

Administrative Handbook

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COMPLIANCE

Civil Rights Policies and Procedures (All Employees)

POLICY: MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

APPLIES TO: MSU Provost-appointed academic and non-academic staff.

PROVISIONS/RESTRICTIONS:

1. See [Summary of Civil Rights Policies and Procedures.](#)
2. All staff should be familiar with civil rights laws, regulations, and guidelines regarding equal opportunity and affirmative action and how they apply to their position responsibilities
3. District Coordinators are required to review the Summary of Civil Rights Policies and Procedures with all county Extension staff members on an annual basis.

DATE: June 2013

Equal Employment Opportunity (All Employees)

POLICY: MSU Extension provides equal opportunity in employment and employment- related matters and prohibits discrimination on the basis of race, color, national origin, sex, disability, age, religion, political beliefs, sexual orientation, marital status or family status.

APPLIES TO: All employees including non-university employees assigned to work for MSU Extension and the general public.

PROVISIONS/RESTRICTIONS:

1. Anyone who feels they have been discriminated against may contact the [EEO Counselors](#) located throughout the state or the MSU Extension Human Resources Office.
2. Complaints will be processed according to established [procedures](#) of MSU Extension.

DATE: November 2013

Americans with Disabilities Act – ADA (All Employees)

POLICY: MSU Extension prohibits discrimination against qualified persons with disabilities with regard to employment and access to programs.

APPLIES TO: All MSU Extension staff

SUMMARY:

- ADA is a federal law which prohibits discrimination against qualified persons with disabilities in employment (Title I) and programs (Title II).
- The Act provides a clear mandate to end discrimination against persons with disabilities, bring persons with disabilities into the social and economic mainstream, and provide enforceable standards addressing discrimination against persons with disabilities.

EMPLOYMENT (Title I)

For additional information concerning the ADA in Employment, refer to the policy links below:

- See [MSU Human Resources–Americans with Disabilities Act](#)
- See [Disability/Reasonable Accommodations Policy](#).
- See [the Resource Center for Persons with Disabilities for information on registering a disability or requesting an accommodation](#).

PROGRAM ACCESSIBILITY (Title II)

- Requires that programs and related activities be conducted in such a way that equal opportunity to receive and/or participate is provided to qualified persons with disabilities.
- Review of Eligibility Policies. Policies which define who are eligible to participate in MSUE programs should be regularly reviewed. These policies must not unlawfully discriminate against qualified persons with disabilities by explicitly excluding them, or by establishing unnecessary criteria which have the effect of excluding them. However, persons with disabilities may be denied access to a program if their participation would directly endanger the health and safety of other participants or themselves.
- Programs must be made accessible. Programs, events, and activities must be scheduled in accessible facilities when qualified persons with disabilities plan to attend or when such attendance cannot be predicted.
- A program must be accessible when examined as a whole, or when viewed in its entirety. This means that even though all portions of the program may not be accessible, enough parts are accessible to ensure equal opportunity for persons with disabilities to participate.
- Persons with disabilities have the right to an equal opportunity to be chosen to participate on boards, councils, and advisory committees.
- Staff cannot provide "significant program service" to businesses, agencies, organizations, groups, or clubs which have membership practices that discriminate against persons with disabilities.

- Reasonable Accommodation. MSUE is required to offer provisions or take steps to enable qualified persons with disabilities to participate in or receive a program benefit.

Reasonable accommodations may include: making facilities accessible; modifying programs; relocating program sites; providing qualified readers, interpreters or signers; providing auxiliary aids and services; and acquiring and utilizing special equipment for program delivery.

Persons with disabilities are responsible for requesting needed accommodations. MSUE is not responsible for anticipating unstated needs or offering assistance that is not requested. However, if an event is open to the public and no advanced registration is required, it should be presumed that accommodations are needed.

Primary consideration should always be given to the specific accommodation requested by an individual. However, it is appropriate to suggest an alternative aid or service which, while not the individual's first choice, still provides program accessibility.

Program related accommodation costs are the responsibility of the county. In the event a county cannot bear such costs, a request for financial assistance may be made to MSU Extension Administration through MSUE Human Resources.

ADA prohibits imposing extra charges upon persons with disabilities to recover the cost of auxiliary aids and services, program modifications, or facility renovations.

Program Announcements. Persons with disabilities should be informed of the availability of accommodations and how to request them. Publicity (i.e. brochures, signs, media announcements, registration forms) for programs should include the following statement: *“Accommodations for persons with disabilities may be requested by contacting <insert name of office contact> at <insert telephone number> by <insert date> to make arrangements. Requests received after this date will be fulfilled when possible.”* (Please allow no less than one week for short programs and no less than one month for overnight programs.)

DATE: June 2013

Relationship Violence & Sexual Misconduct Policy (replaces SEXUAL HARASSMENT) (All Employees)

POLICY: Michigan State University is committed to maintaining a learning and working environment for all students, faculty, and staff that is fair, humane, and responsible - an environment that supports career and educational advancement on the basis of job and academic performance. Relationship violence and sexual misconduct subvert the mission of the University and offend the integrity of the University community. Relationship violence and sexual misconduct are not tolerated at Michigan State University.

The purpose of this policy is to define relationship violence and sexual misconduct, describe the process for reporting violations of the policy, outline the process used to investigate and adjudicate alleged violations of policy, and identify resources available to members of the University community who are involved in an incident of relationship violence or sexual misconduct.

APPLIES TO: All MSU employees

For details concerning this policy refer to [Michigan State University Policy on Relationship Violence & Sexual Misconduct Policy](#).

DATE: April 2015

Reporting Suspected Child Abuse and Neglect/ Safety of Minors Reporting Protocol (All Employees)

POLICY: Michigan State University Extension staff members who maintain certain licensure, as set forth in the Child Protection Law, Public Act 238 of 1975, are “individual[s] required to report” suspected child abuse or neglect.

Michigan State University also has requirements around reporting suspected child abuse, sexual assault and child pornography.

APPLIES TO: All MSUE staff members and volunteers

Mandated Reporters

1. Michigan’s Child Protection Law requires MSUE staff members with certain licenses (for example, nurses and teachers) to report suspected child abuse or neglect.
2. A list of individuals considered Mandated Reporters may be found on the [MSU Reporting Protocols](#).
3. Employees or volunteers who are defined as mandated reporters and who suspect child abuse or neglect must make an immediate verbal report to Child Protective Services (“CPS”) by calling 855-444-3911. Mandated reporters are also required to file a written report with CPS within 72 hours.

Other (non-Mandated Reporters)

1. If an MSUE staff member or volunteer who is not a Mandated Reporter suspects child abuse or neglect, he or she must discuss the specific situation with the supervising Extension Educator and/or appropriate District Coordinator, within 24 hours of the observation. After discussing the details of the observation and critically assessing the situation, if it is agreed that there is a good faith reason to suspect child abuse, then a report should be filed within 72 hours of the observation with CPS, the Department of Human Services (DHS) or with local law enforcement.
2. **However, if there is imminent danger, the employee or volunteer should report any suspected abuse immediately and directly to the local law enforcement agency** and then follow the reporting protocol noted above. This allows MSUE Administration to oversee and ensure that the University is informed of the steps we’ve followed.
3. In addition, if/when a report is made, the MSUE Human Resources Director must be notified in order to comply with the University’s Youth Safety Reporting requirements.

MSUE is cognizant of the impact of our involvement with families and the role we could potentially have in identifying abuse or neglect. MSUE staff will be supported as they act in good faith to protect the welfare of the children in our care. MSUE and the University are prepared to assist staff as necessary through the reporting process. When an individual files a report of suspected child abuse in good faith, Michigan State University will support the individual and the process.

The *University’s Reporting Protocols FAQ* and many other related resources are available on the “Resources on the Safety of Minors at Michigan State University” website at: <http://libguides.lib.msu.edu/safetyofminors>.

DATE: Reviewed February 2014

Employee Reference (Public Act 189) & Employment Verification Requests (All Employees)

POLICY: Verifications of Employment and Employee Reference Requests are completed by employee request and generally with a signed release from the employee.

APPLIES TO: All MSUE Provost-appointed and non-academic staff

Current or former employees needing verification of employment such as employment dates and position without wage history information submit the request via the University Enterprise Business System (EBS).

Requests for verification of employment including wage information should be submitted to the MSU Payroll Office along with a signed authorization.

Reference requests for non-academic employees of MSU Extension are processed by the Michigan State University Human Resources Office.

Those reference requests made regarding academic employees are completed by the MSU Extension Human Resources Office.

When forwarding the reference request, be sure to include copies of any misconduct records which might be contained in your local personnel file. Unprofessional conduct under PA189 means misconduct, immorality, moral turpitude, or other inappropriate behavior, or the commission of a crime involving a minor.

DATE: August 2013

Freedom of Information Act (FOIA) Requests (All Employees)

POLICY: Requests for MSUE records, such as salaries, mailing lists, documents, and the like are promptly referred to the MSU Extension Human Resources Office for consideration/processing.

APPLIES TO: All MSUE staff

If a Freedom of Information Act ("FOIA") request is received by an MSU County or District Extension Office, that request should immediately be forwarded to the MSU Extension Human Resources Director.

All inquiries regarding how to file a FOIA request should be forwarded to the MSU Extension Human Resources Director.

While general mailing list requests may not be fulfilled, circumstances as defined by the [State of Michigan Freedom of Information Act](#) may require this information to be released. Staff should not indicate to a requestor whether or not any requested information is releasable. Staff should simply state that the requestor can file a FOIA request and it will be considered by the MSU FOIA Officer.

DATE: November 2013

About your Position/Employment

Overtime – Exempt vs. Non-Exempt (All Employees)

Policy: Eligibility for overtime is determined based on the provisions of the Fair Labor Standards Act (FLSA).

Applies to: All MSU Extension Employees

MSU Extension positions are determined to be either exempt or non-exempt from the overtime provisions of the FLSA based on the requirements of the Act. The Michigan State University FLSA statement is available here: http://www.hr.msu.edu/recognition/facacadstaff/FLSA_faculty.htm.

Off-campus, MSU Extension positions that are exempt from overtime provisions include but are not limited to Program Instructors, 4-H Program Coordinators, Educators, Senior Educators, Extension Specialists and Senior Extension Specialists. These staff members are hired to fulfill the responsibilities of the position and the commitment of time in these roles can sometimes be more than forty hours in a work week. Employees in this category are ineligible for overtime pay when works hours in a work week exceed 40-hours.

Off-campus, MSU Extension positions that are non-exempt from overtime include but are not limited to Program Workers, Program Assistants, Program Associates, Secretaries, Clerks, etc. These individuals are eligible for overtime for any hours worked over 40 in a work week. All overtime must be approved, in advance, by the employee's supervisor.

Information on the exempt/non-exempt status of University positions can be found by searching for the position at this site: <https://jobclassifications.hr.msu.edu/application/jobClassificationSearch.jsf>.

DATE: July 2014

Employee/Contractor (All Employees)

POLICY: The differences in status of an “employee” and a “contractor” have administrative and legal significance applicable when determining the appropriate approach to acquire and manage personnel.

APPLIES TO: All MSUE employees.

To view the full policy and additional criteria for determining Independent Contractor status see the Michigan State University policy at <https://usd.msu.edu/mbp/mbp-76/index.html>.

PROCEDURES:

Questions can be directed to the MSUE HR Office.

DATE: June 2014

Personnel File Access (All Employees)

POLICY: An employee may view the contents of his/her personnel file.

APPLIES TO: All MSU Extension Staff

- An employee personnel file is that file which contains materials of personnel actions and other documents reflecting an employee's employment history.
- The official personnel file for academic employees is located in the MSUE Human Resources Office.
- The official personnel file for non-academic employees is located in the MSU Human Resources Office. See the MSU policy here: <http://www.hr.msu.edu/documents/supportstaffpolproc/empguidefileaccess.htm>.
- A file maintained by the employee's supervisor and/or employing department is also considered a part of the employee's personnel file.

Items obtained in confidence, such as references, or prepared in confidence, such as Continuing Employment Recommendations and Position-Intensive Evaluations, are generally not available for review by the employee. The interest is to promote candidness on the part of a responder, which is encouraged by confidentiality. The content of such documents will be discussed with the employee at his/her request, but in such a way as to protect the anonymity of the author.

PROCEDURES:

An employee may request viewing his/her personnel file in person or may request a copy of his/her personnel file. Such requests should be made in advance and in writing.

DATE: January 2014

Accident Reporting/ Workers' Compensation Procedures for Work-Related Injuries (All Employees)

APPLIES TO: Although county employees are mentioned herein, this policy and its procedures apply to individuals employed by Michigan State University.

SUMMARY

Specific procedures must be followed for reporting accidental, work-related injuries. The following information outlines the appropriate steps to take in reporting an on-the-job accident or injury and a general explanation of Workers' Compensation and how it is applied to Michigan State University Extension.

PROVISIONS/RESTRICTIONS:

Michigan State University Extension employees are protected by the Michigan Workers' Compensation Act. All accident/injury cases involving a Michigan State University Extension employee are routed through the MSUE Human Resources Office.

WORKERS' COMPENSATION

The University, in accordance with the State of Michigan Disability Compensation Act, provides "Workers' Compensation benefits" if an employee is injured in the course of employment.

Any injury arising out of and in the course of employment must be reported to the administrative head and Workers' Compensation. All necessary medical services for a compensable injury will be delivered by a medical provider designated by the University.

It is important to remember to follow the reporting procedure to insure an Extension employee his/her right to benefits under the law.

Health benefit plans, carry an exclusion clause regarding Workers' Compensation injuries and will not accept a claim if aware that it is work-connected. Consequently, the only recourse an Extension employee has for medical or monetary compensation in an on-the-job accident situation is Workers' Compensation.

WHAT TO REPORT

Workers' Compensation procedures suggest that all injuries, even those of a seemingly minor nature, should be officially reported. In some cases, the so-called minor injury may develop into something more serious or become complicated. Certainly, any on-the-job injury which requires a physician's attention and/or causes absence from work should, without question, be officially reported.

To report work related injuries, complete and submit the [Report of Claimed Occupational Injury or Illness form](#), within 24 hours of the injury. This form may be completed after medical treatment is received and must be mailed to the MSUE Human Resources. MSUE Human Resources will submit any necessary forms to the University Workers' Compensation office.

REPORT IMMEDIATELY

In the event of an on-the-job accident, the injured party should obtain first aid as needed and notify MSUE HR or the District Coordinator/immediate supervisor of the incident as soon as practicable; the immediate supervisor should notify the MSUE Human Resources Office of the incident as soon as possible. For paraprofessional staff (Program Assistants, Associates and Instructors), the Supervising

Educator or District Coordinator acts as the immediate supervisor in the case of a work-related injury; educators may contact their Institute Director or District Coordinator.

DOCTOR’S RELEASE

If an employee loses time from work (other than for immediate medical attention) as a result of an on-the-job accident, documentation will be required by the University’s workers’ compensation office. Further, a written doctor’s release is required before this person may return to work. The release should specifically indicate whether any or no work limitations imposed on the individual as a result of the injury. The written release along with the statement of restricted duties, if necessary, should then be sent to the MSUE Human Resources office. If, upon returning to work, the injured employee requires further medical attention as a result of the original on-the-job accident, this information must also be supplied, in writing, by the treating physician.

Any questions concerning Workers’ Compensation coverage should be directed to:

MSUE Human Resources
446 West Circle Drive
185 Agriculture Hall
E. Lansing, MI 48824-1039
PHONE: 517/353-9108
FAX: 517/432-4986

DATE: December 2012

Acting Status Appointments (Academic)

POLICY: At times, it is necessary to appoint staff on an "acting" status basis to carry out the responsibilities of vacant positions, in positions where the incumbent may be on leave, or to perform special project assignments.

APPLIES TO: MSUE Provost-appointed academic staff.

1. An acting appointment is considered to be temporary and is not expected to exceed 12 months in duration. The Director of Extension must approve all acting administrative appointments and other appointments that exceed 12 months.
2. An acting status position is not required to be posted.
3. If an acting status position is to change to regular status, (temporary or permanent), the position must be posted. An individual who occupies an acting status position must apply for the position when posted to be considered a candidate.
4. Compensation for acting status assignments will be considered only when the reassignment will last one month or more.
5. A current employee who is placed in an acting status assignment which is considered to be administrative may be compensated with a temporary administrative increment of a minimum amount equal to 5% but not more than 10% of the individual's current salary. When the employee returns to his/her former assignment, the increment is removed from his/her salary.
6. Exceptions to this policy must be approved in writing by the Director of Extension.

DATE: July 2014

Affiliate Extension Appointments (Academic)

POLICY: Extension Educators, Associate Program Leaders, or Program Leaders with a Master's Degree in appropriate field of study that have completed their Step II Continuing Employment process are eligible for an Affiliate Appointment pending submission of appropriate application materials and approval. Support from the individual's immediate and unit supervisor are required. Individuals that have partial MAES funding already have a research assignment and are not eligible.

APPLIES TO: MSU Extension Academic Staff

Expectations of an Affiliate

The individual will contact and come to a mutual agreement with a proposed faculty collaborator in the academic department of interest. Based on the application materials and in conjunction with the faculty collaborator a more detailed plan of activities related to the academic department is to be developed. Activities may include opportunities for involvement in applied research projects, teaching, and seminars within the department as well as being a guest lecturer in the classroom. Affiliate activities can be planned for 1, 2, or 3 years. Affiliate status staff would be allowed and encouraged to attend departmental activities as deemed appropriate by the faculty collaborator. Affiliate activities can be proposed for up to 3 years with up to one three-year renewal.

Relationship to Academic Department

Affiliates will be considered members of the Department; however the decision on voting rights for affiliates will be at the discretion of the Department. Affiliates would be allowed and encouraged to attend faculty meetings as appropriate. They may teach, either as a guest lecturer or as the instructor under supervision of their faculty collaborator, be involved in research projects, curriculum development or other research experiences. Affiliates would be listed as such in the departmental directory (web site and/or printed) as well as department list serves. Business cards may list affiliate title and academic department.

If a significant commitment of time is made to teaching or research where replacement funds are available, this should be negotiated at the onset of the affiliate years. Department by-laws may need to be adjusted to address the affiliate position. This might be as simple as the statement, "MSUE Extension Educators with Affiliate Status in the Department of _____ shall not be members of the total faculty.

Selection Process:

A written application will be required. Components of the application will include a current vita, proposed collaborator, proposed plan including % of FTE that would be committed to affiliate work, listing of potential operating and space needs, and letters of support from the immediate supervisor and the proposed faculty collaborator. A department may request a seminar presentation to the faculty related to the proposal.

The application and letters of support will be submitted electronically to the MSUE HR Manager by February 15. The Extension Directors office will review applications and seek a letter of commitment from Academic Chairs for those applicants selected. A decision regarding selection of affiliate extension appointments will be completed by March 15. Final approval will be by MSUE Director & CANR Dean. Selected affiliates will begin their year of affiliation in April.

Yearly Evaluation and Supervision

The direct supervisor, be it District Coordinator/Institute Directors will be responsible for the annual performance review. It is expected that the direct supervisor will contact the collaborating faculty and /or the Department Chair to provide input into the annual performance summary. At each yearly review, Extension and Academic Departments will evaluate the affiliate appointment and will mutually agree to continuation, completion or termination of affiliate status in year 2 and 3.

Renewal Process

A yearly application will be completed for renewal. After a maximum of 3 years of affiliate status, a second 2-3 year renewal may be requested. Continuation will require support from the individual's immediate supervisor. An annual report will be submitted by the affiliate to their supervisor. The faculty collaborator and academic chair will also provide written input in the yearly performance appraisal to the affiliate's immediate supervisor.

Operating Costs and Space Considerations

The application will include a proposed budget related to operating costs to include financial needs, grant management needs, laboratory or field space considerations and office space needs. Operating costs would be funded by the Director's office. The maximum funding amount and number of affiliates will be determined by the Director's office. Any space needs would need to be negotiated with the Academic Department.

Title while affiliated

Extension Educator or Program Leader & Extension Affiliate in the Department of _____

Transition plan for current "pilot program" affiliates

For educators currently involved in the pilot Affiliate Status program, if they meet eligibility requirements, they may choose to apply for the Step III, Senior Extension Educator. If individuals elect to continue their affiliate relationship, they would complete the application process and in lieu of the current salary supplement for their pilot affiliate status, they would receive the operating costs as determined in the review and selection process.

Date: June 2014

Conflict of Interest (All Employees)

POLICY: Employees are prohibited from direct or indirect financial or other personal gain that is in conflict with his/her Extension duties or responsibilities. Employees are to avoid participation in matters in which conflict of interest exists, is perceived to exist, or in situations in which a conflict is likely to arise.

APPLIES TO: All MSU Extension (MSUE) Staff

TYPES OF CONFLICTS:

1. Financial
2. Employment of Relatives
3. Partisan and Non-Partisan Public Boards and Committees
4. Endorsement of Commercial Goods, Products or Services

1. Conflicts of Interest - Financial Interests:

The professional expertise of staff is expected to be devoted principally to the performance of their work-related obligations to MSUE and the university. Staff can render valuable service to the outside community and provide an important ongoing link between the University and business, industry, professional groups, government and other public or private organizations. When acting in the role of an Extension staff member, the employee is not to accept personal compensation for their delivery of programs or information. Neither are they to utilize their Extension appointment or organizational resources to generate extra personal income for themselves.

This does not preclude an Extension employee from having a financial interest or engaging in financial transaction to the same extent as a private citizen not employed by Extension, so long as the interest is not represented as part of the Extension assignment or utilizes Extension resources in the conduct of the effort.

Extension staff may have opportunities for consulting and application of their professional advice beyond what would normally be extended in their roles as a MSUE staff member. In these cases, the Outside Work for Pay Policy should be followed and appropriate request/approval forms submitted.

2. Conflicts of Interest - Employment of Relatives:

Michigan State University has standards for the hiring, promotion, reappointment, evaluation, working conditions, responsibilities, salary and termination of all employees at Michigan State University. Details concerning this and instructions to follow should any of these situations exist may be found at:

<http://www.hr.msu.edu/documents/uwidepolproc/coiemployment.htm>.

3. Conflicts of Interest - Partisan and Non-Partisan Public Boards and Committees:

Extension staff comes into contact with community-based organizations and issues on a daily basis. This provides opportunities to serve on both elected or appointed non-partisan boards and committees. If this appointment is based on the individual professional competencies as an Extension staff member and the

employee considers this a work-related effort, the employee is to inform the University of such involvement. Activities are to be approved by the employee's immediate supervisor. Income from service on advisory committees or review panels for public entities is not to be accepted when acting in the Extension staff role. Under no circumstances should the Extension employee accept personal gratuities, compensation, or special favors from organizations when representing the university or Extension on these bodies. Neither should the staff member use this public position for the extension of gratuities or special favors to those approaching public boards in manners that could be interpreted as an attempt to influence the recipients.

There may be times when such participation on a board could be controversial and be publicly interpreted as a conflict of interest for Extension involvement. Refer to the above information on Participation on Non-Partisan Boards and Committees for guidance in determining participation.

Also refer to the [MSU Faculty Handbook at Participation in Partisan Political Activities](#).

4. Conflicts of Interest - Endorsement of Commercial Goods, Products or Services:

Extension staff are expected to act on behalf of and in the best interest of the citizenry. A conflict of interest arises when a person acts, or appears to act, on behalf of someone other than the citizenry. It is inappropriate for Extension staff to indicate the endorsement of a commercial good, product or service. Extension is to be a resource for unbiased, research-based information. When called upon to suggest products or services during the course of their educational delivery, staff are encouraged to recommend alternatives in the marketplace, as opposed to specific brand recommendations. Disclaimers should be used in print or media presentations to indicate that product or service endorsements are not made or implied.

DATE: July 2013

Representing MSU & MSU Extension

Boards and Committees Participation (All Employees)

POLICY: MSUE requires being informed of the boards and committees on which staff members may serve that are external to the University in order to assure that staff members are covered by MSU's liability insurance. This assurance is given, if this service is approved as work-related by the District Coordinator and/or the Institute Director.

APPLIES TO: MSUE provost-appointed academic and non-academic staff

PROCEDURES:

1. To qualify for coverage by MSU liability insurance, the activity must be related to the conduct of programming for MSUE.
2. Employee communicates – in writing (email is acceptable) – with his/her supervisor concerning the Board/Committee on which s/he desires to serve.
3. The email should indicate how the External Board or Committee relates to MSUE work and, if the employee knows whether liability insurance exists for the group or organization.
4. An approving response from the appropriate District Coordinator and Institute Director. With approval, the employee is protected should a lawsuit arise as a result of such involvement.
5. Academic staff must also report the service on such Boards/ Committees in his/her individual Logic Model(s)
6. Notification must be made to the Institute Director, District Coordinator and MSUE HR, whenever a liability/negligence issue and/or a lawsuit appears likely.

DATE: July 2013

Outside Work/ Consulting for Pay/ Educational Services and Additional Work (Academic)

POLICY: MSUE maintains specific standards and procedures for individuals considering outside work/consulting for pay, educational services and additional work.

APPLIES TO: MSUE academic staff

PURPOSE: To establish guidelines around the rare occurrence when it is suitable for MSUE academic staff to engage in outside consulting/work for pay is to ensure that we appropriately use the public resources provided to us. These public resources – by which MSU Extension is funded – are not for instruction in colleges, Universities, Intermediate School Districts, etc.

This policy is written to supplement the University’s Outside Work for Pay policy from the Faculty Handbook and provide specificity for MSU Extension academic personnel.

In instances in which compensation is received for consulting or other outside work, the following guidelines are intended (1) to provide for certain employees to engage in a limited amount of outside work for pay and (2) to protect the integrity of the employee-University work relationship.

DEFINITIONS: For purposes of this policy, the following definition/descriptions apply:

“Outside work/consulting for pay” is a situation wherein remuneration is to be paid for expert, professional advice or education that will provide educational services beyond that which would *normally* be available to anyone within the state of Michigan from another educator, specialist, or other Michigan State University/MSUE staff member.

“Additional pay” is defined as pay for work that in no way is linked to the expertise an individual utilizes in his/her role with Extension.

“Educational Services Agreement/Cost Recovery” are programs that are fundamental to the MSU Extension mission, are considered for the public good and are open to anyone to attend; programs offered to groups of clients with a common interest but not open to the public-at-large; or, services that provide important private value to the participants beyond the public value created.

“Additional Work” is defined as work that takes place outside of normal working hours and is a capacity that is not directly related to an individual’s role with the University or MSUE.

GENERAL INFORMATION SPECIFIC TO MSUE PERSONNEL:

1. "Outside work" is defined as work for other than Michigan State University. (Should an Extension staff member be asked to perform work on behalf of an MSU unit other than MSUE, the Outside Work for Pay form is not required, but the educator should discuss with his/her Institute Director before agreeing to any such work.)
2. In this context, "work" is understood to include consulting, advising, research, demonstrating, performing, outreach or teaching in the general area of competence for which the person is employed by the University. Not included is appearance on the program of a scientific or scholarly meeting attended mainly by professional peers, participation in the advisory or peer review process for foundations, governmental and accreditation agencies, service as an editor and/or editorial board member and/or reviewer for a professional journal.
3. Any work performed wherein the individual is using the expertise for which MSU/MSU Extension employs him/her is considered applicable under this policy.
4. Employees may not engage in any outside work for pay/consulting within the state of Michigan, using the expertise for which s/he is paid by MSU/MSUE to deliver education and programs for citizens of the state.
5. On occasion, outside consulting/work may be approved when it is conducted outside the state of Michigan and does not conflict with specific, multi-state efforts or opportunities of MSUE. Outside work for pay is available only to individuals whose performance meets or exceeds expectations.
6. Prior written approval of the Institute Director and Director's Office must be obtained.
7. Outside work for pay shall be reported for academic employees of the University/MSUE.
8. Outside work for pay must not interfere with the Extension staff member's normal Extension duties.
9. "Pay" is defined as any salary, fee, honorarium, or monetary gift or contribution.
10. The total amount of time expended by the Extension staff member on outside work/consulting for pay should not exceed 32 hours in any month. Under special circumstances and with permission of the Institute Director and Director's Office, the monthly time limit may be exceeded, provided the aggregate of such time for the period of authorization does not exceed an average of 32 hours per month.

- a) Should an approved Outside work circumstance require consistent consecutive hours of time away from the individual's regular work, the individual will be required to use Annual Leave for such time, even if the total hours do not exceed 32 hours per month.
- b) The exception to this is in the circumstances wherein a service agreement has been executed and an accurate accounting of time has been pre-approved.

11. If outside work/consulting for pay is undertaken, it must be with the understanding that it is subject to termination at any time the University/MSUE Administration considers such action to be advisable.

12. Activities covered under the policy on Outside Work for Pay are not covered under the Indemnification Policy or the Michigan State University travel accident plan unless they are designated by prior written approval by the chairperson/director or dean/separately reporting director as assigned duties on behalf of Michigan State University and the terms of those policies are otherwise met.

POLICY/PROCEDURES

Since most MSUE staff serve, in their everyday work, as “consultants” and/or “educators/teachers” it is key that delineation between their work as Extension professionals does not conflict with other work they are requested to perform and/or engaged in.

Any outside work/consulting or educational services must result in a positive reflection on the individual doing the consulting, MSUE, the University in total, and the community in which the individual resides.

The major responsibility regarding the above rests primarily with the individual and the Institute Director; however, the Extension Director's Office will review all requests before a decision is rendered and the Institute Director will inform the educator of the outcome.

Outside Work for Pay

If approved for Outside Work, the use of equipment, supplies, secretarial support, etc. are prohibited.

To request outside work/consulting approval, the Outside Work for Pay/Overload Pay form must be submitted to the Institute Director at least six weeks in advance of the proposed beginning of the activity.

- a) The completed outside work for pay form, along with an outline that clearly indicates what the work is, where it will be performed, the time frame for which the educator will

be away from his/her MSUE position and amount of annual leave needed to cover the absence and submitted to the Institute Director, with a copy to the District Coordinator.

- b) Institute Director reviews, in concert with District Coordinator as desired, and makes recommendation to the Director's Office. The Director's Office reviews and renders final decision.

Additional Work

Although additional work is not considered outside/consulting for pay, employees have a responsibility to keep administration informed of such work. Therefore, employees should send an email to their Institute Director indicating that they are involved in "additional work," indicating the type of work, how they believe it does not conflict with Extension duties, and the timing/schedule for additional work.

- a) No solicitation or endorsement of activities/work performed as outside work may be done in conjunction with an employee's role as an MSU/MSUE employee (e.g. one may not "sell," solicit or disseminate information concerning outside work in which she/he is involved, while conducting education sessions, presentations, etc. nor while working in any capacity as an MSU/MSUE employee).

DATE: August 2013

Hold Harmless Statements (All Employees)

POLICY: MSUE staff members are prohibited from agreeing to a hold harmless arrangement.

APPLIES TO: All MSUE staff members.

1. See Contracts Obligating MSU-Signatures.
2. Hold harmless statements shift the liability resulting from negligence from one party to another/others.
3. Similar "hold harmless" phrases to be aware of are "indemnify" and "added insured."
4. Hold harmless clauses and the other phrases are often found in contracts, rental agreements and other like documents.
5. Negligence involves malfeasance (doing something wrong, misconduct), misfeasance (doing what should be done, but doing it wrong, mistake/error), and nonfeasance (not doing something which should be done).

PROCEDURES:

1. Any agreement obligating MSU, including those with hold harmless conditions, must be referred to MSU for consideration/signature.
2. Questions should be directed to the MSU Extension Human Resources Office.

DATE: November 2013

Indemnification Policy (All Employees)

APPLIES TO: MSUE employees and volunteers providing services on behalf of or at the direction of MSU.

The full University policy concerning Indemnification may be found at <http://www.rmi.msu.edu/> and select MSU Indemnification Policy.

Questions concerning the applicability of this policy in any given situation should be addressed with the MSUE Human Resources office or the University's Office of General Counsel.

DATE: June 2014

Legal Involvement (All Employees)

POLICY: Any potential legal involvement relating to Extension employment is to be reported as soon as possible to the MSUE Human Resources Office.

APPLIES TO: All MSUE staff

1. Legal involvement includes, but is not limited to, contact by an attorney, threatened legal action, or serving of a subpoena.
2. Timelines are often quite short between notification of potential legal action and legal action, for this reason MSUE Human Resources Office is to be promptly informed when it appears legal action maybe pending.

PROCEDURES:

Notify the MSUE Human Resources Office of any potential legal involvement as soon as possible.

DATE: September2013

Participation on Non-Partisan Elected & Appointed Boards and Committees (Academic)

APPLIES TO: MSUE Provost-appointed academic staff

POLICY: The judgment of the individual who is asked to serve must be invoked at the time the opportunity to serve becomes apparent. There may be times when participation on a board would be controversial and consequently reduce the effectiveness of Extension staff which, because of their capacity on said board may have to take stands which are unpopular. However, there may be times when participation on such bodies would be of considerable advantage to Extension Staff and to MSU Extension. The staff member should carefully consider each situation with the objective of ensuring that such an assignment would enhance and not detract from his/her Extension role.

Extension Educators should discuss the matter with their Institute Director and District Coordinator to arrive at a decision. If the decision is made to participate, a letter indicating this should be sent to the appropriate Institute Director with a copy to the District Coordinator and MSUE Human Resources.

DATE: January 2014

Political Activities (All Employees)

APPLIES TO: All MSU Extension staff

POLICY:

- As citizens, MSU Extension academic and support staff may be candidates for partisan political office.
- Being a partisan candidate may entail the assumption of political positions that could, potentially, pose conflicts with an individual's role in MSU Extension. MSU Extension employees may not permit their personal political affiliations and involvement to intrude on their exercise of judgment in carrying out position responsibilities.
- The employee must keep his/her administrative superiors closely advised regarding any sources of actual or reasonably anticipated conflicting interests. The employee is responsible for avoiding conflicts of interest and failings in this regard that may give rise to prospective discipline.
- Conflicting interest issues are also implicated by an MSU Extension employee using his/her position as a base for personal political activity, which is prohibited. MSU Extension employees seeking political office may not use their duty time for these pursuits.
- If an MSU Extension employee is elected to political office, the demands, expectations and prospective conflicting interests may be such that the employee will have to take an unpaid personal leave of absence during his/her term of office.
- An MSU Extension employee considering political activity must timely disclose such prospective activity to his/her Institute Director as well as the Director of HR for MSU Extension, so that there is an opportunity to identify and discuss points of concern or sensitivity.
- If determined appropriate by MSU Extension administration, a letter of agreement is to be fashioned, setting forth mutual understandings and agreements aimed at assuring against prospective conflicts.
- Staff members, including those under federal appointment, are not subject to the Federal Hatch Act. For more information on the Hatch Act click [here](#).

DATE: January 2014

Subpoena (All Employees)

POLICY: An MSUE staff member complies fully if he/she receives a subpoena

APPLIES TO: All MSUE Employees.

PROCEDURES:

An MSUE staff member who is served with a subpoena contacts the MSUE Human Resources Office and provides a copy of the subpoena.

Once a determination is made as to the response, staff may be required to assist in the gathering of documents/information or appear as required.

DATE: July 2013

Employee Performance & Development

Performance Development System (Academic)

POLICY: The Performance Evaluation System is a means to assess employee performance and foster employee growth relative to MSUE work. This effort is a collaboration between the supervisor and the employee.

APPLIES TO: MSUE provost-appointed academic staff with primary appointment in an MSUE administrative unit.

PROVISIONS/RESTRICTIONS:

1. The steps in the Performance Evaluation System are Performance Planning, Reflection/Progress, and Review. Educational initiatives are the primary planning vehicle to express major work efforts during a performance cycle.
2. Reports on meeting planned work goals are made monthly quarterly through the Michigan Planning and Reporting System (MiPRS).
3. Feedback/development efforts through discussion/agreement between the immediate supervisor and the employee are recorded in the Performance Evaluation.
4. A performance rating of exceeds expectations, meets expectations, partially meets expectations or does not meet expectations or special is given for a performance period.
5. There is an appeal process for those who disagree with their performance ratings.
6. Annual salary adjustments are associated with the performance rating. Individuals who receive either a partially meets expectations or does not meet expectations rating are not eligible for a salary adjustment.

PROCEDURES: Refer to the [Performance Evaluation System](#) and [Performance Evaluation Form](#) documents for more information and specific procedures.

Date: July 2014

Step I, Step II and Step III Promotions (Academic)

POLICY: All MSUE academic staff will be granted Step I status upon employment. Step II status is required and granted upon successful completion of both the three- and six-year portfolio reviews.

Application for Step III status is voluntary and may occur following attainment of Step II status.

APPLIES TO: All MSU Extension academic staff, including Michigan Natural Features Inventory (MNFI), in fixed-term or continuing employment appointments of 50% or more full time equivalence (FTE).

General

1. Portfolio review provides no additional assurances or alters in any manner conditions of employment beyond the terms and conditions of the respective employee's applicable agreement, either fixed-term or continuing employment.
2. An academic staff member may be dismissed for poor performance at any time regardless of their Step status. Certain requirements may exist, based upon the type of appointment the individual holds. See [Continuing Employment System](#) and item 3, under Step II, below.
3. Step II and Step III status may be given upon appointment, only with the approval of the MSUE Director.
4. Additional resources for the Step processes are available on the Organizational Development site under [Human Resources Performance Management](#).

Step I - Granted upon hire

Although this is not a classification or appointment type, Step I status is assumed as the entry level academic staff status and is applicable for new hires in Extension whether the appointment is fixed-term or in the continuing employment system.

Step II – Required

1. Eligible academic staff members are provided two, three year portfolio review periods. The count for this review period begins with the fiscal year (July 1 to June 30) regardless of hire date. For instance, a new employee with a start date of August 1, 2014 will participate in the three year portfolio review in 2017 and the six year portfolio review in 2020.
2. Step II status is conferred upon the successful completion of both the three and six year portfolio reviews as determined by the recommendation of the portfolio review committee and following approval from the Director of MSU Extension. Upon successful completion of the six year portfolio review the employee will receive an associated increase to the base salary October 1.
3. Application for Step II status is required. Staff in the Continuing Employment System and staff with a [Fixed-term appointment](#) should refer to the [Step II Application Guidelines and Review Procedures](#).
4. An academic employee who leaves MSUE employment and then returns may be allowed to complete the six year portfolio review in the next appropriate review cycle and receive the

appropriate associated promotional salary increase provided all of the following criteria are met:

- a. Employee had completed three full fiscal years of end-dated appointments prior to leaving employment with MSUE.
 - b. Employee successfully completes portfolio review upon return to MSUE employment.
5. The employee completes the Step II application prior to the end of the third full fiscal year of employment and prior to the sixth full fiscal year of employment. The appropriate supervisor (District Coordinator, Institute Director or Associate Director) completes an input form which provides the supervisor's view of the accuracy and quality of the staff member's application. An employee who fails to apply for the required three year or six year portfolio reviews as prescribed will be terminated.
 6. The application is reviewed by the District Coordinator and at least two other appropriate MSUE administrators. A determination of having met expectations, or not, for portfolio review is granted by a majority vote of the committee.
 7. A recommendation is sent to the Director of Extension for approval.
 8. Academic staff will receive written notice of Portfolio Review Committee assessment of knowledge and skill development. The employee is typically notified shortly before July 1 of the calendar year in which the review occurs.
 9. Unsuccessful third or sixth year portfolio reviews will result in termination.

Step III – Voluntary

1. Application for Step III status is voluntary and self-initiated. Refer to [Step III Guidelines and Other Information](#) for eligibility and selection criteria.
2. It is suggested application for Step III status occur following a minimum of six years of service beyond achieving Step II, however; applicants may submit earlier than six years.
3. Individuals attaining Step III status will be titled Senior Program Leader, Senior Extension Educator, Senior District Extension Educator, Senior Extension Specialist or Senior Conservation Scientist.
4. An employee who successfully completes the Step III Application and Review and, as recommended by the Director of Extension, will be provided a one-time associated base salary increase October 1.
5. MSU Extension academic staff members who receive the MSU Distinguished Academic Staff Award (DASA) shall be automatically granted Step III status and the associated base salary increase October 1, following the award conferral.

DATE: July 2014

Continuing Employment (Academic)

POLICY: Continuing Employment is granted after six full fiscal years of meritorious service. Receipt of Continuing Employment insures an academic staff member continued employment, assuming adequate financing and acceptable performance. See the [Continuing Employment System](#) document for an explanation of the process.

APPLIES TO: MSUE provost-appointed academic staff members with appointments identified as Continuing Employment. (Note: An identical portfolio review process (Step II) exists for academic staff that hold Fixed Term appointments; however, those do not result in being granted continuing employment.)

- Continuing Employment is granted to a person - it does not reside in any particular position.
- Eligible academic staff members serve two, three-fiscal year probationary periods.
- A review is held – referred to as Step II – prior to the conclusion of the third full fiscal year of employment and, again at the sixth full fiscal year of employment.
- Continuing Employment is granted only at the conclusion of a successful Step II review after the sixth full fiscal year of employment.
- The outcome of the third year review results in either progression into the second three-fiscal-year probationary period or dismissal; the outcome of the sixth year review results in granting continuing employment or dismissal.
- An MSUE academic staff member may be dismissed for cause at any time.
- In order to be granted Continuing Employment an employee must be eligible for Continuing Employment and successfully complete a sixth full fiscal year professional portfolio review.
- An employee who successfully completes a sixth full fiscal year professional employment review receives Continuing Employment and a \$2,000 (FTE) salary adjustment.

PROCEDURE: The continuing employment applicant completes the Step II Portfolio prior to the end of the third full fiscal year of employment and prior to the sixth full fiscal year of employment, as necessary. The application is reviewed by the Institute Director, District Coordinator, appropriate Professional Association representative and MSUE Associate Director. Continuing Employment is granted – after the six-year review – by majority vote of the committee.

A recommendation is sent to the Director of Extension, then to the CANR Dean, then to the Office of the Provost for approval.

The employee is typically notified shortly before July 1 of the calendar year in which the review occurs.

DATE: July 2013

Periodic Review of Minimum Degree Requirements (All Employees)

POLICY: In keeping with the need to build and maintain a qualified and competent workforce, it is the policy of MSU Extension to periodically review and adjust, as determined necessary by the Director of Extension, the minimum degree requirements for MSU Extension employees.

APPLIES TO: All MSU Extension Staff

The Director of Extension will determine the timing and method for reviewing minimum degree requirements and implementing any changes deemed necessary including the status of current staff who may not meet implemented changes.

The Director of Extension will develop a strategy for seeking input, and for gathering and reviewing relevant data, to determine the adequacy of the minimum degree requirements for MSU Extension staff. Additionally, the Director of Extension may seek input from staff and others, as determined appropriate, prior to implementing any changes deemed necessary in the existing minimum degree requirements. Reviews and proposed changes will require approval of the Dean, College of Agriculture and Natural Resources.

DATE: September 2013

Education Assistance (Non-Academic)

Policy: The University provides financial assistance to help employees achieve educational and career development goals.

Applies to: Regular, full-time (90 - 100%) University support staff and flexible appointees and regular, part-time (50 - 89.9%) University support staff are entitled to benefits on a proportional basis of employment status

MSU Extension non-academic staff may be eligible for Education Assistance through the policies and procedures established by Michigan State University. For more information see the Education Assistance Policy located at this link: <http://www.hr.msu.edu/documents/supportstaffpolproc/edassist.htm>.

Tuition Assistance (Academic)

POLICY: Limited tuition and fee reimbursement may be authorized to eligible MSUE academic staff members toward the completion of a first master's degree or doctorate degree. Note: For Ph.D. programs, this begins with the Fall 2014 semester (reimbursement for courses previously taken is not available). For additional information and requirements refer to the Tuition Assistance Program for Master's or Doctorate Degree Candidates Overview and Procedures.

APPLIES TO: MSUE provost-appointed academic staff members who have not previously obtained a masters, Ph.D. or terminal degree.

PROVISIONS/RESTRICTIONS:

1. The Tuition Assistance Program is not an entitlement – no MSU Extension employee is guaranteed initial or continued participation.
2. Participation/Eligibility:

Applicants and/or participants in this program must:

- Be employed as an MSUE academic staff member at least half-time FTE and currently receiving a pay check from MSU Extension, except as noted in paragraph 6, below.
- Maintain satisfactory job performance by attaining a “meets” or “exceeds” expectations rating on his/her annual performance reviews, prior to being accepted into the program and consistently, each year, while in the Tuition Assistance Program.
- Be pursuing their first Master's or first Doctorate or other terminal degree.
- Have an approved professional development plan that includes identification of the degree being sought and a projected schedule for completion.
- Pursue the requested degree with an accredited institution.
- Have been accepted into a degree program that is relevant to MSU Extension and part of a planned, approved program of study. *(Note: If final, written acceptance has not been received from the*

institution, employee may make application for participation with the understanding that any approval and/or reimbursement will be contingent upon proof of acceptance.)

- Be committed to remaining with MSU Extension for at least one year following the most recent reimbursement of tuition and/or fees.
- Complete and submit the required tuition assistance application for participation and associated documents, in a timely manner.
- Satisfactorily complete all class requirements, maintain at least a 3.0 average on a 4.0 system (the equivalent of a B average or better), and maintain the minimum course enrollment requirements delineated in the approved application.
- Submit timely, electronic tuition reimbursement requests with supporting documentation.

3. Applications for selection into the Tuition Assistance Program are reviewed and awarded twice a year, known as Application Periods.

4. This program is intended to provide assistance for tuition, registration and laboratory fees. Books, exams, travel or other costs are not eligible for reimbursement. Any reimbursement amount over the IRS tax limit for tuition assistance is considered a taxable fringe benefit and is subject to appropriate taxation.

5. The Director of Extension will review funding availability annually as well as determine the reimbursement maximum. Tuition reimbursement funding determination is made according to the established priorities and the availability of funds. Once the degree program application is approved, reimbursement will continue for the preapproved classes, provided that the MSU Extension Director determines that funding exists and that the participant continues to meet the eligibility criteria. (See Number 2, above)

6. An employee whose employment is terminated while enrolled in an approved class may be eligible for reimbursement for that class. If an employee is terminated due to a reduction in the workforce, s/he will be reimbursed upon successful completion of the class, as defined in this policy. An employee who, prior to completing a class, voluntarily leaves MSU Extension or is terminated for cause or because s/he failed to meet performance expectations will not be reimbursed.

The Master's & Doctorate Degree Tuition Assistance Program is a separate and distinct program and does not replace the study leave policy in any way.

PROCEDURES:

Refer to the [MSU Extension Tuition Assistance Program for Master's & Doctorate Degree Candidates](#) for specific procedures, requirements and forms.

Login is required to access the [online application and reimbursement forms](#).

Date: January 2014

Educational Assistance/ Supplemental Expense Reimbursement (Non-academic)

POLICY: The MSU Extension Educational Assistance Program is available to MSUE non-academic staff.

Additionally, MSUE will provide reimbursement through payroll for certain expenses associated with participation in the Educational Assistance Program. This amount, up to \$500 per academic year, will be taxable to the recipient.

APPLIES TO: MSUE Non-academic employees

Refer to [Educational Assistance Guidelines](#) for participation in that program.

Approval for participation in the Educational Assistance program for credit classes leading to a degree creates eligibility for the up to \$500 per academic year MSUE Supplemental Expense Reimbursement through payroll.

PROCEDURES:

Submit the necessary application materials for Educational Assistance.

Submit a completed Supplemental Expense Reimbursement Form within 60 days of the completion of the semester/term.

Click here for the [Supplemental Expense Form](#) and information regarding the up to \$500 supplemental expense reimbursement or contact your program office.

DATE: September 2015

Course Fee Courtesy Program (All Employees)

POLICY: Michigan State University has a Course Fee Courtesy Program that provides one-half of undergraduate tuition (first Bachelor's) as financial aid for dependent children, spouse and/or other eligible individual of an eligible employee.

Complete Course Fee Courtesy eligibility guidelines are available online at:
http://www.hr.msu.edu/prodev/prodev_docs/CourseFeeCourtesy.pdf.

DATE: July 2013

Salary Adjustment for Conferral of a Degree (Academic)

POLICY: Provost-appointed Extension staff who receive their first Master's degree or Doctoral degree, relevant to their work assignments, will be awarded salary increases. The increases will be \$2,000 for a Master's degree and \$5,000 for a Doctoral degree.

APPLIES TO: MSUE provost-appointed academic staff

1. The degree must be from an accredited college/university including institutions that offer degree granting programs on-line.
2. The employee receiving the degree is responsible for providing the documentation of the completion of the degree requirements. A transcript from the degree granting institution or a copy of the MSU Degree Certification form is sufficient for verification of completion. For institutions other than MSU, the equivalent of the Degree Certification form is sufficient verification.
3. Upon completion, the employee must send a verified transcript to the MSU Extension Human Resources office. MSUE HR will prepare and process the necessary paperwork for this change.

The salary increase is effective on the first day of the month following the receipt of documentation of the attainment of the degree by MSUE Human Resources.

DATE: January 2014

Discipline (ACADEMIC)

POLICY: MSUE academic staff members are subject to this policy in cases of discipline and are not subject to the MSU faculty grievance procedure.

APPLIES TO: MSUE academic staff

MSUE academic staff may be disciplined for cause including but not limited to (1) intellectual dishonesty; (2) acts of discrimination, including harassment, prohibited by law or University policy; (3) acts of moral turpitude; (4) theft or misuse of University property; (5) incompetence; (6) refusal to perform reasonable assigned duties; (7) use of professional authority to exploit others; (8) violation of University policy substantially related to performance of faculty responsibilities; and (9) violation of law(s) substantially related to the fitness of faculty members to engage in teaching, research, service/outreach and/or administration.

The expectations concerning the performance of duties is outlined by the Institute Director, with input from the MSUE Directors and District Coordinators, as appropriate.

Performance is reviewed annually with staff; however, if an academic employee is not meeting the expectations of his/her position, corrective action may be taken with the individual.

Corrective action may involve direction, re-setting of expectations, a formal Performance Improvement Plan or any combination thereof.

DATE: October 2013

Discipline (NON-ACADEMIC)

POLICY: MSU has rules governing personal conduct of employees. These rules do not preclude the establishment of additional rules by the individual MSUE departments/offices.

Infraction of University or departmental/office rules shall be regarded as cause for disciplinary action.

All disciplinary action taken must be properly documented. Refer to [Notice of Non-Academic Disciplinary Action](#) (in Adobe Acrobat format), which is to be used by the employee's supervisor to document action taken.

Supervisors should work closely with MSU Extension Human Resources in matters related to discipline.

APPLIES TO: MSUE non-academic staff

TYPES OF DISCIPLINE:

Verbal Warning - Notification and warning to the employee.

Written Reprimand - Formal notification in writing to the employee.

Suspension - Loss of work and wages for a specified number of hours or days.

Discharge - termination of employment.

PROVISIONS/RESTRICTIONS:

MSUE promotes a policy of progressive or corrective discipline, i.e., discipline shall gradually increase depending upon the severity and/or frequency of the infractions.

Normally, disciplinary action begins with a verbal warning for the first offense and culminates with discharge only after repeated attempts to correct the employee's behavior have failed.

Serious infractions may warrant the immediate imposition of a written reprimand, suspension or discharge, as appropriate.

The supervisor will determine the action appropriate to the infraction up to and including termination, considering the severity of the offense, mitigating circumstances, previous infractions, etc. in consultation with the County Extension Director/Regional Extension Director/MSUE Human Resources Office.

Assistance in dealing with discipline situations should be sought through the MSUE Human Resources Office.

Approval for suspension or discharge must be obtained from the MSUE Human Resources Office in advance.

Supervisors

An employee may have a co-worker present at a meeting to discuss matters that could result in discipline. Therefore, the following provisions must be applied:

A supervisor must give an employee the option to have a co-worker present during any interview, meeting or discussion regarding a work rule infraction if there is a chance that it could lead to disciplinary action against the employee. The supervisor must inform the employee of this option when arranging the meeting. Words to the effect of "You may have a co-worker present" are sufficient. A co-worker need not be present if the supervisor simply counsels the employee about the necessity to change behavior.

If the supervisor does not believe that discipline will result and the employee requests a co-worker to be present, it is best to grant the request. If, in the midst of the discussion, it appears that discipline might result, the interview should be stopped and the employee informed of his/her right to a co-worker being present.

If the employee declines his/her option to have a co-worker present, the employee should put this in writing. The statement should be signed and dated with the time of the signature noted.

The purpose of the co-worker's presence is to support and assist the employee, not to serve as a negotiator on behalf of the employee or to interfere in any way with the meeting. It is the supervisor's prerogative not to have the co-worker participate in the dialogue at all.

The employee must be given up to 24 hours prior to the meeting to make arrangements for a co-worker to be present.

An employee does not have the option of having a non-employee (e.g., family member, friend, attorney) present at the meeting instead of a co-worker, except by permission of the supervisor.

The co-worker is typically from the same office location as the employee.

DATE: July 2014

Dispute Resolution/Appeals - Continuing Employment (CE), Performance Development System (PDS), and General Purpose Dispute Resolution Procedure (GPDRP) (Academic)

POLICY: MSU Extension academic staff members have recourse for review and resolution of concerns relating to an administrative action through delineated MSUE resolution procedures.

APPLIES TO: MSUE provost-appointed academic staff with primary appointment in an MSUE administrative unit.

Three dispute resolution/appeal circumstances are applicable within this policy: a) Continuing Employment Dismissal; b) Administrative actions within the Performance Development System; and c.) General Purpose Dispute Resolution Procedure.

- a. Refer to the Continuing Employment System pages 5-9: Dismissal Hearing
- b. Refer to the Performance Development System Guide page 16: Appeal.
- c. General Purpose Dispute Resolution Procedure, for complaints unrelated to CE or PDS:

Informal Dispute Resolution

A staff member with a complaint is encouraged to bring this concern to the attention of the parties involved to attempt to reach an amicable agreement. If this is not successful, the matter is then referred to the MSUE Human Resources Director. The MSUE Human Resources Director will make all reasonable efforts to interview the parties involved in a timely fashion and to reach a mutually acceptable solution to the concern.

Formal Dispute Resolution

i. If the informal resolution is not satisfactory to the complainant, he/she may - within 30 calendar days of the complainant's first knowledge of the matter - provide a written complaint to the appropriate administrative level detailing the party(ies) involved, the date the action took place, and the redress sought. The complainant will confer with the MSUE Human Resource Director to determine the appropriate supervisory level for written complaint submission, given the circumstance. The appropriate supervisory level may be the Associate Director or Director, depending on the matter at hand. A copy of the complaint is provided to the MSUE Human Resources Director. The supervisor receiving the complaint addresses the complaint in writing, within 14 calendar days of the receipt of the written complaint, granting or denying the relief sought.

ii. If the complainant is not satisfied with the immediate supervisor's response, he/she may request a higher level of MSUE administrative review within 5 working days of the receipt of the immediate supervisor's written response. This is accomplished through a request directed to the MSUE Human Resources Director. If the complainant fails to appeal within the prescribed time limits, this constitutes acceptance of the immediate supervisor's decision. If step ii has satisfied the element of the highest MSUE administrative review then step iii is applicable.

iii. If the complainant is not satisfied with the immediate supervisor's response, he/she may request a higher level of MSUE administrative review within 5 working days of the receipt of the immediate supervisor's written response. This is accomplished through a request directed to the MSUE Human Resources Director. If the complainant fails to appeal within the prescribed time limits, this constitutes acceptance of the immediate supervisor's decision. If step ii has satisfied the element of the highest MSUE administrative review then step iii is applicable.

Questions should be addressed to MSUE Human Resources.

Date: October 2013

Employee Grievance Procedure: Off-Campus (Non-Academic)

POLICY: MSUE off-campus, non-academic employees may use an established procedure for the resolution of grievances.

APPLIES TO: MSUE off-campus non-academic employees (all of whom are considered “non-bargained-for”

A written grievance must be presented to the immediate supervisor or his/her designated representative within fifteen (15) working days of its alleged occurrence in order to be a proper matter for this grievance procedure.

For additional information and procedures, refer to Non-Union Regular Support Staff Grievance Procedures located here: <http://www.hr.msu.edu/complaints/supportstaff/GrievanceProcedures.htm>. When reviewing this policy the “Administrative Head” equates to the MSU Extension Director of Human Resources for MSUE employees.

For questions concerning terminology or process, please feel free to contact MSUE HR at 517-353-9108 or Employee Relations at 517-353-5510.

DATE: July 2014

Time Keeping

Time Away From Work (All Employees)

Administrative Leave – Academic & Non-academic Staff

POLICY: Administrative leave is a type of leave intended to address extraordinary personal circumstances affecting an employee which are not addressed by other leave policies. Administrative leave is granted at the discretion of MSU Extension and serves both the individual's and organization's interests.

APPLIES TO: All MSUE staff members

1. Administrative leaves may run concurrently with other types of leaves.
2. Administrative leave is given infrequently and in out-of-the-ordinary situations outside normal leave arrangements.
3. Administrative leave is typically of short duration, typically a week or less, but may be up to four weeks.
4. Administrative leave is granted at the discretion of MSUE. Employees requesting Administrative Leave should begin the process with his/her direct supervisor who will coordinate with MSUE Human Resources and other appropriate parties.
5. The employee should send a letter to his/her supervisor, specifying the extenuating circumstances and length of leave desired.
6. The supervisor will first discuss with the Institute Director and District Coordinator, one of whom will then contact Human Resources.
7. Once a decision is made, the employee will be notified of approval/disapproval and, if approved, the length of the administrative leave and any other pertinent considerations.

Annual Leave – Academic Staff

POLICY: Annual leave (vacation) with pay is granted to employees based on their percent time status. This policy is meant to substitute for but provide the same benefit as the Michigan State University Vacation policy for Academic staff.

APPLIES TO: MSU Extension academic staff

- Full-time employees are granted 22 days of annual leave per fiscal year; time is awarded and must be taken between July 1 and the following June 30.
- Part-time employees are granted annual leave on a proportionate basis i.e. percent time status x 22 days = annual leave days.
- For newly hired employees annual leave is granted on a proportional basis of time between their hire date and the months remaining in the fiscal year. The multiple used in this calculation is 1.83 days. (Example: A full time employee hired January 1 is granted 11 days of annual leave (6 months x 1.83 = 10.98 or 11)).
- Annual leave is not carried over to the next annual leave year. If annual leave is not taken during the July 1 - June 30 annual leave time period it is lost.
- The request for annual leave desired is made to the Institute Director. For off-campus employees, the District Coordinator is copied on the request as a means to ensure the DC is aware of time when staff will not be working.

- Annual leave allowances are granted on July 1 of each year. The accrual will be proportionately reduced in the event of resignation/termination during the fiscal year or for other non-accrual time, such as workers' compensation, long-term disability, leave without pay, etc.
- Annual leave time must be reported in MiPRS, including notation of type of time taken.
- When an employee's position with MSU Extension ends, any days remaining - following the proportionate calculation of accrual - may be used prior to the last date of employment, with permission of the Institute Director. In the case of a resignation, proportional calculations should be confirmed with Human Resources, before the employee considers his/her last day of work.

Bereavement/Funeral Leave – Academic & Non-academic Staff

POLICY: Employees are granted funeral bereavement/funeral leave according to their position and status.

MSU Extension follows the Bereavement and Funeral Leave policies set forth by Michigan State University's Bereavement and Funeral Leave policies for each employment type. Links are provided below for your reference.

Academic staff:

<http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/FacultyBereavement.htm>.

Support staff: <http://www.hr.msu.edu/documents/supportstaffpolproc/bereavement.htm>.

Family Medical Leave Act (FMLA) – Academic & Non-academic Staff

POLICY: Eligible employees are allowed to take unpaid leave, or paid leave if earned, for qualified reasons as defined by the Family Medical Leave Act. Additionally, the act permits eligible employees to take leave to care for a covered service member with injury or illness related to active duty events. MSU Extension follows the FMLA Leave policies set forth by Michigan State University's FMLA Leave policies.

APPLIES TO: All MSU Extension Staff

The policies of Michigan State University regarding the Family Medical Leave Act apply to MSU Extension staff with the stipulation that all leaves are coordinated with the University Leave Team through the MSU Extension Human Resources Department. MSU Extension employees with questions regarding FMLA should send an email to msuehr@anr.msu.edu or call (517) 353-9108.

Details regarding the Family Medical Leave Act can be found here:

<http://www.hr.msu.edu/timoffleave/index.htm>.

Academic Staff:

<http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/familyLeave.htm>.

Non-academic Staff: <http://www.hr.msu.edu/documents/supportstaffpolproc/FMLA.htm>.

Holiday Leave – Academic & Non-academic Staff

POLICY: Leave with pay is granted to eligible employees for the observance of designated holidays.

While MSU Extension holds as closely to the University Holiday Leave policies (listed below) as possible, it is recognized that serving the counties may require the holiday schedule for those working in the county be varied from those recognized on campus. Bearing that in mind, the District Coordinator is responsible for coordinating any conflicting paid holidays for county Extension staff observance. The paid holidays may be those designated by the University, the County where the Extension office is located or a combination of University/County holidays, not to exceed the total number of holidays observed by Michigan State University.

The *University Holiday Schedule* is available here:

<http://www.hr.msu.edu/timoffleave/HolidaySched.htm>

Academic staff: <http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/holidays.htm>.

Support staff: <http://www.hr.msu.edu/documents/supportstaffpolproc/holidaypay.htm>.

Jury Duty - Academic & Non-academic Staff

POLICY: MSUE recognizes the civic responsibility of staff members to serve jury duty and respond to subpoenas and makes provision for them to perform such duty without loss of pay.

MSU Extension follows the Jury Duty policies put forth by Michigan State University, with the exception that where these policies reference “MSU Human Resources” MSU Extension staff should read “MSU Extension Human Resources.”

Academic staff: <http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/juryduty.htm>.

Support staff: <http://www.hr.msu.edu/documents/supportstaffpolproc/jurydutypay.htm>.

Parental Leave – Academic Staff

POLICY: Parental leave with pay for up to six weeks is available for the birth/adoption of a child.

APPLIES TO: MSU Extension academic staff

MSU Extension acts in accordance with the Michigan State University Parental Leave Policy for academic staff with the exception to the areas noted below. The University policy is located at this website: <http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/parentalLeave.htm>.

1. Parental Leave must be completed no later than one year after the date of birth and/or date of adoption of the child. For example if a child is born July 1, 2013 any time used under the Parental Leave policy must be completed no later than June 30, 2014.
2. For childbirth, the short-term disability policy (up to 6 months at full pay as stipulated by a health care professional) applies. Parental Leave is in addition to the short-term disability leave.
3. Both Parental Leave and short-term disability leave are subject to FMLA.

As with short-term disability leave, the academic staff member requesting parental leave should do so in writing to their Institute Director and Human Resources. The request should specify the plan for using Parental Leave and, to the extent possible, the dates of parental leave.

Personal Leave – Academic Staff

POLICY: A personal leave without pay may be granted.

APPLIES TO: MSUE academic staff.

TYPES:

1. One month or less.
2. Extensions for up to five months.

ELIGIBILITY: Academic staff employed on a 50% time basis or more.

1. Personal leaves may be granted for such reasons as:

- a) Settlement of an estate.
- b) Serious illness of a member of the employee's family.
- c) Child care.
- d) An extended trip.
- e) Temporary termination of the employee's work but not for the purpose of obtaining employment elsewhere.

An employee on personal leave for a period of one month or less will be returned to their position held at the commencement of the leave.

An employee on personal leave exceeding one month requires approval by the Institute Director for their return to work. An employee may return early from a personal leave with approval by the Institute Directors.

Personal Leave – Non-academic Staff

POLICY: Non-academic staff are granted paid time off to attend to personal matters.

APPLIES TO: Regular non-academic support staff working half-time or more

MSU Extension operates according to the Personal Leave policy put forth by Michigan State University. Review the policy here: <http://www.hr.msu.edu/documents/supportstaffpolproc/personalLeave.htm>.

Study Leave – Academic Staff

POLICY: A study leave with pay, formal study or educational travel, may be granted to improve professional competence.

APPLIES TO: MSUE academic staff

TYPES:

1. Two weeks; Three weeks; Four weeks (full pay)
2. Three months (full pay)
3. Six Months (full pay)
4. Twelve months (one-half pay)

ELIGIBILITY REQUIREMENTS:

<u>Amount of Study Leave Requested</u>	<u>Years of Satisfactory Service with MSU</u>
Two, Three or Four weeks	1-2
Three months	3-5
Six months	6+
Twelve months	6+

PROVISIONS/RESTRICTIONS:

1. Annual leave is automatically reduced with approved study leaves as follows:
 - a. Two or three weeks leave: Annual leave is reduced by any travel time
 - b. Four weeks leave: Annual leave is reduced by 5 days, plus travel time
 - c. Three months leave: Annual leave is reduced by 11 days
 - d. Six months up to Twelve months leave: Annual leave is reduced by 22 days

2. Employees are expected to return to employment with MSU Extension for a period of at least one year after completing a study leave.

3. A study leave requires a report of no more than one page to be submitted within 30 days following conclusion of the leave to the Institute Director, with a copy to MSUE HR. The report should provide an assessment and evaluation of the leave accomplishments in relation to the study leave plan and how that ties to or benefits the individual's role with Extension.

PROCEDURES:

Employees request for study leave is submitted in writing to the Institute Director for approval. The Institute Director will also discuss with the District Coordinator. The Institute Director consults with the MSUE Human Resources office regarding employee eligibility. The request should include leave type, start/end dates, content of study, location of study, expected outcomes, and how current job duties will be covered while on leave.

Short-term Disability (Medical/Sick Leave) – Academic Staff

POLICY: Medical leave with pay is granted to employees (50% time status and above) for up to six (6) months in any twelve (12) month period

APPLIES TO: MSU Extension academic staff

MSU Extension acts in accordance with the Michigan State University Short-term Disability Policy for academic staff. Additional clarification of this policy and exceptions to MSU Extension's administration of this leave are noted below. The University policy is located at this website:

<http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/medicalleave.htm>.

1. Medical leave with pay is not granted for attending to family members. Annual leave is to be used for such purposes.
2. There is no medical leave payoff when employment ends.
3. Medical leave is concurrent with approved FMLA leave and does not negate the use of FMLA.
4. Statements from physician/health care providers are required for medical leave situations.
5. Extended Medical leaves require the submission of medical documentation to the University Leave Team. Contact MSUE Human Resources for assistance.
6. Medical leave time – whether single days or extended absences - must be recorded in MiPRS.

Overtime/ Compensatory Time (non-academic)

POLICY: The Fair Labor Standards Act (FLSA) specifies that non-exempt employees will be compensated on a time and one half basis for hours worked beyond 40 in any week. In lieu of overtime pay, compensatory time may be used, by employee request only and with prior approval from the employee's supervisor.

APPLIES TO: Off-campus, non-exempt MSUE non-academic employees (Program Assistant, Program Associate, and off-campus secretaries) employed by Michigan State University. The Program Instructor is an FLSA exempt position and those employees are not subject to these overtime/ compensatory time provisions.

DETAILS:

1. Overtime hours occur on a work week basis. The work week is defined as Sunday through Saturday. In other words, if a non-exempt employee works more than 40 hours from Sunday through Saturday, then that individual must be compensated at time and one-half for hours over 40.
2. Within the work week, hours may be adjusted on an hour for hour basis to avoid overtime. If a non-exempt employee works 9 hours on a Monday, no overtime is credited if the employee does not work more than 31 hours the balance of the week.
3. Overtime may be eliminated or minimized by granting compensatory time. Compensatory time is paid time off the job on a basis equivalent to an overtime accumulation. For example: If 4 hours of overtime have been accumulated in a work week, 6 hours (1.5 x 4) of compensatory time can be given.
4. If compensatory time is taken for overtime, the compensatory time must be taken during the pay period in which the overtime occurs. The pay period for Program Assistants and Associates is the calendar month.
5. It is the employee's choice to take overtime as paid time or compensatory time. Because of the unique funding arrangements within MSU Extension, it is preferable that compensatory time is granted in lieu of paid overtime.
6. If compensatory time is not taken during the pay period, then the employer (MSU/MSUE) is obligated to pay the employee overtime.
7. Overtime occurs only for hours worked over 40 in a week, including paid time off the job such as sick, annual or personal leave. Compensatory time is also included because it is considered the equivalent of working.

PROCEDURES:

1. The immediate supervisor actively manages the work schedule of an off-campus MSUE non-academic employee to comply with this policy and must authorize all overtime worked prior to the performance of work. Employees may not authorize their own overtime.
2. If overtime is worked by the employee, the employee may request that the overtime be compensated by using compensatory time. This request must be in writing to his/her supervisor.

An employee may submit a written request:

- a. for overtime worked on a specific date(s); or
 - b. to cover all overtime worked.
3. The MSUE timesheet is used to record the compensatory time of an off-campus MSUE non-academic employee.

Example: If work hours plus hours worked in stand-by are greater than 40 in a week, then overtime is earned and is credited at time and one-half. The stand-by remuneration is paid whether or not an individual works during standby, but in itself is not considered hours worked.

This example uses a training session at Kettunen Center. The conference is scheduled for Saturday at 1 p.m. with an evening class that day, then Sunday from 1-4 p.m. Assume a program associate worked 40 hours the previous Monday through Friday. Travel time to and from the conference is 4 hours each way during what are considered normal work hours. The training session is from 1-4 p.m. Saturday and Sunday and from 7-9 p.m. on Saturday. A written work schedule should be developed prior to the training session and agreed to by the supervisor and program associate.

In this situation, the program associate accumulates 4 hours travel time and 5 hours conference time on Saturday. Because Saturday is the last day of the work week in which 40 hours have already been worked, the 9 hours of overtime are compensated at time and one-half. An acceptable alternative would have been, knowing that 9 hours (4 hours travel time and 5 hours conference time) is committed for Saturday of the work week, to schedule only 31 other work hours for the week.

Using the same example, Sunday is considered the first day of the next work week. Consequently, the 4 hours travel time and 3 hours training time are straight time. No overtime would be forthcoming this week as long as no more than 33 additional hours are worked the remainder of the week. If the 9 hours of overtime from the previous week are taken as compensatory time during this week, the 33 hours “worked” is reduced to 19.5 ($33 - (9 \times 1.5)$).

If no more than 13 additional hours were worked that work week, no overtime would be accrued.

DATE: June 2013

General Information

Moving Expenses (Academic)

POLICY: Limited reimbursement for moving expenses may be authorized by the unit administrator for eligible new employees and current MSU Extension employees who receive a promotion or re-assignment.

APPLIES TO: MSUE Provost Appointed Staff

PROVISIONS/RESTRICTIONS:

1. Reimbursement is for eligible move related expenses.
2. Reimbursement for actual moving expenses is not an entitlement; in all cases, it is an option to be agreed between the appropriate administrator(s) and the prospective faculty/staff member.
3. MSUE agreement for reimbursement of moving expenses is addressed in the letter of offer for employment.
4. The move may be completed through self-move whereby the employee moves his/her own household goods or through the services of a licensed mover.
5. Federal/state income taxes and Social Security are withheld for all taxable expenses relative to a move.

PROCEDURES:

Prior to making moving arrangements, it is imperative that the employee contact MSU Extension Human Resources for details.

DATE: September 2012

Principal Investigator (PI) Institutional Review Board (IRB) ** (Academic)

POLICY: Individuals who do not currently hold a Master's or higher-level degree and require PI status or IRB approval are required to obtain such before beginning work on a grant or project.

APPLIES TO: MSUE academic employees not in tenured or faculty positions.

PROCEDURES:

1. Complete PI/IRB Form
2. Submit completed PI/IRB Form with indicated attachments to the MSUE Associate Director – with a copy to the appropriate Institute Director – for review and approval.
3. MSUE Associate Director will forward to the CANR Associate Dean for Research to obtain approval, and then forward to Office of Vice President for Research and Graduate Studies for final approval.
5. Response to applicant with copies to both the District Coordinator and the Institute Director will be provided upon initial receipt of information and after approval has been obtained by the Office of the Vice President for Research and Graduate Studies. Upon PI approval, IRB is also informed so that IRB paperwork can be initiated.
6. Click here for the [PI/IRB Form and Instructions](#) located on the Forms page of the Business Office website.

** If the individual is seeking IRB approval for his/her own Ph.D. research, she/he must apply through their Faculty Advisor. Additional information may be found at this MSU web page: <http://hrpp.msu.edu/>.

Date: April 2015