

Staff Handbook

EMORY



Acknowledgement of Emory University Staff Handbook

This *Staff Handbook* represents a profile of Emory University and a brief summary of Human Resources policies, practices, benefits, and services at the time of its publication. More specific detail of each policy is contained in the current Human Resources *Policies and Procedures Manual* available for employees' review in the Division of Human Resources, on the Human Resources web site at <http://emory.hr.emory.edu/policies.nsf> or in the employee's department. Specific benefit plan provisions are described in greater detail in each program's *Summary Plan Description* provided to all eligible employees.

Emory University reserves the right to adopt, change, or terminate any policy at any time. Emory reserves the right to terminate, suspend, withdraw, amend, or modify the benefit plans in whole or in part at any time. Further, Emory reserves the right to terminate or modify coverage for any group of employees, active or retired, and their dependents or a class of dependents, at any time.

Information completed on all employment forms must be accurate (forms include, but are not limited to, skills inventory, medical history, work permit, criminal history, job application). Continuation of employment is subject to, among other things, the availability of funds or sufficient work.

Nothing contained in any written Human Resources policies, manuals, handbooks, publications or other transmittals of Emory shall constitute or imply a contract of employment between Emory and any employee of Emory. Further, nothing stated or said, whether orally or in writing, to an employee of Emory shall constitute or imply a contract of employment between Emory and the employee. Emory reserves the right to terminate the employment of an employee at any time with or without cause and to modify terms and conditions of employment, including (without limitation) schedule, salary, and benefits at any time.

In addition to this *Staff Handbook*, Emory University's Human Resources *Policies and Procedures Manual* contains all the official Human Resources policies. Each department may have its own *Policies and Procedures Manual* which contains department-specific information.

Amendments to this Staff Handbook may occur after printing. Please refer to the Human Resources website at <http://emory.hr.emory.edu> for the most updated version.

May 2003

For the signature sheet, please turn to page 29 of this handbook, sign, date, and detach the sheet, returning it to Human Resources - Benefits, 1762 Clifton Road. Thank you.

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Human Resources, located at 1762 Clifton Road, is your resource for information on benefits programs, policies, and employee development. Benefits claim forms, Courtesy Scholarship/ Tuition Reimbursement applications, and various brochures are available at Human Resources as well as at Emory University Hospital, The Carter Center, Facilities Management, Payroll, Woodruff Library, and Yerkes.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY PROGRAMS

EQUAL OPPORTUNITY

Emory strives to provide its staff members with the most rewarding and fulfilling employment experience possible. The university reaffirms its commitment to the principle of equal opportunity in employment and education for every current and prospective employee. Emory policy prohibits discrimination based on race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran status. For additional information, call the Office of Equal Opportunity Programs at 404-727-6016, or visit <http://www.emory.edu/EEO/>. The Affirmative Action Plan can be viewed at www.emory.edu/EEO/AAPLAN.

DISCRIMINATORY HARASSMENT

It is Emory's policy that all employees work in an environment free of discriminatory harassment. Harassment of any person or group of persons on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran status is strictly prohibited. Violation of this policy is grounds for disciplinary action. For additional information, please reference "Formal Procedures for Handling Complaints of Discriminatory Harassment" in Emory's *Policies and Procedures Manual*, call the Office of Equal Opportunity Programs at 404-727-6016, or visit www.emory.edu/EEO/.

PROCEDURE FOR HANDLING COMPLAINTS AND GRIEVANCES (DISCRIMINATORY)

You are free to seek answers to any question and to seek adjustment of any grievance arising out of alleged discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status. You do not need to fear being subjected to interference, coercion, or reprisal because of, or as a result of, having filed a grievance or having made an inquiry or allegation of discrimination. These issues should be addressed with the Office of Equal Opportunity Programs at 404-727-6016. For additional information, reference the "Grievance Procedures for Employee and Student Complaints of Discrimination" in Emory's *Policies and Procedures Manual*, call the Office of Equal Opportunity Programs at 404-727-6016 or visit www.emory.edu/EEO/.

SEXUAL HARASSMENT

Emory is committed to providing a work environment free of discrimination, including sexual harassment. Consequently, all forms of sexual harassment in the workplace or in work-related situations are prohibited. You should report sexual harassment issues to your supervisor or to the Office of Equal Opportunity Programs at 404-727-6016. The EOP office ensures that complaints are investigated thoroughly, seriously, and promptly, and is responsible for recommending disciplinary action. For additional information, please reference "Formal Procedures for Handling Complaints of Discriminatory Harassment" in Emory's *Policies and Procedures Manual*, call the Office of Equal Opportunity Programs at 404-727-6016, or visit www.emory.edu/EEO/.

ARTS AT EMORY

Emory has events and organizations open to all those interested in visual and performing arts. More than 200 public arts events are presented by the *Arts at Emory* each year. Most events are free and open to the public. By visiting www.emory.edu/ARTS you can learn about film series, Theater Emory plays, Emory Dance Company, concerts, literature readings, and art lectures and schedules.

The **Donna and Marvin Schwartz Center for Performing Arts**, at the corner of Clifton and N. Decatur Roads, is the largest of six performance venues on campus. It houses a state-of-the-art concert hall, a dance studio, and theater lab. The Center hosts Concerts Division events, ranging from jazz to classical by guest artists and Emory faculty and ensembles, dance performances by Emory Dance Company and touring troupes, and readings of ground breaking plays from Theater Emory's Playwriting Center. For an overview of the center, visit www.schwartzcenter.emory.edu.

The production home for **Theater Emory**, Emory's professional and student company, is the Mary Gray Munroe Theater in the Dobbs University Center (DUC). The Film Studies Program presents a variety of film series in White Hall and Harland Cinema (inside the DUC).

The **Studio Arts Program** is housed in the Studio Arts Building, located off Fraternity Row across from the baseball field, and hosts public showings and lectures. The Creative Writing Program features a half dozen readings by guest authors each year. The Art History Department offers lectures by noted scholars.

The collections of the **Michael C. Carlos Museum** span the globe and the centuries. The museum is a distinguished building by renowned architect Michael Graves.

The many concerts of the Music Department, presentations by Emory Dance, and numerous other performance events are held in campus venues, including the Schwartz Center, Performing Arts Studio, Cannon Chapel, Glenn Memorial Auditorium, and Little Chapel.

Numerous other arts classroom and studio spaces are located throughout campus. **The Woodruff Library** houses the Heilbrun Music and Media Library. Library visitors are treated to exhibits in the Schatten Gallery and a variety of lectures, readings, and symposiums in the Jones Room.

For ticket information, call 404-727-5050.

AWARD PROGRAMS

AWARD OF DISTINCTION

Each year, the Award of Distinction program recognizes university employees who through their initiative, innovation, or leadership have made outstanding contributions to the Emory community. Honorees are invited to a dinner hosted by the university president and receive a \$500 U.S. Savings Bond.

SERVICE AWARDS

If you have served the Emory community more than five years, you will receive a Service Award on each five-year anniversary. If you have served 25 or more years, you will be honored on each five-year anniversary at an annual luncheon

BENEFITS

ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

If you are a regular full-time or part-time employee scheduled to work at least 20 hours per week or a temporary full-time employee scheduled to work at least six consecutive months, you are eligible to purchase supplemental accidental death and dismemberment insurance coverage. In addition to a death benefit, this plan provides varying amounts for loss of limb or dismemberment.

Coverage is also available for your spouse/same-sex domestic partner and dependent children. This plan provides varying levels of coverage at a reasonable premium rate. Coverage for you and your spouse/same-sex domestic partner is in \$10,000 increments to a maximum of \$250,000. Coverage for dependent children is in increments of \$5,000 to a maximum of \$15,000. If you and your spouse/same-sex domestic partner are both employed by Emory, you can not insure each other and only one can insure the children. For details, call 404-727-7613.

AUTO/HOMEOWNERS/RENTERS INSURANCE

Payroll deductions for auto, homeowners and renters insurance are offered through MetPay (Metropolitan Property and Casualty Insurance). The premiums may be discounted; however, you pay the entire cost. For more information, call MetPay at 800-438-6381.

DENTAL CARE COVERAGE

If you are a regular employee scheduled to work at least 20 hours per week or a temporary full-time employee scheduled to work at least six consecutive months, you are eligible to participate in the Dental Plan. The plan offers a choice between Traditional Dental (a preferred provider plan) and Dental Access (a point-of-service plan). Emory shares in the cost of coverage. Contributions may be paid on a before-tax or after-tax basis. For details regarding dental benefits, cost, and coverage, call 404-727-7613.

You must enroll for coverage within the initial 31 days following your date of employment in an eligible status or during open enrollment. If you wish to add or delete dependent coverage due to a change in family status (marriage, divorce, birth of a child), you must submit a change form to Benefits within 31 days of the status change.

DISABILITY INSURANCE

LONG-TERM DISABILITY: If you are a regular staff employee scheduled to work at least 20 hours per week, you are eligible after one year of continuous regular employment. Long-term disability benefits begin after six months of total disability. The monthly benefit is equal to 60% of regular salary, not to exceed \$15,000 per month, and starts after all leave is exhausted. The monthly benefit is offset by Social Security benefits and workers' compensation. Emory pays the entire cost of the plan. You can elect a 4% Cost of Living Allowance (COLA) benefit. This benefit automatically increases long-term disability benefit by 4% if you are disabled. You pay the cost of the COLA option.

SHORT-TERM DISABILITY: If you are a regular staff employee scheduled to work at least 20 hours per week, you are eligible after 31 days of regular employment. The plan is designed to replace part of your income when you are unable to work due to pregnancy, accidental injury, illness or disease that is not work related. The benefit starts after all leave is exhausted. This is a voluntary plan paid by you. Premiums are paid on an after-tax basis.

FLEXIBLE SPENDING ACCOUNTS

If you are a regular employee scheduled to work at least 20 hours per week or a temporary full-time employee scheduled to work at least six consecutive months, you are eligible to participate in Flexible Spending Accounts (FSAs). FSAs can help lower your tax by using before-tax dollars to pay eligible out-of-pocket health/dental care and dependent care expenses. There are minimum and maximum contribution amounts.

GEORGIA HIGHER EDUCATION SAVINGS PLAN

The Georgia Higher Education Savings Plan is available through payroll deduction to regular employees scheduled to work at least 20 hours per work or temporary full-time employees scheduled to work at least six consecutive months. Applications are available from Benefits at 404-727-7613 or TIAA/CREF at 877-424-4377, and on the web at www.Gacollegesavings.com. The Plan provides several options to save for college education for your children, grandchildren or yourself. Earnings from the plan grow free from federal and state income taxes if used for educational expenses.

GROUP LEGAL SERVICES PLAN

The Group Legal Services plan from Hyatt Legal provides valuable legal services for a reasonable monthly fee. If you are a regular employee scheduled to work at least 20 hours per week or temporary full-time employee scheduled to work at least six consecutive months, you are eligible for the Group Legal Services Plan. To obtain the services of an in-network attorney, you should call 800-GET-MET8. Attorneys are available to assist with personal legal issues, such as consumer protection, debt matters, defense of civil lawsuits, document preparation and review, traffic matters, wills and estate planning, and real estate matters. It does not provide coverage for divorce, employment-related matters, criminal convictions, private adoptions, or DUI. Your spouse/same-sex domestic partner and legal dependent children have access to covered legal services under your plan. Coverage can only be dropped during benefits open enrollment or if you become ineligible for benefits.

HEALTH CARE COVERAGE

If you are a regular employee scheduled to work at least 20 hours per week or a temporary full-time employee scheduled to work at least six consecutive months, you are eligible to participate in the health care plan. The plan is a comprehensive managed care program that offers a choice between EmoryCare (PPO), EmoryChoice (HMO) and HealthChoice (PPO). Emory pays a major portion of the contribution for your coverage and shares in the cost for insured dependents. Contributions may be paid on a before-tax basis. For details regarding health care cost and coverage, call 404-727-7613. You must enroll for coverage within the initial 31 days following your date of employment in an eligible status or during open enrollment. If you wish to add or delete dependent coverage due to a change in family status (marriage, divorce, birth of a child), you must submit a change form to Benefits within 31 days of the event.

If an active, full-time employee with at least 10 years of consecutive, regular full-time service dies, the covered spouse/same-sex domestic partner and dependent children can remain on the plan until the earliest of

- the spouse/same-sex domestic partner becomes 65;
- the spouse/same-sex domestic partner remarries;
- the children no longer qualify as dependents under the terms of the Emory University Health Care Plan.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

The federal Health Insurance Portability and Accountability Act (HIPAA) protects the privacy of health care information. In order to meet HIPAA requirements, Emory may require a signed *Authorization of Release* from employees who request help on health care benefit issues that may involve protected health information.

LIFE INSURANCE

Basic group term life insurance is provided by the university at no cost to you. If you are a regular full-time employee, you are provided \$10,000 of coverage. If you are a regular part-time employee scheduled to work at least 20 hours per week or temporary full-time employee scheduled to work at least six consecutive months, you are provided with \$5,000 of coverage. Additional supplemental coverage is available at group rates.

LONG-TERM CARE

If you are a regular employee scheduled to work at least 20 hours per week, you are eligible to enroll in the long-term care plan at your cost. You have 31 days from date of hire to enroll in the plan without providing evidence of insurability. After 31 days, to enroll or purchase additional coverage, evidence of insurability is required.

You can also enroll your spouse/domestic partner, parents, grandparents, in-laws, children and siblings between the ages of 18-80. Evidence of insurability is required. Payroll deduction is available for you and your spouse/domestic partner only. All other family members are billed directly by the insurance company. For information on cost and plan options, contact Benefits at 404-727-7613.

RETIREMENT PLAN

If you are scheduled to work 20 hours per week, you may contribute to the Emory Retirement Plan upon date of hire. After working 1,000 hours in a 12-consecutive-month period and attainment of age 21, the university will contribute 6% of your regular salary to your account. In addition to the 6% contribution, a matching contribution is available. If you contribute 1%, Emory University contributes 1.5% to your account. If you contribute 2%, Emory University contributes 3% to your account. Individuals may make additional tax-deferred contributions to approved funds, subject to applicable IRS limits.

If you were hired after December 31, 2002, you become vested in Emory’s 6% contribution after 5 years of employment, and you become vested in the matching contribution after 3 years. If you leave Emory prior to satisfying the vesting period, the employer contributions and earnings are forfeited. Your own contributions are immediately vested.

UNIVERSITY CONTRIBUTIONS			
EMORY	EMPLOYEE	MATCH	TOTAL
6%	0%	0%	6%
6%	1%	1.5%	8.5%
6%	2%	3%	11%
Vesting Schedule: 5 Years for Basic - 6%; 3 Years for Match - 1.5%, 3%			

SUPPLEMENTAL GROUP TERM LIFE INSURANCE AND DEPENDENT GROUP TERM LIFE INSURANCE

If you are a regular employee scheduled to work at least 20 hours per week or temporary full-time employee scheduled to work at least six consecutive months, you are eligible to participate in the supplemental group term life insurance and dependent group term life insurance plans. You may purchase additional life insurance at group rates for yourself, spouse/same-sex domestic partner, and dependent children. You must enroll for coverage within the initial 31 days following your date of hire in an eligible status. After 31 days, you will be required to provide medical evidence of insurability, subject to approval by the insurance company. If you and your spouse/same-sex domestic partner are both employed by Emory, you can not insure each other and only one can insure the children.

You can elect coverage in \$10,000 increments to a maximum of \$500,000 on yourself. Coverage in excess of \$300,000 requires evidence of insurability. For your spouse, you can elect coverage in \$10,000 increments to a maximum of \$300,000. Coverage in excess of \$50,000 requires evidence of insurability. For your eligible dependents, you can elect coverage in \$2,000 increments to a maximum of \$10,000.

VISION PLAN

If you are a regular employee scheduled to work at least 20 hours per week or a temporary full-time employee scheduled to work at least six consecutive months, you are eligible for Emory Vision Care offered by the Emory Eye Center. The plan offers reduced fees for vision care services, including routine exams, quality eyeglasses and contact lenses, and advanced vision correction surgery. Contributions may be paid on a before-tax basis. You pay the total cost of the plan.

WORKERS' COMPENSATION

Workers' Compensation is an accident insurance program that provides medical and income benefits to employees injured on the job. If you are injured on the job, you should notify your supervisor of the injury immediately. In addition, report the injury immediately to Employee Health Services, even if the injury seems minor. Initially, you must complete an *Emory Employee Incident Report* form and report to the

employee health nurse practitioner for assessment and treatment. If a referral is needed, you will be referred to a panel physician. Listings of our panel physicians are posted in various locations throughout Emory University, Emory University Hospital, Crawford Long Hospital, and Wesley Woods Hospital campuses. Under the program, all authorized doctor bills, hospital bills, prescriptions, necessary travel expenses, and rehabilitation will be covered if the injury occurred within the scope of employment.

The Workers' Compensation Program is administered by the Employee Health Services for Emory University and Emory Healthcare under the provisions of the Workers' Compensation Act of the State of Georgia. For more information on workers' compensation, call 404-686-7780. In the event of a life-threatening injury, dial 911.

The Environmental Health and Safety Office provides training and material concerning workplace safety. For their assistance, call 404-727-5688.

DINING FACILITIES

EMORY CAMPUS LOCATIONS

Cox Hall Food Court: Fast food, limited entrees.

Dobbs University Center: All-You-Can-Eat buffet, snack bar, faculty dining room available to staff and faculty.

The Depot: Coffee, pastries.

EDUCATIONAL RESOURCES

CAREER COUNSELING

Career counseling is available through the Faculty Staff Assistance Program. Call 404-727-4328.

CENTER FOR LIFELONG LEARNING

The Center for Lifelong Learning extends Emory's ideal of the learning community beyond the core partnership of faculty and degree-seeking students by providing learning experiences to our neighbors. This department of non-credit adult education includes Evening at Emory, Evening at Oxford, IT @ Emory (computer courses), Business and Investment, Emory Academy for Retired Professionals, Educational Travel, and GreatTeachers Lecture Series. For more information, visit www.emory.edu/eve/ or call 404-727-6000.

COURTESY SCHOLARSHIP

Courtesy Scholarship is a tuition-only scholarship available to you and your eligible family members who apply and are admitted for enrollment in an academic program at Emory University. Please contact the specific school's admissions office for admission requirements: Graduate School of Arts & Sciences 404-727-0184; School of Law 404-727-6801; Goizueta Business School 404-727-6311; Rollins School of Public Health 404-727-0195; Nell Hodgson Nursing School 404-727-7980; Candler School of Theology 404-727-6326; Emory College 404-727-6036; Medical School 404-727-5660; and Oxford College 404-784-8328.

ELIGIBILITY

All regular employees scheduled to work at least 20 hours per week are eligible to enroll tuition-free in undergraduate or graduate coursework after the completed required service. Regular full-time employees may enroll in up to 5 credit hours per academic session. Regular part-time employees may enroll tuition-free in up to 4 credit hours per session.

Employees must have completed 1 year of regular full-time employment, or 2 years if part-time. In certain circumstances, the employment waiting period may be waived if the coursework is directly job related. A waiver may be requested by part-time employees after 1 full year of employment. The waiting period must be satisfied with each break in service of 12 months or greater.

Eligible spouses or same-sex domestic partners of regular full-time employees may enroll in up to 5 credit hours each academic session. There is a 2-year waiting period for undergraduate eligibility. Spouses or same-

sex domestic partners of regular part-time employees are eligible for up to 4 credit hours per academic session, after a wait of 4 years for undergraduate level courses. Documentation of relationship is required.

Spouses, same-sex domestic partners, and eligible children of employees hired after December 31, 2002, receive a graduated benefit based on the employee's years of service:

2-5 years:	50%
5-10 years:	75%
10 or more years:	100%

Children who are natural or legally adopted and under age 25 in an undergraduate degree-seeking status may receive a scholarship after 2 years of employment by regular full-time employees or 4 years of employment by regular part-time employees. Documentation of relationship of child to employee is required. Dependent children of employees hired after December 31, 2002, receive a graduated benefit based on the employee's years of service: 2-5 years: 50% scholarship; 5-10 years: 75% scholarship; 10 or more years: 100% scholarship.

Spouses and same-sex domestic partners of deceased employees, who at the time of death were current employees and had met the eligibility for the dependent/spouse/same-sex domestic partner Courtesy Scholarship program, are eligible to enroll in undergraduate courses only each academic session, not to exceed 5 credit hours for those employees who were employed in a regular full-time status at the time of death or 4 credit hours for those employees who were employed in a regular status of at least half-time at the time of death. There is no limitation on the number of academic credit hours that may be taken by an eligible child per academic session. Surviving spouses who remarry will not be eligible for the Courtesy Scholarship benefit.

APPLICATION

Applications for the Courtesy Scholarship may be obtained in Human Resources or at <http://emory.hr.emory.edu/forms.nsf>. An application for the Courtesy Scholarship is for financial assistance only and is not an application for admission to an academic program of Emory University. Completed applications for employees must be returned to Human Resources at least 30 days prior to the beginning of the academic session. A new application must be completed for each academic session. Applications for your spouse, same-sex domestic partner, or children must be returned to Human Resources at least 60 days prior to the beginning of the academic session for which the application is being made. Indicate on the form if the scholarship is being requested for more than one session. If only one session is checked, the scholarship will be valid for that session only. The application may be completed for the entire academic year. A new application must be submitted each academic year for any courses to be taken.

INCOME TAX INFORMATION

The taxability of the Courtesy Scholarship program is determined by federal regulations and is subject to change. The dollar amount of the tuition received by the employee and/or the employee's spouse/same-sex domestic partner must under federal law be reported by the university as taxable income to the employee.

SKILLS ENHANCEMENT PROGRAM (SEP)

Emory encourages you to continue to enhance your education and skills while you work here. To support this endeavor, we offer the Skills Enhancement Program, consisting of five distinct courses:

- **Adult Basic Education (ABE):** The ABE course is designed to enhance the general reading, writing, mathematics, and comprehension skills of the adult learner. It will also prepare the student for entrance in the Pre-GED course.
- **English as Second Language (ESL):** For those adults whose first language is other than English, there is the ESL course. During this course, students focus on reducing their accent, improving pronunciation, mastering English vocabulary, and improving their comprehension skills. The students also develop a broader understanding for idiomatic English.
- **General Educational Development (GED)/College Preparation:** The principal GED course is directed at the student who tests at the 10th grade equivalency or higher. The focus of the course is to prepare the student to succeed in the following GED skills: Language Arts-Reading, Language Arts-Writing, Mathematics, Science, and Social Studies. The College Preparation course is designed to meet the needs

of the adult learner who has graduated from high school but would like to refresh his or her secondary skills before entering an advanced vocational and/or degreed program.

- **Pre-GED:** This course is designed to facilitate a strong foundation for the adult learner in the following GED skills: Language Arts-Reading, Language Arts-Writing, Mathematics, Science, and Social Studies.
- **Reading Readiness:** This course is designed to improve basic skills in reading, writing, and critical thinking.

For more information, call 404-727-7607.

TRAINING AND DEVELOPMENT

Professional development courses, seminars, and workshops are available to support and advance organizational and individual performance effectiveness. Classes are offered at no cost or for a minimal charge. Your supervisor is encouraged to view your participation in training programs as an element of ongoing development. For course descriptions, schedules, and registration, please visit <http://emory.hr.emory.edu/training.nsf>.

TUITION REIMBURSEMENT

Tuition Reimbursement is designed to promote the professional and educational development of Emory employees. Tuition is reimbursed for enrollment in job-related or Emory career path coursework at accredited educational institutions other than Emory University.

ELIGIBILITY

Regular employees scheduled to work at least 20 hours per work week are eligible to be reimbursed for the tuition costs of up to 5 credit hours per academic session. Regular part-time employees scheduled to work at least 20 hours per week are eligible to be reimbursed for up to 2.5 credit hours per academic session. Only employees are eligible for Tuition Reimbursement benefits.

Participation in the Tuition Reimbursement Program has no waiting period and may start at the beginning of the school session following the date of employment. The employment status at the end of the course determines the reimbursement rate. For example, if at the beginning of the course the employee is full-time and at the end is part-time, he or she will be reimbursed at the part-time rate. All courses taken must be for credit and be directly related to the employee's current job or the employee's career path at Emory. Eligible employees must receive either a grade of "C" or better, or a passing grade under pass/fail, to receive reimbursement. All *Tuition Reimbursement* applications will be reviewed by Human Resources for reimbursement eligibility.

APPLICATION

Applications are available in Human Resources. Completed applications must be submitted to Human Resources no later than 5 business days after the first day of class. The appropriate department head, senior administrator, or supervisor of the employee's department must sign the application. No later than 30 days after the completion of the course, submit to Human Resources the approved *Tuition Reimbursement* form, the proof of grade or *Certificate of Completion*; and the original paid tuition receipt. Checks will be direct-deposited unless otherwise requested.

EMERGENCY SERVICES

BLUE LIGHT PHONES

The Blue Light Phones are mounted on poles with blue lights on top. The more than 40 phones, located throughout the entire campus, provide a direct phone link to the Emory Police Communications Center, manned 24-hours-a-day. If you have or know of a crime, fire, or medical emergency that is occurring, or need to request an escort, simply pick up the handset or press the "call" button and you will be connected to a 911 operator.

EMERGENCY INFORMATION

For the campus emergency response status, visit www.emory.edu/EMERGENCY.

“FIRST RESPONDER”

The First Responder Unit is a student-run emergency medical response unit administered and funded through Emory Police. The members of this unit are certified First Responders or Emergency Medical Technicians. The unit’s vehicles carry basic life-support equipment and each vehicle is always staffed with a certified Emergency Medical Technician. The unit operates 24 hours a day during the regular academic year, and works closely with the DeKalb County EMS Division. Illness, injury and emergency medical assistance are requested through the Emory Police 911 Center.

MOTORIST ASSISTANCE PROGRAM

Parking and Community Services provides free assistance with a locked vehicle, flat tire, dead battery or jump starts 24 hours a day, 7 days a week. Call 404-727-PARK.

SECURITY ESCORTS

Emory Police, in conjunction with Community Services, provides security escorts to insure the safety of those who travel the campus. These escorts are provided by the Community Services Officers, Student Patrol, and Emory Police officers. To request the security escort service, call 404-727-8005. The EPD dispatcher will arrange for an escort to meet you and accompany you to your destination.

EMPLOYEE DISCOUNTS

DOBBS UNIVERSITY CENTER (DUC)

You are eligible for ticket discounts at the DUC for events and attractions such as Braves games, the Atlanta Zoo, Stone Mountain Park, and the Biltmore House. You can also purchase discount tickets for Regal, United Artist, and AMC Theaters. The DUC Ticket Desk also is a distribution point for campus program tickets including speakers, concerts, dances and more. Students, faculty and staff may obtain tickets at the desk by presenting a valid Emory ID. For more information, visit www.emory.edu/DUC/tickpage.html. You may also subscribe to the DUC Tickets distribution list by sending an e-mail to duc-tix@emory.edu.

EMORY SAVES (EMPLOYEE DISCOUNT PROGRAM)

Many area businesses offer discounts to Emory staff, faculty and students. The Employee Discount website lists participating businesses and can be accessed at <http://epic.emory.edu/empdisc/main-empdisc.htm>.

EMPLOYEE REFERRAL PROGRAM

FIND AN ORIGINAL

The “Find an Original” employee referral program encourages you to refer qualified candidates for open positions. Once you have found “an original,” you will be eligible to receive \$250 (before applicable taxes) if the candidate is hired and remains in a position of good standing for at least 90 days. If the candidate you refer is hired into designated specialty categories, you will receive \$500 (before applicable taxes).

All referrals must be made using the *Referral Form*, available in any of the Human Resources offices, at the concierge desk in Building A of The Emory Clinic, or from departmental Human Resources representatives. Completed forms must be returned to one of the five Human Resources offices with either a resume or completed *Application for Employment*. A referral received after the candidate has been offered a position and/or hired, or a referral of a candidate that has previously applied for employment will not be eligible.

Emory reserves the right to amend, interpret, terminate, or suspend this program at any time. For additional information, visit http://emory.hr.emory.edu/erp/erp_main.htm.

FACULTY STAFF ASSISTANCE PROGRAM (FSAP)

FSAP services promote individual and organizational health and wellness. The program offers guidance whether your concern is personal or work-related; or whether it involves yourself, a family member, friend, or colleague. Call at the earliest sign of a concern before it becomes a crisis. Services are provided by licensed professionals who maintain strict confidentiality in the delivery of consulting and clinical interventions.

BEHAVIORAL MENTAL HEALTH SERVICES

The FSAP offers comprehensive assessments, brief counseling, case management, and assistance with obtaining appropriate referrals through your health plan with an external provider.

Services are available to help with a variety of concerns, such as problems in personal and/or work relationships; grief issues; alcohol and drug abuse; financial pressures; depression; work performance; effective communication; stress management; and crisis intervention. Other services include:

- Career counseling
- Conflict mediation and resolution
- Fitness-for-duty evaluations
- Leadership consultation
- Return-to-work conferences
- Training and education

All counselors are knowledgeable about additional resources on campus and in the community to meet your needs. They will help you develop and implement a plan of action to address your concerns. Services are available to individuals, groups, couples, and immediate family members. These services are free and confidential. Appointments with the FSAP scheduled during work may be treated and paid as work time.

HEALTH PROMOTION AND WELLNESS

The FSAP is committed to help faculty and staff pursue wellness as a way of life. Wellness services include:

- Blood drives and flu shots
- Child care, elder care, and summer camp referrals
- Ergonomics
- Freedom from Smoking sessions
- Health risk appraisals
- InfoStops/FitStops/HealthFairs
- WeightWatchers@Emory

ORGANIZATIONAL DYNAMICS

Organizational dynamics is a systematic process designed to promote organizational health. The FSAP provides organizational assessments, change management, executive coaching, and intervention services to enhance departmental communication, work relationships, and overall effectiveness. These programs address the human emotional change and transition. Process consultation services are custom-designed following an assessment of need. For more information or to schedule an appointment, visit www.emory.edu/fsap or call 404-727-4328.

FAMILY RESOURCES

BRIGHT HORIZONS CHILD CARE CENTER

Bright Horizons Child Care Center is a childcare facility available to Emory employees and convenient for employees who work in midtown. For more information on enrollment procedures and tuition rates, call 404-881-3790.

REFERRAL SERVICE

As one of the benefits of your employment, Emory is pleased to make available, at no cost to you, Family Resources, offered through the Faculty Staff Assistance Program (FSAP). This service is designed to assist you with child care, elder care and summer camp referrals as well as other family care questions and needs. The FSAP contracts with BrownRichards & Associates to assist you in obtaining information that is current, accurate, and tailored to your needs.

While Emory covers the consultation cost, individual clients are responsible for any costs associated with an option or a program that they select. Please be assured that the nature and content of your discussion with BrownRichards & Associates is regarded as confidential.

To use Family Resources, please contact the FSAP at 404-727-4328.

THE CLIFTON SCHOOL

The Clifton School is a private, non-profit center serving employees from Emory, Children's Healthcare of Atlanta, and the Centers for Disease Control and Prevention. The school provides quality care for children ages 6 weeks to 5 years throughout the year and a summer camp for children ages 5 to 12. Conveniently located, the Clifton Campus is located at 1700 Clifton Road, and the Clairmont Campus is at 1900 Starvine Way. Tuition can be paid through payroll deduction. A subsidy is available to parents with a household income up to \$55,000. For more information, call 404-315-6340 or 404-636-4073 or visit www.cliftonchildcare.org.

WALDEN SCHOOL

The Walden Early Childhood Center of the School of Medicine, located on the Clairmont Campus, is a nationally recognized program focused on teaching pre-academics, social skills, independence, and school readiness for ages 2 to 5. For more information, call 404-727-3964.

HEALTH & FITNESS RESOURCES

BLOMEYER HEALTH FITNESS CENTER

Emory employees are eligible to purchase a membership at the Blomeyer Health Fitness Center, located on the 5th floor of the 1525 Clifton Building, Visit <http://emory.hr.emory.edu/blomeyer/Blomeyer.html> or call 404-727-4600. When you join, you may receive a free fitness assessment as well as a free consultation with a personal trainer. Membership costs for Blomeyer also include membership in Emory Recreation Services. As a member of the Blomeyer Health Fitness Center at Emory, you are eligible for a discounted membership at the **Plaza Executive Health Club** in the Bank of America Plaza in Midtown at 600 Peachtree Street, N.E. For more information, call 404-874-4584.

PLAZA EXECUTIVE HEALTH CLUB

Emory employees who work at Grady Hospital are eligible to join the Plaza Executive Health Club at discounted rates. Plaza membership for Grady employees is not contingent upon Blomeyer membership. For details, call 404-874-4584.

EMORY RECREATION SERVICES

All full-time employees of Emory University are eligible to purchase an annual membership. In most cases, spouses, domestic partners, and dependents are also eligible. To apply for membership, visit the Services' membership office, located on the third floor. Visit www.wpec.emory.edu/ or call 404-727-6547.

STUDENT ACTIVITY AND ACADEMIC CENTER (SAAC) - CLAIRMONT CAMPUS

Emory employees are eligible to join the SAAC, a state-of-the-art fitness center completed in 2003. The facility's host of amenities include a 108'x88'x28' arena; Cybex strength training equipment, treadmills and crosstrainers; an Olympic-sized swimming pool with diving boards, plus a lap pool and a kids' pool. Membership costs include Emory Recreation Services' fees. For more information, call 404-712-2430.

FITNESS AT OXFORD

WILLIAMS GYMNASIUM

Williams Gym is a multipurpose facility popular with students and staff alike. This facility is used for physical education classes and intramural sports, such as volleyball, indoor soccer, basketball, badminton, and intercollegiate basketball. Emory University employees may be admitted with an Emory ID.

COVINGTON ATHLETIC CLUB

Oxford employees with an Oxford ID are eligible to join the Covington Athletic Club at discounted rates. The facility offers Nautilus-circuits, cardiovascular equipment, fitness evaluation and testing, an indoor pool, tennis, racquetball, spa, and other services. For more information, call 404-784-8376.

MONEY MATTERS

CHECK CASHING AND ATMS

The Cashier's Office, located in the Boisfeuillet Jones Center, will cash personal checks, travelers checks, and money orders for employees. You may cash checks up to \$75 by presenting a picture ID (Georgia Driver's License or state ID card) and a current EmoryCard. You will be charged a \$25 fee for each returned check. After one returned check, the check cashing privilege is revoked for six months. ATMs are available on campus and at area banks. The Emory Federal Credit Union has ATMs located in the DUC and the Emory Clinic, located on Ponce de Leon Avenue, downtown Decatur. In addition, Bank of America, SunTrust, and Wachovia have ATMs located outside the DUC.

EMORY FEDERAL CREDIT UNION (EFCU)

You may wish to open an account at the Emory Federal Credit Union. EFCU offers savings and checking accounts, credit cards, loans, and other services. Contact one of the three locations for more information or visit www.emoryfcu.com.

Main Office: 1237 Clairmont Road, Atlanta, GA 30030 404-329-6415

Emory Campus Branch: 605 Asbury Circle (DUC), Atlanta, GA 30322 404-727-9950

Crawford Long Branch: Suite 101A, 478 Peachtree Street, Atlanta, GA 30308 404-686-2559

EMORYGIVES

EmoryGives is a charitable partnership of employees of Emory University, Oxford College and Emory Healthcare, including Emory Children's Center, Emory Clinic, Emory and Crawford Long Hospitals and Wesley Woods Center. It offers employees several exciting ways to help 413 worthy nonprofit groups address an array of health, human-service, community, and environmental needs. Through EmoryGives, employees can donate money, time, and skills. During the annual campaign, donations can be made through payroll deduction, a direct, one-time donation; or via a pledge to be billed by the charitable partner on specific dates. For details, visit www.emorygives.emory.edu/ or call 404-727-2020.

ONLINE W-2

Emory University employees have the option to receive their W-2s online. For details, call Payroll at 404-727-6100.

PAY DATES

If you are a **salaried (exempt)** employee, you will be paid on the last business day of each month. If you are an **hourly (non-exempt)** employee, you will be paid on a biweekly basis, every other Friday. You must have your paycheck direct-deposited into an account at your financial institution. Direct deposit forms are available through Human Resources, Data Services, and Payroll. The alternative option for those without a direct deposit account is Cash Pay. The Cash Pay application form and the ATM (automated teller machine) cards are located in Payroll. Several area banks may waive monthly fees for Emory employees or offer other group banking incentives. Check with your financial institution to see what is available.

SEPARATIONS FROM EMPLOYMENT

DEATH

Your department should notify Benefits, Data Services, and Payroll in the event of your death. Your estate will receive your final paycheck, which includes any unused vacation up to maximum allowed by policy, or accrued holiday time (but not sick leave nor floating holidays) if you have completed six months of employment at the time of your death.

DISMISSAL

If you are dismissed involuntarily for performance, attendance, or behavior, and have completed six months of employment, you will be paid for actual hours worked, any unused vacation up to maximum allowed, and accrued holiday time (but not sick leave nor floating holidays) in the final paycheck.

EXIT INTERVIEWS

If you are separating from Emory, you or your supervisor must schedule an exit interview with Human Resources at 404-727-7625. During the exit interview, you will be asked to complete a questionnaire (which does not become part of your permanent file), and you will be given the opportunity to discuss your work experience at Emory and reasons for separation. If work demands are such that you can not attend a face-to-face exit interview, a questionnaire will be mailed to you for completion and return to Human Resources. In addition, an *Exit Interview Questionnaire* can be found at <http://emory.hr.emory.edu/forms.nsf/>.

FINAL PAYCHECKS AND UNEMPLOYMENT INSURANCE

When you separate from Emory, your final paycheck is distributed at the next regularly scheduled payday. State law does not require an employer to have the final paycheck ready at the time of separation.

Unemployment Insurance: You may apply for unemployment insurance benefits at the nearest Georgia Department of Labor office. The State of Georgia is responsible for the administration of this program and determines eligibility for unemployment benefits. Emory complies with state regulations by providing separating employees with a *Notice of Separation*. Employees may apply for Unemployment Insurance benefits as soon as possible after your last working/paid day by presenting the *Notice of Separation*, or a copy of a separation letter from your department. Benefits, if approved, will be effective the date you first filed for benefits. Specific qualification requirements, benefits, and office locations may be obtained from the Department of Labor at www.dol.state.ga.us/.

REDUCTION-IN-FORCE

From time to time it becomes necessary to eliminate regular staff positions to meet organizational needs. When this occurs, Emory strives to handle these matters in a systematic and consistent manner. Human Resources recommends the department management give you a minimum of two weeks advance notice prior to layoff or elimination of a position. The department may provide comparable pay in lieu of notice. In addition, if you have completed six months of employment, you will be paid for any unused vacation up to maximum allowed, and accrued holiday time (but not sick leave nor floating holidays) in the final paycheck.

REEMPLOYMENT

If you separated from employment with Emory University under satisfactory circumstances, you may be eligible for reemployment. If reemployed in a status eligible for benefits, you have prior eligible service time with Emory University that may be counted toward your length of service for vacation, sick leave accrual and service award determination.

RESIGNATION

When you resign from Emory, you are required to provide appropriate written notice to your department at least two weeks in advance. If you have been employed for six months prior to resignation, you will be paid for any unused accrued vacation up to maximum allowed and accrued holiday time (but not sick leave nor floating holidays) in the final paycheck.

RETIREMENT

If you are considering retirement, you should contact your benefits specialist to discuss any benefit-related issues. The benefits specialist will provide you with a retirement packet with information and required forms. You are encouraged to start the retirement process at least three months prior to your expected retirement date to ensure enough time for necessary paperwork. You will be paid for unused vacation up to a maximum of 240 hours or accrued holiday time (but not sick leave nor floating holidays) at the time of retirement. To retire with benefits you have to be at least age 55 with 10 years of consecutive service of half

time or more, and your age and service must equal 75. Staff and principals can apply up to one year of unused sick leave toward the service requirement. For more information, call 404-727-7613 or visit <http://emory.hr.emory.edu/benefits.nsf>.

TIME AWAY FROM WORK

BEREAVEMENT LEAVE

If you are a regular employee or rehired retiree scheduled to work at least 20 hours per week, bereavement leave is provided to attend services for relatives, same-sex domestic partner, or close personal friends. Absence due to bereavement leave may be compensated for up to five days per occurrence. You must notify your supervisor as soon as possible of any absence due to the death of family or close personal friends, and complete a *Request for Leave* form to allow your supervisor to arrange staffing levels and continuation of services.

EDUCATIONAL LEAVE

Emory supports the educational development of employees to expand their personal and professional growth. An educational leave of absence may be granted, with the approval of the employee's department, to regular full-time or part-time employees who work at least 20 hours per week and who have been employed for two consecutive years. An educational leave may be granted for up to two years to employees to pursue educational opportunities that will enhance their ability to perform their jobs more effectively or to pursue an Emory career path. At the beginning of the leave of absence, university employees must use any vacation leave and floating holiday hours before entering into a non-paid status. Whenever possible, departments should hold a position for an employee on an educational leave of absence. However, depending on the length of the leave and the operational needs of the department, a position may or may not be held.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Eligible employees may take up to 12 workweeks of unpaid, job-protected leave under the Family and Medical Leave Act (FMLA) in a rolling 12-month period for specified family and medical reasons.

EMPLOYEE ELIGIBILITY

To be eligible for FMLA leave, you must:

- have worked at least 12 months;
- have worked at least 1,250 hours for the company over the preceding 12 months;
- work at a location where there are at least 50 employees within 75 miles.

NOTE: Calculation for 1,250 hours includes only actual hours worked.

REASON FOR LEAVE

FMLA leave may be taken for the following reasons:

- birth of a child, or to care for a newly-born child;
- placement of a child with the employee for adoption or foster care;
- to care for an immediate family member (employee's spouse, child, or parent) with a serious health condition*; or
- because of the employee's serious health condition which makes the employee unable to perform the functions of the employee's job.

*NOTE: Definition of child is 18 years or younger, or child incapable of self-care because of a disability.

*NOTE: If the employee is on FMLA leave to care for a family member with a serious health condition and the family member dies during the FMLA leave, the FMLA leave ends at that time.

DURATION OF LEAVE

If you are eligible, you may receive up to 12 workweeks of unpaid leave during any “rolling” 12-month period, measured backward from the date on which FMLA leave commences. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

If you are eligible, you may take FMLA leave intermittently (in blocks of time), or by reducing your normal weekly or daily work schedule, when medically necessary for your own or immediate family member's serious health condition. Intermittent leave is not permitted for birth of a child, to care for a newly born child, or for placement of a child for adoption or foster care. If you require intermittent leave or reduced-

schedule leave, you must try to schedule your leave so that it will not disrupt the department's operations. At the beginning of the FMLA leave, you must use any accrued sick leave (if applicable), then accrued vacation leave, and then accrued floating holiday hours before entering into a non-paid status. You will not accrue leave benefits while on a leave without pay status.

If you and your spouse are employed at Emory, you both are limited to a combined total of 12 workweeks of FMLA leave if the reason for the request is for the birth and care of a newborn child, foster care placement or adoption of a child. However, for other qualifying reasons under FMLA, each eligible spouse is entitled to 12 workweeks.

If you are on an approved leave, you may continue participation in health care coverage during this period. While in a paid status (utilizing accrued leave benefits) the portion of the contribution cost is deducted from the employee's paycheck. If you should go on leave without pay, you will need to make arrangements to pay contribution costs. For more information, contact Human Resources.

JOB RESTORATION

Upon returning from FMLA leave and if you are eligible, you will be restored to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. Exceptions are permitted when the original position is abolished during the FMLA leave due to reduction in force, reorganization, or if the employee would not otherwise have been employed even if leave had not been taken.

NOTICE AND MEDICAL CERTIFICATION

When seeking FMLA leave, you may be required to provide:

- Thirty days advance notice of the need to take FMLA leave, if the need is foreseeable, or notice as soon as practicable in the case of unforeseeable leave;
- Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member must be returned before your leave begins, or if not possible, within 15 days of the department's request to provide the certification. If you fail to do so, Emory University may delay the commencement of the your leave or withdraw any designation of FMLA leave, in which case your leave of absence would be unauthorized, subjecting the employee to discipline up to and including dismissal. Second or third medical opinions and periodic re-certifications may also be required;
- Periodic reports as deemed appropriate during the leave regarding the your status and intent to return to work;
- Medical certification of fitness for duty before returning to work, if the leave was due to the your serious health condition.

Failure to comply with the foregoing requirements may result in delay or denial of leave.

HOLIDAYS

If you are a regular employee or rehired retiree scheduled to work at least 20 hours per week, you are provided with paid holiday leave. Nine holidays plus up to two floating holidays each calendar year, depending upon your status, are observed. The university observes the following schedule: New Year's Day - 1 day; Martin Luther King Jr.'s Birthday - 1 day; Memorial Day - 1 day; Independence Day -1 day; Labor Day - 1 day; Thanksgiving - 2 days; Christmas - 2 days. The specific dates for the observance of official holidays will be announced each year. The number of paid holiday leave hours are prorated for regular part-time employees based on number of hours scheduled.

To be eligible for paid holiday hours, if you are a nonexempt employee, you must have worked or been in an approved paid leave status your entire last scheduled workday before and the entire first scheduled workday following the holiday. A nonexempt employee is not eligible for holiday pay if he or she is on an authorized leave without pay when the holiday occurs. If you are an exempt employee, you are eligible for holiday pay if you work for part or all of the week in which the holiday occurs or are on approved paid leave for the week in which the holiday occurs.

INCLEMENT WEATHER LEAVE

The university is committed to maintaining business and operations during inclement weather periods. However, in the event of life-threatening weather conditions, the provost may deem it necessary to close the university officially or delay normal reporting times.

DELAYED OPENING: Emory will open at a specified time to be announced by 5:00 a.m. on local radio and television stations.

CLOSING: Classes, examinations, and operations will be cancelled, except the Hospitals, Food Services, Emory Police, and Facilities Management. It is the department head's responsibility to determine "closings" for employees scheduled to work during the weekend.

Call 404-727-1234 for delayed openings or closings.

If you are a regular full-time or part-time employee scheduled to work (not on vacation leave, sick leave, or leave of absence), you will be provided paid leave in the event of a delayed opening or business closing. If you are a nonexempt employee required to work during the closing period, you will be compensated at time and a half for all hours worked. If you do not report to work or arrive late when the university has not been officially closed or delayed, you must use vacation or floating holiday leave balances. If these balances have been exhausted, you will not be paid for those hours.

JURY DUTY LEAVE

If you are a regular employee or rehired retiree scheduled to work at least 20 hours per week, and you are summoned during regular work hours to serve on a jury or a witness service in which you are subpoenaed, you are provided with paid jury duty leave. You must notify your supervisor of jury duty by submitting a *Request for Leave* form with a copy of the summons or subpoena attached. You will receive your regular rate of pay for jury duty hours away from work. If you are a plaintiff or defendant and/or voluntarily appear in court as a witness, you are not entitled to jury duty leave pay and the absence from work must be pre-approved. The *Request for Leave* form is located at <http://emory.hr.emory.edu/forms.nsf/>.

MEDICAL LEAVE (NON-FMLA)

Regular employees scheduled to work at least 20 hours per week are eligible to request a medical leave of absence for a serious health condition which renders them unable to perform the functions of their job. A serious health condition is defined as any illness, serious injury, impairment, or physical or mental condition.

ELIGIBILITY

Eligible employees include regular full-time employees and regular part-time employees scheduled to work at least 20 hours per week and are otherwise ineligible for Family Medical Leave Act (FMLA) leave for their own serious health condition or request to care for a same-sex domestic partner with a serious health condition. At the beginning of the leave of absence, you must use any accrued sick leave, vacation leave, and floating holiday hours before entering into a non-paid status. You will not accrue leave benefits while on a leave without pay status.

Emory provides benefits for employees who are injured during the performance of job duties. You must notify your supervisor as soon as an injury or illness occurs on the job in order to be eligible for benefits. You may not be eligible for benefits if the injury or illness is not reported in a timely manner. For more information, contact Employee Health Services/Workers' Compensation at 404-686-8589.

MILITARY LEAVE

Emory respects and supports an employee's decision to serve and protect our country. If you enter active duty in the Armed Forces, voluntarily or involuntarily, you are entitled to return to your previous or equivalent position after discharge or release from active duty as long as you meet the basic eligibility criteria of the Veterans Reemployment Act: the cumulative period does not exceed 5 years; you must be discharged honorably; and you must apply for reemployment according to time limits, which are based on the length of military service.

You also may take leave for activities such as National Guard duty, weekend drills, or annual reserve duty. You have the option of using accrued vacation leave or taking leave without pay. You should discuss with your supervisor any request for military leave. For additional information for requesting leave, refer to "Military Leave" in Emory's *Policies and Procedures Manual* or call 404-727-7625 or visit <http://emory.hr.emory.edu/policies.nsf>.

PERSONAL LEAVE

Leave may be granted to regular employees scheduled to work at least 20 hours per week for personal reasons at the discretion of and with approval by their department. The duration of a personal leave will be 30 calendar days. Two extensions may be granted in 30-day increments for a period not to exceed a maximum of 90 calendar days. At the beginning of the personal leave of absence you must use any accrued sick leave, vacation leave, and floating holiday hours before entering into a non-paid status. You will not accrue leave benefits while on a leave-without-pay status.

SEASONAL LEAVE

Some departments' staffing needs decrease on a seasonal basis. **A seasonal leave may be granted for 90 calendar days or less, wherein employees are expected to return to work at the end of the leave period.** Upon return to work after a seasonal leave, no break in service is considered to have occurred. You have the option to use unused vacation leave, floating holidays, or accrued holiday hours, or to take leave without pay during this period. Use of sick leave is not an option.

SICK LEAVE

If you are a regular full-time or part-time employee scheduled to work at least 20 hours per week, you are eligible to accrue sick leave. You shall not be compensated for accrued sick leave balances upon separation. You may be granted sick leave when you are unable to perform job duties as a result of personal illness (includes accident, injury, pregnancy or childbirth, or other medical conditions); have an appointment with a health care provider; or must care for an immediate family member. For the purpose of this policy, immediate family shall be the employee's spouse, same-sex domestic partner, children and parents, regardless of domicile, and any other relative residing in the employee's home.

Sick leave accrual rates increase based on length of service, and there is no maximum accumulation.

You have the responsibility to report to your supervisor prior to taking sick leave or at your earliest opportunity and to meet the department's call-in procedure, giving the reason and expected date of return. In cases of excessive use of sick leave, or sick leave for more than a brief time, you may be required to present a health care provider's statement before receiving sick leave pay. Excessive use of sick leave may also result in disciplinary actions.

VACATION LEAVE

If you are a regular full-time or part-time employee or rehired retiree scheduled to work at least 20 hours per week, you are eligible to accrue paid vacation leave. If you are a staff employee, you accrue vacation leave on a biweekly or monthly basis based on years of service. **A maximum of 320 leave hours (equivalent to 40 days) may be accrued and carried over from year to year.** If you are a principal employee, you will be credited with annual vacation days each September 1. **A maximum of 320 leave hours (equivalent to 40 days) may be accrued and carried over from year to year.**

If you are an eligible monthly paid (exempt) employee who is employed on or before the 15th of the month, you earn vacation at the full monthly accrual rate for that month; if you are employed after the 15th of the month, vacation is earned at the end of the following month.

Biweekly and monthly vacation accrual rates increase based on length of service up to an established maximum of 320 hours. If you are a monthly paid (exempt) employee, your supervisor is required to track vacation leave accrual and usage so that the maximum number of hours are not exceeded. If you are a biweekly (nonexempt) employee, your hours are tracked through the university time and attendance system.

Consideration shall be given to all requests for vacation leave. However, in some circumstances, a particular request may not be granted. You must request and schedule vacation time in advance with your supervisor. Only accrued vacation may be taken and vacation leave can not be advanced.

If you have been employed in an eligible status for at least six months and leave the university, you will be paid for unused vacation hours up to a maximum of 240 hours.

TRANSPORTATION OPTIONS

CARPOOLING

Emory provides subsidies for carpools and vanpools. If you are interested in finding a car/vanpool partner(s), visit Commute Connections at www.commuterconnections.com/app.asp to complete the *Ridematch Application*. You should receive a list of potential car/vanpool partners within five business days. Visit www.epcs.emory.edu/AltTransp/alternative_transportation.htm or call 404-727-1829 for details.

EMORY SHUTTLE

Shuttles are provided to/from the various parking decks and main campus. Shuttle routes and times vary. A complete list of route information is available at www.epcs.emory.edu/AltTransp/alternative_transportation.htm or call 404-727-1829.

GUARANTEED RIDE HOME (GRH)

If you are registered in either the bike, walk, carpool, vanpool, or MARTA programs, you are eligible for a Guaranteed Ride Home (GRH) in case of an emergency, up to five times during a year from your registration date. To register for the GRH, you may complete the application on the back of the program registration form, or visit www.commuterconnections.com/grh.html or call 404-727-1829.

MARTA

Emory provides a full subsidy if you are an eligible employee who chooses to use MARTA as your primary mode of transportation to/from work. MARTA Routes 6, 36, and 145 serve the Emory campus. The CCTMA-Decatur shuttle also provides a connection from Clifton Road to the Decatur MARTA Station. The Grady Shuttle provides transportation to/from Grady Hospital to Crawford Long and Emory University Hospitals. For additional information, call 404-727-1829, or visit www.epcs.emory.edu/AltTransp/martasubsidy.htm and www.epcs.emory.edu/AltTransp/MARTAschedules.htm.

PARKING

You must register to park on the Emory campus. Parking applications may be obtained at New Employee Orientation or picked up at the Parking Office (behind Clinic B in the bottom of the Lowergate Parking Deck). Hangtags are assigned based on your employment status. For additional information, visit www.epcs.emory.edu/park/ or call 404-727-PARK.

STATION CAR PROGRAM

The Station Car Program for registered participants of an Alternative Transportation Program (carpool, vanpool, MARTA, bike or walk) allows eligible employees to check out one of seven electric cars for business or personal use. The goal is to further reduce the need to drive a single occupancy vehicle to campus. Eligible participants will be required to attend a training class to authorize a motor vehicle report for insurance purposes. Training will be conducted at the Clairmont Campus Deck in the Office of Alternative Transportation. Visit www.epcs.emory.edu/AltTransp/alternative_transportation.htm or call 404-727-1829 for details.

VALUE PASS

If you choose to bike, walk, carpool or take MARTA to campus, you are eligible to register for a value pass that allows you to drive up to 12 times during the year at no charge. Visit www.epcs.emory.edu/AltTransp/alternative_transportation.htm or call 404-727-1829 for additional information.

WORKPLACE GUIDELINES

ATTENDANCE

Reliable and consistent attendance is required of all employees. Most departments have a specific time by which employees are required to notify the supervisor of absence and/or tardiness prior to reporting to work. It is your responsibility to know and understand your department's call-in procedure. Supervisors are responsible for implementing these procedures and approving time off. Failure to comply with established departmental attendance guidelines may result in disciplinary action.

CARE AND USE OF PROPERTY/EQUIPMENT

You are responsible for the proper care and use of university equipment and supplies. Any damaged or unsafe equipment, repairs, and replacements of equipment should be reported to your supervisor. Computer hardware and software are property of the university. Any illegal copying of software and unauthorized entry into the data processing system are prohibited. Any software originating from an external source must be examined by Information Services for viruses before installing on university systems and networks. You are not permitted to share your computer sign-on security code with other co-workers. If university equipment, software, or personal identification codes are used inappropriately, it is grounds for disciplinary action, including immediate dismissal.

CHANGE OF ADDRESS/TELEPHONE NUMBER

If you have a change of address, name, or telephone number, you must notify your department supervisor and Human Resources. Your current address/telephone number is needed in case of an emergency and to provide you with university communications, including annual tax information. You are responsible for submitting these changes in person or via email to mzippy@hr1.hr.emory.edu. Please include your Social Security number. *NOTE: If you have a name change, you must also complete a new I-9 (immigration paperwork) and present either Human Resources or your department's Human Resources representative with your new Social Security card with your new name.*

COMPENSATION

As a new employee, it is important that you understand your total compensation package, the salary you receive, and the benefits you elect.

Starting salaries are established by the hiring department in conjunction with Human Resources. They are determined by taking a number of factors into consideration: the pay range for the job, the related education and work experience the candidate has, the pay rates of other employees in similar jobs, and salaries paid by comparable employers primarily in the Atlanta area.

At Emory, the main duties and responsibilities of a job are broadly defined in a job description. You can get a copy of your job description from your supervisor or departmental Human Resources representative. Supervisors may also provide new employees with more specific position descriptions listing their particular duties.

Employees are paid on either a biweekly or monthly basis, generally by direct deposit into a designated bank account. Employees who are eligible for overtime are paid on a biweekly basis and employees who are salaried are paid on a monthly basis.

New employees should receive performance evaluations six months after they are hired. After a six month evaluation, employees generally are eligible once per year for a performance and salary review, either at the beginning of a new fiscal year (September 1) or on the anniversary of their hire date.

To ensure Emory's salary program remains competitive, Human Resources routinely collects salary information through surveys for most common jobs. Human Resources assesses this information and discusses any pay-related concerns or priorities with business units, as needed.

An important part of your total compensation is the benefits package Emory provides, described in this handbook under "Benefits."

CONFIDENTIALITY

It is the policy of Emory University that all organizational information obtained while working for Emory (verbal, written, computer file, or the enterprise computer network) is considered confidential unless otherwise stated in writing. Matters of confidentiality must be respected by all agents representing Emory and maintained in a manner which ensures its privacy and safety. Emory organizational information, employee, or patient information should not be discussed in open areas (i.e., elevators, hallways, cafeteria, etc.). Emory respects the security and confidentiality of employee records. This also applies to the disclosure of information regarded as confidential within a department. All communication systems, e-mail, Internet access, and voicemail are the property of Emory. Any unauthorized access or disclosure of confidential information is subject to immediate disciplinary action, including dismissal.

CONFLICT OF INTEREST

Emory requires you to avoid any business or financial relationship, transaction, or event which may be viewed as a conflict of interest between you and an outside party. Specific circumstances that may constitute a conflict of interest include, but are not limited to, the following: holding, directly or indirectly, a position of financial interest in an outside concern which provides services competitive to those provided by Emory, or from which Emory secures goods and services; competing with Emory, directly or indirectly, in the purchase or sale of property or property rights, interests, and services; disclosing or using non-public information obtained through Emory for personal gain or profit or for a family member's personal gain or profit; accepting gratuities or special favors from an outside concern that does, or seeks to do, business with Emory that may be interpreted as an attempt to influence you in the performance of your duties; and retaining, directly or indirectly, consultants who have a financial interest or employment that conflicts with services provided by Emory.

CORRECTIVE DISCIPLINE

You are required to conduct yourself in a positive and professional manner and fulfill the requirements of your position. This includes performing duties satisfactorily and maintaining good attendance. Emory reserves the right to exercise customary management functions. These include, but are not limited to, the right to hire, promote/demote, suspend, dismiss, layoff, supervise, and discipline employees; revise policies, procedures, and other regulations; determine the size and compensation of the workforce; and assign work schedules and duties.

The corrective discipline process is designed to be positive. It gives you the information necessary to understand what aspect of work performance and/or conduct is unacceptable or not meeting standards, identifies expected improvements, and provides an opportunity for you to demonstrate improvement. Corrective discipline includes verbal discussion, written warning, suspension without pay, administrative leave, and dismissal.

The form of discipline depends on the performance, attendance, or behavior issue. It is neither necessary nor expected that a supervisor will begin with a particular form, such as verbal discussion or written reprimand as discipline before another, such as dismissal, is imposed.

If you are a current employee, you have a right to appeal any disciplinary action other than dismissal through the "University Procedure for Handling Complaints and Grievances Not Involving Discrimination" with Human Resources. The grievance procedure is not available to a former employee, such as a person who has been dismissed from employment.

DRUG-FREE WORKPLACE

The university adheres to the provisions of the *Drug-Free Workplace Act of 1988*. Accordingly, Emory prohibits the *unlawful* possession, use, distribution, dispensation or manufacture of alcohol or illegal drugs on Emory-owned property or at Emory-sponsored activities. Violation of this policy is grounds for dismissal.

EMPLOYMENT OF RELATIVES (NEPOTISM)

Employment in, or a transfer to, a department or unit where a supervisory relationship would exist between two relatives is prohibited. In such circumstances, the supervisory relationship must be changed. Such a relationship exists when either relative could have a direct impact on the other's performance evaluation,

salary, schedule, or other working conditions. A relative is defined as a husband, wife, son, daughter, mother, father, sister, brother, aunt, uncle, grandmother, grandfather, niece, nephew, same-sex domestic partner, or any relative by marriage (i.e., in-law).

GROOMING AND DRESS

You are expected to be neat, clean, orderly, and dress for work according to generally accepted business standards (appropriate for your department) or in uniform, if required for your position. You are requested not to select clothing for work which is more appropriate for leisure, sports activities, or social functions than for the university environment. Where safety is a factor, common sense should be used when choosing clothing, shoes, etc., for work. Jewelry, clothes and/or uniforms, and hair colors and styles should be appropriate for the university. Department directors may require a particular, reasonable dress code for their employees, depending on the needs of the department for appropriate public image and safety.

INTELLECTUAL PROPERTY

Emory University will own all copyrightable, patentable, or other intellectual property created or developed by Emory personnel if the intellectual property either (a) is related to the Emory personnel's normal duties (including clinical duties), course of studies, field of research or scholarly expertise, or (b) was made with the use of Emory support. For additional information, reference *intellectual property* policy on the Provost website at www.emory.edu/PROVOST/.

NO SOLICITATION

To avoid disruption of university operation and/or disturbance of patients, the following rules apply to solicitation and distribution of literature on university property.

Persons employed by or students of the university may not solicit or distribute literature on university property at any time for any purpose. Employees of the university may not solicit during working time for any purpose. Employees of the university may not solicit at any time, for any purpose, in immediate customer areas and/or patient care areas.

Employees may not distribute literature at any time for any purpose in the working areas. Working areas are all areas in the university where employees are performing work, except cafeterias, employee lounges, lobbies, and parking areas.

Working time does not include break periods and meal times or other periods during the work day when employees are not properly engaged in performing their work tasks. Working time includes the working time of both the employee doing the soliciting or distributing and the employee to whom the soliciting and distributing are directed.

Use of campus mail, e-mail, and mailing lists for anything other than official Emory business is prohibited.

Solicitation of Emory employees from any vendors or contractors is prohibited. Budgeting from university resources of sufficient funds to cover the costs of gifts or prizes given to employees is encouraged. (This is not intended to apply to fund-raising by Institutional Advancement.)

OVERTIME

Jobs are either exempt or non-exempt from the federal law that requires the payment of overtime to certain employees.

Employees who are non-exempt must accurately record any time for which they are to be paid on a timesheet or in the automated time and attendance system. Non-exempt employees are paid on a biweekly basis and must be compensated at time and a half for any hours worked over 40 in a workweek. Emory's designated week begins Sunday morning and ends Saturday night. Non-exempt employees can not waive their right to receive overtime pay nor can they take compensatory time off instead of receiving the required overtime pay.

Exempt employees receive a salary and are paid on a monthly basis. They are not required to be paid for any hours worked over 40 in a week.

PERFORMANCE EVALUATIONS

Supervisors are encouraged to give employees a six-month review from their date-of-hire. You should receive a performance review annually from your date-of-hire. Emory's performance management process is an opportunity for you and your supervisor to mutually identify, discuss, and document accomplishments and job performance. In addition, the review process helps you establish goals for future performance and understand the expectations set by your supervisor. *Performance Management* forms are available at <http://emory.hr.emory.edu/forms.nsf/>.

PERSONAL PROPERTY

Your personal belongings should be secured at all times. You should contact your department manager for assistance in securing your belongings. Emory is not responsible, nor will the university reimburse you, for lost, damaged or stolen personal property.

PERSONNEL FILES

Your official personnel file may be reviewed by you by making an appointment with Human Resources at 404-727-6093. Your file may include, but is not limited to, new employee information, transfers, promotions, performance evaluations, salary changes, commendations, disciplinary actions, and correspondence addressed to you. This file is the property of Emory.

PROCEDURE FOR HANDLING COMPLAINTS AND GRIEVANCES (NOT INVOLVING DISCRIMINATION)

Emory places great importance on promoting and maintaining a climate of open communication and mutual trust between employees and leadership. Emory has established a grievance procedure to provide timely resolution of employee problems, misunderstandings, and complaints while providing sufficient time for fact finding and clarification. However, employees are encouraged to seek informal resolution of their concerns and work-related problems through their departmental management before filing a formal grievance. No employee will be reprimanded, harassed, or retaliated against for utilizing the grievance procedure. For more information, visit <http://emory.hr.emory.edu/policies.nsf/>.

PROMOTIONS AND TRANSFERS

Emory is committed to the development of its employees and makes every effort to fill vacant positions with qualified employees. You are encouraged to explore vacant positions and career opportunities both within and outside of your current department. Interest in or application for a position vacancy will not affect your current position or status. Promotions are based upon your knowledge, training, skills, and demonstrated ability. Upon completion of six months of consecutive service, if you are interested in applying for other positions within the university, you should complete an *Employee Transfer Application*, available in Employment. The Human Resources website is updated daily with career opportunities at <http://emory.hr.emory.edu/careers.nsf/>.

REQUEST FOR EMPLOYMENT INFORMATION

It is the policy of Emory to protect the confidentiality of information on current and past employees. Requests for information on current or past employees should be forwarded to and answered by Human Resources.

REST PERIODS/BREAKS

In the interest of employee health and work efficiency, rest periods may be provided for purposes of rest, relaxation, refreshment, and attention to personal needs. With supervisory approval, you may take a 10- to 15-minute break during each 4-hour work period, provided that adequate staffing and services are maintained. Rest periods are considered to be working time, and you will be paid for each rest period.

To assure that rest periods accomplish the intended purposes, they may not:

- be accumulated from day to day or added together to create a prolonged break.
- be foregone to make up for lost time during an absence or tardiness.
- be used at the beginning or end of the work schedule or added to the scheduled meal period.

SMALLPOX VACCINE

Out of concern for the welfare of the general public, this policy provides precautionary guidelines for the mandatory smallpox vaccination of employees involved in research projects investigating vaccine and related viruses, and certain healthcare workers who may be called upon to care for individuals who become infected with smallpox or the vaccinia virus. These guidelines also apply to employees who receive the smallpox vaccine from military sources:

- Emory University employees required to receive smallpox vaccinations, even if the vaccine will be given by sources other than Emory, must notify the Infection Control Department (404-712-7156 at EUH or 404-686-2351 at CLH) prior to the vaccination.
- A vaccinated employee will be precluded from working with immunocompromised (i.e. Transplant, AIDS, Neutropenic or ICU patients) or other individuals at risk of severe infection with vaccinia from the time of the vaccination until the time that the vaccine scab has separated (typically 17-19 days).
- A vaccinated employee must keep the vaccination site covered with gauze dressing until the scab separates, wear long sleeves and wash his or her hands often.
- Employees are to notify Employee Health Services immediately after receiving the vaccine, (EUH) 404-686-8589 or (CLH) 404-686-2537. Designated staff or Employee Health Services staff will assess workers upon notification of the receipt of the vaccine and, as indicated, until the scab separates.
- Employees required by Emory or by the United States government to be vaccinated and who subsequently suffer an adverse reaction causing the employee to be off from work will be placed on leave-with-pay if Infection Control determines they must be off from work.
- Employees who make a personal decision to be vaccinated and suffer an adverse reaction causing them to be off from work must use accrued sick leave.

For more information, visit <http://emory.hr.emory.edu/policies.nsf>.

SMOKE-FREE WORKPLACE

Emory is committed to taking all practical measures to create a safe and healthy work environment. To further this goal, Emory has established a no-smoking policy to promote the well-being and health awareness of employees by reducing the risk of smoke-related illness in compliance with applicable laws and local codes.

Smoking is prohibited within 20 feet of all entrances to all Emory buildings. Please extinguish and dispose of smoking materials and debris in a safe, healthful, and appropriate manner. In addition, smoking and the use of smokeless tobacco is prohibited in all indoor locations of Emory, including all Emory Healthcare facilities, and in Emory vehicles. However, smoking in residence halls and university apartments will be governed by policies established by Campus Life. Management is responsible for ensuring adherence to the “No-Smoking” policy. Violations of this policy may result in disciplinary action.

To further promote a smoke-free workplace and healthy lifestyles, Emory offers smoking cessation programs to faculty, staff and students through the Faculty Staff Assistance Program at 404-727-4328.

STANDARDS OF CONDUCT

All employees, as members of the university community, are expected to take personal responsibility for their actions, conduct themselves in a positive and ethical manner, and maintain satisfactory job performance. Appropriate measures, including immediate dismissal, may be rendered for:

- failure to follow established standard for requesting or reporting absences;
- inappropriate handling or disclosure of confidential information or records;
- inappropriate, disruptive, discourteous or irregular behavior adversely affecting students, employees, patients, or visitors;
- solicitation/distribution of materials;
- acts of physical misbehavior or acts of violence, including provoking or participating in fighting or making threats;
- performance of duties in an irresponsible, unsafe manner or behavior not conducive to a safe and healthful work environment, which includes not adhering to the no-smoking policy;
- noncompliance with Emory’s commitment to equal employment opportunity and affirmative action;
- commission of acts of discrimination or harassment;
- plea of nolo contendere or conviction for an illegal act, committed on or off the job, which adversely impacts job performance, attendance or the reputation of Emory;

- unauthorized access, inappropriate use, or abuse of Emory's equipment or property, such as, but not limited to, copiers, computers, computer software, internet access, e-mails, fax machines and telephones;
- sleeping on the job;
- neglect of duty or failure or refusal to perform job-related duties and assignments;
- failure to follow Emory's policies or procedures;
- gambling or playing games during work hours;
- violation of safety or security regulations;
- behavior harmful to the reputation and mission of Emory University;
- refusal to cooperate with an Emory investigation;
- tape recording without authorization;
- failure to obtain or maintain, within a designated time, licensure or certification credentials necessary for continuation in the job;
- unlawful manufacture, distribution, sale, possession, or use of any controlled substance, illegal drugs, or alcohol;
- misuse, defacement or destruction of Emory, student, employee, patient, or visitor property;
- falsification of forms, time and attendance records, or other official records or documents, including employment, promotion, or transfer documents;
- unauthorized possession, removal, destruction, or use of property belonging to Emory or a student, employee, patient, or visitor;
- possession of firearms, weapons, explosives, or dangerous materials on Emory property unless authorized;
- misappropriation of departmental or organizational funds.

TIME AND ATTENDANCE SYSTEM (TAS)

If you are a nonexempt (hourly) employee, you may be required to record your time worked via an electronic, phone-in system known as the Time and Attendance System (TAS). If you are a regular employee scheduled to work at least 20 hours per week and accrue vacation, sick, and floating holiday leave, you may be required to record usage of these leave hours in TAS. For training on TAS and questions on the application of TAS within your department, contact your supervisor or departmental timekeeper. Nonexempt (hourly) employees who are not yet on TAS complete timesheets as directed by each department.

TRAVEL TIME

If you are a nonexempt employee, you may be required to travel on Emory-related business which may be considered work time for which you are compensated. If you are an exempt employee, you do not receive additional compensation for travel time.

For purposes of this policy, the following situations are considered work time for which nonexempt employees will be compensated:

- meetings and training programs you are required to attend;
- participation in business-related activities or social activities at a conference you are required to attend;
- travel during normal work hours on a workday;
- travel on a non-workday for business-related reasons (i.e., travel that occurs on a Saturday, Sunday, or holiday);
- travel from job site to job site during the workday;
- waiting for a flight that has been delayed to/from a business destination, or layovers that do not include sleeping accommodations;
- transporting or delivering materials or equipment to a job site prior to the start of the workday; returning materials or equipment after the end of the workday;
- transporting employees to work sites, the office, or to their homes, either before or after the paid workday, at management's request or directive.

Time that is not considered work time includes:

- participating in social activities that you are not required to attend;
- sleeping;
- nonbusiness-related meal breaks;
- traveling from home to a local airport, bus depot, train station or vice versa;
- traveling from home to a regular designated work site or vice versa.

UNIVERSITY DRIVERS

If you operate Emory-owned or leased vehicles, you must have a valid driver's license. In addition, a Defensive Driver Training course must be completed every three years. The Defensive Driver Training course is available through Human Resources. To register, call 404-727-7607. You are required to report any driving violations to your supervisor.

VISITORS IN THE WORKPLACE

Emory University strives for a family-friendly work place in which employees of the university community can work together to further teaching, research, patient care, and community service. It is the policy of Emory University to provide a workplace for all employees that is professional and free from distraction.

When authorized by the department manager, children, family members, associates or friends are welcome for occasional brief visits to the work site. These visits should not interfere with a staff member's ability to perform his or her work functions or the productivity of the department. Some hazardous work areas are off limits to anyone but employees authorized access.

WEAPONS

It is the policy of Emory University to maintain a safe and secure environment. Accordingly, with certain exceptions, the possession of firearms or other dangerous weapons on university property is strictly prohibited. If you see anyone other than a uniformed peace officer or member of Emory Police carrying a firearm or other dangerous weapon on university property, you should immediately notify Emory Police using the university's emergency telephone number 911 or 404-727-6111. Police officers will be dispatched to investigate and determine the armed person's status. Persons found to be in violation of this policy may be subject to disciplinary action in accordance with applicable Emory University Human Resource *Policies and Procedures* governing conduct.

WORK SCHEDULES

It is the responsibility of your supervisor to establish and inform you of specific work schedules, including start, meal, break, and ending times. Supervisors have the authority to rearrange work schedules to meet departmental needs, which may require changing work schedules, reducing work hours, or requiring overtime. When schedules must be altered, your supervisor will give you as much advance notice as possible.

WORKPLACE THREATS AND VIOLENCE

The safety and security of staff, faculty, visitors, students, physicians, and patients are of utmost importance to Emory University. Threats, threatening behavior, or acts of violence against persons on university property will not be tolerated. Violations by staff will lead to disciplinary action which may include dismissal, arrest, and prosecution.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on university property will be removed from the premises as quickly as safety permits, and shall remain off university property pending the outcome of an investigation by Emory Police. If the person makes threats, exhibits threatening behavior, or engages in violent acts as a university employee, the investigation will be conducted jointly by Emory Police and Human Resources. Upon completion of the investigation, the university will initiate an appropriate response. This response may include, but is not limited to, reassignment of job duties, suspension or termination of employment, suspension or termination of any business relationship, and/or criminal prosecution.

Acknowledgement of Emory University Staff Handbook

This *Staff Handbook* represents a profile of Emory University and a brief summary of Human Resources policies, practices, benefits, and services at the time of its publication. More specific detail of each policy is contained in the current Human Resources *Policies and Procedures Manual* available for employees' review in the Division of Human Resources, on the Human Resources web site at <http://emory.hr.emory.edu/policies.nsf> or in the employee's department. Specific benefit plan provisions are described in greater detail in each program's *Summary Plan Description* provided to all eligible employees.

Emory University reserves the right to adopt, change, or terminate any policy at any time. Emory reserves the right to terminate, suspend, withdraw, amend, or modify the benefit plans in whole or in part at any time. Further, Emory reserves the right to terminate or modify coverage for any group of employees, active or retired, and their dependents or a class of dependents, at any time.

Information completed on all employment forms must be accurate (forms include, but are not limited to, skills inventory, medical history, work permit, criminal history, job application). Continuation of employment is subject to, among other things, the availability of funds or sufficient work.

Nothing contained in any written Human Resources policies, manuals, handbooks, publications or other transmittals of Emory shall constitute or imply a contract of employment between Emory and any employee of Emory. Further, nothing stated or said, whether orally or in writing, to an employee of Emory shall constitute or imply a contract of employment between Emory and the employee. Emory reserves the right to terminate the employment of an employee at any time with or without cause and to modify terms and conditions of employment, including (without limitation) schedule, salary, and benefits at any time.

In addition to this *Staff Handbook*, Emory University's Human Resources *Policies and Procedures Manual* contains all the official Human Resources policies. Each department may have its own *Policies and Procedures Manual* which contains department-specific information.

I have read the above information and acknowledge receiving the *Emory University Staff Handbook*.

Signature

Social Security Number

Date

Amendments to this Staff Handbook may occur after printing. Please refer to the Human Resources website at <http://emory.hr.emory.edu> for the most updated version.

May 2003



Human Resources

EMORY

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