



CENTRAL
MICHIGAN UNIVERSITY

**PROFESSIONAL AND
ADMINISTRATIVE
HANDBOOK**

2024-25

INTRODUCTION

This handbook is for Professional and Administrative (P&A) staff of Central Michigan University. The information has been designed as a reference document to acquaint P&A employees with many of the policies and procedures relating to benefits, compensation, employment practices and programs that impact them as employees of Central Michigan University. This handbook does not constitute a contract.

The President or the Vice President, Finance & Administrative Services reserve the right to make exceptions or modifications to this handbook. No other officers or employees of the university are authorized to change or modify the contents of this handbook either verbally or in writing. The university has agreed to consult with the P&A Council concerning any proposed change but reserves the right to make changes as the university deems appropriate.

Unless otherwise specified herein, the provisions of this handbook apply only to the individuals in positions classified as Professional and Administrative staff, and whose employment status is designated as Regular, At-Will, Provisional, or Conditional in their appointment letter. This handbook does not apply to individuals in Temporary appointments. This handbook supersedes and replaces all previous handbooks.

The handbook includes website links to assist the on-line reader in finding additional information on the web by simply clicking on the address in the text. If the reader is not working on-line and wants to access information on the web, it is necessary to key in the full address of the link.

For more detailed information on topics covered in the handbook, employees should contact their supervisor or Human Resources (HR). In addition, P&A staff will find a variety of information of interest to employees at the HR website; see the link in [Appendix B](#).

Authorized and approved:

Mary Hill
Vice President, Finance and Administrative Services

Date

TABLE OF CONTENTS

INTRODUCTION	i
A. DEFINITIONS	4
Active Status/Active Employee	4
Calendar Days	4
Full-time	4
Hourly.....	4
Part-time	4
Professional and Administrative Staff (P&A)	4
Professional and Administrative Staff (P&A) Council	4
Prorating	5
Provisional Position.....	5
Reviewing Authority	5
Salaried.....	5
Senior Management.....	5
Termination	5
Workday.....	5
Work Week	5
B. GENERAL INFORMATION.....	6
1. ACCOMMODATION	6
2. AFFIRMATIVE ACTION/NON-DISCRIMINATION	6
3. APPOINTMENT TYPES	7
Regular Appointment	7
i. At-Will Status.....	7
Provisional Appointment	7
Conditional Appointment.....	7
Temporary Appointment.....	8
4. CLOSING CAMPUS OR BUILDINGS, CANCELLATION OF CLASSES	8
5. DEMOTION.....	9
6. DISCIPLINE AND DISCHARGE	9
7. EMPLOYEE IDENTIFICATION CARD (CENTRAL ID)	9
8. EMPLOYER RIGHTS.....	9
9. EXPENSE REIMBURSEMENT	10
10. INTERIM ASSIGNMENT.....	10
11. JOB DESCRIPTIONS	10
12. LEADERSHIP STANDARDS	10
13. MOVING EXPENSES	11
14. NEPOTISM POLICY	11
15. ORIENTATION FOR NEW EMPLOYEES.....	11
16. PARKING.....	11
17. PERFORMANCE EVALUATIONS	11
18. PERSONNEL FILES	12
19. PRIVACY (Expectation of)	12
20. PROBATIONARY PERIOD	12
21. PROFESSIONAL DEVELOPMENT	13

22.	PROMOTION	13
23.	RECOGNITION	13
	Service Awards	13
24.	REDUCTION IN WORK FORCE/LAYOFF – Regular appointments	13
25.	RESEARCH OPPORTUNITIES – (Salaried, Exempt Positions Only)	14
26.	SEXUAL AND GENDER-BASED MISCONDUCT POLICY	15
27.	TEACHING ASSIGNMENTS	15
28.	TERMINATION OF EMPLOYMENT	15
	CMU Retiree Status	16
	Emeritus Status	16
	Termination Payment	16
29.	TRANSFER	17
30.	VACANT POSITIONS	17
31.	WELLNESS AND SAFETY PROGRAMS	17
	Blood borne Pathogens	18
	CMU Cares/Take Care initiative	18
	Drug-Free Workplace	18
	Employee Assistance Program (EAP)	18
	Employee Wellness	18
	Environmental Health and Safety	18
	Fitness	19
	Tobacco Free Workplace	19
32.	WORK ACCOMODATIONS	19
33.	WORK-RELATED INJURIES/WORKERS' COMPENSATION	19
34.	WORK SCHEDULES	20
	Meal Breaks	20
	Rest Breaks	20
C.	BENEFITS	20
1.	CMU CHOICES – The Central Michigan University Flexible Benefits Plan	20
2.	CONTINUATION OF INSURANCE COVERAGE - COBRA	21
3.	DISCOUNTS AND SERVICES	21
4.	RETIREMENT PLANS	22
5.	TAX DEFERRED INVESTMENT OPPORTUNITIES	22
6.	TRAVEL ACCIDENT INSURANCE	22
7.	TUITION BENEFIT	23
D.	LEAVE TIME	23
1.	COURT REQUIRED SERVICE	23
2.	FAMILY & MEDICAL LEAVE	24
3.	FUNERAL LEAVE	24
4.	HOLIDAYS	24
	Legal Holidays	24
	Additional Holidays	24
	Other Holidays	25
5.	UNPAID TIME	25
6.	SICK/MEDICAL LEAVE	26
	Sick/Medical Leave with Pay (Including PMLA Leave)	26

	Catastrophic Leave	27
	Medical Leave without Pay	27
	Medical Verification	28
7.	MILITARY LEAVE	28
	Short Tour of Duty	28
	Extended Military Service	29
8.	PERSONAL LEAVE	29
	Personal Leave with Pay for Hourly Employees	29
	Personal Leave with Pay for Salaried Employees	29
	Personal Leave without Pay	29
9.	VACATION	30
E.	PAY	31
1.	DETERMINATION OF SALARY/WAGE	31
2.	GENERAL SALARY INCREASE	31
3.	SALARY ADJUSTMENTS (AD HOC)	31
4.	SUPPLEMENTAL ASSIGNMENT PAY	32
5.	OVERTIME/COMPENSATORY TIME	32
6.	ELECTRONIC PAY OPTIONS	32
7.	PAYROLL PROCESS	33
F.	DISPUTE RESOLUTION PROCESS	33
1.	INFORMAL DISPUTE RESOLUTION PROCESS	34
2.	FORMAL DISPUTE RESOLUTION PROCESS	34
	Step 1	34
	Step 2	34
	APPENDIX A- Full Monthly Premiums and CMU Monthly Contributions	36
	APPENDIX B – HR & RELATED WEB LINKS	37
	APPENDIX C – Professional and Administrative Council	40

A. DEFINITIONS

Active Status/Active Employee

An employee is considered active when they are in a paid status.

Calendar Days

Calendar days include Saturdays and Sundays.

Full-time

A typical full-time appointment is at least forty hours per week for twelve months. Positions that work 40 hours/week but work less than 12 months are part-time positions. These part-time employees are placed in an unpaid status during the time they do not work. Employees will be considered full-time for university contributions toward CMU Choices flexible benefits program if their appointment is seventy-five percent (75%) or greater. Certain benefits, such as the tuition benefit, are reduced or prorated on the basis of FTE for all employees working less than a 100% appointment.

Hourly

Employment Services/HR designates certain positions as *hourly* (non-exempt) positions based on the criteria established by the Fair Labor Standards Act. *Hourly* classifications have specific hours of work, and employees must be paid for all hours worked. Overtime is based on all hours paid to hourly employees in excess of forty hours in a work week.

Part-time

Part-time employees have a regular work schedule of at least 20 hours per week or more for at least nine months, but less than full time. The university will not create a benefit-eligible position that is less than 20 hours per week. Certain benefits, such as the tuition benefit, are reduced or prorated based on FTE for part-time employees. Employees will be considered part-time for university contributions toward CMU Choices flexible benefits program if their appointment is less than seventy-five percent.

Professional and Administrative Staff (P&A)

The P&A staff group consists of employees assigned to *hourly* and *salaried* positions performing administrative and professional work. All benefit eligible staff positions located outside of Mt. Pleasant are classified as P&A.

Professional and Administrative Staff (P&A) Council

The role of the P&A Council is to provide feedback and offer insight from a P&A employees' perspective on a wide variety of information and university matters shared with the Council. P&A Council members have the opportunity to interact directly with executive leadership to share knowledge, ideas, and support a culture of communication, engagement, and collaboration amongst P&A staff. For more information on the P&A Council, refer to [Appendix C](#).

Prorating

Prorating is the method of determining the amount of certain benefits that a part-time employee would receive. The proration is based on the proportion of the employee's appointment percentage as compared to a 100% position (full-time appointment).

Provisional Position

A provisional position is a full-time or part-time benefit-eligible position created for a specific time period and typically filled after conducting a search. Provisional positions are generally expected to be at least one academic year contingent on continuation of the program and/or availability of funds. If the provisional position relies on external funds, then the position can be renewed for as long as funding exists. A time frame for external funded positions must be identified and updated as long as the position is renewed.

Reviewing Authority

The reviewing authority is the individual to whom the employee's supervisor reports.

Salaried

Salaried employees are employed to fulfill the responsibilities of their position regardless of the hours necessary to do so and may have work schedules that fluctuate from week to week. These employees are paid a salary which will be the regular amount paid regardless of the amount of time the employee is required to work in the work week. Employment Services/HR designates salaried positions as *exempt* positions based on criteria established by the Fair Labor Standards Act. Exempt positions *are not* eligible for overtime pay/compensatory time for hours worked beyond 40 in a week. Some salaried positions are classified as *salaried, non-exempt* based on criteria established by the Fair Labor Standards Act; these positions *are* eligible for overtime pay or compensatory time for hours worked beyond 40 hours worked in a week.

Senior Management

For the approval processes noted in this document, senior management includes Senior Officers and directors who report directly to a head of a division or the President.

Termination

Termination is the conclusion of CMU service (e.g., voluntary resignation, discharge, retirement).

Workday

A workday is any day of the week that is a scheduled working day for the employee.

Work Week

The workweek is normally five working days in a week. The working days need not be consecutive. For overtime purposes, CMU's workweek begins on Sunday and ends on Saturday.

B. GENERAL INFORMATION

1. ACCOMMODATION

Qualified employees with disabilities will receive reasonable accommodation to perform the essential functions of their job. For additional information on accommodation, see the CMU Work Accommodation Process policy guide at the link in [Appendix B](#).

2. AFFIRMATIVE ACTION/NON-DISCRIMINATION

CMU, an Affirmative Action/Equal Employment Opportunity institution, strongly and actively strives to increase diversity and provide equal opportunity within its community. CMU encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. CMU is committed to protecting the constitutional and statutory civil rights of persons connected with the university.

CMU prohibits unlawful acts of discrimination and harassment of persons on the basis of on age, color, disability, ethnicity, gender, gender identity, gender expression, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status or weight by members of the university community in employment, education, housing, public accommodations, public services, and telecommunications. In addition, retaliation for the participation in a protected activity is also expressly prohibited under CMU's policies. The Office of Civil Rights and Institutional Equity (OCRIE) receives and resolves complaints of discrimination and harassment from students, employees, and others. See the link in [Appendix B](#).

OCRIE also coordinates and monitors CMU's AA/EO efforts and programs, supervises the maintenance of related reports and records, provides and develops related educational program and materials, offers guidance and advice to all community members on the university's nondiscrimination and affirmative action policies and procedures, and assists departments with recruitment and retention activities.

CMU does not discriminate on the basis of sex in the education program or activity that it operates, including admission and employment, and is required by Title IX of the Education Amendments of 1972 not to discriminate in such a matter.

Inquiries about the application of Title IX can be made to CMU's Title IX Coordinator, the US Department of Education's Assistant Secretary, or both.

CMU's Title IX Coordinator can be reached at:

Office: 103 E. Preston St.

Bovee University Center, suite 306

Mount Pleasant, MI 48858

Email: titleix@cmich.edu

Phone: 989-774-3253

As required by Executive Order 11246, as amended, CMU will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the university, or (c) consistent with the university's legal duty to furnish information.

3. APPOINTMENT TYPES

Employees are designated into one of the following appointment types. The employment status is reflected in the employee's appointment letter.

Regular Appointment

Appointment as a full-time or part-time benefit-eligible appointment with no designated end date, typically filled after conducting a search in accordance with university policy. Although Residence Hall Directors are considered regular appointments, they are the one exception where the appointment is designated for a specific time period (one academic year).

i. At-Will Status

Only certain P&A employees in regular appointments have been designated "at-will" status meaning they serve at the pleasure of their supervisor and may be terminated at any time, with or without cause. The at-will employment status, if applicable, is noted in the job posting and in the individual's appointment letter. See also: Termination of Employment – Termination Payment for At-Will Employees

Provisional Appointment

Appointment as a full-time or part-time benefit-eligible employee for a specific time frame, typically filled after conducting a search in accordance with university policy. Provisional appointments are generally expected to be at least one academic year contingent on continuation of the program and/or availability of funds. Provisional appointments may be discontinued at any time with up to a 30-calendar day notice to the employee.

Conditional Appointment

A conditional appointment is the temporary placement of an individual, who is not a regular or provisional employee, into a benefit-eligible position without a search, typically while a search is being conducted to fill the position in accordance with CMU policies. A conditional appointment may be discontinued at any time with a two-week notice to the employee.

Prior to placing an individual into a position on a conditional basis, written justification must be approved by the Senior Manager, Human Resources, and the Office of Civil Rights and Institutional Equity. The length of the appointment shall not exceed 3 years.

Multiple individuals cannot be conditionally placed into the same position consecutively beyond a total of 3 years, nor can a conditional appointment convert to regular status without the department conducting a search in accordance with CMU policies.

Temporary Appointment

Appointment as a part-time non-benefit eligible employee is restricted to working up to 48 hours per pay-period during the academic year and/or up to 40 hours per week during the summer. Exceptions to this schedule may be requested in writing to the Director of Employment Services. Departments may appoint temporary employees for up to a maximum of 3 years; however, Human Resources and the appropriate division head must approve any temporary appointment that extends beyond 1 year. An individual filling in on a temporary basis will not continue past 3 years or convert to regular status without the department conducting a search completed in accordance with CMU policies. Temporary appointments of less than fifty percent are generally considered relief and are not limited to 3 years.

In order to comply with the Office of Federal Contract Compliance Programs (OFCCP) job posting requirements, individuals filling temporary appointments must apply to the temporary professional staff posting, unless the assignment duration is 3 days or less.

In recognizing the immediate need that departments typically have when hiring a temporary employee, and considering the appointments are filled for a limited time, individuals filling temporary assignments are not required to meet the required qualifications of the position. Temporary employees have no guarantee of continued employment or reappointment, nor any guarantee of qualifying for a regular position when it is posted for recruitment. Temporary employment may end at any time, with little or no advance notice. **This handbook does not apply to temporary employees other than where specifically noted.**

4. CLOSING CAMPUS OR BUILDINGS, CANCELLATION OF CLASSES

Under certain emergency conditions, including weather related conditions, it may become necessary to close the university or specific buildings, cancel classes and special events and/or curtail services at Central Michigan University. For up-to-date information on a closure status, call the CMU Hotline at 774-7500. For more information, see link in [Appendix B](#).

In addition, CMU offers an emergency notification system – **Central Alert** – to provide information to users by phone, e-mail, or text messaging. Employees are automatically registered in the system upon hire. Employees not wishing to receive emergency notifications may unsubscribe. Please refer to link in [Appendix B](#).

5. DEMOTION

A demotion occurs when an employee moves from their current position to a vacant position with lower pay.

The new base salary for an employee who is demoted will be based upon market, internal comparators, and relevant education and experience of the individual. After Employment Services/HR analyzes and approves an appropriate salary, HR will discuss the recommendation with the Hiring Manager. It is expected that the Hiring Manager will inform and obtain approval of the Senior Manager and the division head prior to proceeding.

6. DISCIPLINE AND DISCHARGE

Disciplinary problems for all P&A staff will be dealt with according to the situation and the work record of the employee in compliance with applicable laws.

For *individuals who are not at-will*: Once an employee has completed the probationary period, the employee will only be disciplined or discharged with cause.

For *hourly* employees, the formal discipline process generally includes a verbal warning, written warning, suspension and discharge. The discipline may differ depending on the situation and discipline may start at any step.

If a *salaried* employee fails to correct performance problems after being counseled, the formal disciplinary process generally begins with written notice that the employee is being placed on a Performance Improvement Plan ("PIP") during which time the problems must be corrected. Generally, the PIP is for ninety days, but may be shorter or longer depending on the nature of the problem. (See university's Progressive Discipline Manual, which can be found at the link labeled Discipline & Discharge in [Appendix B](#).)

7. EMPLOYEE IDENTIFICATION CARD (CENTRAL ID)

All employees are encouraged to obtain a staff identification card, which is also available via mobile credentials. The Central ID card is the official identification card for CMU students, faculty, and staff and is required for many university services (e.g. library, SAC, etc.). For more information, refer to the link in [Appendix B](#).

8. EMPLOYER RIGHTS

CMU has the legal responsibility to carry out the educational mission of the institution. CMU has the right to the general supervision of the institution and the control and direction of the expenditures of the institution's funds. CMU reserves and retains solely and exclusively all rights to manage, direct, and supervise all work performed; the right to change wages, hours, and working conditions; and retains its management rights and functions. Such rights are, by way of illustration but not limitation: determination and supervision of all policies, operations, methods, processes, duties and responsibilities of employees; size and type of academic and non-academic staff; standards of employment-related performance; assignments; responsibilities to be performed; scheduling of these responsibilities; persons

employed; staffing levels; administrative structure; promotion; transfer; non-appointment; reassignment; suspension; discipline; discharge or layoff of employees; modification or abolition of academic or administrative programs and courses of instruction; determination of the acquisition, location, relocation, installation, operation, maintenance, modification, retirement, and removal of all equipment and facilities and control of its property.

9. EXPENSE REIMBURSEMENT

Employees are eligible for reimbursement of certain business-related expenses. Reimbursement is subject to proper documentation of expenses consistent with university policies and procedures regarding receipts and supporting signatures. The complete university guidelines for business expenses can be found at the link labeled Expense Reimbursement in [Appendix B](#).

10. INTERIM ASSIGNMENT

For up to 3 years, at the discretion of the supervisor, a current P&A employee may be temporarily assigned additional or different responsibilities from another P&A position as a result of a vacancy, typically while a search to fill the vacant position is completed in accordance with CMU policies. The employee's title, job description, and position control number will remain consistent with the original position they were hired to perform. Working in conjunction with Human Resources, the employee may or may not be eligible for additional compensation.

11. JOB DESCRIPTIONS

A job description is a brief written summary that outlines the general statement of duties, required qualifications and duties/responsibilities performed. Job descriptions are used for recruitment and performance evaluations, etc. It is the responsibility of the supervisor to ensure the current job description is on file with, and approved by, Employment Services/HR.

Changes/updates to a job description must be submitted electronically through the personnel transaction system, which can be accessed through CentralLink at the link in [Appendix B](#). All updates/changes must be reviewed and approved by Employment Services/HR and the supervisor. Minimum qualifications and exempt status of positions require approval by Employment Services/HR. The official job description on file with Employment Services/HR supersedes any previous version(s).

12. LEADERSHIP STANDARDS

CMU's Leadership Standards establish clear, consistent and transparent leadership expectations that permeate campus culture and serve to preserve and strengthen CMU's culture of collaboration, excellence and leadership. The Leadership Standards provide a framework for employee recruitment, orientation, development, retention, evaluation, and leadership accountability, built upon CMU's core values. The Leadership Standards are included in the job description and performance evaluation for all positions with supervisory responsibility; thus describing the core set of behaviors that all supervisors/leaders are expected to demonstrate and emulate. For more information, see the link in [Appendix B](#).

13. MOVING EXPENSES

Reimbursement of moving expenses may be used as a recruitment tool to assist in attracting candidates to the university and to minimize any inconvenience for new staff. See policy at the link in [Appendix B](#) regarding guidelines related to reimbursing new employees for moving expenses.

14. NEPOTISM POLICY

University policy does not permit employment of an individual in an area where one employee has direct control over a family member's supervision, salary, or promotion; such activity is considered nepotism. Direct control over a family member is when an immediate family member is in the direct line of authority, **no matter how far removed** (including student employees), and is not permitted due to the potential of influence based upon the relationship. Refer to the link in [Appendix B](#).

15. ORIENTATION FOR NEW EMPLOYEES

Benefits and Retirement orientation information and videos are available online. Benefit questions can be addressed to HealthAdvocate at 866-799-2691 or emailed to answers@HealthAdvocate.com.

Supervisors are responsible to orient new employees to their role and department, to establish expectations and provide resources. To assist supervisors in onboarding new employees, a checklist is available at the link labeled New Hire Checklist in [Appendix B](#).

16. PARKING

Employees who park their vehicles on campus must register their vehicles and purchase a virtual parking permit online by accessing the Parking Services Portal. Permits are employee-paid, issued annually, and can be paid by pre-tax payroll deduction. Parking permits cannot be paid for with university funds. For more information, contact CMU Parking Services or refer to the links in [Appendix B](#) to the CMU Parking website and/or the CMU Parking Services Portal.

17. PERFORMANCE EVALUATIONS

The performance review is a communication tool designed to provide feedback, recognize accomplishments and areas for growth, and motivate employees to achieve higher levels of performance.

The evaluation process starts at the beginning of the fiscal year with the employee and their supervisor agreeing on primary responsibilities and goals for the year. A midyear discussion is encouraged. A year-end evaluation is completed for all employees, and should include supervisor feedback on areas for development as well as reinforce areas where performance excels. Demonstration of CMU's Leadership Standards should also be discussed.

The online evaluation process can be accessed through CentralLink at the link in [Appendix B](#).

18. PERSONNEL FILES

Personnel files are primarily for administrative use; however, the university will honor an employee's request to examine the contents of their personnel record in compliance with applicable laws.

Employees will be provided a copy of any official disciplinary action or formal evaluation report to be included in personnel files. An employee may submit a written response to any report or statement in their personnel record by sending the statement to the Director, Employee Relations/HR within fourteen days of the date the employee became aware of the document in question. This response will be included in the personnel record, and a copy will be given to the immediate supervisor.

Some personnel records must be disclosed under certain laws and in compliance with subpoenas. The university attempts to notify employees whenever records from their personnel files have been requested or subpoenaed.

19. PRIVACY (Expectation of)

From time to time, especially when the employee is gone, the supervisor or another employee may need to access information in the work area (e.g., desk, file, computer files, email). Employees should not expect information in their work areas to be unconditionally private.

20. PROBATIONARY PERIOD

The probationary period is a time when the supervisor determines whether the employee's performance is satisfactory and whether the employee will remain employed by CMU. The probationary period is the first twelve months of regular employment. During this time, the supervisor will work closely with the new employee to ensure the employee is appropriately trained and oriented and will determine whether the employee can effectively perform the work of the new assignment. Probation applies on an institution-wide basis, thus employees who move to a different position during the first year of employment will continue to be on probation for the balance of the first year of employment. Employees hired into a regular position from conditional or temporary positions serve probation during their first year of regular employment. The probationary period may be extended upon the request of the immediate supervisor with the approval of the Director of Employee Relations. During the probationary period, both the employee and the university are free to terminate the relationship with or without notice, with or without prior warning or discipline, with or without cause. Termination during the probationary period is not subject to the Dispute Resolution Process included in this handbook. To access Probation review forms, see the link labeled Probationary Period in [Appendix B](#).

Individuals in at-will positions do not serve a probationary period.

21. PROFESSIONAL DEVELOPMENT

The university attempts to provide ongoing professional development opportunities for employees, usually through attendance at professional workshops, seminars, and meetings. The employee's supervisor must approve requests for attendance at professional development programs. For each request, the supervisor will take into consideration the relevance of the requested program for the employee and CMU, how the employee's work unit is affected by the employee's absence, the cost of attendance, the employee's attendance at other professional development activities and other relevant factors. Employees may receive paid time, registration fees, travel costs and/or other expenses in accordance with CMU policies. Many programs are offered by the university as well, see the link in [Appendix B](#).

22. PROMOTION

A promotion occurs when an employee moves from their current position to a vacant position with higher pay. The new base salary for an employee who is promoted is based upon market, internal comparators, and relevant education and experience of the individual. After Employment Services/HR analyzes and approves an appropriate salary, HR will discuss the recommendation with the Hiring Manager. It is expected that the Hiring Manager will inform and obtain approval of the Senior Manager and the division head prior to proceeding..

23. RECOGNITION

Service Awards

Employees receive recognition from the university upon the completion of each five years of service. Employees whose five-year milestones represent at least 20 years of service are invited to an annual recognition ceremony.

24. REDUCTION IN WORK FORCE/LAYOFF – Regular appointments

This section applies only to employees in Regular appointments without at-will status.

As much as possible and within the parameters of sound administrative, financial and educational practices, CMU attempts to provide stable employment opportunities for employees who perform at a satisfactory level in their positions.

If an employee's appointment is reduced by fifty percent or more, the employee has the option of either accepting the reduced appointment or electing a lay-off. If the lay-off is elected, the staff member will be subject to all provisions of this policy.

Employees are provided written notice based on length of service according to the schedule below.

Years of Continuous Service	Required Notice
Regular appointment paid from grant funds, regardless of years of service	30 Calendar Days
1-10	45 Calendar Days

11 or more	60 Calendar Days
------------	------------------

Payment of salary and benefits for the time period specified may be given in lieu of notice.

If there are temporary employees in the same department performing essentially the same responsibilities as an individual whose position may be eliminated, the temporary employee's assignment will end first.

Transition Support

All accrued and unused vacation (and personal leave for hourly employees) will be paid by CMU at the time of lay-off.

An employee who is laid-off will be eligible to elect to continue certain insurance under COBRA Continuation Coverage. If COBRA continuation coverage is elected, CMU will continue its premium contribution cost share of medical/prescription drug and dental coverage for the first three months following the layoff-date. The employee will be responsible for paying their portion of the premium cost share for the first three months. The employee is responsible for the full premium cost to continue coverage after the first three months.

The Tuition Benefit policy will continue to be applicable to a laid-off employee for 12 months from the effective date of the layoff, subject to the same terms and conditions as applied prior to the layoff (e.g. pro-rated for part-time employees, etc.).

An employee who is laid-off will be considered an internal applicant for a period of two years after the lay-off. The notification of layoff will include a statement that the lay-off was not a result of unsatisfactory performance.

An employee who meets the criteria for CMU Retiree status may, upon request, be recognized as a CMU Retiree if they choose to retire as a result of being laid-off.

Recall

Recall is the process of rehiring a laid-off employee to the position from which they were laid-off. The position that is vacated by an employee who is laid-off will not be filled for a period of two years unless it is first offered to the laid-off employee. An employee who refuses an offer to return to their former position and who is not otherwise employed at CMU, shall be considered to have resigned from CMU employment. An employee who has been laid-off who is recalled and returns to work within two years will be reinstated to the vacation accrual rate and retirement contribution rate in place prior to the layoff. The sick leave balance at the time of lay-off will be reinstated when the person is recalled or is hired into another staff position at the University within two years of layoff.

25. RESEARCH OPPORTUNITIES – (Salaried, Exempt Positions Only)

Support may be available for various research programs and activities; please see the link in [Appendix B](#) or contact the Office of Research and Sponsored Programs for additional information.

26. SEXUAL AND GENDER-BASED MISCONDUCT POLICY

CMU's Sexual and Gender-Based Misconduct Policy prohibits sexual misconduct, including dating violence, domestic violence/intimate partner violence, sexual assault, sexual exploitation, sexual harassment, stalking, Title IX sexual harassment, and retaliation by members of the university community. CMU employees, except those named as a confidential resource in the Sexual and Gender-Based Misconduct policy, are designated officials who are required, under CMU's policies, to report any information they know about possible sexual or gender-based misconduct to the CMU Title IX Coordinator. Individuals who do not want their concerns reported to the Title IX Coordinator can contact confidential resources identified in the Sexual and Gender-Based Misconduct policy, such as the Employee Assistance Program.

To file a complaint of sexual or gender-based misconduct or to learn more information about the policy, contact the Title IX Coordinator in the Office of Civil Rights and Institutional Equity. The Executive Director of the Office of Civil Rights and Institutional Equity is the Title IX Coordinator for CMU. For more information, see the Sexual and Gender-Based Misconduct Policy link in [Appendix B](#).

27. TEACHING ASSIGNMENTS

Some P&A employees have instructional responsibilities involving the production of student credit hours as part of their regular assignment. These instructional duties may be accomplished with a high degree of autonomy, although a regular faculty member will normally be the instructor of record. In these cases, no additional compensation is involved. See the Supplemental Assignment policy for guidelines related to P&A staff who assume teaching responsibilities outside their regular assignment. See the link in [Appendix B](#).

28. TERMINATION OF EMPLOYMENT

P&A staff are expected to provide their supervisor at least two weeks' notice, and beginning with resignation notices communicated on or after January 1, 2025 P&A staff who supervise other staff are expected to provide at least three weeks' notice of their intent to terminate from their position. Staff who do not provide the expected minimum notice will not be eligible to receive their unused vacation payoff (see Vacation). The termination date will be based on the last day worked, though exceptions may apply for CMU Retirees or if resigning while on leave of absence.

Employees will be required to return their university keys, CMU credit card, Central ID card (Central ID via mobile credentials will become inactive) and all CMU property prior to leaving the university. A separation checklist has been developed to assist supervisors in the termination process. The checklist is linked to the separation of employment form that must be completed by the supervisor on-line by accessing the electronic personnel transactions on CentralLink at the link in [Appendix B](#). Separations not submitted in a timely manner may result in overpayment to the employee, which is collected from the employee by the university. All benefit coverage ends on the last day of CMU employment.

CMU Retiree Status

In order to be considered a CMU Retiree, an employee must have ten years of CMU service and be at least age fifty-five or have twenty-five years of CMU service regardless of age. Employees who are totally and permanently disabled as determined by the Social Security Administration and who have ten years of CMU service may retire as a CMU Retiree regardless of age.

Emeritus Status

Salaried employees who meet CMU Retiree eligibility status and retire with at least ten years of full-time service with the university are eligible for emeritus status with the approval of the Board of Trustees.

Termination Payment

Applies to employees in Regular appointments with designated At-Will Status
(excludes all other appointment types)

Only certain P&A staff with Regular appointments whose employment status is designated as at-will in their appointment letter and who are involuntarily terminated are eligible for a termination payment, provided that the employment termination was not due to the employee's criminal or other unlawful conduct, or any violation of any university policy. Since the university need not provide advance notice of involuntary termination to at-will P&A staff, the university wishes to provide some basic financial protection for at-will employees who might be terminated from their job with little or no notice.

The termination payment will be based on an amount approximately equal to one month's gross salary, retirement contribution on the monthly gross salary, and monthly university contributions towards healthcare benefit costs. Payment amount will equal a minimum of four months, up to a maximum of twelve months calculated at the rate of one month for each full year of total continuous university service. Tuition Benefits may be extended as approved by the Vice President/FAS.

Termination payments shall be paid as a lump sum payment. If the university chooses to provide notice, the period of advance notice may be deducted from the period used for calculation of termination payment. The combination of notice and payment must still equal a minimum of four months. However, in no case will the staff member receive less than two months termination payment even if advance notice is given.

Termination payments will be made only in exchange for a release of any and all claims of whatever kind arising out of the staff member's employment at the university and, in some cases, a confidentiality agreement. Termination payments are made after the staff member's termination and, as such, the individual is no longer an employee of the university.

The value of the termination payment will include the monthly base salary as of the last day of regular employment (annual salary divided by twelve) plus the amount of the university's monthly contribution in the last month of regular employment toward the staff member's health insurance, prescription drug coverage and dental insurance. This total will be multiplied by the number of months' termination payment the employee is eligible to receive. This amount shall be the value of the "termination payment." From this payment, the university will deduct the staff member's contribution to social security, and the university will contribute the employer's share of social security unless the maximum contribution for that year has been made at CMU.

In addition, the university shall contribute the normal university retirement contribution twelve percent (for individuals first hired by the university on or before January 1, 1996), or ten percent (for those first hired after January 1, 1996) on the base salary portion of the "termination payment". This payment will be made to the plan's retirement vendor in the staff member's name. In the case where the staff member is a Michigan Public School Employees Retirement System (MPERS) member, the university will contribute the appropriate ten or twelve percent on the "termination payment" to the plan's retirement vendor in the staff member's name. No other benefit payments, including retirement contributions, will be made by the university after the staff member's termination date.

29. TRANSFER

A transfer is a lateral move from one position to another position with the same pay.

Employees who work off-campus and are interested in transferring to campus or to a different off-campus location should express interest to their supervisor with a copy to Employment Services/HR. These requests will be considered as vacancies occur. At the hiring manager's request, Employment Services/HR will review and may request a search waiver from the Office of Civil Rights and Institutional Equity. Employees who leave areas with geographic compensation differentials and move to areas without geographic compensation differentials will have their salary adjusted if appropriate.

30. VACANT POSITIONS

Vacant positions are generally filled through a search conducted in accordance with university policies, and Employment Services/HR must approve each staff appointment. In certain situations, a search waiver may be approved that provides for special placement of current employees in lieu of the normal recruitment process. All waivers must be requested through Employment Services/HR and be approved by the Office of Civil Rights and Institutional Equity.

Current vacancies are posted on the website at the link labeled Vacant Positions in [Appendix B](#).

31. WELLNESS AND SAFETY PROGRAMS

CMU is committed to a culture of health. The following programs are some of the key components supporting the culture.

Blood borne Pathogens

The university has implemented an exposure control plan that observes the practice of universal precautions to prevent contact with blood and other potentially infectious materials. At the university, all human blood and body fluids are treated as if they are known to be infectious for HBV, HIV and other blood borne pathogens. The exposure control plan was designed to assure that all CMU employees have a safe workplace environment. For more information, refer to the link labeled Blood borne Pathogens policy in [Appendix B](#).

CMU Cares/Take Care initiative

Take Care is a program built around the betterment of the university community. The CARE team is a small group of CMU staff and faculty who meet weekly during the academic year and at other times as needed to develop plans to help individuals (students, faculty or staff) who are struggling or having a difficult time. The information shared in this group is confidential and is used for the purpose of determining the best approach to reach out to the individual in distress. CARE reports for staff employees are forwarded to Employee Relations/HR.

Drug-Free Workplace

Central Michigan University is committed to providing a workplace that is free from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited on any CMU owned or controlled property. For more information, refer to the link labeled Drug Free Workplace policy in [Appendix B](#).

Employee Assistance Program (EAP)

The CMU Employee Assistance Program (EAP) is available to all CMU employees and all immediate members of their household. The EAP provides confidential assistance for a wide scope of personal issues/problems (e.g., stress, uncertainty, anxiety, conflict, financial, substance abuse, setting boundaries etc.) at no charge to the participants. Website resources include online trainings/courses, workshops & webinars, and legal/financial resources. The confidential support services are provided via telephone, video counseling, texting or in-person. For complete details, see the link labeled Employee Assistance Program in [Appendix B](#).

Employee Wellness

CMU offers a comprehensive wellness program to encourage employees to improve or maintain their health and foster a high quality of life. In addition, the program is intended to help control health care costs and increase productivity. A variety of programs and incentives are available. For complete details, see the link labeled Employee Wellness in [Appendix B](#).

Environmental Health and Safety

The university has done extensive work in the area of Environmental Health & Safety/Emergency Management (EHS/EM) to protect the health and safety of the

university community. The university has implemented and exercised many EHS/EM plans.

Examples of Environmental Health and Safety (EHS) topics include but are not limited to: Indoor Air Quality, Blood borne Pathogens, Lab Safety, Laser Safety, Radiation Safety, Bio-Safety, Hazard Communication, Lock out/Tag out, Confined Space & Respiratory Protection. For further information about these topics please review the link labeled Environmental Health and Safety in [Appendix B](#).

Examples of Emergency Management (EM) topics include but are not limited to: Severe Weather (including tornado shelter locations), Emergency Action Plans, Workplace Violence, Hazardous Material Releases, Crime Prevention & Communicable Diseases. CMU offers an emergency notification system – **Central Alert** – to provide information to users by phone, e-mail or text messaging. Employees will automatically be registered in the system upon hire. Employees not wishing to receive emergency notifications can unsubscribe. For further information about emergency management topics please review link labeled Emergency Management in [Appendix B](#).

Fitness

To promote a healthy workplace, staff may purchase Student Activity Center (SAC) fitness memberships at reduced rates. For information on the SAC facility, services and membership, refer to the link labeled University Recreation in [Appendix B](#).

Tobacco Free Workplace

The university established a Tobacco Free policy applicable to all CMU properties, facilities, and vehicles in which university functions are offered or carried out, regardless of location. The Tobacco-Free policy will support a healthier environment for the CMU community. For more information, see the links to the link labeled Tobacco-Free policy and the website in [Appendix B](#).

32. WORK ACCOMODATIONS

CMU may create and fill light duty positions without following recruitment provisions or make appropriate accommodations when it is deemed necessary to comply with the Americans with Disabilities Act. For additional information on accommodation, refer to the link in [Appendix B](#).

33. WORK-RELATED INJURIES/WORKERS' COMPENSATION

Employees must report all work-related injuries (no matter how minor) to the workers' compensation reporting line at 989-774-7177 as soon as possible.

If the injury is life threatening, call 911. If the injury is not life threatening and medical treatment is necessary for the injury, on-campus employees must go to McLaren Central Michigan-Occupational Medicine Program (located at 1523 S. Mission Street in Mount Pleasant) for treatment. If the employee elects to seek treatment elsewhere, the employee will be responsible for all costs for treatment.

Employees who work outside the state of Michigan need to report work-related injuries as soon as possible to (989) 774-3239.

If the employee has any questions regarding the injury reporting process, workers' compensation procedures or their rights and responsibilities under the workers' compensation statute refer to the link entitled Work-Related Injuries at the link in [Appendix B](#).

34. WORK SCHEDULES

Individual work schedules vary and are based on the needs of the operating unit. Work schedules can be changed as deemed necessary by CMU. Flexible work schedules are permitted within policy guidelines and require prior approval. The Alternative Work Schedules policy can be found at the link in [Appendix B](#). All compressed schedules must be submitted to and approved in advance by Employment Services/HR.

Regular operating hours on-campus are 8:00 a.m. to 5:00 p.m. Monday through Friday. Although individual work schedules may vary, offices are expected to be open and operating during these times, unless modified with appropriate division head approval. Most offices remain open during the lunch period and some are open evenings and weekends. Any office schedule that varies from the regular operating schedule must be approved as indicated in the Alternative Work Schedules policy. Due to the nature of the operation, a number of units within CMU, particularly the satellite locations outside Mount Pleasant, have varied schedules and may not observe the office schedule noted above. The hours of the satellite locations must be approved by the appropriate division head or their designee.

Meal Breaks

Employees who are working for more than six hours at a time should be provided a minimum of one-half hour unpaid meal break around the normal meal period.

Rest Breaks

Hourly employees shall normally be entitled to a rest period of not more than fifteen minutes for each one-half day or four hours of work. Rest periods should be taken at a time and in a manner that does not interfere with the efficiency of the work unit. The rest period is intended to be a break preceded and followed by an extended work period. Breaks may not be used to cover an employee's late arrival to work or early departure nor may breaks be regarded as cumulative if not taken. Employees are not entitled to additional compensation for missed rest breaks.

C. BENEFITS

Professional and Administrative Staff benefit levels are reviewed annually. The primary responsibility for determining the benefit package of P&A staff is held by the President. To see a summary of benefits for P&A, refer to the Benefits in Brief at the link in [Appendix B](#).

1. CMU CHOICES – The Central Michigan University Flexible Benefits Plan

All benefits-eligible P&A employees are eligible to participate in CMU Choices, CMU's flexible benefit program. In CMU Choices, each employee will have the

opportunity to select from the available plans. For additional information on CMU Choices, please refer to the Benefits In Brief summary, which can be found at the link in [Appendix B](#).

CMU reserves the right to modify the CMU Choices program at its discretion.

An annual open enrollment period will be held each spring (typically April) to allow employees to change their selections for the upcoming plan year.

Employees may make changes in the level of coverage during the plan year only if a benefit status change occurs (e.g. birth, death, marriage, adoption etc.). These election changes must be made in Benefits & Wellness/HR within 30 calendar days of the event and must be consistent with the benefit status change.

The flexible benefit program is governed by Section 125 IRS regulations. Benefit status changes must be made on a prospective basis except for those relating to birth, adoption or placement for adoption made within 30 calendar days of the event. For more information on making a qualifying status change, contact Benefits & Wellness at 3661, benefits@cmich.edu or refer to the link Status Change for Benefits in [Appendix B](#).

Newly hired P&A employees are eligible for medical/prescription drug coverage, dental, vision, life insurance/AD&D, long-term disability and short-term disability coverage and flexible spending accounts immediately upon date of hire. Dependent life insurance is available to employees on a post-tax basis immediately upon date of hire. All benefits terminate on the last day of employment.

For additional information on CMU Choices, coverage for dependents and Other Eligible Individuals, and the rules governing the program, please refer to the link labeled CMU Choices – The Central Michigan University Flexible Benefits Plan in [Appendix B](#).

For current costs and university contributions toward the various plans, see the link in [Appendix A](#).

2. CONTINUATION OF INSURANCE COVERAGE - COBRA

Employees, their covered dependents and/or Other Eligible Individuals have the right to continue coverage in which they are enrolled under the medical/prescription drug, dental, vision and health flexible spending accounts beyond the time the coverage would normally end, under certain circumstances. This right is referred to as COBRA Continuation Coverage. For more information, refer to the link in [Appendix B](#).

3. DISCOUNTS AND SERVICES

CMU employees may be eligible for a variety of discounts and services, please see the link in [Appendix B](#).

4. RETIREMENT PLANS

Full-time *salaried* employees hired before January 1, 1996 were allowed to choose between the Michigan Public School's Retirement System (MPERS) and the 403(b) Basic Retirement Plan. All new hires, full-time and part-time, *salaried* and *hourly*, hired after January 1, 1996 are required to be enrolled in the 403(b) Basic Retirement Plan unless they were previously in MPERS at one of the following state institutions Central Michigan, Eastern Michigan, Ferris State, Lake Superior State, Michigan Technological, Western Michigan or Northern Michigan or unless they had previously made an irrevocable choice while working at CMU.

The MPERS plan is governed by state statute, and the conditions and provisions for this plan are subject to change by the state. The MPERS plan is a defined benefit plan that requires ten years of service in order to fully vest the right to qualify for retirement benefits. (See the link in [Appendix B.](#))

The 403(b) Basic Retirement Plan is a defined contribution plan with immediate vesting. For employees in the 403(b) Basic Retirement program prior to January 1, 1996, CMU's contribution is twelve percent. For employees enrolling in the 403(b) Basic Retirement plan after January 1, 1996, CMU contributes ten percent of annual salary. IRC Section 401(a)(17) limits the amount of an employee's compensation that may be recognized for providing retirement contributions based on a percent of salary. Accordingly, CMU contributions are capped once an employee reaches the compensation limit during the calendar year. The 403(b) Basic Retirement Plan requires no contribution by the employee.

Under certain circumstances, new hires previously in MPERS and current part-time employees when their status changes to full-time may be eligible to make a one time, irrevocable choice between MPERS and the 403(b) Basic Retirement Plan. If an election is not made within 90 calendar days of the effective date of employment or change in full-time/part-time status, the employee is considered to have retained their enrollment in MPERS. Contact Benefits & Wellness/HR for more details or refer to the link in [Appendix B.](#)

5. TAX DEFERRED INVESTMENT OPPORTUNITIES

Employees are eligible to participate in a variety of tax deferred investment options. Under this program, an employee may elect to tax defer a portion of the employee's current base salary for retirement purposes and invest in various funds. The program is available to all employees regardless of retirement program. Employees may initiate this program at any time during the year by choosing to Change Contribution Amount through the CMU/TIAA website at <https://www.tiaa.org/public/tcm/cmich>. For more information, refer to the link in [Appendix B.](#)

6. TRAVEL ACCIDENT INSURANCE

University employees are covered under the university's travel accident insurance plan for accidents that occur while traveling on CMU business. If such an accident should result in the employee's death, the employee's beneficiary (as designated on the employee's CMU group life insurance plan) would receive five hundred thousand

dollars from this insurance coverage. Benefits also are payable for total disability or dismemberment resulting from a business travel related accident. Because of exclusions on this policy, university employees are not to use aircraft that they or any other CMU employees own for university business travel.

7. TUITION BENEFIT

This program is intended to provide eligible staff members and, in some cases, their spouses, other eligible individuals and dependent child(ren) with the opportunity of furthering their educational/career development or pursuing vocational interests by making undergraduate and graduate courses available at a reduced cost. For the current administrative policy governing the tuition benefit program, refer to the link in [Appendix B](#).

D. LEAVE TIME

1. COURT REQUIRED SERVICE

An employee is who is summoned and reports for jury duty as prescribed by applicable law, or who is served with a subpoena to appear in court and is not a party to this action or serving as a witness against the University, will be paid the employee's base pay for time missed from the employee's scheduled working hours/days, but not for more than the regularly scheduled number of work hours on that day, given the employee provides their immediate supervisor prior notice as soon as reasonably possible, provides satisfactory evidence the employee performed such jury or witness duty on the days which the employee claims time off, and returns to work when released from jury duty or witness duty (either temporarily or permanently) unless the employee is not released in time to reasonably permit the employee to return one (1) or more hours before the end of the shift. Employees are allowed to keep reimbursement for meals and mileage. Employees are expected to report for regular university duty when temporarily excused from attendance at court.

Employees on other than day shift:

An employee who does not lose time from the employee's assigned schedule of work, but who nevertheless has performed jury duty service or who has appeared in court pursuant to a subpoena within the eight (8) hour period immediately before the beginning of the employee's shift and is not a party to the action or is not appearing as a witness against the University, at the employee's request, may have an amount of time off work equal to the time the employee was required to spend in court during that eight (8) hour period immediately before the beginning of the employee's shift, equal to the time the employee was required to spend in court during that eight(8) hour period. In such cases, the employee will be paid for this time off at the employee's base rate. An employee who is required to report for jury service or appear in court pursuant to a subpoena, and who is not a party to the action or is not appearing as a witness against the university, following completion of a shift which ends after 11:30 p.m., will be excused from work and paid for such lost time at the employee's base hourly rate.

2. FAMILY & MEDICAL LEAVE

Employees are eligible for a family and medical leave (FML) if they have been employed by CMU for at least twelve (12) months and have worked at least one thousand, two hundred and fifty (1,250) hours during the twelve (12) month period immediately preceding the date on which the leave commences.

If approved, all employees are expected to report FML, which is recorded and tracked concurrently with paid time off. Employees on a continuous FML leave may elect to bank up to forty hours of vacation and/or to bank up to all accumulated compensatory time prior to taking unpaid FML. Otherwise, employees are required to use all accrued paid time off (i.e., sick, vacation, personal, as applicable), prior to an approved unpaid leave.

See the current policy governing family and medical leave at the link in [Appendix B](#).

3. FUNERAL LEAVE

Funeral leave with pay is granted for up to three days per occurrence in the case of death of spouse, child, stepchild, foster child, parent, stepparent, foster parent, parent-in-law, sibling, sibling-in-law, son-in-law, daughter-in-law, grandparent, spouses' grandparent, grandchild, other eligible individuals or relatives living in the same household. One day of funeral leave may be used by employees in the event of death of an aunt, uncle, niece or nephew of the employee or of the employee's spouse/other eligible individual. All P&A employees charge the time to funeral leave. Supervisors are responsible for ensuring proper usage of funeral leave.

4. HOLIDAYS

Legal Holidays

Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day shall be paid legal holidays. A current schedule of legal and additional holidays can be viewed at the link in [Appendix B](#).

Additional Holidays

CMU also recognizes six additional days as paid additional holidays. For on-campus employees, these days are the Friday after Thanksgiving, the four working days between Christmas and New Years' Day and an additional floating holiday that will typically be observed on Christmas Eve. A schedule of additional holidays for the employees working in satellite locations may be obtained from the Executive Director of Licensure, Regulatory Services & Human Capital.

Employees will be eligible for legal or additional holiday pay if they work or are on approved paid time on the employee's scheduled workday immediately preceding and the scheduled workday immediately succeeding the holiday involved. If the holiday is observed on a scheduled day off in the employee's workweek, the employee will receive an additional day off at a time arranged with the supervisor.

An employee who is scheduled to work on any legal or additional holiday and who does not work and is not excused from work shall not receive holiday pay for the day.

Salaried and part-time salaried employees who are required to work in half-day or whole day increments on a legal or additional holiday will be paid their regular salary and will receive equivalent time off that must be used within 12 months of the date it was earned, at a time agreeable to both the employee and the employee's supervisor.

Residence Hall Directors will be paid for holidays worked in addition to their regular salary. The holiday worked will be recorded and paid in the following pay period.

Hourly employees who are required to work on a legal holiday will be paid at two times their straight time rate for all hours worked on that day and *hourly* employees who are required to work on an additional holiday will be paid their regular *hourly* rate for all hours worked. Hourly employees who work on either a legal holiday and/or an additional holiday will also will receive equivalent time off that must be used within 12 months of the date it was earned, at a time agreeable to both the employee and the employee's supervisor.

Part-time *hourly* employees will receive partial holiday pay according to the ratio of their appointment to a 100% appointment. Holidays may not necessarily coincide with a part-time *hourly* employee's work schedule. (For example, a half-time *hourly* employee may be scheduled to work five hours a day for four days a week. As a half-time employee, they are eligible for four hours of holiday pay per holiday.) Personal time, vacation or lost time may be charged for the additional hour of work, or the employee may work an additional hour on another day during the week with the supervisor's approval.

Other Holidays

When worksites are located at military installations or other places that observe different holidays from CMU or where employees may not be able to report to work at certain times because the installation is closed, employees will be required to use vacation for the time missed. *Hourly* employees also may use personal time, lost time or accumulated compensatory time.

5. UNPAID TIME

Unpaid time occurs when an employee is scheduled, but does not work, and the time is not charged to paid leave (e.g., vacation, sick). Employees may request permission to take unpaid time off even where the employee has not exhausted available vacation, personal time, or sick leave accruals (as appropriate), except when on a leave of absence. Voluntary unpaid time by employee request is available in 4-hour minimum increments. Voluntary unpaid time is for limited/short term, intermittent use and is not used in conjunction with leaves of absence. Managers and supervisors have the authority to grant or deny a request for such unpaid time off, taking operational needs into account. Voluntary unpaid time requests that will reoccur over an extended period of time may require an FTE adjustment rather than unpaid time.

6. **SICK/MEDICAL LEAVE**

Sick/Medical leave may be paid or unpaid depending on an employee's paid time off accruals and may occur concurrently with leave granted pursuant to the federal Family and Medical Leave Act (the "FMLA") and Michigan's Paid Medical Leave Act (the "PMLA").

Continuous medical leaves are typically approved for up to 1 year regardless of paid/unpaid status during that year. At the request of the employee, and with substantiating the continued need for medical leave, the appropriate division head (if the department is holding the position) and Employment Services/HR may approve an extension of the leave not to exceed three years in total.

Sick/Medical Leave with Pay (Including PMLA Leave)

P&A employees with a 100% appointment shall accrue 13 (thirteen) sick/medical days per year. P&A employees who are at least 50% (fifty percent) shall accumulate sick/medical leave time in proportion to the relationship of their appointment to a 100% position.

During any period in which an employee is scheduled to be on payroll, an employee may use sick/medical leave time to cover absences due to an employee's own or immediate family member's:

- diagnosis, care, or treatment of mental or physical illness, injury, or health condition;
- preventative medical care;
- being a survivor of domestic violence or sexual assaultⁱ; or
- closure of employee's primary workplace or employee's child's school or place of care due to a public health emergency/communicable diseaseⁱ

Immediate family member includes:

- An employee's biological, adopted, foster, stepchild or legal ward or a child to whom the employee stands in loco parentis;
- An employee's spouse (i.e., an individual to whom the employee is legally married) or other eligible individual;
- An employee's or employee's spouse's biological, foster, step or adoptive parent, legal guardian, or an individual who stood in loco parentis when the employee was a minor child;
- An employee's grandparent or grandchild;
- An employee's biological, foster or adopted sibling.

The first 40 hours of sick/medical leave time utilized in a calendar year (for the employee and/or employee's immediate family member) will be considered time taken pursuant to and allowed by the PMLA and satisfies the University's obligations thereunder.

Employees may not use sick/medical leave time to cover absences that have already been taken as vacation.

Hourly employees can use sick/medical time in increments of one-half hour or more. *Salaried* employees report sick/medical time use in one-half day increments.

Time earned under this policy may be accumulated up to 130 days. There is no pay out of accumulated sick/medical leave time upon termination.

ⁱ As defined by the Michigan Paid Medical Leave Act Public Act 369

Employees utilizing accrued sick/medical leave time benefits may be required to submit verification supporting their absence (or that of their immediate family member). Until such statement is filed, when requested, all absences may be considered as vacation time. Once satisfactory documentation is received, the vacation time will be replaced with any accrued sick/medical leave time. CMU may require the employee to be examined by a physician selected by CMU prior to approving sick/medical leave benefits.

Whenever an individual is eligible for benefits under the long-term disability program, the provisions of that program supersede this sick/medical leave program. See the link in [Appendix B](#).

It is the University's intent to administer this policy so that it conforms with its obligations and employee rights under the FMLA and the PMLA as in effect from time-to-time. Employees may obtain more information about these laws on the University's HR website and on bulletin boards generally used for personnel postings.

Catastrophic Leave

Employees may request additional sick time from the catastrophic leave bank when they have a catastrophic illness or injury. This program also covers the catastrophic illness or injury of an immediate family member (as defined by CMU's FML policy), which necessitates the employee's absence from work. The parameters and process for this program can be found at the link in [Appendix B](#).

Medical Leave without Pay

Employees may continue medical leave without pay for their own illness or injury. Medical leaves without pay begin after the employee has exhausted all accrued paid time (sick, vacation, personal and compensatory time, if applicable). When Employment Services/HR determines that all applicable leave time has been exhausted, Employment Services/HR will work with the supervisor to complete a Leave of Absence without Pay form. Before employees return from such leave, they must provide their supervisor with a physician's statement attesting to the employee's fitness for work.

Except as required by FMLA, reinstatement from medical leave without pay is not guaranteed unless the supervisor has agreed to hold the position for the employee. If the supervisor does not agree to hold the position, once the employee is able to return to work, the medical leave without pay may be converted to an unpaid personal leave and extended for a maximum of six months providing the employee is actively applying for CMU vacancies. Reinstatement upon return from leave will be dependent upon positions available and selection of the employee through the normal recruitment process. If the employee is not successful in obtaining a CMU position by the end of the six-month extension, they will be considered a voluntary termination.

Employees can arrange to continue the medical, prescription drug, dental and/or life insurance they were enrolled in at the time the leave was requested. The employee must pay the full premium during the leave in order for the coverage to continue and must contact Benefits & Wellness/HR to arrange for payments or obtain additional information.

Medical Verification

Medical verification will include the diagnosis, prognosis and treatment plan. The physician must indicate why the injury/illness is debilitating and the anticipated duration of the injury/illness.

7. MILITARY LEAVE

Short Tour of Duty

Upon request and presentation of appropriate military orders, an employee shall be granted a military leave of absence to engage in a temporary tour of duty with the National Guard or any recognized branch of the military service not to exceed fifteen days in any calendar year.

Arrangements for such leaves are to be made with the employee's immediate supervisor well in advance of the actual tour of duty. The employee is to take the leave, whenever possible, at the convenience of CMU. Ten-month employees are encouraged to take their military tour without pay during their two-month recess whenever possible however if they must take their tours of duty during their ten-month work year they will be granted a military leave.

CMU will pay the difference between the employee's military pay and regular pay if the military pay is *less*. The computation of this difference will be gross CMU pay for the authorized period of time, less all military pay and allowances for that period. Alternatively, if the employee requests and is scheduled for vacation during this leave, the employee will receive full vacation pay rather than receiving the difference in pay as described above. Further, if the military pay is *more* than their CMU pay, employees are likewise permitted to request and be scheduled to use any accrued vacation leave instead of unpaid leave.

It is highly recommended that the employee attach a copy of their military orders to the leave request. See the link in [Appendix B](#).

Extended Military Service

Any employee who leaves CMU to serve in the U.S. Armed Forces shall be granted a military leave of absence without pay. The terms under which this leave is granted and the conditions governing reinstatement after discharge shall be in accordance with applicable state and federal laws and regulations. See the link in [Appendix B](#).

It is highly recommended that the employee attach a copy of their military orders to the leave request.

8. PERSONAL LEAVE

Personal Leave with Pay for Hourly Employees

All hourly employees with a 100% appointment will be eligible for three personal leave days per calendar year. Hourly employees with a 100% appointment who are hired after July 1 are eligible for one and one-half days of personal leave for the remainder of the first fiscal calendar year. Paid personal leave for employees with appointments less than 100% but greater than 50% will be prorated on the basis of the proportion of their appointment to a 100% appointment. Personal leave may be taken in units of one hour. Employees shall arrange for taking paid personal leave with their supervisors in advance. Paid personal leave time does not carry over from year to year. If personal leave is not used on or before the last day of the final pay period of the calendar year, the time is lost. Employees will be paid for unused personal leave upon termination (prorated based on date of termination).

Personal Leave with Pay for Salaried Employees

Salaried employees have an obligation to fulfill their job responsibilities in a complete and satisfactory manner, thus, no specific amount of personal leave is granted. The university recognizes that a reasonable amount of time is needed to meet personal needs that cannot be met outside of regular work time, e.g., attending to personal business. The amount of time approved is at the discretion of the supervisor, though as a guide personal leave for salaried employees should approximate three days per year. Employees shall arrange for taking paid personal leave with their supervisors in advance. Absences of four or more hours in a regular workday should be charged to personal (PA=approved leave with pay) and charged in one-half day increments. Personal time cannot be used to extend a leave of absence.

Personal Leave without Pay

Personal leaves of absence without pay of up to three months may be granted for personal reasons such as education or settlement of an estate but not for the purpose of employment elsewhere (includes self-employment). Leaves of absence of this type may be extended but the total leave time shall not exceed three years. To request a personal leave of absence without pay, the employee must complete a leave of absence form, which is online at the link labeled Leave of Absence without Pay in [Appendix B](#). The request is to be submitted to the immediate supervisor and requires the approval of senior management.

CMU cannot guarantee reinstatement from a personal leave without pay unless the supervisor agrees to hold the position for the person. If the supervisor does not agree to hold the position, reinstatement upon return from leave will be dependent upon positions available and selection through the normal recruitment process. If the employee does not return from the leave, they will be considered a voluntary termination.

If approved for a personal leave without pay, employees can arrange to continue the medical, prescription drug, dental and/or life insurance coverage that they were enrolled in at the time the leave was requested. The employee must pay the full premium during the leave in order for the coverage to continue and must contact Benefits & Wellness/HR to arrange for payments or obtain additional information.

To avoid cancellation of benefits, payment must be made within 30 calendar days of the start of the unpaid leave of absence.

9. VACATION

P&A employees accrue paid vacation time based on each pay period worked.

Salaried employees with a 100% appointment and five years or less service are eligible for a total annual accrual of twenty days of vacation per year.

Hourly employees with a 100% appointment are eligible for a total annual accrual of fifteen days of vacation for their first and second year of employment, and twenty days of vacation annually beginning in their third year of employment.

Both salaried and hourly P&A staff will accrue twenty-two days per year vacation time as of the start of the sixth year of service. Employees with appointments less than 100% but greater than 50% accrue vacation time on a prorated basis according to the ratio of their appointment to a 100% appointment. Vacation is only accrued during periods when the employee is in a paid status.

It is expected that vacations will be taken at a time agreeable to both the employee and CMU. If a holiday falls within an employee's vacation, the employee will be paid holiday pay for that day.

Salaried employees may use vacation time in units of not less than one-half day, except as provided in the tuition program. Hourly employees may use vacation time in units of at least one (1) hour. In addition, hourly employees may charge vacation time in one-half hour increments concurrent with intermittent FML.

An employee may accrue up to 300 hours of vacation time. Vacation time in excess of 300 hours will be lost. All P&A employees who terminate employment with the expected minimum notice as described in Section B. 28 Termination of Employment will receive pay for accrued and unused vacation time accumulated as of their termination date up to a maximum of 160 hours, provided that the termination was not due to the employee's criminal or other unlawful conduct, or any violation of any university policy. The last day worked is the termination date; vacation cannot be

used to extend the date of termination except that the university reserves the right to approve employees who qualify for CMU Retiree status to use vacation time through the effective date of separation or retirement, depending on operational needs and departmental budget restrictions.

E. PAY

1. DETERMINATION OF SALARY/WAGE

Pay rates at hire are computed on the basis of education, experience and skills of the individual compared to the position requirements, external market, and internal equity. After HR conducts a salary analysis, the department may offer a salary within the range recommended by HR. If there is a disagreement between the department and HR, the parties will work with the appropriate division head. If the matter is not resolved at that level, the Vice President/Finance and Administrative Services will have the authority to resolve the matter.

In order to recognize a different labor market in some larger metropolitan work sites, when setting salaries CMU may use regional salary surveys to determine whether a geographical wage differential is appropriate.

CMU's Compensation Philosophy policy includes additional details; see the link in [Appendix B](#).

2. GENERAL SALARY INCREASE

P&A salaries are compared to other Michigan state universities, regional institutions, and peer universities nationwide to maintain market competitiveness with positions of similar skill, effort and responsibility.

Annual salary adjustments for the P&A group are generally provided at the beginning of the fiscal year. If an annual salary adjustment is approved, employees who are in paid status on the effective date may be eligible for the annual salary adjustment. Employees who are completing a Performance Improvement Plan (PIP) will not be eligible to receive an adjustment until after successful completion of the PIP, and upon recommendation of the supervisor and approval from the appropriate division head.

Annual salary adjustments are announced via email.

3. SALARY ADJUSTMENTS (AD HOC)

Supervisors have the flexibility to request ad hoc base salary adjustments to address market issues, recognize a permanent increase or decrease in responsibility or for other legitimate business reasons. Additional non-base compensation can also be requested for employees who temporarily assume the majority of responsibilities associated with a vacancy or for other legitimate business reasons. See Additional Compensation policy at the link labeled Salary Adjustments – Additional Compensation in [Appendix B](#) for other Additional Compensation parameters. Prior to HR reviewing a compensation request, the division head must

first support the request proceeding to HR for review. After Employment Services/HR analyzes and approves an appropriate salary, HR will discuss the recommendation with the supervisor; the Senior Manager and division head must also approve the compensation adjustment prior to processing any change.

Additional compensation requests must be completed on-line through Personnel Transactions; see the link in [Appendix B](#).

4. SUPPLEMENTAL ASSIGNMENT PAY

Additional compensation may be given to recognize an employee for temporarily assuming responsibilities in addition to their primary job. Supplemental pay for hourly employees must take into consideration the employee's eligibility for overtime pay or compensatory time. Overtime is based on all hours worked for the university, not just hours worked in a specific department. See Supplemental Assignment Pay policy at the link in [Appendix B](#).

Supplemental Assignment Pay requests must be completed on-line through Personnel Transactions at the link in [Appendix B](#).

5. OVERTIME/COMPENSATORY TIME

All hours paid to *non-exempt* employees in excess of forty hours in a work week constitute overtime. The supervisor must approve all overtime in advance. For *hourly, non-exempt* employees paid on the bi-weekly pay cycle, hours paid but not worked (e.g., vacation, sick, personal, holiday) are included when determining whether overtime has been incurred. For *salaried, non-exempt* employees paid on the semi-monthly pay cycle, hours paid but not worked are *not* included when determining whether overtime has been incurred. Overtime is calculated at the rate of one and one-half hours for each hour of overtime worked. Employees are allowed paid time off, in lieu of immediate overtime pay, upon mutual agreement between the employee and the supervisor. This time off is called compensatory time. Compensatory time off is calculated based on one and one-half hours for each hour of overtime worked. CMU policy provides for *non-exempt* employees to bank up to forty-five hours of compensatory time. Generally, *salaried, exempt* employees are not eligible for overtime pay or compensatory time. See standard practice guide on overtime/compensatory time at the link in [Appendix B](#).

6. ELECTRONIC PAY OPTIONS

Central Michigan University strives to be environmentally friendly. As part of this effort, all employees are paid electronically. Employees are asked to select between one of the following methods of payment:

- Direct Deposit: Pay is deposited into a checking or savings account anywhere in the United States, or
- CMU Pay Card: Pay is deposited to a MasterCard debit card that can be used anywhere MasterCard is accepted.

Failure to select a payment method will result in the employee being defaulted to the CMU Pay Card. For more information, see Electronic Pay Options in [Appendix B](#).

7. PAYROLL PROCESS

Salaried employees are on a semi-monthly payroll cycle. *Salaried* employees are paid on the fifteenth of the month for the first through the fifteenth and on the last day of the month for the remainder of the month. If the pay date falls on a weekend, the pay date will occur the Friday before. CMU reserves the right to modify pay cycles as it deems appropriate. Pay schedules for *salaried* staff for the current year are available at the link in [Appendix B](#).

Hourly P&A staff are on a bi-weekly payroll cycle. There is a two-week lag in the *bi-weekly* payroll process, therefore the pay date occurs approximately two weeks after the covered pay period. Pay schedules for *the bi-weekly payroll* for the current year are available at the link in [Appendix B](#).

Time rosters for *non-exempt* employees should be completed and submitted on a timely basis in order for payroll to be processed. *Salaried* employees are required to report absences in one-half day increments. Part-time *salaried* employees report either one-half day increments or their full shift, whichever applies.

F. DISPUTE RESOLUTION PROCESS

This Dispute Resolution Process is available to non-probationary Professional and Administrative employees who wish to appeal decisions affecting their employment. This process is not to be used for matters relating to salary adjustments or performance evaluation. This process is not available in connection with the termination of an at-will employee, unless the university has terminated the person for cause.

Appeal of Disciplinary Action

If the matter involves an appeal of disciplinary action issued by the immediate supervisor, the employee may elect to pursue the Informal Dispute Resolution Process within the timelines noted below in section 1. If the supervisor's response is unsatisfactory, the employee may submit the matter to the Formal Dispute Resolution Process at Step 2 of the Formal Dispute Resolution Process within fourteen calendar days following the discussion with the immediate supervisor in the informal process.

Alternatively, the employee may bypass the Informal Dispute Resolution Process and proceed directly to Step 2 of the Formal Dispute Resolution Process by submitting a written appeal to the division head (with a copy to the Associate Vice President/HR) as described in Step 2, within fourteen calendar days of the date the disciplinary action was administered to the employee.

Appeal of Other Decisions Affecting Employment

Appeals of other decisions affecting employment, other than as excluded above, may be pursued through the Informal Dispute Resolution Process and/or the Formal Dispute Resolution Process, described below.

A member of the P&A Council may be brought into any step of the Dispute Resolution Process at the request of the appealing employee to inform the appealing employee how

the Dispute Resolution Process works, or a different P&A employee may attend the formal meetings at the request of the appealing employee to serve as a witness only.

1. INFORMAL DISPUTE RESOLUTION PROCESS

The employee should discuss any matter(s) of concern with the immediate supervisor for the purpose of attempting to work out a satisfactory solution. This must be done within seven calendar days from the date of the occurrence causing the concern or from the date the employee became aware of the issue. If no satisfactory resolution is affected at that level, the employee may elect to file a formal complaint by following the process outlined below. Employees and/or supervisors are encouraged to contact a member of Employee Relations/HR for assistance in dispute resolution prior to initiating the formal process.

2. FORMAL DISPUTE RESOLUTION PROCESS

Step 1

Within fourteen calendar days from the date the employee became aware of the issue or after discussion of the matter with the immediate supervisor in the informal process, the employee should put the concern(s) in writing and submit it to the immediate supervisor, with a copy to the Associate Vice President/HR. If the employee reports directly to one of the division heads or the President, formal procedures may be initiated at Step 2. Upon receipt of the written appeal, the immediate supervisor will meet with the employee and investigate the matter. A representative of Employee Relations/HR may be present at the meeting at the supervisor's request. The immediate supervisor will consult with the head of the department and other intermediate levels of supervision as deemed necessary. Within twenty-one calendar days of receipt of the appeal, the immediate supervisor will give a written response to the employee and send a copy to the Associate Vice President/HR.

Step 2

If the employee is not satisfied with the decision of the immediate supervisor, the decision may be appealed by submitting a written appeal to the appropriate division head (or the President if the employee works for the President's office or reports directly to a division head) within seven calendar days of receiving the immediate supervisor's response. This appeal should include copies of the original appeal, the supervisor's answer and the employee's response to the supervisor's answer, if any. A copy should be forwarded to the Associate Vice President/HR. The appropriate division head/President and a representative of Employee Relations/HR may meet with the employee and investigate the complaint. The division head/President may consult with the head of the department and other individuals as deemed necessary. The division head/President must work with the Associate Vice President/HR before resolving the concern to assure consistency throughout campus. Within fourteen calendar days of receipt of the appeal, the appropriate division head/President will give a written response to the employee and send a copy to the Associate Vice President/HR. The decision of the division head/President is the final step of this appeal process.

In the case where an employee alleges that they have been terminated unjustly, the employee may pursue the matter through this Dispute Resolution Process. At the request of the employee, the matter may be referred to the second step of this procedure without being processed through step one. In these cases, the appropriate division head will give a written answer stating the rationale for the decision within twenty-one calendar days after receiving the written appeal of the employee as outlined in step two.

At any step, the time limits may be extended by the written mutual consent of both parties. The parties may mutually agree to waive certain steps in the Dispute Resolution Process. Complaints that have been filed under other university procedures cannot subsequently or simultaneously be filed under this procedure.

APPENDIX A- Full Monthly Premiums and CMU Monthly Contributions

CMU CHOICES - Salaried & Hourly Monthly Premiums and Contributions 2024-25

FULL TIME - Salaried Employees (PN / PS) - Hourly Employees (PH)

	MEDICAL / PRESCRIPTION								DENTAL				VISION				LIFE	DISABILITY		
Carriers / Plans	Blue Cross / CVS Caremark								Guardian				VSP				Unum	Unum		
	PPO 2		Advantage Plus			Advantage			Core		Buy-Up		Standard		Premium					
	Premium	Contribution	Premium	Contribution	HSA Contribution <i>(if eligible)</i>	Premium	Contribution	HSA Contribution <i>(if eligible)</i>	Premium	Contribution	Premium	Contribution	Premium	Contribution	Premium	Contribution				
SINGLE	\$764.59	\$619.43	\$578.84	\$578.84	\$40.59	\$655.81	\$600.68	\$18.75	\$36.26	\$30.10	\$62.37	\$30.10	\$6.40	\$0.00	\$9.97	\$0.00	\$0.0450 up to 1.5X	PLAN	50%	67%
2 PERSON	\$1,582.71	\$1,275.83	\$1,210.79	\$1,210.79	\$65.04	\$1,354.40	\$1,236.90	\$38.93	\$74.70	\$61.99	\$128.49	\$61.99	\$12.82	\$0.00	\$19.96	\$0.00	Dependent Child(ren): \$1.75 = \$10,000 \$4.38 = \$25,000	STD (45 days)	0.0690	0.1150
FAMILY	\$1,934.42	\$1,560.73	\$1,488.72	\$1,488.72	\$72.01	\$1,654.72	\$1,513.24	\$47.49	\$93.20	\$77.36	\$162.17	\$77.36	\$20.62	\$0.00	\$32.12	\$0.00		LTD (6 months)	n/a	0.2600

PART TIME - Salaried Employees (PN / PS) - Hourly Employees (PH)

	MEDICAL / PRESCRIPTION								DENTAL				VISION				LIFE		DISABILITY		
Carriers / Plans	Blue Cross / CVS Caremark								Guardian				VSP				Unum	Unum			
	PPO 2		Advantage Plus			Advantage			Core		Buy-Up		Standard		Premium						
	Premium	Contribution	Premium	Contribution	HSA Contribution (if eligible)	Premium	Contribution	HSA Contribution (if eligible)	Premium	Contribution	Premium	Contribution	Premium	Contribution	Premium	Contribution					
SINGLE	\$764.59	\$619.43	\$578.84	\$578.84	\$40.59	\$655.81	\$600.68	\$18.75	\$36.26	\$30.10	\$62.37	\$30.10	\$6.40	\$0.00	\$9.97	\$0.00	\$0.0450 up to 1.5X	PLAN	50%	67%	
2 PERSON	\$1,582.71	\$619.43	\$1,210.79	\$578.84	\$40.59	\$1,354.40	\$600.68	\$18.75	\$74.70	\$30.10	\$128.49	\$30.10	\$12.82	\$0.00	\$19.96	\$0.00	Dependent Child(ren): \$1.75 = \$10,000 \$4.38 = \$25,000	STD (45 days)	0.0690	0.1150	
FAMILY	\$1,934.42	\$619.43	\$1,488.72	\$578.84	\$40.59	\$1,654.72	\$600.68	\$18.75	\$93.20	\$30.10	\$162.17	\$30.10	\$20.62	\$0.00	\$32.12	\$0.00		LTD (6 months)	n/a	0.2600	

APPENDIX B – HR & RELATED WEB LINKS

ACCOMMODATION POLICY	https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/4/p04024.pdf
AFFIRMATIVE ACTION (Office of Civil Rights & Institutional Equity)	https://www.cmich.edu/offices-departments/OCRIE
ALTERNATIVE WORK SCHEDULE POLICY	https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/4/p04030.pdf
BENEFITS IN BRIEF – P&A	https://www.cmich.edu/about/human-resources/benefits-wellness
BLOODBORNE PATHOGENS PLAN	https://www.cmich.edu/docs/default-source/academic-affairs-division/research-and-graduate-studies/laboratory-and-field-safety/bbp_exposure_control_plan_2021df62ff01-d930-462a-ae3-f2feda00186c.pdf
CATASTROPHIC LEAVE POLICY	https://www.cmich.edu/docs/default-source/president's-division/general-counsel/board-policy-naming-test/chapter-4/4-1-serious-catastrophic-leave-p04001ccd2a5ee-1b03-4fe3-9692-f8744b2fb53e.pdf
CLOSING CAMPUS OR BUILDINGS, CANCELLATION OF CLASSES POLICY	https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/3/p03018.pdf
CMU CHOICES – The Central Michigan University Flexible Benefits Plan	https://www.cmich.edu/about/human-resources/benefits-wellness/health-and-insurance-benefits
COMPENSATION PHILOSOPHY POLICY	https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/4/p04021.pdf
CONTINUATION OF INSURANCE COVERAGE – COBRA	https://www.cmich.edu/about/human-resources/benefits-wellness/health-and-insurance-benefits/cobra-continuation-coverage
DISCIPLINE AND DISCHARGE (<i>refer to the Progressive Discipline handbook</i>)	https://centralmichigan.sharepoint.com/sites/HR/SitePages/Progressive-Discipline.aspx
DISCOUNTS AND SERVICES	https://www.cmich.edu/about/human-resources/benefits-wellness/employee-discounts
DRUG-FREE WORKPLACE POLICY	https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/3/p03025.pdf
ELECTRONIC PAY OPTIONS	https://www.cmich.edu/offices-departments/finance-administrative-services/financial-services-reporting/payroll/employee-pay-information
EMERGENCY MANAGEMENT	https://www.cmich.edu/about/emergency-management
• CENTRAL ALERT	https://www.cmich.edu/about/emergency/Pages/central-alert.aspx
EMPLOYEE ASSISTANCE PROGRAM (EAP)	https://www.cmich.edu/about/human-resources/benefits-wellness/health-advocate
EMPLOYEE IDENTIFICATION CARD (Central ID)	https://www.cmich.edu/offices-departments/finance-administrative-services/auxiliary-services/centralcard
EMPLOYEE WELLNESS	https://www.cmich.edu/about/human-resources/benefits-wellness/health-advocate
ENVIRONMENTAL HEALTH & SAFETY	https://www.cmich.edu/offices-departments/finance-administrative-services/financial-services-reporting/risk-management-environmental-health-safety/environmental-health-safety
EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION PROTOCOL	https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/3/p03006.pdf

EXPENSE REIMBURSEMENTS <https://www.cmich.edu/offices-departments/finance-administrative-services/financial-services-reporting/travel-business-expenses/business-expense-reimbursement>

FAMILY & MEDICAL LEAVE <https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/4/p04003.pdf>

HOLIDAYS <https://www.cmich.edu/about/human-resources/human-resources-team/holidays>

JOB DESCRIPTIONS <https://portal.cmich.edu/> <https://www.cmich.edu/about/human-resources/employment-services/job-descriptions>

LEADERSHIP STANDARDS https://www.cmich.edu/office_president/Pages/leadership-standards-initiative.aspx

LEAVE WITHOUT PAY – COBRA CONTINUATION POLICY <https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/4/p04019.pdf>

MILITARY LEAVE POLICY <https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/4/p04005.pdf>

MILITARY SERVICE, EXTENDED <https://www.dol.gov/agencies/vets/programs/userra/USERRA-Pocket-Guide>

MOVING EXPENSE POLICY <https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/4/p04015.pdf>

MPERS <http://www.mi.gov/orsschools>

NEPOTISM POLICY <https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/4/p04016.pdf>

NEW HIRE CHECKLIST <https://www.cmich.edu/about/human-resources/employment-services/new-employee-information>

OVERTIME/COMPENSATORY TIME POLICY <https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/4/p04011.pdf>

PARKING www.cmich.edu/parking

PARKING PORTAL <https://parking.cmich.edu/>

PAYROLL – SCHEDULES <https://www.cmich.edu/offices-departments/finance-administrative-services/financial-services-reporting/payroll/time-attendance>

PERFORMANCE EVALUATIONS <https://netconnect.cmich.edu/performanceview>

PERSONAL LEAVE WITHOUT PAY POLICY <https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/4/p04019.pdf>

PERSONNEL TRANSACTIONS <https://apps.cmich.edu/personneltransactions/>

PROBATIONARY PERIOD REVIEW FORM <https://www.cmich.edu/docs/default-source/finance-and-administrative-services-division/human-resources/hr-forms/probationary-review-form-031722.docx>

PROFESSIONAL & ADMINISTRATIVE COUNCIL <https://www.cmich.edu/about/human-resources/employee-relations/p-a-council>

PROFESSIONAL DEVELOPMENT <https://www.cmich.edu/about/human-resources/professional-development-programs>

RESEARCH OPPORTUNITIES <https://www.cmich.edu/offices-departments/office-research-graduate-studies/office-of-sponsored-programs/technology-transfer-and-commercialization>

SALARY ADJUSTMENTS – ADDITIONAL COMPENSATION POLICY <https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/4/p04022.pdf> To process, see <https://apps.cmich.edu/personneltransactions/>

SALARY/WAGE SCHEDULE https://www.cmich.edu/docs/default-source/finance-and-administrative-services-division/human-resources/employment-services/employment-policies--procedures-and-resources/staff-salary-schedule328e383a176f48afbc97e3c18e967321.pdf?sfvrsn=f80d5205_42

SEXUAL AND GENDER-BASED MISCONDUCT POLICY <https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/3/p03039.pdf>

STATUS CHANGE FOR BENEFITS <https://www.cmich.edu/about/human-resources/benefits-wellness/benefit-status-changes>

SUPPLEMENTAL ASSIGNMENTS POLICY https://www.cmich.edu/office_president/general_counsel/Documents/p03015.pdf To process see, <https://apps.cmich.edu/personneltransactions/>

TAX DEFERRED INVESTMENT OPPORTUNITIES <https://www.cmich.edu/about/human-resources/benefits-wellness/retirement-plans>

TEACHING ASSIGNMENTS https://www.cmich.edu/office_president/general_counsel/Documents/p03015.pdf

TERMINATION OF EMPLOYMENT <https://apps.cmich.edu/personneltransactions/>

TOBACCO FREE POLICY https://www.cmich.edu/office_president/general_counsel/Documents/p03027.pdf

TOBACCO FREE POLICY WEBPAGE <https://www.cmich.edu/about/human-resources/tobacco-free-policy>

TUITION BENEFIT <https://www.cmich.edu/about/human-resources/benefits-wellness/wellness-benefits/tuition-benefit-program>

UNIVERSITY RECREATION <https://www.cmich.edu/ess/urec/Pages/default.aspx>

VACANT POSITIONS <https://www.jobs.cmich.edu/>

WELLNESS AND SAFETY PROGRAMS:

- Risk Management, Environmental Health & Safety <https://www.cmich.edu/offices-departments/finance-administrative-services/financial-services-reporting/risk-management-environmental-health-safety/risk-management>
- Benefits & Wellness <https://www.cmich.edu/about/human-resources/benefits-wellness>
- CMU Cares Team <https://www.cmich.edu/student-life/cmu-cares>
- Student Activity Center <https://www.cmich.edu/student-life/clubs-and-recreation/university-recreation/memberships-reservations>

WORK ACCOMODATION POLICY https://www.cmich.edu/office_president/general_counsel/Documents/p04024.pdf

WORK-RELATED INJURIES/WORKER'S COMPENSATION <https://www.cmich.edu/about/human-resources/employment-services/workers-compensation>

APPENDIX C – Professional and Administrative Council

Purpose: The role of the P&A Council is to provide feedback and offer insight from a P&A employee's perspective on a wide variety of information and university matters shared with the Council. P&A Council members have the opportunity to interact directly with executive leadership to share knowledge, ideas, and support a culture of communication, engagement, and collaboration amongst P&A staff. Members of the council do not represent other P&A employees per se, rather composition of the P&A Council is proportionate to the P&A staff employed in the various divisions.

Composition of the Council: There are twelve (12) seats on the P&A Council: two (2) ex-officio seats and ten voting seats allocated amongst the divisions on a per capita basis. The AVP/Human Resources (or designee) fills one of the two ex-officio seats. The second, representing the President, is filled by the division heads on a rotating basis.

Human Resources will establish the allocation of seats by division each year. For 2020, the divisional seats allocation is shown below:

Division	Seats
Academic Affairs	5*
Recruitment & Retention	1
Student Affairs	1
Finance & Administrative Services	1
University Advancement & Governmental & External Relations	1
President	1

*One academic division seat is reserved for a P&A employee whose primary work location is outside of Mt Pleasant.

Appointment: Divisional seats will be filled by P&A employees selected from among those in each division who have expressed interest in serving on the council. The "off campus" seat in the Academic Affairs division will be filled from among those off-campus Academic Affairs P&A employees who have expressed interest in serving on the council.

Terms: Term of office is two (2) years. Terms begin September 1 and expire August 31 two years later. Expiration dates are staggered with one-half of the seats being replaced each year to ensure continuity of operations.

If a position becomes vacant during a term of office, the Council will appoint someone from among those in the appropriate division who had previously expressed interest in serving on the Council to fill out the remainder of the unexpired term.

Council members cannot serve more than two (2) complete consecutive terms (4 years). Former Council members may serve after a one term (2 year) period of being off the Council.

Officers: There will be two officers elected by a majority vote of the Council: Chair and Vice-Chair. The Chair is responsible for coordinating the agenda and conducting all Council meetings. The Vice Chair serves in the absence of the Chair.

Meetings: The Council will meet as they deem necessary, such meetings to be coordinated by Human Resources. The Council may call special meetings of the Council.

A representative of Human Resources will take meeting minutes.

The Council may adopt such rules and regulations for the conduct of the Council meetings, as they deem appropriate. At all duly called meetings, a quorum will exist when six (6) or more of the voting members are present.

INDEX

A

ACCOMMODATION.....	6
ACTIVE STATUS/ACTIVE EMPLOYEE, Definition	4
AFFIRMATIVE ACTION/NON-DISCRIMINATION.....	6
APPENDIX A- Full Monthly Premiums and CMU Monthly Contributions.....	36
APPENDIX B – HR & Related Web Links	37
APPENDIX C – Professional and Administrative Council	40
APPOINTMENT TYPES	7
AT-WILL APPOINTMENT.....	7

B

BENEFITS.....	20
BLOODBORNE PATHOGENS.....	18

C

CALENDAR DAYS, Definition	4
CATASTROPHIC LEAVE	27
CLOSING CAMPUS OR BUILDINGS, CANCELLATION OF CLASSES.....	8
CMU CARES/TAKE CARE INITIATIVE.....	18
CMU CHOICES – THE CENTRAL MICHIGAN UNIVERSITY FLEXIBLE BENEFITS PLAN.....	20
CMU RETIREE STATUS.....	16
CONDITIONAL APPOINTMENT	7
CONTINUATION OF INSURANCE COVERAGE - COBRA	21
COURT REQUIRED SERVICE	23

D

DEFINITIONS.....	4
DEMOTION	9
DETERMINATION OF SALARY/WAGE	31
DISCIPLINE AND DISCHARGE.....	9
DISCOUNTS AND SERVICES.....	21
DISPUTE RESOLUTION PROCESS	33
DRUG-FREE WORKPLACE	18

E

ELECTRONIC PAY OPTION.....	32
EMERITUS STATUS.....	16
EMPLOYEE ASSISTANCE PROGRAM (EAP)	18
EMPLOYEE IDENTIFICATION CARD (CAMPUS ID).....	9
EMPLOYEE WELLNESS – YOUR HEALTH, IT'S CENTRAL	18
EMPLOYER RIGHTS	9
ENVIRONMENTAL HEALTH & SAFETY	18
EXPENSE REIMBURSEMENT	10
EXTENDED MILITARY SERVICE.....	29

F

FAMILY & MEDICAL LEAVE.....	24
-----------------------------	----

FITNESS	19
FORMAL DISPUTE RESOLUTION PROCESS	34
FULL-TIME, Definition	4
FUNERAL LEAVE	24
G	
GENERAL INFORMATION	6
GENERAL SALARY INCREASE	31
H	
HOLIDAYS	24
HOLIDAYS, ADDITIONAL	24
HOLIDAYS, LEGAL	24
HOLIDAYS, OTHER	25
HOURLY, Definition	4
I	
INFORMAL DISPUTE RESOLUTION PROCESS	34
INTERIM ASSIGNMENT	10
INTRODUCTION	i
J	
JOB DESCRIPTIONS	10
L	
LEADERSHIP STANDARDS	10
LEAVE TIME	23
M	
MEAL BREAKS	20
MEDICAL LEAVE WITHOUT PAY	27
MEDICAL VERIFICATION	28
MILITARY LEAVE	28
MOVING EXPENSES	11
N	
NEPOTISM POLICY	11
O	
ORIENTATION FOR NEW EMPLOYEES	11
OVERTIME/COMPENSATORY TIME - (Hourly Only)	32
P	
PARKING	11
PART-TIME, Definition	4
PAY	31
PAYROLL PROCESS	33
PERFORMANCE EVALUATIONS	11
PERSONAL LEAVE	29
PERSONAL LEAVE WITH PAY FOR HOURLY EMPLOYEES	29

PERSONAL LEAVE WITH PAY FOR SALARIED EMPLOYEES	29
PERSONAL LEAVE WITHOUT PAY	29
PERSONNEL FILES	12
PRIVACY (Expectation of).....	12
PROBATIONARY PERIOD	12
PROFESSIONAL AND ADMINISTRATIVE STAFF (P&A) COUNCIL, Definition	4
PROFESSIONAL AND ADMINISTRATIVE STAFF (P&A), Definition	4
PROFESSIONAL DEVELOPMENT	13
PROMOTION	13
PRORATING, Definition	5
PROVISIONAL APPOINTMENT	7
PROVISIONAL POSITION, Definition	5

R

RECOGNITION	13
REDUCTION IN WORK FORCE	13
REDUCTION IN WORK FORCE - Recall	14
REDUCTION IN WORK FORCE - Transition Support.....	14
REGULAR APPOINTMENT	7
RESEARCH OPPORTUNITIES - (Salaried Only)	14
REST BREAKS	20
RETIREMENT	22
REVIEWING AUTHORITY, Definition	5

S

SALARIED, Definition	5
SALARY ADJUSTMENTS (AD HOC).....	31
SENIOR MANAGEMENT, Definition	5
SERVICE AWARDS	13
SEXUAL MISCONDUCT POLICY	15
SHORT TOUR OF DUTY	28
SICK/MEDICAL LEAVE	26
SICK/MEDICAL LEAVE WITH PAY	26
SUPPLEMENTAL ASSIGNMENT PAY	32

T

TAX DEFERRED INVESTMENT OPPORTUNITIES.....	22
TEACHING ASSIGNMENTS	15
TEMPORARY APPOINTMENT	8
TERMINATION OF EMPLOYMENT	15
TERMINATION PAYMENT FOR AT-WILL EMPLOYEES	16
TERMINATION, Definition	5
TOBACCO-FREE WORKPLACE	19
TRANSFER	17
TRAVEL ACCIDENT INSURANCE	22
TUITION BENEFIT	23

U

UNPAID TIME	25
-------------------	----

V

VACANT POSITIONS	17
VACATION	30

W

WELLNESS AND SAFETY PROGRAMS.....	17
WORK ACCOMODATIONS	19
WORK DAY, Definition	5
WORK SCHEDULES	20
WORK WEEK, Definition	5
WORK-RELATED INJURIES/WORKER'S COMPENSATION	19