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INTRODUCTION

Welcome from President Killingsworth

Dear Colleagues,

No matter your position on campus – from advising students to keeping the grounds maintained – you play a key role in the success of Jacksonville State University. The JSU Staff Handbook will guide your work at JSU, outlining important policies and procedures while highlighting some of the benefits you enjoy as an employee.

Please review this handbook carefully. You are responsible for understanding and following its guidelines, so please contact Human Resources if you have any questions or concerns.

You are a valued member of the JSU family, and your hard work and dedication keep the university running smoothly. Our shared commitment to high standards of conduct, as expressed within this publication, will ensure that JSU continues to be a great place to work and learn.

Thank you,

Dr. Don C. Killingsworth, Jr.
President

About Jacksonville State University

Founded in 1883, Jacksonville State University, also known as "the friendliest campus in the South," is a learning-centered university whose mission is to provide distinctive educational, cultural, and social experiences for a diverse student population. JSU is home to more than 9,000 students representing over 60 countries. JSU strives to challenge students academically in a responsive environment, meeting their educational, career, and personal goals. As an academic institution, it seeks to produce broadly educated graduates who are prepared for global engagement. As a public, comprehensive university, it promotes excellence in scholarly and service activities consistent with its academic and professional strengths.

JSU offers 43 undergraduate and 49 graduate programs (two doctoral degrees, four educational specialist degrees, 37 master's degrees, and six graduate certificates master's degrees) in a variety of disciplines that prepare graduates for meaningful careers and ongoing education. More than 40 of these programs are available online. JSU features six colleges on its 459-acre campus: Arts and Humanities, Business and Industry, Education and Professional Studies, Health Professions and Wellness, Social and Behavioral Sciences, and Science and Mathematics. Most academic programs have discipline-specific accreditations, a reflection of their quality and JSU's commitment to excellence.

JSU also has a proud athletic tradition, competing in 17 Division I sports as a member of the of the A-SUN Conference. JSU welcomes and appreciates its employees' support of its athletic programs. For up-to-date information about Gamecock athletics, please visit www.jsugamecocksports.com.

About This Handbook

This handbook is designed to provide staff employees with information about working at JSU. The information outlined in this handbook represents broad internal guidelines and is not a contract of employment, an offer of employment, or an assurance of continued employment to any person. This handbook supersedes all previous staff handbooks and any departmental memoranda and is subject to change and/or interpretation at the discretion of JSU.

This handbook is written for staff employees. JSU faculty should refer to the *JSU Faculty Handbook and Policies* instead of this handbook.

In addition to reading this handbook, all JSU employees should review JSU's Policies and Procedures Manual. Staff members should note that these policies and procedures may be revised at any time and that the Policies and Procedures Manual will take precedence over the contents of this handbook.

For questions not answered in this handbook, staff members are encouraged to ask their supervisor or email hrconfidential@jsu.edu.

JSU: A GREAT PLACE TO WORK

This handbook is designed for all JSU staff employees, but it is particularly important for new employees to review as it contains an overview of information which will be helpful as you begin your job. For the benefit of our new employees, the following section provides some information about getting started at JSU as well as an overview of the benefits of being an employee at one of best regional universities in the country.

Getting Started

The MyJSU Website: Shorty after starting, all JSU employees are assigned a JSU email address which will be one of the primary means for the University to communicate with you. This email will be the starting point for your access to the http://my.jsu.edu website. MyJSU website is the medium you will use to enter time, request numerous forms, etc. In addition, the website contains JSU announcements, JSU news, links to this handbook, University policies and procedures, holiday schedules and parking information**.** In sum, if you have a general question about working at JSU, the MyJSU website is likely to answer it.

Employee ID: Every JSU employee is required to obtain an employee ID card. New employees must obtain an ID card authorization form from the Department of Human Resources and then take it to the 4th floor of the Theron Montgomery Building to obtain an ID card.

Perks and Benefits

JSU offers a variety of wonderful benefits to its employees. The following is a summary of the many benefits of being a JSU employee.

Medical Benefits/Retirement Plans: Both JSU and/or the State of Alabama offer an array of insurance and retirement plans to eligible JSU employees. Benefit-eligible employees are required to participate in the Teachers' Retirement System (TRS) of the Retirement Systems of Alabama's retirement plan. In addition, many JSU employees are eligible to participate in a 403-B retirement plan offered by the Teachers Insurance and Annuity Association of America (TIAA). After eligibility requirements are met, JSU offers matching of employee contributions up to specified percentages. More information about these benefits is set forth on pages 14-16 of this Handbook.

Paid holidays: While the schedule may vary from year to year, JSU full-time employees generally enjoy a generous holiday schedule including traditional holidays as well as time off during the Fall and Spring break. A current list of official University holidays can be located at Department of Human Resources.

Sick Leave Pool: Provides eligible JSU employees with an emergency pool of sick leave hours which can be used after exhausting all accrued leave for a qualified event. Participation is voluntary and enrollment must occur during the announced open enrollment period each year. For more information, please see Policy I:02:22.

Tuition Assistance: While the terms of the Tuition Assistance Plan are subject to change, qualifying JSU employees are eligible for free or reduced tuition for themselves and immediate family members. For more information, please see Policy I:03:02.

Recreation & Fitness Center: JSU's state-of-the-art recreation and fitness center is an amazing resource for JSU students and employees. Completed in 2019, the 101,000 square foot facility offers indoor/outdoor swimming, a 43' hybrid climbing wall, three full length basketball gyms, dozens of cardio machines, bike rental, adventure excursions, and the latest in strength and conditioning equipment. For more information, please visit University Recreation.

Campus Dining/Cafeteria Discounts: JSU offers a variety of on-campus dining options. This includes cafeteria-style meals at the Jack Hopper Dining Hall and a variety of menu selections at the Gamecock Diner.

JSU employees enjoy substantial discounts at these locations. In addition, a food court in the Theron Montgomery Building hosts Chick-fil-a, Freshens, and Mein Bowl. The Red Rooster Funtime Eatery, across from Meehan Hall, serves up the best pizza in the area as well as traditional deli fare. Finally, Jazzman Café, located in Houston Cole Library, offers pastries and gourmet coffees.

RMC/JSU Health Center: The RMC/JSU Health Center is located on the JSU South Campus on Highway 21. JSU employees may take advantage of an array of health care services– immunizations to diagnostics - at this facility.

JSU Athletics: JSU is known for its elite athletic program. JSU fields 17 Division I athletic teams and competes in the A-Sun Conference. JSU encourages its employees to support our athletic programs. JSU employees may purchase season tickets at substantial discounts. Payment may be made by payroll deduction.

Chief Ladiga Trail: This 34-mile long Alabama premier rail-trail passes through the center of the JSU campus and connects to the Silver Comet Trail at the Alabama-Georgia state line. It's a great spot for employees to catch a brisk walk, enjoy a leisurely stroll, or pedal their bike during their free time.

JSU Bookstore : JSU's bookstore is located on the ground floor of the Theron Montgomery Building. In addition to textbooks, the bookstore offers an assortment of items including Gamecock apparel, souvenirs, and snacks. The bookstore offers JSU employees a discount when they show their JSU IDs.

Little River Canyon Center: Open to the public since 2009, the Little River Canyon Center is a JSU facility located in Northeast Alabama, adjoining the Little River Canyon National Preserve in the city of Fort Payne, Alabama. The facility features a Grand Hall, HD movie theater, gift shop, natural history library, exhibits, classrooms, back deck, outdoor amphitheater and trails for both education and adventure. It is available to rent for meetings, social gatherings, corporate retreats and other special events. The Canyon Center features a regular schedule of programs, including concerts, workshops, hikes, lectures, and other activities for students of all ages. The building itself is educational, as it is a LEED (Leadership for Energy and Environmental Design) Silver Certified structure that utilizes geothermal heating and cooling, recycled materials, added insulation, and many other innovative and sustainable design elements. JSU employees are encouraged to visit the Center and see Alabama's amazing Little River Canyon. More information can be found at http://www.jsu.edu/epic/canyoncenter/index.html.

Theatre and Film Department: JSU has a vibrant theater and film department. All employees may purchase discounted season tickets to all theatre and film events. For more information, please visit: http://www.jsudrama.com/.

Longleaf Studios: Longleaf Studios, which supports JSU's film program, has its own soundstage with a large greenscreen plus a complement of professional equipment. Longleaf Studios allows students to work with professional grade cameras, lighting, and sound equipment, thereby gaining valuable experience. Additionally, Longleaf Studios provides partnership opportunities resulting in a variety of films and documentaries.

Music: The David L. Waters Department of Music offers opportunities for employees to experience a variety of musical and choral events. More information is provided at t David L. Waters Department of Music.

Continuing Education: JSU offers employees and the community opportunities to advance their skills, enhance their careers, or just have fun for a nominal fee at JSU's McClellan Campus. Course and training programs can be located at Continuing Education and Outreach.

Library: Employees and eligible dependents have unlimited access to JSU's Houston Cole Library. More information about at the library can be found at: Houston Cole Library.

Recognition and Rewards

JSU offers a variety of opportunities to recognize, appreciate, and reward benefits-eligible staff members who have served JSU in an exceptional manner by exemplifying outstanding customer service through their work, who actively support JSU's strategic goals and initiatives, and who consistently exhibit a positive and supportive attitude above and beyond the normal expectations of their jobs with a high degree of excellence, professionalism, and integrity. Staff are also recognized every December for years of full-time, continuous service at the University, starting at ten years of service, with incremental awards for each five years.

WORKPLACE COMMITMENT

Diversity

JSU is comprised of individuals of diverse racial, ethnic, and cultural backgrounds, national origins, religious and political beliefs, ages, and physical abilities. JSU welcomes this diversity and is committed to maintaining a supportive learning and working environment for all persons.

Equal Employment Opportunity/Non-Discrimination

JSU provides equal employment opportunities to all employees and applicants for employment and education without regard to race, color, religion, sex, sexual orientation, age, covered disability, national origin, citizenship, or status as a Vietnam-era or special disabled veteran, in accordance with applicable laws. Further, JSU is committed to maintaining and promoting nondiscrimination in all aspects of recruitment and employment. Consistent with federal and state law, JSU prohibits discrimination in any personnel actions, programs, and facilities on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability unrelated to job performance, age, veteran status, or genetic or family medical history, in compliance with federal law, including the provisions of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Acts of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities, the Jobs for Veterans Act, the Uniformed Services Employment and Reemployment Rights Act, and the Genetic Information Nondiscrimination Act of 2008**.**

Harassment

In keeping with its legal obligations, JSU prohibits sexual harassment or unlawful harassment of any kind. For more information, please see Policy I:02:05.

Americans With Disabilities Act

JSU is committed to nondiscrimination against qualified individuals with disabilities in accordance with the Americans with Disabilities Act. An individual is considered to have a disability if the individual has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. A qualified individual is one who can perform the essential functions of the job with or without a reasonable accommodation. A reasonable accommodation is designed to assist in the performance of the employee's job without placing an undue hardship on the employer or posing a direct threat to the employee or other individuals.

JSU HR coordinates employee requests for reasonable workplace accommodations. An employee may make a request by submitting a Reasonable Accommodation-Employee Request Form**.** It is the employee's responsibility to request any needed accommodation. JSU may require written documentation of the limitations from an appropriate health care provider. If an accommodation is granted, it will be handled by the department where the employee works. Changes in any ongoing need for accommodation must be reported.

EMPLOYMENT STATUS AND CLASSIFICATION

At-Will Status

JSU staff employees are employed with an "at-will" status. This means that either party for any reason, with or without cause, may terminate the employment relationship at any time. Only JSU's President has authority to enter into a contract of employment with any JSU staff employee.

Probationary Period

New hires, transfers, and promotions/demotions are subject to a six-month probationary period that allows the employee to learn and become familiar with job responsibilities. Completion of the probationary period does not change an employee's at-will status. For more information on the probationary period, please refer to Policy I:02:08.

Job Classification/Description

Every job at JSU is assigned to an appropriate job classification based on essential functions, as outlined in the position description.

Full-Time/Part-Time Classification

All staff employees are classified at the time of employment as: (1) full-time regular; (2) part-time regular; (3) full-time temporary; and (4) part-time temporary. In addition, JSU has certain grant-funded positions as defined below. Available potential benefits vary according to classification.

Full-time Regular: An employee who has an indefinite appointment and works at least 40 hours per week for generally 52 weeks per year.

Part-time Regular*: An employee who has an indefinite appointment and works an average of 19 hours or less per week.

Full-time Temporary*: An employee who is employed for a temporary specified period of time or for the duration of a project or activity. The employee does not have an indefinite appointment and works at least 40 hours per week.

Part-Time Temporary: An employee who works 26 or fewer hours per week for an irregular scheduled or varied specified period.

Grant-Funded (Time-Limited): Grant-funded employees are either in full, temporary, or student positions and could be exempt or non-exempt under the Fair Labor Standards Act. Grant-funded positions will terminate at the expiration of the grant. Employment in a position funded by a grant does not confer on the employee any right or promise to a non-grant funded position. Salaries and benefits requested and/or approved in a grant must conform to all University policies relating to titles, salary, classifications, etc., and will be administered by JSU. Grant-funded employees are only potentially eligible for benefits provided to full-time JSU employees to the extent the benefits are funded by the grant. All changes to grant-funded positions must be managed through the Department of Human Resources. HR must receive written approval from the grant administrator for any title changes, changes to duties performed, job or position classification, change in compensation, or extensions to employment agreements, etc. Any employee working on a grant must abide by the *Conflict of Interest Policy for Sponsored Programs/Grants Policy I:01:15.*

**In compliance with the Affordable Care Act, employees in this classification could be eligible for health insurance as part of JSU's group health plan.*

Student Employment

Currently enrolled JSU students may be eligible to work in a variety of positions, including student assistants, federal work study, or graduate assistants. No person may be employed as a staff or faculty member of JSU and as a student employee or graduate assistant at the same time. For more information about student employment, please consult the Student Employment Program.

WORKFORCE ADMINISTRATION

Employment Eligibility Verification (Form I-9)

The U.S. Citizenship and Immigration Service requires all employees to complete Form I-9, Employment Eligibility Verification, to establish identity and employment eligibility and to submit supporting original, valid documents within three days of hire.

New Employee Orientation (NEO)

All newly hired employees (and new full-time employees transitioning from part-time work) are required to attend New Employee Orientation (NEO) within 30 days of hire/status change. During NEO, employees will receive important information on benefits, mandatory and optional payroll deductions, parking, employee responsibilities, etc.

Nepotism

JSU's Nepotism Policy operates in accordance with the State of Alabama's nepotism statute, Alabama Code, § 41-1-5 (1975). For more information, please refer to Policy I:02:23.

Service Dates

An employee's service date is the date of initial full-time employment by JSU, after which there was no break in service by reason of termination of employment or reclassification/transfer to a temporary or non-annual leave accruing position. This is the date upon which annual leave accruals are based. Additional information can be located at Paid and Unpaid Leave.

Personnel Records

JSU's Human Resources Department maintains the personnel records of all employees, which contain all documents related to employment, e.g. application materials, contracts, correspondence, employment actions, evaluations, tax deduction information, disciplinary actions, etc. This information is confidential, and the contents are made known only to the employee, the employee's supervisor, and other appropriate persons within JSU who need such information to make appropriate employment decisions or for legitimate JSU business purposes. An employee may contact HR to review this file.

Payroll

All non-exempt employees are paid on a bi-weekly schedule. Exempt employees are paid monthly. JSU makes payroll deductions required by state and federal laws and court orders, as well as approved voluntary deductions authorized by the employee. Every payday, all JSU employees receive a statement of earnings and deductions These statements reflect the employee's gross and net pay and deductions for the period, as well as totals for the year. This information can also be viewed at any time via Self-Service Banner in the MyJSU website.

All JSU employees are required to participate in payroll direct deposit. An employee may sign up for direct deposit by completing a direct deposit authorization form which can be accessed via the employee tab on the MyJSU website.

Attendance at University Sponsored Events

Attendance at official JSU-wide, departmental, or divisional functions approved in advance by the employee's supervisor, are considered "working hours," and employees will not be required to charge the absence to annual leave. For most employees, attendance at recreational or athletic events sponsored by JSU (even those scheduled during work hours) is not considered "time worked," and annual leave must be taken to attend the activities.

Staff Overtime, Compensatory Time, On-Call, Call Back, and Emergency Closing

For more information on JSU's policies regarding overtime, compensatory time, on-call status, call-back status, and employment issues arising during emergency closings, please refer to Policy I:02:06:01.

Outside Employment (Full-Time Employees)

A full-time employee may accept a part-time job outside of JSU after discussing the matter with the employee's supervisor to determine whether there is any possible conflict and provided that the part-time job does not (1) interfere with the performance of the employees' job at the University; (2) violate University regulations or policies; or (3) bring discredit to the University.

Employee Education, Training and Development

JSU is committed to developing its employee workforce and encourages employees, when feasible, to take advantage of the available educational and training opportunities.

> Education: JSU encourages staff development by sponsoring the attendance of select employees to short courses, seminars, meetings, etc., that are designed to enhance an employee's job performance. Attendance at such an event must be recommended and approved by the appropriate departmental supervisor. Full-time employees, once eligibility is met, may also participate in courses offered by the University through the Tuition Assistance Program. For more information, please refer to Policy I:03:02.
>
> Training: JSU strives to give employees on-the-job training in skilled and efficient job performance and, whenever feasible, opportunities to learn new skills. Employees who would like additional and/or enhanced training are encouraged to work with supervisors to obtain such training.

Grievance Procedure

JSU offers a procedure pursuant to which certain internal employee grievances may be addressed. For more information about JSU's grievance procedure, please see Policy I:02:04.

Children in the Workplace

JSU values family life and encourages all employees to have a balance of work and family. However, bringing children to the workplace in lieu of daycare or other childcare arrangements is not conducive to a productive work environment and is prohibited. An incidental or brief visit by a child to a parent's workplace is acceptable provided it does not create a disruption. For more information, please refer to Policy I:02:21.

Volunteers in the Workplace

Occasionally a department or office may request, or be offered, the voluntary services of an individual who wishes to assist JSU with an activity, project, or event. When this occurs, the person who will supervise the volunteer (the "volunteer supervisor") for the department/office using the volunteer must complete the *Volunteer Services Participation Agreement* prior to allowing the volunteer to begin. The volunteer may travel with employees and/or students; however, the volunteer is not permitted to drive JSU vehicles and will not be reimbursed for expenses incurred while volunteering. For more information regarding JSU's policies on volunteers, please see Policy I:02:20.

Parking and Vehicle Registration

JSU employees must purchase a parking decal (via MyJSU) and properly display it on the registered vehicle. Should a temporary pass be required for an auxiliary vehicle, employees should obtain one from UPD. Please refer to the UPD website for campus parking regulations.

EMPLOYEE CONDUCT

Punctuality/Absence from Duty

All employees are expected to be punctual and keep absences to a minimum. Employees who have excessive absences, unexcused absences, or who do not report to work on time may be subject to disciplinary action, up to and including termination.

An employee must give advance notice to the immediate supervisor whenever a necessary absence from work is contemplated. When the need for an unexpected absence or late arrival occurs because of illness or an emergency, the employee must notify the immediate supervisor as quickly as possible, preferably before the start of the workday. If the employee's supervisor is not available, someone in the employee's line of supervision must be notified. The employee should provide the supervisor with information regarding the general nature of the absence and the expected date of return.

Should an employee 1) quit their job without notice; 2) fail to return to duty after the expiration of authorized leave; 3) fail to return to work at a designated, agreed-upon time/date; or 4) fail to notify the employee's supervisor of an absence of three or more consecutive workdays, the assumption is that the employee has abandoned the position. JSU treats job abandonment as a voluntary resignation. Please refer to Policy I:02:19.

Code of Ethics

JSU employees, including those who are grant-funded, are expected to abide by the Alabama Code of Ethics and are required to complete the *Alabama Ethics Commission Training* video located at https://ethics.alabama.gov/education.aspx. In addition, JSU employees are also required to comply with JSU's Code of Conduct and Ethics. For more information, please refer to Policy I:05:04.

Confidentiality

If, during employment, employees obtain confidential or proprietary information about JSU, its students, or its employees, such information is to be handled in strict confidence and should not be disclosed to third parties. Employees found to have improperly disclosed confidential information are subject to disciplinary action, up to and including termination.

Employees working with Sponsored Projects must adhere to Policy I:01:16 - Confidentiality for JSU

Sponsored Project.

Use of JSU Information Technology

All JSU employees are issued an email address that will be the general means of communication between JSU and its employees. The JSU email account should not be used for illegal and/or improper purposes. JSU employees do not have an expectation of privacy in emails on the jsu.edu account, and JSU reserves the right to review such emails in connection with legitimate needs of the University. Staff members using JSU electronic resources are responsible for abiding by all Information Technology policies and procedures. Failure to comply with JSU's Information Technology Policy can result in employee discipline, up to and including termination. For more information, please refer to Section VII, Policies and Procedures Manual.

Social Media

Staff members are expected to use social media in a responsible manner that does not violate any JSU policy. Failure do so can result in employee discipline, up to and including termination. For more information, please refer to Policy V:03.

Political Activity

Employees are free to participate in political activity in their personal capacity but should not do so during working hours, nor should University resources be used to engage in political activity.

Employee Safety

Employees should become familiar with any safety plans and fire evacuation routes in place for their work area. Please refer to Policy I:06.

Tobacco Use

JSU's strives to provide students, faculty, and staff with a tobacco-free, smoke-free, and vapor-free environment in which to work and study. For more information, please refer to Policy IV:02:04.

Drug and Alcohol Use and Abuse

Alcohol and drug abuse by JSU employees may lead to discipline, up to and including termination. In addition, in accordance with the federal Drug-Free Workplace Act of 1988 and in furtherance of its commitment to maintain a safe working environment, JSU has established a Drug-Free Workplace and Substance Abuse Policy. Please refer to see Policy I:02:13 for more details.

Violence or Threatened Violence in the Workplace

Violence is behavior that causes harm to a person, damages property, or creates fear for one's safety or the safety of others. Examples include physical contact or threats to cause physical harm. Any employee engaging in such behavior is subject to disciplinary action, up to and including termination.

Consensual Romantic Relationships

Consensual romantic relationships between JSU employees, although discouraged by JSU, will remain the private business of such employees unless the relationship becomes disruptive to JSU's operations or results in unfair treatment of either party involved in the relationship or a third party. Consensual romantic relationships between employees and students are strongly discouraged. A romantic relationship between an employee and a student when the employee is in a position of power or authority over the student is absolutely prohibited. Examples of prohibited relationships are a student worker and a supervisor, a student and a counselor or advisor, or relationships with any student over whom an employee exercises any academic, administrative,

supervisory, evaluative, counseling, advisory, or extracurricular authority or influence, or if the employee has the authority to influence the academic progress, aid, benefits, or services to a student. Engaging in prohibited relationships with a student or other employee will result in disciplinary action, up to and including termination.

Employee Discipline

JSU's employee discipline policy is generally implemented when employee misconduct issues arise. However, JSU always has the option of using the disciplinary procedure that it deems most appropriate under the circumstances, up to and including termination. Nothing in the employee discipline policy changes an employee's at-will status. For more information, please refer to Policy I:02:10.

Mandatory Self-Reporting

An employee must promptly self-disclose any arrest, conviction, or the preferring of charges for any criminal offenses —excluding minor traffic violations that do not result in an arrest, injury, or risk of injury to others. For more information, please refer to Policy I:02:24.

Duty to Cooperate

An employee has a duty to cooperate fully in any authorized administrative investigation conducted by a JSU official in that capacity, to provide such official complete and accurate information as requested or otherwise relevant to the inquiry, and, when so advised, to maintain confidentiality of the investigation. Willful failure to cooperate, the giving of false or misleading information, or failure to maintain confidentiality may result in disciplinary action, up to and including termination. For more information, please refer to Policy I:01:19.

EMPLOYEE BENEFITS

Employee Benefits Administration

JSU strives to ensure that it provides competitive benefits to employees. The following is an overview of benefits potentially available to JSU employees. Please note, however, that available benefits, eligibility requirements, and other important factors may change over time. In the event of any inconsistency between the descriptions contained herein and the actual terms of any of the benefit packages described below, the terms of the applicable plan document control.

Important Note: New employees are required to complete their benefits selections within 30 days of their hire date. If new employees do not select certain benefit coverage within the first 30 days of employment, they may not be allowed to enroll or elect coverage under the benefit until the next annual open enrollment period.

State Offered Benefits

PEEHIP Health Insurance: JSU participates in the Public Education Employees' Health Insurance Plan (PEEHIP), administered by Blue Cross and Blue Shield of Alabama, which is made available to each eligible employee, employee's spouse, and/or dependent unmarried children.

PEEHIP Optional Insurance Plans: PEEHIP offers employees Dental, Cancer, Hospital Indemnity, and Vision Optional Insurance Plans, through Southland Benefits Solutions.

Superior Vision Plan: This is an additional vision plan option for employees offered through Superior Vision.

Flexible Benefit Plan: Blue Cross and Blue Shield of Alabama also administers a flexible benefit plan in which JSU employees can elect to participate. This plan allows employees to allocate pre-tax contributions to be deposited into an account for medical (out-of-pocket expenses) and/or dependent

care reimbursement. The employee receives a tax benefit by not having to pay taxes on the funds deposited. Contribution limits and reimbursement guidelines are based on federal guidelines. Please visit HealthCare.gov for more information.

Teacher's Retirement System (TRS): JSU's full–time employees are generally eligible to participate in the state retirement program administered by the Retirement Systems of Alabama. For detailed information of the Teachers' Retirement Program, please visit RSA.

Deferred Compensation (RSA-1): Additional tax-deferred contributions may be made to the Alabama Teachers Retirement System and credited to a deferred compensation plan. Participation in this plan is voluntary and not matched by JSU.

For detailed information regarding the medical/health plans, please visit: RSA-Peehip.

JSU Supported Benefits

403-B Plan Administered by TIAA: Eligible JSU employees may participate in a 403-B Plan administered by TIAA. This plan is designed to allow employees, via payroll deduction, to save and plan for retirement. As of the date on the cover of this document, JSU matches eligible employee contributions at 3%, 4%, or 5%. JSU reserves the right to eliminate or alter the matching program. Information about eligibility requirements and other information about the 403-B plan may be found at JSU Retirement Benefits.

Life Insurance/Accidental Death & Dismemberment: Subject to the terms of the applicable Plan documents, JSU provides Basic Group Term Life Insurance for all full-time employees in an amount equal to two times the employee's annual salary, not to exceed $300,000. Eligible employees may also purchase Accidental Death and Dismemberment coverage. Subject to the terms of the applicable Plan Documents, this insurance is also offered at two times an employee's annual salary, not to exceed $300,000.

Long-Term Disability Insurance: Subject to the terms of the applicable Plan documents, after a benefit-eligible employee completes one year of employment, JSU offers disability insurance coverage at no cost. This plan is currently administrated by Boston Mutual and currently pays 60% of *Monthly Earnings* to a *Maximum Gross Monthly Benefit* of $5,000.00 per month, subject to reduction by deductible sources of income or *Disability Earnings.* Definitions for the italicized terms are set forth in the plan documents.

Employee Assistance Program ("EAP"): The EAP is a no-cost, confidential, voluntary, professional counseling and referral service designed provide employees and their qualified dependents with no-cost professional support to work through personal challenges that may interfere with work/life balance.

Tuition Assistance Program: After one year of full-time employment, qualified JSU employees and their dependents are allowed to participate in the Tuition Assistance Program. For more information, please refer to Policy I:03:02.

For information regarding the State-offered and JSU-offered benefits, please visit the HR Benefits website.

ADMINISTRATION OF LEAVE

Eligible JSU employees receive annual leave and sick leave based upon length of service. In addition, in certain situations, employees may be permitted to take special circumstances leave or leave without pay. JSU also complies with the Family and Medical Leave Act. Please refer to Policy I:02:19 for details.

Sick/Medical Leave Sick leave is provided as a benefit to employees to help offset the loss of salary caused by short-term illness. Sick leave is a privilege, and its use should not be abused. Sick leave is accrued to an unlimited amount by all full-time staff at the rate of eight (8) hours per month of full-time employment.

*Transfer of Sick Leave from a Previous Employer***:** Subject to applicable rules and qualifications and any change in law, employees can transfer their sick leave accumulations from previous employers that are an agency of the State of Alabama participating in either the State Teachers' Retirement System of Alabama or the Employees' Retirement System of Alabama. The accumulated sick leave balance must be certified to the Payroll Office to obtain credit.

Transfer of Sick Leave to a New Employer: Subject to applicable rules and qualifications and any change in law, employees can transfer their sick leave accumulations to their new employer, if that employer is an agency of the State of Alabama participating in either the State Teachers' Retirement System of Alabama or the Employees' Retirement System of Alabama. The transfer of sick leave balances is only for the use of the employee.

For more information regarding sick leave, please see Policy I:02:17.

Leave Issues When Changing Positions within the University

An employee who transitions from a position that does not accrue Annual Leave/Sick Leave (Adjunct, or Temp.) to a position that accrues Annual Leave/Sick Leave will be allowed to begin to accumulate leave based on the date of the new position.

An employee who has worked for JSU for at least one year and transitions from a position that accrues Annual Leave (e.g., Staff) to a position that does not (e.g., Faculty) may be paid-out for unused annual leave up to the maximum allowed based on years of service. Any hours more than the maximum allowed will be transferred to the employee's sick leave balance. No previous service credit will be counted toward the accrual date should an employee return to a position that accrues annual leave.

Special Circumstances Leave

JSU may provide leave for special circumstances. For more information, please see Policy I:02:19.

Family and Medical Leave Act The Family and Medical Leave Act ("FMLA") is a federal law which guarantees eligible employees who follow appropriate procedures up to 12 work weeks of paid/unpaid leave each year. JSU requires employees to use accumulated sick hours, if available, for covered absences. While on approved Family Medical Leave, employees are required to pay their portion of the health insurance premiums. For more information on FMLA, visit U.S. Dept. of Labor Wage and Hour Division.

Leaves Without Pay Regular, full-time employees with a year or more of continuous service may request a leave of absence without pay. Leave without pay may, at the discretion of JSU, be granted for the following reasons:

a. Educational Leave (Up to 12 months)--An educational leave must be job-related, in that it leads to an advanced degree or to increased job qualification. For more information, please see Policy I:03:03.

b. Personal Leave (Up to 2 weeks)--Personal leave must be for a justifiable reason and must not unduly interfere with normal University business.

c. On-the-Job Injury Leave--JSU is not subject to the Worker's Compensation Laws of Alabama. Employees who are injured on the job may be entitled to limited paid leave, subject to the approval by the appropriate Vice President. Likewise, on-the-job injuries requiring medical treatment may be covered under the employee's personal health insurance plan. Employees may file a claim with the State Board of Adjustment to seek reimbursed for co-insurance, deductibles, and non-covered items. For more information, contact the Alabama Board of Adjustment.

Except for medical and sick leave, employees are required to submit a formal request for leave of absence, with complete documentation to the supervisor, at least one (1) month in advance of the beginning date. The effective inclusive dates of leave should be included. All such leaves of absence must be approved by appropriate authority and are subject to the final approval of the President. Employees applying for a leave of absence should contact Human Resources concerning benefit status, leave balances, insurance coverage, etc. Insurance benefits, to the extent permitted by the Plan documents, may be continued while on a leave of absence, but the total cost of these benefits is the responsibility of the employee and must be paid directly to payroll within seven days of the pay date of each pay cycle scheduled during the leave period. Sick and annual leaves do not accrue during a leave of absence without pay.

Employees returning from leave must notify the Department of Human Resources of their return to work. Overstaying a leave without proper notification and approval constitutes an automatic resignation and subsequent loss of benefits. Upon return from leave, the employee will be returned to the same or equivalent position with equivalent pay, benefits, and other employment terms. While on leave without pay, an employee is still considered to be employed by JSU, and therefore should not accept other employment during the leave period.

For more information, please refer to Policy I:02:19.

SEPARATION FROM EMPLOYMENT

Employees at JSU may separate from the University, voluntarily or not, for a variety of reasons. During the separation process, employees will be requested to participate in an exit process with their supervisor and/or Human Resources, by completing an Employee Separation Clearance Form. This allows employees to return and/or account for any property belonging to JSU and to discuss matters pertinent to the separation, such as extension of benefits, handling of final paycheck, forwarding addresses, disposition of leave, and related matters.

If the employee is retiring from the University, the employee will also have the option of requesting all or part of accumulated annual leave be transferred to their sick leave balance, which under current guidelines, may be used for retirement credit with, the Teachers' Retirement System. If an employee dies while in service and has annual leave in excess of the maximum accumulation, the deceased employee's excess annual leave will be transferred to sick leave and added to the Sick Leave Pool.

Upon termination of employment, an employee will not be paid for any accumulated sick leave. However, the Teachers' Retirement System currently allows unused sick leave to be counted as service credit for retirement purposes. Employees are advised that this policy may change subsequent to the publication of this handbook and should consult the RSA website for more information. During the separation process, at the employee's discretion, any sick leave balance can either be donated to the Sick Leave Pool or zeroed out.

Please refer to Policy I:02:11.

STAFF HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the *Staff Handbook* of **JSU.** I understand and agree that it is my responsibility to read the JSU Staff Handbook and JSU Policies and Procedures manual.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only, and do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by JSU at any time, without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind JSU to employ me now or hereafter and that my employment may be terminated by me or JSU without reason at any time. I understand that, with the exception of a written contract signed by the President, no representative of JSU has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

Click the link below to acknowledge receipt of the *Staff Handbook*.

Acknowledgment and Receipt

NOTE: THIS ACKNOWLEDGMENT WILL BE PLACED IN EMPLOYEE'S PERSONNEL FILE.