

# COPPIN STATE UNIVERSITY STAFF HANDBOOK



Notice of Disclaimer

The information in the Employee Handbook does not constitute any agreement, implied or otherwise, as to the terms and conditions of employment. In the event of any dispute, the provisions contained in the appropriate source documents will govern.

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## I. INTRODUCTION

The Staff Handbook is developed and distributed by The Office of Human Resources (OHR). OHR contributes to the University's mission of teaching, research, and public service by providing benefits and services that help to attract, motivate, and retain a highly talented, committed and diverse workforce. To encourage excellence, OHR promotes fair and equitable treatment, provides continuing opportunities for training and development, values and recognizes productivity and achievement, and respects the worth and dignity of all individuals who comprise Coppin State University (CSU).

**The Staff Handbook applies to all staff employees although portions may be superseded by collective bargaining agreements.** Employees whose actions are subject to any provisions of state or federal laws shall be governed by the provisions of the applicable state and federal laws to the extent the provisions in the Staff Handbook conflict with the applicable laws. **Employees who are represented for Collective Bargaining purposes should refer to the Memorandum of Understanding governing them for information regarding terms and conditions of employment applicable to them respectively.**

CSU reserves the right to change or discontinue, without notice, any plan, policy, program, benefit, term or condition set forth herein. Any changes to the material in the Staff Handbook will be updated on the Office of Human Resources web page - [www.coppin.edu/hr](http://www.coppin.edu/hr), and a notice will be sent to the campus community.

All USM Policies in this handbook have been italicized for ease of recognition. Amendments to these policies may be made only by the USM or where delegated, by the Chancellor or the Chancellor's designees.

This handbook is for general information only and is not a statement of contractual obligation. Please consult your supervisor or contact the Office of Human Resources at (410) 951-3666, if you need an explanation or clarification of any item mentioned herein.

## **II. ABOUT THE UNIVERSITY**

### **History**

Founded in 1900 to meet the demand for teachers of black grade school children, the Baltimore City School Board initiated a one year training program. CSU was then called Colored High School (later named Douglass Colored High School). By 1902, the training program expanded to a two-year Normal Department within the high school, and seven years later, it was separated from the high school and given its own principal.

In 1926, the facility for teacher training acquired the name Fanny Jackson Coppin Normal School in honor of the first African-American woman to receive a degree from a college of rank and became a pioneer in teacher education. By 1931, the curriculum was lengthened to three years and in 1938, it was extended to four years. With this transition, the Normal School was changed to Coppin Teachers College. In 1950, Coppin became part of the higher education system of Maryland and was renamed Coppin State Teachers College. Two years later, Coppin moved from its previous location on Pennsylvania Avenue at Dolphin Street to its present site on West North Avenue.

The Board of Trustees ruled in 1963 that the institution's degree-granting authority would no longer be restricted to teacher education. Following this ruling, Coppin was officially renamed Coppin State College. In 1988, the College became part of the newly organized University of Maryland System (now the University System of Maryland). Coppin, one of the Historically Black Colleges and Universities, was officially renamed Coppin State University on April 13, 2004 and offers 34 majors and 12 graduate-degree programs.

Fulfilling its unique mission of primarily focusing on the problems, needs and aspirations of the people of Baltimore's central city and its immediate metropolitan area, CSU took over nearby Rosemont Elementary School in 1998, and is the first higher education institution in Maryland to manage a public high school. Continuing its community outreach efforts, CSU began operating the Coppin State University Community Nursing Health Center, a fully equipped medical clinic that offers affordable health care for children and adults. Today, CSU also operates on its campus the Coppin Academy, an innovative high school founded on the premise that all Academy students will further their education at professional institutions of higher learning upon graduation. The Academy serves grades nine through twelve and is open to all students citywide. Coppin is accredited by the Middle States Association of Colleges and Schools.



## **Coppin Academy**

Coppin Academy is the new and innovative high school in Baltimore City founded on the premise that all Academy students will further their education at professional institutions of higher learning upon graduation. At capacity, the Academy serves a population of 400 students in grades nine through twelve. Using the latest student achievement data, Academy staff, students, and parents promote student strengths, identify student challenges, and work as a team to complete Personal Education Plans that guide each student in reaching individual educational goals.

Compared to other Baltimore City high schools, Coppin Academy is unique. The Academy is located on CSU's campus where students get to use the labs, physical education, and technology resources that college students use. When you add the access to different extra-curricular activities such as debate, chess, golf and study abroad, it is easy to see that the Coppin Academy is totally different and absolutely unique.

Coppin Academy prepares students from across the city and particularly from the West side of Baltimore to attend college at the end of the high school program. Many students will achieve the privilege of taking college credited courses as early as grade ten. Others will increase their knowledge and skill to perform on grade level and beyond. Everyone will earn the right to attend college by or before the end of the twelfth grade year. Coppin is small enough and cares enough to make sure that each student achieves and succeeds.

Academy students learn early that college at the end of grade twelve is not a choice, it's an expectation!

### **For More Information:**

See <http://www.coppin.edu/coppinacademy>

## **Mission Statement**

Coppin State University (CSU) is an urban, comprehensive, and Historically Black Institution. Building on a legacy of excellence in teacher preparation in the metropolitan community, the university offers quality undergraduate and graduate programs in teacher education, liberal arts, health professions, technology and STEM disciplines.

CSU, as an anchor institution, is committed to providing educational access and diverse opportunities for all students while emphasizing its unique role in educating residents of Metropolitan Baltimore and first-generation college students. CSU is committed to community engagement and partnering with businesses, governmental and non-governmental agencies to meet workforce demands; preparing globally competent students; strengthening the economic development of Baltimore, Maryland and developing stronger strategic partnerships.

As a constituent institution of the University System of Maryland (USM), CSU will continue to adopt and support USM's strategic goals.

## **Vision Statement**

Coppin State University (CSU) aspires to be a preeminent urban comprehensive Historically Black Institution distinguished by its academic programs and its legacy of empowering students to be transformational leaders.

## Core Values

- ❖ ***Lifelong Learning***  
We support opportunities to learn and develop continuously in every aspect of life.
- ❖ ***Excellence and Professionalism***  
We encourage obtaining the highest level of performance, ethical standards and personal development in everything we aspire to achieve.
- ❖ ***Civic and Social Responsibility***  
We value a commitment to making the world in which we live a better place by promoting social justice and parity.
- ❖ ***Community Engagement***  
We promote strategic partnerships with the local community through shared goals and values.
- ❖ ***Teaching***  
We commit to exemplary teaching and student learning in all aspects of the educational continuum.
- ❖ ***Diversity***  
We respect the uniqueness that all individuals bring to fulfilling the mission and vision of the university.
- ❖ ***Scholarship***  
We value the pursuit of knowledge and to make meaningful contributions to the body of knowledge.
- ❖ ***Pride***  
We encourage and embrace a sense of Coppin spirit and identity.
- ❖ ***Leadership***  
We recognize, develop and foster leadership among all university constituents.
- ❖ ***Innovation***  
We value innovation in teaching and keeping abreast of current trends in research, technology, and information management.

### III. COLLECTIVE BARGAINING AT COPPIN STATE UNIVERSITY

**Labor Organizations** – In May 2001, former Governor Paris N. Glendening signed into law Senate Bill 207, legislation that expands current state law governing collective bargaining to include public institutions of higher education, including University System of Maryland (USM) institutions. The new law became effective July 1, 2001. Senate Bill 207 granted Coppin State University employees statutory protection to organize, bargain collectively, and participate through labor organizations in decisions that affect them. Employees who are represented for collective bargaining purposes are not required to join the union representing them. All represented University employees are free to join or not join labor organizations.

The American Federation of State and County Municipal Employees (AFSCME) has been certified as CSU's exclusive representative for the nonexempt and exempt bargaining units, and the Fraternal Order of Police (FOP) for the sworn police officers' bargaining unit. Each of these bargaining units has a separate bargaining agreement. The bargaining agreement, commonly referred to as the Memorandum of Understanding (MOU), is a contract between management and the union.

However, the following employees are specifically excluded from the legislation and are not eligible to participate in collective bargaining:

**Confidential Employee** - A confidential employee is an employee who has access to confidential or discretionary information, which means information regarding (A) legal advice, (B) the development of policy or procedures pertaining to labor/employee relations, or (C) budget formulation and implementation and,

- whose functional responsibilities or knowledge concerning labor/employee relations;
- makes the employee's membership in an employee organization incompatible with the employee's duties; or,
- who performs the functions of a secretary; administrative assistant; or executive administrative assistant to a Chancellor, President, Vice Chancellor, Vice President, Provost or Dean.

**Managerial Employee** - A managerial employee is an employee who is engaged predominantly in executive and management functions; or charged with the responsibility of directing the effectuation of management policies and practices.

**Supervisory Employee** - A supervisory employee is an employee who has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or to adjust their grievances or effectively to recommend such action, if in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment.

## **IV. EMPLOYEE'S VOICE IN GOVERNANCE**

### **University Steering Committee**

The University Steering Committee leads the CSU shared governance process. The committee establishes rules to ensure the proper coordination of effort among the Senates appoints ad hoc committees on shared issues and represents the interests of the Senates to the CSU Administration, USM Administration and the Board of Regents. For more information, contact the President's Office at 410-951-3838.

### **Shared Governance Committee**

The Shared Governance Committee is responsible for being informed on issues confronting higher education, the University System of Maryland, and the University; recognizing the individual goals and needs of the University and the differentiating roles played by various units in decision-making and administration; acting as liaison and information conduit between the President, the Executive Committee, and the various campus constituencies to facilitate the free exchange of information to assist in the decision-making process but also to be responsible for informing appropriate constituencies in a timely manner when the University leaders choose to reject, in whole or part, the advice and recommendations of those constituencies recognizing that while participation by faculty, staff, and students in governance is necessary and important, the final responsibility for decision-making rests with institutional presidents, the Chancellor, or the Board of Regents who are ultimately accountable by the public and its elected leaders.

### **Faculty Senate**

The Faculty Senate is an organization of the University which represents and informs the Faculty in the governance of the University and has an effective voice in Shared Governance of the institution. It serves in an advisory capacity to the University President and all other constituents of the University. The Faculty Senate advocates and promotes the general welfare of the Faculty, and works collectively to guarantee each faculty member procedural and substantive due process with essential fairness to all.

### **Staff Senate**

The Staff Senate establishes a forum for discussion on matters involving the welfare of non-exempt and exempt employees at the University; acting in an advisory capacity regarding the development and implementation of policies concerning the general operation of Coppin State University as such policies relate to non-exempt and exempt employees; and to participate and interact actively with other System institutions to promote uniformity and consistency regarding the implementation of policies, rules, and regulations affecting non-exempt and exempt employees.

### **Council of University System Staff (CUSS)**

The USM Council of University System Staff (CUSS) provides non-faculty employees of the University System of Maryland, who are excluded from collective bargaining by virtue of their position, with a voice in the governance of the system. Through the council, all staff members have the opportunity to influence decisions affecting the System Staff's interests. CSU has two (2) representatives and two (2) alternates serving on CUSS.

CUSS provides a voice for Staff employee concerns in reference to basic decisions that affect the welfare of the University System of Maryland, its constituent institutions, and its employees. CUSS functions in an informed advisory role in administrative areas and in the functional support aspects of academic matters.

## V. UNDERSTANDING YOUR JOB

### Definition of Position Types

**Regular Status Employment** – A Regular Status Position is a position in the USM that is established as a line item and appears in the personnel detail of an institution's budget. Employees appointed in regular positions are offered a full USM benefits package including but not limited to: paid leave, tuition remission retirement, health coverage, life insurance, and prescription drug coverage. Regular employees serve a mandatory probationary period. Employees in regular positions must meet the minimum qualifications of that position.

**Regular Exempt Employee** - All regular exempt employees are appointed into positions classified as professional, managerial or executive under the FLSA. Regular exempt employees serve at pleasure of the president, are assigned a reasonable work schedule, and are not eligible for cash overtime. Regular exempt employees serve a one (1) year probationary period.

**Regular Non-Exempt Employee** - All regular non-exempt employees are appointed into classified as service, technical, clerical and paraprofessional under the FLSA. Regular non-exempt employees and are subject to cash overtime if required to work beyond a forty (40) hour workweek. Regular non-exempt employees serve a six (6) month probationary period and receive a salary adjustment upon successful completion of probation.

**Contingent Status Employment** - Contingent Status Employment is a non-regular status of employment for nonexempt or exempt positions in the University System of Maryland. A Contingent Status Employee is defined as a person who: (1) pursuant to a written agreement, provides personal services to an institution for pay; (2) is not employed as a Regular Status employee in a budgeted position; (3) *whose terms and conditions of employment are governed by the Category I or II Contingent Employment for Nonexempt Employees policy and a written contract and not by the USM policies generally applying to Regular Status Nonexempt and Exempt staff*; and (4) has an employer-employee relationship with the institution in which the institution furnishes necessary supplies and equipment and a place to work; has the right to control and direct the details, means and results of the performance of the services; and has the right to discharge the person from employment. Employees in contingent status positions must meet the minimum qualifications of that position.

**Category I Contingent Employee (Exempt and Nonexempt)** – Category I Contingent Employee is any contingent employee whose written employment agreement is for a term of six (6) months or less regardless of the percentage of time worked and regardless of whether the work schedule is seasonal or intermittent in nature. Contracts are renewable up to one (1) year if employees are working twenty (20) or more hours. If working nineteen (19) or less hours, contracts are renewable indefinitely. Category I Contingent employees are not eligible to receive fringe benefits.

**Category II Contingent Employee (Exempt and Nonexempt)** – Category II Contingent Employee is defined as any Contingent Status employee whose written employment agreement (contract) is for more than six (6) months, but no more than twelve (12) consecutive months; and is on a full-time basis or on a part-time basis of fifty percent (50%) or more of full-time employment; and is not seasonal or intermittent in nature. Contracts are renewable up to three years. Contingent II employees receive a limited benefits package.

**For More Information:**

See [\*USM VII-1.40 Policy on Contingent Status Employment for Nonexempt and Exempt Staff Employees\*](#)

**Fit for Duty/Physical Examinations**

Persons selected for employment to a position considered by the University to involve a health or safety risk, or which requires the employee to be able to perform duties with physical exertion may be required to take a medical examination immediately upon employment to determine their ability to perform the job. Additionally, at any time during employment, the supervisor or department administrator may request that a medical examination be conducted for any staff member who loses excessive time from work due to illness or for the purpose of determining whether an employee has any medical condition that would prevent the employee from properly performing assigned duties and responsibilities.



## Position Description

Upon initial employment and upon each significant change in duties and/or job classification thereafter, each full-time or part-time employee shall be furnished a copy of his/her position description. A position description is the statement of the actual duties and responsibilities that an employee performs in a particular office or department.

## Reassignment

An employee's ongoing duties and responsibilities may be changed or modified by his or her supervisor at any time. Unless there is an emergency situation, the supervisor shall provide the employee with a written notice two (2) weeks before the reassignment takes place. Also, the supervisor shall work with the employee to develop a revised job description and forward the revised description to OHR.

- Reassignment can move a **nonexempt** employee from one position in a given class to another position in the same class. Failure of a **nonexempt** employee to accept a reassignment shall result in disciplinary action.
- In the case of the **exempt** employee, the supervisor shall consider the employee's knowledge, skill, abilities, and salary in making a reassignment to another similar or comparable position. Failure of an **exempt** employee to accept a reassignment shall be considered an immediate voluntary resignation.

### For More Information:

See [\*USM VII-9.51 Policy on Reassignment for Regular Exempt Employees\*](#)

## Acting Capacity/Temporary Assignments

Acting capacity status is defined as the placement of an employee into a higher level position as a result of a temporary absence creating a vacancy in that position. An acting capacity assignment may be made for up to twelve (12) months; one extension of up to six (6) additional months may be considered based on the operational need of the University. Extensions should be reviewed with the OHR. Acting capacity assignments are voluntary, except in emergency situations. The length of the acting capacity will not be considered in itself a determination of whether or not an emergency exists which would warrant the involuntary assignment of acting capacity. The OHR should be contacted regarding all acting or temporary assignments.

A temporary assignment is used when adding or replacing job duties to an employee's existing position on a temporary basis. A temporary assignment of additional duties or removal of duties may or may not result in an increase in compensation or a change in title.

An employee who is in acting appointment status must meet the minimum qualifications of the position to which he or she is appointed. A job class review may be conducted for all temporary or acting capacity assignments that last or are expected to last more than thirty (30) consecutive calendar days.

At the conclusion of temporary assignments and/or acting appointments, employees will be returned to their former position with the same salary, title and status.

**For More Information:**

See [\*USM VII-9.50 Policy on Temporary Assignments and Acting Appointments\*](#)

## **Probation**

**Probation** is a trial period in which employees demonstrate their ability to perform the duties and responsibilities of their positions.

Specific guidelines for **nonexempt** employees:

- All newly hired **nonexempt** employees, with the exception of sworn police officers, will serve a six (6)-month probationary period, but may, at the University's discretion, be extended for an additional six (6) months.
- Under certain circumstances as described in *USM VII-1.21 Policy on Probation for Nonexempt Employee*, a promoted, transferred, or reinstated **nonexempt** employee may be placed on probation. In such cases, the employee may only be separated with cause and a thirty (30)-calendar day written notification.
- **Nonexempt** employees who have completed a probationary period will not be required to serve a new probationary period when transferring to the same position in a different department.
- An appropriate administrator may separate an employee on original probation without reason at any time.
- An employee, who is rejected on original probation, shall receive two (2) weeks written notice prior to the expiration date of the probationary period.
- Nonexempt University Police Officers will serve a two (2) year probationary period. One (1) initial probationary period upon hire and an additional one (1) year probation period following position status changes.

Specific guidelines for **exempt** employees:

- Newly hired **exempt** employees shall serve a probationary period of no more than one (1) year.
- Under certain circumstances described in *USM VII-9.01 Policy on Implementation of Phase II-Exempt of the USM Pay Program*, promoted employees shall also be required to serve a one (1)-year probation.

## **Probation Status Change for Nonexempt Employees**

An appropriate administrator may separate an employee serving a status change probationary period for cause. The appropriate administrator shall provide to the employee and the Director of Human Resources or designee written notice of the rejection at least thirty (30) calendar days prior to the end of the probationary period. The notice shall state the reasons for and effective date of the rejection and shall advise the employee of their right to appeal. An employee whose job class has been changed as a result of a promotion and is rejected during a status change probationary period shall be restored to his/her former position if it is vacant or held by a temporary employee.

The period of notice may be shortened or eliminated in the event the employee's incompetence or gross misconduct jeopardizes essential services. During a probationary period, non-exempt employee will not be granted any merit-related increases.

### **For More Information:**

*See USM VII-1.21 Policy on Probation for **Nonexempt** Employees;  
USM VII-1.22 Policy on Separation for Regular **Exempt** Employees;  
USM VII-9.01 USM Policy on Implementation of Phase II-**Exempt** of the USM Pay Program;  
MOU for Exempt and Non-Exempt Employees, Article 22 Probation*

## **Probationary Status Change for Exempt Employees**

During the probationary period, the appropriate administrator may, at his/her discretion, reject an employee. The employee to be rejected shall be given at least a thirty (30) calendar days' written notice of the rejection or, at the discretion of the appropriate administrator, shall be placed on administrative leave as described below. The notice is to be provided to the employee no later than thirty (30) calendar days prior to the expiration of the probationary period. The notification period requirement does not apply if the rejection is the result of a breach of discipline or of such gross incompetence as to jeopardize essential services. An employee may grieve the rejection on probation for the purpose of showing that the rejection is procedurally deficient or in violation of law. At the option of the University President or designee, an employee who has been notified of a period of notice of separation, may be placed in an administrative leave with pay status for any part or all of the period of notice. In this case, the employee shall not earn other paid leave (annual, sick, holiday, personal) during the period of administrative leave. Alternatively, the University President or designee may assign alternate duties and responsibilities to an employee who has been notified of a period of notice of separation for any part or all of the period of notice.

### **For More Information:**

*See USM VII-1.22 Policy on Separation for Regular **Exempt** Employees and MOU for Exempt and Non-Exempt Employees, Article 22 Probation*

## Work Schedules

For **nonexempt** employees, a work schedule is defined as the employee's assigned days and hours, including starting and ending times during the day, and the workdays included in the employee's standard workweek. The normal standard workweek is forty (40) hours per week and runs from Monday through Friday. A normal standard workweek of 40 hours is not guaranteed.

### Specific guidelines for **nonexempt** employees:

- The Manager has the right to implement any work schedule change it deems appropriate so long as the work schedule and employee compensation comports with the Fair Labor Standards Act (FLSA).
- Employees are required to record all hours worked and absences (paid and unpaid) on their time record.
- The University offers two (2) paid 15-minute duty-free rest periods to employees who work eight (8) or more hours per day. Such breaks shall be scheduled as closely as possible to the mid-point of the first half and the mid-point of the second half of the shift. Breaks shall not be used to enable an employee to arrive to work late or leave work early; however, they may be used to extend a thirty (30) minute lunch break to a sixty (60) minute lunch break. Unauthorized extensions of duty-free rest periods are not compensable. Existing practices shall continue regarding alternate scheduling of work breaks.
- The University offers one (1) paid 15-minute duty-free rest period to employees who work a six (6) hour day. Such breaks shall be scheduled as closely as possible to the mid-point of the first half of the work shift. The break shall not be used to enable an employee to arrive to work late or leave work early; however, it may be used to extend a thirty (30) minute lunch break to a forty-five (45) minute lunch break. Unauthorized extensions of duty-free rest periods are not compensable. Existing practices shall continue regarding alternate scheduling of work breaks.
- There shall be a duty-free, unpaid lunch break of at least thirty (30) minutes for employees working six (6) hours or more. Lunch breaks should normally be scheduled at the mid-point of the employee's regular work shift. However, the supervisor may adjust lunch periods to assure adequate coverage. The intent of this provision is to provide employees with consistent lunch break schedules. Employees, with prior approval of the supervisor, may choose a daily schedule encompassing nine (9) hours, which allows a sixty (60) minute unpaid lunch break. This break may not be used to shorten the workday. Employees who work nine (9) hours may not combine the two 15 minute duty-free lunch breaks to extend the sixty (60) minute lunch break.
- No lunch break shall exceed sixty (60) minutes.

**Exempt** employees shall be assigned a reasonable work schedule. The work of employees in exempt positions is not measured solely by the hours worked. Employees in exempt positions are expected to work the hours necessary to complete assignments on a schedule that satisfies the requirements of the job. A full-time commitment typically requires a minimum of eighty (80) hours per bi-weekly payroll period.

Specific guidelines for **exempt** employees:

- Based upon the exempt status of employees, exempt employees shall be allowed to take work breaks and lunch breaks at the option of the employee so as not to interfere with the operational needs of the University.
- No lunch break shall exceed sixty (60) minutes.

**For More Information:**

*See VII- 6.10 - Policy on Work Schedules for Regular Exempt Employees*

## **Performance Evaluations**

CSU uses the Performance Management Process (PMP) for evaluating the performance of all regular exempt, nonexempt and Category II Contingent Employees.

Upon hire and at the beginning of the performance period, employees shall be informed of the objectives and factors on which their performance will be evaluated. Discussions of expectations and performance reviews may also be conducted intermittently when appropriate (e.g., employee transfers to a new job, changes in performance level during the evaluation period).

Performance reviews are conducted at least once every twelve (12) months. Evaluation ratings for the past year and discussions of expectations for the coming year are completed by March 30th each year. The end-of-year evaluation shall be based on performance factors/goals established at the expectations meeting and shall include the following:

- The overall performance rating;
- The employee's job description;
- Recommendations for training/development, if applicable.

The supervisor will meet with the employee, discuss the performance evaluation and give the employee a copy of the end-of-year evaluation. Subsequent to the review of the end-of-year evaluation and after the rater's supervisor's review and approval, the employee will be asked to sign the evaluation. A copy will be given to the employee and another shall be placed in the employee's personnel file. An employee will be permitted to attach comments and/or objections to an evaluation to be placed in the employee's personnel file.

**For More Information:**

*See USM VII-5.20 Policy on Performance Evaluation Program*

## **Progressive Corrective Discipline**

CSU follows a Progressive Corrective Discipline approach when employees fail to adhere to the rules and regulations. Disciplinary action will be taken as soon as possible after a work rule violation or unacceptable behavior. Disciplinary actions permitted include the following:

1. Counseling or Initial Discussion (Documentation kept in Supervisor's file);
2. Verbal Reprimand (Documentation is kept in Supervisor's file);
3. Written Reprimand (Documentation is kept in Personnel files);
4. Suspension without pay (Documentation is kept in Personnel files);
5. Denial of a pay increase (Documentation is kept in Personnel files);
6. Demotion to a lower pay grade/classification (Documentation is kept in Personnel Files); or
7. Discharge from University service (Documentation is kept in Personnel File).

Depending on the severity of the case, action may begin at any of these steps. Any action involving suspension or discharge requires prior review by the Director of Human Resources or her/his designated representative. Offenses are defined as any willful, deliberate, or negligent acts or violations of University policies or rules of such a degree that continued employment of the offending individual may not be desirable. The following are examples of some offenses that may subject an employee to corrective action. This list is not all inclusive.

- Poor performance of duties, including failure to follow instructions or to maintain established standards of workmanship or productivity.
- Insubordination or willful disobedience including refusal to accept instructions from supervisors or other proper authorities.
- Use of profane or abusive language on CSU premises, or actions that may be discourteous or harmful to others.
- Threats, fighting, or other physical action against another person while on University premises, including abusive, unruly, indecent or obscene conduct.
- Continued absences or excessive tardiness that exhibits a pattern or trend.
- Failure to inform the supervisor when leaving the work station, or failure to report back to the work station at the scheduled conclusion of a work break or meal period.
- Failure of an absent employee to notify the supervisor on each day of absence.
- Failure to adhere to CSU or departmental safety policies or procedures, including failure to immediately report an accident on CSU premises involving an on-the-job injury or property damage.
- Unauthorized or improper use of CSU funds or property.

- Being in an unfit condition to perform the duties of the job, including sleeping on the job, or working under or suspected of working under, the influence of drugs or alcohol.
- Willfully falsifying any CSU records.
- Behavior that compromises another's safety or privacy, or discloses confidential CSU information to unauthorized persons.

**For More Information:**

See [MOU for Exempt and Non-Exempt Employees, Article 26 Disciplinary Actions](#)

## Grievances

Legitimate problems and differences of opinion may develop between employees and their supervisors. Individuals are encouraged to talk with their supervisors in an effort to resolve these differences in an informal manner during the normal course of business. When matters cannot be resolved informally, **nonexempt** employees may use the formal grievance procedure if their complaint regards the interpretation and application of a University policy or rule.

Working with their supervisors, **exempt** employees may use a problem-solving process. Employees seeking to file a grievance should obtain from OHR detailed information on the guidelines that apply to the grievance procedure and consult *USM Policy VII-8.00*.

**For More Information:**

See [USM VII-8.00 Policy on Grievances for Exempt and Nonexempt Staff Employees and MOU for Exempt and Non-Exempt Employees, Article 27 Grievance Procedure](#)

## Special Action Appeals

**Nonexempt** employees faced with charges for removal, disciplinary suspensions, involuntary demotions, and rejection on probation may use the special action appeal process. All special action appeals must be filed with OHR. The Director of Human Resources shall review the appeal and determine the proper disposition. Detailed information on the process is available through OHR and in *USM VII-8.10*.

**For More Information:**

See [USM VII-8.10 Policy on Special Action Appeals for Classified Employees](#)

## **VI. STANDARDS OF CONDUCT**

### **Americans with Disabilities Act**

CSU is committed to compliance with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990. It is a priority of the University to ensure full participation in programs, employment and activities for all individuals. Reasonable accommodations shall be provided, upon request, to employees, students and visitors to the University. All University publications and events announcements shall contain a statement informing persons with disabilities of the procedure for requesting accommodations. New construction projects and renovations shall comply fully with all federal, state and local codes, including the Americans with Disabilities Act Accessibility Guidelines and the Uniform Federal Accessibility Standards. The University is committed to ensuring non-discrimination and to resolving any complaints related to disability in a prompt and equitable manner. The Director of Human Resources or his/her designee shall attempt to resolve complaints following the University's internal grievance procedure.

#### **For More Information:**

<http://www.dol.gov/dol/topic/disability/ada.htm>

### **Amorous/Consensual Relationships**

Co-workers engaging in consensual amorous relationships with one another are not forbidden; however, it is strongly discouraged. Employees are encouraged not to create a conflict or apparent conflict of interest.

CSU will not infringe upon the rights of staff to associate freely, or upon their rights to privacy. At the same time, no personal ties will be allowed to interfere with the professional integrity of the supervisor-employee relationship. In the case of amorous relationships, such ties can give rise to charges of favoritism by other employees with regard to recommendations, promotions, salary increases, or employment resources/opportunities, thus subverting the fair and equal access to resources at CSU. As a result, CSU prohibits amorous relationships where a supervisor and employee are directly involved, or where the relationship will cause a direct conflict of interest. In the instance that such relationships occur and cause harm to the professional integrity of the larger community, Management may take action, including the transfer of one or both the individuals from the department.



## **Attendance and Punctuality**

The official business hours for Coppin State University are 8:30 a.m. to 5:00 p.m. In order to provide the highest possible degree of service, employees are expected to be punctual and to maintain a good attendance record. On the occasion of absence from or lateness due to illness or emergency, it is the employee's responsibility to notify the supervisor as soon as possible, to explain the reason, and to state the expected report to work time and/or date. The use of any form of leave must be requested in accordance with University procedures and receive the appropriate approval. It is also the employees' responsibility, in the event of prolonged periods of absence due to illness, to notify the supervisor at regular and reasonable intervals. This will enable the supervisor to properly schedule the workforce and ensure that duties are covered during the period of absence.

## **Dress Code / Personal Appearance**

In order to maintain an appropriate public image for CSU, employees are expected to be attired and groomed in clothing appropriate to their positions. When uniforms are required, they must be worn in accordance with departmental policies.

## **Drug-Free Workplace**

CSU strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on State and/or University-owned or utilized premises and violation of this policy will result in discipline up to and including termination from employment. As a condition of employment, employees must abide by the terms of this policy and must notify their supervisor of any criminal drug conviction no later than five (5) days after such conviction.

### **For More information:**

*See [USM VII 1.1 Policy on a Drug-Free Workplace](#)*

## **Electronic Mail**

CSU provides electronic mail resources to support its mission of teaching, scholarly research, and public service. In support of this mission, the University encourages the use of electronic mail for the purpose of sharing information and ideas and improving efficient communication. This statement describes the University's policy on access to, use of, and disclosure of electronic mail, to help ensure that use of the University's resources support these goals. It is intended to clarify the applicability of state and federal laws and of other University policies to electronic mail.

CSU recognizes that academic freedom and shared governance, freedom of speech, and privacy of information are vital principles in an academic setting. CSU affords electronic mail privacy protections comparable to that which it traditionally affords paper mail and telephone communications.

Guidelines on the use of e-mail are not based on etiquette alone. Any e-mail generated by CSU employees on the university's network is presumed to be CSU property and therefore may be subject to disclosure. Email sent with the intent of disrupting communication or other system services is not allowed. The proliferation of electronic chain letters is abusive to the mail system and the network. Chain letters waste valuable computing resources, and may be considered harassing. You may lose your network privileges by creating or forwarding chain letters.

### **Employee Identification**

While no employee is *required* to display an ID badge at this time, *all* staff are *encouraged* to display their Coppin State University ID photo badges.

### **Employee and Applicant Disclosure of Conduct**

The purpose of this policy is to set forth CSU's policy on employee and applicant disclosure of misconduct and to protect those individuals from retaliation in the form of adverse personnel action for disclosing what they believe to be certain unlawful, wasteful, or hazardous practices. An employee shall disclose all relevant information regarding evidenced misconduct to the Director of Human Resources or designee of CSU in a signed written document within one (1) year of the day on which he/she knew or reasonably should have known of the misconduct. In consultation with the Maryland Attorney General's Office, the Director of Human Resources or designee shall consider the disclosure and take whatever action he/she determines to be appropriate under the law and circumstances of the disclosure.

If an employee or applicant believes that he or she has been retaliated against in the form of an adverse personnel action for disclosing information regarding misconduct under this policy he/she may file a written complaint requesting an appropriate remedy. A complaint shall be filed with the appropriate administrator, the Director of Human Resources or designee within thirty (30) calendar days from the effective date of the adverse personnel action or from the date on which the employee or applicant should reasonably have had knowledge of the adverse personnel action.

#### **For More Information:**

See [\*USM VII-2.30 Policy on Employee and Applicant Disclosure of Misconduct\*](#)

## **Employing Members of the Same Family (Nepotism)**

Appointments and promotions in the University are made based upon the qualifications and performance of an individual. As such, members of the same family, including husband and wife, are eligible for employment. However, a supervisor/employee relationship between members of the same family is prohibited. No member of the family may assume for the other member of the family the role of advocate or judge with regard to conditions of employment or promotion. Instances where members of the same family may be recommended to work for the same supervisor/manager must be approved, in advance, by the President or designee.

### **For More Information:**

*See USM VII-2.10 Policy on Employment of Members of the Same Family (Nepotism) for Classified and Administrative Personnel*

## **Equal Employment Opportunity**

CSU is committed to a campus environment which values human diversity and respects individuals. Fostering diversity and respect for difference is a fundamental goal of higher education, ranking among the highest priorities of this institution. In this spirit, CSU is committed to a policy of equal opportunity and to the elimination of discrimination in both education and employment on the basis of race, color, national origin, ethnic background, gender, sexual orientation, age, creed, religion, disability, veteran's status, marital status or any other protected status under applicable local, state or federal laws.

### **For More Information:**

*See USM VI1.00 Policy on Affirmation Action and Equal Opportunity Inclement Weather and Emergency Conditions*

In emergency situations such as extreme weather conditions, the campus may be closed. In such cases, announcements will be communicated on local radio/television stations. Employees may also register to receive text messages via the Coppin e2Campus Alert notification system. You may sign up at <http://www.coppin.edu/homepage/843/>.

Essential employees shall follow protocols established by their individual departments. Individuals who are unsure of their status should check with their supervisors to determine if they are essential or nonessential employees. Essential employees who fail to report to work shall not be paid for the day.

If the campus is closed before the start of normal work hours, contingent employees have the option of using accrued leave or leave without pay. If the campus is closed after the start of normal work hours, contingent employees have the option of using accrued leave or leave without pay for the remaining work hours.

## **Lost and Found**

From time to time, members of the University community may find or lose articles of personal property on campus. CSU's Lost and Found Policy requires individuals who lose property on campus to file a claim with the Department of Public Safety immediately. Also, property that is found should be turned in to the Department of Public Safety immediately. The Department of Public Safety records items and centralizes storage of items found on campus, cross-checks items with lost property claims, and returns articles to their rightful owners. Items that are not claimed within 90 days are discarded in accordance with applicable policy.

## **Responsible Computing**

Use of your campus network and all components of the network is not a right, but rather a privilege you gain through the University. Your campus network and many of the components that make up, or are attached to the network, are the property of the State of Maryland. Each individual user is responsible for understanding and complying with the guidelines set by CSU. In addition, users assume personal responsibility for the content of their accounts, their electronic transmissions, and their overall activities while using the campus network and attached devices, including communication that would be deemed a violation of institutional sexual harassment and/or other harassment or discrimination policies that occurs in an electronic environment.

Use of the campus network for unlawful or criminal purposes will result in immediate suspension of your privileges on the network and components attached to the network and may result in referral to the appropriate University, State, and/or Federal authority for possible disciplinary and/or legal action. All users of University computing resources must comply with all federal, Maryland, and other applicable laws; all generally applicable University rules and policies; and all applicable contracts and licenses.

## **Sexual Harassment**

CSU is committed to maintaining a work and academic environment in which faculty, staff, and students can develop intellectually, professionally, personally, and socially, and sexual harassment is inconsistent with maintaining such an environment. Sexual harassment is a form of sex discrimination prohibited by federal and state law, and it will not be tolerated within the campus community.

All allegations of sexual harassment will be thoroughly and confidentially investigated in accordance with the University's Discrimination/Harassment Procedures. The rights of both the complainant and the respondent will be protected, including protection from retaliation. Frivolous or false reports of sexual harassment will be treated as seriously as the offense itself. Sanctions for sexual harassment may vary from reprimand to termination of employment. In addition, an individual may be criminally prosecuted for sexual harassment.

## Smoke-Free Environment

CSU is a smoke free-campus. Smoking is prohibited in all university owned, operated, rented, or leased buildings, grounds, and outdoor structures. Use of electronic cigarettes is also prohibited. Employees who fail to observe this policy shall be subject to disciplinary action.

## Soliciting Personnel during Working Hours

CSU's procedures in regard to soliciting personnel during working hours shall be governed by and administered in accordance with *USM VII-2.20 Policy on Soliciting Personnel during Working Hours*. Employees shall have an undisturbed opportunity to perform assigned duties and responsibilities.

### For More Information:

See [\*USM VII-2.20 Policy on Soliciting Personnel during Working Hours\*](#)

## Timesheets

Time reporting for **regular employees** begins at 12:00 a.m. on Wednesday and ends at 11:59 p.m. on Tuesday. Exempt employees report Duty Days, paid leave days, or a combination of days.

Time reporting for **contractual employees** begins at 12:00am on Saturday and ends at 11:59 pm on Friday. Hourly timekeeping, including start time, lunch breaks, and end time are required for all nonexempt staff members.

Employees are responsible for the accuracy of their timesheets. Electronic timesheets must be submitted in accordance with deadlines specified and announced from the Payroll Office. Each timesheet is verified by the supervisor and reviewed for proper code accuracy and documentation by the department's timekeeper.

## Workplace Violence

CSU is committed to maintaining a work environment that is as free as possible from acts or threats of violence or intimidation. The safety and security of staff, faculty, students, and visitors are of vital importance. Violent or threatening behavior will not be tolerated. This policy applies to any acts of violence or threats made on CSU property, at CSU events, or under other circumstances that may negatively affect CSU's ability to conduct business. Included in this prohibition are such acts or threats of violence made directly or indirectly, by words, gestures, or symbols that infringe on the University's right or obligation to provide a safe workplace for its employees, students, and visitors.

## **Reporting Suspected Child Abuse and Neglect**

University procedures regarding the reporting of suspected child abuse and neglect is in accordance with the reporting provisions of the Family Law Article of the Maryland Annotated Code, Sections 5-701 through 5-708, as they apply to the USM. Suspicions of child abuse and neglect shall be verbally reported to the local police department or the local department of social services, and to the University's President or designee, as immediately as is practicable, within 48 hours of the event that caused the employee to believe that a child has been abused or neglected.

The identity of the individual making the report will be kept confidential. Failure to report suspected child abuse or neglect in violation of this policy may be subject to discipline for professional misconduct up to and including terminating of the employee's employment.

## VII. SALARY AND COMPENSATION

### Salary

USM **exempt** and **nonexempt** pay plans govern the salaries of employees. The pay plans include salary ranges for job classes. The pay plans may only be changed with the review and approval of the USM Board of Regents upon the recommendation of the chancellor of the University System of Maryland. Copies of the pay plans are available through OHR and on OHR's web page.

Questions regarding an employee's individual salary should be directed to his or her supervisor. COLA, merit pay, equity adjustments, reclassification, or movement within/out of a pay range may result in salaries being adjusted.

The following guidelines shall be used to determine a **nonexempt** employee's salary if affected by changes USM pay plans:

- If there is an increase in the minimum salary within a salary range, all employees below the minimum shall be moved to the minimum salary within their job class.
- If there is a decrease in the maximum salary within a salary range, affected employees shall not experience a reduction in current pay.
- Unless otherwise provided by USM policy, employees whose salary exceeds the maximum of the salary range are eligible for COLA increases only, until their salaries fall within the range.

### Pay Periods

CSU's regular pay periods start on Wednesday, end on Tuesday, and are two (2) weeks in length. Regular pay dates are on the Wednesday one (1) week following the pay period end date. Since all payroll checks for State of Maryland employees are produced at Central Payroll Bureau in Annapolis, Maryland, it is important for departments to meet the time entry deadline.

Contractual pay periods starts on Saturday and ends on Friday, and are two (2) weeks in length. Contractual pay dates are on the Wednesday two (2) weeks following the pay period end date. Since all payroll checks for State of Maryland employees are produced at Central Payroll Bureau in Annapolis, Maryland, it is important for departments to meet the time entry deadline.

## **Paychecks**

Payroll is located in the Office of Human Resources on the Third Floor of the Physical Education Complex building. Office hours are from 8:30 a.m. to 5:00 p.m. Employees are required to enroll in direct deposit upon hire. Otherwise, paychecks will be mailed to the address specified on the W-4 Form. Failure to submit a W-4 Form could result in (1) taxes being withheld from the employee's wages as if he or she were single and claiming no allowances and (2) a delay of paychecks being mailed from the Central Payroll Bureau in Annapolis, MD.

## **Direct Deposit**

If you were hired after January 1, 2001, you are required to have your paycheck deposited directly into any financial institution (bank, credit union, savings and loan).

If you use Direct Deposit, on payday you will receive an earnings statement indicating gross pay, deductions, and net pay deposited. Deposits are made to your checking or savings account as of the opening for bank business on payday. Direct Payroll Deposit authorization forms are available on the Human Resources website.

Initial enrollment into direct deposit and changes to your bank account information may take 2-3 pay cycles for processing. During this processing period, paychecks will be mailed to the address specified on your W-4 form.

### **For More Information:**

See [Form "State of Maryland Payroll Direct Deposit Authorization"](#)

## **Acting Capacity and Temporary Assignment Pay**

When an employee is appointed to or actually serving in an acting capacity for a period of more than thirty (30) calendar days, then the employee shall be eligible for acting capacity pay of not less than six percent (6%) beginning on the thirty-first (31st) consecutive calendar day of work in the acting capacity, retroactive to the first day that the employee served in the acting capacity.

Upon conclusion of the acting appointment the employee's salary reverts to the employee's last regular salary rate in effect prior to the acting appointment, plus any adjustments for any intervening salary adjustments, other than acting capacity pay, that have occurred. The same shall be true for temporary assignments when such assignments qualify an employee for an increase in compensation.

### **For More Information:**

See [MOU for Exempt and Non-Exempt Employees, Article 8 Compensation – Other](#)



## FLSA Classifications

Professional, managerial and executive positions are classified as Exempt on the basis of the FLSA. Exempt positions are not covered under the FLSA, therefore, employees working in these positions do not receive overtime pay. Service, technical, clerical and paraprofessional positions are classified as Non-Exempt under FLSA and are eligible for overtime pay.

**Exempt Employee** - An exempt employee is paid a salary that reflects the total compensation for all services provided. The nature of exempt work may require exempt employees to work more than regularly scheduled hours in a given workweek. Exempt employees serve at the pleasure of the president; do not complete an hourly timesheet and are not covered by the overtime pay provisions of the FLSA.

**Non-exempt Employee** - The University is required by federal law to pay nonexempt employees a regular hourly wage. The University is also required to pay overtime at the rate of one and one-half times your regular hourly rate for all hours worked over forty (40) in a given workweek.

## Overtime Compensation

All overtime pay is based on the administrative workweek of 40 hours and the Fair Labor Standards Act (FLSA). Please keep in mind that a forty (40) hour work week is not guaranteed. Overtime hours must be approved by your immediate supervisor prior to the work being completed.

### Specific guidelines for **nonexempt** employees:

- An employee, who works beyond forty (40) hours in a workweek, shall be compensated at the rate of one and one-half (1½) times his/her current hourly rate. Employees working temporarily in a higher classification shall receive the hourly overtime rate applicable to the higher classification in which they are working at the time. All paid work time and paid leave shall count toward the forty (40) hours for overtime purposes.
- To ensure that employees are compensated appropriately, full-time nonexempt employees working more than one job on campus must inform their secondary supervisor(s) that they are employed in a different department.

### Specific guidelines for **exempt** employees:

- **Exempt** employees are not eligible for overtime compensation.

## **Shift Differential**

A nonexempt employee who regularly works a qualifying shift is eligible for shift differential pay for hours actually worked subject to the conditions set forth below. A qualifying shift means a full-time or permanent part-time shift that starts at or after 2:00 p.m. and at or before 1:00 a.m. The rate of shift differential pay is one-dollar (\$1.00) per hour. Shift differential will be included in the regular rate calculation for the computation of overtime.

Employees who work four (4) hours or more into a qualifying shift shall receive the appropriate shift differential for all hours worked in the additional shift.

Employees who fail to work a qualifying shift, even though regularly assigned to it, by reason of leave without pay are not eligible to claim the shift differential for such shift. Such payment of shift differential will cease. However, after ten (10) workdays of continuous paid leave for which there had been a shift differential payment; payment of shift differential is authorized for employees who are permanently assigned to a qualifying shift while on approved leave with pay.

## **On Call**

CSU's on-call policy applies to non-exempt employees only. Employees who are on-call shall receive at least \$1 per hour for all hours that they are on-call beyond their normal work shift, plus their regular rate of pay or the applicable overtime rate for all hours during which they are called to work.

Employees shall be notified five (5) workdays in advance of their assignment to on-call status. Designated employees shall be assigned to on-call duty for a period of not more than seven (7) consecutive days (including holidays).

### **For More Information:**

See [\*USM VII-4.62 Policy on On-Call and Call-Back for Classified Employees\*](#)

## **Call-Back**

CSU's call-back policy applies to nonexempt employees only. Employees who are called to report to work on their regular day off or who have been recalled to work after having left the University's premises, shall be guaranteed a minimum of two and one-half (2 ½ ) hours of pay at the regular rate of pay for actual hours worked or at the applicable overtime rate. Similarly, an employee who is prescheduled to work on a day that he/she is not normally scheduled to work and the employee reports to duty, then the employee shall be guaranteed two and one-half (2 ½ ) hours of pay at the appropriate rate.

### **For More Information:**

See [\*USM VII-4.62 Policy on On-Call and Call-Back for Classified Employees and MOU for Exempt and Non-Exempt Employees, Article 9 Hours of Work and Overtime\*](#)

## **Pay for Completion of Probation**

During a probationary period, non-exempt employees will not be granted any merit-related increases. However, upon successful completion of probation, a nonexempt employee will be granted a (2.5%) increase as approved and funded for the fiscal year in which the probationary period is completed.

### **For More Information:**

*See VII - 9.20 - Policy on Salary Increases and Bonuses*

## **Holiday Termination Payment**

Employees, who leave their employment at the University for any reason are entitled to be paid for any unused holiday leave that has been earned as of the date of separation. If a holiday is taken and the employee severs employment before the holiday is earned, the employee will pay back the holiday upon severance.

### **For More Information:**

*See USM VII-7.30 Policy on Holiday Leave for Regular Exempt Employees*

## **Garnishments and Wage Attachments**

Maryland law permits judgment creditors to garnish the wages due from or payable by the State of Maryland.

The University may also make involuntary deductions from an employee's pay to offset debts owed to the University for equipment and keys not returned upon resignation or termination. Prior notice will be given for the proposed deduction and an opportunity to rebut the claim of debt owed. Deductions cannot reduce a non-exempt employee's salary below the minimum wage established by the Fair Labor Standards Act (FLSA) unless the debt owed arises out of theft, misappropriation or fraud.

## **VIII. LEAVE POLICIES FOR REGULAR EMPLOYEES**

### **Annual Leave**

Annual leave shall be available only to the extent earned, provided that dates of such leave have been approved in advance by the employee's supervisor. Specific information applying to both **nonexempt** and **exempt** employees' annual leave:

- Part-time employees working on at least a fifty percent (50%) basis shall earn annual leave on a prorated basis.
- An individual leaving employment shall be paid for any earned but unused annual leave that has been credited and is available for use on the day of separation.
- Annual leave must be approved by the supervisor.
- Supervisors have the right to refuse a request for annual leave.
- If an employee's request for annual leave is denied, the employee may request through their supervisor payment for annual leave in excess of the maximum accumulation. Such requests shall be accompanied by the employee's written request for leave as well as the written response from the supervisor stating why the leave was denied. The Director of Human Resources reviews all requests for payment of denied annual leave.
- When an employee transfers to another institution within the University System of Maryland or to another department, or from the State of Maryland to CSU, all unused accumulated annual leave shall be transferred with the employee.

### **Annual Leave Accrual for Exempt Employees**

Full-time exempt employees earn twenty-two (22) days of annual leave per calendar year that shall accumulate on a bi-weekly basis upon hire. Beginning with the twenty-first (21st) year of USM and/or State of Maryland employment annual leave shall be earned at the rate of twenty-five (25) days per calendar year. Part-time exempt employees working fifty-percent (50%) or more shall earn annual leave on a pro-rated basis.

### **Annual Leave Accrual for Nonexempt Employees**

Annual Leave for full-time nonexempt employees will earn according to the following schedule: (Part-time employees working 50% or more will earn annual leave on a pro-rated basis).

<b>Years of Service</b>	<b># of Annual Leave Days</b>
Beginning with the 1 <sup>st</sup> month through the completion of the 1 <sup>st</sup> year:	11 days
Beginning with the 2 <sup>nd</sup> year through the completion of the 2 <sup>nd</sup> year:	12 days
Beginning with the 3 <sup>rd</sup> year through the completion of the 3 <sup>rd</sup> year:	13 days
Beginning with the 4 <sup>th</sup> year through the completion of the 4 <sup>th</sup> year:	14 days
Beginning with the 5 <sup>th</sup> year through the completion of the 10 <sup>th</sup> year:	15 days
Beginning with the 11 <sup>th</sup> year through the completion of the 20 <sup>th</sup> year:	20 days
Beginning with the 21 <sup>st</sup> year and thereafter:	25 days

**For More Information:**

*See USM VII-7.01 Policy on Annual Leave for Regular Exempt Employees;  
 USM VII-7.00 Policy on Annual Leave for Administrative and Classified Personnel;  
 MOU for Exempt and Non-Exempt Employees, Article 11 Leave*

**Sick Leave**

Employees earn fifteen (15) days of sick leave per year. Part-time employees on at least a fifty percent (50%) basis earn sick leave on a prorated basis. Sick leave is accumulated and carried forward from year to year. There is no compensation for unused sick leave at termination of employment. However, if you retire from the Maryland State Retirement and Pension Systems, directly upon terminating employment, you will receive additional creditable service for your accumulated sick leave.

**For More Information:**

*See USM VII-7.45 Policy on Sick Leave  
 MOU for Exempt and Non-Exempt Employees, Article 11 Leave*

**Holiday Leave**

University employees, in a regular exempt or nonexempt status are entitled to eleven (11) paid holidays per year and twelve (12) paid holidays during years of general or congressional election. Regular part-time employees who are employed fifty percent (50%) or more shall earn holiday leave on a prorated basis.

The holidays are as follows:

Holiday	Observance Date
New Years' Day	January 1
Dr. Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Election Day	First Tuesday in November (even numbered years only)
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving Day	Fourth Friday in November
Christmas Day	December 25

Up to three additional University holiday leave days may be earned each calendar year and observed at the discretion of the Institution's President or designee. A schedule is published each year and contains the calendar date of occurrence and the University's date of observance for each holiday. The employee must have been in an active employment status on the calendar date of occurrence to be paid for the holiday. Employees are paid for any unused holiday leave that has been earned as of the date of separation.

## Personal Leave

All full time regular exempt and nonexempt employees are entitled to three (3) days (not to exceed twenty-four hours) of personal leave in each calendar year.

Specific personal leave guidelines:

- Part-time employees working fifty percent (50%) or more shall receive personal leave on a prorated basis.
- Personal leave must be used by the end of the first pay period which ends in the new calendar year. Any personal leave that is unused as of that time shall be forfeited by the employee and shall be contributed to the USM Leave Reserve Fund, in accordance with the Leave Reserve Fund Policy. No employee shall be paid for unused personal leave.
- Employees shall notify supervisors before taking personal leave. Unless a critical staffing shortage occurs, personal leave shall be granted.
- Personal leave for **nonexempt** employees must be taken in one (1)-hour increments. **Exempt** personnel shall take Personal Leave in full-day increments.
- Requests for personal leave to attend religious observances shall be honored.
- At the time of separation from service, employees will not be paid for any unused personal leave.

**For More Information:**

See *USM VII-7.10 Policy on Personal Leave for Regular Exempt Employees and MOU for Exempt and Non-Exempt Employees, Article 11 Leave*

**Family and Medical Leave (“FMLA” Leave)**

Family and Medical Leave is governed by USM. This type of leave is based on federal law as described in the *Family and Medical Leave Act of 1993* (FMLA). The University shall make FMLA leave available to employees in accordance with the FMLA guidelines and USM policy.

FMLA leave is not a separate form of accrued leave, like sick or annual leave. FMLA leave allows a qualifying employee to take employment-protected leave (by first using available sick and annual leave and then unpaid leave) for up to twelve (12) weeks for any of the following reasons:

1. To care for the employee’s child after birth or placement for adoption or foster care;
2. To care for the employee’s spouse, son, daughter, or parent who has a serious health condition;
3. For a serious health condition of the employee, including pregnancy and recovery time, that renders an employee unable to perform his or her job; or
4. Any other reasons in *USM Policy VII 7.50*.

To qualify for FMLA leave:

1. The employee must have worked for the University or a qualifying state institution for at least twelve (12) months, and
2. The employee must have worked at least 1040 hours in the twelve (12) months immediately preceding the date the leave is to commence.

**For More Information:**

See *USM VII-7.50 Policy on Family and Medical Leave*

**Parental Leave**

To support employees in balancing professional and family demands during and after the birth or adoption of a child, each eligible employee is assured a period of up to eight (8) weeks (i.e., forty (40) work days) of paid leave to care for a new child, as follows:

Nature of Leave: The parental leave period will consist of any form of annual sick, personal, holiday or leave reserve fund leave accrued or otherwise available to the employee under this agreement and USM policies, to be supplemented as necessary by the

University with additional paid leave days to attain an eight (8) week period of paid parental leave.

The eight (8) week paid leave assurance is available during a six (6) month period surrounding: the birth of a newborn; the recent adoption of a child under the age of six (6); and at the discretion of the University's President or designee and subject to any limitations established by the University, the assumption of other parenting responsibilities, such as foster parenting or legal guardianship of a child under the age of six (6).

The paid leave assurance will apply as follows:

- Leave shall be pro-rated for eligible .50 or greater full-time equivalent staff.
- If a child's parents are employed by the same University, both may be eligible for paid parental leave up to the eight (8) week maximum as follows:
  - Both parents may use accrued annual, sick or personal leave concurrently with the birth of a child or adoption of the child under age six (6);
  - A parent may use additional guaranteed paid leave under this policy only during a period when that parent is the child's primary caregiver.
- An employee shall be eligible for assured minimum paid parental leave after one (1) year of employment with the University, except to the extent that the University's policies permit a lesser eligibility period.
- An employee may be eligible for parental leave under this policy on one occasion in a given twelve (12) month period, and on two separate occasions during the duration of the staff member's employment within the USM. Any additional periods of paid parental leave require the approval of the President, or the President's designee.
- The employee must have a satisfactory record of sick leave usage and work performance.

**For More Information:**

*See [USM VII—7.49 Policy on Parental Leave and other Family Supports for Staff](#)*

## **Death of a Relative**

For the death of a close relative, the Department Head or designee (normally the immediate supervisor) may grant the use of up to three (3) days of accrued leave. If the death of a close relative requires an employee to travel requiring staying away from home overnight, upon request the Department Head or designee (normally the immediate supervisor) may grant the use of up to a maximum of five (5) days of accrued leave for this purpose. Close relative means a spouse, child, step-child, foster child, mother, father (or someone who took the place of a parent), mother-in-law, father-in-law, grandparent of the employee or spouse, grandchild, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, or other relative who permanently resided in the employee's household.



The Department Head or designee (normally the immediate supervisor) may grant the use of up to a maximum of one (1) day of sick leave for reasons related to the death of the employee's or his/her spouse's aunt, uncle, niece, or nephew.

### **Advanced Sick Leave**

An employee who is unable to work due to a serious temporary disability or personal illness may be eligible to borrow advanced sick leave. Advanced sick leave is not an entitlement. At the discretion of the Director of Human Resources, advanced sick leave may be granted in increments of fifteen (15) days for each calendar year of the employee's USM/state service up to a maximum of sixty (60) days during a calendar year.

While on advanced sick leave, the employee continues to earn sick leave and annual leave, which are applied to the employee's absence as they are earned. Personal leave and holiday leave are also credited toward advanced sick leave. Advanced sick leave must be paid back upon the employee's return to work or upon the employee's separation from service. Upon returning to work, the minimum rate of repayment is one-half of the rate at which the employee earns sick leave and annual leave. To be eligible to receive advanced sick leave, the employee must meet the following requirements:

- Have at least six (6) months of continuous service with USM and, if applicable, completed probation.
- Have a satisfactory record of work performance and sick leave usage.
- Have exhausted all available paid leave.

#### **For More Information:**

*See VII – 7.45 - USM Policy On Sick Leave For Exempt And Nonexempt Staff Employees*

### **Extended Sick Leave**

Extended sick leave is leave with pay that may be requested by an employee who is unable to work due to a serious temporary disability or personal illness. Such leave may be granted up to a maximum of twelve (12) months during an employee's entire USM service or state service. Extended sick leave is not an entitlement and is granted at the discretion of the Director of Human Resources. While on extended sick leave, the employee continues to earn sick leave and annual leave, which are applied to the employee's absence as they are earned. Personal leave and holiday leave are also credited to the employee's absence. When returning to work, the employee does not need to repay extended sick leave. To be eligible to receive extended sick leave, the employee must meet the following requirements:

- Have at least five (5) years of USM or state service.
- Have a satisfactory record of work performance and sick leave usage.
- Have exhausted all available paid leave, including advanced sick leave.

#### **For More Information:**

*See VII – 7.45 - USM Policy On Sick Leave For Exempt And Nonexempt Staff Employees*

## Accident Leave

An employee who is injured while at work and is unable to return to work as a result of the work accident, may be eligible to receive up to six (6) months of accident leave from the date of the accident. Accident leave may be granted for up to an additional six (6) months if a physician selected by CSU certifies that the employee continues to be disabled. An employee who is on accident leave will be paid two-thirds of their salary. In addition, an employee has the right to file a claim with the Workers' Compensation Commission. For an employee to be eligible to receive consideration for accident leave, the following steps should be taken:

- The employee reports the injury immediately to his or her supervisor. The employee's supervisor is responsible for submitting a report of the accident to the Director of Human Resources within twenty four (24) hours following the injury.
- Within three (3) workdays of the injury, a physician must examine the employee and certify the employee is disabled.
- The injury is within the guidelines of the Maryland Workers' Compensation Act.

### **For More Information:**

See [\*USM VII-7.40 Policy on Accident Leave for Exempt and Nonexempt Personnel\*](#)

## Leave of Absence without Pay

Under certain circumstances, an employee may be eligible for voluntary leave without pay. A primary consideration in granting leave of absence without pay is that it shall advance the institution's mission or enhance the ability of the individual to support that mission. Leave without pay may also be granted for personal or health reasons. All accrued leave must be exhausted and each case shall be determined on an individual basis. At the completion of the short-term leave, the employee shall return to his or her former position. An employee may be eligible for long-term leave without pay of up to two (2) calendar years. Guidelines for leave are presented in *USM VII-7.12 Policy on Leave of Absence without Pay*. Specific guidelines for leave without pay exceeding thirty (30) days are as follows:

- Only employees who have completed at least twelve (12) months of USM service and have a satisfactory work performance and leave usage record are eligible.
- Leave without pay shall only be granted if the leave does not impact negatively on work operations. Supervisors shall require the employee to use other leave including personal leave, holiday leave and annual leave before granting leave without pay.
- Leave without pay exceeding thirty (30) days is granted at the recommendation of the department head and at the discretion of the Director of Human Resources.

- Except in the case of on-the-job injury, all employee benefits including the accrual of leave are suspended during the period of leave without pay. An employee may maintain health benefits if the employee agrees to pay the full cost of the premium.
- Except in the case of a layoff where an employee loses his or her position, the employee, at the termination of the leave, returns to his/her former position or to another equivalent position within the same department with the same terms and conditions of employment that he or she enjoyed prior to taking the leave. Also, the employee's salary on returning to work shall be consistent with any pay decreases or increases that occurred during the leave without pay.
- An employee's failure to return to work on the agreed upon date will be considered a resignation.

**For More Information:**

*See [USM VII-7.12 Policy Leave of Absence without Pay](#)*

## **Liberal Leave**

Occasionally, due to emergency situations such as hazardous weather or highway conditions, CSU may announce the option for nonessential employees to take liberal leave or to come to work. If an employee chooses not to come to work, the absence from work is charged to his or her available paid or unpaid leave.

Employees using liberal leave are expected to notify their supervisor immediately. Essential employees must report to work. Individuals who are unsure of their status should check with their supervisors to determine if they are essential or nonessential employees.

**For More Information:**

*See [USM VII-7.20 Policy on Administrative Leave for Administrative and Classified Personnel](#)*

## **Jury Duty and Leave for Legal Actions**

Jury service and legal actions leave for employees is governed by *USM VII-7.21 Policy on Jury Service*, and *USM VII-7.22 Policy on Leave for Legal Actions* and is subject to all the terms and conditions set forth therein with the following modification to *USM Policy VII - 7.21*:

- Employees who are dismissed from jury duty and leave for legal actions will be expected to return to work for the balance of their scheduled workday if the amount of time left in the employee's work day exceeds three (3) hours.
- Employees called for jury duty or legal action must notify his/her supervisor immediately. If jury duty and leave for legal action interferes with the necessary work of the department, the department head can make a written request to the court to have the employee excused from jury duty. The employee may be required to

provide documentation to verify his or her attendance at jury duty and leave for legal actions.

**For More Information:**

See [USM VII-7.21 Policy on Jury Service for Administrative and Classified Personnel](#); and [USM Policy VII-7.22 Policy on Leave for Legal Actions](#)

## **Administrative Leave**

When special circumstances require, the President or designee may authorize administrative leave with pay. Such leave may be granted to all regular nonessential employees when special circumstances like extreme weather conditions require the closing of campus.

## **Military Leave**

An employee who is a member of the Army, Navy, Air Force, Marine, National Guard or Coast Guard is entitled to a leave of absence for military training for a period of up to fifteen (15) workdays per calendar year without loss of pay or leave. This leave is prorated for part-time employees who work at least fifty percent (50%) of the time. Before military leave is granted, the employee must submit to his/her supervisor an official copy of the military orders stating the dates of active duty.

If a CSU employee is called to active military duty during a national or international crisis or conflict, the employee may elect to use accrued leave to remain on the payroll. In the absence of such an election, or upon the exhaustion of accrued leave, an employee will be placed on leave without pay status. While on the active payroll, a reservist will have the same benefit deductions, unless the reservist files an Active Employee Enrollment Form to cancel any or all benefits within sixty (60) days of entry into Active Duty. An official copy of the military papers must be submitted with the Active Employee Enrollment Form.

If the Active Employee Enrollment Form is not completed to cancel any or all deductions, the same deductions will continue as long as the employee remains on active payroll. When the military reservist goes on a "Leave without Pay" status, the employee may elect to continue benefits as a "Military LAW" employee. The employee should complete the "COBRA/LAW/Contractual/Part-time" Enrollment Form. The Benefits Coordinator will complete the agency verification portion of the form and identify the employee as "Military LAW" on the form. The Fiscal Officer should also complete the appropriate fiscal designation portion of the form.

**For More Information:**

See [USM VII-7.23 USM Policy on Military Leave](#) and [USM VII-7.24 USM Policy on Call-up to active Military Duty During A National or International Crisis of Conflict for USM Exempt and Nonexempt Staff Employees on Regular Status](#)

## **Leave for Disaster Service**

CSU grants leave for disaster service in accordance with *USM VII-7.26 Policy on Leave for Disaster Service*. All requests for leave must meet the following criteria:

1. Be certified by the American Red Cross as a disaster volunteer; or
2. Have had the American Red Cross request his/her services for a Level II or greater disaster.

### **For More Information:**

See [\*USM VII 7.26 Policy on Leave for Disaster Service\*](#)

## **IX. BENEFITS FOR REGULAR EMPLOYEES**

Regular employees appointed on at least a fifty percent (50%) basis are eligible to enroll in a variety of benefit plans.

### **Health and Life Insurance Plans**

Employees are eligible to enroll in any of several flexible health care and insurance plans including but not limited to general health care, dental care, vision care, life insurance, personal accidental death and dismemberment, long-term care, and disability insurance. CSU pays a major portion of the benefit premiums for medical, prescription, and dental plans, and the individual employee pays his/her share through payroll deductions. All other plans are paid entirely by the employee. Detailed information on specific plans may be obtained from the OHR.

### **New Enrollment for Health Benefits**

New employees must enroll in health benefits within the first sixty (60) days of employment. After enrolling, the employee and dependents are locked into the selected benefits for the remainder of the fiscal year unless there is a respective family status changes. If a new employee does not enroll within the first sixty (60) days, the employee shall not have access to the benefits until Open Enrollment for Health Benefits or until a qualifying family status change event.

### **Change in Family Status**

A change in family status is a result of a qualifying event, such as the birth or adoption of a child, loss of a dependent, marriage, change in the work status of a spouse, or divorce. Employees should notify the OHR immediately when a change in family status occurs. Official documentation may be required to implement a change in benefits. All changes must be implemented within sixty (60) days of the qualifying event.

### **Open Enrollment for Health Benefits**

Open enrollment is an annual period. Employees have the option of enrolling in/changing one (1) or more of their health plans through the State Group Health Benefits Plans during open enrollment.

### **Retroactive Adjustments**

When a delay occurs in the enrollment of a newly eligible employee or dependent, a retroactive adjustment to extend the effective date of coverage back to the actual date of eligibility can be made. Such cases may include a change in family status or a transfer from another state agency. Employees shall notify the Benefits Coordinator as soon as the event has occurred. Retroactive adjustments must be submitted to the Maryland Department of

Budget and Management Employee Benefits Division within sixty (60) days of the qualifying event. The employee will likely be required to write a check to DBM.

## **Extended Coverage**

An employee and/or dependent who lose eligibility for subsidized health benefits may receive extended coverage through the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). The employee and/or dependent may remain in the State Group Health Benefits Plan on an unsubsidized basis for eighteen (18) to thirty-six (36) months, depending on the situation. Enrolling in COBRA assures no break in health coverage. Information on COBRA may be obtained by calling the Benefits Coordinator in the OHR at 410-951-3666.

## **Employee Tuition Remission**

All **regular employees** may receive tuition remission for courses taken at any teaching campus within the USM. Full-time regular employees receive one-hundred percent (100%) tuition remission for up to eight (8) credit hours per semester. For employees working on at least a fifty percent (50%) basis, tuition remission is proportionate to the percent of time employed.

### **For More Information:**

See [\*USM VII-4.10 Policy on Tuition Remission for Faculty and Staff\*](#)  
Form: University System of Maryland Request for Tuition Remission.

## **Spouse and Dependent Children**

Spouses and dependent children of regular employees are eligible to receive tuition remission based on the following guidelines:

**Spouses and dependent children of regular staff whose period of employment began before January 1, 1990** may register for courses at any of the institutions of the University System of Maryland with one hundred percent (100%) tuition remitted at both the undergraduate and graduate level. For spouses and dependents of regular employees working on at least a fifty percent (50%) basis, tuition remission is proportionate to the percent of time employed.

**Spouses and dependent children of regular faculty and staff whose period of employment began after January 1, 1990 and before July 1, 1992** may receive tuition remission of one-hundred percent (100%) on courses toward a first undergraduate degree at CSU. If the academic program is not available at CSU, the spouse or dependent child may, with approval from the OHR, register for courses at other institutions of the University System with fifty percent (50%) tuition remission. For spouses and dependents of regular  
an employee working on at least a fifty percent (50%) basis, tuition remission is proportionate to the percent of time employed. Spouses and dependent children may also

attend other University System of MD schools if the major is offered at Coppin receiving fifty percent (50%) tuition remission when the student applied to the home institution but was not approved for admission.

The employee must be actively employed during the entire semester for the tuition remission to be paid for the spouse and dependent children. If the spouse and dependent children drop a class after the drop/add period deadline the employee will be responsible for the cost of the class, tuition remission will not cover classes dropped.

**Spouses and dependent children of regular faculty and staff whose period of employment began on or after July 1, 1992** may receive tuition remission of one-hundred percent (100%) on courses toward a first undergraduate degree at CSU. This tuition remission benefit for regular employees' spouses and dependent children is available only after the employee has been in the University service for two (2) years prior to the anticipated date of registration for course work. If the academic program is not available at CSU, the spouse or dependent child may, with approval from OHR, register for courses at other institutions of the University System with fifty percent (50%) tuition remission. For spouses and dependents of regular employees working on at least a fifty percent (50%) basis, tuition remission is proportionate to the percent of time employed. Spouses and dependent children may also attend other University System of MD schools if the major is offered at Coppin receiving fifty percent (50%) tuition remission when the student applied to the home institution but was not approved for admission.

**For More Information:**

See *USM VII-4.20 Policy on Tuition Remission for Spouses and Dependent Children of Faculty and Staff*

Form: University System of Maryland Request for Tuition Remission.

## **Retirement Benefits**

Regular employees are enrolled in retirement plans at the time of appointment. Individuals anticipating retirement should contact the OHR at least three (3) months prior to the planned date of retirement. Detailed information on the retirement programs may be found in the OHR.



## Supplemental Retirement Annuities (SRAs)

Employees may invest a portion of their salary in a SRA. SRAs are voluntary programs that permit employees through payroll deduction to defer receiving a portion of their current income until retirement. All contributions and earnings accumulate tax-free until the employee withdraws the money upon retirement, leaves state service, or reaches a specific age. There is no specified enrollment period for employees to enroll in an SRA. For more information, contact the Benefits Coordinator at 410-951-3666.

## Death Benefits

In the event of an employee's death prior to separation from service, the employee's beneficiaries or estate shall be entitled to any unpaid salary, compensation for accrued and unused annual leave, life insurance where applicable, and any other entitlement that may be due from the Maryland State Retirement and Pension System or Optional Retirement Plans.

## Miscellaneous Benefits

- **Employee Assistance Program:** Business Health Services (BHS) sponsors the University's Employee Assistance Program. BHS provides free, confidential assistance to employees experiencing problems which may interfere with work or family obligations. For information on the program, call 1-800-327-2251 or visit BHS website at [www.bhsonline.com](http://www.bhsonline.com) and enter the username Coppin to log on.
- **Social Security:** Employees are required to contribute through payroll deduction to Social Security, which provides additional retirement income, disability and death benefits.
- **Workers' Compensation:** Employees are protected under the state's workers' compensation laws in the event of an injury arising out of and in the course of employment. Please contact your supervisor and the OHR immediately if an on the job injury has occurred.

## **X. CONTINGENT II LEAVE POLICIES AND BENEFITS**

CSU's procedure on employee benefits and the policies governing contingent employment shall be implemented in accordance with USM BOR Policy on Contingent Employment for Nonexempt and Exempt Employees (*USM Policy VII-1.40*).

### **Annual Leave**

Full-time, contingent II employees are eligible for paid leave, which includes five (5) days of annual leave for the entire fiscal year. Annual leave prorated for contracts less than one year and for less than full-time employment. There is no reimbursement for unused annual leave. Leave balances may not carry over to the next fiscal year.

### **Sick Leave**

Full-time, contingent II employees are eligible for three (3) days of sick leave. Sick leave is prorated for contracts of less than one year and for less than full-time employment. There is no reimbursement for unused sick leave. Up to 72 hours of sick leave may be carried over to the next fiscal year.

### **Administrative Leave**

When special circumstances require, the President or designee may authorize administrative leave with pay. Such leave may be granted to all regular nonessential employees when special circumstances like extreme weather conditions require the closing of campus.

#### **For More Information:**

*See [USM VII-7.20 Policy on Administrative Leave for Administrative and Classified Personnel](#)*

### **Jury Duty and Leave for Legal Actions**

Jury service and legal actions leave for employees is governed by *USM VII-7.21 Policy on Jury Service*, and *USM VII-7.22 Policy on Leave for Legal Actions* and is subject to all the terms and conditions set forth therein with the following modification to *USM Policy VII - 7.21*:

- Employees who are dismissed from jury duty and leave for legal actions will be expected to return to work for the balance of their scheduled workday if the amount of time left in the employee's work day exceeds three (3) hours.

- Employees called for jury duty or legal action must notify his/her supervisor immediately. If jury duty and leave for legal action interferes with the necessary work of the department, the department head can make a written request to the court to have the employee excused from jury duty. The employee may be required to provide documentation to verify his or her attendance at jury duty and leave for legal actions.

**For More Information:**

See [USM VII-7.21 Policy on Jury Service](#), and [USM VII-7.22 Policy on Leave for Legal Actions](#)

**Tuition Remission**

Contingent II employees may participate in the USM’s Tuition Remission Program at their home institution only. Contingent II employees are eligible for up to eight (8) credits of tuition remission per semester for themselves only. The employee must be actively employed during the entire semester for the tuition remission to be paid. If the employee drops a class after the drop/add period deadline the employee will be responsible for the cost of the class, tuition remission will not cover classes dropped.

**Holiday Leave**

Contingent II employees receive holiday leave in accordance to the Contingent II contract agreement. Contingent II employees receive to the same holiday leave entitlement as regular exempt and nonexempt employees. See above table for a list of paid holidays, which includes eleven (11) paid holidays per year and twelve (12) paid holidays during years of general or congressional election. Part-time Contingent II employees, working at least 50% or more receive holiday leave on a prorated basis.

Holiday	Observance Date
New Years’ Day	January 1
Dr. Martin Luther King’s Birthday	Third Monday in January
President’s Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Election Day	First Tuesday in November (even numbered years only)
Veteran’s Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving Day	Fourth Friday in November
Christmas Day	December 25

## **Non-Subsidized Group Insurance**

Contingent II employees may participate in the State Health Insurance programs and Prescription Plan that are available to State employees by paying 100% of the premiums directly to the State Health Benefits Division.

## **Supplemental Retirement Annuities (SRAs)**

Contingent II employees may invest a portion of their salary in a SRA. SRAs are voluntary programs that permit employees through payroll deduction to defer receiving a portion of their current income until retirement. All contributions and earnings accumulate tax-free until the employee withdraws the money upon retirement, leaves state service, or reaches a specific age. There is no specified enrollment period for employees to enroll in an SRA. For more information, contact the Benefits Coordinator at 410-951-3666.

***Employee Assistance Program:*** Business Health Services (BHS) sponsors the University's Employee Assistance Program. BHS provides free, confidential assistance to employees experiencing problems which may interfere with work or family obligations. For information on the program, call 1-800-327-2251 or visit BHS website at [www.bhsonline.com](http://www.bhsonline.com) and enter the username Coppin to log on.

## **Miscellaneous Benefits**

Contingent II employees may participate in other programs with voluntary deductions, e.g., U.S. Savings Bonds; charitable contributions; State Employees Credit Union (SECU).

### **For More Information:**

*See [USM VII-1.40 Policy on Contingent Employment for Nonexempt and Exempt Employees](#)*

## **XI. CAMPUS SERVICES**

### **Athletic Events**

All events are free to students with a University ID. Faculty and staff will be charged. For athletic schedules or additional information, contact 410-951-3737 or visit the Official Eagle Athletics website at [www.coppinstatesports.com](http://www.coppinstatesports.com).

### **Bookstore**

The Coppin State University/Barnes & Noble bookstore supports the academic mission of the University. The University Bookstore sells new and used textbooks, e-textbooks, supplies, clothing, magazines, study guides, greeting cards, personal care items and snacks. Textbooks are also available for rent. A wide-range of Coppin State University imprinted merchandise is carried: T-shirts, shorts, sweatshirts, cups and more.

The CSU Bookstore is located on the ground floor of the Tawes Building.

Regular Store Hours are:

- Monday through Thursday from 8:30 am to 5:30 pm
- Friday from 8:30am to 5:00 pm

Methods of Payment: Master Card, Visa, Discover, American Express, are accepted for all purchases. Personal checks for merchandise are accepted with a valid driver's license or Coppin State University identification card. EagleCard payments are also accepted.

#### **For More Information:**

*Call CSU Bookstore, 410-951-1222 (Phone); 410-728-6349 (Fax)*

### **Wellness Center**

Use of CSU's wellness facilities is offered to regular and contingent II employees at no charge. Contact the Wellness Center at 410-951-6891 for membership information.

## Dining Services

There are multiple on-campus dining options available to employees. The options are as follows:

Facility	Location	Days/Hours of Operation/ Phone	Acceptable Forms of Payment
Grill Works	Tawes Center (1 <sup>st</sup> Floor)	Monday – Friday 11 am – 9:00 pm Tel: 410-951-6555	Cash & Declining balances
Coppin Café	Talon Center (2 <sup>nd</sup> Floor)	Monday - Friday 11:30 a.m. - 2:30 p.m. 410-951-1266 (menu line)	Cash, Credit Cards, & Declining balances
Main Dining Hall	Talon Center (1 <sup>st</sup> Floor)	Monday – Sunday 7:00 am – 8:00 pm Tel: 410-951-1228 410-951-1255 (menu line)	Cash, Credit Cards, & Declining balances
Subway	Tawes Center (1 <sup>st</sup> Floor)	Monday – Friday 7:00 am – 8:30 pm Tel: 410-951-1236	Cash, Credit Cards
Marvelous Market	Health & Human Service Building (1 <sup>st</sup> Floor HHSB)	Monday-Friday 7:00 am- 6:00 pm Saturday 8:00 am – 2:00 pm	Cash, Credit Cards
*The hours of operation provided above are for the regular school semester. The dining facilities are closed certain periods of the year, but appropriate notice will be given. Catering services are also available. For more information, on catering services, contact Aramark at (410) 951-1229 or email <a href="mailto:catering@coppin.edu">catering@coppin.edu</a> .			

## Eagle Card

The Eagle Card is the official CSU identification card for all faculty, staff, and students, but it is more than a simple photo ID. The Eagle Card is a multi-functional card that provides electronic access to a variety of facilities and services around campus. The Eagle Card may also be used as a debit card, a prepaid declining balance account that enables employees, to make cash-free purchases for meals and other amenities at all campus locations that accept the card.

Initial cards are issued at no charge to faculty and staff, but there is a charge for lost or stolen cards. The Eagle Card can be obtained from the One Card Office located on the 2<sup>nd</sup> floor of the Talon Building. Funds can be added to the Eagle Card at the cashier window located on the 2<sup>nd</sup> floor of the Administration Building, during regular business hours Monday-Friday 8:30 am – 4:30 pm, or a cash value centers.

Cash value centers are located:

- First (1<sup>st</sup>) floor of Tawes Center in front of the CSU Bookstore.
- Physical Education Complex, Mail & Print Services, Room 179. Office hours are Monday-Friday 7:00 am- 5:30 pm.

### For More Information:

See [http://www.coppin.edu/info/200370/eaglecard\\_services\\_or](http://www.coppin.edu/info/200370/eaglecard_services_or)  
contact the Office of Auxiliary Services at (410) 951-3570/3572

## Parking

Employees are required to register personal vehicles parked on campus by following campus registration procedures and paying appropriate fees. Each parking registrant receives a copy of the University parking regulations. To find out how to register your car or if, after reading the parking regulations, additional information is needed, contact the Parking and Transportation department at 410-951-3556.

### **For More Information:**

See [Parking and Transportation's Website](#)

## Security

The University utilizes its own police force for the protection of students, staff, and visitors, as well as University property. Each employee is nevertheless responsible for taking reasonable precautions for his or her own protection and for the protection of personal and institutional property. Employees are required to comply with reasonable requests of University police officers acting in the performance of duties. All crimes and suspicious circumstances of an emergency nature should be immediately reported to University police at 410-951-3900.

## Parlett L. Moore Library

Parlett L. Moore Library, named for Coppin's second president, Parlett Longworth Moore, supports instructional programs and provides an environment conducive to general intellectual enrichment and continued learning. The library provides space for classrooms, computer classrooms, meetings, visual exhibits, special programs and receptions, and offices. The library has over 40 public workstations to allow access to the Internet and various other networked resources.

The Parlett L. Moore Library is a member of the Library Information Management System (LIMS) of the University System of Maryland and Affiliated Institutions (USMAI), a collaborative effort that permits state higher education institutions to share resources. LIMS provides an USMAI union on-line public access catalog that contains more than 1,400,000 titles.

### **For More Information:**

Please visit Parlett L. Moore Library at <http://www.coppin.edu/library>  
or call the reference desk at 410-951-3430.

## On-Line Campus Directory

The Department of Telecommunications maintains the on-line campus directory. The directory may be found at <http://www.coppin.edu/directory>.

## Personnel Records

Employees who wish to view their official employment records in the central personnel file must make an appointment with OHR. All files shall be reviewed in OHR in the presence of the Director of Human Resources or designee. Copies of file information are free up to twenty-five (25) pages. Thereafter, a fee will be imposed. Requested copies will be made available to employees within forty-eight (48) hours of the request.

Personnel files are confidential to the employee and the University. They will not ordinarily be released to anyone outside the University unless the employee supplies a notarized written statement releasing the file (or a part of it), or unless required by law. The following records in your personnel file will be available for your review:

- Employment application and/or resume;
- College transcripts;
- Job description or requisition transition forms (*RTF*);
- Records relating to hiring, promotion, demotion, transfer, reassignment, layoff, compensation,
- Education and training;
- Letters of recognition;
- Disciplinary documents;
- Performance evaluations (PMPs); and
- Documents relating to separation from employment

### **For More Information:**

See *USM VII 6.02 Policy on Personnel Files for Nonexempt and Exempt Staff Employees; and MOU for Exempt and Non-Exempt Employees, Article 25 Personnel*



## **XII. EMPLOYEE GIVING**

### **Maryland Charity Campaign**

The Maryland Charity Campaign is a voluntary program that is held each year to collect money from CSU employees for worthy charitable organizations in the local community and across the state. This program eliminates multiple collection efforts in the workplace, and gives employees a chance to designate their donations to specific charities or organizations. Participation in the Maryland Charity Campaign is not mandatory, and no employee will be compelled to become involved.

Collection for the Maryland Charity Campaign is coordinated by the Office of Institutional Advancement. Employees may give on a one-time basis or authorize payroll deductions that are automatically directed to the Campaign each pay period. This is a worthy program that every University employee should consider supporting.

## **XIII. EMPLOYEE DEVELOPMENT & RECOGNITION**

### **Training and Development**

The Office of Human Resources offers a variety of training and development opportunities for employees. Classes cover a myriad of topic to meet the needs of employees, and are available in two modes – instructor-led and computer-assisted. Classes are offered on campus during normal working hours, unless otherwise required. Computer-assisted professional development sessions are available through SkillSoft, which offers a large selection of on-line courses available to all employees. Employees are encouraged contact the OHR to find out how to log-on/access these exciting programs.

When deemed appropriate by the supervisor and depending on the availability of funds, employees may also participate in relevant workshops, seminars, and conferences off campus.

### **Board of Regents' University System of Maryland Staff Awards**

The Board of Regents' University System of Maryland Staff Awards recognizes distinguished performance of Staff employees of the University System of Maryland community. These awards represent the highest honors bestowed by the Board of Regents for achievements of exempt and nonexempt employees from institutions within the University System of Maryland and are presented to staff members who have demonstrated excellence in one of the following categories:

1. Contribution to the institution and/or unit to which the person belongs;
2. Service to students in an academic or residential environment; or
3. Public service to the University or to the greater community.

Nominations are generally accepted January of each year. Each award winner receives a \$1000 stipend and a recognition plaque.

### **Service Award Program**

The Service Award Program recognizes and expresses the University's appreciation for the long-time service of permanent Staff employees. The University recognizes service at five (5) year intervals beginning with five (5) years of regular service. Employees, who have achieved 5, 10, 15, 20, 25, 30, 35, and 40 year milestones, are presented a certificate and a lapel pin at a luncheon held in their honor.

## **XIV. LEAVING THE UNIVERSITY**

### **Exit Clearance Process**

Employees who are going on an extended leave of absence or separating from employment are required to complete an exit clearance process prior to the last day of employment. Your department is responsible for notifying the OHR of your separation. Upon receipt of this notification, the OHR will send you an Exit Packet. The Exit Packet is an important part of the separation process. It will provide you information about important benefits and policy information such as continuation of insurance benefits (COBRA) and final pay information.

In addition, all accounts and obligations to the University must be settled prior to your leaving. University property, keys, identification and credit cards must be returned to the appropriate offices and the Office of Human Resources must be informed of the correct forwarding information. Exit interviews and counseling on reinstatement and continuation of benefits are provided as requested.

Employees must complete an Exit Interview Form on or prior to the last day of employment. Failure to complete the necessary forms may result in a delay of the employee's final paycheck.

#### Specific Guidelines for Regular Employees:

### **Resignation**

Upon giving notice of an employee's intent to resign, the employee shall complete an exit form before leaving employment. Any unused annual leave and accrued holidays to which the employee may be entitled shall be paid upon separation.

*Nonexempt* employees wishing to resign in good standing shall give their supervisor a minimum of two (2) weeks written notice. An employee absent from work for three (3) continuous workdays without notifying his or her supervisor may be considered to have resigned without notice under the following sequence of circumstances:

1. The supervisor notifies the employee of his or her status by registered mail with a receipt required, within a period of not more than five (5) workdays including the first day of unexplained absence.
2. The employee does not respond within three (3) workdays after receiving the registered notice.
3. The employee shall be considered to have resigned effective as of the employee's last day of work and a report on the separation form shall be sent by the supervisor to the Director of Human Resources.

**Exempt** employees who wish to end their employment in good standing should give written notice at least thirty (30) calendar days before their separation date.

## Reinstatement

Employees who leave in good standing and return after a break of less than three (3) years in service from University or state employment are **reinstated** as employees.

### For More Information:

See [USM VII.9.61 Policy on Reinstatement for Regular Exempt Employees](#)

## Reemployment

A former regular exempt or nonexempt employee who returns to USM service after a break in service of two (2) or more years shall be considered a new employee. Former employees who return within two (2) years of separation shall be governed by the Policy on Reinstatement.

## Involuntary Separation

For serious reasons, the University may file for removal of an employee. Dismissal may occur as the final step in progressive discipline or, where warranted, as an initial disciplinary action as a result of a serious offense.

### Specific guidelines for nonexempt employees:

The employee has the right to appeal the charges within thirty (30) workdays of receipt of notification of the charge. Detailed information on the process is available through the OHR.

### Specific guidelines for exempt employees:

It is important to note **exempt** employees serve “at-will” and may be asked at any time to leave employment. The length of notice given to employees asked to leave depends on their length of service with CSU. This period of notification is not required if the employee is terminated for disciplinary reasons. In addition, certain senior staff and management positions as described in *USM VII-1.22 Policy on Separation* are excluded from this requirement.

The period of notice shall be as follows:

Years of Institutional Service	Period of Notice
Less than one (1) year:	One (1) month
One (1) year but less than four (4) years:	Three (3) months
Four years but less than seven (7) years:	Six (6) months
Seven years but less than ten (10) years:	Nine (9) months
Ten years or more:	Twelve (12) months

After the **exempt** employee receives notice of separation, the employee may be placed on administrative leave with pay status for any part or all of the period until separation. During the period of administrative leave, the employee shall not accrue annual, sick, holiday, or personal leave. Alternatively, the employee may be assigned other duties for part or all of the period until separation.

**For More Information:**

See [USM VII.1.22 Policy on Separation for Regular Exempt Employees](#)

## **Layoff**

Layoffs occur when positions are abolished or discontinued due to reduction or termination of funds, program or organizational changes, or lack of work. The Director of Human Resources must give authorization for any layoff to occur.

An employee who is laid off shall be recalled for *reappointment* following a layoff if, within two (2) calendar years from the effective date of layoff the University has any vacancies in the classification or title from which the employee was laid off.

**For More Information:**

See [USM VII-1.30 Policy on Layoff of Unclassified and Classified Personnel](#); [USM VII-1.31 Policy on Reemployment](#); [USM VII-1.32 Policy on Layoff and Recall of Regular Exempt Employees](#); [MOU for Exempt and Non-Exempt Employees, Article 28 Layoff, Recall and Reinstatement from Layoff](#)

## **Retirement**

In order to transition successfully from employment to retirement, the OHR encourages you to plan ahead. A major component of this planning process is knowledge of retirement-related issues, including the choices available and the decisions that you need to make. The Benefits Coordinator provides retirement counseling by appointment only, and retirement planning seminars are offered during the year through the Maryland State Retirement System.

## **Specific Guidelines for Contractual Employees:**

### **Resignation**

Contingent I and contingent II employees wishing to resign in good standing shall give their supervisor a minimum of two (2) weeks written notice. Upon giving notice of an employee's intent to resign, the employee shall complete an exit form before leaving employment. There is no reimbursement for unused leave.



HOME GUEST  
S.O.G. S.O.G. HALF