immunodeficiency virus (the causative agent of AIDS)

***HIV antibody***--a protein in the body produced in response to exposure to the human immunodeficiency virus. (The "HIV antibody test" is a test for the presence of these proteins in the body."

Because of the seriousness of the AIDS issue, Delta State University established this policy which focuses on prevention

(through detailed education of students, faculty and staff) and on the compassionate care of those afflicted.

A supervisor or anyone in the University community who becomes aware of an AIDS-related situation involving an employee, student, or visitor shall follow the guidelines stated in this policy.

### Policy Statement

1. **ADMISSIONS OR EMPLOYMENT:** Delta State University accepts otherwise-qualified individuals presenting themselves for admission or employment, irrespective of their HIV status.
2. **HANDICAPPING CONDITIONS:** Persons with AIDS itself (and, possibly, those with other manifestations of HIV infection) will be considered as having handicapping conditions as defined in the Rehabilitation Act of 1973 and the Americans With Disabilities Act. In determining policy and in making related decisions, DSU officials shall properly attend to the legal rights of these individuals and shall make reasonable accommodations as are appropriate for people with handicapping conditions. A student or employee handicapped by HIV infection (as determined by the individual's personal physician) has the option of accepting accommodations or refusing assistance based on the individual's preference.

Decision regarding the continuation of employment of faculty and staff with AIDS or AIDS-related conditions will be made on the basis of job-related criteria. Within current DSU policies and procedures, individuals may be reassigned to accommodate a handicapping condition. Termination will be pursued only when the employee, even with reasonable reassignment of responsibilities, can no longer perform the duties and responsibilities of his or her position. Any such termination action will be taken in accordance with established University procedures.

3. **STUDENT ATTENDANCE:** DSU students who have HIV infections, whether they are symptomatic or asymptomatic, will be allowed regular classroom attendance as long as they are physically and mentally able to attend classes as determined by current DSU academic standards.
4. **ACCESS TO FACILITIES:** There will be no unreasonable restriction of access on the basis of HIV infection to student or employee facilities, cafeteria, grill, gymnasium, swimming pools, saunas, recreational facilities or other common areas.
5. **STUDENT HOUSING:** Currently available medical information does not indicate any risk to those sharing residence with infected individuals. However, there may be reasonable concern for the health of students with immune deficiencies (of any origin) when those students might be exposed to certain contagious diseases (for example, measles or chicken pox) in a close living situation. For these reasons, decisions regarding housing for students with HIV infections will be made on a case-by-case basis.

Any recommendations by DSU Housing officials for students with immune deficiencies to be assigned to private rooms will be done in order to protect the health of the immunodeficient student. It will be the responsibility of the student to make his/her HIV status known to DSU Housing officials for any special consideration to be given.

6. **SELF-DISCLOSURE:** Neither students, student applicants, employees, nor applicants for employment at DSU will be routinely asked to respond to questions concerning the existence of HIV infection. However, both students and employees with HIV infection are encouraged to inform the campus Director of Student Health Services so that DSU may provide access to proper medical care, support, counsel and education. This, like any other medical information will be handled in a strictly confidential manner.
7. **IMMUNIZATIONS:** Incoming students known to have HIV or immune deficiencies will be exempted from DSU requirement for MMR, a live virus vaccination.
8. **INFORMATION, TESTING, AND COUNSELING:**
  - A. **Testing.** Students or employees requesting HIV antibody testing will be referred to the Bolivar County Health Department or their own private physician.
  - B. **Services.** Counseling, information, and education are available through the Student Health Center and the University Counseling Center.

## 9. CONFIDENTIALITY OF INFORMATION

- A. **Standards:** No information concerning AIDS-related conditions or diagnosis will be provided to faculty, administrators, or parents without the expressed written consent of the student or employee. Medical information cannot be released to any person, group, agency, insurer, employer, or institution without specific written consent of the student or employee, except as required by law. Any disclosure of diagnoses of AIDS or AIDS-related conditions to individuals functioning in supervisory roles shall be treated as confidential information.
  - B. **Legal Liability:** According to present law, DSU physicians are mandated to protect the confidentiality of medical information with exceptions being made only if the need arises to protect others in very specific, life threatening circumstances. Also, disclosure by persons other than physicians that an individual has AIDS or an AIDS-related condition may be considered an invasion of that individual's privacy. Situations in which disclosure will be made will be determined on a case-by-case basis in consultation with the University Physicians, the Director of Student Health Services and appropriate University Counsel, if needed.
  - C. **Public Health Reporting Requirements:** DSU physicians will observe the public health reporting requirements of the Mississippi State Department of Public Health. Individuals diagnosed by DSU physicians will be reported to the State Department of Public Health.
  - D. **"Need to Know":** According to the American College Health Association, current medical information concerning AIDS neither justifies nor requires warning others of the presence of someone with AIDS, and AIDS-related complex (ARC) or a positive HIV antibody test. Given the absence of any evidence of transmission of HIV by casual interpersonal contact, there is no need nor justification for warning roommates or others in a residence hall, individuals in the academic workplace, administrative officers, or instructors of the presence of such an individual. Therefore, the number of people at DSU who will be aware of the existence and/or the identity of students or employees who have HIV infections will be kept to an absolute minimum, both to protect the confidentiality and the privacy of the infected persons and to avoid the generation of unnecessary fear and anxiety among faculty, students, and staff.
10. **EDUCATION:** Training requirements for employees deemed at-risk by the University physicians shall consist of sessions by the Student Health Center sufficient in number and depth to comply with prevailing OSHA guidelines. Records of AIDS education training for at-risk employees shall be maintained by the Director of Human Resources and Director of Student Health Services.

## 11. SAFETY PRECAUTIONS

- A. **Personnel:** Since many people with HIV infections are not identified in advance, universal precautions as defined by OSHA will guide the procedures for handling of blood and body fluids of any student or employee. Questions regarding these safety guidelines should be directed to the Director of Student Health Services. Departments handling blood and body fluids have the responsibility of developing department specific directives, and procedures for compliance monitoring and staff education to prevent the transmission of HIV infection.
  - B. **Equipment:** OSHA guidelines should be followed when disposing and handling infectious materials. Contact the Director of Student Health Services for specific guidelines.
  - C. **Teaching Laboratories:** Laboratory courses requiring exposure to blood such as biology courses in which blood is obtained by finger prick for typing must comply with OSHA guidelines on equipment and disposal. No student should be required to obtain or process the blood of others.
12. **JOB PERFORMANCE:** Faculty, staff, students, and all other persons affiliated with DSU shall perform the responsibilities of their positions irrespective of the HIV status of students or co-workers. Failure to comply with this standard will be considered as failure to adequately perform the responsibilities of one's position and may result in disciplinary action up to, and possibly including, termination in accordance with current DSU policy.
13. **BEHAVIOR RISK:** University students, faculty, and staff with AIDS or AIDS-related conditions who are aware of the potential danger or their condition to others and who engage in behavior (while performing their employee- or student-

related activities) which threatens the safety and welfare of others may be subject to disciplinary action in accordance with DSU disciplinary procedures.

### **COMPUTER RESOURCES USE POLICY**

All computer and net work facilities at Delta State University are provided for the use of DSU students, faculty, and staff in support of the programs and mission of the University. All students, faculty and staff are responsible for seeing that these facilities are used in an effective, efficient, ethical and lawful manner. The following policies are documented to help clarify this use:

1. Computer facilities and accounts are owned by the University. All access to computer systems must have the appropriate authorization.
2. Computer equipment and accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes.
3. An account assigned to an individual must not be used by others. The individual account owner is responsible for the proper use of the account, including proper password protections.
4. Programs and files are confidential unless they have explicitly been made available to other authorized individuals. Users should not modify or delete files, or obtain copies of tapes, passwords, or any type of data or programs belonging to other users unless specifically authorized by the owner to do so. This includes copyrighted material.
5. Electronic communication facilities (such as E-mail, INTERNET, and BULLETIN BOARDS) should only be used for University business.
6. Users may not collect or discard output other than their own without the owner's permission. The use of printers for other than University-related materials is prohibited. Users are expected to be efficient in their use of printed output and disk storage.
7. Users should respect system integrity and resources by not developing or executing programs that could harass other users, degrade performance, or damage software or hardware components. Users should also share resources in an equitable manner and respect technical assistants and consultants.
8. The University will not assume responsibility for any personal software or computer used at the University for any purpose.
9. Game playing for other than instructional or learning purposes is prohibited.

An individual's computer use privilege may be suspended immediately upon the discovery of a possible violation of any of these policies. Any suspected violations may be confidentially reported to the appropriate faculty, supervisor, department chair, Computing Center staff or Vice President.

### **ACADEMIC COMPUTING SECURITY POLICY**

Delta State University hereby affirms its published policies with regard to the usage of University-owned computer hardware and software. The Director of Academic Computing must monitor compliance with these policies and take appropriate action upon discovering willful violations. In addition, the Director must implement procedures which encourage compliance with these policies while also encouraging effective and efficient use of University computing resources. Further, the Director will review these usage policies periodically and recommend such amendments as are necessary to maintain the integrity of the University.

#### ***Policy on Use of Copyright Material***

- Delta State University prohibits the unauthorized copying or electronic transmission of copyrighted software, computer data, and software manuals at the University unless appropriate written consent is obtained from the software vendor or licensor.

- Such unauthorized duplication is grounds for disciplinary action by the University and is subject to criminal prosecution under Mississippi Computer Statutes (sections 97-45-1 through 13), as well as under the Federal Computer Fraud and Abuse Act of 1986.
- According to the U.S. Copyrights Statutes, illegal reproduction of software can be subject to civil damages of \$50,000 or more, and criminal penalties including fines and imprisonment. Under the Mississippi Computer Crimes Law, the maximum fine is \$10,000 and the maximum imprisonment sentence is 5 years.
- Delta State University endorses a modified version of the EDUCOM Code regarding duplication of copyrighted software.

### ***Appropriate Use Policy***

The University's computers, computing facilities, and network connections are for the purpose of providing academic and administrative support to the faculty, students, and staff of the University. Under the federal statutes and the sections of the Mississippi Code which govern the use of these resources, the University is required to ensure that they are used properly. Users are responsible for all results originating from their use of University computers. Misuse can result in the immediate termination of the right to use University computers.

Appropriate use of University computers includes the following:

- supporting instructional activities (e.g., to complete class projects or conduct activities relevant to class work).
- supporting institutionally-sponsored research, including thesis and dissertation work.
- gaining access to network services such as on-line library card catalogs or archives for the purpose of furthering institutionally-sponsored research instructional, or professional activities.

Inappropriate use of University computers includes but is not limited to the following:

- using University computers to gain access to files or data which belong to other computer users without their explicit permission. Such use can result in the termination of the right to use University computers.
- using a University computer to gain illegal access/entry into other computers. Such use shall result in the termination of the right to use University computers as well as other disciplinary action.
- using University computers to execute programs which are not related in any way to research, instructional, or professional activities. For example, using a University computer to play computer games (unless part of a class assignment) is prohibited and can result in the termination of the right to use University computers. Using University computers to play games on remote computers is also prohibited, because doing so occupies scarce network computer resources.
- using University computers to store files which are not related in any way to research, instructional, or professional activities. For example, using a University computer to store recreational news items or graphics files is prohibited and can result in the termination of the right to use University computers as well as other disciplinary actions.
- using University computers for purposes of malicious mischief. For example, using a University computer to introduce a spread computer viruses is prohibited and shall result in the termination of the right to use University computers as well as other disciplinary actions.

Appropriate data items to be stored on University "server" computer facilities include the following:

- data related to University classes
- data related to professional activities
- data related to University-sponsored research.

It is inappropriate to store data on the hard drives of stand-alone microcomputers in labs because they do not provide a secure environment and the data may be erased at any time.

It is prohibited for anyone to move lab computers, to connect devices or copy software onto lab computers, or to disconnect devices or remove software from lab computers without express permission of a staff member in the Office of Academic Computing. Violations of this prohibition can result in the termination of the right to use University computers as well as other disciplinary actions.

It is prohibited for anyone to engage in disruptive conduct which in any way interferes with other legitimate users of computers or to use electronic mail in such fashion as to harass or cause damage of any kind to other computer users. Further, it is prohibited to damage by any means or in any fashion computing lab facilities, hardware, software, or data. Violations of these prohibitions shall result in the termination of the right to use University computers as well as other disciplinary actions.

The intent of this policy is not to impose burdensome limits on users. Rather, it is to provide an environment which is consistent with the University mission as well as with state and federal law and to maximize productive use of the University's computer resources.

#### **FUND RAISING POLICY**

1. All fund raising activities for Delta State University shall be done by or in consultation with the Delta State University Foundation and must meet all Foundation fund raising guidelines.
2. It shall be the responsibility of the Foundation Office, in consultation with the President and Vice President for University Advancement, to serve as the coordinating agency for all types of fund raising programs for Delta State.
3. Any on-campus request to undertake a fund raising program or to solicit funds must first be reviewed by the appropriate Department Head, Dean, and then the University President for approval before being submitted to the Director of the Foundation. All other requests to undertake a fund raising program or to solicit funds must first be reviewed by the Director of the Foundation.

Any fund raising literature (including brochures, booklets, and letters) used to attract private funds to the University shall be coordinated through the Foundation Office to ensure dissemination of the most accurate information appropriate to a particular fund raising effort. Accordingly, the Foundation Office shall be responsible for establishing and maintaining a master calendar that incorporates the schedule of all fund raising mailings and solicitations.

\*\*\* The Internal Revenue Service has recently provided language to be included in all fund raising literature soliciting private donations. It has also defined guidelines regarding proper acknowledgment procedures and tax deductibility of monies donated to charitable institutions. It is imperative that these guidelines be honored to maintain tax-exempt status. Please contact the Foundation Office for confirmation of these guidelines.

#### **WEAPONS ON CAMPUS**

The Board of Trustees of Institutions of Higher Learning hereby prohibits the possession of pistols, firearms or other weapons in any form by any person other than duly authorized law enforcement officials on its institutions' premises or at any of its institutions or student functions off campus, regardless of whether such person possesses a valid permit to carry such pistols, firearms, or weapons.

## SERVICES AND FACILITIES

### ARRANGEMENTS FOR SPECIAL ACTIVITIES

#### Non-University Sponsored Events

The person in charge of the activity or event submits a written request for the use of a facility to the President of the University. Upon approval of the request, it is forwarded to the Vice President for Student Affairs for coordination and cost determination. Notice of the special event will be placed on the University Calendar after clearing the facility use with the appropriate person.

#### University Sponsored Events

The person in charge of the activity or event submits a written request to the Vice President for Student Affairs for coordination and cost determination. Notice of the special event will be placed on the University Calendar which is located in the Office of the Vice President for Student Affairs and Director of the Union after clearing the facility use with the appropriate person.

#### Student Events

A student desiring to schedule an event or activity using a university facility should submit a request in writing to the Vice President for Student Affairs. The Vice President for Student Affairs is responsible for approval and coordination of the event.

#### Outside Speakers

There is a Board of Trustees policy and regulation that no off-campus speaker may be invited to any public college or university without prior approval of the executive head of the institution. The President of Delta State University is responsible to the Board for inviting speakers. Approval of the President should be made in ample time to allow adequate consideration, and if necessary, investigation by the President before granting approval. Forms for requesting approval of off-campus speakers are available in the President's Office.

Faculty members are encouraged to make suggestions regarding special programs such as inviting off-campus speakers to address the University community.

#### Fees

Fees for University facilities and food service for university faculty and staff, non-university persons, and students may be obtained from the Office of the Vice President for Student Affairs. A list of student fees is available in the Office of the Vice President for Student Affairs.

**NOTE.** No special event will be scheduled in facilities which are not open and in use. Any damage incurred during use of a Delta State University facility will be assessed over and above the cost of rental.

### STUDENT FINANCIAL ASSISTANCE

Students may be employed on campus through either College Work Study or Regular Student Employment. The Student Financial Assistance office coordinates the required paperwork for both programs.

The College Work Study program is a federally funded program; therefore, students employed on CWS must first qualify for federal student assistance. Students eligible for CWS are automatically awarded and receive a job Assignment Sheet. They must then locate available position on campus. The Student Financial Assistance office will assist them if needed.

Students who do not qualify for federal financial assistance may be eligible for Regular Student Employment. Departments allocated Regular Student Employment funds notify the Student Financial Assistance office in writing of the student they wish to employ, the number of the work hours and the time period of employment. The student should then be sent to the Student Financial Assistance office to complete the necessary forms.

Supervision of CWS and RSE student employees is the responsibility of the department in which the student is employed. It is recommended that when employment is considered, the following areas be discussed: (1) the services of the department; (2) the policies and procedures of the office, especially in relation to tardiness, absences, and payroll procedures; (3) development of a tentative work schedule; (4) duties to be performed by the student; and (5) time sheets.

All inquiries for additional information regarding these two programs may be directed to the Student Financial Assistance office located in Union 213.

### **DEPARTMENTAL EXPENDITURES**

Each of the academic and administrative divisions and departments of the University is allocated certain funds in the regular University budget. The University budget is approved by the Board of Trustees and cannot be changed without official authorization. The chair of each division/department is responsible for the expenditure of allocated funds staying within the object classifications as set forth in the approved budget.

### **BUDGET STATEMENTS**

The Business Affairs Office files a copy of each division/department budget with the appropriate school dean and each division/department chair as soon after its approval as practical. A statement showing transactions, total expenditures to date, outstanding orders, and budget balances to date is available on Banner terminals.

### **PURCHASE OF CONTRACTUAL SERVICES, COMMODITIES, AND EQUIPMENT**

Allocated funds for contractual services, commodities, and equipment are included in each budget. Routine office supplies are handled through the University Bookstore. Only those persons authorized by the division/department chair may sign supply ticket charges. A copy of the charge is retained by the division/department; two copies are retained by the Bookstore, one of which is filed with the Business Affairs Office for posting against the respective budget.

All contractual services, commodities, and equipment other than routine office supplies, are purchased by the Business Affairs Office through the Director of Purchasing. A duly executed Purchase Order is the only authority for charges against Delta State University. Any charges made against Delta State University without a duly executed Purchase Order become the responsibility of the person making the charge.

Purchases may be made only after competitive prices are secured from prospective vendors. For items of major cost, it is necessary to advertise formally for sealed bids. Specifications, using two brand names must be so written that a minimum of three vendors may bid (it is illegal to write "closed" specifications). School deans and division/department chair should remember it takes considerable time to write specifications, receive bids, obtain approval by the State Department of Purchasing in certain cases, award contracts, and have goods delivered; therefore, requests for purchases should be made well in advance of needed delivery.

Requests for purchases originate with the division/department chair. Sufficient description, including catalog numbers, possible vendors, proper address, et cetera, should be supplied for preparation and mailing for specifications. For purchase of academic contractual services, commodities, and equipment, the Purchase Requisition must be approved by the division/department chair and the dean of the appropriate school before it is forwarded to the Business Office. Budgeted funds must be verified before the Purchase Requisition is approved.

When a Purchase Order is issued, two copies are furnished the department making the request. One - Department Copy, the other - Departmental/Receiving, are used for verification and receiving. With issuance of the Purchase Order, the required departmental funds are immediately encumbered.

All merchandise is delivered to the Receiving Clerk through the Office of the Director of the Physical Plant where package slips are verified. The merchandise is then delivered to the appropriate department where the responsible person is to check for proper quantity against the Receiving copy of the Purchase Order and the condition of goods before signing receipt. Any irregularities should be documented and reported to the Director of Purchasing immediately.

Invoices for merchandise received will be held in the Business Affairs Office, Accounts Payable. The Receiving copy of

the Purchase Order should be completed at the time merchandise or service is received then forwarded to the Business Affairs Office, Accounts Payable, for payment. Promptness is required in sending Receiving copy of Purchase Order to Accounts Payable to avoid loss of cash discount, which reverts to the department budget. If the invoice is not in order for full payment, proper notations are to be made thereon and forwarded to the Business Office for processing.

Any undisputed amount on an invoice must be paid within forty-five days after receipt, or interest at the rate of one and one-half percent per month will accrue and be paid to the vendor. In the event of a bona fide dispute, only the amount not disputed will be paid. A report justifying interest paid for past due invoices is sent to the state office each month.

## **INVENTORIES**

All items of furniture and equipment are listed in the Master Inventory of University Property. The inventory is kept in accordance with regulations set up by the State Department of Audit, Property Division.

The custody and maintenance of departmental furniture and equipment are the responsibility of the respective division/department chair and the school dean. Each item is listed in the Master Inventory by description, inventory number, cost, date purchased, and location. An inventory record for each division/department is held by the chair who signed a receipt for the properties. The chair is responsible for changes in the inventory listing, either by acquisition of new equipment, transfer, or trade-in. All changes must be reported to the Property Control Officer who maintains the Master Inventory and the report to the State Department of Audit.

A Dean or Division/Department Chair who leaves that position at Delta State University is responsible for a complete accounting of all their furniture and equipment on master inventory list. This should be coordinated and verified between the dean, property control office and business office.

Verification of the campus inventory is made annually by the Property Control Officer and periodically by a representative of the State Department of Audit.

## **TELECOMMUNICATIONS**

The Delta State Telecommunications Department provides service to all administrative, housing and dormitory telephones. Each department is issued authorization codes to be used by authorized faculty and staff members when dialing long distance. Codes are also available for faculty, staff, and students who wish to purchase personal long distance service through Delta State. On-campus calls can be made by dialing only the last (4) digits of the telephone number. Off-campus local calls can be made by dialing a "9" plus the number. There are also many special features available through the campus telephone system. Contact the Telecommunications Department, #4148, Bailey 103, for more information.

## **TRAVEL**

### **General Policy**

Travel by staff and faculty members to professional, scientific, and educational meetings for the purpose of the improvement of instruction, for professional advancement, or for official business of the institution shall be encouraged within budgetary limitations of the institutions and subject to the following stipulations.

### **Approval of Travel**

Travel policies shall be clearly stated by the institutions designating proper officials having responsibility for approval of travel plans.

### **Travel Advances and Reimbursements**

All travel advances and reimbursements shall be made in strict conformity with state laws covering official travel.

### **Approval of Travel Abroad**

Travel outside the continental United States must be approved by the Board and meet the requirements as set forth by state statute. Such travel, when funded from current General Funds, must also be approved by the Governor and the Fiscal

Management Board. The Commissioner is authorized to approve emergency foreign travel requests between Board meetings. At each Board meeting, these emergency actions shall be reported to the Board with appropriate justification.\*

\*Policies and By-Laws of the Board of Trustees of State Institutions of Higher Learning.

### TRAVEL REGULATIONS

Authorization and reimbursement for travel are controlled by state law (Mississippi Code 1942, Annotated, Sections: 4061-01 as amended by HB 321; 4061-03, 4061-06), Board of Trustees, Institutions of Higher Learning policy, university policy, and division/department budgets.

The primary regulations for observance include:

- I. Pre-authorization - at least three days in advance of proposed trip.

State law, (Section 4061-03) requires that authorization to travel at state expense must be approved by the President. The request to travel should be initiated in sufficient time to reach the President's Office at least three days in advance of travel date. Such request must be made on the official Travel Authorization Form signed by the initiator, approved by the division/department chair, the school dean, where applicable, and verified as to availability of funds by the Business Manager, who presents the request to the President. This form must be attached to the reimbursement voucher.

- II. Reimbursement by filing State-required Voucher within one week after return.

Reimbursement for travel expense is requested on the official State Form No. 223a, Voucher for Reimbursement of Expense incident to Official Travel. This voucher is to be filed within the first week after return from the authorized trip. The voucher follows the same routing procedures as the Request for Travel prior to approval by the President. State law (Section 4061-03) provides that the President may authorize an advance of funds for travel beyond the confines of the state. The same section strictly prohibits an advance of funds for travel within the state.

Supporting receipts must be attached to the voucher if incurred for such items as lodging, common carrier ticket, telephone charges, parking lot charges, registration fees, and other items of unusual nature, such as banquet tickets, et cetera. The reimbursement request is to follow the guidelines for in-state and out-of-state travel listed below.

- III. Automobile travel: (Section 4061-01 amended) Traveling expenses of state officers and employees allowance. When any officer or employee of the State of Mississippi, or any department, agency, or institution thereof shall be required to travel in performance of his official duties, such officer or employee shall receive as of such travel the sum of thirty cents per mile when such travel is done by automobile or other private motor vehicle not owned by State of Mississippi or a department, agency, or institution thereof. Where two or more officers or employees travel in one privately owned automobile, only one travel expense allowance at the authorized rate per mile shall be allowed for any one trip. When such traveling is done by means of a public carrier or other means not involving a private motor vehicle, then such officer or employee shall receive as traveling expense the actual fare or other expenses incurred in such travel.

Following is a list of frequently traveled locations in Mississippi and a few locations out-of-state. The mileage to the site is based on road map calculation. Please use this mileage when requesting permission to travel and reimbursement for that travel.

#### In Mississippi

Batesville .....	73	Oxford .....	99
Belzoni .....	50	Rolling Fork .....	65
Biloxi .....	301	Rosedale .....	20
Charleston .....	53	Ruleville .....	10
Clarksdale .....	35	Senatobia .....	95
Columbus .....	149	Shaw .....	11
Drew .....	16	Shelby .....	13
Greenville .....	35	Starkville .....	135
Greenwood .....	41	Tunica .....	72
Grenada .....	54	Vicksburg .....	112

Hattiesburg .....	218
Hernando .....	100
Horn Lake .....	110
Indianola .....	25
Itta Bena .....	45
Jackson .....	130
Leland .....	27
Lexington .....	78
Marks .....	52
Natchez .....	180
Olive Branch .....	117

Webb .....	36
Winona .....	70
Yazoo City .....	65

**Out of State**

Atlanta .....	420
Dallas .....	420
Houston .....	490
Memphis(Airport).....	110
New Orleans .....	317

**SCHEDULE OF SUBSISTENCE**

<b>Meals</b> (including tips)	In-State* and Out-of-State** except high cost areas
Breakfast	5
Lunch	10
Dinner	15
	<u>\$30</u>

\*Meals will not be reimbursed except on overnight travel. Meal In-State \$30 Except High cost

**Room Charges**

Room charges vary with localities. Accommodations should be as conservative as possible and still be comfortable. Double occupancy rooms should be used when possible.

**University Vehicle Cost**

Per hour cost of airplane	\$250.00
Per mile cost of:	
Mini-Van and Car	.30
Bus	1.10
Large Van and Cargo Van	.32

**Private Vehicle Cost**

Mini-Van and Car	.31
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**\*\*NOTE:** High cost areas are those cities outside the State of Mississippi designated in the Federal Register as those having a prescribed maximum daily rate of

<u>Maximum Per Diem Rate for Meals</u>	<u>Maximum Reimbursement for Meals</u>
(a) \$ 0 - 99	\$ 30
(b) \$100 - 124	\$ 35
(c) \$125 and above	\$ 40

(See State Travel Information Booklet)

**TRAVEL MANAGEMENT PROGRAM REQUIREMENTS**

**Contract Travel Agent**

Section 24-3-41, Mississippi Code of 1972, directs the Fiscal Management Board to contract with a single travel agent to provide all necessary travel services for state officers and employees traveling on official state business. This section also states that "Whenever any state officer or employee travels in the performance of his official duties by airline or other public carrier, he SHALL have his travel arrangements handled by such travel agency."

Travelers shall request air/rail, hotel, and rental car reservations as far in advance as possible and shall utilize the lowest logical rates available. Travel in first class is not a reimbursable expense.

### **Frequent Flyer Program Awards**

Any bonus or promotional gratuity received as a result of official state travel shall be used to offset or reduce the cost of subsequent official state travel. Under no circumstances may travelers keep a bonus or other promotional gratuities so earned for their own personal use.

### **Rental Car**

Charges for rental cars shall be allowed only when there is demonstrated cost savings, including compensated employee time, over other modes of transportation, such as buses, subway, and taxis, and not strictly for the convenience of the employee.

### **Conference Airline**

When a special airline discount rate has been negotiated for a specific conference and which required the conferee to go directly to the airline to obtain the discounted fare reservations, call the State contract travel agent and give them all the information relating to the conference fares and rates. They will then attempt to obtain the conference rate or lower rate, for the employee. If this is not possible, contact the State Travel Coordinator at 359-2073 for assistance.

### **Conference Hotels**

When hotel rooms are blocked for a conference, seminar, etc., and a special discounted conference hotel rate provided, the employee should go through the conference housing bureau, or when appropriate, directly to the hotel to obtain lodging. A copy of the conference literature must be attached to the expense voucher showing the conference hotels and rates in the conference package.

### **Personal Use of University Vehicles**

University vehicles may not be used for personal purposes except as stipulated by state law or regulations or as approved by the President.

### **Use of Employee's Personal Vehicle for University Business**

DSU employees use their personal vehicles on University business by their own volition and at their own risk. The University does not maintain insurance to cover the loss or damage of the employee's personal vehicle in the event of an accident while on University business. Also, an employee's private insurance policy may not pay on an accident incurred while on company (University) business unless the employee has specifically disclosed that the vehicle will be used on university business. A supervisor should not request an employee to use his or her personal vehicle for University business. The use of one's personal vehicle for University business is totally at the option of the employee.

## **AIR TRAVEL**

The University owns an aircraft which is available for official University travel on a priority basis. Charges for the use of the aircraft will be on a per hour basis of air travel. Regular Travel Request Forms will be used in reserving the aircraft with charges to be made against the departmental travel budget.

## **SOLICITORS**

Commercial representatives are prohibited by law from making calls in University buildings unless permission is secured from the Vice President for Academic Affairs and the Vice President for Student Affairs.

Representatives of textbook publishers visit the University from time to time. They are expected to pay a courtesy call on the Vice President for Academic Affairs before interviewing faculty members on the campus.

Soliciting for certain community activities is done through representatives by the Delta State University administration.

### KEYS

Faculty and staff office keys are made available by the Department of Physical Plant by requisition through the Business Affairs Office on approval by the appropriate division/department chair, school dean, and the Vice President for Academic Affairs. Keys to campus buildings are made on special request and only for persons who have after office hour assignments. A charge against the division/department requesting the key will be made by the Department of Physical Plant.

A record is to be maintained by the division/department chair and school dean showing specific key distribution. Lost keys may be replaced by payment of the cost of duplicating the keys.

### CONSERVATION

All members of the faculty and staff are urged to be conservative in the use of electricity and gas. These costs have become astronomical. Offices and classrooms should be checked at the close of a class period and lights turned off. On leaving the building at noon and in the afternoon, office and classroom lights should be turned off and windows closed. Any clock, light, air-conditioning, or heat failure should be reported to the faculty or staff member responsible for the particular building.

### PERSONS RESPONSIBLE FOR BUILDINGS

Aviation Building .....	Chair, Department of Commercial Aviation
Bailey Hall .....	Vice President for Student Affairs
Baseball Field & Maintenance .....	Director of Athletics
Bologna Performing Arts Center .....	Director of Performing Arts Center
Bookstore .....	Manager of University Bookstore
Broom Hall .....	Dean, School of Business
Capps Archives Museum .....	University Archivist
Cassity Hall .....	Vice President for Student Affairs
Caylor Hall .....	Chair, Department of Biological Sciences
Chadwick-Dickson Building .....	Director of Athletics
Ewing Hall .....	Dean, School of Education
Gibson Gunn .....	Chair, Department of Commercial Aviation
Golf Headquarters & Maintenance .....	Director of Athletics
Health Services .....	Director of Student Health Services
Holcomb-Norwood Annex .....	Chair, Department of Art
Jobe Hall .....	Chair, Division of CIS and OAD
Jobe Theater .....	Chair, Division of Lang and Lit
Keener Hall .....	Dean, School of Business
Kethley Hall .....	Vice President for Business Affairs
Laundry .....	Manager, University Laundry
Married Student Apartments .....	Vice President for Student Affairs
Men's Dormitories .....	Vice President for Student Affairs
The Mill .....	Manager of the Mill
Nursing Building .....	Dean, School of Nursing
Physical Plant Headquarters .....	Director of Physical Plant
Post Office .....	Manager of University Bookstore
Roberts Library .....	Director of Library Services
Sillers Chapel .....	Vice President for Student Affairs
Sillers Coliseum .....	Director of Athletics
Stadium & Maintenance .....	Director of Athletics
Track & Maintenance .....	Director of Athletics
The Union .....	Dean of Student Development
Walker Natatorium .....	Chair, Division of HPE&R
Walters Hall .....	Chair, Department of Physical Sciences
Whitfield Gymnasium .....	Chair, Division of HPE&R
Women's Dormitories .....	Vice President for Student Affairs

Wright Art Center .....Chair, Department of Art  
 Wyatt Gymnasium..... Chair, Division of HPE&R  
 Young-Mauldin Cafeteria ..... Director of Food Services  
 Zeigel Music Center .....Chair, Department of Music

**REPORTING OF REPAIR NEEDS**

Maintenance of campus buildings is a concern of all persons utilizing the buildings. Repair needs should be reported to the faculty or staff members responsible for the particular building. Routine maintenance needs may be called in to the Office of the Director of the Physical Plant by the responsible person. Major needs should be reported in writing to the Business Affairs Office. Specialized needs of a department will be charged against the department budget. Work considered necessary to the normal maintenance is not charged against the department budget. Appropriate forms for initiating the latter may be secured in the Business Affairs Office by the division/department chair.

**CAMPUS HOUSING**

Cassity Hall provides campus housing for a limited number of faculty and staff members. There are six apartments available, each with a living room, kitchenette, and bath; three have two bedrooms, and three have three bedrooms. Housing is assigned by the President or a designated representative. Apartments are assigned for an entire academic year, thereby incurring an obligation on both the University and the employee. For information contact the Vice President for Student Affairs, Bailey Hall, room 108.

**CREDIT UNION**

The Delta State University Employees Federal Credit Union is a self-governing unit providing lending and savings service to all employees. Every Delta State employee is eligible and entitled to membership. Service to the membership in the form of providing loans and handling savings deposits is the primary goal of the Credit Union and those charged with its operation. The Credit Union is located in the Union Annex. Hours are Monday through Thursday, 9:30 - 12:30 p.m.

**THE MILL**

The Mill is located in The Union for the convenience of students, faculty, and staff members. The service area offers a self-service area, a conventional short order section, and a vending service. Hours are 7:30 a.m. to 6:00 p.m., Monday - Thursday; 7:30 a.m. to 3:30 p.m. on Friday.

**THE CAFETERIA**

Faculty and staff members may purchase meal tickets on a semester basis at the regular student rate, or they may be served in the University Cafeteria at the following rates:

Breakfast	\$3.00
Lunch and Dinner	\$4.00

Cafeteria hours are as follows:

Breakfast	7:00 a.m. - 8:00 a.m.	M - F
	9:00 a.m. - 10:00 a.m.	Sat & Sun
Lunch	11:30 a.m. - 1:10 p.m.	M - F
	11:30 a.m. - 12:45 p.m.	Sat & Sun
Dinner	4:30 p.m. - 6:00 p.m.	M - Thurs
	5:00 p.m. - 5:45 p.m.	Fri, Sat & Sun
Fast Food	11:30 a.m. - 1:10 p.m.	M - Thurs
	11:30 a.m. - 12:30 p.m.	Fri
	4:30 p.m. - 5:30 p.m.	M - Thurs
Deli	11:30 a.m. - 1:10 p.m.	M - Thurs

11:30 a.m. - 12:30 p.m.  
4:30 p.m. - 5:30 p.m.

Fri  
M - Thurs

#### **POLICE DEPARTMENT**

In the event of an emergency, call the University Police at extension 4155. At various points on the campus, emergency telephones with a direct line connection to the Police Dispatcher have been installed. These telephones do not require dialing. The pressing of a button alerts the DSU Police; however, you must tell them your location.

#### **GOLF COURSE**

Delta State University owns and operates a nine-hole golf course on the north side of the campus. University employees may use the golf course by presenting their activity card or by paying a green fee. All users of the course should be familiar with golf ethics and must comply with safety and other regulations.

#### **CHILD DEVELOPMENT CENTER**

Children of faculty and staff of Delta State University may attend the Child Development Center under the direction of the Division of Family and Consumer Sciences. The center is designed to provide care and educational experiences to sixty-one preschool children ages six weeks to five years. Special provision is made for enrollment of children of students, faculty, and staff of the University. Inquiries should be directed to the Chair of the Division of Family and Consumer Sciences or the Director of Preschool Programs. The center operates only in the fall and spring semesters. Applications are available in the Division Office located in Ewing Hall 111 or the Director's Office located in Ewing 141. For further information, call 4320 or 4315.

#### **PARKING**

A system of traffic and parking regulations is in effect at Delta State University. Regulations require that all University employees who drive a motor vehicle on the campus register the vehicle and secure the appropriate parking permit. Applications for parking permits should be made through Campus Police Department.

#### **UNIVERSITY POST OFFICE**

The University Post Office is located in The Union. Outgoing official mail, properly addressed and bound for distribution and assessment of charges to a department, is to be routed through the University Post Office for stamping. Special mailing should be identified for special charging. Incoming mail is delivered to the University Post Office at approximately 10:00 a.m. and distributed in boxes by noon. Departmental mail must be at the University Post Office by 2:30 p.m. in order to leave when Cleveland Post Office picks up mail at 3:45 p.m. Each department of the University is assigned a box at a charge of \$25 per calendar year. All official mail for the department and personnel of the department is placed in the designated box. Individual faculty and staff members may rent a box for personal use at the rate of \$15 per calendar year payable in advance.

#### **SWIMMING POOL**

Employees and their dependents have access to the year round University swimming pool so long as they have a current activity card and cooperate with the pool management. Hours of the pool are 1:00 p.m. - 4:00 p.m. Monday-Friday; 2:00-4:00 p.m. Saturday-Sunday; 7:00 - 9:00 p.m. Monday - Thursday for DSU students, faculty, and staff. Fitness swimming is 12 Noon to 1:00 p.m. Monday - Friday. These hours are subject to change.

#### **THE UNION**

The Delta State University Union provides recreational, social, cultural, and educational programs for Delta State University students, faculty, staff, alumni and their guests. The Union fosters the development of well rounded persons at the University. The Union Building hours are 7:30 a.m. - 10:00 p.m. Monday through Friday; 9:00 a.m. - 5:00 p.m. Saturday; 1:00 p.m. - 10:00 p.m. Sunday during the regular academic session. Hours during the summer are 7:30 a.m. - 4:30 p.m. Monday-Friday; closed Saturday and Sunday. Meetings and other activities should be scheduled during above designated hours. Published hours are subject to change.

## **LAUNDRY**

Employees may use the University Laundry at reasonable rates. Laundry may be picked up or dropped between the hours of 7:00 a.m. - 4:00 p.m. during the regular academic session; 7:00 a.m. - 12:00 Noon during the summer session.

## **DUPLICATING SERVICES**

Copy machines are located in Roberts Library, The Union, and Kethley 111. There is a per copy charge for the use of each machine. For use of the library machine, see the circulation desk supervisor. A coin-operated machine is installed in The Union. Payment may be made in cash or by approved purchase requisition. Arrangements may be made to have costs charged to departmental funds if approved by the supervisor.

## **NOTARY PUBLIC**

As a courtesy to faculty, staff, and students, services of a Notary Public are available in the Offices of the Bursar, Director of Human Resources, and the President.

## **CAMPUS UPDATE**

A weekly faculty and staff newsletter is issued by the Office of Public Information. The newsletter carries calendar events, news of faculty activities, and announcements of interest to the University family. Faculty and staff members are encouraged to notify the publishers of newsworthy events. The deadline for information to be submitted each week is Wednesday noon.

## **FACULTY AND STAFF DIRECTORY**

The Office of Academic Affairs prepares and distributes each year a directory of faculty and staff for use by university personnel. The directory includes a listing of the major offices and faculty and staff by name, position, office room and telephone number, and home address and telephone number. All personnel are expected to advise the Office of Academic Affairs of any changes in directory data.

## **LOST AND FOUND**

A lost and found service is maintained in the University Police Department. Lost articles are returned upon proper identification by the owner.

## **UNIVERSITY PRESS OF MISSISSIPPI**

The University Press of Mississippi was created by the state supported institutions of higher learning to promote scholarly publication. The Press Director and Press Offices are located in the Research and Development Building in Jackson.

Delta State University has a Press Committee which is charged with coordination and recommendation functions. The local committee performs preliminary evaluations of manuscripts and arranges conferences for Delta State faculty members with the Press Director. A manuscript judged worthy in the preliminary evaluation receives a professional readership and a cost-format proposal from the Press Director. The local committee then makes its recommendation to the President of Delta State University who makes a decision as to sponsorship.

Since the inception of the press, Delta State University faculty members have published several titles. The administration has consistently supported faculty research and writing, and when funds have been available, the administration's policy has been to approve Delta State sponsorship of worthy manuscripts.

Questions relative to the University Press of Mississippi should be directed to a member of the Delta State University Press Committee.

## **POLICY ON PUBLICATIONS**

All publications which relate to the academic program of the University must be reviewed by the Office of Academic

Affairs before printing. The statement of the nondiscrimination policy for the University must be included in all publications.

As an institution of higher education and in the spirit of its policies of equal employment opportunity, the University declares its policy of equal educational opportunity. All applicants for admission will be considered without regard to an applicant's race, color, religion, sex, national origin, disability related to program performance, disabled veteran status, or Vietnam era veteran status.

**BENEFIT ELIGIBILITY CHART**

<b>Benefit</b>	<b>Full-time Employee</b>	<b>Part-time Employee</b>	<b>Temporary Employee</b>
Holidays	A	B	C
Personal Leave	A	B	B
Major Medical Leave	A	B	B
Military Leave	A	B	C
Family Med Leave	A	B	C
Administrative Leave	A	B	C
Retirement	D	D	C
F.I.C.A.	D	D	D
Workers' Comp	D	D	D
Terminal Leave Pay	A	B	B
Health Insurance	A	A	C
Optional Insurances	A	A	C
Staff Scholarship	A	C	C

- LOG:** A. Fully Eligible  
 B. Eligible Pro-Rata  
 C. Not Eligible  
 D. Mandatory

*Full-time Employee:* Employed in a 9 or 12 month position and works 40 hours per week.

*Part-time Employee:* Employed in a position and works less than 12 months or 20 hours or more per week but less than 40 hours.

*Temporary Employee:* Employed for four and one half months or less; works irregular work hours or varied hours not meeting requirements established for regular part-time employees.

## BENEFITS AND SERVICES

### HOLIDAYS

Unless the occasion requires otherwise, the following days are considered "official" holidays for all eligible personnel.

Fourth of July	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January

The President has declared the following "special holidays" for all eligible personnel.

Friday after Thanksgiving  
Seven additional days at Christmas  
Good Friday (Friday preceding Easter Sunday)

"Special Holidays" are subject to change at the discretion of the President of the University. When a stated holiday falls on Saturday, the University will observe the preceding Friday as the holiday and when the holiday falls on Sunday, the following Monday will be observed.

An employee must be in a pay status on the day before and the day after a holiday in order to be eligible for holiday pay. In order for eligible employees to be paid for the Christmas holidays, they must return to work a minimum of five work days following the holiday period.

### HOLIDAY PAY POLICY

Employees who are assigned to work by their supervisor on an "official holiday" (Christmas Day, New Year's Day, July 4, etc.) must be paid at regular rate plus one-half times.

Employees who are assigned to work by their supervisor on a "special holiday" (such as Friday after Thanksgiving) should receive compensatory time off at a time convenient to the supervisor and the employee. Compensatory time off will normally be provided within two weeks but no later than six weeks after the end of the week in which the special holiday occurred. If compensatory time cannot be paid in the specified time, the employee will be paid the regular rate plus one half time for hours worked.

If a holiday falls on a normal day off for "shift" personnel, the employee should receive benefit of the holiday. For an "official holiday," the employee must be given another day off within their normal workweek or paid at regular rate plus one-half times. If it is a "special holiday," compensatory time off must be awarded as provided in above paragraph.

### ADMINISTRATIVE LEAVE

If an employee is called to serve as a witness or juror or party litigant, as verified by the Clerk of the Court, administrative leave with pay shall be granted. The gratuity granted to an employee for serving on a jury may be retained by the employee.

Special leave with pay shall not be granted for court attendance when the employee is the defendant or is engaged in personal litigation.

### ANNUAL LEAVE

#### General Rules

Personal leave with pay is granted to employees according to employment status and length of employment periods. Employees on approved leave with full pay continue to accrue personal and major medical leave during such leave periods.

Employees on leave without pay do not earn personal or major medical leave during the period they are in a non-pay status. If an employee is transferred from one department to another department at Delta State University, credit for unused leave is to be transferred with the employee. All accrued leave, both personal and major medical shall be transferable between state agencies.

Personal and major medical leave records must be maintained on all employees. Records showing leave accrued and used will be forwarded annually, on June 30, through administrative channels to the Human Resources Office for permanent filing. These records are subject to audit.

At no time will an employee be paid for accrued leave while still employed in state service except as stated under major medical leave.

### PERSONAL LEAVE

It shall be the responsibility of the department heads/supervisors to maintain and certify personal leave records and to administer the leave in accordance with policy. It is the responsibility of department heads/supervisors to inform those working under them concerning policies on leave. An employee who has been terminated and later is re-employed by the institution will begin a new period of employment for leave purposes.

The rules on personal leave apply to all employees, with the exception of nine-month faculty and student workers. Nine month faculty members shall not be eligible for personal leave. Temporary employees and employees who work less than 40 hours per week shall be allowed credit computed on a pro-rata basis.

- A. Employees are allowed credit for personal leave computed on the basis of continuous service at the following monthly and annual accrual rates:

<u>Continuous Service</u>	<u>Accrual Rate Monthly</u>	<u>Accrual Rate Annually</u>
1 month to 3 years	12 hours	18 days
37 months to 8 years	14 hours*	21 days*
97 months to 15 years	16 hours	24 days
Over 15 years	18 hours	27 days

\*Employees, who were hired prior to July 1, 1984, and who had continuous service of at least five (5) years but not more than eight (8) years, shall accrue fifteen (15) hours of personal leave each month or twenty-two and a half (22.5) days per year.

- B. Personal leave may be used for vacation and personal business and shall be used for illness of the employee requiring absences of one day or less. Personal leave shall be used for the first day of an employee's illness requiring absence of more than one day.
- C. Personal leave is granted during the contract or employment period July 1 through June 30. Personal leave may be taken at a time or times agreed upon by the employee and the supervisor, except when such leave is taken due to an illness. In order to avoid major disruptions in the work environment, employees may be granted a maximum of thirty (30) days/240 hours personal leave within the six-month period immediately preceding termination. This leave can be taken only with approval of the employee's supervisor and may be denied if such leave causes a major problem in the workload distribution within the unit. Any exceptions to this must be approved by the President.
- D. Personal leave is also used for an illness in the employee's immediate family. Immediate family is defined as spouse, parent, step-parent, sibling, child, step-child, grandchild, grandparent, son- or daughter-in-law, mother- or father-in-law or brother- or sister-in-law. (Personal leave under Family Medical Leave is for employee, employee's spouse/child, and parent only.)

- E. During the interim of each academic semester or term, personal leave must be used by employees for any periods of time not covered by official or special holidays. Non-exempt employees must utilize any accumulated time-off/compensatory time before using personal leave. Exempt employees are not eligible for time-off/compensatory time and must use personal leave to cover any period of time not designated as an official or special holiday.
- F. There is no limit to the accumulation of earned personal leave. Upon termination of employment, each eligible employee shall be paid for unused personal leave not to exceed 30 days. An employee has the option of not receiving pay for the 30 days unused leave and converting the time to creditable service for retirement purposes.
- G. Unused personal leave in excess of 30 days shall be counted as creditable service for purposes of the retirement system.
- H. Should an employee die having accumulated personal leave credit, the wages or salary for the total unused personal leave time shall be paid to the person designated by the employee for this purpose, or in the absence of such designation, to the beneficiary of such employee as recorded with the Public Employees' Retirement System.
- I. If a person is employed from the first through the fifteenth of a month, leave will be credited to remaining balance. If a person is employed on the sixteenth of a month or later, leave will accrue from the first of the next month. For purposes of computing credit for personal leave, each employee shall be considered to work not more than five (5) days each week.

**MAJOR MEDICAL LEAVE**

It shall be the responsibility of the department or office head to maintain and certify major medical leave records and to administer the leave in accordance with policy. It is the responsibility of department or office heads to inform those working under them concerning policies on leave. An employee who has been terminated and later is re-employed by the institution will begin a new period of employment for leave purposes.

The rules on major medical leave apply to all employees, except student workers. Employees who work less than 40 hours per week shall accrue credit for leave on a pro-rata basis.

Employees, except nine-month faculty and student workers, are allowed credit for major medical leave computed on the basis of continuous service at the following monthly and annual rates:

Continuous <u>Service</u>	Accrual Rate <u>Monthly</u>	Accrual Rate <u>Annually</u>
1 month to 3 years	8 hours	12 days
37 months to 8 years	7 hours	10.5 days
97 months to 15 years	6 hours	9 days
Over 15 years	5 hours	7.5 days

Faculty members employed on a nine-month contract shall accrue credit for major medical leave as follows:

Continuous <u>Service</u>	Accrual Rate <u>Per Month</u>	Accrual Rate <u>Per Academic Year</u>
1 month to 3 years	13.33 hours	15 days
37 months to 8 years	14.20 hours	16 days
97 months to 15 years	15.40 hours	17 days
Over 15 years	16 hours	18 days

- A. Major Medical Leave may be used for the illness or injury of an employee or member of employee's immediate family, only after the employee has used one day of personal leave for each absence due to illness, or leave

without pay if the employee has no accrued personal leave. Provided, however, major medical leave may be used, without prior use of personal leave, to cover regularly scheduled visits to a doctor's office or a hospital for the continuing treatment of chronic disease, as certified in advance by a medical doctor. Nine-month faculty members may use major medical leave for the first day of absence due to illness.

- B. For each absence due to illness of 32 consecutive working hours (combined personal leave and major medical leave) major medical leave shall be authorized only when certified by a medical doctor. (See Family Medical Leave Act)
- C. In the event of death in the immediate family as defined under personal leave, an employee may use up to three days of earned major medical leave in any calendar year when required to be absent from duty because of the death. Personal leave may be used for absences due to a death in the immediate family or for additional days needed after three days of major medical leave have been used during a calendar year.
- D. There is no limit to the accumulation of earned major medical leave.
- E. Unused major medical leave shall be counted as creditable service for purposes of the retirement system.
- F. No payment will be made for accrued major medical leave except that employees who present medical evidence that their physical condition is such that they can no longer work in a capacity with the institution may be paid for not more than 120 days of earned major medical leave.
- G. A nine-month faculty member, upon retirement from active employment shall be paid for not more than thirty (30) days of unused major medical leave for service as a state employee. Unused major medical leave in excess of thirty (30) days shall be counted as creditable service for the purposes of retirement.
- H. Advance major medical leave is not permitted, except that major medical leave may be granted during the month it is earned. When major medical credits are inadequate to cover absences caused by the employee's illness, the time lost is charged to personal leave, if any, then leave without pay.
- I. Use of major medical leave on false claim of illness, injury, or other reason, and/or falsification of proof to justify such sick leave may be cause for dismissal.
- J. Employees must notify their supervisor immediately of the reason for absence and must keep the supervisor informed of their condition.

#### **DONATED TIME**

If an employee has exhausted all personal and major medical leave time due to a catastrophic illness, a co-worker who is employed by the State of Mississippi or who participates in the Public Employee 's Retirement System, may donate time to that employee. A form for donating time can be picked up in the Office of Human Resources.

#### **INJURY LEAVE**

When an employee is injured in the course of employment and is entitled to benefits under the provisions of Worker's Compensation, which is provided by the University for all personnel, major medical leave, accrued personal leave credit, or leave without pay (if no personal time has been accrued) may be used to cover all or part of the period of absence from duty to the extent of full accumulated leave. Employees must present a written statement from the physician stating ability to return to work.

#### **COMPULSORY LEAVE**

If, in the opinion of Delta State University, an employee is incapacitated for work due to illness or injury, such employee may be required to submit to a physical examination by a physician named by the President of the University.

If the medical examination indicates the employee is unable to fulfill such duties effectively, the University may require the employee to take leave without pay as is medically determined sufficient to be restored to normal health, after accumulated major medical and personal leave have been exhausted.

## LEAVE OF ABSENCE WITHOUT PAY

Request for leave of absence without pay may be approved by the President of Delta State University if information furnished justifies the need and value of such absences to the University.

NO personal or major medical leave will be earned while an employee remains in this status.

When a leave of absence without pay is approved, the supervisor will be allowed to fill the position on a temporary basis, with the approval of the President of Delta State University, until the individual granted the leave returns. An employee may return to duty before the expiration of approved leave without pay only with the approval of the division/department chair or supervisor.

If, at the expiration of a leave of absence, the employee has not returned to duty and the leave has not been extended, the employee shall be considered to have resigned from the position at the close of business on the day following the last day of leave.

When a leave of absence without pay is granted, accrued personal leave will stay intact until the employee returns. The request for leave of absence without pay should show the total period of time the employee expects to be away from duty.

## FAMILY AND MEDICAL LEAVE ACT OF 1993

Eligible employees, who must meet the following conditions, may take up to twelve (12) weeks of leave during any \*12 month period for certain family related reasons. (\*The twelve month period is measured beginning with the date an employee starts the period of leave.)

He or she must have been employed for at least 12 months after childbirth; adoption of a child or foster-care placement within first 12 months of either (leave must be taken all at one time);

He or she must have had at least 1,250 hours of service in the 12 month period preceding the leave.

Leave is granted for one or more of the following reasons:

The birth of an employee's child within the first 12 months after childbirth; adoption of a child or foster-care placement within first 12 months of either (leave must be taken all at one time)  
To care for a spouse, son or daughter, or parent(s) who has a serious health condition.

The serious health condition of the employee, where the employee is unable to perform his/her job (leave may be taken intermittently or be a reduced time schedule if medically necessary.)

### Definitions:

"Spouse" is defined as a husband or a wife.

"Son" or "daughter" is defined as a biological, a legal ward, or a child of a person standing in loco parentis, who is (a) under 18 years of age; or (b) incapable of self-care because of a mental or physical disability.

"Parent" is defined as a biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.

"Serious health condition" is defined as illness, injury, impairment, or physical or mental condition that involves (a) inpatient care in a hospital, hospice, or residential medical care facility; or (b) continuing treatment by a health care provider, and requires absence of more than three calendar days.

### Leave Requirements:

Delta State University requires certification from your health care provider that the employee is needed to care for the family member and an estimate of time needed. Applications for leave under the Family and Medical Leave Act are available in the Human Resources Office. Medical certification forms are provided in the Human Resources Office and must

be returned from the physician to the Human Resources Office within 15 days. An update of the certification may be required after 30 days. Failure to provide requested necessary documentation may result in a non-pay status for the period of time in question, and/or dismissal (although personal and major medical leave exists).

In the event of the employee's illness, certification from the health care provider is also required stating the employee is unable to perform the function of his or her job. A second opinion may be requested by the University at the University's expense. Delta State University may move an employee on intermittent or reduced time leave to an alternative position that can accommodate such scheduling.

Accrued personal/major medical leave must be used to cover absence due to the birth or adoption of a child to the extent of accumulated leave. Accrued personal/major medical leave must be used to cover absence of an employee due to a serious health condition. After accrued leave has been exhausted, leave without pay may be taken for the remainder of the period.

If a husband and wife are both employed by the University, the husband and wife together are limited to only one 12 week period for the birth of a child, adoption or foster care placement, or a seriously ill parent. However, if the leave is for a seriously ill spouse or child or for the employee's own serious illness, the husband and wife are each entitled to the 12 week period.

**Advance Notice Requirement by Employee:**

Employees must provide a **30-day advance notice** of his or her intent to take a leave of absence in the event of birth, adoption, or foster care.

A **thirty day notice** must also be provided by the employee in the event of serious illness for planned medical treatment, and the employee is expected to schedule treatment so as to create minimum disruption to the University. The beginning and ending date of treatment will be determined by the employee's physician. When the employee returns to work, a statement from the physician must be presented stating ability to work.

**Employment and Benefit Protection:**

Upon return from leave of absence, the employee will be returned to the same or an equivalent position with all benefits and seniority rights (if applicable) before the leave occurred.

The employee may continue his or her health coverage while on leave of absence on the same basis as if actively at work. If on unpaid leave, employee contributions must be paid at the same time as contributions would be due if paid by payroll deduction. If the employee does not return to work after leave of absence, the University may charge the employee retroactively for the full premium cost of health care coverage.

If any nine-month faculty member has an event to occur for use of this policy between the end of one academic year and the beginning of another (during the interim the employee is not teaching) the employee is not eligible for paid leave status. If any nine-month faculty member has an event to occur for use of this policy prior to the end of a contract period, but has accrued major medical leave, the employee is not eligible to be continued on a paid leave status after the end of the contract period if the contract ends prior to using all major medical leave days.

**DISABILITY LEAVE, TEMPORARY**

Any full-time employee who has successfully completed the university's probation period and who suffers temporary sickness or disabilities unable to perform assigned duties, may be granted leave of absence without pay for a reasonable time but not to extend normally beyond a six-month period.

1. Accrued personal and/or major medical leave must be used to cover work days falling within the period of entitlement.
2. The beginning date of a disability will be determined by the employee's physician.
3. The ending date of disability shall end when determined by the employee's physician. When the employee returns

to duty, a statement from the physician must be presented stating the ability to resume work.

4. Upon returning to employment, the employee will be returned to the former position or to an equivalent position.
5. Any employee not returning to work at the expiration of the leave under this section is eligible for terminal personal leave pay, provided the days have not been taken.
6. Nine-Month Faculty Members:
  - a. If any nine-month faculty member becomes temporarily disabled between the end of one academic year and the beginning of another (during the interim the employee is not teaching), the person is not eligible for paid leave status.
  - b. If any nine-month faculty member becomes temporarily disabled prior to the end of a contract period, but has accrued major medical leave, the employee is not eligible to be continued on a paid leave status after the end of the contract period if the contract ends prior to using all earned major medical leave days.

The University reserves the right to require medical statements in support of uses of benefits under this policy as well as to support the university's need to determine that employees be permitted to work. Failure to provide requested necessary documentation may result in a "non-pay" status for the period of time in question, and/or in dismissal (although personal and major medical leave exist).

#### MILITARY LEAVE

Employees who are on non-probationary status with the University and who are called to active military duty on short notice as a result of national emergencies may be granted military leave of absence without pay beginning on the date of the call to military service.

A leave of absence with pay not to exceed fifteen (15) days annually may be granted to non-probationary employees, who, as members of the National Guard or official militia of Mississippi or a member of any of the reserve components of the armed forces, is ordered to active duty. Employees in a non-pay status are not eligible.

Approval for military leave must be secured in advance from the President. A copy should be filed with the Office of the Director of Human Resources.

#### VOTING

Necessary time off is allowed to employees for voting purposes when regular working hours would otherwise keep you from doing so, only after approval of your supervisor.

#### WORKER'S COMPENSATION

All Delta State University employees on a full-time basis are covered by the Worker's Compensation provisions for the State of Mississippi. The expense of this coverage is paid by the University without cost to the employee. Worker's Compensation includes only such accidents or injuries as occur in the performance of the University assigned duties.

Every injury should be reported **immediately** to (1) the supervisor, (2) the Director of Student Health Services, and (3) the Human Resources Office. The appropriate form for reporting injury must be filed by the Human Resources Office with the worker's compensation carrier within **five** working days of the date of the injury. **Failure to report verbally to the supervisor and to complete the report form within the specified time frame will jeopardize your receiving on the job injury benefits. Fraudulent claims are grounds for immediate termination.**

Worker's compensation claims (injuries) that require going back to the doctor for additional visits (while working) will not be charged against personal or major medical leave. Any time lost due to an injury must charge one day of personal leave and each additional day must be charged to major medical while not working.

## **UNEMPLOYMENT COMPENSATION**

The University provides unemployment compensation at no cost to you. Voluntary termination or discharge for cause are not normally covered by unemployment compensation. Specific qualification requirements for benefits may be obtained from the local State Employment Office.

## **FLEXIBLE COMPENSATION PLAN**

Delta State University has implemented a flexible compensation plan which enables employees to choose tax free benefits provided by the University in lieu of taxable compensation. Upon enrolling in the Plan, employees shall designate on an agreement provided by the University, those benefits in which they wish to participate. Employees shall have one election for each plan year. Once made, the election may not be revoked until the following plan year, unless there is a change in family status such as divorce, marriage, birth of a child, or death.

## **GROUP HEALTH INSURANCE**

Delta State University contributes 100% toward the cost of "employee only" health insurance for all full-time, non-temporary employees. Retired employees who qualify for monthly benefits through the Public Employees' Retirement System may convert coverage and pay 100% of the cost of all coverage. Monthly premiums will be deducted from retirement check.

### **Eligibility**

- A. Employees - All full-time employees of Delta State University. All employees making contributions to the State of Mississippi Retirement Plan or the Optional Retirement Plan. Students and temporary personnel are not eligible for Group Health Insurance.
- B. Dependents - Includes spouse and all unmarried dependent children from birth to nineteen (19) years of age, or up to twenty-three (23) years if a full-time student and has legal residence with the employee. Dependent children nineteen years of age and over who are incapable of self-sustaining employment by reasons of mental retardation or physical handicap and who are dependent upon the employee for maintenance and support are also eligible as dependents. If such incapacity or dependency is thereafter removed or terminated, the policyholder shall so notify the insurer.

Employees hired on or before the 15th of the month will be required to pay a full month's contribution. If hired after the 15th of the month, contributions will commence the next following month.

Legislation provides that each state employee receive the "Employee Only" contribution toward health insurance coverage. Where the husband and wife both work for the State of Mississippi, the cost for family plan will be reduced. Detailed information is available in the Human Resources Office.

## **OPTIONAL CANCER, CATASTROPHIC ILLNESS, DENTAL AND TERM LIFE COVERAGES**

These coverages are available and designed to provide additional benefits for broader requirements. This coverage is optional, and the employee pays 100% of the cost. Detailed information is available in the Human Resources Office.

## **LIFE INSURANCE**

Delta State University has made available to employees a program of group life insurance benefits. This coverage is optional. All permanent employees working one-half time or more are eligible to participate.

The amount of life insurance coverage is based on the next highest one thousand dollars over two times the annual salary. (Minimum: \$30,000; Maximum: \$100,000) The University participates to the extent of 50% of the premium cost as provided by law.

Upon retirement the life insurance is automatically reduced to \$2,000, \$4,000, or \$10,000, with no University participation.

## **ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D)**

A plan of Group Accident Insurance has been designed exclusively for Delta State University employees and their families providing accidental death, dismemberment, and permanent total disability coverage. Employees may purchase coverage in multiples of \$10,000. Under the family plan your spouse is automatically insured for a principal sum equal to 40% of your principal sum and each eligible dependent child is insured for 10% of your amount. If you have no eligible dependent children, your spouse's principal sum is increased to 50% of your. Detailed information is available in the Human Resources Office.

#### **TAX SHELTERED ANNUITIES**

Under the provision of Section 403(b) of the Internal Revenue Code as amended by Congress under Public Law 87-370, employees of Delta State University are offered certain tax advantages in that part of their gross income may be excluded from current income taxes when used to purchase an annuity for additional retirement benefits. The amount of annuities which an employee may authorize for purchase is determined by a formula prescribed by the Internal Revenue Code and Regulations.

Employees who are interested in the purchase of tax sheltered annuities should secure competent advice of an approved underwriter licensed to do business in Mississippi or from a representative of a company approved by the University to market annuities on campus. Approved companies are The Equitable, Variable Annuity Life Insurance Company (VALIC), AETNA, and TIAA-CREF.

The University makes monthly deductions in accordance with the plan purchased but does not contribute funds to the individual's tax sheltered annuity plan. Employees are responsible for their own tax situation and should consult with a tax advisor to calculate maximum exclusion allowance. The University will not be responsible for tax advice. Employees must sign a DSU Salary Reduction Agreement and attach to the agreement a copy of their maximum exclusion allowance calculation provided by the annuity company.

#### **MUTUAL FUND INVESTMENT**

The University offers accessibility by payroll deduction to mutual fund investment. The following companies have been approved to offer mutual funds to be purchased with before or after tax dollars:

- a. Edward D. Jones and Company
- b. Blakeman, Brister, and Putman
- c. Legg-Mason, Inc.

In addition, "no-load" mutual funds may be purchased directly through Twentieth Century, Fidelity, Scudder, and Vanguard. The University does not contribute to the individual's mutual fund. Employees are responsible for determining their own tax situation and should consult with a tax advisor to calculate maximum exclusion allowance. The University will not be responsible for tax advice. Employees must sign a DSU Salary Reduction Agreement and attach to the agreement a copy of the maximum exclusion allowance calculation provided by the mutual fund company.

#### **DEFERRED COMPENSATION PLAN**

The 1975 Mississippi Legislature passed legislation which allows any public employee in the State of Mississippi to participate in a Deferred Compensation Plan. This method is available to all employees who participate in the Public Employees' Retirement System. Deferred compensation, like tax sheltered annuity, offers certain tax advantages in that a part of the gross compensation may be excluded from current income taxes and invested. The Public Employees' Retirement System is the state agency chosen to administer the program.

An employee can defer any amount and direct the Retirement System to invest the deferred compensation in one or more of the eight diversified investments in three quality companies, including three guaranteed interest accounts, three common stock funds, a bond fund, and a money market fund.

#### **RETIREMENT PLANS**

Teachers and administrative faculty at the State Institutions of Higher Learning in Mississippi have a choice of two types of retirement plans: a guaranteed monthly benefit through the Public Employees' Retirement System of Mississippi (PERS), or guaranteed or variable annuity products offered by the companies participating under the Optional Retirement Plan (ORP). An eligible employee has 90 days from the date of employment to make a decision on whether to join the ORP or the PERS. Once the choice has been made, it cannot be changed. Employees will continue in either the ORP or PERS for the remainder

of their career in Mississippi's Institutions of Higher Learning.

All employees, other than faculty or administrative faculty, are required to join the Public Employees' Retirement System of the State of Mississippi.

### **Public Employees' Retirement System**

All persons, with the exception of faculty and administrative faculty who are employed as much as half-time with the University are required to become members of the Public Employees' Retirement System of Mississippi. This system combines the benefits of the Social Security Program with a supplementary state annuity program to give employees a state retirement program. Under this benefit plan, the benefit you receive at retirement is based upon a benefit formula. Neither the investment experience nor the amount contributed by the employee and the institution on behalf of the employee directly determines the amount of guaranteed benefit to be received. Retirement system cost for the University is 9.75% of total earnings up to a maximum of \$125,000 per year for each individual employed. The employee contributes 7.25% on total earnings up to a maximum of \$125,000 annually. Should an employee terminate their membership in the Retirement System, they may apply for a refund of contributions deducted from salary while employed. Information regarding the PERS may be obtained in the Human Resources Office.

### **Optional Retirement Plan (ORP)**

Teachers and administrative faculty may participate in the PERS or the Optional Retirement Plan (ORP). The Optional Retirement Plan is a defined contribution plan. In this type plan, contributions made by the employee and the institution on your behalf are invested in a retirement annuity certificate in the employee's name. The amount of monthly benefit received at retirement will be based on the amount of funds contributed, the investment earnings of those funds, age at the time the employee begins receiving benefits, and the type of annuity chosen. Employees eligible to join the ORP contribute 7.25% on total earnings up to a maximum of \$125,000 annually. The University contribution on behalf of the employee is 9.75% on which 4.1369% is remitted to the ORP company chosen, making a total contribution of 11.3689%. The following companies are vendors for the ORP: AETNA Life Insurance and Annuity Company; TIAA-CREF (Teachers Insurance and Annuity Association College Retirement Equities Fund); and VALIC (Variable Annuity Life Insurance Company). Employee has 90 days to decide on the ORP. At the end of the 90 day period, the employee will automatically become a member of PERS.

### **U. S. SAVINGS BONDS**

University employees may purchase U. S. Savings Bonds through payroll deductions. These bonds may be purchased in \$50, \$75, \$100, or \$200 denominations. Service available through the Bursar's Office.

### **INSURANCE COVERAGE WHILE ON LEAVE WITHOUT PAY**

Participation in certain University insurance programs may be continued during brief intervals of non-service. Employees who do not receive paychecks during leaves of absences must make their payments to the Bursar's Office for the interval of non-service after they have made arrangements with the Human Resources Office. Employees must incur the full premium for coverage while in leave without pay status. If an employee cancels insurance coverage while on leave of absence without pay, it is the responsibility of the employee to request through the Human Resources Office reinstatement of these coverages upon return from leave.

Requests for changes in group insurance coverage must be made in person at the Human Resources Office.

### **HEALTH INSURANCE CONTINUATION COVERAGE PRIVILEGE (COBRA)**

Federal law requires most employers sponsoring group health plans to offer covered employees and their dependents the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end.

If you are an employee of Delta State University covered by the Group Health Plan, you have a right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment, or the termination of your employment (for reasons other than gross misconduct on your part), or retirement (unless eligible for Medicare).

Covered spouses and dependent children have certain rights under this continuation coverage also. Contact the Human Resources Office for complete details.

### STAFF ACADEMIC POLICY

It is the policy of Delta State University to support personal and/or professional development of its faculty and staff. Full-time employees are eligible to register for (up to) two academic credit courses (six semester hours). Eligible employees may take one course during regular work/office hours and the second course (if taken) must be taken after regular office/working hours. The supervisor shall have control as to the time an employee may take the class during working hours. The employee must meet regular admission requirements of the University. Employees may not be out of the office more than three hours per week.

This scholarship will in no way apply to continuing education, correspondence courses, or workshops. Scholarship guidelines and waiver slips are available through the Human Resources Office.

Graduate level courses are taxed.

Full time staff may, during the summer session, enroll in one three-hour course, beginning after 4:00 p.m. at no charge. Employees may, with the approval of their supervisor, take one three-hour course before 4:00 p.m., but must use personal leave time to make up hours out of the office in excess of limited time per week.

### COMPENSATION FOR EDUCATIONAL DEVELOPMENT

It is the policy of Delta State University to encourage the personal and professional development of employees. In an attempt to award employees for such efforts, full-time employees may be compensated in the following amounts for the completion and awarding of the following degrees through a fully accredited institution of higher learning and/or a recognized and accredited certification program.

\$ 500 Bachelor's degree	\$1000 Master's degree
\$1500 Doctoral degree	\$1000 CPA Certification

Staff employees earning a professional certification may qualify for compensation of \$250. The certificate should be specifically related to the employee's current position, should enhance the duties of that position, and receive advance approval of the appropriate department head.

If the completion of certification or degree is a condition of employment, employees are ineligible for additional compensation under this provision.

A request to compensate an employee should be submitted through the chain of command by using a Change of Status, Human Resources Form 4, with (1) a letter attached from the dean of the awarding institution indicating that all requirements for the degree have been completed, and (2) an official transcript showing the degree/certification. The above must be sent as soon as possible following conferral date to the Office of the Vice President for University Advancement for submission to the President's Cabinet. **All requests for increases are subject to approval by the President's Cabinet and will be effective the first month after final approval.**

### SCHOLARSHIP FOR DEPENDENT CHILDREN OF FACULTY AND STAFF

An undergraduate program of scholarship is available for the dependent children of \*full-time faculty and staff of the University who were employed prior to July 1, 1977, (August 15, 1977, for nine month faculty) and have been continuously employed since that time. Dependent children of employees hired after July 1, 1977, are eligible for fifty percent tuition remission (see below). Application should be made through the Human Resources Office. This policy does not apply to students who are recipients of full scholarships from any source. (Employees of DSU on sabbatical leave or \*officially retired are eligible. Dependent children of faculty or staff, who retire with twenty-five years or more years of service, are eligible for dependent scholarship.)

### SCHOLARSHIP FOR SPOUSES OF UNIVERSITY EMPLOYEES

A scholarship program is available to spouses of full-time faculty or staff members. The spouse may register for one or

more courses per semester. The special scholarship is available for the regular academic session and the Summer Session, but will in no way apply to continuing education, correspondence courses nor workshops. Scholarship guidelines and applications are available in the Human Resources Office.

Graduate level courses are taxed one time during a semester: Fall (October), Spring (March)

\*(Full-time faculty and staff of DSU who participate in retirement. Employees on sabbatical or eligible for retirement with no less than twenty years service at DSU.)

#### **TUITION REMISSION POLICY FOR DEPENDENT CHILDREN**

Fifty percent tuition remission for an undergraduate program of study is available to single dependent child(ren) of full-time faculty or staff members. (Employees of Delta State University on Sabbatical Leave or \*officially retired are eligible.) The tuition remission is available for the regular academic sessions and summer school, but will not apply to continuing education, correspondence courses, or workshops. Guidelines and applications are available in the Human Resources Office. This policy does not apply to students who are recipients of full scholarships from any source.

Children whose parents are both employed by the University are eligible for 100 percent tuition remission.

\*(Full-time faculty and staff of DSU who participate in retirement. Employees on sabbatical or eligible for retirement with no less than twenty years service at DSU.)

#### **VOCATIONAL EDUCATION/G.E.D. EXAMINATION**

Delta State University encourages the professional growth of all employees. To facilitate such growth, the University has an agreement with the Cleveland Vocational Technical Complex for our employees to enroll in regular adult night class offerings or industrial night classes at no cost to the employee. Schedules are available from the Cleveland Vocational Center.

Application for a night class must be completed in the Human Resources Office prior to enrollment in order for the fee to be paid by the University. A certificate of attendance is awarded upon completion of the class. Attendance of less than 80% of class time shall be deemed insufficient for satisfactory progress and thus voids the employee's eligibility for courses offered the next term.

The G.E.D. examination fee will be paid by the University one time only. The fee will be paid by the employee if reexamination must occur. Request for payment of the G.E.D. must be approved by the Human Resources Office prior to testing.

## COMPENSATION

### WAGE AND SALARY ADMINISTRATION

The University's Wage and Salary Administration Plan is designed to attract, motivate, and retain employees. It is our further intent to allocate funds for wages and salaries in a fair and equitable manner based on evaluations of work responsibility and on meritorious job performance. In accordance with specific factors, positions have been classified into salary grades and salary ranges for each grade. We have a pay schedule for all grades, and these grades are periodically revised in order to remain competitive with the pay practices of local employers and comparable benchmark universities. Actual adjustment amounts will be based on availability of funds. DSU will pay employees within the range of salaries of their job's salary grade. These policies are available in the Salary Administration Policies and Procedures Manual available in the Human Resources Office and offices of all managers and supervisors.

#### **Salary and Wage Scale**

Each salary grade of the classification system is structured to provide a minimum rate and a maximum rate of pay. New employees generally are to be hired at the minimum of their job grade. Recommendations for beginning salaries above the minimum of the job grade must be reviewed and approved by the Director of Human Resources before such offers are made to the applicants. The maximum rate in a grade is the highest rate that shall be paid to an employee in that grade.

#### **Salary and Wage Increases**

Annual increases in salaries and wages when available and approved by the Board of Trustees are effective July 1. Increases may be granted to all non-student employees who have completed the initial six months appraisal period and who are not on an extended appraisal, provided your performance evaluation indicates satisfactory job performance. If wage and salary scale adjustments are made effective July 1, employees in their probationary period will receive those scale adjustments.

#### **Promotions, Demotions and Transfers**

A promotion occurs when an employee is moved to a job in a higher salary grade. Employees going from one grade level to the next should receive an adjustment of a minimum of five percent (5%) per grade increase in pay or receive the entry-level wage for the new position, whichever is greater, but not greater than the maximum rate of pay for the new grade.

A demotion occurs when an individual is moved to a job evaluated at a lower salary grade. Demotions may be due to poor performance, necessity of organization change, or developmental assignment. If an employee is put into a lower skill job due to poor performance in the higher level job, he or she will be paid at either the current pay level or, prior wage rate reduced five percent (5%) per grade, or at the maximum of the lower grade, whichever is less. If an employee is put into a lower level job due to a reduction in force or a developmental assignment, the employee should be kept at his or her current salary.

A transfer occurs when an individual is moved to a job in the same salary grade as the one vacated. In the case of a transfer, no salary adjustments shall be made.

#### **Job Evaluation**

All classified jobs are evaluated according to a formal, standardized plan. The Job Evaluation Committee with the assistance of the Director of Human Resources will periodically review all evaluations to ensure they accurately reflect each job's current duties and responsibilities.

#### **Job Reclassification**

A job reclassification occurs when a job is moved to a different grade because the accountabilities have changed. Supervisory requests concerning job reclassification will be considered once a year; new positions will be evaluated on a need basis. If upon evaluation of the job, it is determined that the job is still within the same salary grade, no salary adjustment will be made. Reclassification of a job to a higher salary grade may be considered as a promotion for an employee and increase may be granted according to the guidelines discussed above. In the instance where an employee's job is reclassified at a lower salary range, the salary will not be reduced; however, future increases and opportunity will be limited by the range.

resulting from the reclassification. Employees have the right to request a review of the evaluation of their job.

### **PAYROLL INFORMATION**

Salaried employees are paid by check on the last working day of the calendar month; salary checks for December are normally issued on the last working day before Christmas holidays begin. As a service to faculty and staff, the check may be deposited in a bank (which accepts direct deposit) designated by the employee, if requested to do so. The check stub will be mailed through the campus mail to the employee. An employee may request this service through the Human Resources Office. Employees who do not request this service will receive their check in the campus mail. Faculty teaching summer school must pick up checks in the Bursar's Office after grades have been turned in to the Registrar.

### **WAGE EMPLOYEES**

Wage employees are paid biweekly, with pay periods ending on Tuesday and checks being issued by Friday following the end of the pay period.

### **STUDENT WORKERS**

Work-study and regular student employment student workers are paid on the fifteenth day of each month. If the fifteenth falls during a weekend, workers will be paid on the Friday before the fifteenth.

### **WITHHOLDINGS**

#### **SOCIAL SECURITY TAX (FICA)**

The deduction for Social Security is made monthly or biweekly on all employees of the University. The current Social Security Tax rate for the University and for the employee is 7.65% on a maximum of \$68,400. For employees who earn more than \$68,400, the 6.2% of FICA Tax for Old-Age Survivors and Disability Insurance (OASDI) stops, but the 1.45% of Medicare Hospital Insurance (MHI) continues on total earnings. Employees may obtain current information regarding Social Security regulations and benefits from the Social Security Office in Cleveland. The Human Resources Office maintains some information on Social Security which is available for your use.

Each employee must have a Social Security number on file in the Human Resources Office prior to payroll processing. Employees without Social Security numbers must apply for such numbers on forms furnished by the Social Security Administration.

#### **FEDERAL INCOME TAX**

The deduction for Federal Tax is based on the tax schedule furnished by the Internal Revenue Service. U. S. Treasury Form W-4, "Declaration of Dependents," determines the tax schedule calculation. The employee is responsible for filing in the Human Resources Office a revised form immediately if there is a change in dependent status.

U. S. Treasury Form W-2, "Statement of Withholding," is furnished each employee by January 31 showing earnings and withholdings during the prior calendar year.

#### **STATE INCOME TAX**

The deduction for State Income Tax is based on withholding tables prepared by the State. A Mississippi Employee's Withholding Exemption Certificate, Form 43030, must be executed by each employee. A new certificate must be executed in the Human Resources Office whenever a change in exemption occurs.

The law provides for three specific exemptions for individual taxpayers:

- (1) single individual is allowed \$6,000;
- (2) married couple is allowed joint exemption of \$10,000, plus \$1,500 for each child; and
- (3) head of family is allowed \$9,500.

#### **OVERTIME PAY AND TIME-OFF/COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES**

Delta State University operates under the Fair Labor Standards Act as amended in 1985. Non-exempt employees who are covered by the Fair Labor Standards Act are paid at the rate of time and one-half for all hours worked in excess of forty (40) hours per week or are given time-off/compensatory time for all hours worked in excess of forty (40) per week according to specific guidelines. Non-exempt (those eligible for overtime or time-off/compensatory time) and Exempt (those not eligible for overtime or time-off/compensatory time) status is designated on all job descriptions. Non-exempt employees are those in clerical/secretarial, technical/paraprofessional, skilled crafts, and service/maintenance job classes.

Time-off for overtime work is calculated on straight time if given during the same work week in which overtime occurred. However, if time-off cannot be allowed within the same work week, then the time-off must be calculated at time and one-half for all hours over 40 and can be accrued up to a maximum of 240 hours. An employee shall be permitted to use the accrued time within a reasonable period after requested, if agreeable with supervisor, and if to do so would not unduly disrupt the operations of the University.

It is the policy of Delta State University that accrued time must be used as earned within the same pay period if at all possible. However, if this is not possible, accrued time must be used within six months of earning and cannot carry over into a new fiscal year.

Daily time records must be kept on all employees in the non-exempt categories. All department heads/supervisors will be held responsible for enforcement of this policy.

## GENERAL INFORMATION

### SERVICE AWARDS

Delta State University recognizes all employees who complete twenty years of continuous service and every five years thereafter at an annual service awards program. Employees are recognized each April in conjunction with the retirement recognition ceremony. These awards are given each year to those who completed the required years of service by September 1 of the preceding year.

#### H. L. NOWELL OUTSTANDING SUPPORT STAFF AWARD

The H. L. Nowell Outstanding Support Staff Award is given annually at the University's May commencement in honor of a support staff member who has completed ten consecutive years of service as a full-time support staff person. Nominations are received from students, faculty, staff, alumni and friends of DSU, on an annual basis during the month of March. The nominations are sent to the Vice President for University Advancement, permanent Chair of the Award Committee and voted on by a committee consisting of staff employees from within the University.

The recipient shall receive a cash award of \$1,000 and a plaque commemorating the award. A permanent plaque with award recipients' names inscribed each year will hang in the H. L. Nowell Union.

#### ACTIVITY CARD

Activity cards, available at a small fee per year for the employee and immediate family members, provide general admission to athletic contests and fine arts programs, and use of the swimming pool, golf course, tennis courts, and racquetball courts. A single faculty or staff member may have the option to purchase a family activity card and be allowed to use the card for a guest--limited to one per activity or event. Activity cards may be purchased in the Bursar's Office. Reserved seats for football and basketball games may be procured from the Director of Athletics at a minimum additional cost.

#### PROCEDURES FOR HANDLING THIRD CLASS BULK MAIL

As an economy measure, a permit has been secured from the Cleveland Post Office for mailing qualified Bulk 3rd Class Mail. These instructions must be followed explicitly to eliminate rejection of mailings by the Post Office.

- I. The bulk mail is applied to mailings of identical pieces separately addressed to different addresses in quantities of not less than 50 pounds or of not less than 200 individual pieces.
- II. All of the pieces of a bulk mailing must be identical in size, weight, and number of enclosures. Some examples of bulk rate mail are: (a) circulars, (b) brochures, (c) activity announcements, (d) duplicated materials, et cetera. No staples may be used to close any type of bulk mail.
- III. Postage on bulk mail must be prepaid by a permit imprint (in cash or by advance deposit). A check may be picked up from the Business Office for this payment. Receipt from the Post Office must be returned to the Business Office.

##### Permit Imprint:

The purpose of permit imprints is to allow a mailer to mail matter without affixing postage stamps and to pay postage in cash at the time of mailing at a lesser rate.

To be properly prepared this permit imprint indicia must be made by printing press, hand stamp, mimeograph, multigraph, or addressograph, but they may not be typewritten or hand-drawn. The imprint must be legible and must be placed in the upper right-hand corner of the address side of the mailing piece, parallel with the length of the piece.

3rd Class Permit Imprint Mail must show:

- A. City and State
- B. Permit number (The Delta State University number is 103, and may be used campus-wide).

Example of indicia required:

Return Address

Music Department  
Delta State University  
Cleveland, MS 38733

IV. Bulk mail must be pre-sorted and labeled according to zip code. Supplies for labeling bundles may be obtained from the Cleveland Post Office.

V. External attachments are not permitted.

VI. Only the following named items may be enclosed loose, and only if they relate exclusively to the materials they accompany:

- A. A single reply envelope or reply card or both.
- B. A single order form.
- C. A printed circular (circulars fastened along the bound edge are not loose enclosures).

VII. Form 3602 N (pink form), picked up from the Cleveland Post Office, must be completed and presented to the Post Office Clerk when mailing the bulk material. This form may be completed in duplicate so that a record may be maintained for your files. This form requires the mailer to give the following information about the mailing on the face side:

- A. Name, address, and telephone number of the mailer
- B. Permit number (#103 for Delta State University)
- C. Whether nonprofit organization (DSU qualifies as nonprofit)
- D. Weight of a single piece
- E. Total number of pieces
- F. Postage chargeable per piece
- G. Signature

There are rates for "letters" and "non-letters." Letter size refers to a piece of mail that is 6-1/8 x 11-1/2". If the material exceeds this it must be considered as a "non-letter."

VIII. Before presenting mail-out to the Post Office, determine that:

- A. The indicia are correctly prepared
- B. There are not irregular inserts
- C. The mail has been pre-sorted correctly
- D. The mail has been tightly bundled...at least two rubber bands (one lengthwise and one crosswise) on each bundle of pieces

IX. Pre-sorting:

Bulk mailers are required to separate mail by zip code. There are 5 possible separations a mailer can make:

- A. All one zip code
- B. Mixed city bundles
- C. Mixed Sectional bundles
- D. State bundles
- E. Mixed state bundles

Description:

- A. Ten or more pieces directed to one single 5-digit zip code entry. This type bundle should be labeled with a red "D" sticker.
- B. Mixed city bundles (A package of mail sent to a multi-zip coded city, such as Memphis, TN, Jackson, MS, or Baton Rouge, LA.) These cities have more than one zip code but if less than 10 pieces are addressed to each of the separate zips, a package is prepared for the first 3 digits of the zip containing all pieces for that city. This bundle should be labeled with a yellow "C" sticker.
- C. Mixed Sectional Center bundles are for mail where the first 3 digits of the zip code are the same. (Mail which cannot be directed to a five-digit zip code or a multi-city distribution may be bundled together in this manner. **For example:** 10 or more pieces addressed to separate cities within our own zip area **387**, should be bundled and tied as a zip area. These bundles should be labeled with a green "3" sticker.
- D. State labels: When 10 pieces cannot be defined to any definite zip or 3 digit area, then a state bundle is prepared containing all pieces for that state. This bundle is labeled with an orange "S" sticker.
- E. If after all pieces have been sorted as outlined there are pieces remaining for two or more states, they must be made up into mixed state bundles. A MS label must be affixed to each package.

When there are 10 or more individually addressed pieces going to any of the above described categories, the mailer must combine the pieces and package them securely both lengthwise and crosswise. Rubber bands, which can be obtained at the Cleveland Post Office, are recommended. The package should not be too large to be handled easily--not more than 5 inches high. Each bundle should be marked to show destination. For example, MIXED CITY, MIXED STATES, et cetera.

The number of pieces being mailed within each of sorted categories should be listed on a sheet of paper for use by the Post Office.

**POST OFFICE REQUIREMENTS FOR BAGGING OR SACKING:**

125 or more pieces of mail or 50 pounds of mail **must be bagged** using the sorting methods above (5 digits, multi-city, first 3 digits, state or mixed states).

For specific information on labeling bags, please contact the Cleveland Post Office.

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