

# **Administrative Handbook**

**Navigating This Handbook – Each section listed in the Table of Contents below links to the corresponding policy in this document. You can also search the document for keywords by pressing CTL+F and typing in your search term.**

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# COMPLIANCE

## Civil Rights Policies and Procedures (All Employees)

**POLICY:** 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:** All MSU employees

### PROVISIONS/RESTRICTIONS:

1. All staff should be familiar with civil rights laws, regulations, and guidelines regarding equal opportunity and how they apply to their position responsibilities.
2. District directors are required to review the Summary of Civil Rights Policies and Procedures with all county Extension staff members on an annual basis.
3. In addition to MSU Extension requirements, staff should also be aware of information from the [MSU Office for Civil Rights and Title IX Education and Compliance](#).

**DATE:** May 2025

## Equal Employment Opportunity (All Employees)

**POLICY:** In compliance with the law, [Michigan State University is an equal opportunity employer](#). University programs, activities, services and facilities are provided without regard for a persons age, color, gender (including gender identity and gender expression), genetic information, disability status, ethnicity, height, marital status, national origin, political persuasion, race, religion, sex (including pregnancy, sexual orientation), military or veteran status, or weight, or any other status protected by applicable federal or state law. In carrying out this commitment, the university is guided by the applicable federal and state laws and regulations and policies adopted by the Board of Trustees.

**APPLIES TO:** All MSU employees

### PROVISIONS/RESTRICTIONS:

1. Anyone who feels they have been discriminated against may utilize the following resources:
  - a. [MSU Extension Human Resources](#)
  - b. [MSU Office for Civil Rights and Title IX Education and Compliance](#)

**DATE:** May 2025

## 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 employees

### 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 links below:

- [MSU Office for Civil Rights and Title IX Education and Compliance](#)
- [Disability/Reasonable Accommodations Policy](#)
- [Resource Center for Persons with Disabilities](#) - for information on registering a disability or requesting an accommodation
- [MSU Office of Institutional Equity](#)

### 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 (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.

It is important to point out that all MSU Extension staff are Mandatory Reporters as related to RVSM violations.

**APPLIES TO:** All MSU employees

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

### **ADDITIONAL RESOURCES:**

- [Office of Institutional Equity](#)
- MSU Extension Human Resources / OIE Liaison (517-353-9108; msue.hr@msu.edu)

**Updated** November 2020

## Responsibility of MSU Extension Employees and Volunteers for Safety of Minors, and Reporting of Suspected Child Abuse/Neglect Protocols (formerly 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

Michigan’s Child Protection Law requires MSUE staff members with certain licenses (for example, nurses and teachers) to report suspected child abuse or neglect.

A list of individuals considered Mandated Reporters may be found on the [MSU Reporting Protocols](#).

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)

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.

1. **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.

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](#).

**DATE:** February 2014

## Personnel File Access & Employment Verification Requests (All Employees)

**POLICY:** Personnel file access and verifications of employment process are dictated by MSU Policy.

**APPLIES TO:** All MSU employees

Information related to accessing your personnel file is available through the [MSU Personnel File Policy](#).

For information regarding employment and wage verification requests see information available from [MSU Human Resources under Employment and Income Verification](#).

**DATE:** November 2020

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

**POLICY:** Requests for MSUE records, are promptly referred to the MSU Extension Human Resources Office for processing.

**APPLIES TO:** All MSU Extension employees

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. Additional information is available through the [MSU FOIA office](#).

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: March 2020

# About your Position/Employment

## General Expectations of MSU Extension Employees (All Employees)

**APPLIES TO:** All MSU Extension employees

**POLICY:** As a member of MSU Extension (MSUE), there are expectations of employees to ensure an inviting work environment, work coverage, safety, and accountability. All staff should also be aware of and review the Michigan State University [Rules Governing Personal Conduct of Employees](#). While the MSU policy notes this as being applied only to support staff, MSU Extension extends the application of these expectations to all staff.

### REPRESENTING MSU EXTENSION

#### *Workspaces*

An individual's workspace can impact the level of confidence in the individual's ability to effectively accomplish the goals of MSU/MSU Extension. Workspace should be kept safe, and accessible. Employees should ensure their workspace is conducive to completing their work effectively and efficiently without hindering their work or the work of others.

During extended periods of absence from a workspace, sensitive working documents are expected to be secured and technology locked to limit access.

Personal expression in an individual's workspace is acceptable unless it: a) conflicts with an employee's ability to perform their position effectively. It is a violation of university policy, including the MSU Anti-Discrimination Policy and the Relationship Violence, Sexual Misconduct and Title IX policy.

Be respectful of others by reducing audible distractions such as cell phone notifications/alarms, music, streaming videos, and discussions. Whenever possible contain audible distraction by using headphones, limiting volume, and/or taking conversations to locations that would not be distracting to others.

Employees should not expect that their personal workspace is private. It may be necessary for another individual to access information in a workspace during the absence of an employee. Conversely, employees should respect one another's space and only access another individual's workspace for business purposes.

#### *Professionalism*

Merriam-Webster dictionary defines professionalism as "the skill, good judgement, and polite behavior that is expected from a person who is trained to do a job well." MSU Extension expects all employees to act with professionalism at any time they are representing the Organization. This includes situations during which they are not working but they are wearing MSU/MSU Extension logo wear.

### OUTLOOK CALENDAR

It is expected that all staff keep their electronic Outlook calendar up-to-date and available for review. The level of review defaults to "view busy/free" for all MSU Extension Staff members. Supervisors, district directors, or institute leadership may also expect staff to share details of their Outlook work

calendars with others (e.g. office mates, work team members, etc.) to support the work of Extension. It is up to the employee to ensure sharing of their Outlook calendar, as directed.

If a MSU Extension staff member's calendar is blank during the workday, it is expected the individual is working from their assigned base office location.

Calendar entries should include, at a minimum, a descriptive subject that makes the reason for an appointment/meeting clear, including the start and end date/time, and the location of an event. Additional details may be required to be included as directed by supervisors, district directors, or institute leadership.

### RECORDING TIME OFF & FLEX TIME

Non-academic support staff taking time off for personal reasons, aside from flextime, should record this, at a minimum, in both the staff member's Outlook calendar and in EBS. Academic staff should record their time, at a minimum, in both their Outlook calendar and PEARS reporting. The time recording systems should be able to be reconciled against each other at any given time.

For staff who flex time to meet the needs of their position, both the date/time the flextime is earned, and the date/time the flextime is taken, should be recorded in their Outlook calendar. The process for requesting approval of flextime earned and used, and other personal time off, is established by an employee's institute/department and/or supervisor. It is the responsibility of the employee to know and follow the request process, as directed.

For directions on how to update Outlook calendar permissions or other training on using Outlook, contact the College of Agriculture and Natural Resources Technology (CANR Tech) group. Assistance is available at their website: <https://www.canr.msu.edu/support/index>.

### WORKING REMOTELY

MSUE is a group focused on work for and in our communities. These communities assist in funding our work and MSU Extension success is directly affected by employee participation in public forums and events. As such, it is expected that outside of programming, fieldwork, and community meetings, the employee is working at the assigned base office.

Recognizing there may be instances that working remotely would be beneficial for the Organization (e.g., in-between meetings scheduled close together, working at another office location due to scheduling, etc.), this is allowable in instances where prior approval has been given by the employee's immediate supervisor in consultation with the district director. If working remotely has not been pre-approved, the employee is expected to be working at the assigned base office.

### COUNTY OFFICE COVERAGE

While there may be assigned staff responsible for answering the local Extension office phone and attending to customers that stop in, at times, coverage of county office hours may require all staff to assist with office operation management, including covering the front desk and answering the



telephone. All employees are expected to work as a member of their local office team to help assure the county office is covered during posted office hours, including adjusting schedules where able, to help assure basic coverage.

Employees in a county office should work to ensure the district director is aware of any scheduling concerns so this issue can be addressed.

### COUNTY OFFICE CLOSURES AND/OR OTHER EXTRANEIOUS OFFICE CLOSINGS

If a county office is closed for an instance such as: a holiday not recognized by MSU, power failure, etc., MSU Extension staff is expected to conduct programming in the community, report to the office, if able, work remotely with prior approval from the supervisor, and/or use personal/annual/vacation time to cover missing work hours. Waiver of the use of personal/annual/vacation time may be granted by the employee's supervisor under the condition the employee is not able to conduct work as noted above.

### WEATHER-RELATED CONCERNS

When an office is open, staff are expected to report to work. Similar to other situations where an employee chooses not to report to work when an office is open, including absences due to weather or road conditions, the individual is expected to use personal/annual/vacation leave. A supervisor has the discretion to allow an employee to work from home in rare instances and with approval, if there are duties that the individual can perform effectively from home.

**DATE:** May 2025

## Overtime Eligibility (All Employees)

**Policy:** Eligibility for overtime is determined based on the provisions of the Fair Labor Standards Act (FLSA) and, where applicable, collective bargaining agreement(s).

**Applies to:** All MSU employees

MSU and 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. Information from Michigan State University on FLSA is available on the [MSU Human Resources FLSA](#) site.

Some University positions, while not eligible for overtime under FLSA, may be overtime eligible based on collective bargaining agreement(s).

Exempt 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 exempt from overtime provisions are ineligible for overtime pay when work hours in a work week exceed 40-hours.

Non-exempt staff members who are eligible for overtime under FLSA requirements or identified as overtime eligible under collective bargaining agreement(s) must be paid time and one-half for any hours worked over 40 in a work week. All overtime must be approved, in advance, by the employee's supervisor.

Questions regarding overtime eligibility can be directed to the MSU Extension Human Resources office.

**DATE:** November 2020

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

**APPLIES TO:** All MSU Extension employees

### SUMMARY

Specific procedures must be followed for reporting accidental, work-related injuries. Work with the MSU Extension Human Resources offices when reporting work-related injuries and referencing the [MSU Workers' Compensation policy](#).

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 e-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 director/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 director acts as the immediate supervisor in the case of a work-related injury; educators may contact their institute director or district director. MSUE HR will ensure the form is completed and obtain necessary signatures from the HR Director.

### 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  
PHONE: 517/353-9108  
EMAIL: [msue.hr@msu.edu](mailto:msue.hr@msu.edu)

**DATE:** May 2025

## Acting/Interim Status Appointments (Academic)

**POLICY:** At times, it is necessary to appoint staff on an "acting" or "interim" 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:** MSU Extension academic employees

1. An acting or interim appointment is considered to be temporary. The Director of Extension must approve all acting administrative appointments and other appointments that exceed 12 months.
2. An acting/interim status position is not required to be posted.
3. If an acting/interim status position is to change to regular status, (temporary or permanent), the position must be posted. An individual who occupies an acting/interim status position must apply for the position when posted to be considered a candidate.
4. Compensation for acting/interim 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/interim status assignment which is considered to be administrative may be compensated with a temporary administrative increment or additional payment of a minimum amount equal to 5% but not more than 10% of the individual's current salary. When the employee returns to the former assignment, any administrative increment is removed from the employee's 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 employees

### 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 Director's 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 director/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 their 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 employees

### 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:

[https://hr.msu.edu/policies-procedures/university-wide/conflict\\_of\\_interest.html](https://hr.msu.edu/policies-procedures/university-wide/conflict_of_interest.html) .

#### 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 policy on [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 participation in the committee is work related and, therefore, covered by MSU's liability insurance. This assurance is given, if this service is approved as work-related by the district director and/or the institute director.

**APPLIES TO:** All MSU Extension employees

### **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 their supervisor concerning the Board/Committee on which the employee 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 director and institute director. With approval, the employee is protected should a lawsuit arise as a result of such involvement.
5. Staff must also report the service on such Boards/ Committees in their individual action plans or position expectations.
6. Notification must be made to the institute director, district director 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 work/consulting for pay, educational services and additional work outside of MSU.

**APPLIES TO:** MSU Extension academic employees

**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.

[Overload Pay](#) is considered for work performed internally at MSU by existing faculty and academic staff that represents a substantial increase above an academic staff members assignment. The additional work may be performed within the faculty/academic staff member's home unit or outside of their home unit. More information on [overload pay is available in the MSU Faculty Handbook](#). Review of the [overload pay pre-authorization form](#) is also suggested.

**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 their 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.
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 the individual 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 the employee 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 their MSUE position and amount of annual leave needed to cover the absence and submitted to the institute director, with a copy to the district director.
- b) Institute director reviews, in concert with district director 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 the employee is involved, while conducting education sessions, presentations, etc. nor while working in any capacity as an MSU/MSUE employee).

**DATE:** February 2022

## Indemnification Policy (All Employees)

**APPLIES TO:** MSU employees

The [MSU policy on Indemnification](#) may be found on the MSU Risk Management site.

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**

## Hold Harmless Statements (All Employees)

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

**APPLIES TO:** All MSU Extension employees

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

## Legal Involvement (All Employees)

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

**APPLIES TO:** All MSU Extension 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:** September 2013



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

**APPLIES TO:** MSU Extension academic employees

**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 their Extension role.

Academic staff should discuss the matter with their institute director and district director 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 director and MSUE Human Resources.

**DATE:** January 2014

## Political Activities (All Employees)

**APPLIES TO:** All MSU Extension employees

**POLICY:** MSU Extension employees

- 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 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 their 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 the term of office.
- An MSU Extension employee considering political activity must timely disclose such prospective activity to their 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:** A MSUE staff member complies fully if in receipt of a subpoena

**APPLIES TO:** All MSU Extension employees

**PROCEDURES:**

A 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

## Firearms (All Employees and Volunteers)

The MSU Firearms Policy has been in place since 2001 and may be viewed here:

[https://hr.msu.edu/policies-procedures/university-wide/firearm\\_policy.html](https://hr.msu.edu/policies-procedures/university-wide/firearm_policy.html). It is the responsibility of MSU Extension staff, as MSU employees, to be aware of and abide by the contents of this policy. The additional guidelines and FAQs noted in this Handbook serve to address the expectations for all MSU Extension employees and volunteers.

As outlined in the MSU policy, MSU Extension employees may not be in possession of a firearm while conducting MSU business. In addition, volunteers who are participating in or attending a MSU Extension program or event are prohibited from possessing a firearm on their person during the MSU Extension-sponsored event. This policy applies to all MSU Extension volunteers present at MSU Extension events, even those who possess a valid concealed carry permit. MSU Extension volunteers who attend a MSU Extension-sponsored event with a firearm on their person will be asked to remove their firearm to a secure location or leave the event.

The exception to this policy is for educational trainings and events that are part of the 4-H Shooting Sports program, which may use discipline specific firearms (BB, air pellet, .22, shotgun, muzzleloader & air pistol) for educational, demonstration and competition uses only and must comply with the policies and practices of the Michigan 4-H Shooting Sports program. This exception only applies during the period that the above-referenced firearms are in use for 4-H Shooting Sports educational, demonstration and competition purposes, and does not allow 4-H Shooting Sports volunteers to possess firearms for other purposes in conjunction with MSU Extension-sponsored programs.

### Frequently Asked Questions – a resource for MSU Extension employees and volunteers

1. How long has this policy been in place?  
The MSU policy was issued by the Office of the Provost on November 20, 2001.
2. Why are we talking about this policy now?  
Local, state and national events have necessitated the need to clarify the policy and expectations of staff and volunteers.
3. So, who does this policy apply to?  
All MSU Extension employees and volunteers.
4. Why does this MSU policy apply to volunteers?  
The Policy applies to all members of the University's "workforce," defined broadly within the Policy to include all employees, volunteers, trainees, and other persons who conduct work for the University.
5. What about youth attending a MSU Extension event?  
Possession of firearms for youth participants is addressed by the Youth Code of Conduct. Youth participating in MSU Extension events may not be in possession of a firearm, with the exception of those participating in a Michigan 4-H Shooting Sports program educational, demonstration or competitive event.
6. What about parents of 4-H youth that attend a 4-H event and are not 4-H volunteers?  
4-H parents who are not volunteers are not governed by this policy.

7. What about general spectators attending an MSU Extension event?  
Only MSU Extension staff and volunteers are governed by this policy. This policy does not apply to spectators and the general public.
8. Do spectators need to inform anyone that they are carrying a firearm?  
No, this policy does not apply to spectators.
9. Do spectators carrying a firearm have any restrictions while attending a MSU Extension event?  
Restrictions are governed by the laws and regulations outlined in their concealed carry permit and the restrictions of the event location.
10. Does this policy apply to adults participating in MSU Extension sponsored events?  
No, only MSU Extension staff and volunteers are governed by this policy.
11. Does this policy apply to MSU Extension staff and volunteers who have a Michigan concealed pistol license?  
Yes, this policy applies to all MSU Extension employees and volunteers.
12. What is considered a secure location?  
A secure location is considered a locked area where the firearm is out of sight and is only accessible by the firearm owner or their designee.
13. If a volunteer or program participant has firearms in a secure location on their property can MSU Extension events occur on their premises?  
Yes, no mention or attention should be made of the firearms or their whereabouts.
14. If an individual is hosting a MSU Extension event on their personal property, do they have the right to request that no firearms be brought on their property – even by those that are not MSU Extension volunteers or program participants, and/or those who have concealed pistol licenses?  
Yes, because it is considered private property which allows the owner to prohibit firearms on their property.
15. What are the procedures for staff/volunteers who become aware that this policy is not being followed at a MSU Extension event?  
When a violation becomes known, the individual should be asked to remove the firearm to a secure location. If that request is ignored, the individual should be asked to leave the premises/event immediately. If the individual refuses to leave the premises/event, local law enforcement should be notified. Local county MSU Extension staff should also be notified of the steps taken and will follow-up as appropriate.
16. Who is going to implement this policy locally?  
MSU Extension staff and volunteers are responsible for implementation of this policy. MSU Extension staff will hold all volunteers accountable according to the Volunteer Code of Conduct.

**DATE:** October 2016

## Employees Volunteering for MSU/MSU Extension (All Employees)

Staff may use their personal time in any manner they choose, however, if a staff member acts as a volunteer on behalf of MSU or MSU Extension at a MSU or MSU Extension event/program, it should be clearly articulated to organizers and/or other necessary parties that the staff member is acting strictly as a patron or independent volunteer not as an employee of MSU Extension. Staff should avoid volunteering where they would be performing the same or similar duties to their employment responsibilities and, unless asked of all volunteers, should not wear Extension logo wear.

# Employee Performance & Development

## Performance Management & Evaluation (All Employees)

All MSU Extension staff are subject to performance management processes dependent on employment type. See applicable information on the Organization Development site under [Human Resources/ Performance Management](#) including information on the Step Process for academic employees.

Date: November 2020



## Continuing Employment (Academic)

**POLICY:** Continuing Employment is granted after six full fiscal years of meritorious service to staff members holding positions with a “continuing status” classification. Receipt of Continuing Employment ensures 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:** MSU Extension academic employees with appointments identified as Continuing Employment.

For additional details and applicability, refer to the [Continuing Employment System document](#).

DATE: November 2020

## Education Assistance Program (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](#).

## MSU Extension 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:** MSU Extension non-academic employees

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:

To use supplemental educational assistance for reimbursement of tuition and fees, all funds from the Educational Assistance Program must first be used and proof that Educational Assistance was utilized must be submitted with the form. Because Educational Assistance does not reimburse for books or course-related supplies, Supplemental Educational Assistance can be used to reimburse these items when proof of purchase is provided.

Submit the necessary application materials for Educational Assistance for approval.

Upon approval of the Education Assistance through MSU, 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: March 2025

## 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 below.

**APPLIES TO:** MSU Extension Academic employees

Refer to the [Tuition Assistance Program document](#) for specific procedures, requirements and forms.

**Date:** July 2023

## 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 another eligible individual of an eligible employee.

Review [Course Fee Courtesy eligibility guidelines](#) for additional information.

**DATE:** July 2013

## Salary Adjustment for Conferral of a Degree (All Employees)

**POLICY:** Extension staff who receive their first master's or doctoral degree or hold an advanced degree, above the degree requirement for their current position, relevant to their work assignments, will be awarded salary increases based on the chart below; increases will be prorated based on an employee's FTE.

Salary adjustment based on highest degree attained beyond minimum requirements of the employee's classification; increases will be prorated based on an employee's FTE				
Minimum Education/Degree Required based on Job Classification	Conferral of Associate's Degree	Conferral of Bachelor's Degree	Conferral of Master's Degree	Conferral of Doctoral Degree
Master's Degree	n/a	n/a	n/a	\$5,000
Bachelor's Degree	n/a	n/a	\$2,000	\$5,000
Associate's Degree	n/a	\$1,000	\$2,000	\$5,000
High School Education	\$500	\$1,000	\$2,000	\$5,000

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 to MSU Extension Human Resources via email to [msue.hr@msu.edu](mailto:msue.hr@msu.edu). An official transcript from the degree granting institution is sufficient for verification of completion.

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

**DATE:** November 2023

## 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:** MSU Extension Academic employees

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 substantially related to the fitness of faculty members to engage in teaching, research, service/outreach and/or administration; (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 directors, as appropriate.

Performance is reviewed annually with staff; however, if an academic employee is not meeting the expectations of the 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: May 2016

## 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.

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

**APPLIES TO:** MSU Extension non-academic employees

### **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. The supervisor will determine the action appropriate to the infraction, considering the severity of the offense, mitigating circumstances, previous infractions, etc. in consultation with other necessary Administrative parties and MSUE Human Resources Office.

A supervisor must give an employee the option to have a support person present during any interview, meeting or discussion regarding a work rule infraction that may reasonably lead to disciplinary action against the employee. The supervisor must inform the employee of this option when arranging the meeting. A support person 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 support person to be present, it is best to grant the request.

If the employee declines the option to have a support person 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 support person'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 support person participate in the dialogue at all.

The employee must be given up to 24 hours prior to the meeting to make arrangements for a support person to be present.

DATE: November 2020

## Extension Academic Appeal Process (replaces Dispute Resolution/Appeals) - (Academic)

### POLICY STATEMENT

- A. This Policy is intended to provide a fair, internal process for resolving employment related disputes. The formal procedures described in this Policy are intended to be used only when matters cannot be resolved informally through discussions with the administrator(s). An Extension academic staff member who feels aggrieved should first seek an informal resolution at the Institute or department level, before filing an appeal under this Policy. The procedures contained in this Policy are not intended to be used to challenge the desirability of Extension or University policies. Pursuing an appeal will not suspend the implementation of employment actions being taken.
- B. Retaliatory actions taken against an appellant or a participant in this process, for taking part in any step of this procedure is prohibited.

### DEFINITIONS

- A. Administrator: Individuals appointed into administrative roles in Extension such as Director<sup>1</sup>, Associate Director, institute leadership, and district directors.
- B. Appeal: A formal complaint filed by an Extension academic staff member alleging a violation of University, college, department, school, or unit policy or established practice.
- C. Appellant: Eligible individual who has filed a request for appeal.
- D. Extension Academic Staff: A person with a paid University academic appointment with an Extension rank such as Extension Educator, Extension Specialist, Extension Conservation Associate, etc.
- E. Informal measures: Steps taken directly to resolve the issue with the administrator(s) listed as the respondent(s) on the appeal.
- F. Policy: A written statement of principles and procedures that govern the actions of academic staff, and administrators, including written rules, bylaws, procedures, or standards.
- G. Practice: Actions taken by the administrator based on customs or standards in the unit that are usually unwritten but of longstanding duration, and for whose existence the appellant can offer evidence.
- H. Respondent: Administrator identified in the appeal.
- I. Violation: A breach, misinterpretation, or misapplication of existing policy or established practice.

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<sup>1</sup> If a petition is filed against the Extension Director individually, a hearing will be held pursuant to this Policy however, the finding(s) and recommendation(s) of the Hearing Panel will be forwarded to the Provost for decision instead of to the Extension Director. The Provost's decision will be final.



## Initial Appeal Process

- A. Consolidation of appeals
  - a. If an appellant files two or more separate appeals that raise related allegations and/or arise from a common set of facts, the Director of Extension Human Resources or designated individual (DEHR<sup>2</sup>) may consolidate such appeals into one appeal to be decided through a single process. If a claimant files two or more appeals concerning different issues and the appeals are not consolidated, such appeals will normally be processed and addressed sequentially in chronological order determined by the date on which the initial appeal was filed. Separate appeals filed by different appellants that involve related allegations and/or arise from a common set of facts, may also be consolidated.
- B. An Extension academic staff member may submit an appeal that alleges a violation of University, college, department, school, or unit policy or established practice.<sup>3</sup>
- C. An Extension academic staff member may discuss a complaint in conference with the DEHR. The DEHR shall inform the Extension academic staff member if the issue raised in the appeal falls under the jurisdiction of another University policy, rather than this Policy.
- D. To file an appeal
  - a. To file an appeal, an Extension academic staff member must submit a written statement (the "appeal") which is either signed or sent from the individual's MSU email address to the DEHR within 28 days<sup>4</sup> of the date that the individual knew or should have known of the alleged violation. The petition must contain the following information:
    - i. detailed information on informal efforts to resolve the situation with the respondent;
    - ii. the specific policy or established practice that has allegedly been violated;
    - iii. the date of the alleged violation and the date on which the appellant became aware of the alleged violation;
    - iv. the facts and documents relevant to the alleged violation;
    - v. the respondent; and
    - vi. the redress sought

## E. THE RESPONDENT

The DEHR will provide a copy of the appeal and any necessary documents submitted with the appeal to the respondent within five (5) days of receipt. The respondent shall submit any relevant documents to the DEHR within seven (7) days of receipt of the information from DEHR.

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<sup>2</sup> All reference to the Director of Extension Human Resources (DEHR) throughout this document include the designated individual, if one has been assigned.

<sup>3</sup> Extension academic staff who are covered by a collective bargaining agreement may not utilize this Policy and its procedures.

<sup>4</sup> References to days in this document are to calendar days. If a deadline contained within this Policy falls on a weekend or University holiday, the deadline will be extended to the next day on which the University is open for business.

## JURISDICTIONAL & PROCEDURAL DECISIONS

- A. The DEHR shall determine whether all of the following jurisdictional requirements have been met within 21 days of the date that the appeal was filed.
  - a. Whether the appellant made adequate efforts to resolve the situation informally with the respondent;
  - b. Whether the appellant has standing under the Extension Academic Appeal Policy;
  - c. Whether the appeal has been filed in a timely fashion;<sup>5</sup>
  - d. Whether the appeal identifies an appropriate respondent(s);
  - e. Whether the appeal adequately identifies the existing policies and/or established practices alleged to have been violated;<sup>6</sup>
  - f. Whether the appeal contains a reasonably adequate statement of the facts relevant to the complaint; and
  - g. Whether any other jurisdictional issue(s) need to be decided in connection with the initiation of the appeal and, if so, an explanation of such issues.
- B. The DEHR shall inform the parties in writing whether each jurisdictional requirement has been met.<sup>7</sup> If any jurisdictional requirement has not been met, the DEHR shall dismiss the appeal. If the jurisdictional requirement has been met, the DEHR will work with the involved parties regarding resolution. Once a resolution is determined, the DEHR will provide a written summary of the resolution to both parties.
- C. The appellant has the right to respond to the DEHR's jurisdictional decision by filing a written statement explaining the reason(s) for disagreement with the findings of the DEHR within 14 days of the issuance of such decision. The DEHR may request additional information from the involved parties to determine if enough information exists to reverse the initial decision. The DEHR will issue a final finding, notify the parties within 14 days regarding either upholding or reversal of the jurisdictional findings.
- D. The appellant may request a Jurisdictional Review (JR) within seven (7) days if the individual disagrees with the final finding of the DEHR.
- E. The DEHR will facilitate the Jurisdictional Review process to take place as soon as possible, including the seating of the Jurisdictional Review Panel as noted in section IV.G.
- F. If a JR is requested, the DEHR shall submit the information used to inform the outcome of the Jurisdictional Findings, to a three-person Jurisdictional Review Panel. New information will not be accepted for review by the Jurisdictional Review Panel.
- G. The Jurisdictional Review Panel is comprised of:
  - a. an active MSU Extension academic staff member chosen by the appellant,

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<sup>5</sup> The DEHR may waive or extend the time limits specified in this Policy for good cause or by mutual agreement of the parties. "Good cause" includes, but is not limited to, circumstances outside of a party's control, such as extended illness, approved leave of absence, or extended travel for University business. Even with a showing of good cause, time limits will generally not be extended beyond an additional 28 days.

<sup>6</sup> As part of the initial jurisdictional determination, the DEHR shall determine whether the policy specified is subject to the appeal process.

<sup>7</sup> Notices provided under this Policy will be delivered to the MSU email address for both the appellant and respondent unless either party notifies the DEHR in writing that an alternate address should be used.

- i. The appellant should send notice of their choice, including written agreement to serve in this capacity from the individual chosen by the appellant, to the DEHR.
- b. an active MSU Extension academic staff member chosen by the MSU Extension Directors' Office, and
- c. a randomly drawn active MSU Extension academic staff member who has been in an academic role with MSU Extension for at least the preceding 5-years and is not housed within the appellant's department.
  - i. The DEHR will conduct the random draw.
  - ii. Extension administrators as defined in this policy under section II.A will not be eligible to be drawn as the third member of the panel.
  - iii. The randomly selected member may request recusal from the panel for cause.
    - 1. This request should be made to the DEHR within 3 days of being informed of selection to the Jurisdictional Review Panel and should include specified reason(s) for requesting recusal.
- d. No Extension academic staff member may serve on more than one jurisdictional review panel in any period of three (3) consecutive years.
- H. The Jurisdictional Review Panel shall deliberate and submit to the DEHR a written decision (including the basis for its decision) on the jurisdictional findings within seven (7) days of its convening by the DEHR.
- I. The DEHR shall forward a copy of the Jurisdictional Review Panel's decision to the parties within seven (7) days of its receipt from the panel.
- J. In the event the Jurisdictional Review Panel upholds the finding of the DEHR, the appeal shall be dismissed. If the Jurisdictional Review Panel reverses the decision of the DEHR, the DEHR will work with the involved parties regarding resolution.
- K. Once a resolution is determined, the DEHR will provide a written summary of the resolution to both parties.

### **Extension Director Review**

- A. If the appellant disagrees with the Jurisdictional Review Panel's decision or any resulting resolution following a Jurisdictional Review Panel review, the appellant must submit a written request for an Extension Director Review to the DEHR within 14 days of such notice. Failure to submit such a request will constitute a waiver of the Extension Academic Staff member's right to continue pursuit of an appeal.
- B. If an appellant submits a request for Extension Director Review, the DEHR shall forward documentation gathered through the Jurisdictional Review process to the Extension Director within 14-days of receiving the request.
- C. The Extension Director shall decide the appeal and provide the outcome to DEHR, Appellant, and Respondent, in writing, within 28 days of receipt of information from the DEHR.
- D. The decision of the Extension Director is final.

DATE: 12/20/2019

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

**POLICY:** MSU Extension non-union, non-academic employees may use an established procedure for the resolution of grievances.

**APPLIES TO:** MSU Extension non-union, non-academic employees

For additional information and procedures, refer to [Non-Union Regular Support Staff Grievance Procedures](#). 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, contact MSUE HR at 517-353-9108.

DATE: November 2020

# 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 MSU Extension employees

1. Administrative leave is typically of short duration, typically a week or less, but may be up to four weeks.
2. Administrative leaves may run concurrently with other types of leaves.
3. Administrative leave is given infrequently and in out-of-the-ordinary situations outside normal leave arrangements.
4. Administrative leave is granted at the discretion of MSUE. Employees requesting Administrative Leave should begin the process with their direct supervisor who will coordinate with MSUE Human Resources and other appropriate parties.
5. The employee should send a letter to their supervisor, specifying the extenuating circumstances and length of leave desired.
6. The supervisor will first discuss with the institute director and district director, one of whom will then contact Extension 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.

Updated November 2020

### Annual Leave – Academic Staff

**POLICY:** Annual leave 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 Faculty staff.

**APPLIES TO:** MSU Extension academic employees

- 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 director is copied on the request as a means to ensure the district director 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 PEARS, 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 the last day of work.

Updated November 2020

### ***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:** [Funeral/ Bereavement Leave](#)

**Support staff:** [Bereavement](#)

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

**POLICY:** Eligible employees are allowed to take unpaid leave 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. FMLA may run concurrently with other leave options.

**APPLIES TO:** MSU Extension employees

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 [msue.hr@msu.edu](mailto:msue.hr@msu.edu) or call (517) 353-9108.

Details regarding the Family Medical Leave Act can be found here: <https://hr.msu.edu/time-off-leave/fmla/index.html>

**Academic Staff:** [https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/family\\_medical\\_leave.html](https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/family_medical_leave.html)

**Non-academic Staff:** <https://www.hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/fmla.html>

### ***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 some county office holidays vary from those recognized by MSU. Bearing that in mind, it is expected that Extension staff are accounting for work time when their county office is closed while MSU remains open. Staff are expected to conduct programming, working in their office, if this option is available, or use leave time during county office closings.

The **University Holiday Schedule** is available here: <https://hr.msu.edu/time-off-leave/holiday-schedule.html>

**Academic staff:** [https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/university\\_policies\\_holidays.html](https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/university_policies_holidays.html)

**Support staff:** [https://www.hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/holiday\\_pay.html](https://www.hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/holiday_pay.html)

Updated November 2020

### ***Jury Duty - Academic & Non-academic Staff***

**POLICY:** MSUE recognizes the civic responsibility of staff members to serve jury duty and respond to subpoenas. As such, MSU Extension follows MSU policy which makes provision for staff to perform such duty without loss of pay, with the exception that where these policies reference “MSU Human Resources” MSU Extension staff should read “MSU Extension Human Resources.”

**Academic staff:** [https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/jury\\_duty.html](https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/jury_duty.html)

**Support staff:** [https://www.hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/jury\\_duty.html](https://www.hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/jury_duty.html)

Updated November 2020

### ***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 employees

MSU Extension acts in accordance with the Michigan State University Parental Leave Policy for academic staff located at this website: [https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/parental\\_leave.html](https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/parental_leave.html).



The academic staff member requesting parental leave should do so in writing to their institute director and Extension 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:** MSU Extension academic employees

**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.

Reviewed November 2020

### *Personal Leave – Non-academic Staff*

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

**APPLIES TO:** MSU non-academic employees

MSU Extension operates according to the Personal Leave policy put forth by Michigan State University. Review the policy here: [https://www.hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/personal\\_leave.html](https://www.hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/personal_leave.html).

### *Study Leave – Academic Staff*

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

**APPLIES TO:** MSU Extension academic employees

**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 director. 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.

Reviewed November 2020

### ***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 as prescribed by the MSU Short-term Disability policy.

**APPLIES TO:** MSU Extension academic employees

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.

1. Medical leave with pay is not granted for attending to family members. Annual leave is to be used for such purposes.
2. Medical leave runs concurrent with approved FMLA leave.
3. Medical leave time – whether single days or extended absences - must be recorded in PEARS. Contact MSUE Human Resources for assistance.

**Updated:** November 2020

### **Overtime/ Flex Time (non-academic)**

**POLICY:** The Fair Labor Standards Act (FLSA) specifies that non-exempt employees will be compensated for all hours worked and on a time-and-one-half basis for hours worked beyond 40 in any work week. Employees may be required to flex time when necessary to control expenditures related to overtime.

**APPLIES TO:** MSU Extension non-academic employees

MSU Extension adheres to the guidance from Michigan State University found here:

<https://hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/overtime.html>.

#### **Additional Information:**

1. The immediate supervisor actively manages the work schedule of the assigned non-academic/support staff 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 an employee expects to earn or use flex time during a work week, the employee must request this in advance.
3. All hours worked and time off taken must be recorded by the employee on the timesheet and approved by the supervisor on a weekly or monthly basis as defined by position.

**Updated:** November 2020

# General Information

## Moving Expenses (All employees)

**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:** All MSU Extension employees

Provision and restrictions of moving expenses are defined under [section 53 of the MSU Manual of Business Procedures](#).

**PROCEDURES:**

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

DATE: November 2020

## 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:** MSU Extension academic employees

### **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 director 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 their own Ph.D. research, the individual must apply through their Faculty Advisor. Additional information may be found at this MSU web page: <http://hrpp.msu.edu/>.

**Date:** April 2015