



Lawrence Technological University

# Staff and Administrators Handbook

Office of Human Resources

September 2007

*Lawrence Technological University Proprietary  
21000 West Ten Mile Road  
Southfield, MI 48075  
Doc. #3034v1.0*





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# 100 Welcome

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## Welcome to Lawrence Tech!

On behalf of your colleagues, I am delighted that you have become part of the Lawrence Tech family and wish you every success here.

We believe that each employee contributes directly to Lawrence Tech's growth and success, and we hope you will take pride in being a member of our distinguished institution.

The *Staff and Administrators Handbook* describes some of the expectations of our employees and outlines the policies, programs, and benefits available to eligible employees. We encourage you to familiarize yourself with the information contained in the *Handbook* as soon as possible as it will answer many questions about employment with Lawrence Tech.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Lewis N. Walker  
President and CEO

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The *Staff and Administrators Handbook* is designed to provide you with the information and tools you need to be successful at Lawrence Tech. It is your guide to understanding the mission, vision, values, policies and procedures that govern the University. It provides an overall framework of the responsibilities of the University and its employees. The information is applicable to staff and administrators who are not on academic or executive appointments.

No handbook can anticipate every circumstance or answer every question.<sup>1</sup> As Lawrence Tech continues to grow and expand, the University reserves the right to revise, supplement or rescind any policy or portion of the handbook as it deems appropriate, in its sole and absolute discretion. The only exception to any change is our employment-at-will policy that permits you or the University to end our relationship for any reason at any time.

The handbook also contains two forms that you need to read, sign and return to Human Resources (see Chapter 1100—Appendices):

- |                                 |  |
|---------------------------------|--|
| ■ EMPLOYEE ACKNOWLEDGEMENT FORM | Indicates that you have read the online copy of the <i>Staff and Administrators Handbook</i> .           |
| ■ CONFIDENTIALITY AGREEMENT     | Indicates that you have agreed to comply with all provisions of the University's confidentiality policy. |

The forms should be returned to the Office of Human Resources within three (3) business days from date of hire.

Please direct your inquiries to:

Office of Human Resources  
Lawrence Technological University  
21000 West Ten Mile Road  
Southfield, MI 48075  
248.204.2151  
Email: [Istewart@ltu.edu](mailto:Istewart@ltu.edu)

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<sup>1</sup> This handbook is provided as a guide and is not to be considered a contract. The only recognized deviations from the stated policies are those expressly authorized in writing by an officer of the University.

Lawrence Tech was founded in 1932 by Russell E. Lawrence as an independent non-profit institution of higher learning. The University provides educational programs, applied research and community service.

Lawrence Tech strives to cultivate in its students the ability to think both critically and creatively; to develop their capacity for making sound judgments on the basis of valid information; and to encourage them to seek active and meaningful participation in their professions and in the life of their communities.

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*"It shall be the aim of this institution to concentrate its efforts upon the welfare of its students and teachers." Russell E. Lawrence, Founder*

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The University offers:

- Accredited degree programs for undergraduates, graduates, and doctoral candidates that seek to prepare students for professional fields or for further academic study are offered to undergraduates, graduates
- Day and evening programs of study so that courses are available to employed students and others who otherwise might be unable to attend college; day and evening classes that complement each other so that a student can minimize the year's required to complete a degree program
- Programs at a high level of modern theory and current practice through constant review of the curricula
- Core liberal arts studies within the framework of the overall purposes of the University; design and present this common academic base in such a way as to encourage students to exercise an awareness of the ideals and institutions of their society; illustrate the relationship of these ideals and institutions to a student's personal and professional interests

The University is divided into four Colleges: Architecture and Design, Arts and Sciences, Engineering and Management. Each College has a dean who functions as its chief academic administrator. Each academic department has a chairman. Administrative, financial and university-wide policies are decided by the University's administrative organization which consists of the President, Vice Presidents, Provost and other administrative, staff. The Board of Trustees meets throughout the year as necessary and it is they who confer all degrees earned at Lawrence Tech upon recommendation of the administration and faculty.

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## Mission

Lawrence Tech develops leaders through innovative and agile programs embracing theory and practice.

## Vision

Lawrence Tech is the region's preeminent private university producing leaders with an entrepreneurial spirit and global view.

## Values

Theory and Practice  
Agility and Teamwork  
Integrity and Trust

## Cause

Our cause is the intellectual development and transformational of our students into critical thinkers, lifelong learners, and leaders.

We will maximize their potential and improve the quality of life of our global community through the cultivation and enrichment of their minds and spirit.

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Lawrence Tech new hire employees receive an orientation provided by the Office of Human Resources and the employee's hiring supervisor. Orientation includes:

- Tour of Lawrence Tech facilities
- Introduction to co-workers
- Assigned work area
- Explanation of job duties
- Responsibilities and relationship of new job to other positions
- Explanation of Lawrence Tech's policies, procedures and benefits
- Assistance in completing all necessary employment and benefit forms

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# Legal Regulations

## State and Federal Regulations

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#### Policy

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Lawrence Tech voluntarily endorses the policy that equal employment opportunity can only be achieved through demonstrated leadership and aggressive implementation of a viable affirmative action program.

Lawrence Tech's Affirmative Action Plan (AAP) has been developed to:

- Prohibit discrimination on the basis of race, sex, national origin, age, religion, marital status, Vietnam-era veteran status and mental or physical disability.
- Establish a commitment to employ women, people of color, people with disabilities, and veterans.
- Assure that the University's AAP aligns with federal and state laws, regulations and executive orders.

It is essential that all members of the University community be made aware of and implement the University's policy toward equal employment opportunity and affirmative action.

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Lawrence Tech is an at-will employer. Employment relationships are for an indefinite period of time and can be terminated at any time with or without cause and with or without notice.

The provisions contained in this handbook supersede any and all contrary representations that have been made either by Lawrence Tech or you. No employee, supervisor, or other person, except the President, Provost, or Vice Presidents, in a written statement signed by one of the aforementioned individuals, has the authority to enter into any employment agreement on behalf of the University for any specific period of time, pursuant to any particular conditions, or to make any agreement in disagreement with the terms expressed in this handbook.

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Lawrence Tech complies with the *Americans with Disabilities Act (ADA)* and the *Persons With Disability Civil Rights Act (PWDCRA)* and ensures equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures are intended to provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Lawrence Tech will make reasonable accommodations for qualified individuals with known disabilities unrelated to the performance of the duties and responsibilities of the position unless doing so would result in an undue hardship. All employment decisions are based on the merits of the situation in accordance with the defined criteria, not the disability of the individual. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Disabled employees who feel accommodations are needed to perform their job must notify the Manager of Benefits in writing of the need for reasonable accommodations within one hundred and eighty-two (182) calendar days after the date the employee knew or reasonably should have known that an accommodation is needed.<sup>1</sup> Failure to properly notify Lawrence Tech will be a defense to any claim that Lawrence Tech failed to accommodate the disabled employee.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or change in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types are available to all employees on an equal basis.

Lawrence Tech does not discriminate against any qualified employee or applicant because they are related to or associated with a person with a disability. Lawrence Tech follows applicable state and local laws that provide individuals with disabilities greater protection than the ADA or PWDCRA.

This policy is neither exhaustive nor exclusive. Lawrence Tech takes all actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state and local laws.

<sup>1</sup> A written request for accommodation within 182 days is applicable only under Michigan law.

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Equal employment opportunity has been, and will continue to be, a fundamental principle at Lawrence Tech, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, national origin, disability, height, weight, marital status, or any other protected characteristics as established by law.

The policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The Office of Human Resources has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Office of Human Resources.

Appropriate disciplinary action may be taken against any employee willfully violating this policy.

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Lawrence Tech employs only United States citizens and aliens who are authorized to work in the United States. Lawrence Tech does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the *Immigration Reform and Control Act of 1986*, each new employee, as a condition of employment, must complete the *Employment Eligibility Verification Form I-9* and present documentation establishing identity and employment eligibility. Former employees who are re-hired must also complete the form if they have not completed a form I-9 with Lawrence Tech within the past three years, or if their previous form I-9 is no longer retained or valid.

Employees with questions or the need for more information on immigration law issues are encouraged to contact the Office of Human Resources. Employees may raise questions or complaints about immigration law compliance without threat or reprisal.

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Lawrence Tech strives to maintain a pleasant working environment free from intimidation, humiliation, and insult. Harassment on the basis of any lawfully protected characteristic, which includes race, color, religion, gender, sex, pregnancy, national origin, age, disability, height, weight and marital status (“protected characteristics”), will not be tolerated.

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### Definition

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Unlawful harassment is defined as verbal or physical conduct or communication based on a protected characteristic when:

1. Submission to the conduct or communication is made either an explicit or implicit term or condition of the working relationship;
2. Submission to or rejection of the conduct or communication by an individual is used as a basis for a decision affecting that individual’s working relationship with Lawrence Tech, or
3. The conduct or communication has the purpose or effect of unreasonably interfering with an individual’s relationship with Lawrence Tech or creating an intimidating, hostile or offensive work environment.

Examples of prohibited sexual harassment include, but are not limited to: unwelcome sexual advances; requests for sexual favors and other verbal abuse of a sexual nature; graphic verbal commentary about an individual’s body, sexual prowess or sexual deficiency; sexually degrading, lewd, or vulgar words to describe an individual; leering; pinching or touching a private area of the body; displaying sexually suggestive objects, pictures, posters or cartoons.

Examples of prohibited harassment based on protected characteristics other than sex include, but are not limited to: insults, verbal, written, graphic or physical conduct or communication degrading or hostile to a person.

Harassment prohibited by this policy must be distinguished from conduct or communication that, even though unpleasant or disconcerting, is not inappropriate in the context of carrying out instructional, advisory, counseling or supervisory responsibilities.

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### Reporting a Violation

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If an employee believes that a violation of this policy has occurred, the employee has an obligation to report the alleged violation immediately, preferably within 48 hours, to the Director of Human Resources. While there is no requirement that the incident be reported in writing, a written report that details the nature of the harassment, dates, times and other persons present when the harassment occurred will enable the University to take effective, timely and constructive action.

An investigation of all complaints will begin promptly.

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## Investigation

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After notification of the complaint, an investigation will be initiated to gather relevant facts about the complaint. An investigation may include interviews of possible witnesses, including the person claiming the harassment occurred, and the person or persons claimed to be involved in or witnesses to the harassment.

The University will conduct all investigations as confidentially and objectively as possible, to the extent consistent with thorough investigation and appropriate corrective action.

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## Resolution

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After the investigation has been completed, a determination will be made regarding the appropriate resolution of the matter. The determination will be reported to the employee who was allegedly subjected to harassment. If the investigation establishes that unlawful harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action, up to and including termination of the working relationship will be taken to stop the harassment and prevent its recurrence.

Misconduct, including unprofessional or harassing conduct or behavior, will be dealt with appropriately. Responsive action would be at the University's discretion and could include, but would not be limited to, the following: counseling, warning, demotion, suspension, reprimand, and decrease in pay, reassignment or transfer, termination of employment.

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## Good Faith Rule and False Claims

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The University takes all reports of harassment seriously, and will investigate all alleged violations of this policy. Therefore, employees are expected to bring violations to the University's attention in good faith. Good faith is defined as a reasonable and sincerely held belief by the employee. An employee who submits a complaint that is determined not to have been made in good faith will be subject to disciplinary action up to and including termination of employment.

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## No Retaliation

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Lawrence Tech will not tolerate retaliation against any employee or other person who in good faith reports a violation or perceived violation of this policy, or retaliation against any employee or other person who participates in any investigation as a witness or otherwise. Retaliation is a serious violation of this policy and is subject to the investigation and corrective measures described in this policy. Any acts of retaliation must be promptly reported to the Office of Human Resources.

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The University's Social Security Privacy Policy applies to all faculty, staff, students, and others that have access to, collect, or use an individual's Social Security Number (SSN). This policy also applies to the records or record systems purchased, developed, and maintained by the University. The policy establishes responsibilities and guidelines for ensuring the confidentiality of individual SSN in accordance with the *Michigan Social Security Number Act, Public Act 454 of 2004, MCL44081-87*.

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### Policy Statement

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Lawrence Tech collects and maintains social security numbers of employees, students, vendors, and others in the ordinary course of its business and as required by law. The University handles SSN with a high degree of security and confidentiality.

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### Violation of Policy

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Corrective action is taken in the event of intentional violations of this policy. Such action may include the modification of a process, practice, record or record system to better protect the confidentiality of SSN or, if appropriate, employee disciplinary action. Loss or theft of social security numbers from University records or record systems will be promptly reported to the appropriate authority for responsive action.

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### Regulations

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- Lawrence Tech complies with Michigan State Law on protecting the confidentiality of SSN. Individual SSN may only be used as follows:
  - Required by Law. Lawrence Tech may use SSN if authorized or required by federal or state statute, rule, or regulation, or by court order or rule, or in litigation.
  - Administrative Use in the Ordinary Course of Business. Lawrence Tech may use SSN to:
    - Verify an individual's identity or similar administrative purposes related to employment, proposed employment, or enrollment;
    - Verify an individual's identity or administrative purposes related to an account, transaction, product, service, or proposed account, transaction, product, service;
    - Investigate an individual's claim, credit, criminal or driving history;
    - Detect, prevent, or deter identity theft or other crime;
    - Pursue or enforce legal rights, including, but not limited to, an audit, collection, investigation, or transfer of employee benefit, claim, debt, receivable, or account or interest in a receivable or account;
    - Provide or administer employee or health insurance or membership benefits, claims, or retirement programs or to administer the ownership of shares of stock or other investments.

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Lawrence Tech complies with Michigan State Law on the uses and disclosures of SSN. Individual SSN will not be:

Publicly Displayed;

Visibly Printed on identification cards or badges;

Used, Transmitted, or Stored with more than 4 sequential digits of an SSN over the internet or on a computer system or network records or record system that are not encrypted or secure;

Used as Primary Account Number or identifier for an individual, except where existing University records or record systems require such use.

- Access to Information and Training. Lawrence Tech limits access to SSN to those employees whose job duties require that they use this information in connection with University business. Documents and electronic files containing SSN will be maintained in a confidential manner, and will not be disclosed to persons other than those working in the specified areas.
- Disposal of Documents. Lawrence Tech properly disposes of documents containing SSN by ensuring that all such materials are shredded prior to discard. Data stored in electronic format is rendered irretrievable before computers are discarded or destroyed.
- Use of SSN by University departments for reasons other than those mentioned in Section 1 above must obtain approval for such use in advance. All requests must include the following information: 1) Name of the individuals whose SSN will be utilized; 2) purpose or reason for utilizing such information; 3) how the information will be utilized; and 4) Who will have access to such information. The request must be approved by one of the following officials.

Student SSN: All requests must be forwarded to the Registrar's Office.

Faculty and staff SSN: All requests must be forwarded to the Director of Human Resources.

Other than above: All requests must be forwarded to the Vice President for Finance & Administration.

The Registrar or the Director of Human Resources, or their designee, will coordinate with the requesting official to: 1) evaluate the request; 2) determine if other options may be appropriate; and 3) render a decision on whether or not the use of SSN by the department is authorized. A copy of all requests for use of SSN, along with the decision rendered on the request, is maintained on file by the Registrar's Office, the Human Resources Department or the Vice President for Finance and Administration.

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# 300 Basics

## Nature of Employment

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Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Lawrence Tech intends its business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Director of Human Resources for more information or questions about conflict of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for that employee or for a relative. For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

The mere existence of a relationship with outside firms is not cause for concern. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose this information to the Director of Human Resources as soon as possible so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the University does business, but also when an employee or relative receives any special consideration such as a kickback, bribe, or substantial gift as a result of any transaction or business dealings involving Lawrence Tech.

Violating this policy will result in immediate and appropriate disciplinary action, up to and including immediate termination.

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Lawrence Tech has designated employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, this policy is not to be construed or interpreted as modifying the at-will employment relationship between the employee and Lawrence Tech.

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### Classifications

<b>Non-exempt</b>	Employee receives overtime pay in accordance with applicable Federal, State wage and hour laws, and our overtime policy. Employee salaries are calculated on an hourly basis. (See <i>Overtime and Extra Work Hours, Policy #407.</i> )
<b>Exempt</b>	Employees in salaried positions are exempt from the overtime provisions of applicable Federal, State wage and hour laws, and our overtime policy. Employee salaries are calculated on a semi-monthly basis.

An employee's exempt or non-exempt classification may be changed only upon written notification by the Director of Human Resources,

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### Categories

<b>Regular/Full-Time</b>	Employees who are hired to work on a regular, rather than a temporary, basis and who work on an average of thirty-seven and a half (37.5) hours or more per week on a consistent basis over a six-month period of time are considered to be full-time and are eligible to receive fringe benefits subject to applicable eligibility requirements and limitations placed on new employees.
<b>Regular/Part-Time</b>	Employees who are hired to work part-time and who average fewer than thirty (30) hours per week over a six-month period of time are considered to be part-time employees. Part-time employees are not eligible for fringe benefits except as required by law or as specifically described in the <u>Benefits</u> section of the handbook.
<b>Introductory Period</b>	Employees whose performance is being evaluated to determine whether further employment in a specific position or with the University is appropriate are considered to be in the Introductory Period. Employees who satisfactorily complete the Introductory Period are notified of their new employment classification.
<b>Temporary/Interim</b>	Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project are considered temporary/interim employees. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment category. Temporary/interim employees remain in the temporary/interim category unless and until notified of a change. Temporary/interim employees are

ineligible for all fringe benefits except as required by law.

**NOTE:** Temporary/interim employees are not eligible for credited years of service as an employee of Lawrence Tech. Employment becomes effective when an individual is hired as a full-time employee.

**Re-hire**

Employees who are re-hired within twelve months of their termination date will be credited with their previous number of years of employment and entitled to all benefits, including vacation and sick time (subject to benefit plan provisions).

Employees who are re-hired after a twelve month break in service are subject to the same waiting periods that apply to new hires.

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### **Employment Applicants**

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To ensure that individuals who join Lawrence Tech are well qualified and have a strong potential to be productive and successful, it is the policy of Lawrence Tech to check the employment references of all applicants. Reference checks are conducted at the department level by the hiring supervisor. At the hiring department's request, the Office of Human Resources will conduct the reference check.

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### **Current or Former Employees**

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All requests for information on current or former employees must be referred to the Office of Human Resources. Information given by phone is limited to verification of employment dates, position title and salary. The Office of Human Resources responds in writing only to those reference check inquiries that are submitted in writing (i.e., mortgage applications). Responses to such inquiries confirm only dates of employment, wage rates and position(s) held. No additional employment data is released without a written authorization and release form signed by the individual who is the subject of the inquiry.

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Termination of employment is an inevitable part of personnel activity within any organization. The termination policy is merely a guideline and the University reserves the right to terminate employees for any reason in its sole discretion. Below are examples of some of the most common circumstances under which employment is terminated.

<b>Resignation</b>	Voluntary employment termination initiated by an employee, at-will.
<b>Discharge</b>	Involuntary employment termination initiated by Lawrence Tech, at-will.
<b>Layoff</b>	Involuntary employment termination initiated by Lawrence Tech for business reasons. Layoff decisions are at Lawrence Tech's discretion. Relevant factors may include past work record, skills, abilities, and length of service at Lawrence Tech and in the current position.
<b>Retirement</b>	Voluntary employment termination initiated by the employee who has satisfied applicable age, length of service and any other criteria for retirement from Lawrence Tech.

The Office of Human Resources schedules the required exit interview at the time of voluntary employment termination. The exit interview affords an opportunity to discuss such issues as employee benefits, conversion privileges, and payment of outstanding debts to Lawrence Tech or return of University-owned property. Suggestions, complaints and questions can be voiced at that time.

Employment with Lawrence Tech is based on mutual consent. Both the employee and Lawrence Tech have the right to terminate employment at will, with or without cause, at any time. Employees will be paid all earned wages to the date of termination on the next regular pay day following the date of termination. Employee benefits are affected by employment termination as follows:

- All accrued, vested benefits that are due and payable at termination will be paid on the next regular pay day following the date of termination.
- Some benefits may be continued at the employee's expense if the employee so chooses.
- Employee is notified in writing of the benefits that may be continued and of the terms, conditions and limitations of such continuance.

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The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism. Even the appearance of favoritism may affect employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment may be carried into day-to-day working relationships.

Relatives of personnel currently employed by Lawrence Tech may be hired only if they will not be working directly for or supervising a relative. Lawrence Tech employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned may suggest which person wishes to be transferred. If that suggestion is not made within 14 calendar days, a reassignment will be made by the University.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or termination from employment. The University has the sole discretion to determine the appropriate action to be taken when a conflict arises under this policy.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Contact the Office of Human Resources for additional information.

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The Introductory Period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Lawrence Tech uses this period to evaluate employee capabilities, work habits and overall performance. The employment relationship between the employee and Lawrence Tech is at-will during and after the introductory period.

All new, transferred, promoted or re-hired employees work on an Introductory Period basis for the first ninety (90) calendar days after their date of hire, transfer or promotion. Any significant excused or unexcused absence automatically extends the Introductory Period by the length of the absence.

If Lawrence Tech determines that the designated Introductory Period does not allow sufficient time to thoroughly evaluate the employee's performance, the Introductory Period may be extended for a specified period.

Upon satisfactory completion of the Introductory Period, employee enters the appropriate employee category. The employee's supervisor must notify the Office of Human Resources of the successful completion of the employee's Introductory Period.

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Employees may hold non-Lawrence Tech employment on a part-time basis outside of regular working hours as long as they meet the performance standards of their job within the University. An employee must notify his/her supervisor if he/she is working a job outside of Lawrence Tech. All employees are judged by the same performance standards and will be subject to Lawrence Tech's scheduling demands, regardless of any existing outside work requirements.

If the University determines that an employee's outside work jeopardizes the reputation of Lawrence Tech, interferes with performance or the ability to meet the requirements of Lawrence Tech as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain employed with Lawrence Tech.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Lawrence Tech for materials produced or services rendered while performing their jobs.

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Resignation is a voluntary act initiated by the employee to terminate employment with Lawrence Tech. Although advance notice is not required, the University requests at least a two-week written notice of resignation from non-exempt employees and four-week written notice from exempt employees.

Prior to an employee's departure, an exit interview is scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

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Employees are responsible for all property, materials or written information issued to them or in their possession or control. All Lawrence Tech property must be returned by employees on or before their last day of work.

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# 400 Payroll

## Pay Day Advances, Corrections, Other

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Payroll Direct Deposit is available to all University employees. If elected, the University, in lieu of issuing a payroll check will make up to five (5) direct deposits to up to five (5) different accounts of your choice, without charge. You will receive a separate printed statement of deductions, withholding, etc. Additional information is available by contacting the Payroll Office, email [payroll@ltu.edu](mailto:payroll@ltu.edu).

**How to Sign up for Payroll Direct Deposit**

Employees can request a Payroll [Direct Deposit](#) form by contacting the Payroll Office, email to [payroll@ltu.edu](mailto:payroll@ltu.edu). Complete a separate form for each direct deposit requested.

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## 402 Pay Advances

In the event of a severe personal emergency, employees may submit a written request for a pay advance to their supervisor or manager, indicating the nature of the emergency involved. The supervisor or manager will evaluate the request and make a recommendation to the Controller.

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Lawrence Tech takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that an error occurs, it is the employee's responsibility to bring any payroll discrepancy to the attention of their immediate supervisor and the Payroll Department at [payroll@ltu.edu](mailto:payroll@ltu.edu).

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## 404 Pay Day

Full-time employees are paid semi-monthly on the 15<sup>th</sup> and the last day of the month.

Part-time employees are paid bi-weekly on every other Friday.

Each paycheck includes earnings for all work performed through the end of the payroll period.

If a regularly scheduled payday falls on a weekend or a University-recognized holiday, employees receive pay on the last day of work before the regularly scheduled payday. If a regularly scheduled payday falls during an employee's vacation, the employee's paycheck is held for delivery upon his or her return from vacation.

Employees may have pay directly deposited into their bank account by providing written authorization to the University. Employee receives an itemized statement of wages and deductions when the University makes the direct deposit.

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The law requires that Lawrence Tech make certain deductions from every employee's compensation. Among these deductions are applicable federal, state, local income taxes, wage assignments and garnishments that are ordered by the court. Lawrence Tech must also deduct Social Security taxes on each employee's earnings up to a specified limit called the Social Security "wage base." The University matches the amount of Social Security taxes paid by each employee.

Lawrence Tech offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the cost of participation in these programs.

If you believe that an improper deduction has been made, immediately report it to the Payroll Office. It is preferable that the report be made in writing to [payroll@ltu.edu](mailto:payroll@ltu.edu) immediately after the deduction has been made. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for the improper deduction.

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The University reserves the right, in its sole discretion, not to provide notice of layoff or make layoff payments under this policy. Employees leaving their employment with the University due to a layoff may be given a minimum notice as follows: Staff—two (2) weeks; Administrators—four weeks. In lieu of notice, the University reserves the right to give said notice in the form of pay.

Specifically excluded from benefits under this provision are employees who were hired as temporary employees for a specific period of time or were offered but refused to accept another suitable position with the University.

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It is the sole responsibility of the taxpayer/employee to be familiar with and understand the terms and conditions of their work authorization, tax treaties, and other regulations relevant to such taxpayer's employment. It is recommended that employees consult with a tax specialist.

For more information about non-resident alien taxes, contact Payroll at [payroll@ltu.edu](mailto:payroll@ltu.edu).

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When operational requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notice of a mandatory assignment is provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments are distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. The official work week begins at 12:01 am on Sunday and ends at 12:00 midnight on Saturday. Overtime is earned when an employee works more than forty (40) hours in a calendar week. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, holidays, or any leave of absence is not considered hours worked for purposes of performing overtime calculations.

If an employee is required to work more hours than their normal work schedule (7.5 hours per day), he/she may be given time off during that same week. (Example: Employee works 10 hours on Monday and comes in 2.5 hours later than normal on Thursday. No more than 37.5 hours were worked during the calendar week. No extra compensation is earned.) If alternate time during the calendar week is unavailable, additional compensation is required beyond the compensation for the standard work week (37.5 hours per week). Non-exempt employees working more than 37.5 hours, up to and including 40 hours during the week will be paid at straight time for those additional hours worked. Non-exempt employees working more than 40 hours in a week will be paid one and one-half (1.5) times their hourly wage for those hours over 40 that are worked.

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### Compensatory Time Off (Exempt Employees Only)

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Exempt employees are expected to work the hours necessary to accomplish their work. Lawrence Tech has established a program of Compensatory Time to provide exempt employees with equivalent time off for either pre-authorized or emergency overtime hours.

This program was established to recognize the few occurrences annually when employees may be required to perform duties and assume responsibilities beyond those of their current position in response to the needs of the University. By recognizing that effort and the sacrifice on the part of the employee, the University has opted to offer time off at another time to the affected employee.

Supervisors and their immediate supervisors closely adhere to both the letter and intent of this program should the need to apply it arise within their department. Supervisors are encouraged to contact the Office of Human Resources to resolve any questions concerning the authorization of compensatory time in advance of approval.

#### Key Provisions

- This program applies to exempt employees. The program excludes all contract personnel, supervisors, managers, executives, chairs, and deans.
- To ensure consistency in the application of this program, all reports of compensatory time are subject to review and final approval by the Director of Human Resources.
- Employees may appeal a request for compensatory time that has been denied by their immediate supervisor to the Director of Human Resources.

- This program involves pre-scheduled or emergency overtime of at least one hour or more per occasion totaling more than 8 hours during one pay period.
- This program excludes 'casual' overtime hours defined as:  
Not required by management under pre-scheduled or emergency overtime conditions  
Required by management, but less than one hour per occasion,  
OR  
Hours required to complete or fulfill the duties and responsibilities of a professional position  
**NOTE:** By their nature, professional positions may require employees to extend their working hours as explained in the employee's position description. Example: recruiting, marketing and fundraising activities, counseling, advising, and meeting with students/customers which are an expected part of the employee's salaried position duties.
- Overtime hours qualifying for compensatory time are:  
Those pre-scheduled and approved in advance by the immediate supervisor and their supervisor and/or  
Emergency or unforeseen overtime hours required by management  
Authorization for pre-scheduled overtime must be made in writing, in advance, and is only to be granted by the immediate supervisor to reflect time used to complete projects and/or work assignments not normally considered as part of the employee's position.  
Emergency overtime does not require written authorization, but should be verbally approved by both the immediate supervisor and the immediate supervisor's supervisor.
- The immediate supervisor is responsible for authorizing, documenting and maintaining accurate records of compensatory time earned and used by the employee in a timely manner.
- The immediate supervisor may schedule compensatory time off only after considering both operating efficiency and the employee's convenience.
- Compensatory time off may not be used in lieu of available occasional absence time for any reason.
- Compensatory time, if approved by the immediate supervisor, may be taken in conjunction with vacation or holidays.
- Compensatory time cannot be carried forward beyond the quarter in which it is accrued.
- There is no pay out provision of compensatory time for active or terminating employees.

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Accurately recording time worked is the responsibility of every employee. Federal and state laws require Lawrence Tech to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees must accurately record their time on BannerWeb. This includes begin and end times for each day or any split shift or departure from work for personal reasons. Any overtime hours worked must be approved by the employee's supervisor prior to performance. When overtime hours are approved, time must be submitted to the Payroll Department by the supervisor as payroll period report of hours worked. **If hours are not submitted on time in BannerWeb, the employee will be paid on the following pay day. There will be no exceptions to this policy.**

In the event that BannerWeb is not accessible, email work hours to your supervisor who will, in turn, email them to the Payroll Department as approved, disapproved or amended. Another acceptable way of submitting hours when the system is inaccessible is to email your hours to Payroll at [payroll@ltu.edu](mailto:payroll@ltu.edu) and copy your supervisor.

Exempt employees must accurately record and submit their leave time in BannerWeb for each pay period by indicating vacation, sick, personal, bereavement or other acceptable leave time. If the submission of leave time hours are not entered or are incorrectly entered, email the Payroll Department at [payroll@ltu.edu](mailto:payroll@ltu.edu) with the correct information as soon as possible to avoid errors in available time. In addition, copy your supervisor on the email.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in corrective action, up to and including termination of employment.

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Lawrence Tech's standard business hours of operation are 8:00 am to 4:30 pm, Monday through Friday. During these hours, the University provides the majority of its support services, not educational courses, to the majority of faculty, employees, students and the general public.

Departments are required to maintain adequate staffing to ensure acceptable service to the majority of faculty, employees, students and the general public during these hours. In addition, many departments and academic support areas may be open earlier in the morning or later in the evening and/or weekends either consistently or in response to the changing needs during the academic year.

To meet these needs, departments may schedule an employee's work hours to begin and/or end before or after the defined general operating or regular business hours. In all cases, the decision to establish a non-standard work schedule for a position may be rescinded or further changed in response to business necessity.

Work schedules for employees vary throughout the University. The normal schedule for the majority of full-time employees is 8:00 am to 4:30 pm with one (1) unpaid lunch hour, Monday through Friday. The normal schedule requires the employee to work a seven and one-half (7.5) hour day and thirty-seven and one-half (37.5) hour work week.

Supervisors are responsible to ensure coverage of their area during the regular work day (8:00 am - 4:30 pm). In addition, supervisor's who approve non-standard work schedules must ensure that the employee complies with the seven and one-half (7.5) hour day and thirty-seven and one-half (37.5) hour work week.

Supervisors advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variation in starting and ending times, as well as in the total hours scheduled each day and week.

Employees who work non-standard schedules are responsible for adhering to the 7.5 hour day and the 37.5 hour work week. Failure to meet this standard may result in corrective action up to and including possible termination of employment.

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# 500 Time Off

## Out-of-Office Time Off and Leave of Absence

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Employees who wish to take time off due to the death of an immediate family member, in order to attend to necessary arrangements and the funeral, should notify their supervisor immediately. Up to three working days of paid bereavement leave will be provided to regular full-time and introductory full-time employees.

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#### LEAVE REQUEST AND APPROVALS

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Request for leave approval must be obtained from the employee's supervisor and the Office of Human Resources. Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may, with supervisor's approval, use any available paid time off for additional time off as necessary.

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#### OUTSIDE EMPLOYMENT DURING LEAVE

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Employment outside the University while on leave will result in disciplinary action up to and including termination of an employee unless such employment is specifically approved in advance because it relates to the employee's responsibilities at the University, or is for government services or military services.

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#### PAY DURING LEAVE

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Bereavement pay is calculated based on the base pay rate at the time of absence.

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#### DEFINITIONS

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Lawrence Tech defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

#### **How to Request a Bereavement Leave**

Contact the Office of Human Resources for a *Request for Leave of Absence* form.

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### Observed Holidays

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Lawrence Tech grants holiday time off to full-time employees or full-time employees who are in the Introductory Period on the recognized holidays listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- The day after Thanksgiving
- The week between Christmas and New Year's Eve beginning no later than Christmas Eve (December 24)

Lawrence Tech grants paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification (full-time employee or full-time employee who is in the Introductory Period). Holiday pay is based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

If a recognized holiday falls on a Saturday, it will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid vacation, holiday pay will be provided instead of vacation pay. If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

If an employee has terminated employment, he or she will not receive pay for holidays occurring after the last day worked, even though the holidays fall within the period of projected terminal vocational leave.

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### PERSONAL DAYS

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In addition to the recognized holidays, eligible employees receive three (3) floating holidays in each fiscal year. To be eligible, a full-time employee must have completed his/her Introductory Period (90) days after hire date. Personal holidays must be approved in advance by the employee's supervisor.

Personal days may be scheduled in a minimum increment of one half day. Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

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Lawrence Tech encourages employees to fulfill their civic responsibilities by serving jury duty when required.

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#### LEAVE REQUEST AND APPROVALS

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Request for leave approval must be obtained from the employee's supervisor and the Office of Human Resources. Employees must provide advance notice of requests for leaves of absence to their supervisors. Employees should make requests for leave to their supervisors at least 30 calendar days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. Employees will not be required, however, to spend more than eight hours in a 24 hour period in combined jury duty service and job duties.

Either Lawrence Tech or the employee may request an excuse from jury duty if, in Lawrence Tech's judgment, the employee's absence would create serious operational difficulties.

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#### OUTSIDE EMPLOYMENT DURING LEAVE

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Employment outside the University while on leave will result in disciplinary action up to and including termination of an employee unless such employment is specifically approved in advance because it relates to the employee's responsibilities at the University, or is for government services or military services.

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#### PAY DURING LEAVE

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An employee on jury duty will be eligible for jury duty pay for up to eight weeks of jury service. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

Any fees received from the court or government agency by the employee for performing jury duty, minus travel expenses, must be given to the Office of Human Resources. If the fees from the court or government agency are not provided to the Office of Human Resources, the employee forfeits Lawrence Tech jury duty pay for the days of absence.

#### HOW TO REQUEST A JURY DUTY LEAVE

Contact the Office of Human Resources for a *Request for Leave of Absence* form.

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Lawrence Tech provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

#### **Regular full-time employees**

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#### **LEAVE REQUEST AND APPROVALS**

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Eligible employees may request personal leave only after having completed 365 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, he/she should request a leave from their supervisor.

Personal leave may be granted for a period of up to 180 calendar days every two years. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 15 calendar days. With the supervisor's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

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#### **BENEFITS DURING AND AFTER PERSONAL LEAVE**

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Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by Lawrence Tech until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by Lawrence Tech according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

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#### **RETURN TO WORK FROM PERSONAL LEAVE**

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When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Lawrence Tech cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, Lawrence Tech will assume the employee has resigned.

#### **How to Request a Personal Leave**

Contact the Office of Human Resources for a *Request for Leave of Absence* form.

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A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

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#### LEAVE REQUEST AND APPROVALS

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Request for leave approval must be obtained from the employee's supervisor and the Office of Human Resources. Employees must provide advance notice of requests for leaves of absence to their supervisors. Employees should make requests for leave to their supervisors at least 30 calendar days in advance of foreseeable events and as soon as possible for unforeseeable events.

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#### OUTSIDE EMPLOYMENT DURING LEAVE

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Employment outside the University while on leave will result in disciplinary action up to and including termination of an employee unless such employment is specifically approved in advance because it relates to the employee's responsibilities at the University, or is for government services or military services.

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#### COMPENSATION DURING MILITARY LEAVE

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Employees will be eligible for partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference, if any, between their normal base compensation and the pay (excluding expense pay) received while on military duty, up to a maximum of two weeks. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

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#### BENEFITS DURING AND AFTER MILITARY LEAVE

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Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by Lawrence Tech for a period of at least 30 days after the employees last day of work. Thereafter, employees will become responsible for the full costs of these benefits if they wish coverage to continue through COBRA benefits. When the employee returns from military leave, benefits will again be provided by Lawrence Tech according to the applicable plans. Benefit accumulations, such as vacation, sick time, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

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#### RETURN TO WORK FROM MILITARY LEAVE

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Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws. Eligible employees will be returned to their previous position or a comparable one, in accordance with requirements and limitations of applicable law. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of leave time allocation and job seniority rights.

#### How to Request a Military Leave

Contact the Office of Human Resources for a *Request for Leave of Absence* form.

After the completion of one year of employment, the University provides short-term disability (STD) income protection during a medical leave of absence to eligible full-time employees. The STD income protection plan is a benefit that provides partial pay for employees who are unable to work due to non-work related illness, injury, or disability.

**NOTE:** This policy applies to Staff and Non-Academic Administrative Employees. Faculty and Academic Administrative Employees should review the Faculty Handbook regarding the Short-Term Disability Benefits Policy.

#### Short-Term Disability Benefits Provisions

- STD benefits compensate staff and non-administrative employees at 60% of their semi-monthly base wage.
- Employees are required to exhaust all available sick days before STD benefits apply.
- Employees may elect to use any available vacation or personal time before STD income benefits apply.
- There is a waiting period of seven (7) calendar days before STD income benefits apply. The benefits begin on the 8<sup>th</sup> day of disability.
- The maximum amount of days covered using a combination of sick days and STD days is 90 calendar days (65 work days).
- Starting the 91<sup>st</sup> day of disablement, there is no compensation from the University.
- If the employee returns to work and the disability recurs within 90 days, the employee does not have to wait the 7 days; disability benefits will begin immediately.
- If the employee is disabled past 90 days, he/she may be covered under the long-term disability coverage if the nature of the illness meets the disability qualifications definition.

#### Medical Certification Requirements

- If an employee is absent for three (3) or more consecutive days, the disability must be certified by a physician identifying the nature of the disability, and stating or estimating the date when the employee will be able to return to work. If the employee cannot return on that date, another certification document from a physician, with a new return date will be required.
- The University reserves the right to confirm the necessity for a medical disability leave by requiring the employee to receive a second or third opinion by a doctor of the University's choice. The University will assume any costs from additional examinations that are not paid by the insurance carrier.

#### STD and FMLA Concurrent Leave

Any FMLA Leave to which an employee may be entitled runs concurrently with time off granted under this policy. In other words, an employee cannot take his/her full STD benefits, and then take 12 weeks off under the FMLA; any time spent on STD counts as part of an employee's FML entitlement.

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### **Return to Work Following Leave**

- So that the employee's return to work can be properly scheduled, an employee is requested to confirm the employee's expected return to work no later than two business days prior to their return from leave.
- Employees will not be able to return to work without submitting to the Office of Human Resources health care provider's verification of their fitness to return to work.
- When a medical leave ends, the University will attempt to return the employee to the same position that the employee held prior to the leave, if it is available, or to an equivalent position which the employee is qualified. Under some circumstances, however, permanent replacement during a leave may be required, or in some instances, staffing requirements may change. Therefore, unless an employee is entitled to return to the same or an equivalent position under the FMLA, a job cannot be guaranteed when the employee is ready to return from a STD leave.
- In the event the employee is not entitled to return to the same or an equivalent position under the FMLA and a position is not available or if the employee chooses not to return to work, upon expiration of the STD leave, the employee will be terminated.
- If an employee does not return from a STD leave, the termination date is the last day that the employee was authorized to return or the date the employee notifies the University that he/she is not returning, whichever is sooner. Such employee may be considered for reemployment.
- An employee who returns to work following a STD leave will be considered as having continuous service.

### **Failure to Report to Work Following Leave**

If the employee fails to report to work promptly at the end of the approved leave period, the University will assume that the employee has resigned.

### **How to Request Short-Term Disability Benefits**

Contact the Office of Human Resources for additional information.

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Lawrence Tech provides nine (9) paid sick leave days to all eligible employees for periods of temporary absence due to illnesses or injuries. To be eligible, a full-time employee must have completed his/her Introductory Period (90) days after hire date. Sick leave may be accumulated up to a maximum of sixty-five (65) days.

Sick leave time is allotted annually based on the University's fiscal year (July 1—June 30) for all job classifications. **NOTE:** Sick leave is pro-rated for employees hired after June 30<sup>th</sup>.

Employees who are unable to report to work due to illness or injury should notify their supervisor before the scheduled start of their workday, if possible. The supervisor should also be contacted on each additional day of absence.

If an employee is absent for three (3) or more consecutive days due to illness or injury, a physician's statement may be requested for verification of the illness or injury and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receive sick leave benefits.

Before returning to work from a sick leave absence of seven (7) calendar days or more, an employee **must** provide a physician's verification that he or she may safely return to work.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

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Lawrence Tech encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, the employee may request in writing up to one hour of paid time off to vote.

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#### LEAVE REQUEST AND APPROVALS

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Employees should request time off to vote from their supervisor at least two working days prior to Election Day.

Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.

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#### OUTSIDE EMPLOYMENT DURING LEAVE

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Employment outside the University while on leave will result in disciplinary action up to and including termination of an employee unless such employment is specifically approved in advance because it relates to the employee's responsibilities at the University, or is for government services or military services.

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## 509 Vacation

Employees who have successfully completed their Introductory Period are eligible for vacation time. Employees are encouraged to use available paid vacation time for rest, relaxation and personal pursuits. Employees must request approval in advance from their supervisor. Requests will be approved based on a number of factors, including business needs and staffing requirements.

Vacation leave time is allotted annually based on the University's fiscal year (July 1—June 30) by job classification as noted below. **NOTE:** Vacation is pro-rated for employees hired after June 30<sup>th</sup>.

Classification	Introductory Waiting Period	Years of Service	Vacation Days per Fiscal Year
Full-time staff	ninety (90) calendar days	1—4	10
	N/A	5—14	15
	N/A	15+	20
Administration (non-academic)	N/A	N/A	22

All allotted vacation leave must be used during the fiscal year. At the end of the fiscal year, all unused vacation time is forfeited.

Upon termination of employment, employees will be paid for unused vacation time for the current fiscal year.

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## 510 Witness Duty

Lawrence Tech encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed to testify as a witness, they will receive paid time off for the entire period of witness duty minus any compensation received from the court, or the litigants.

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### LEAVE REQUEST AND APPROVALS

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Request for leave approval must be obtained from the employee's supervisor and the Office of Human Resources. Employees must provide advance notice of requests for leaves of absence to their supervisors. Employees should make requests for leave to their supervisors at least 30 calendar days in advance of foreseeable events and as soon as possible for unforeseeable events.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence.

The employee is expected to report for work whenever the court schedule permits.

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### OUTSIDE EMPLOYMENT DURING LEAVE

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Employment outside the University while on leave will result in disciplinary action up to and including termination of an employee unless such employment is specifically approved in advance because it relates to the employee's responsibilities at the University, or is for government services or military services.

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### PAY DURING LEAVE

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An employee on witness duty will be eligible for witness duty pay for up to eight weeks of witness service. Witness duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

Any fees received from the court or government agency by the employee for performing witness duty, minus travel expenses, must be given to the Office of Human Resources. If the fees from the court or government agency are not provided to the Office of Human Resources, the employee forfeits Lawrence Tech witness duty pay for the days of absence.

#### **How to Request a Witness Duty Leave**

Contact the Office of Human Resources for a *Request for Leave of Absence* form.

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# 600 Tools

## Performance Policies and Recordkeeping

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#### Policy

- 601 Access to Personnel Files
- 602 Conflict Resolution
- 603 Employment Applications
- 604 Employee Conduct and Work Rules
- 605 Employee Relations
- 606 Job Description
- 607 Performance Evaluation
- 608 Performance Improvement Plan
- 609 Personnel Data Changes
- 610 Progressive Corrective Action

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Employee files are maintained by the Office of Human Resources and are considered confidential. Managers and supervisors other than the Human Resources staff may only have access to personnel file information on a need-to-know basis. A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file.

Personnel files are reviewed in the Office of Human Resources offices. Personnel files may not be taken outside the Human Resources department.

Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to file information. This decision is made at the discretion of the Human Resources Department in response to a request, legal subpoena, or court order.

Upon request, the University will endeavor to provide access to the personnel file by current employees and former employees within three (3) days of the request.

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Lawrence Tech is committed to providing an optimal working environment. In any organization, however, there can be differences of opinion with regard to working conditions, work rules and other work-related issues. The *Conflict Resolution Policy* is designed to enhance communication by providing a documented process to resolve legitimate disputes. This policy enables a prompt, orderly means of receiving and responding to employee concerns. The policy will be evaluated annually by the administration to ensure that it meets the objectives of the University.

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### Policy Statement

Lawrence Tech strongly encourages employees and supervisors to resolve employee-related conflicts on an informal basis. Employees should endeavor to resolve issues by discussing concerns with their immediate supervisor and/or their supervisor's supervisor. If an informal resolution cannot be reached, the employee may use the *Conflict Resolution Policy* to address work-related concerns. An employee filing a good faith complaint will not be reprimanded, punished or harassed as a result of using this policy. On an annual basis the Office of Human Resources is responsible for reporting the number of conflicts filed, the nature of the conflicts, and the outcomes. The report is filed in the University Library. Records of the Conflict Resolution Committee will not be available.

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### Scope

This policy applies to all employees of the University, administration, faculty and staff, with the exception of those appointed by and reporting to the Board of Trustees.

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### Definitions, Roles and Responsibilities

Conflict	<p>An action judged by an employee (or group of employees) that affects directly and adversely his/her/their academic freedom, professional standing, economic position or other conditions of employment. Examples:</p> <ul style="list-style-type: none"> <li>■ Alleged discrimination because of protected categories of race, color, sex, religion, national origin, age, marital or parental status, sexual orientation or disability.</li> <li>■ Disciplinary actions, including warnings placed in an individual's personnel file and at-will termination. Tenured faculty can only be terminated for cause subject to procedures provided in the Faculty Handbook.</li> <li>■ An alleged violation, misinterpretation, or inequitable application of a personnel policy or procedure affecting the individual.</li> </ul>
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	<p><b>Issues that are NOT subject to conflict include:</b></p> <ul style="list-style-type: none"> <li>■ Termination related to reduction in force (unless the termination is alleged to be discriminatory, as specified above, in intent and effect) or to expiration of appointments for term or of temporary or externally funded grants or contracts.</li> <li>■ Content of publishing personnel policies and procedures (unless policies and procedures are alleged to affect an identifiable class of employees in a discriminatory manner.)</li> <li>■ Tenure related matters that are not discriminatory as specified above, must follow the Faculty Handbook procedure.</li> </ul>
Conflict Resolution Committee	Body of designated employees that review and respond to a conflict.
Complainant	Person(s) who files a conflict.
Day	A weekday on which the entire University is open for business. It does not include official holidays, intersession recess days, closures due to weather or other circumstances affecting all or part of the University.
Final Outcome	University Officers Committee (President, Provost, Vice President for Finance and Administration, Vice President of University Advancement) renders the final decision.
Resolution Committee Determination	Result of the hearing proceedings provided by the Conflict Resolution Committee.
Hearing	A hearing provides a forum whereby parties to a conflict are afforded the opportunity to present information for review by the Conflict Resolution Committee.
Director of Human Resources	The Director of Human Resources keeps the Conflict Resolution Committee focused on the issue, interprets and explains policies and provides general guidance. The Director of Human Resources is the only liaison among the Conflict Resolution Committee, Complainant, and Respondent and acts as an ex-officio non-voting member on the Conflict Resolution Committee.
Respondent	Answering party or parties (i.e., supervisor, Conflict Resolution Committee).
University Officers Committee	Consists of the President, Provost, Vice President for Finance and Administration, and the Vice President of University Advancement. This committee determines the final outcome.

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## Conflict Resolution Committee Structure

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The Conflict Resolution Committee is composed of fifteen (15) members. Recommendations for membership are solicited by the Director of Human Resources from the Deans' Council, Staff Senate, Faculty Senate and Executive Administration, on an annual basis, or more frequently as needed. Five (5) members of the Conflict Resolution Committee are chosen by the Director of Human Resources to hear a proceeding.

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## Procedure (How to File a Conflict)

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1. The Complainant presents problem to the immediate supervisor within seven (7) days after the incident occurs. If the supervisor is unavailable or the Complainant believes it is inappropriate to contact their supervisor, Complainant may present problem to their supervisor's supervisor.
2. The supervisor or supervisor's supervisor responds to the problem during discussion or within seven (7) days if consultation with management or other sources are necessary to investigate the problem. A written response should, in most cases, be given by the supervisor to the Complainant.

**NOTE:** If the supervisor is unable to respond in the aforementioned timeframe, he/she should inform the Complainant why a delay is needed and when a response will be issued.<sup>1</sup>

3. If Complainant disagrees with decision, he/she may then contact the next level supervisor. This supervisor should consult with the original supervisor, Complainant, and any other sources necessary to investigate the problem. A written response should, in most cases, be given within seven (7) calendar days. If the supervisor is unable to respond in the seven (7) day timeframe, he/she should notify the Complainant of reason why a delay is needed and when a response can be given.

**NOTE:** If the supervisor is unable to respond in the aforementioned timeframe, he/she should inform the Complainant why a delay is needed and when a response will be issued.<sup>1</sup>

4. If the problem remains unresolved, Complainant completes a [Conflict Resolution Form](#) and presents it to the Director of Human Resources along with all appropriate documentation within seven (7) days after receipt of the supervisor's response. The Director of Human Resources determines if the conflict violates internal policy or state or federal laws and warrants review by the Conflict Resolution Committee.
5. If the Director of Human Resources determines that the conflict has merit, all documentation is forwarded to the Conflict Resolution Committee within ten (10) days after receipt.
6. The Conflict Resolution Committee reviews documentation and schedules a hearing within fifteen (15) days after receipt of the [Conflict Resolution Form](#) and accompanying documentation.
7. The Conflict Resolution Committee forwards their determination to the University Officers Committee.
8. The University Officers Committee communicates the final outcome and employee action, if any, to the Complainant, Responder and Director of Human Resources.

<sup>1</sup>Faculty timeline extension: If the event or last occurrence of the event out of which the conflict arises is in the summer, a Conflict Resolution Form must be completed and submitted to the Office of Human Resources within thirty (30) days after the start of the fall semester. If the Complainant cannot adhere to the timeline described in this document, he/she should contact the Director of Human Resources.

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Lawrence Tech relies upon the accuracy of the information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Lawrence Tech's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

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Lawrence Tech expects employees to follow rules of conduct that protect the interests and safety of all employees as well as the University.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace and this list is not to be interpreted as modifying or undercutting the at-will employment relationship. The following are examples of infractions of rules of conduct that may result in corrective action, up to and include termination of employment:

- Theft or inappropriate removal or possession of Lawrence Tech's or another individual's property
- Falsification of or material omission from Lawrence Tech records, including timekeeping records
- Violation of Drug and Alcohol Policy
- Possession, distribution, sales, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful harassment or unprofessional conduct
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace, even with a Concealed Weapons Permit
- Excessive absenteeism, tardiness or early leave or any absence without notice
- Unauthorized absence from workstation during the workday
- Unauthorized use of telephones, mail system, or other employer-owned communications equipment
- Unauthorized disclosure of confidential information
- Violation of Lawrence Tech's policies
- Unsatisfactory performance or conduct

Employment with Lawrence Tech is at the mutual consent of Lawrence Tech and employee, and either party may terminate that relationship at any time, with or without cause and with or without advance notice.

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Lawrence Tech believes that the wages, benefits and working conditions it offers to its employees are competitive with those offered by other employers in this area and throughout this industry. If employees have concerns about their compensation or working conditions, they are strongly encouraged to voice these concerns openly and directly to their supervisors. If the employee concern involves alleged harassment or discrimination, a complaint should be registered directly with the Director of Human Resources.

Our experience has shown that when employees deal openly and directly with supervisors, the working environment is excellent, communications are clear, and attitudes are positive. We believe that Lawrence Tech amply demonstrates its commitment to employees by responding effectively to employee concerns.

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## 606 Job Description

Lawrence Tech maintains a job description of all staff and administrative positions. The University has the sole discretion to modify a job description.

The job description summarizes the essential duties and responsibilities, qualifications, physical demands and work environment for each position.

Job descriptions are reviewed annually during the performance evaluation process and are modified as necessary. An employee should report to his/her supervisor if their position's job description does not adequately characterize the duties required. The supervisor will review the job description and report any requested changes to the Office of Human Resources.

An employee may request a copy of the job description for his/her position.

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Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches to meeting goals.

The performance evaluation provides a means for discussing, planning and reviewing the performance of each employee. Regular performance evaluations assist in providing the following benefits:

- Help employees clearly define and understand their responsibilities, provide criteria by which their performance is evaluated and suggest ways in which they can improve performance.
- Identify employees with potential for advancement within the organization.
- Assist supervisors to communicate and achieve departmental goals.
- Provide a fair basis for awarding compensation based on merit.

Appraising performance involves equal opportunity implications. Performance appraisals influence salaries, promotions and transfers, so it is critical that supervisors be objective in conducting performance reviews and in assigning overall performance ratings.

Merit-based pay adjustments may be awarded by Lawrence Tech in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by the formal performance evaluation. The University has the sole discretion to determine whether to award a merit-based pay adjustment and/or the amount of such an adjustment.

Performance evaluations are conducted annually for the fiscal year (July 1 — June 30). Evaluations are documented using the *Performance Evaluation Model (Doc. #3002)* form.

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Lawrence Tech follows a comprehensive program for the identification and improvement of employee performance deficiencies. When an employee's performance does not meet established expectations, a *Performance Improvement Plan* may be initiated by a supervisor or other appropriate operational leader in consultation with the Office of Human Resources. The plan is a written agreement between an employee and his/her supervisor or that identifies areas of below-standard job performance, the measurable objectives by which improvement will be evaluated, and specific timelines within which the employee must meet the objectives. The improvement plan is documented using the *Performance Improvement Plan (Doc. #3040)* form.

The *Performance Improvement Plan* Policy does not alter the at-will employment relationship and, moreover, the University retains the sole discretion to implement, modify or discontinue a *Performance Improvement Plan*.

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It is the responsibility of each employee to promptly notify Lawrence Tech of any changes in personal data. Personal mailing addresses, telephone numbers, number and name of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the Office of Human Resources.

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Lawrence Tech administers equitable and consistent corrective action for unsatisfactory conduct in the workplace. By using progressive corrective action, Lawrence Tech is confident that most employee problems can be corrected at an early stage, benefiting both the employee and the University.

Lawrence Tech is committed to ensuring fair treatment for all employees and endeavors to provide prompt, uniform and impartial corrective action as necessary. The main purpose of any corrective action is, by definition, to correct a problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Employment at Lawrence Tech is at-will and based on mutual consent. Both employee and Lawrence Tech have the right to terminate employment with or without cause or advance notice. The *Progressive Corrective Action Policy* is merely a guideline and the University reserves the right to bypass progressive corrective action in its sole discretion.

Corrective action includes one or more of the following four steps:

- Verbal warning
- Written warning
- Suspension with or without pay
- Termination of employment

Progressive corrective action follows the guidelines below:

- Verbal warning for a first offense
- Written warning if the first offense is repeated
- Suspension may follow if the verbal and/or written warnings go unheeded
- Termination of employment if all else fails

If more than twelve months pass and an offense occurs, the process may start again.

Lawrence Tech recognizes that there are certain types of employee problems that are serious enough to justify suspension or termination of employment without going through the usual progressive correction steps. While it is impossible to list every type of behavior that may be deemed a serious offense, the *Employee Conduct and Work Rules Policy (Section 604)* includes examples of problems that may result in immediate suspension or termination of employment. The problems listed are not all necessarily serious offenses, but are examples of unsatisfactory conduct that triggers progressive corrective action.

Progressive corrective action may be documented using the *Progressive Corrective Action (Doc. #3046)* form.

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# 700 Workplace

## Employment Guidelines

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#### Policy

701	Attendance and Punctuality
702	Business Travel Expenses
703	Drug and Alcohol Use
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705	Rest and Meal Period
706	Smoking
707	Solicitation/Distribution
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Lawrence Tech expects its employees to be reliable and punctual when reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the University as a whole. When an employee cannot avoid being late to work or unable to work as scheduled, it is the employee's responsibility to notify their supervisor as soon as possible.

Poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment.

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The University's travel expense policy applies to all faculty and staff who incur expenses while engaged in University or business related travel and who intend to receive reimbursement from the University. The policy establishes responsibilities and guidelines for ensuring that travel and business expenses are valid, necessary and in compliance with University accounting procedures.

The University will reimburse travelers for approved and authorized expenses incurred while on University related travel only, when approved in advance by the authorized signer, and after receipt of the signed expense report. The act of approval is a representation that expenses were:

- Actual and reasonable.
- Necessary in performance of University objectives.
- Supported by valid proof of expense such as original receipt.
- In compliance with the conditions established in this policy and the University.

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Lawrence Tech is committed to providing a drug-free, healthful and safe workplace. Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Lawrence Tech premises and while conducting business-related activities off Lawrence Tech premises, employees may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does no endanger other individuals in the workplace.

Violation of this policy may lead to corrective action, up to and including immediate termination of employment or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with question or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Director of Human Resources to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, corrective action, may participate in a rehabilitation or treatment program through Lawrence Tech's health insurance benefit coverage.

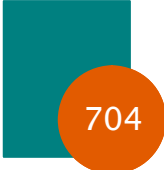
Under the *Drug-Free Workplace Act*, an employee who performs work for a government contract or grant must notify Lawrence Tech of a criminal conviction for drug-related activity occurring in the workplace. This report must be made within five (5) days of the conviction.

When management has reason to believe that an employee may be under the influence of alcohol, or may have illegal prohibited drugs in their bodily system, Lawrence Tech, at its discretion, may require, out of a job-related business necessity, that the employee submit to breath, urine or blood testing (at Lawrence Tech's expense) to determine the presence of drugs or alcohol. Refusal to submit to such testing will be considered a failure to cooperate or refusal to provide a viable or valid specimen and will result in disciplinary action up to and including termination of employment.

If management has reason to believe that an employee may be in possession of illegal prohibited drugs or alcohol while on Lawrence Tech's premises, the employee may be required to produce the suspected items, or submit to a reasonable inspection for verification. Such inspection may include possessions, clothing, lockers and vehicles, if parked on Lawrence Tech property. Refusal to comply and cooperate with an inspection request may result in disciplinary action up to and including termination of employment.

Employees should direct questions about this policy or issues related to drug or alcohol use in the workplace to their supervisor or the Director of Human Resources.

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## 704 Personal Appearance

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image Lawrence Tech presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their position. Employees who appear for work inappropriately dressed will be directed to leave and return to work in proper attire.

Consult your supervisor or department head if you have questions about what constitutes appropriate attire.

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Each work day, full-time non-exempt employees are provided a meal period. Supervisors advise employees of the regular meal period schedule. To the extent possible, meal periods are scheduled near the middle of the work period.

All full-time employees are provided with a one-hour meal period each workday. Supervisors schedule meal periods to accommodate operating requirements. Employees are relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

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### Key Provisions

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- Meal periods may not be used to make up tardiness or skipped to allow the employee to begin work later or leave work early.
- All employees working in excess of six hours per day must take a minimum of one-half hour without pay for a meal period.
- An employee is not entitled to a meal period under state or federal wage and hour legislation.

Meal periods are scheduled at the discretion of the supervisor and may be denied if business conditions dictate (i.e., short staffed departments, peak work loads, emergency situations). If a meal period is denied, the employee is paid for said hour or allowed the time off within the same week.

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Smoking is prohibited throughout the workplace. This policy applies equally to all employees, faculty, staff, administrators, students, parents and visitors.

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In the interests of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees are not to solicit for any cause on the University's premises during working time. Working time means those hours that employees are on duty, excluding breaks, mealtimes, and other specifically designed periods during the work day when employees are not properly engaged in performing their work duties. Employees who are not on working time may not solicit for any cause employee's who are on working time or distribute literature or printed materials of any kind to them. Distribution of literature or printed materials of any kind by employees is prohibited at any time in working areas. Solicitation for any cause or distribution of literature or printed materials of any kind by non-employees is prohibited at any time on the University's premises.

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### Who is the Staff Senate?

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The Staff Senate is comprised of all members of the Lawrence Tech Staff. Open meetings are held monthly (or as needed) for all staff members to attend. Staff members are granted time away from their offices to attend Senate meetings. In addition, the Senate hosts social gatherings throughout the year, to which members of the University community are invited.

The Staff Council is the administrative arm of the Staff Senate, and represents the Senate to the University administration. The Staff Council is comprised of nine elected staff members, who are serving either a one or a two year term. Of these Council members, there are positions held by elected officers on the Staff Council. These positions include the following: Chair, Vice-Chair, and Secretary.

The Staff Council meetings are held monthly to discuss business issues. Committees are formed and led by staff council members. They involve staff members collaborating together to attain the accomplishment of the objectives of the committee.

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### Mission Statement

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It is the job of the Staff Council to represent the staff to the administration, faculty, students, and any other members of the University community. Our newly assembled body takes this responsibility very seriously. We are your voice, but we need your assistance to effectively advocate for you. Our goal is to create a collaborative working environment in which we are all productive and respected.

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## 709 Suggestions

Lawrence Tech understands the value of its major resources, the faculty, staff and administrators of the University. People holding positions at the University have a unique view of the organization and are in the best position to make suggestions that could enrich services, improve the environment, increase productivity, reduce costs, etc. Please forward any suggestions you might have to your supervisors.

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# 800 Information Technology

## General Information, Rules and Regulations

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- 801 Computer and Network Usage
- 802 Cellular Telephones
- 803 Electronic Publications
- 804 Identification Cards
- 805 Internet and Web Addresses
- 806 Notice Regarding Electronic Communications
- 807 Telephone Communication System
- 808 Use of Equipment

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To assist and ensure compliance with Lawrence Tech's information technology policies and procedures, the general principles and usage listed below apply to all employees. This policy prohibits the inappropriate use of voice mail, electronic mail and the internet for such things as pornography, gambling, game-playing or offensive communications that would violate the University's policies. The computing and networking resources are the property of the University and employees have no privacy right with respect to their use of the systems and, by accessing these systems, they agree to abide by the policy.

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### General Principles

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- Authorized use of the Lawrence Tech-owned or operated computing and network resources shall be consistent with the mission of the University and consistent with this policy.
- Authorized users of Lawrence Tech's computing and network resources are defined as those individuals provided a username and password, for their own use only, through legitimate Lawrence Tech processes for assignment of such identification from the Edward Donley Computer Center, Veraldi Instructional Technology Center, or the Laptop Help Desk. Any authorized use of Lawrence Tech's computing and network resources is initiated by entering that individual's username and password. Using another individual's username and password is an unauthorized use.
- This policy applies to all Lawrence Tech computing and network resources, University telephones, University-distributed laptop computers, and external computing and network resources accessed via Lawrence Tech's computing and network resources.
- The University reserves the right to limit access to its networks when applicable campus or University policies or codes, contractual obligations, or state or federal laws are violated.
- The University reserves the right to remove or limit access to material posted on university-owned computers when applicable campus or University policies or codes, contractual obligations, or state or federal laws are violated.
- Non-University-owned computers, which house material that violates the University's policies, are subject to network disconnection without notice.
- Although the University does not generally monitor or restrict the content of material transported across networks, it reserves the right to access and review all aspects of its computing systems and networks, including individual login sessions and account files, to investigate performance or system problems, search for viruses and other harmful programs, or upon reasonable cause to determine if a user is violating this policy or state or federal laws.
- This policy may be supplemented with additional guidelines by campus units that operate their own computers or networks, provided such guidelines are consistent with this policy.
- Any or all information related to a specific user account may be subject to disclosure to authorized authorities under the provisions of the *USA Patriot Act*. The University is not responsible for notification to the account holder of such a request.
- Employees must provide their work computer and/or work network passwords upon the request of the University or risk disciplinary action up to and including employment termination.

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## Acceptable Use

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- **Privacy:** No user should access, view, copy, alter or destroy another's personal electronic files without permission. If another user has failed to close out their session, a new user must close that session and enter their own username and password to use that computer.
- **Copyright:** Written permission from the copyright holder is required to duplicate any copyrighted material, except where consistent with Fair Use. This includes but is not limited to duplication of music, audiotapes, videotapes, photographs, illustrations, computer software, data and all other information for educational use or any other purpose. Software and databases that reside on the University's computing network are owned by the University or third parties. These works are protected by copyright and other laws, together with licenses and other contractual agreements. Users are required to respect and abide by the terms and conditions of software use and redistribution licenses. Such restrictions may include prohibitions against copying programs or data for use on the University's network or for distribution outside the University, against the resale of data or programs, or against the use of software for non-educational purposes, or for financial gain, and against public disclosure of information about programs (e.g., source code) or data without the owner's authorization.
- **Harassment, Libel and Slander:** No user may use the University's computers, telephones or networks for the purpose of libel, slander or harass of any other person.
- **Sharing of Access:** Computer accounts, passwords, telephone authorization codes and other types of authorization are assigned to individual users and not shared with others. The assigned user is responsible for any use of the account. Sharing of a computer account constitutes an inappropriate use and may lead to termination of that account and any accounts associated with the person making improper use of that account.
- **Permitting Unauthorized Access:** Users may not run or otherwise configure software or hardware to intentionally allow access by unauthorized users. Failure to configure hardware or software in a way that reasonably prevents access by unauthorized users is a violation of acceptable use.
- **Termination of Access:** When a user ceases to be a member of the campus community or is assigned a new position and/or responsibilities within the University, the user's access authorization must be reviewed. Users must not use facilities, accounts, access codes, privileges or information for which they are not authorized in their new circumstances.

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## Sanctions

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Violators of this policy may be subject to immediate and appropriate disciplinary actions including, but not limited to, termination of employment. Criminal acts involving Lawrence Tech's computing resources may also subject users to subpoena and prosecution by local, state and/or federal authorities.

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Cellular phones may be used to conduct University business away from the campus only when they can be used in a safe and prudent manner. Cellular usage may be subject to local ordinances. These ordinances must be observed where they exist.

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*e-tech news* is an example of periodic publications that facilitate communication and build community within the University. Publications are produced with the help of faculty, administration, staff and students.

The University encourages its employees to read campus publications to keep informed about University activities and events, academic calendars, job postings and a great deal more.

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All staff and faculty are issued photo ID cards at the time of employment. In addition to identification, the Lawrence Tech card is used for authorized access to campus buildings after hours. Campus Facilities staff members are required to wear ID cards while on duty.

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### Internet Address

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The internet email address for campus users is [user@ltu.edu](mailto:user@ltu.edu). Email may be sent on the internet simply by addressing it to [user@remotenode.domain](mailto:user@remotenode.domain).

University internet service is reserved for authorized education and research applications. As a consequence, Lawrence Tech software filters may not accept certain requests to access, transfer or serve proprietary graphics and other excessively large files containing multimedia materials.

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### Web Address

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Lawrence Tech's internet website can be accessed at [www.ltu.edu](http://www.ltu.edu). Lawrence Tech web services, such as Banner and Blackboard, are available at [www.my.ltu.edu](http://www.my.ltu.edu). Alumni services can be reach at [www.lawrencetech.net](http://www.lawrencetech.net).

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University telecommunications and electronic communications equipment, including telephones, computers, email and voice mail lines and transmissions, are for official use only. The University respects the propriety and integrity of individual communications; however, users are cautioned that voice and electronic messages either sent or received through the system are not private communications.

The University has the ability to monitor voice mail, email and other network traffic despite the assignment of passwords, access codes or message delete options. The University may exercise the right to monitor telephone conversations, email communications and messages, voice mail communications and messages and network traffic, without notice, for legitimate administrative purposes, whenever the University believes that such monitoring is necessary, in accordance with state and federal law. Legitimate administrative purposes include, but are not limited to, diagnosis and maintenance of the system, training, student service, prevention of personal or frivolous use, detection of suspected work-related misconduct, such as fraud, theft or unauthorized copying and non-compliance of University policies.

To assure security, do not send sensitive or confidential messages or materials by electronic means, including messages that contain disparaging, abusive or potentially damaging or embarrassing remarks. Typographical errors and other mistakes sometimes result in electronic messages arriving at the wrong destination. Some courts have ruled that electronic messages can be obtained in litigation (e.g., through discovery or a subpoena) and have likened them to office memos that are left in the top of a photocopy machine for all to see.

Use of any portion of the University's electronic communication system acts as a waiver of any right to privacy a user may assert and as express consent by such user to such legitimate monitoring practices that the University, in its sole discretion, may employ.

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All campus extensions can be reached from off-campus locations by dialing the 248 area code, followed by 204 and the four digit extension number. For Directory listing, those calling from outside Lawrence Tech may dial 248.204.4000, and then either enter the four-digit extension number, or wait for the instruction menu. Telecommunications Device for the Deaf (TDD) users may call 248.204.4117. Toll free number is available to U.S. and Canadian callers: 1.800.CALL.LTU (1.800.225.5588).

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### Intra-University Calls

For information on numbers not listed, dial 0. To reach the Operator, dial 0. If you receive no answer when dialing an individual's phone number, leave a voice message, dial 0, or hang up and dial the extension of the department.

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### Long Distance Calls

All long distance calls must be official business. Each department is responsible for its calls. To make a long distance call, use your assigned access code, as follows: dial 16+(access code)+9+1+area code +phone number. For toll-free numbers, dial 9-1800-phone number. For your convenience, certain numbers in the metropolitan area codes, such as 313 and 586, do not require the use of the access code. To request changes in your telephone system or numbers assigned, contact [Information Technology Service Delivery](#) at extension 3700

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### Outside Local Calls

Dial 9, then dial the desired number. (**NOTE:** There is no noticeable pause in the dial tone when 9 is pressed.) For outside information, consult your city directory.

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### Transferring Calls

Outside calls can be transferred to any other extension on the University telephone system. This applies when the caller has dialed directly or was connected through the switchboard. To transfer a call, press the transfer key, dial the extension, announce the call, if appropriate, press the transfer key again and hang up. On non-key units, press and release the cradle/hook button, dial the extension, announce the call, and hang up. On Link/Tap key units, press the Link/Tap key, dial the extension and hang up.

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### Voice Mail

A computerized voice mail service is available to University employees and offices. All users are assigned a mailbox as part of their extension number, with corresponding passcode. To retrieve messages from any phone, anywhere, dial the extension number, and press (the Star Key) when their greeting message begins. After the passcode is entered, messages may be played by pressing P (the 7 key). A menu of options is available to users by pressing U (the 8 key). Users are encouraged to be very brief in their greeting messages. Simple identification with a request to leave a detailed message with phone number should suffice.

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Equipment and vehicles essential to accomplish job duties may be expensive and difficult to replace. When using property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment, machine, tool or vehicle appears to be damaged, defective or in need of repairs. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Your supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Employees should have no expectation of privacy with respect to University equipment and Lawrence Tech reserves the right to inspect this equipment at any time.

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# Campus Safety

## Safety and Security Guidelines

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- 903 Fire
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To assist in providing a safe and healthful work environment, Lawrence Tech has established a workplace safety program. This program is a top priority for Lawrence Tech. The Director of Campus Safety has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Lawrence Tech provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor–employee meetings, electronic bulletin board posting, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Director of Campus Safety. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to corrective action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Director of Campus Safety or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

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At times, emergencies such as severe weather, fires, power failures, or tornados, can disrupt operations. In extreme cases, these circumstances may require the closing of the University. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. The Lawrence Tech Snow Line is also available 24 hours a day by calling (810) 204-2222.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

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## 903 Fire

In the event of a fire, follow the steps below.

1. Pull the fire alarm. Evacuate and close doors as you go without locking them.
2. Know the marked exit for your floor and building. Know exit routes from your area. Always exit down.
3. Leave the building immediately if the alarm sounds or you are directed to do so.
4. Notify the first responders of the location of persons with disabilities who could not evacuate.
5. Do not use the elevators.
6. Once outside, move to the Rally Site designated for your area and notify the Emergency Coordinator that you have evacuated. Remain at the Rally Site.
7. Walk into the wind and away from the building, staying at least 200 feet away. Do not hinder or get in the way of emergency personnel.
8. Do not re-enter the building unless instructed to do so.
9. If you are trapped, attempt to locate a phone, press \*911 or 3945 and describe where you are. Stay low to the floor. Feel doors to see if they are hot before you attempt to open them. If the door is hot, do not open it. Seal cracks as best as you can.

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### Personal Safety

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1. If you feel you are being stalked or are receiving harassing phone calls or emails, notify Campus Safety.
2. If you obtain or have a Personal Protection Order, Restraining Order, or an Injunction placed on someone, advise Campus Safety.
3. Do not give out personal or unnecessary information while at work or on the phone.
4. If you are going to be working late, notify Campus Safety.
5. Do not tell others you are alone. Keep your door(s) locked.
6. If you are being pursued in a building and cannot reach a phone, pull a fire alarm.
7. Have an escape plan.
8. Remember that Lawrence Tech policy forbids the possession of offensive or defensive weapons on campus, regardless of your being legally licensed to possess such weapons.

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### Crime Prevention

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Lawrence Tech Campus Safety patrols 24 hours a day, 365 days a year. Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from the University's campus without proper authorization. Proper authorization means the advance written approval of the supervisor and the Director of Campus Safety.

Maintaining campus safety requires the efforts and cooperation of the entire University community, as well as Campus Safety.

Crime typically occurs as opportunities arise. The best way to practice crime prevention is to deny the criminal the opportunity to commit a crime.

Immediately report suspicious persons or occurrences to Campus Safety. It is far better to be safe than sorry.

#### **Notice of Availability of the Lawrence Tech Annual Security Report**

A copy of Lawrence Tech's *Annual Security Report* is available by request or via the Lawrence Tech Web Site. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by Lawrence Tech; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. A copy of this report can be obtained by contacting the Lawrence Tech Department of Campus Safety at 248-204-3945, [ltu\\_safety@ltu.edu](mailto:ltu_safety@ltu.edu) or by accessing [ltu.edu/campus\\_safety/safety\\_resources.asp](http://ltu.edu/campus_safety/safety_resources.asp)

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1. If it has a lock on it, use it.
2. Immediately report suspicious persons or occurrences to Campus Safety.
3. Do not leave valuable items in plain sight, even if they are behind locked doors or in a locked vehicle.
4. If you believe the locks to your office, desk, or file cabinets are faulty or that keys to them have been made without authorization, notify Campus Facilities at extension 3800.
5. Do not leave wallets in suit coats or purses unattended and in plain sight or in unlocked rooms or desk drawers.
6. Keep records of the make, model, color and serial numbers of any valuable property.
7. Do not leave valuable items in common areas.
8. Report missing items immediately to Campus Safety.
9. If you share an office or area with others, do not presume that they will lock the space. Take valuable items with you when you leave.
10. In the case of a theft, please file a police report at the Southfield Police Department, if requested to do so by a Campus Safety Officer. This will enter the serial numbers of certain stolen items into a national database.
11. Do not admit persons unknown to you into locked buildings or offices.

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### Reporting Emergencies

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For assistance with any type of emergency, phone Lawrence Tech Campus Safety. Campus Safety is open and operational 24 hours a day, 7 days a week. In the event of an emergency, Campus Safety will dispatch Southfield Police and Life Support and/or Fire personnel to the appropriate location on campus. Campus Safety will meet the emergency responders and guide them directly to the location of the emergency.

Campus Safety	Press *911
Southfield Police/Life Support/Fire	911 using a non-University phone
Southfield Police Non-Emergency	248.796.5500
Southfield Life Support and Fire Non-Emergency	248.796.5650

When reporting an emergency:

1. Try to speak calmly and explain the nature of the emergency.
2. Give your name and a call back number.
3. Do not hang up until instructed to do so by Campus Safety.

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### Evacuation Procedures

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1. Evacuate the building at the sound of a fire alarm or at the direction of a Campus Safety Officer or the Emergency Coordinator for your building.
2. Know the marked exit for your floor and building. Know exit routes from your work area.
3. Leave the building immediately if the alarm sounds or if you are directed to do so.
4. Notify the first responders of the location of persons with disabilities who could not evacuate.
5. Do not use the elevators in the case of fire.
6. Once outside, move to the Rally Site designated for your area and notify the Emergency Coordinator that you have evacuated. Remain at the Rally Site.
7. Walk into the wind and away from the building, staying at least 200 feet away. Do not hinder or get in the way of emergency personnel.
8. Do not re-enter the building unless instructed to do so.

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Lawrence Tech wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Lawrence Tech prohibits the possession, transfer, sale, or use of such materials on its premises. Lawrence Tech requires the cooperation of all employees in administering this policy.

Desks, lockers, voice mail, e-mail and other storage devices may be provided for the convenience of employees but remain the sole property of Lawrence Tech. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Lawrence Tech at any time, either with or without prior notice.

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Lawrence Tech's Emergency Response Plan (ERP) establishes a framework that enables Lawrence Tech to respond swiftly, effectively and safely to emergencies as they occur. Core operational considerations of the ERP include direction, control, coordination, communication and safety. The ERP applies to all occupants of facilities and grounds owned, operated, and/or leased by Lawrence Tech.

Lawrence is a small campus where the community of faculty, staff and students know and are attentive to the well-being of others. This supportive environment helps ensure that constituents are cognizant of safety concerns and will immediately alert Campus Safety of any suspicious situations. Once the facts are available, communication with all campus constituents is made as quickly as possible.

The University uses a variety of electronic communication avenues such as web mail alerts, Lynx Pro, Blackboard messaging and Face Book to notify its community when an incident occurs. In the fall of 2007, Lawrence Tech plans to join a notification system that provides emergency information through an automated telephone dialing system.

Lawrence Tech currently has over 80 security buttons located next to individuals in strategic areas across campus and connected by a computer network that instantly notifies Campus Safety if an incident is occurring. The security buttons also provide reverse messaging that notifies users of an emergency situation. The installation of additional security buttons is planned over the next few months.

The University performs routine background checks on employees who hold positions of a critical nature.

Lawrence Tech works closely with the City of Southfield law enforcement and emergency personnel and with other such services and homeland security agencies in the region and state.

The University provides safety policies and procedures to its constituents during the Orientation Program and provides ongoing safety training through seminars and campus-wide communications.

Lawrence Tech provides counseling for students whenever required. If a behavioral problem is observed, faculty, staff and administration are prepared to refer a student to the Dean of Students and/or Counseling Office. For all other emergencies, faculty, staff and administration will contact Campus Safety at \*911 or extension 3945.

The complete *Emergency Response Plan* can be found at [www.ltu.edu](http://www.ltu.edu)

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A TORNADO WARNING MEANS A TORNADO HAS BEEN SIGHTED.

1. If a tornado warning is issued or if threatening weather approaches, seek a tornado shelter immediately.
2. Notification by one or more of the following signals or if the weather situation appears imminent:
  - a. Building sirens
  - b. Local TV, radio or internet weather reports
  - c. Other people
3. Shelter Areas are shown on the floor plans posted throughout the buildings.
4. Seek shelter in an interior room free of any windows.
5. Avoid glass-enclosed stairways whenever possible.
6. Wait for the severe weather to pass, then call Campus Safety at \*911 or x3945 to check if the all-clear message has been given.

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# 1000 Benefits

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Welcome to Your Benefits Handbook, your resource for information about the benefits packages offered by Lawrence Tech. Lawrence Tech provides a variety of benefit options to protect you and your eligible family members. This handbook highlights the main features of the plans offered. The benefit plan year for your insurance (medical, dental, vision and life) is January 1 – December 31. The effective date of coverage for certain benefits will vary and depends on the employee's date of employment.

Some benefit programs require matching contributions from the employee, but many are fully paid by Lawrence Tech. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover **all employees** in the manner prescribed by law. Benefits that are unique to employees with academic or executive appointments, such as faculty, deans, chairs, and other executive officers, are contained in the *Faculty Handbook*. Benefits that are for all other employees are contained in the *Staff and Administrators Handbook*.

It is the purpose and intent of this handbook to act as an information outline of the benefits that Lawrence Tech offers. This handbook should not be construed as creating a contract between Lawrence Tech and any employees for any benefit described in it. In the event of a discrepancy between the material in this handbook and the plan's membership booklet, certificates and riders, the latter will govern. The interpretation and operation of the benefits are within the sole discretion of Lawrence Tech and the applicable administrator or carrier. The benefits outlined in this handbook may be unilaterally added to, expanded upon, reduced, withdrawn or otherwise modified by Lawrence Tech.

Lawrence Tech in its sole discretion may modify, amend, or terminate the benefits provided in this Handbook with respect to any individual receiving benefits, including active employees, retirees, and their spouses, partners, and dependents. Although Lawrence Tech has elected to provide these benefits in a calendar year, no individual has a vested right to any of the benefits provided. Nothing in these materials gives any individual right to continued benefits beyond the time Lawrence Tech modifies, amends, or terminates the benefit. Anyone seeking or accepting the benefits provided will be deemed to have accepted the terms of the benefits programs and Lawrence Tech's right to modify, amend or terminate them.

#### **Notice of Non-Discrimination Policy**

Lawrence Tech adheres and conforms to all applicable federal, state and local civil rights regulations, statutes and ordinances. No person, student, faculty or staff member will knowingly be discriminated against relative to the above statutes. Lawrence Tech is an Equal Opportunity Employer.

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## Access to Benefits Information

Faculty and staff have access to benefits information 24 hours a day, seven days a week. By logging onto BannerWeb at [www.ltu.edu](http://www.ltu.edu), employees may view their benefits information from home or office, anytime or anywhere. For additional information or assistance, participants may also contact the Office of Human Resources as follows:

### Office Location

Lawrence Technological University  
Office of Human Resources  
Engineering Building, Suite 109  
21000 West Ten Mile Road  
Southfield, MI 48075

### Office Hours

Monday – Friday  
8:00 am to 4:30 pm

### Phone:

248.204.2109 or 248.204.2150

### Email:

Benefits staff will answer your benefits questions by email. Address your questions to [benefits@ltu.edu](mailto:benefits@ltu.edu)

### Office of Human Resources website

[http://www.ltu.edu/human\\_resources](http://www.ltu.edu/human_resources)

### Limitations

Although the summary plan documents material provides a summary of coverage available under these options, it does not address important limitations and restrictions that may apply to the health care plans. It is your responsibility to understand how the options work including the limitations and restrictions and to make the appropriate health care choices. More detailed information regarding plan options can be obtained from the Office of Human Resources.

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### Provisions

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The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Lawrence Tech's health plan when a "qualifying event" would normally result in the loss of eligibility.

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### Qualified Beneficiaries

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A qualified beneficiary generally is an individual covered by a group health plan on the day before a qualifying event and is an employee, the employee's spouse, or an employee's dependent child. In addition, any child born to or placed for adoption with a covered employee during the period of COBRA coverage is considered a qualified beneficiary.

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### Qualifying Events Definition

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Qualifying events are certain events that would cause an individual to lose health coverage. The type of qualifying event will determine who the qualified beneficiaries are and the amount of time that a plan must offer the health coverage to them under COBRA.

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### Qualifying Events for Employees

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- Voluntary or involuntary termination of employment for reasons other than gross misconduct.
- Reduction in the number of hours of employment.

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### Qualifying Events for Spouses

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- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct.
- Reduction in the hours worked by the covered employee.
- Covered employee becomes entitled to Medicare.
- Divorce or legal separation of the covered employee.
- Death of the covered employee.

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### Qualifying Events for Dependent Children

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- Loss of dependent child status under the plan rules.
- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct.
- Reduction in the hours worked by the covered employee.
- Covered employee becomes entitled to Medicare.
- Divorce or legal separation of the covered employee.
- Death of the covered employee.

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## **Notification and Election**

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Lawrence Tech provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Lawrence Tech's health insurance plan. The notice contains important information about the employee's rights and obligations.

The COBRA participant must complete and return COBRA Election form within the established deadline and provide payment before coverage reinstatement.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Lawrence Tech's group rates plus an administration fee.

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Lawrence Tech provides a full service dining experience at *Café Lawrence* which includes breakfast, lunch, and dinner at the employee's expense. Dining services are available during posted hours at *Café Lawrence*. *Café Lawrence* is open from late August until Mid-May.

The *Larry Joe* coffee bar is our student run coffee bar serving a variety of hot & cold beverages, fresh pastries and grab & go items.

*Café Lawrence*, *Larry Joe* and the University dining commons are located in the Wayne H. Buell Management Building. Dining Services offers a variety of meal options at the *Larry Joe* coffee bar during the summer months. Vending machines serving a variety of light snack items and hot & cold beverages are located in key traffic areas at several campus locations.

The **Café Cash Card** works as an on-campus debit card that can be used in place of cash at *Café Lawrence* for meals and snacks, or at the *Larry Joe* coffee bar. Additional provisions are provided in the Café Cash Card Policy or you may visit the web site at [http://www.ltu.edu/food\\_services/index.asp](http://www.ltu.edu/food_services/index.asp).

#### **How to Sign Up for the a Café Cash Card**

Employees may request a [Café Cash Card Faculty/Staff Application](#) by contacting Dining Services.

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## Dental Insurance

Lawrence Tech offers dental care coverage and pays the full cost of the monthly premium for the employee and his/her spouse or same-sex domestic partner and his/her eligible dependents. Employees are responsible for co-payments, deductibles and other applicable costs above the annual benefit allowance. The basic dental plan offers preventive, basic, and major services. Orthodontia services are available for dependents to age 18. Additional details regarding the plan are available in the Office of Human Resources.

### **How to Enroll**

Contact the Office of Human Resources to request an enrollment application.

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## Direct Deposit

Payroll Direct Deposit is available to all University employees. If elected, Lawrence Tech, in lieu of issuing a payroll check will make one direct deposit to an account of your choice, without charge. Employee will receive a separate printed statement of deductions, withholding, etc. Additional information is available by contacting the Payroll Office, email to [payroll@ltu.edu](mailto:payroll@ltu.edu).

### **How to Sign up for Payroll Direct Deposit**

Employees can request a [Payroll Direct Deposit](#) form by contacting the Payroll Office, [payroll@ltu.edu](mailto:payroll@ltu.edu)

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Lawrence Tech recognizes that the skills and knowledge of its employees are critical to the success of the organization. The *Educational Assistance Program* encourages personal development through formal education so that employees can maintain and improve job-related skills. The University's *Educational Assistance Program* has two components — (1) **Tuition Waiver (Undergraduate)** and (2) **Tuition Reimbursement (Graduate or other Professional Development)**. **NOTE:** The benefits will only be provided if the employee is still employed by the University at the time the course is completed. Employees who discontinue working for the University, for any reason, both voluntary and involuntary during a semester in which they are registered will be charged a pro-rated amount for the credits taken.

Definitions	
<b>FTE</b> – Full-Time Employee	Faculty, staff and administrator who is a current employee on Lawrence Tech's payroll.
<b>FTE-SD</b> – Full-Time Employee's Spouse or Dependent	Individual that is currently married to a Lawrence Tech employee or currently claimed as a dependent child on the Internal Revenue Service tax form. <b>NOTE:</b> If you cannot provide proof that a dependent child is claimed on your taxes, the dependent child does not meet this provision.
<b>PTE</b> – Part-Time Employee	Adjunct or staff employee who works less than 30 hours per week. –A year of service for a part-time employee is defined as one calendar year during which part-time employee has worked a total of seven hundred (700) hours. –A year of service for part-time faculty is defined as one calendar year in which the instructor teaches at least two (2) academic semesters.
<b>PTE-SD</b> – Part-Time Employee's Spouse or Dependent	Individual that is currently married to a Lawrence Tech employee or currently claimed as a dependent child on the Internal Revenue Service tax form. <b>NOTE:</b> If you cannot provide proof that a dependent child is claimed on your taxes, the dependent child does not meet this provision.

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## Tuition Waiver Program

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### UNDERGRADUATE

The **Tuition Waiver Program** for undergraduates is intended to provide eligible employees, their spouses and dependents with the opportunity to further their education/career development or pursue vocational interests. The rules and restrictions of the program are outlined below.

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### Eligibility Requirements

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The program is available to FTE, FTE-SD, PTE, and PTE-SD. Tuition waivers cover tuition, registration and application fees. (**NOTE:** Late fees, activity fees and course fees are not waived.) Employees, spouses and dependents who apply for a waiver of tuition are subject to the admission requirements of the University.)

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### Effective Date

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- FTE First term (semester or summer session) after date of hire
- FTE-SD One (1) year after FTE date of hire
- PTE First term (semester or summer session) after five (5) years from date of hire
- PTE-SD Five (5) years after PTE date of hire

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### Benefits

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- FTE 100% tuition waiver with a maximum of fifteen (15) credit hours per academic year, not to exceed two (2) classes or six (6) credit hours per semester
- FTE-SD 50% waiver with unlimited credit hours per academic year after one (1) year of service from FTE date of hire  
100% tuition waiver with unlimited credit hours per academic year after two(s) years of service from FTE date of hire
- PTE 100% tuition waiver with a maximum of fifteen (15) credit hours per academic year, not to exceed two (2) classes or six (6) credit hours per semester
- PTE-SD 50% tuition waiver with unlimited credit hours per academic year after five (5) years of service from PTE date of hire  
75% tuition waiver with unlimited credit hours per academic year after eight (8) years of service from PTE date of hire  
100% tuition waiver with unlimited credit hours per academic year after twelve (12) years of service from PTE date of hire

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### Tuition Waiver Procedure

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1. Read and complete all sections of the *Educational Assistance Program Application*. Obtain appropriate signatures for each semester. Incomplete forms will be returned unapproved. NOTE: Employees may only attend classes before or after the completion of their regular work shift. If the class is during working hours it must be approved by your supervisor.
2. Submit the completed *Educational Assistance Program Application* to the Office of Human Resources.
3. All applications for educational assistance must be submitted to the Office of Human Resources prior to the posted semester drop/add deadline dates.
4. Additional verification may be required to ensure that the spouse/dependent eligibility requirement is met.
5. A copy of the approved or unapproved application will be returned to the requestor for their records and future reference.
6. An approved application will result in a tuition waiver according to the benefits stated above.

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### Billing

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The Student Accounts Services department will issue a billing statement for any outstanding balances not covered by the *Educational Assistance Program*. If your bill does not reflect the credit, please contact Student Accounts Services.

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## Tuition Reimbursement Program

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### GRADUATE OR OTHER PROFESSIONAL DEVELOPMENT

The University may provide Tuition Reimbursement or a Forgiveness Loan to FTE for graduate, doctoral, seminar and other professional development courses related to the employee's current job duties or a foreseeable future position at the University. Continuing Education courses are not covered by this benefit. Lawrence Tech has the sole discretion to determine whether or not a course relates to an employee's current job duties or a foreseeable future position.

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### Eligibility Requirements

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Employee must be full-time and have received a passing grade of C or higher in all course work. Adjunct faculty, part-time staff or employee's spouse or dependent are not eligible.

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### Benefits

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- Maximum tuition reimbursement of \$2000 per calendar year if employee's supervisor has an approved budget
- Participation in the Forgiveness Loan program (requires appropriate approval)

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### Procedures

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#### Tuition Reimbursement

1. Obtain supervisor approval before you register for an outside class as the reimbursement is charged to the department's budget.
2. Complete all sections of the *Check Request Form* and attach original receipts, copy of student statement, or credit card billing statement. Obtain appropriate supervisor's signature of approval.

**NOTE:** Employees may only attend classes before or after the completion of their regular work shift. If the class is during working hours it must be approved by your supervisor.

3. Submit the completed *Check Request Form* to the Accounts Payable Office.
4. Once the reimbursement is processed, a copy of the paperwork is forwarded to the Office of Human Resources.

#### Forgiveness Loan

Employee's supervisor recommends that the University provide advance payment for tuition expenses (not including books) for classes. The following conditions apply:

1. Vice President or Provost's written approval of the Forgiveness Loan.
2. Supervisor has an approved budget to cover the advance payment for tuition expense.
3. Courses taken are related to the employee's current job duties or a foreseeable position at the University. (**NOTE** that upper management must concur with this statement.)
4. Employee must sign a *Forgiveness Loan Agreement*.
5. Employee must maintain a 2.0 or grade of C or higher in all courses.

Contact the Office of Human Resources for additional information.

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**Employee's Eligibility For Benefits**

In general, employees are eligible for benefits if they are:

- Classified regular, full-time, and position is budgeted with benefits
- Classified regular, part-time

The type of benefit for which employees are eligible is dependent upon a variety of factors, including the employee's employment category and job classification.

**Regular Full-Time Faculty, Staff and Administrative Employees**

<ul style="list-style-type: none"> <li>■ Benefit Continuation (COBRA)</li> <li>■ Cafeteria / Café Cash Card</li> <li>■ Dental Insurance</li> <li>■ Discount Auto and Home Insurance</li> <li>■ Direct Deposit</li> <li>■ Educational Assistance Program</li> <li>■ Employee Assistance Program</li> <li>■ Flexible Spending Accounts             <ul style="list-style-type: none"> <li>- Health Care</li> <li>- Dependent Care</li> </ul> </li> <li>■ Leave of Absence             <ul style="list-style-type: none"> <li>- Bereavement</li> <li>- Jury/Witness Duty</li> <li>- Family Leave</li> <li>- Medical Leave</li> <li>- Military Duty</li> <li>- Time Off to Vote</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Life Insurance</li> <li>■ Long-Term Disability Income Protection</li> <li>■ Medical Insurance</li> <li>■ Pre-tax/After-tax Payment Option</li> <li>■ Legal Plan             <ul style="list-style-type: none"> <li>- Pre-paid Legal Services</li> <li>- Identity Theft Shield</li> </ul> </li> <li>■ Recreational Activities</li> <li>■ Retirement Plans             <ul style="list-style-type: none"> <li>- Retirement Annuity</li> <li>- Supplemental Retirement Annuity</li> </ul> </li> <li>■ Short-Term Disability Income Protection</li> <li>■ University Bookstore Discount</li> <li>■ Vision Insurance</li> <li>■ Waiver of Coverage</li> <li>■ Worker's Compensation</li> </ul>
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**Regular Part-Time Staff and Adjunct Faculty Employees**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>a. Cafeteria / Café Cash Card</li> <li>c. Direct Deposit</li> <li>e. Discount Auto and Home Insurance</li> <li>f. Educational Assistance Program</li> <li>g. Family and Medical Leave</li> </ul> | <ul style="list-style-type: none"> <li>b. Legal Plan</li> <li>d. Recreational Activities</li> <li>h. Retirement Plan (Supplemental Retirement Annuity)</li> <li>i. University Bookstore Discount</li> <li>j. Worker's Compensation</li> </ul> |
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## Employee's Dependent Eligibility

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Upon enrollment in benefits, eligible full-time employees become Subscribers. The Subscriber can enroll their eligible dependents in the medical, dental, vision and dependent life insurance. The spouse and dependent are also eligible for education tuition waiver following waiting period. Coverage eligibility applies to dependents that are:

- Not covered by the University as an employee
- Not covered by the University as a dependent on another University's employee's coverage

The Subscriber's dependents may be enrolled in benefits provided they meet the requirements as follows:

- Legal spouse
- Registered same-sex domestic partner (defined as employees and their same-sex domestic partner/dependent that meet the following eligibility requirements);

Are same sex and for this reason are unable to marry each other under Michigan law,

Are in a long-term committed relationship, have been in the relationship for at least six (6) months, and intend to remain together indefinitely,

Are not legally married to others and neither has another domestic partner,

Are at least 18 years of age and have the capacity to enter into a contract,

Are not related to one another closely enough to bar marriage in Michigan,

Share a residence and have done so for at least six (6) months,

Are jointly responsible to each other for the necessities of life, and

Provide a signed "partnership agreement" that obligates each of the parties to provide support to one another and provides for substantially equal division, upon termination of the relationship, of earnings during the relationship and any property acquired with those earnings.

**NOTE:** Employees must complete the *Affidavit of Domestic Partnership* form and applicable insurance enrollment forms. Employees should contact the Office of Human Resources for additional provisions and enrollment procedures.

- Dependent Child – from birth to the end of year dependent turns age 19 who:
  - Is unmarried,
  - Is claimed as a dependent on employee's most recent income tax return and will qualify in the current year for dependent tax status,
  - Resides in the employee's home,
  - Is legally adopted or dependent step child due to marriage,
  - Is legal guardian (ward) or court-ordered dependent, and
  - Is principally supported by the employee.
- Young Adult/Family Continuation – from age 20 through the end of the year they reach age 25, the dependent must meet the following criteria for continuing eligibility:
  - Is unmarried,
  - Resides primarily in the employee's home,
  - Is related to the employee by blood, marriage or legal adoption,
  - Is a full-time student for at least five months of the year, and
  - Is claimed as a dependent on employee's most recent income tax return and will qualify in the current year for dependency tax status.
- Sponsored Dependent must meet the following criteria for continuing eligibility:
  - Is any relative by blood or marriage or legal adoption
  - Is a dependent over 19,
  - Is not eligible for young adult family continuation or dependent coverage,
  - Is not eligible for Medicare,



Resides in the employee's home,  
Is claimed as a dependent on employee's most recent income tax return and subscriber continues to provide more than half dependent's support

■ Permanently and Totally Disabled Dependent Children

Is over the age of 19

Unmarried

Incapable of self-sustaining employment by reason of mental retardation or physical handicap

Disabled prior to the age of 19

Dependent on the Subscriber for support and maintenance

Has a statement from a doctor identifying the dependent's diagnosis and the prognosis must be included with the application

■ Dependent Grandchildren

Subscriber can only cover dependent grandchildren by having legal guardianship or legal custody, and must be able to supply the court approved Legal Guardianship papers,

The grandchild must have been principally supported by the Subscriber for a minimum of nine (9) consecutive months before coverage is effective,

The grandchild must not be eligible for Medicare.

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### Special Enrollment Due to Status Change

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Elections made to medical, dental, vision, life insurance and flexible spending accounts are binding selections for the entire benefit plan year. Therefore, benefit elections will remain in effect throughout the plan year and cannot be changed until benefits open enrollment. However, special enrollment is allowed if employees experience a “status change.” Status changes include the following:

- Change in marital status
- Birth or adoption of a child
- Death of a spouse or dependent
- Commencement or termination of your spouse’s employment (for termination if a period of unemployment for more than 30 days)
- Switch from full-time to part-time employment and vice versa by employee or employee’s spouse
- You or your spouse begin or return from an unpaid leave of absence
- Change in dependent eligibility
- Your spouse has a significant change in health coverage directly attributable to your spouse’s employment
- You are placed on an unpaid Family and Medical Leave, Worker’s Compensation or Leave of Absence
- You elected to participate in the University Medical Opt-out Program and you lose your other medical coverage

A status change must be reported to the Human Resources Department **within 30 days** of occurrence in order to allow selection of different benefit options.

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## Employee Assistance Program

Lawrence Tech offers an Employee Assistance Program (EAP) to eligible employees. The EAP program provides employees assistance with everything from life's everyday issues to life's more difficult problems. EAP counselors are to maintain information given by employees completely confidentially. The EAP assists employees with both work-related and personal problems they or their family members may be experiencing.

Employees can receive assistance at any time of day or night to talk immediately with a professional counselor about issues such as: family relationships; marital difficulties; elder care and child care; financial and legal matters; drug and alcohol abuse; depression and loneliness; mental health problems; etc.

Assistance includes telephone consultations, face-to-face consultations, tips on tape, and on-line resources. For more serious concerns, the EAP counselor will make referrals to local qualified professionals or agencies that have been pre-screened. Follow-up calls are made to make sure the issue is being resolved.

### **How to Enroll**

Contact the Office of Human Resources for more information.

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- **Review benefits information.** It is important that employees review their benefits information, make their benefits selections, and enroll within **30 days of eligibility**.
- **Confirm the benefits** selection by logging onto BannerWeb at [www.ltu.edu](http://www.ltu.edu). Carefully review the information and if any data entry errors are found, immediately notify the Office of Human Resources.
- **Update Address Information.** The employee is responsible for notifying the Office of Human Resources immediately if their address changes.
- **Monitor Your Benefits Deductions.** Employee should verify benefits deductions on their pay stub to be sure they match the coverage requested. Employees can review their pay stub online by logging onto BannerWeb at [www.ltu.edu](http://www.ltu.edu).
- **If You Find an Error in Your Deductions,** contact the Office of Human Resources immediately. The University is not responsible for any excess contributions made because the employee failed to provide proper notification of ineligibility of a dependent. This notification must be submitted in writing to the Office of Human Resources. You are urged to keep copies of all forms turned in as well as official University notices.
- **If You Provide False Information.** Employees who submit false information intended to provide health coverage for alleged dependents not eligible for such coverage may be subject to disciplinary action up to and including termination of employment. Such employee will also be held financially responsible for all claims filed, and will be required to reimburse the University for any payments made on behalf of or for the benefit of an ineligible person claimed as a dependent.
- **Make Dependent Coverage Changes Promptly.** Employees are responsible for notifying the Office of Human Resources if, experience a qualified “status change” within 30 days of the event if the change has affected or will affect their coverage. Status changes include the following:
  - Change in marital status
  - Birth or adoption of a child
  - Death of a spouse or dependent
  - Commencement or termination of your spouse’s employment (for termination, if a period of unemployment for more than 30 days)
  - Switch from full-time to part-time employment and vice versa by employee or employee’s spouse
  - You or your spouse begin or return from an unpaid leave of absence
  - Change in dependent eligibility
  - Your spouse has a significant change in health coverage directly attributable to your spouse’s employment
  - You, your spouse or a dependent becomes eligible for Medicare

If the status change is not reported within the specific period, the employee will have to wait for the next Open Enrollment period to make changes to their benefits.

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### 1011.1 DISABILITY ACCOMMODATIONS

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Lawrence Tech complies with the *Americans with Disabilities Act (ADA)* and the *Persons With Disability Civil Rights Act (PWCRA)* and ensures equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures are intended to provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Lawrence Tech will make reasonable accommodations for qualified individuals with known disabilities unrelated to the performance of the duties and responsibilities of the position unless doing so would result in an undue hardship. All employment decisions are based on the merits of the situation in accordance with the defined criteria, not the disability of the individual. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Disabled employees who feel accommodations are needed to perform their job must notify the Manager of Benefits in writing of the need for reasonable accommodations within one hundred and eighty-two (182) calendar days after the date the employee knew or reasonably should have known that an accommodation is needed.<sup>1</sup> Failure to properly notify Lawrence Tech will be a defense to any claim that Lawrence Tech failed to accommodate the disabled employee.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types are available to all employees on an equal basis.

Lawrence Tech does not discriminate against any qualified employee or applicant because they are related to or associated with a person with a disability. Lawrence Tech follows state and local laws that provide individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Lawrence Tech takes all actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state and local laws.

<sup>1</sup> A written request for accommodation within 182 days is applicable only under Michigan law.

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## 1011.2 EMPLOYEE RETIREMENT INCOME SECURITY ACT (ERISA)

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Lawrence Tech adheres to the Employee Retirement Income Security Act (ERISA) requirements. ERISA regulates employers who offer pension or welfare benefit plans for their employees. Title I of ERISA is administered by the [Employee Benefits Security Administration \(EBSA\)](#) (formerly the Pension and Welfare Benefits Administration) and imposes a wide range of fiduciary, disclosure and reporting requirements on fiduciaries of pension and welfare benefit plans and on others having dealings with these plans. These provisions preempt many similar state laws. Under Title IV, certain employers and plan administrators must fund an insurance system to protect certain kinds of retirement benefits, with premiums paid to the federal government's [Pension Benefit Guaranty Corporation \(PBGC\)](#). EBSA also administers reporting requirements for continuation of health-care provisions, required under the Comprehensive Omnibus Budget Reconciliation Act of 1985 (COBRA) and the health care portability requirements on group plans under the Health Insurance Portability and Accountability Act (HIPAA).

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### 1011.3 COMPREHENSIVE OMNIBUS BUDGET RECONCILIATION ACT 1985 (COBRA)

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Within ninety (90) days after the employee enrolls in the University benefits, notices explaining your rights and responsibilities under COBRA will be mailed to your home. COBRA allows you and/or your dependents to continue your medical, dental and vision coverage as well as your health care flexible spending account at your own expense if you and/or your dependents become ineligible for these benefits due to termination or changes in employee category or dependent status.

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#### 1011.4 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

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The HIPAA notice is located in *Your Benefits Guide* and is provided to employees during the benefit orientation meeting. HIPAA provides, among other things, restrictions on the ways your personal health information is collected, used, and disclosed. Personal Health Information (PHI), also called “protected health information,” is current, past or future information created or received by the University through its health care providers, health plans and contractors. It relates to the physical or mental condition of a patient or plan member, the provision of health care to that person, or payment for the provision of health care to that person. The term PHI does not generally include publicly available information, or information available or reported in a summarized or group manner. The notice describes University compliance with HIPAA’s privacy protections.

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## 1011.5 MENTAL HEALTH BENEFITS

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The Mental Health Parity Act (MHPA) provides for parity in the application of aggregate lifetime and annual dollar limits on mental health benefits with dollar limits on medical/surgical benefits. A plan that does not impose an annual or lifetime dollar limit on medical and surgical benefits may not impose such a dollar limit on mental health benefits offered under the plan. MHPA does not apply to benefits for substance abuse or chemical dependency. Health plans are not required to include mental health benefits in their benefits package. MHPA only applies to those plans that do offer mental health benefits.

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## 1011.6 NOTICE CREDITABILITY COVERAGE—MEDICARE PART D

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The Notice Creditable Coverage, located in *Your Benefits Guide*, is published in accordance with regulations promulgated by the Centers for Medicare Services (CMS), pursuant to the Medicare Prescription Drug, Improvement, and Moderation Act of 2003. The notice provides information about prescription drug coverage and Medicare for those that are age 65 or older or Medicare eligible due to end-stage renal disease or due to other disability. It has information about the current prescription drug coverage with Lawrence Tech and prescription drug coverage available for people with Medicare. It also explains the options that are available under Medicare prescription drug coverage and can help you decide whether or not you want to enroll. Medicare prescription drug coverage became available in 2006 to everyone with Medicare through Medicare prescription drug plans and Medicare Advantage Plans that offer prescription drug coverage. All Medicare prescription drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.

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## 1011.7 FAMILY AND MEDICAL LEAVE ACT OF 1993

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Lawrence Tech complies with the requirement set forth in the Family Medical Leave Act (FMLA or Act). Administered by the [Wage and Hour Division](#), the FMLA law requires employers of fifty (50) or more employees to give up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the birth or adoption of a child or for the serious illness of the employee or a spouse, child or parent.

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## 1011.8 WOMEN'S HEALTH & CANCER RIGHTS PROTECTION OF 1998

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The Women's Health & Cancer Rights Protection Act (WHCRA) is a federal law that requires a group health plan to provide coverage for the following services to an individual receiving plan benefits in connection with a mastectomy:

- Reconstruction of the breast on which the mastectomy has been performed;
- Surgery and reconstruction of the other breast to produce a symmetrical appearance; and
- Prosthesis and treatment of physical complications for all stages of a mastectomy, including lymphedem (swelling associated with the removal of lymph nodes).

The group health plan must determine the manner of coverage in consultation with the attending physician and patient. Coverage for breast reconstruction and related services will be subject to deductibles and coinsurance amounts that are consistent with those that apply to other benefits under the plan.

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## 1011.9 NEWBORN AND MOTHER'S HEALTH PROTECTION ACT OF 1998

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The Newborn and Mother's Health Protection Act is a federal law that states: "Group plans and health insurers generally may not, under federal law, restrict benefits for any hospital length of stay in connection with childbirth."

The law provides that neither you nor your newborn baby may be sent home less than 48 hours following a natural childbirth. If you have a caesarean section, you may remain at the hospital for 96 hours. A longer stay is based on medical necessity, which is determined by your physician. However, the law does not prohibit either of you from going home in less than 48 hours, or 96 hours following a caesarean section, provided that you or your physician agrees that it is safe to do so.

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Flexible Spending Accounts (FSAs) are available for employee-paid health care and dependent care expenses. Participation in FSAs is voluntary and contributions are subtracted from the participant's paycheck before federal, state, and FICA taxes are calculated.

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### FSA Provisions

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- The FSAs are funded by a salary reduction program.
- Employees may allocate before-tax dollars to cover anticipated expenses.
- Prior to the beginning of each plan year, each participant decides the amount of salary to be allocated to each type of plan (medical account and dependent care).
- Using flexible compensation, an employee reduces his/her before-tax income with no loss of compensation. As a result, Social Security, federal and state income taxes are reduced. The more an employee uses flexible compensation, the lower his/her tax base will be, and the more net spendable income the employee will have.
- Employees may not change or stop their contributions during the plan year unless their family or employment status changes (i.e., marriage, divorce, death of a spouse or child, birth or adoption of a child, termination or commencement of employment of a spouse, unpaid leave of absence, etc.). Such a change in the employee election must be the result of, and consistent with, the event causing the election change, and must qualify under the terms and conditions of the plan.
- Employee will have until **March 15** after the plan year to incur health care and/or dependent care expenses.
- Employees will have until **May 31** of each year to submit claims incurred during the prior plan year.
- IRS rules require that any amount not used for covered expenses under the Health Care and/or Dependent Care Reimbursement Accounts cannot be returned to the employee.
- Employees should contact the Office of Human Resources to learn more about the benefits, risks, and requirements associated with the FSA.

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### FSA Reimbursement Process

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- Throughout the year the employee will submit invoices and claim forms for reimbursement for health-related expenses (including deductibles, coinsurance, co-payments, non-covered treatments, prescription glasses, certain over-the-counter drug, etc.) and/or for their dependent expenses to the University's Third Party Administrator.
- Any money left over in a FSA after all eligible claims have been paid may **not** be returned to the employee.

#### How to Enroll

Contact the Office of Human Resources for additional information.

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Lawrence Tech provides a variety of leave of absences. The type of leave that employees are eligible for is dependent upon a variety of factors, including the employee's employment category and job classification. The types of leaves described in the Handbook may apply to all eligible employees. Other types of leaves may be available to employees in specific employee classifications and are described in either the *Faculty* or *Staff and Administration Handbook*. The types of leaves described in the Handbook include:

- Family Leave
- Medical Leave
- Other Leaves
  - Bereavement Leave
  - Jury Duty
  - Military Leave
  - Personal Leave
  - Time off to Vote
  - Witness Duty

The following provisions apply to all the leaves stated above. Additional provisions are indicated under the specific leave section.

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#### Leave Request and Approvals

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Request for leave approval must be obtained from the employee's supervisor and the Office of Human Resources. Employees must provide advance notice of requests for leaves of absence to their supervisors. Employees should make requests for leave to their supervisors at least 30 calendar days in advance of foreseeable events and as soon as possible for unforeseeable events.

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#### Outside Employment During Leave

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Employment outside the University while on leave will result in disciplinary action up to and including termination of an employee unless such employment is specifically approved in advance because it relates to the employee's responsibilities at the University, or is for government services or military services.

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#### Pay During Leave

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The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified by University policy.

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## 1013.1 FAMILY AND MEDICAL LEAVE

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Lawrence Tech supports leaves of absence in compliance with the Family Medical Leave Act (FMLA) of 1993. The University provides eligible employees with up to 12 work weeks of unpaid job-and benefit-protected leave of absence during a 12-month period for certain family and medical reasons. During the leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position. **NOTE:** FMLA Leave will run concurrently with any paid leave available to the employee.

**NOTE:** Married or domestic partner couples that are both employed by Lawrence Tech may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child; or to care for the employee's parent with a serious health condition.

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### Leave Request and Approvals

---

Request for leave approval must be obtained from the employee's supervisor and the Office of Human Resources. Employees must provide advance notice of requests for leaves of absence to their supervisors. Employees should make requests for leave to their supervisors at least 30 calendar days in advance of foreseeable events and as soon as possible for unforeseeable events. Employees must make a reasonable effort to have any planned medical treatment scheduled so as not to unduly disrupt the University's operations.

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### Outside Employment During Leave

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Employment outside the University while on leave will result in disciplinary action up to and including termination of an employee unless such employment is specifically approved in advance because it relates to the employee's responsibilities at the University, or is for government services or military services.

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### Eligible Employee

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Eligible employee means a regular, full-time or part-time employee who has been employed by Lawrence Tech for at least 180 calendar days prior to the first day of the requested leave.

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### Reasons for FMLA Leave

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Employees may be eligible for a FMLA Leave for the following reasons:

- Birth of a child to the employee and in order to care for such child
- Placement of a child with the employee for adoption or foster care
- To care for the employee's spouse, son, daughter, or parent who has a serious health condition
- An employee's own serious health condition that renders that employee unable to perform his or her job

**NOTE:** Any FLMA Leave taken for the birth of a child or the placement of a child for adoption or foster care must be completed within one year after the date of birth or placement.

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### Definition of Serious Health Condition

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The leave may be granted for absences that exceeds three (3) or more consecutive days due to a serious health condition of the employee or a spouse, child or parent. For the purpose of this policy, a serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider. The definition of serious health condition, as well as any other provision of this policy that is not specified will be administered in compliance with the FMLA of 1993. The University reserves the right to obtain a second medical opinion at its own expense by a health care provider who is not regularly employed by the University to determine whether and to what extent a serious health condition exists. When a conflict exists between the employee's certification and the second opinion as determined by the University, a third health care provider, jointly agreed to by the University and the employee, and paid for by the University will have final say whether a serious health condition exists.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes to this information should be promptly reported to the Office of Human Resources.

The University requires periodic reports from the employee's treating physician updating the University on the status of the employee's health and may require periodic reports from the employee on his/her intent to return to work.

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### How the Leave May Be Taken

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#### FMLA Leave Rolling 12-Month Period

For purposes of this policy, the 12-month period is defined by the University as a rolling 12-month period, measured backward from the start date of the requested leave. This means that each time an employee uses FMLA Leave the remaining FMLA Leave entitlement is any balance of the 12 weeks that has not been used during the immediately preceding 12 months. There is no "carry over" of unused FMLA Leave from one 12-month period to the next.

#### Consecutive or Intermittent Leave/Reduced Work Schedule

FMLA Leave for a serious health condition may be taken consecutively, intermittently or as a reduced work schedule when certified by a health care provider as medically necessary provided that the supervisor agrees. The intermittent leave is a leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday. When an employee takes leave intermittently or on a reduced work schedule basis, the employee must attempt to schedule the leave so as not to unduly disrupt the University's operations. When an employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment, the University may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

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### Benefits During and After Leave

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Subject to the terms, conditions, and limitations of the applicable plans, Lawrence Tech will continue to provide health insurance benefits for the approved family or medical leave, up to a maximum of 12 weeks. The health insurance benefits will be provided through the end of the month following the 12-week leave. Employees are responsible for their portion of the health care cost. The employee must make arrangements with the Office of Human Resources for timely payment during their leave. If the



necessity for leave exceeds the twelve weeks, the employee may continue health insurance by paying the full cost through COBRA benefits. Upon return to work in a full-time eligible position, coverage will automatically be reinstated, with the University paying the employer portion of the coverage.

Non-academic employees leave time allocations, such as vacation, personal or sick leave, will be suspended during the leave and will resume upon return to active employment.

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### **Required Document**

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For an intermittent leave, the employee must provide a statement from his or her physician of the expected duration and schedule of the intermittent leave before the beginning date of the leave.

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## Family Leave Provisions

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Lawrence Tech provides family leaves of absence, without pay, to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to birth of a child to the employee, placement of a child with the employee for adoption or foster care, or to care for the employee's child, spouse, or parent with a serious health condition.

**NOTE:** Additional provisions regarding family leave are indicated under sub-section 1013.1 Family and Medical Leave.

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## Leave Request and Approvals

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Request for leave approval must be obtained from the employee's supervisor and the Office of Human Resources. Employees must provide advance notice of requests for leaves of absence to their supervisors. Employees should make requests for leave to their supervisors at least 30 calendar days in advance of foreseeable events and as soon as possible for unforeseeable events.

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## Outside Employment During Leave

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Employment outside the University while on leave will result in disciplinary action up to and including termination of an employee unless such employment is specifically approved in advance because it relates to the employee's responsibilities at the University, or is for government services or military services.

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## Application of Accumulated Paid Leave Time During Family Leave

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**NOTE:** This provision applies to Staff and Non-Academic Administrative employees. Faculty and Academic Administrative employees should review the *Faculty Handbook* regarding the Short-Term Disability Benefits Policy.

Employees classified as non-academic will be required to use any available sick leave time to the extent that it is applicable to the reason for the leave, before taking the remainder of the approved leave as unpaid time. Employees may elect to use any vacation and personal time before taking the remainder of approved leave as unpaid time. After exhausting all applicable accumulated paid leave time, employees will receive no pay during the remainder of leave.

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## Maximum Duration of Initial and Extended Family Leave

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Employees may request up to a maximum of 12 weeks *job protected* leave in a rolling 12-month period. Leave request beyond the initial 12 weeks is not job protected. Any combination of family leave and medical leave may not exceed 24 weeks. If the initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days.

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## Benefits During and After Family Leave

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Subject to the terms, conditions, and limitations of the applicable plans, Lawrence Tech will continue to provide health insurance benefits for the approved family leave, up to a maximum of 12 weeks. The health insurance benefits will be provided through the end of the month following the 12-week leave. Employees are responsible for their portion of the health care cost. The employee must make arrangements with the Office of Human Resources for timely payment during their leave. If the



necessity for leave exceeds the twelve weeks, the employee may continue health insurance by paying the full cost through COBRA benefits. Upon return to work in a full-time eligible position, coverage will automatically be reinstated, with the University paying the employer portion of the coverage.

Non-academic employees leave time allocations, such as vacation, personal or sick leave, will be suspended during the leave and will resume upon return to active employment.

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### **Return to Work from Family Leave**

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So that the employee's return to work can be properly scheduled, an employee on family leave is requested to confirm the employee's expected return to work no later than two business days prior to the expiration of the approved leave. If the leave is ending sooner than expected, the employee is expected to provide Lawrence Tech with as much advance notice as possible - but no less than two business days.

When a family leave of 12 weeks or less ends, the employee will be reinstated to the same position or to an equivalent position for which the employee is qualified, if available. Reinstatement is not guaranteed for leaves that extend beyond 12 weeks.

If the employee fails to report to work promptly at the end of the approved leave period, Lawrence Tech will assume that the employee has resigned.

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### **How to Request a Family Leave**

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Contact the Office of Human Resources for additional information.

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## Medical Leave Provisions

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Lawrence Tech provides medical leaves of absence, without pay, to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions. This policy will be administered in compliance with the FMLA.

**NOTE:** Additional provisions regarding medical leave are indicated under sub-section 1013.1 Family and Medical Leave.

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## Leave Request and Approvals

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Request for leave approval must be obtained from the employee's supervisor and the Office of Human Resources. Employees must provide advance notice of requests for leaves of absence to their supervisors. Employees should make requests for leave to their supervisors at least 30 calendar days in advance of foreseeable events and as soon as possible for unforeseeable events.

---

## Outside Employment During Leave

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Employment outside the University while on leave will result in disciplinary action up to and including termination of an employee unless such employment is specifically approved in advance because it relates to the employee's responsibilities at the University, or is for government services or military services.

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## Pregnancy-Related Absence

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Lawrence Tech will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in the Handbook and all applicable federal and state laws. Requests for time off for other activities related to pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

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## Application of Accumulated Paid Leave Time During Medical Leave

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**NOTE:** This provision applies to Staff and Non-Academic Administrative employees. Faculty and Academic Administrative employees should review the *Faculty Handbook* regarding the Short-Term Disability Benefits Policy.

Employees classified as non-academic will be required to use any available sick time to the extent that it is applicable to the reason for the leave as compensation during the leave before taking unpaid medical leave. Employees may elect to use vacation and personal leave time before taking unpaid medical leave. Employees may receive short-term disability benefits to supplement unpaid medical leave following the elimination period.

**NOTE:** If the employee is receiving workers' compensation or disability benefits, the employee must use sick time and vacation time as a supplement, up to a maximum of 100% of the employee's pay.

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### Maximum Duration of Initial and Extended Medical Leave

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Employees may request a maximum of 12 weeks *job protected* medical leave in a rolling 12-month period. Leave request beyond the initial 12 weeks is not job protected. Employees may be granted leave for the period of the disability, although the total amount of an absence (including both a family and medical leave) may not exceed 24 weeks within a rolling 12-month period.

If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension, with necessary supporting documentation.

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### Benefits During and After Medical Leave

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Subject to the terms, conditions, and limitations of the applicable plans, Lawrence Tech will continue to provide health insurance benefits for up to 12 weeks. The health insurance benefits will be provided through the end of the month following the 12 weeks leave. Employees are responsible for their portion of the health care cost. The employee must make arrangements with the Office of Human Resources for timely payment during their leave. If the medical leave exceeds 12 weeks, the employee may continue health insurance by paying the full cost through COBRA benefits.

Upon return to work in a full-time position, coverage will automatically be reinstated, with the University paying the employer portion of the coverage. Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities, and the provisions of this policy.

Non-academic employees leave time allocations, such as vacation, personal or sick leave, will be suspended during the leave and will resume upon return to active employment.

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### Return to Work from Medical Leave

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Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work. So that the employee's return to work can be properly scheduled, the employee on medical leave must confirm the employee's return-to-work date no later than two business days before the approved leave ends. It is appreciated if the employee provides Lawrence Tech with confirmation at least two weeks advance notice of the date the employee intends to return to work. Employees must submit a written release from his/her treating physician before returning to work stating that the employee can perform the essential functions of his/her job with or without an accommodation as provided by law.

When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. Job reinstatement is not guaranteed in all cases for leaves that extend beyond 12 weeks.

If the employee fails to report to work promptly at the end of the medical leave, Lawrence Tech will assume that the employee has resigned.

### How to Request a Medical Leave

Contact the Office of Human Resources for additional information.

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## 1013.2 OTHER LEAVES

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Lawrence Tech provides other types of leaves for its employees.

- Bereavement Leave
- Jury Duty
- Military Leave
- Personal Leave
- Time Off to Vote
- Witness Duty

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## Bereavement Leave

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Employees who wish to take time off due to the death of an immediate family member, in order to attend to necessary arrangements and the funeral, should notify their supervisor immediately. Up to three working days of paid bereavement leave will be provided to regular full-time and introductory full-time employees.

---

## Leave Request and Approvals

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Request for leave approval must be obtained from the employee's supervisor and the Office of Human Resources. Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may, with supervisor's approval, use any available paid time off for additional time off as necessary.

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## Outside Employment During Leave

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Employment outside the University while on leave will result in disciplinary action up to and including termination of an employee unless such employment is specifically approved in advance because it relates to the employee's responsibilities at the University, or is for government services or military services.

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## Pay During Leave

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Bereavement pay is calculated based on the base pay rate at the time of absence.

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## Definitions

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Lawrence Tech defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

### **How to Request a Bereavement Leave**

Contact the Office of Human Resources for a *Request for Leave of Absence* form.

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## Jury Duty

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Lawrence Tech encourages employees to fulfill their civic responsibilities by serving jury duty when required.

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## Leave Request and Approvals

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Request for leave approval must be obtained from the employee's supervisor and the Office of Human Resources. Employees must provide advance notice of requests for leaves of absence to their supervisors. Employees should make requests for leave to their supervisors at least 30 calendar days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. Employees will not be required, however, to spend more than eight hours in a 24 hour period in combined jury duty service and job duties.

Either Lawrence Tech or the employee may request an excuse from jury duty if, in Lawrence Tech's judgment, the employee's absence would create serious operational difficulties.

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## Outside Employment During Leave

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Employment outside the University while on leave will result in disciplinary action up to and including termination of an employee unless such employment is specifically approved in advance because it relates to the employee's responsibilities at the University, or is for government services or military services.

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## Pay During Leave

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An employee on jury duty will be eligible for jury duty pay for up to eight weeks of jury service. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

Any fees received from the court or government agency by the employee for performing jury duty, minus travel expenses, must be given to the Office of Human Resources. If the fees from the court or government agency are not provided to the Office of Human Resources, the employee forfeits Lawrence Tech jury duty pay for the days of absence.

### **How to Request a Jury Duty Leave**

Contact the Office of Human Resources for a *Request for Leave of Absence* form.

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## Military Leave

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A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

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## Leave Request and Approvals

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Request for leave approval must be obtained from the employee's supervisor and the Office of Human Resources. Employees must provide advance notice of requests for leaves of absence to their supervisors. Employees should make requests for leave to their supervisors at least 30 calendar days in advance of foreseeable events and as soon as possible for unforeseeable events.

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## Outside Employment During Leave

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Employment outside the University while on leave will result in disciplinary action up to and including termination of an employee unless such employment is specifically approved in advance because it relates to the employee's responsibilities at the University, or is for government services or military services.

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## Compensation During Military Leave

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Employees will be eligible for partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference, if any, between their normal base compensation and the pay (excluding expense pay) received while on military duty, up to a maximum of two weeks. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

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## Benefits During and After Military Leave

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Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by Lawrence Tech for a period of at least 30 days after the employees last day of work. Thereafter, employees will become responsible for the full costs of these benefits if they wish coverage to continue through COBRA benefits. When the employee returns from military leave, benefits will again be provided by Lawrence Tech according to the applicable plans. Benefit accumulations, such as vacation, sick time, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Non-academic employees leave time allocations, such as vacation, personal or sick leave, will be suspended during the leave and will resume upon return to active employment.

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## Return to Work from Military Leave

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Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws. Eligible employees will be returned to their previous position or a comparable one, in accordance with requirements and limitations of applicable law. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of leave time allocation and job seniority rights.

## How to Request a Military Leave

Contact the Office of Human Resources for a *Request for Leave of Absence* form.



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## Personal Leave

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Lawrence Tech provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

### Regular full-time employees

**NOTE:** This policy applies to Staff and Non-Academic Administrative Employees. Faculty and Academic Administrative Employees should review the Faculty Handbook regarding the Leave of Absence Without Pay Policy.

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## Leave Request and Approvals

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Eligible employees may request personal leave only after having completed 365 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, he/she should request a leave from their supervisor.

Personal leave may be granted for a period of up to 180 calendar days every two years. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 15 calendar days. With the supervisor's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

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## Benefits During and After Personal Leave

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Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by Lawrence Tech until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by Lawrence Tech according to the applicable plans.

Non-academic employees leave time allocations, such as vacation, personal or sick leave, will be suspended during the leave and will resume upon return to active employment.

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## Return to Work from Personal Leave

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When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Lawrence Tech cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, Lawrence Tech will assume the employee has resigned.

### How to Request a Personal Leave

Contact the Office of Human Resources for a *Request for Leave of Absence* form.

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### **Time off to Vote**

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Lawrence Tech encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, the employee may request in writing up to one hour of paid time off to vote.

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### **Leave Request and Approvals**

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Employees should request time off to vote from their supervisor at least two working days prior to Election Day.

Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.

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### **Outside Employment During Leave**

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Employment outside the University while on leave will result in disciplinary action up to and including termination of an employee unless such employment is specifically approved in advance because it relates to the employee's responsibilities at the University, or is for government services or military services.

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## Witness Duty

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Lawrence Tech encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed to testify as a witness, they will receive paid time off for the entire period of witness duty minus any compensation received from the court, or the litigants.

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## Leave Request and Approvals

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Request for leave approval must be obtained from the employee's supervisor and the Office of Human Resources. Employees must provide advance notice of requests for leaves of absence to their supervisors. Employees should make requests for leave to their supervisors at least 30 calendar days in advance of foreseeable events and as soon as possible for unforeseeable events.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence.

The employee is expected to report for work whenever the court schedule permits.

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## Outside Employment During Leave

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Employment outside the University while on leave will result in disciplinary action up to and including termination of an employee unless such employment is specifically approved in advance because it relates to the employee's responsibilities at the University, or is for government services or military services.

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## Pay During Leave

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An employee on witness duty will be eligible for witness duty pay for up to eight weeks of witness service. Witness duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

Any fees received from the court or government agency by the employee for performing witness duty, minus travel expenses, must be given to the Office of Human Resources. If the fees from the court or government agency are not provided to the Office of Human Resources, the employee forfeits Lawrence Tech witness duty pay for the days of absence.

### **How to Request a Witness Duty Leave**

Contact the Office of Human Resources for a *Request for Leave of Absence* form.

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Lawrence Tech offers voluntary pre-paid legal services (PPLS) and/or identity theft shield (ITS) plans at the employee's expense. The PPLS plan includes preventive, motor vehicle, Internal Revenue Service audit and trial defense legal services; and preferred member discounts. Features include access to a full service law firm (all are members of Michigan Bar Association), no claim forms, and covers employee's spouse and dependent children in all 50 states. The ITS plan include credit reports, 24/7 credit monitoring and restoration of identity.

**How to Enroll**

Contact the Office of Human Resources to request an enrollment application.

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## Life Insurance Benefits

Lawrence Tech provides eligible employees with term life insurance and accidental death and dismemberment (AD&D) insurance up to the maximum allowed. Employees may purchase additional term life/AD&D insurance and dependent life insurance for their spouse or same-sex domestic partner and dependents.

### **How to Enroll**

Contact the Office of Human Resources to request an enrollment application.

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Lawrence Tech offers eligible employees long-term disability (LTD) benefits that provide income protection by paying a portion of the employee's income in the event that the employee is found to be disabled and unable to work. The employee is disabled if, as a result of physical disease, injury, pregnancy or mental disorder, they are unable to work in their own occupation or any occupation as defined in the LTD carrier's certification document. The University pays the full premium cost of this benefit. LTD payments are subject to approval and provided by the University's LTD carrier.

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### Long-Term Disability Benefits Provisions

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- LTD coverage becomes effective the 1<sup>st</sup> of the month following one year of regular full-time hire.
- There is a 90-day waiting period before LTD benefits may be applied. LTD benefits begin on the ninety-first (91<sup>st</sup>) day of illness and continue to end of disability or to age 65, whichever is earlier.
- LTD benefits compensate employees at 60% of the employee's monthly base salary, to a maximum of \$7,500/month. If the disability is severe, the percentage of coverage may be increased to 80% based on established criteria. The plan includes annual COLA benefits.
- The payment for basic life insurance premium is waived while LTD benefits are payable.
- The LTD coverage provides the disabled employee with continued contributions of a percentage of the paid monthly benefit into his/her retirement fund.

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### Benefits during Disability Leave

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- Starting the ninetieth (90) day of disablement, insurance provided by the University will cease and the employee will be offered COBRA benefits at their expense.

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### Return to Work

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- Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.
- So that the employee's return to work can be properly scheduled, the employee on medical leave must confirm the employee's return-to-work date no later than two business days before the approved leave ends. It is appreciated if the employee provides Lawrence Tech with confirmation at least two weeks advance notice of the date the employee intends to return to work.
- When a medical leave ends, the employee may be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.
- Job reinstatement is not guaranteed in all cases for leaves that extend beyond 12 weeks.
- If the employee fails to report to work promptly at the end of the medical leave, Lawrence Tech will assume that the employee has resigned.

### How to Request Long-Term Disability Benefits

Contact the Office of Human Resources for additional information.

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## Medical Insurance

Lawrence Tech offers three medical insurance options for each employee and his/her spouse or same-sex domestic partner and his/her eligible dependents. Depending on the plan elected by the employee, the cost of the monthly premium may be shared by Lawrence Tech and the employee. The employee's cost depends on the number of people covered and the plan that is chosen. Additional cost to the employee may also include co-payments, deductible and co-insurance.

The basic medical insurance plans coverage includes preventive care, hospitalization, emergency services, urgent care, mental health and chemical dependency treatment, outpatient services, and prescription drug coverage. Additional details regarding the plans are available in the Office of Human Resources.

### **How to Enroll**

Contact the Office of Human Resources to request an enrollment application.

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The University makes a sizable investment in your benefits by paying a significant portion of the cost. You pay any balance through automatic deductions from your pay. You are responsible for making sure that your pay covers the cost of the benefits you choose.

- **Cost of your benefit plans**  
Each benefit plan has its own rate structure. The cost of each benefit is published annually in the *Benefits Guide* booklet. This booklet includes rate information that will help you determine the amount of your specific deductions.
- **Frequency of deductions**  
Full-time employees are paid on a semi-monthly basis – the 15<sup>th</sup> and last day of the month. Your benefit payroll deductions will be taken in 24 equal installments from the first and second paychecks each month. The monthly cost of benefits as indicated in *Benefits Guide* will be divided by two and deducted from your pay on a semi-monthly basis.
- **Pre-tax/after-tax options for paying your share of benefits cost**  
The Premium Only program complies with Section 125 of the Internal Revenue Service that allows you to pay certain insurance premiums with pre-tax dollars or after-tax dollars. With pre-tax deduction, the premium is subtracted from your pay before federal, state, and FICA taxes are calculated. That reduces your taxable income and saves you money in taxes every payday. Note that when you reduce your FICA taxes, you will also be reducing your Social Security contribution which may affect your future Social Security benefits. Deductions for applicable medical insurance premiums and flexible spending accounts are automatically deducted on a pre-tax basis. Deductions for optional additional life, dependent life and legal plans premium are automatically deducted after-tax.
- **Same-sex domestic partner tax information**  
The employee may be responsible for tax liability on the premium costs to cover the same-sex domestic partner and their dependent(s). The monthly premiums for employees covering a same-sex domestic partner and the partner's children are identical to the premium for employees covering a spouse and children. However, the employer cost of providing benefits for same-sex domestic partners and their children is considered ordinary income or "imputed income" and is, therefore, subject to taxes, including FICA, FICA Medicare, federal, state and city taxes, where applicable. As a result, the cost to the employee of obtaining benefits for a same-sex domestic partner and dependents are actually more than just the cost of the employee's required monthly premium.

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## Personal Automobile/Home Owners Discount Program

Lawrence Tech offers a voluntary personal automobile and homeowners insurance discount program. The program is at the employee's expense with payment options; however, this program is not administered through payroll deduction.

### **How to Enroll**

Contact the Office of Human Resources for additional information.

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The University's recreational facility known as the Don Ridler Field House is available for use by employees and students. There is an annual membership fee (applies from July 1 – June 30 of the school year) to join the Ridler Field House. The facility includes:

- Treadmills and elliptical trainers
- Four racquetball/wallyball courts
- Three volleyball courts
- Two full-court basketball areas
- Cardio-room with bikes and rowing machines
- Stairmasters and cross-trainers
- Ping-pong tables
- Billiards room
- Free-weight room
- Multipurpose weight room
- Fitness track
- Locker rooms and saunas

Additional information (i.e., hours of operation, fees, etc.) is available on the website at [http://www.ltu.edu/athletics/ridler\\_facilities.asp](http://www.ltu.edu/athletics/ridler_facilities.asp)

#### **How to Join the Ridler Field House**

Employees can join the facility by completing and returning the Ridler Field House Authorization for Payroll Deduction form. The form is available upon request from the Payroll Office, [payroll@ltu.edu](mailto:payroll@ltu.edu)

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## Retirement Plans

The University currently offers two retirement saving plans to employees: *Defined Contribution Retirement Plan* and *Tax-Deferred Annuity Plan*. These plans are subject to the discretion of the University to modify, add or eliminate at any time. Employees select amongst a wide choice of investment options for both plans.

The *Defined Contribution Retirement Plan* has a contribution from the University of 5% of an eligible employee's salary and requires a matching contribution from the employee of 5% on a pre-tax basis. Both the University and employee matching contributions are immediately vested.

The *Tax-Deferred Annuity Plan* allows an employee to contribute additional pre-tax dollars up to IRS limits. An employee may enroll in this plan at anytime after employment with the University begins. There are no employer contributions into this plan and all employee contributions are immediately vested.

Both plans offered as of the effective date of this policy are voluntary.

### **How to Enroll**

Contact the Office of Human Resources for additional information.

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After the completion of one year of employment, the University provides short-term disability (STD) income protection during a medical leave of absence to eligible full-time employees. The STD income protection plan is a benefit that provides partial pay for employees who are unable to work due to non-work related illness, injury, or disability.

**NOTE:** This policy applies to Staff and Non-Academic Administrative Employees. Faculty and Academic Administrative Employees should review the Faculty Handbook regarding the Short-Term Disability Benefits Policy.

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### Short-Term Disability Benefits Provisions

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- STD benefits compensate staff and non-academic administrative employees at 60% of their semi-monthly base wage.
- Employees are required to exhaust all available sick days before STD benefits apply.
- Employees may elect to use any available vacation or personal time before STD income benefits apply.
- There is a waiting period of seven (7) calendar days before STD income benefits apply. The benefits begin on the 8<sup>th</sup> day of disability.
- The maximum amount of days covered using a combination of sick days and STD days is 90 calendar days (65 work days).
- Starting the 91<sup>st</sup> day of disablement, there is no compensation from the University.
- If the employee returns to work and the disability recurs within 90 days, the employee does not have to wait the 7 days; disability benefits will begin immediately.
- If the employee is disabled past 90 days, he/she may be covered under the long-term disability plan if the nature of the illness meets the disability qualifications definition.

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### Medical Certification Requirements

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- If an employee is absent for three (3) or more consecutive days, the disability must be certified by a physician identifying the nature of the disability, and stating or estimating the date when the employee will be able to return to work. If the employee cannot return on that date, another certification document from a physician, with a new return date will be required.
- The University reserves the right to confirm the necessity for a medical disability leave by requiring the employee to receive a second or third opinion by a doctor of the University's choice. The University will assume any costs from additional examinations that are not paid by the insurance carrier.

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### STD and FMLA Concurrent Leave

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Any FMLA Leave to which an employee may be entitled runs concurrently with time off granted under this policy. In other words, an employee cannot take his/her full STD benefits, and then take 12 weeks off under the FMLA; any time spent on STD counts as part of an employee's FMLA entitlement.

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### Return to Work Following Leave

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- So that the employee's return to work can be properly scheduled, an employee is requested to confirm the employee's expected return to work no later than two business days prior to their return from leave.
- Employees will not be able to return to work without submitting to the Office of Human Resources health care provider's verification of their fitness to return to work.
- When a medical leave ends, the University will attempt to return the employee to the same position that the employee held prior to the leave, if it is available, or to an equivalent position which the employee is qualified. Under some circumstances, however, permanent replacement during a leave may be required, or in some instances, staffing requirements may change. Therefore, unless an employee is entitled to return to the same or an equivalent position under the FMLA, a job cannot be guaranteed when the employee is ready to return from a STD leave.
- In the event the employee is not entitled to return to the same or an equivalent position under the FMLA and a position is not available or if the employee chooses not to return to work, upon expiration of the STD leave, the employee will be terminated.
- If an employee does not return from a STD leave, the termination date is the last day that the employee was authorized to return or the date the employee notifies the University that he/she is not returning, whichever is sooner. Such employee may be considered for reemployment.
- An employee who returns to work following a STD leave will be considered as having continuous service.

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### Failure to Report to Work Following Leave

---

If the employee fails to report to work promptly at the end of the approved leave period, the University will assume that the employee has resigned.

#### **How to Request Short-Term Disability Benefits**

Contact the Office of Human Resources for additional information.

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In addition to the retirement plan, the University offers complementary Medicare supplemental coverage to eligible employees and his/her spouse at retirement. This plan is secondary to Medicare. To qualify for this supplemental coverage, the employee must be full-time and meet all of the following criteria:

- Must be a current employee on a full-time basis with a minimum of ten (10) full years of service; and
- Must have reached the age of sixty-five (65) years; and
- Must have been hired as full-time before January 1, 1996. (Employees hired January 1, 1996 and later do not qualify.)

The University pays for the cost of this insurance up to a cap of \$150.00/month for single coverage or \$300.00/month per couple. If the cost of coverage exceeds the amount paid by the University, the retiree is responsible for the additional amount.

### **How to Enroll**

Contact the Office of Human Resources for additional information.

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## 1024 University Bookstore

The University bookstore is located in the Wayne H. Buell Management Building. The bookstore sells a wide variety of items including books, instruments, supplies, clothing, greeting cards, etc. Employees of the University receive a **10% discount** at the bookstore on all items **except**: computer software, electronics, food, magazines, rings and textbooks.

### **How to Receive University Bookstore Discounts**

Employees may receive discounts on some bookstore purchases when they show their Lawrence Tech picture identification card. Identification cards are issued by the HelpDesk.

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## Vision Insurance

Lawrence Tech offers vision care coverage to eligible employees and pays the full cost of the monthly premium for the employee and his/her spouse or same-sex domestic partner and his/her eligible dependents. Employees are responsible for co-payments and other applicable costs. The basic vision plan offers an annual eye exam, lenses, frames and contacts. Additional details regarding the plan are available in the Office of Human Resources.

### **How to Enroll**

Contact the Office of Human Resources to request an enrollment application.

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In lieu of medical, vision, and dental coverage, employees are paid an additional cash option per pay period. This option is a taxable benefit and is subject to FICA, federal, state and city taxes.

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### Waiver of Coverage Benefits Provisions

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Employees electing to waive medical, vision, and dental insurance must:

- Complete the Waiver of Coverage form, and
- Show proof of other insurance by providing a copy of an insurance ID card. Note: Canadian citizens covered by OHIP are also required to show proof of insurance.

If, during the plan year, you lose your other medical, vision, and dental coverage and you want to establish coverage through Lawrence Tech, you must notify the Office of Human Resources within 30 days of losing coverage. You will be required to provide proof of lost coverage.

#### How to Enroll

Contact the Office of Human Resources to request an enrollment application.

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Lawrence Tech provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or immediately if the employee is hospitalized.

**NOTE:** If the employee is off from work due to a worker's compensation injury or illness, the leave period will run concurrently with any paid or unpaid leave available to the employee.

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### Reporting Workers' Compensation Injuries

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No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. Employees who sustain work-related injuries or illnesses should report the incident by:

- Informing your supervisor immediately
- Reporting all injuries to Campus Safety (extension 3945) for completion of an Injury Report.
- Notifying the Office of Human Resources (extension 2151) to ensure proper insurance coverage under the University's Workers' Compensation carrier. This enables an eligible employee to qualify for coverage as quickly as possible.

Neither Lawrence Tech nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Lawrence Tech.

Contact the Office of Human Resources for additional information.

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# 1100 Appendices

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COMPLETE AND RETURN THE FOLLOWING FORMS TO THE OFFICE OF HUMAN RESOURCES.

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- Confidentiality Agreement Form
- Employee Acknowledgement Form

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# Confidentiality Agreement

IMPORTANT: Read all sections. If you have questions, please ask them before signing. You will receive a copy of this agreement and a copy will be placed in your personnel file.

## DISCLOSURE OF STUDENT/EMPLOYEE INFORMATION

I recognize that to enable Lawrence Technological University (LTU) to provide educational services, students, faculty and employees must furnish information to the University with the understanding that it will be kept confidential and used only by authorized persons as necessary in providing these services; that the good of the University depends upon keeping information confidential; that certain legal obligations are attached to this information; and that by reason of my duties or in the course of my employment I may receive or have access to verbal, written, or electronic media information concerning students and employees even though I may not furnish the services performed for those individuals.

I recognize that by reason of my duties or in the course of my employment I may receive or have access to verbal, written, or electronic media information concerning students and employees of LTU and the facilities themselves. This information includes but is not limited to salaries, benefits, personnel information, financial information, and private health information.

I hereby agree, except as directed by LTU or by legal process, I will not at any time during or after my employment by doing my duties at the University, disclose any information whatsoever to any person or entity by any means, or permit any such person or entity to examine or make copies of any reports or other documents prepared by me, coming into my possession or my control, or to which I have access, that concerns in any way the employees or services performed by the University, including but not limited to census reports, demographic information, private health information, business reports, correspondence, vendor/supplier information, contract price or terms. I agree that I will not attempt to use any such information for my own advantage.

I recognize that if I am granted access to any record(s), it is on a "need to know" basis. Further, I recognize that the unauthorized disclosure of information by me may violate State or Federal laws [i.e. Family Educational Rights and Privacy Act of 1974 (FERPA), Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), Health Insurance Portability and Accountability Act of 1996 (HIPAA), and Michigan Social Security Privacy Act of 2003 (MSSPA)] and do irreparable injury to the University or the student or employee. Hence, any unauthorized release of information will directly result in disciplinary action including up to termination and/or legal action being taken against me.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed/Typed Name

\_\_\_\_\_  
Banner ID Number

\_\_\_\_\_  
Signature of Witness/Help Desk Representative

\_\_\_\_\_  
Date

- Original: Office of Human Resources
- Copy: Employee



## Employee Acknowledgement Form

The *Staff and Administration Handbook* provides important information about Lawrence Tech, and I understand that I should consult the Office of Human Resources regarding any questions not answered in the Handbook. I have entered into my employment relationship with Lawrence Tech voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Lawrence Tech can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state laws.

Since the information, policies and benefits described in the Handbook are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, with the exception of Lawrence Tech's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of Lawrence Tech has the ability to adopt any revisions to the policies in this Handbook.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained therein and any subsequent revisions.

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Employee's Signature

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Date

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Employee's Name (Type or Print)

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Supervisor's Signature

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Date

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Supervisor's Name (Type or Print)

