



Employee Manual

DISCLAIMER:

Nothing in this Employee Manual constitutes a contract, express or implied. Temple University, in its sole discretion, may modify, alter, delete, suspend, or discontinue any part or parts of the policies in this manual at any time, with or without prior notice to its employees. Unless otherwise specified, any such change to the Employee Manual shall apply to existing as well as future employees. The Human Resources Department is responsible for developing and implementing personnel policies. Policies and procedures may change with approval of the appropriate University Officer. No employee may rely on or otherwise interpret a statement or promise by a supervisor, manager, or department head as constituting a change in policy, nor will any such statement or promise constitute an agreement between the University and an employee. Unless otherwise covered by a Collective Bargaining Agreement or written contract with fixed terms of employment, all Temple University employees are what the law terms “at-will” employees, and nothing in this Employee Manual changes their “at will” employment status. An at-will employee may end his or her employment at any time, for any reason, with or without notice to Temple University, with or without cause. Likewise, Temple University may terminate an at-will employee at any time, with or without notice, for any reason, with or without cause. Further, an at-will employment relationship with Temple University does not create an express or an implied agreement for continued employment for any period of time.

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INTRODUCTION



1.1 | WELCOME TO TEMPLE UNIVERSITY

Welcome to Temple University and to what we hope will be a long, productive, and deeply satisfying career at one of America's finest urban research universities.

In 1884, Temple was founded to serve outstanding, motivated people of all backgrounds. More than 120 years later, Temple still embraces the tradition of access to excellence. Yet today's Temple is also on the move. In recent years, academic standards, student enrollment, groundbreaking research, facilities construction, alumni involvement, the vibrancy of campus residential life, and the University's impact on the surrounding community have all surged. Temple's staff, faculty, and students have developed an extraordinary amount of momentum; we hope you can feel that energy.

This employee manual was prepared to help you become familiar with Temple and its standards and procedures. Please read it carefully. If you have questions or concerns, please speak with your supervisor, who should be able to answer most of your questions or direct you to someone who can. If you need further information or assistance, please contact Temple's Human Resources Department at 215-204-5554, or 1-5554 if you are calling from a campus telephone.

On behalf of Temple's extended family, thank you for joining us. We look forward to working with you.

Sincerely yours,

Ann Weaver Hart
President

1.2 | ABOUT YOUR EMPLOYEE MANUAL

The purpose of this Employee Manual is to provide employees with a ready source of information about Temple University and the procedures and policies it has established. Although Temple University has tried to be comprehensive, the manual does not, and cannot, include policies which address every situation that may arise. Temple University has, and reserves, the right to adopt new procedures and policies, or modify, alter, change or cancel existing policies and procedures at any time. We are providing you with a copy of this manual for your reference; however, the official copy of all policies and procedures in this manual, including any that have been revised, are found on the Human Resources web site at www.temple.edu/hr.

The policies and procedures set forth in this manual apply to all faculty and staff, including student workers and volunteers. Applicable collective bargaining agreements or Board of Trustees' policies included in the faculty handbook may provide for variations in certain matters, including employee benefits, contained in the manual. In such circumstances, the benefits and policies set forth in those authoritative documents supercede the policies and procedures contained in this manual with regard to covered individuals. In addition, because student workers and volunteers do not receive fringe benefits, those sections in this manual do not apply to these workers. Student workers and volunteers do receive all legally mandated benefits, such as workers' compensation.

An employee's department may have additional specific procedures for many of the general policies stated in the

manual. Each employee is expected to learn his/her department's procedures and comply with them. In the event of any conflict between policies in this manual and departmental procedure, however, the policies in this manual supercede and control. Each employee is also expected to conform to the professional standards of his/her occupation. Questions regarding this manual or any of the policies should be directed to your supervisor, department head, or to the Human Resources Department, located in University Services Building (USB) at 1-215-204-5554.



ABOUT TEMPLE UNIVERSITY

2.1 | TEMPLE UNIVERSITY—OF THE COMMONWEALTH SYSTEM OF HIGHER EDUCATION

Based in Philadelphia, Pennsylvania, Temple University—Of The Commonwealth System of Higher Education is a comprehensive research university with approximately 35,000 students. Founded in the 1884 by Russell Conwell, Temple University became a state-related institution in the Commonwealth System of Higher Education in 1965 by act of the Pennsylvania Legislature.

Temple University is comprised of 17 degree-granting schools and colleges, including schools of Law, Medicine, Pharmacy, Podiatry, and Dentistry, and a renowned Health Sciences Center. Temple is one of Pennsylvania's three public research universities, along with the University of Pittsburgh and Pennsylvania State University. As of Spring 2007, Temple University was the 27th largest university in the United States, and it was the sixth largest provider of professional education (law, dentistry, medicine, pharmacy, and podiatric medicine) in the country.

As of summer of 2008, Temple University has seven Pennsylvania campuses: (1) the flagship Main Campus, (2) the Health Sciences Campus, (3) the Center City Campus in downtown Philadelphia, (4) a major suburban campus—Temple University at Ambler, (5) a suburban art campus—Tyler School of Art—in Elkins Park, (6) the Podiatric campus in downtown Philadelphia, and (7) an education center in Harrisburg. The Tyler campus is scheduled to move to the main

campus in Spring 2009. The University has international campuses in Tokyo, Japan, and Rome, Italy. Temple also offers educational programs in the People's Republic of China, Israel, Greece, Great Britain, France and other countries throughout the world.

Through its various schools, colleges, and research programs, Temple University offers a wide array of undergraduate, professional, and graduate degrees as well as opportunities for research fellowships and post-doctoral fellowships in various disciplines.

Temple University is a national center of excellence in teaching and research with an international presence.

Temple's talented faculty and its broad curriculum of nearly 300 academic programs provide superior educational opportunities for academically talented and highly motivated students, without regard to their status or station in life. Temple's richly diverse student population and the dramatic growth of Temple's residential campus community of student scholars enrich the educational and extracurricular life of all Temple's people.

While the University especially serves students from Greater Philadelphia, it is enlivened by a rapidly increasing number of students from across Pennsylvania, throughout the nations, and around the world.

A long-time leader in professional education, Temple prepares the largest body of practitioners in Pennsylvania and is among the nation's largest educators in the combined fields of medicine, dentistry, pharmacy, podiatry and law.

In addition, Temple offers more than four dozen doctoral and more than 100 master's degree programs that contribute to research and scholarship. Temple seeks to create new knowledge that improves the human condition and uplifts the human spirit. To achieve this goal, Temple maintains its commitment to recruiting, retaining, and supporting outstanding faculty that prize diversity of thought, excel in scholarly endeavors, and support the aspirations of capable students.

Striving to fulfill its mission in this new century, Temple will continue to provide access to superior education for committed and capable students of all backgrounds and to develop its main campus as a residential community of student scholars. A new generation of exceptionally qualified and talented faculty will be recruited to join the University's current roster of fine teacher-scholars.

Temple will enhance existing centers of academic excellence, advance additional targeted programs to national leadership, broaden knowledge through research and creative endeavors for the benefit of society, and expand the Honors program and other special learning opportunities for undergraduates.

The creation and renovation of facilities will support research and creative work, advance instruction and marshal knowledge to enhance the quality of life for Temple's fellow citizens in North Philadelphia. The University will develop stronger bonds with its alumni, whose success embodies the transformational power of a Temple education.

2.2 | VISION AND MISSION: THE DEPARTMENT OF HUMAN RESOURCES

THE HUMAN RESOURCES

DEPARTMENT'S VISION

Temple University's Human Resources Department operates as a strategic partner and internal consultant to the entire Temple University community, supporting the University's focus on academic excellence and research. It utilizes progressive human resource practices to foster positive change, anticipate needs and establish processes that will best serve its constituents. The Human Resources Department develops, promotes and provides a framework for ethical, consistent and fair treatment, constantly seeking to hire, retain and support a diverse and efficient work force.

THE HUMAN RESOURCES

DEPARTMENT'S MISSION

The mission of the Human Resources Department is to sustain and advance the University's goals through the attraction and retention of a quality workforce. The Human Resources Department accomplishes this mission by providing exceptional core services that are integrated and strategically aligned to the teaching, research, and social mission of the University. Its benefits, payroll, compensation, employment, employee relations, organizational development, training, and labor relations services support organizational effectiveness and individual achievement. The Human Resources Department is committed to attracting, hiring, supporting, developing, and recognizing Temple University's most valuable resource: its PEOPLE.

2.3 | SUSTAINABILITY

Temple University is committed to fostering a pervasive culture of environmental responsibility throughout the university. It is incorporating sustainability principles (meeting the needs of the present without compromising the ability of future generations to meet their own needs) into the university's strategic, operational, academic and service priorities. The sustainability efforts will encompass a balanced approach that respects the environmental, economic, social and communal aspects of its choices to ensure that Temple designs forward-looking, practical and affordable programs for sustainability.



THE TEMPLE COMMUNITY

3.1 | EMPLOYEE CLASSIFICATIONS

Temple University has developed classifications so that employees understand their employment status and benefit eligibility. These classifications, in and of themselves, do not guarantee employment for any specified period of time.

Most Temple University employees fall within one or more of four classifications:

1. Full-time, part-time, introductory/probationary or temporary,
2. Exempt or non-exempt,
3. Academic or non-academic, and
4. Bargaining unit or non-bargaining unit.

In the academic environment of Temple University, there are also specialized classifications for some employees such as volunteers, student workers, externs, post-doctoral fellows, teaching assistants and research assistants. Each classification found within the Temple University community is explained below.

3.2 | FULL-TIME, PART-TIME, INTRODUCTORY/PROBATIONARY, AND TEMPORARY EMPLOYEES

FULL-TIME REGULAR

Full-time regular employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Temple University's full-time schedule. Generally, they are eligible for Temple University's standard benefit package, subject to the terms, conditions, and limitations of each benefit program and any applicable collective bargaining agreement.

PART-TIME REGULAR

Part-time regular employees are those who are not assigned to a temporary or introductory/probationary status and who are scheduled to work at least 20

hours per week but fewer than 35 hours per week. They receive all legally mandated benefits (such as Social Security and Workers' Compensation insurance) and pro-rated sick and vacation time. They are not eligible for Temple University's other benefit programs other than those specified in any applicable collective bargaining agreement.

PART-TIME HOURLY

Part-time hourly employees are those who are not assigned to a temporary or introductory/probationary status and who are scheduled to work fewer than 20 hours per week. While part-time hourly employees receive all legally-mandated benefits (such as Workers' Compensation insurance and Social Security), they are not eligible for any of Temple University's other benefit programs.

INTRODUCTORY/PROBATIONARY

Introductory/probationary employees are those whose performance is being evaluated to determine whether further employment with Temple University is appropriate. (See Section 12.8). Employees who satisfactorily complete the introductory/probationary period will be notified of their new employment classification by their supervisor.

TEMPORARY

Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status or any right to continued employment. Temporary employees retain that status unless and until notified in writing of a change. While temporary employees receive all legally-mandated benefits

(such as Workers' Compensation insurance and Social Security), they are not eligible for any of Temple University's other benefit programs.

3.3 | EXEMPT & NON-EXEMPT EMPLOYEES

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws.

NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws and any applicable collective bargaining agreement. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws mandating overtime pay and, therefore, will only receive overtime if required under an applicable collective bargaining agreement.

In addition to one of the above categories, most Temple University employees belong to one of the employment categories described below.

3.4 | ACADEMIC PERSONNEL

ACADEMIC ADMINISTRATORS

Academic Administrators are members of management whose role is essential to the academic and research functions of the University, including, but not limited to, the Provost, Vice-Provost, and deans of the various schools and colleges.

FULL-TIME FACULTY

Full-time faculty members are persons appointed to conduct the teaching, research, scholarship or creative work, and/or service activities of the University. A tenured or tenure-track faculty member is appointed by the President of the University. A non-tenure track faculty member is appointed by the President, Provost or Dean of a school or college.

ADJUNCT FACULTY

Adjunct Faculty members are persons appointed to conduct the teaching, scholarship or creative work and/or service activities of the University on a part-time basis. Such faculty members are usually appointed by the Dean of a school or college for one or more semesters.

NON-FACULTY ACADEMIC

Non-Faculty Academic personnel are full-time employees of the University whose work is necessary or adjunct to the teaching of students or to research functions of the University, including, but not limited to, librarians and academic advisors.

CLINICIAN EDUCATOR TRACK FACULTY

Clinician Educator Track Faculty members are non-tenure track faculty having the potential for appointment and reappointment for an aggregate period of longer than seven years, but whose service does not lead to the awarding of tenure. This status is intended for persons who are health care practitioners and who hold an MD, DMD, DDS, PharmD, MS or, under special circumstances, other doctoral degree.

POST-DOCTORAL FELLOWS

Post-Doctoral Fellows are persons receiving additional research and scholarly training in preparation for an academic and/or research career. Appointments are made to individuals who were recently awarded a PhD or equivalent doctorate in an appropriate field. Post-doctoral appointments are temporary, and, therefore, the initial appointment and renewals generally do not exceed six years. The post-doctoral fellow receives training under the supervision of a senior scholar or a department. The duties of the post-

doctoral fellow involve substantially full-time research or scholarship, and the post-doctoral fellow has the freedom, and is expected, to publish the results of her/his research or scholarship during the period of appointment.

RESEARCH ASSISTANTS

Research Assistants are matriculated students enrolled full-time in a graduate degree program of study at Temple University and who are employed by Temple University to perform research duties and services. Research Assistants may elect whether to receive a direct academic benefit for their services to the University.

TEACHING ASSISTANTS

Teaching Assistants are matriculated students enrolled full-time in a graduate degree program of study at Temple University and who are employed by Temple University to provide teaching duties and services.

3.5 | NON-ACADEMIC PERSONNEL**MANAGERIAL PERSONNEL**

Managerial Personnel are those employees who provide leadership and professional services to Temple University or who otherwise exercise supervisory responsibility over non-managerial personnel.

NON-MANAGERIAL PERSONNEL

Non-Managerial Personnel are those employees who work within various support functions at Temple University including, but not limited to, clerical/secretarial, security, facilities, house-keeping, health services, technical and research services, information and media services, financial services and student services.

3.6 | BARGAINING AND NON-BARGAINING UNIT EMPLOYEES

Temple University recognizes several unions as the bargaining representative of various groups of employees. The terms and conditions of employment of bargaining unit employees are governed by the applicable collective bargaining agreements. To the extent they differ, the benefits and policies set forth in the collective bargaining agreement and the applicable work rules adopted by Temple University pursuant to that agreement supercede this Employee Manual.

All employees not covered by a collective bargaining agreement are Non-Bargaining Unit Employees.

3.7 | EMPLOYMENT OF STUDENTS (OTHER THAN RESEARCH ASSISTANTS AND TEACHING ASSISTANTS)**STUDENT WORKERS**

Student workers are students currently enrolled at Temple University who are also working for Temple University. Consistent with Federal Regulations, international student workers may not work more than 20 hours per week during the academic semester; all other student workers may not work more than 40 hours per week during the academic semester. Hours worked during the academic semester in excess of 34 hours per week may be subject to Social Security withholding. All students may work up to 40 hours per week during breaks and summer terms; however, all students who work for Temple and do not satisfy the minimum enrollment requirements established for the student FICA tax exemption or who are not enrolled in any courses are subject to Social Security withholding taxes.

While student workers receive all legally mandated benefits, such as Workers' Compensation insurance, they are not eligible for any of Temple University's other benefit programs. (Full-time employees who are also attending classes under Temple University's tuition remission policy are not student workers.) Student Workers must be hired through the automated Student Hiring System which can be accessed on the HR web site. The system enables a department to post student worker jobs and electronically upload new student hires directly into the university payroll system. The system can be accessed through the HR web site at www.temple.edu/hr.

UNDERGRADUATE INTERNS

Undergraduate interns are undergraduate students currently enrolled at Temple University who are performing work under the supervision of a faculty member related to their academic studies for which the student receives academic credit in addition to the monetary compensation, if any, paid by Temple University for performing the duties associated with the internship. The intern is responsible for all tuition and fees charged by Temple University for the credits associated with the internship.

While interns receive all legally mandated benefits (such as Workers' Compensation insurance), they are not eligible for any of Temple University's other benefit programs.

UNDERGRADUATE EXTERNS

Undergraduate externs are undergraduate students currently enrolled at Temple University who are performing work that may be related to their academic studies under the supervision

of an individual who is not a member of the faculty and for which the student receives academic credit. The extern is responsible for all fees charged by Temple University for the credits associated with the externship. While externs receive all legally mandated benefits (such as Workers' Compensation insurance), they are not eligible for any of Temple University's other benefit programs.

GRADUATE INTERNS

Graduate interns are full-time graduate students who have academic internships of 20 hours/week or less. For a student to receive an academic internship, she/he must engage in academic/professional/performance activities that are central parts of the instructional program and directly related to the student's degree program and that cannot be classified as either research or teaching assistant.

GRADUATE EXTERNS

Graduate externs are full-time graduate students. Externships of 20 hours/week or less may be awarded if the student provides service that may provide academic and professional experience or development, but where the activities are not directly supervised by a faculty member/preceptor in the student's degree program.

UNIVERSITY FELLOWS

University fellows are graduate students who receive fellowships for which no services are required. Such students may voluntarily perform service in a laboratory in connection with the student's academic research. While performing services in a laboratory, University fellows are covered by the University's Workers Compensation insurance, but are not eligible for any other benefits.

TEMPLE UNIVERSITY UNDERGRADUATE SCHOLARS

Temple University Undergraduate Scholars are students who receive fellowships to perform research in a Temple University laboratory. While performing services in a laboratory, the scholars are covered by the University's Workers Compensation insurance. They are not eligible for any other benefits.

3.8 | VOLUNTEERING TO WORK AT TEMPLE UNIVERSITY

Volunteers perform services for Temple University without promise, expectation or receipt of compensation and/or benefits for services rendered. A non-exempt employee may not "volunteer" to perform services that other employees are paid to perform. Professionals who volunteer to contribute their services to academic interests of the University may be appointed as adjunct faculty without compensation. The hiring manager must advise the Dean and/or Budget Unit Head before engaging the volunteer to work. The Department of Risk Management should be consulted to discuss any liability concerns. The hiring manager must contact the Human Resources Department to discuss the engagement of a volunteer and/or the volunteer classification before allowing any person to volunteer.



STARTING YOUR JOB

4.1 | EMPLOYMENT APPLICATIONS AND OTHER FORMS

Temple University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. New employees are asked to complete the following forms and/or furnish to Temple University the following items:

1. Electronic Employment Application
2. W-4 Employee's Withholding Allowance Certificate
3. I-9 Employment Eligibility Form
4. Personal Data Form
5. Acknowledgment of Receipt of Employee Manual
6. Employee's Rights and Responsibilities Form
7. Education Transcript
8. Authorization for Direct Deposit
9. Applicable Healthcare/Benefit Forms
10. Confidentiality Acknowledgment Form

Current employees may be required to update or execute any of the above forms. Most of the forms are available electronically on the HR web site at www.temple.edu/hr. Any employee who fails or refuses to complete the above forms or to provide Temple University with requested documentation may be subject to discipline, up to and including discharge from employment.

4.2 | BACKGROUND CHECKS

Temple University conducts background checks for individuals recommended for hire in certain selected positions. Examples of the type of positions for which Temple University may conduct a background check include, but are not limited to:

1. positions that are designated as financially sensitive, such as billers, medical receptionists/schedulers, and cashiers,
2. positions that require driving as an essential duty of the position, such as drivers, coaches, refuse haulers,
3. positions that involve work with children, such as youth development specialists, CHP after school program workers, time-out respite care workers, and workers at pediatric dental clinics,
4. positions that are safety sensitive, such as security officers and police officers,
5. positions that provide access to student living areas, such as resident directors and student health specialists.

Background checks include, depending on the position, a criminal history check, a civil litigation check, a driving record check, a child abuse check, a credit/bankruptcy check and/or drug/alcohol screening. A complete list of positions subject to these checks is available in the Human Resources Department. Information received will be considered carefully in the context of the essential duties of the position.

Information received through the background check process will not necessarily disqualify the applicant from further consideration or eventual hiring. The results of any check will be considered in light of surrounding circumstances, including, and without limitation to,

the nature and gravity of the incident(s) reported, the time that has passed since, remedial actions taken by the individual, and the nature of the position and the potential impact of the incident(s) on the person's ability to safely and appropriately perform the duties of the job.

4.3 | ACCURACY OF PERSONNEL INFORMATION

All employees are expected to provide truthful and accurate information in connection with their employment and/or the employment of another employee by Temple University.

Any falsification or misrepresentation of information in connection with application materials is a serious offense and, therefore, is presumptively grounds for discharge from employment or non-selection of an applicant. An employee has the burden of establishing an adequate basis for an exception. University employees must notify the Human Resources Department within five days of a plea of guilty or nolo contendere or conviction for a felony, or any drug, alcohol, or sex related offense. Failure to disclose on an application or report any such conviction is likewise presumptively grounds for disciplinary action up to and including discharge from employment. Supervisors should notify the Human Resources Department immediately upon being informed of any such felony plea or conviction.

Falsification of any information while an employee, including providing false or dishonest information regarding another employee, is presumptively grounds for discharge from employment. An employee has the burden of establishing an adequate basis for an exception. See also Section 4.1 on Employment Applications and Other Forms.

4.4 | PRE-EMPLOYMENT HEALTH ASSESSMENTS

After an employment offer has been made, Temple University may require a pre-employment health assessment, including a drug screening or other blood or urine test as it deems appropriate (See Section 13.10, Drug and Alcohol Testing). This pre-employment health assessment will be used to determine whether the applicant is capable of performing the essential functions of the position, with or without reasonable accommodation. Upon request by an applicant, Temple University will make a reasonable accommodation for qualified individuals with disabilities.

Jobs with exposure to lead, heavy metals, pesticides and/or chemicals may require baseline blood or urine testing. Positions with potential exposure to asbestos or other airborne hazards may require respiratory tests and X-rays. Other jobs may require TB and blood borne pathogen immunization. Work with some wild or domestic animals may require a medical screen. Positions with exposure to noise levels above 85 decibels may require a baseline audiogram.

The results of a pre-employment health assessment will be considered in the context of the essential functions of the job. However, the actual report will not become part of the official personnel file, will remain confidential, and will be maintained by the approved physician of record.

4.5 | EMPLOYMENT ELIGIBILITY

The Immigration Reform and Control Act mandates that Temple University verify the identity and work eligibility of all employees. Therefore, within three work days of the start of employment,

all employees must provide the Human Resources Department with proof of employment eligibility and identity and sign the I-9 form. Any individual who fails to provide necessary, original documentation to Human Resources within three days of hire will be suspended without pay pending termination. In the event that an individual continues to provide services to Temple University without providing the required documentation to the Human Resources Department, Temple University will only compensate that individual at the federal minimum hourly wage rate for actual time worked, irrespective of the actual salary or hourly rate paid by Temple for the position, and the individual is not entitled to any Temple University benefits other than those mandated by law. If the documentation is produced after the three-day period, the individual is considered a new hire as of the date the documentation is produced. The Human Resources Department has a list of documents that establish identity and/or employment verification.

4.6 | SPONSORSHIP OF FOREIGN NATIONALS FOR U. S. LAWFUL PERMANENT RESIDENCE

This policy is intended to provide guidance to applicants for employment, employees and hiring departments regarding the application for and sponsorship of foreign nationals by Temple University. To see the entire policy, go to the HR web site, management section, at www.temple.edu/hr.

Under Federal law, there are strict requirements applicable to Permanent Residence status for foreign nationals who intend to reside in the United States permanently. There are several ways in which a foreign national may apply for

Lawful Permanent Residence status.

The Human Resources Department is responsible for processing all applications for Lawful Permanent Residence based on employment and can only do so when it is appropriate for the University to function as the sponsor/petitioner.

The process is lengthy and complex, potentially involving various government agencies. Sponsorship includes filing ETA Form 9089, Application for Permanent Employment Certification with the Department of Labor and Form I-140, Immigrant Petition for Alien Worker with the Department of Homeland Security, U. S. Citizenship and Immigration Services (USCIS), and fulfilling the requirements as mandated by the Department of Labor as well as all Immigration regulations in employment-based cases. Questions concerning the application of the policies to a particular employee should be directed to the Human Resources Department.

4.7 | IDENTIFICATION CARDS

The Human Resources Department will issue a photo identification card to all employees. Every employee is required to display his/her identification so that it is visible when entering University buildings, offices, and facilities. Any employee refusing to show his/her Temple ID when requested will be subject to disciplinary action up to and including discharge from employment.

Any employee losing his/her ID card should notify the Human Resources Department immediately. A fee may be charged to replace a lost card.

The ID card remains Temple University property and must be returned along with all other University property when an employee leaves employment at Temple University for any reason.

4.8 | NEW EMPLOYEE ORIENTATION

During the first few weeks of employment, an employee must attend a benefits orientation program and a general orientation program conducted by the Human Resources Department. During orientation, each employee will receive information and training regarding University policies (including Temple University's anti-discrimination and anti-harassment policies), compensation and benefit programs, and other general information about the University.

Each employee must also complete all employment paperwork, such as retirement and insurance enrollment forms, beneficiary designation forms and appropriate federal and state tax withholding forms. The orientation program is a way to learn about the University and applicable employment policies and benefits. Supervisors are required to permit employees to be excused from their regular job duties to attend these orientation programs. Departments are also expected to provide a new employee with a more specific orientation about the department and the specifics of each job assignment.



REPORTING TO WORK

5.1 | OFFICIAL UNIVERSITY OFFICE HOURS

The standard University workweek is defined as a seven-day period that begins at 12:01 a.m. Monday and ends at 12:00 midnight, Sunday. Standard hours of operation in most administrative office areas are from 8:30 a.m. until 5:00 p.m. The office hours of administrative offices that serve evening students may be expanded at the discretion of Temple University.

5.2 (a) | REGULAR WORK SCHEDULES

Temple University has a standard workweek of forty (40) hours per week, excluding time off for lunch or other personal breaks. Although the scheduled hours for employees may vary from department to department, all full-time, non-exempt employees generally work a Monday through Friday schedule of forty (40) hours divided into five (5) eight-hour workdays, unless the employee's appointment letter expressly provides for a different schedule or the Human Resources Department otherwise approves a different schedule in writing. Exempt employees have been hired to perform particular duties associated with a position, without regard to specified hours. As a result, exempt employees are expected to work the hours necessary to complete their assigned work to the satisfaction of their supervisor without regard to scheduled hours and without expectation of additional compensation. To properly serve students and the public, exempt employees are expected to be at work during normal office hours, regardless of any other regular schedule.

Certain bargaining units, departments, areas and functions, due to differing needs and circumstances and/or having employees hired prior to July 1, 2004, may have less than 40 hour schedules and alternative and/or flexible work arrangements. Schedules with fewer than 35 hours per week are considered part-time.

Lunch periods must be taken, are unpaid, and are not included in calculating the hours worked in a particular pay period. While a one-hour lunch period is recommended, the lunch period must be at least 30 minutes. Departments have the responsibility as well as the flexibility to determine the lunch schedule.

5.2 (b) | TRANSITION PLAN TO MOVE TO STANDARD 40 HOUR WORKWEEK

As of July 1, 2004, approximately 42 percent of all administrative and staff employees had work schedules of fewer than 40 hours per week. The inconsistency caused confusion with benefit calculations that are based on pay, with new hire salaries, with salary surveys, with salary scales, and with vacation and sick time.

Effective July 1, 2004, Temple University began the transition to standardize the workweek for full-time employees at Temple University. Employees currently working on one of the many schedules of fewer than 40 hours per week may be affected and should be familiar with the transition plan.

1. The standard hours of operation for most administrative office areas are from 8:30 a.m. to 5:00 p.m. Departments have flexibility in determining employees' work schedules, which may begin before 8:30 a.m. or end

after 5:00 p.m. to ensure the 8-hour workday plus the unpaid lunch period.

2. All non-bargaining unit employees who are currently classified at a level of T26 and above have been hired to perform a specific job and are expected to work the necessary time to complete the job. These employees will be notified that their workweek is being revised to 40 hours, while at the same time acknowledging that they may work in excess of 40 hours per week to fully perform their job responsibilities.
3. There will be no global/across-the-board shift to a 40-hour workweek schedule for existing employees who are at levels T21-T25. These employees will have an option to retain their present work schedule for as long as they stay in their current position. An employee at this grade level who is interested in moving to a 40-hour workweek may discuss the possibility with his/her supervisor. The supervisor can evaluate various factors, including budget and workload, before approving the schedule change.
4. Each department head should assess workload, budget and the presence of a collective bargaining agreement to determine the feasibility of moving non-exempt and/or exempt positions at levels T-21 through T-25 to a 40-hour workweek. Where feasible, the department will be encouraged to make the change. Where bargaining unit positions are involved, the department manager should contact the Employee Relations/Labor Group in the Department of Human Resources at 1-1319.
5. All positions posted, whether for newly created or existing vacant positions, will be based on a 40-hour workweek schedule. All new hires will be hired for a 40-hour workweek schedule.

Current Temple University employees who post for promotions or transfers, and who subsequently accept the new position, will begin their new position on a 40-hour workweek schedule, regardless of their prior work schedule.

6. One result of this transition is that departments may have employees doing similar work, some working 40 hours and some working schedules fewer than 40 hours. Departments having staff employees on varied schedules should structure the work hours of employees to ensure service to students and the public.
7. The Human Resources Department will work with each department as openings occur to provide guidance in this transition phase to a 40-hour workweek.
 - a. In instances where the workload is sufficient but the budget will not support moving all employees to a 40-hour workweek, Human Resources will encourage the department to change the work schedule for an existing employee who may want to work the additional hours on a regular basis. The department will be encouraged to review such requests on an individual basis.
 - b. In instances where the workload is not sufficient to accommodate a 40-hour week for all employees, Human Resources will encourage the department manager to restructure the department, distribute the workload to the existing staff, and rather than hiring another person, move the existing staff, with their approval, to 40-hour workweek schedules. The hiring of a regular part-time person for 20 hours per week may also be an option.

8. In instances where a bargaining unit position may be affected by this transition, department management should consult with the Employee Relations/Labor Group in the Department of Human Resources.

9. The exception to the above may be in grant-funded positions. In such cases, the Human Resources Department will work with the hiring department on an individual basis.

10. This transition plan does not affect faculty, research assistants or teaching assistants.

5.3 | FLEXIBLE WORK SCHEDULES

Temple University supports the principle of flexible scheduling for its employees in order to balance their needs with the service and workload demands of the department.

A flexible work schedule is any alternative work schedule for employees who normally work the traditional five-day workweek. Flexible scheduling refers to a range of flexible formats, including varying start or stop times or varying the number of hours worked on a particular day. Flexible work scheduling is neither mandatory nor an entitlement. Any department and employee taking advantage of a flexible scheduling opportunity must ensure that the department can maintain satisfactory service to customers during all hours of the official workday, all work gets done, no weekly overtime other than what might normally be needed is performed, and weekly/monthly work time for each employee is tracked.

An employee requesting a flexible work schedule should consult with his/her supervisor. The department head has final approval on any flexible work schedule.

5.4 | ATTENDANCE AND PUNCTUALITY

Temple University expects employees to be reliable and punctual in reporting for scheduled work. Unscheduled absenteeism and tardiness place a burden on students, the public, other employees and on the University. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

All employees are to be ready for work no later than their scheduled starting time. Bargaining unit employees must abide by the terms of their collective bargaining agreements.

Temple University recognizes that there are occasions when illness or other personal events result in an unscheduled absence from work. Accordingly, Temple University has a sick leave policy that provides employees with paid time. (see Section 6.3).

Poor attendance and repeated tardiness are disruptive. Repeated tardiness and/or absences may lead to disciplinary action, up to and including discharge from employment. Absences that are approved under the University's Family and Medical Leave Act ("FMLA") policy (See Section 6.6) will not be considered in determining whether disciplinary action is appropriate. However, once employees have used all paid leave (sick, personal and vacation), any additional approved sick time or leave will be unpaid. Employees should contact the Human Resources Department in the event that they believe an absence or lateness is covered under Temple University's FMLA policy.

Bargaining unit employees are subject to the attendance provisions of their collective bargaining agreement and work rules.



TIME AWAY FROM YOUR JOB

6.1 | HOLIDAYS

The University recognizes the following paid holidays for all full-time employees not covered under a collective bargaining agreement:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Day before Christmas
- Christmas Day

Three (3) additional personal holidays, which may be scheduled in accordance with an employee's personal preference and prior department approval, are also provided to employees each fiscal year.

Employees are eligible for paid holidays from their date of hire; however, during an employee's first year with Temple University, personal holidays are pro-rated in full day increments.

Part-time employees regularly working 20 hours or more per week are eligible for pro-rated holiday pay. Any employee absent without pay the workday before or after the holiday is not entitled to holiday pay. It is the responsibility of the supervisor to ensure that the department is adequately staffed in order to continue to provide effective services at all times.

Bargaining unit employees are subject to the holiday provisions in their collective bargaining agreement.

Employees who leave Temple University during the fiscal year are not entitled to receive pay for any unused personal days or holidays.

6.2 | VACATION

Temple University grants paid vacation time each fiscal year to all eligible employees based on their length of service and their employment classification. The approval of the employee's supervisor is required before requests for vacation will be granted. Supervisors and employees have the responsibility to plan vacation schedules that do not interfere with the operational requirements of the particular office or department. Employees are required to verify that any time not worked is properly recorded as vacation time. The University has the right to designate any time not worked by the employee as vacation time in the event the employee fails to do so.

NEW HIRES

For Salary Grade Levels T21-T25:

During the entire introductory/probationary period, including any extensions, employees will accrue vacation at the rate of one day per month to a maximum of 10 days per year. At the completion of the introductory/probationary period, employees will accrue vacation for the remainder of the fiscal year at the rate of 1.5 days per month to a maximum of 15 days per year.

For Salary Grade Levels T26 and above:

During the entire introductory/probationary period, including any extensions, employees will accrue vacation at the rate of two days per month to a maximum of 20 days per year.

During their introductory/probationary period, newly hired non-bargaining employees will be able to use vacation that has accrued. Temple University will not advance vacation time to introductory/probationary employees.

EXISTING EMPLOYEES

For Salary Grade Levels T21-T25:

At the beginning of the first full fiscal year of service, employees are eligible to accrue 15 days of vacation per year.

At the beginning of the 12th full fiscal year of service, employees are eligible to accrue twenty days of vacation per year.

For Salary Grade Levels T26 and above:

Employees are eligible to accrue an annual vacation benefit of 20 days per year.

Part-time employees, who regularly work in excess of 20 hours per week, are entitled to paid vacation on a pro-rated basis, calculated based on the number of hours worked.

Non-exempt employees may take vacation days in two-hour increments or more.

Vacation time is accrued monthly, however, vacation does not accrue during any month in which the employee is not paid. Employees who have successfully passed their introductory/probationary period may have vacation time advanced effective July 1st of each fiscal year with the understanding that if employment terminates prior to June 30th of the fiscal year, an employee's allocation of vacation time will be determined on a pro-rated basis according to the active service they have completed during that year.

Unused vacation time will not carry over into the next fiscal year. Likewise, vacation pay in lieu of time off will not be permitted. It is the responsibility of the supervisor to ensure that employees have the opportunity to use their eligible vacation time and to accurately record vacation time used in the University's electronic leave collection system. It is also the responsibility of the supervisor to monitor

vacation scheduling to ensure that the department is adequately staffed to provide effective services at all times. Recognizing that an unforeseen situation may arise in the department prohibiting an employee from being able to use all of his/her accrued vacation time by fiscal year end, the division Vice President is authorized to grant the following exception to the University vacation policy:

Exception: In the event an employee is not able to take his or her remaining vacation time by fiscal year end, the employee will be permitted to carry forward up to 5 vacation days to be used during the month of July. A formal request must be prepared by the employee's supervisor providing justification for the request and approved by the division Vice President. The vacation days carried forward must be tracked manually by the department timekeeper, and the time used during the month of July must not be recorded in the leave collection system.

Employees are required to provide at least two (2) weeks notice of resignation. Employees who are terminated or employees who resign with appropriate notice will be entitled to receive pay for earned but unused vacation, provided that they have completed the probationary/introductory period and do not owe Temple University reimbursement for days taken but not earned. At the time of employment separation, vacation time earned but not used will be paid out in an employee's final paycheck or no later than the next regularly scheduled payroll. If an employee has used more vacation time than he or she has earned when the employee's employment is terminated (for any reason), an adjustment for the overage will be made in the final paycheck, as permitted by law.

Employees covered under collective bargaining agreements are to comply with the vacation provisions specified in their respective union agreements.

6.3 | SICK LEAVE

Temple University recognizes that employees may have unexpected absences from work due to their own illness or the illness of an immediate family member. For purposes of this policy, "family members" include: (1) the employee's spouse, (2) the employee's parent, and (3) the employee's natural or adopted child or dependent stepchild.

To provide employees with continued income during unexpected absences for illnesses, each non-bargaining full-time employee will receive 10 sick days per year. Non-bargaining introductory/probationary employees will accrue sick days at the rate of one day per month up to 10 days during their first year of employment. Part-time employees, who regularly work in excess of 20 hours per week, are entitled to sick days on a pro-rata basis, calculated on the number of hours they work. Bargaining unit employees' entitlement to sick leave is governed by the applicable collective bargaining agreement.

All sick days are for illness and are not simply "extra days" off with pay from work. Temple University expects that its employees will use their annual sick days only for their own personal illness or the illness of an immediate family member. Accordingly, Temple University does not compensate employees for any unused sick days. Rather, all unused sick days are contributed to a paid sick leave bank at the end of the year which can be used in subsequent years for an employee's own illness. An employee who leaves Temple University is not entitled to payment for any unused sick days.

An employee is cautioned to use sick days sparingly. Unless on FMLA leave, University medical leave, or other University Leave that is approved prior to the absence in accordance with this Employee Manual, an employee who uses more than five of his or her allotted sick days in any fiscal year or otherwise demonstrates a pattern of abuse by using sick time to extend weekends, holidays or vacation time may be subject to progressive discipline, up to and including discharge from employment. Although Temple University does not typically require medical documentation for the use of regular sick days, it reserves the right to do so if the Human Resources Department believes an employee is demonstrating a pattern of abuse. An employee will be notified in writing by his/her supervisor if he/she is required to provide medical documentation for regular sick day use.

Employees are encouraged to build a bank of sick days to help them with salary continuation during their own serious illness. Employees may use sick days from the sick leave bank for their own serious illness prior to exhausting vacation and/or personal days. The elimination period for long-term disability is six months. In order to receive salary and benefit continuation during the entire elimination period, an employee will need 140 banked sick days. To ensure that an employee has coverage during a second major illness period, there is no cap on the number of sick days that an employee may bank.

Temple University policy strictly prohibits the use of sick days to extend weekends or holidays unless approved by the employee's supervisor and/or the Human Resources Department. Accordingly, the Human Resources Department will monitor the use of sick days for patterns of sick days clustered around weekends or holidays.

Although sick days are earned throughout the year at a rate of one day per month up to a maximum of 10 days for full-time employees, Temple University will advance employees all 10 sick days on July 1st of each fiscal year (pro-rated for new hires), with the understanding that if employment terminates prior to June 30th of the fiscal year, an employee's allocation of sick days will be determined on a pro-rated basis according to the active service they have completed during that year. At the time of employment separation, an adjustment for the overage will be made in the employee's final paycheck, as permitted by law.

Bargaining unit employees are subject to the provisions in their collective bargaining agreement and work rules.

6.4 | BEREAVEMENT LEAVE

A full-time and regular part-time non-bargaining unit employee will be granted the following paid bereavement leave to attend the funeral or mourn the recent death of a family member.

Relative	Days of paid leave
Spouse, parent, child, dependent stepchild, sister, brother	4 Days
Grandparent, grandchild, father-in-law, mother-in-law, child of a sibling	3 Days
Grandparent-in-law, sister-in-law, brother-in-law, or directly-related aunt or uncle	1 Day

An employee shall make every effort to notify his or her supervisor prior to taking such leaves. Temple reserves the right to demand proof of any death and relationship for which leave is taken.

6.5 | JURY DUTY/COURT APPEARANCE

Temple University will excuse any employee who is called to jury duty from assigned work duties on the day(s) the employee reports to court. If excused from jury duty for any reason during a workday, the employee must return to work to receive pay for that day. Employees called to jury duty shall be required to present a statement issued and signed by the Clerk of the Court stating the number of days the employee was on jury duty. Provided that the employee provides this documentation, Temple University will treat this absence as a paid leave for up to 20 days. Temple University does not require the employee to turn over any fees paid to the employee by the Court for jury duty.

Bargaining unit employees will be compensated in accordance with the applicable collective bargaining agreement which may include remitting any fees paid to the employee by the court for jury duty.

6.6 | FAMILY AND MEDICAL LEAVE

Temple University recognizes that it sometimes may be difficult for employees to balance the demands of a job with personal and family needs. The Family and Medical Leave Act of 1993 ("FMLA") requires Temple University to allow eligible employees to take up to 12 weeks of leave (paid and/or unpaid) to care for a newborn or newly adopted child, to recuperate from their own serious illness, or to care for a seriously ill family member. For purposes of

this policy, "family members" include: (1) the employee's spouse, (2) the employee's parent, (3) the employee's natural or adopted child or dependent stepchild. In addition, new provisions of the FMLA require employers to provide up to 12 weeks of FMLA leave to eligible employees who are the immediate family members (spouses, children or parents) of reservists or members of the National Guard who are called to active duty in the U.S. Military and up to 26 weeks of unpaid leave to eligible employees who are providing care for family members wounded while serving in the U.S. military.

An eligible employee is one who has at least 12 months of service with Temple University and has worked at least 1,250 hours for Temple University during the previous 12-month period. Eligibility is determined at the time the employee requests the leave.

An eligible employee, as defined by the FMLA, may take up to 12 weeks of family and medical leave during a rolling backward 12-month period for specified family and medical reasons. Eligible employees are entitled to 12 workweeks of FMLA leave during any 12-month period. Under the rolling backward method, the 12-month period will be measured backward from the date an employee requests FMLA leave to determine whether the employee is eligible for any additional leave.

Family and medical leave may be requested for:

- Birth, adoption, or foster care—
A new parent or foster parent may apply for leave within one year after the child is born or placed in the parent's home. If both parents work for Temple University, they will be entitled to a total of 12 weeks between them.

- The employee's serious health condition, as defined by law—This includes an employee who requires inpatient treatment, has a chronic health problem, is incapacitated for more than three calendar days while receiving medical treatment, or has a non-chronic health condition that could result in a period of incapacity for more than three calendar days without medical treatment and/or is pregnant (including prenatal care).
- A family member's serious health condition, as defined by law.

Time can be taken on a continuous, reduced-hour or intermittent basis depending upon the situation. Employees should contact Human Resources to request reduced-hour or intermittent leave.

Temple University requires employees to use all unused annual sick days (if appropriate in accordance with the Sick Leave Policy, Section 6.3), vacation, and personal holidays during any FMLA leave, unless the employee has sick leave accumulated in his/her sick leave bank which is available for use in accordance with the Sick Leave Policy, Section 6.3 or is otherwise receiving payments from Workers' Compensation or other University-sponsored disability plans. If an employee has exhausted all paid leave and is not receiving disability benefits through Temple University, the balance of the FMLA leave is unpaid.

Whenever possible, employees should apply for family and medical leave by submitting a request to their immediate supervisor 30 days prior to the start date of the requested leave. If the need for leave is unforeseeable, the employee should submit the request as soon as possible. It is the employee's responsibility to notify his/her supervisor in advance if he/she needs to extend the length of his/her FMLA leave beyond the leave period initially granted.

If an employee requests FMLA leave to care for an immediate family member or his/her own illness, the employee must attempt to schedule the leave, where reasonably possible, so as not to unduly disrupt Temple University's operations.

Temple University may agree to intermittent or reduced-schedule FMLA leave when requested by an employee following the birth, adoption, or foster care placement of a child provided that the employee's supervisor agrees to the schedule.

When an employee requests FMLA intermittent or reduced-schedule leave for any reason, Temple University may temporarily transfer the employee to another available position with equivalent pay and benefits if such a transfer better accommodates the employee's need for a reduced schedule or intermittent leave.

Temple University requires periodic medical certification from the employee regarding either the employee's own serious health condition or that of a family member.

Temple University also requires periodic reports on the employee's status and intent to return to work. However, if the minimum duration of the period of incapacity specified on a certification for leave is more than 30 days, or if the leave is intermittent or on a reduced-leave basis, Temple University may not request recertification until the minimum period specified in the certification has passed, unless: 1) the employee requests an extension of leave, (2) circumstances have changed significantly, or 3) Temple University receives information that casts doubt on the continuing validity of the certification. Temple University may also contact the employee's health care provider for the purpose of clarifying and/or verifying the authenticity of the

medical certification. Both the FMLA and Health Insurance Portability and Accountability Act (HIPAA) require that Temple obtain authorization prior to seeking this information from the employee's health care provider. The employee is not required to sign the authorization, but if he/she does not, Temple University may not be able to adequately evaluate the request for leave. Under such circumstances, Temple University may deny the request for leave based on the information provided in the employee's health care certification or require the employee to obtain a second opinion from a health care provider retained by Temple University at its expense.

An employee will not accrue sick days, vacation days, or personal holidays while on an unpaid FMLA leave. While on unpaid intermittent or reduced-schedule FMLA leave, an employee's accrual of sick, vacation and personal days will be pro-rated in accordance with the intermittent or reduced work schedule.

Upon return from family and medical leave, the employee is entitled to be returned to the same position held when family and medical leave commenced or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. In the event that an employee's position is eliminated as part of a scheduled reduction in force while the employee is on leave, Temple University is not obligated to reinstate the employee unless there is an open equivalent position available at the time the employee is able to return to work and for which the employee is otherwise qualified.

Certain key employees, as defined by law, may be denied restoration to their jobs when that restoration would cause substantial and/or grievous economic injury to the University's operations.

An employee who is considered a key employee under the FMLA will be notified of that fact at the time he/she requests a leave of absence.

If an employee is covered under Temple University's insurance plans, then medical, dental, and other insurance benefits will continue while the employee is on FMLA leave provided that the employee continues to pay his/her share of the cost of such coverage. The University may terminate an employee's coverage for failing to make premium contribution payments while on leave if the premium is more than 30 days overdue and the University has given the employee written notice that the payment has not been received at least 15 days prior to the date coverage ceases. Retirement savings plan participation may also continue during any period of paid leave. Employees cannot contribute through the University to any retirement savings plan while on unpaid leave.

If an employee fails to return to work following the leave for any reason other than the continuation, return, or onset of a serious health condition or other circumstances beyond the employee's control, the University is entitled to recover the cost of the premiums it paid to maintain the employee's health care coverage during the period of unpaid FMLA leave. Temple University may not, however, recover the premiums paid with respect to any period of paid leave. If it becomes known that the employee is not returning to work and therefore ceases to be entitled to FMLA leave, the University's obligation to provide health benefits (except as provided under COBRA, see Section 7.12) and to restore the employee to work will cease at that time.

An employee who exhausts his/her 12 weeks of FMLA leave may apply for other Temple University Leave (see University Medical Leave, Section 6.7 or University Personal Leave, Section 6.8). It is the employee's obligation to notify his/her supervisor if he/she seeks additional leave under another University policy. The granting of additional leave by Temple University does not extend to the employee's right to reinstatement to the same or equivalent position.

Bargaining unit employees are subject to the terms and conditions of the applicable collective bargaining agreement.

6.7 | UNIVERSITY MEDICAL LEAVE

In addition to FMLA leave (Section 6.6), Temple University also provides eligible employees with an opportunity to apply for a University medical leave. Although a University medical leave may be taken in addition to FMLA leave, the combined duration of any such leaves, including FMLA, vacation, sick days, and personal days may not exceed one year.

To be eligible, an employee must be either a full-time or regular part-time (20 hours or more) non-bargaining employee and have completed at least six months of continuous service. Granting of a University medical leave is a discretionary determination by the University. A University medical leave is unpaid, unless the employee has paid sick, vacation or personal days available (See Section 6.3, Sick Leave). In such cases, the employee will be required to use these days until no more are available. Vacation, personal holidays, and paid sick time do not accrue during any unpaid leave of absence.

Employees may apply in writing to Human Resources for a University

medical leave for their own serious health condition, if any of the following circumstances apply:

1. They have six months, but less than one year, of continuous service with the University and are, therefore, not eligible for FMLA;
2. They are not eligible for FMLA for other reasons;
3. They have exhausted their FMLA leave.

An approved University medical leave does not guarantee that an employee may return to his/her position and does not extend any right to reinstatement under the FMLA policy. If the employee returns from the leave within the leave period, the University will make reasonable efforts to place the employee into an open position for which he/she is qualified. If no positions are available, the employment relationship will end.

If an employee is covered under Temple University's insurance plans, then medical, dental, and other insurance benefits will continue while the employee is on paid leave of any type. Benefits will be continued while an employee is on unpaid leave of any type if the employee pays the entire cost of such coverage. The University may terminate an employee's coverage for failing to make premium contribution payments while on University medical leave. Retirement savings plan participation may also continue during any period in which the employee continues to receive payment for accrued sick or vacation time. Employees cannot contribute through the University to any retirement savings plan while on unpaid leave.

University medical leaves for employees in collective bargaining units are governed by the terms of their respective bargaining agreements.

6.8 | UNIVERSITY PERSONAL LEAVE

Any full-time or part-time non-bargaining unit employee (20 hours or more) may apply in writing to the Human Resources Department for an unpaid University leave for personal reasons if he/she has completed at least one year of continuous service for Temple University and has used all accrued vacation time. The length of total leave time approved, including any paid time (such as vacation time) will not exceed one year.

Approval of a request for a University personal leave is a discretionary determination by the University. If granted, a University Personal Leave does not guarantee that an employee may return to his/her position. If the employee returns from the leave within a year from the date the leave started, the University will make reasonable efforts to place the employee in an open position for which he/she is qualified. If no positions are available, the employment relationship will end.

Vacation, personal holidays and paid sick time do not accrue during any unpaid University Personal Leave. Benefits will be continued while an employee is on unpaid University Personal Leave provided that the employee pays the entire cost of such coverage. The University may terminate an employee's coverage for failing to make premium contribution payments.

Upon approval from the Provost and other designated University Officers (and the President in cases where the request is greater than one year), a faculty member may request a University personal leave to pursue other personal opportunities for which compensation is received. In general, a request for a University personal leave is for less than

one year in duration. Temple, after careful and due consideration, shall grant or deny the request.

University personal leaves of absences for employees and faculty in collective bargaining units are governed by the terms of their respective bargaining agreements.

6.9 | MILITARY LEAVE

Temple University recognizes that National Guard and Reserve Component Forces may be called or ordered to active duty.

Any employee who is called to or enlists for active duty in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, and the reserve components of these services and the National Guard, in response to call-ups to aid with our nation's security and defense needs, automatically shall be granted a leave of absence in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994, for up to five years. This leave can be extended if the national emergency continues beyond that period.

Except when required by military necessity or when it is otherwise impossible or unreasonable, an employee must give advance notice to his/her supervisor either orally or in writing of any need for a military leave of absence. A copy of the "official orders" must be submitted to the employee's supervisor as soon as possible after receipt by the employee.

Military leaves without pay for employees in collective bargaining units are governed by the terms of their respective bargaining agreements.

An employee may use accumulated vacation or personal days prior to beginning the military leave of absence. For employees whose active service is 31 days or more, the University will continue the employee's health benefits coverage for a period of 30 days from the date military leave begins, after which time the employee will have the option of continuing such coverage at his/her own expense while on active military leave.

Applicable tuition benefits for dependent children and a spouse will remain in effect for the duration of an employee's military leave.

With regard to employee pension benefit plans maintained by the University, any person re-employed after military service under this policy will be treated as having no break in service for the period of military service. Time served in the military will be deemed to constitute service with the University for vesting purposes.

Upon completion of active military duty, the employee shall be restored to his or her former position or one of equal status and pay without loss of service credit or seniority, provided he/she returns to work within 90 days after discharge from active military service. The individual's original hire date will be maintained for determining length of service, including vacation entitlement and seniority. Pay increases and other benefits that accrue while the employee is on leave will be granted upon reinstatement to active employment. In the event that an employee's position is eliminated as part of a scheduled reduction in force while the employee is on leave, Temple University is not obligated to reinstate the employee unless there is an open equivalent position available at the time the employee is able to return to work and for which the employee is otherwise qualified.



UNDERSTANDING
YOUR BENEFITS

7.1 | THE BENEFITS OFFICE

Benefit plan coverage is available to full-time employees and faculty members. Specific benefit plan eligibility is based on job classification, and the effective dates of coverage will vary depending on the type of benefit and, for represented employees, on the terms of any collective bargaining agreements that are in force. Employees and faculty members must complete the applicable enrollment process in order for coverage to be in effect.

Employees and faculty members should contact the Benefits Office in the Human Resources Department for detailed information about plans and costs. The Benefits Office may be reached at 215-204-1321. The office is in USB, Room 608, and is open Monday through Friday, from 8 a.m. to 5 p.m. This information is also available on the HR web site at www.temple.edu/hr.

7.2 | NOTICE OF PRIVACY REGARDING PERSONAL HEALTH/MEDICAL INFORMATION

Temple University values each employee, and the protection of employee privacy is very important. In conducting business, the Benefits Office in the Human Resources Department may create and maintain records that contain protected health information about an employee and the health care provided as a member of a benefit plan.

“Protected Health Information” is personal information about an employee or his/her dependent(s) which can reasonably be used to identify the employee and that relates to the employee’s past, present, or future medical condition, the provision of health care, or the payment for that health care.

The Human Resources Department protects each employee’s privacy by maintaining health related information separate

from the main personnel file. Human Resources limits disclosure of this information to those on a need-to-know basis. The University will produce this information to a third party upon receipt of a duly executed consent by the employee or a lawfully served subpoena or court order.

7.3 | PERSONAL DATA CHANGES

Each employee must promptly notify the Human Resources Department in writing of any changes in his/her personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such information must be kept current and accurate at all times. Mailing addresses, phone numbers and emergency contact information may be updated electronically on the Employee Self Service (ESS) site. ESS may be accessed from the HR web site at www.temple.edu/hr. In the event of a name change, a copy of the employee’s new Social Security card must be submitted to the Human Resources Department to change the name on the payroll.

7.4 | HEALTH INSURANCE BENEFITS

The University offers eligible employees medical insurance, which is generally effective upon hire date, subject to the employee’s completion of the enrollment process. For information regarding the choice of carriers available, please see the HR web site at www.temple.edu/hr. In addition, the University offers certain prescription drug coverage benefits, dental insurance benefits, and vision care benefits as part of the employee benefit program. Additional information on these programs is available on the HR web site or by contacting the Benefits Office within the Human Resources Department.

Eligible employees may elect single coverage or may elect to cover their spouse and legally dependent children (biological, adopted, or step). The University subsidizes, in part, the cost of the group medical coverage for single coverage and/or the coverage for a spouse or dependent child, with employees and faculty members contributing a percentage of the premium. Coverage and co-payments vary by job classification and by bargaining unit.

Legally dependent biological, adopted, and stepchildren are covered through age 19, or to age 23 if a full-time student.

When an employee returns from any unpaid leave, regardless of whether he/she elected benefit continuation during the unpaid leave period, the benefit coverage for that the employee received prior to the start of the unpaid leave will be reinstated as follows:

1. When the return to work date is on or before the 15th of the month, benefits will be reinstated as of the first of that month;
2. When the return to work date is after the 15th of the month, benefits will be reinstated on the first day of the following month.

An employee can elect to pay the full cost of the benefits during the unpaid leave period. An employee who elected to continue benefit coverage during the unpaid leave can continue to do so until benefits are reinstated.

7.5 | LIFE AND DISABILITY BENEFITS

The University provides eligible employees with group term life insurance that is non-contributory. The amount of the basic life insurance varies, depending upon the job classification and/or any applicable collective bargaining agreement in effect.

Eligible employees may elect to purchase additional life insurance in

the amounts of 1.5, 2, or 3 times their salary. The maximum amount of life insurance, including the basic amount, varies between \$300,000 and \$500,000. Employees pay the full cost of this additional insurance, with the rates based on age. If additional life insurance is elected within 31 days of initial eligibility, there is no requirement to produce medical evidence of insurability.

Eligible employees may elect to purchase accidental death and dismemberment insurance coverage. AD&D coverage amounts range from \$10,000 to \$150,000, and employees may enroll or change coverage elections effective the first of any month, with no medical evidence required.

Short-term disability benefits provide a level of income and benefit continuation for employees who are unable to work due to a disability and who have exhausted their paid sick time. Eligible employees pay the full cost of this benefit. If coverage is elected within 31 days of eligibility, there is no requirement to produce evidence of insurability. The short-term disability benefit provides 60% of base salary after 4 weeks of disability. Income replacement may continue for a maximum of 22 weeks per occurrence. The University will continue coverage in all benefit plans in which the employee was enrolled prior to the disability.

Long-term disability benefits provide a level of income replacement, as well as continued benefit plan coverage, after six months of an inability to work. Eligible employees share the cost of this insurance with the University, with employees paying 50 percent of the cost. If long-term disability coverage is elected within 31 days of initial eligibility, there is no requirement to produce medical evidence of insurability. The LTD benefit provided varies, depending on the job classification and/or any appli-

cable collective bargaining agreement in effect. In some instances, supplemental disability benefits are offered.

Benefits may vary based on the bargaining unit. Members of a bargaining unit should consult their collective bargaining agreement.

For more information, employees can refer to the HR web site at www.temple.edu/hr or contact the Benefits Office in the Human Resources Department.

7.6 | RETIREMENT PLAN AND TAX DEFERRED 403(B) CONTRIBUTIONS

The University offers several different types of retirement plans, which vary depending on job classification and collective bargaining agreements. Employees and faculty members should contact the Benefits Office in the Human Resources Department for information regarding their eligibility.

All employees paid on the University payroll system may voluntarily elect to make pre-tax contributions to a tax deferred 403(b) account. There are several investment options from which to choose. The maximum amount an employee may contribute in any calendar year is limited by IRS regulations. For more information, employees can refer to the HR Web site at www.temple.edu/hr or contact the Benefits Department in the Human Resources Department.

7.7 | FLEXIBLE SPENDING ACCOUNTS

Eligible employees may elect to participate in flexible spending accounts. There is one plan for health expenses and a second plan for dependent care expenses.

Under both plans, employees make an election every December to contribute funds on a pre-tax basis for the subsequent calendar year. Funds are deducted from an employee's paycheck on a pre-tax basis for federal and FICA purposes. Employees submit their claims for reimbursement directly to the third party administrator.

Under the Health Care Account, employees may contribute an amount up to \$5,000, depending upon the bargaining unit, per calendar year for payment of unreimbursed medical, dental, vision, pharmacy, and hearing expenses. Under the Dependent Care Account, employees may contribute up to \$5,000 per calendar year for eligible child or elder care expenses. In accordance with IRS regulations, employees may only submit expenses incurred during the specific calendar year. Any remaining money left in the account at the close of the calendar year will be forfeited. The maximum contribution amounts may change based on changes in applicable laws or regulations.

For more information or to enroll, employees should refer to the HR web site at www.temple.edu/hr and select Flexible Spending Accounts located in the Benefits section.

7.8 | TRANSPORTATION BENEFITS

Temple University offers employees the ability to enroll in transportation benefits. Payments for these benefits are deducted through payroll deductions. Employees who leave Temple University must ensure full payment for these benefits and are obligated to reimburse Temple University for benefits received but not yet paid for. For more information, employees can refer to the Wageworks web site at www.wageworks.com.

Temple University also allows employees to pay monthly parking costs in any of the Temple lots on a pre-tax basis. For more information, employees can refer to the Office of Parking Services at www.temple.edu/parking.

7.9 | TUITION REMISSION

Temple University offers tuition remission benefits for certain regular full-time employees, including faculty and their spouses and eligible dependents subject to the course taken and the requirements of being in academic good standing and being in compliance with all academic standards and policies. Employees may not use tuition remission benefits unless the account is current or the employee has made arrangements to pay any past due balance in full by the end of the current semester. Forms authorizing Temple University to advance the outstanding balance on the employee's behalf and deduct this amount in equal installments beginning with the next payroll period and continuing through the last pay period prior to the end of the semester are available in the Bursar's office. Misrepresenting any information on this form may result in discipline including, but not limited to, ineligibility for further tuition remission or termination from employment.

The following persons are eligible to participate in Temple University's tuition remission program for courses taken at Temple University:

- Full-time faculty, subject to the collective bargaining agreement between TAUP and Temple University;
- Research and teaching assistants;
- Regular full-time administrative and non-administrative staff;
- Spouses of tenured, tenure-track faculty, and faculty "grandfathered" as Special Appointment Faculty;

- Spouses of regular full-time administrative staff (T-26 and above); and
- Legally dependent children of full-time faculty and regular full-time staff, including natural, adopted, or non-adopted stepchildren of the employee who are less than 24 years of age when initially enrolled in a Temple University undergraduate degree program.

Tuition benefits begin the first day of the semester after hire date or date upon which the faculty member or staff member becomes a full-time employee. Employees who terminate employment with Temple University prior to the beginning of the semester for any reason other than official retirement are not entitled to any further tuition remission benefits. Employees whose employment with Temple University is terminated for any reason (other than official retirement from Temple University) after the start of the semester will continue to receive the tuition remission benefit through that semester only. Employees and their eligible dependents receiving tuition remission must remain in academic good standing and must have paid all balances due on the account for fees that are not otherwise paid through the tuition remission benefit.

Full-time faculty and administrative staff who retire from Temple University remain eligible for the same tuition remission benefits for which they were eligible as employees on the day of retirement.

No tuition remission is given for courses taken in Temple University's Schools of Law, Medicine, Dentistry, or Podiatric Medicine, with the exception of specially designated graduate courses as determined by the Dean's office of the specific professional school. In the School of Pharmacy, tuition remission is limited to undergraduate programs.

Graduate tuition benefits may be considered a taxable benefit. The value of graduate tuition benefits will be included in the employee's taxable wages, and all applicable taxes will be withheld during the year the tuition benefits are received.

The benefit entitlement for eligible employees and eligible dependents is as follows:

- Employee—100 percent tuition remission for eligible Temple University courses, up to eight (8) credits for undergraduate and/or graduate courses per semester.
- An Employee's Spouse—50 percent tuition remission for eligible Temple University courses.
- An Employee's Dependent Children—
- Fall/Spring Semesters. 100% tuition remission for up to 10 semesters to complete their degree in a Temple University undergraduate program. Dependent children may be full-time matriculated students, or they may be part-time matriculated or non-matriculated students.
- Summer Sessions. An eligible dependent child who is a full-time matriculated student at any university, including Temple, may receive tuition remission for Temple University courses taken over the summer sessions. For purposes of this policy, either one or both consecutive summer sessions are counted as a single semester, and therefore, will be counted as one of the 10 semesters for which a dependent child is eligible under Temple University's tuition remission program.
- Temple Abroad. An eligible dependent child who is a full-time matriculated student at any University, including Temple, may receive tuition remission for Temple University courses taken as part of Temple Abroad provided that he/she applies for and is accepted into the program through Temple University's standard admission process.

If faculty members or employees having at least 10 years of service become deceased prior to retirement while still in full-time employment status, their children are eligible for the tuition benefits for up to 10 semesters, including any semesters already completed at the time of the parent's death.

Employees may register for any class that does not interfere with the employee's regular work schedule. Upon request, a Vice President or Dean may approve a flexible work schedule for an employee to allow the employee to take a course during normal work hours. Under such an arrangement, the flexible schedule must not negatively impact the functioning of the office. In addition, the employee's regular work schedule must be adjusted to account for the time spent at class.

In any given semester, the value of tuition remission benefits on a per-credit-hour basis shall equal the per-credit-hour rate of the least costly program at Temple University offering the degree. For instance, the calculated rate of tuition remission per-credit-hour for the Executive MBA (EMBA) program will not exceed the standard per-credit-hour rate for the traditional MBA program.

Bargaining unit members should refer to the collective bargaining agreement.

7.10 † MEDICAL LEAVE DONATION POLICY

The Medical Leave Donation Policy provides a means for eligible Temple University employees to share current fiscal year's allotment of sick days with other eligible Temple University employees who experience medical emergencies and who do not have enough sick time to cover such an absence or do not have short term disability to enable a paid leave.

~~Eligible employees are defined as full-time, regular, non-faculty employees.~~

~~All eligible employees with more than one year of service are eligible to participate in the Medical Leave Donation program.~~

~~Employees who experience medical emergencies may qualify to receive up to 20 paid leave days from a bank of time made up of days voluntarily deposited by donor employees into the Temple University Medical Leave Donation Bank.~~

~~Employees with at least one year of service may donate up to 5 current sick days to the Medical Leave Donation bank by submitting a signed statement, approved by the employee's department head, which indicates the number of sick days to be donated to the Medical Leave Donation Bank. The signed donation form should be sent to Payroll Management in the Human Resources Department for processing and for record-keeping purposes. Donation forms are available on line at www.temple.edu/hr.~~

~~Donations must be in full day increments and are irrevocable. Donations may be made at any time during the year. A day of donated sick time will be considered as one day for purposes of credit to the Medical Leave Donation Bank, regardless of the number of hours or compensation that the donated day would have been worth to the employee making the donation.~~

~~Employee donations are strictly voluntary. Employees may not solicit or distribute lists of potential donors for sick day donation. Donating employees also must not have accepted anything of value in exchange for a donation of time.~~

~~To receive a donation from the bank, an employee must meet all of the following requirements:~~

- ~~• Experience a medical emergency of 10 or more consecutive days; and~~
- ~~• Have exhausted all his/her own earned and available sick, personal and vacation days; and~~
- ~~• Have applied for and received authorization for a medical leave of absence or FMLA by submitting all University required paperwork, including the Release of Health Information Authorization; and~~
- ~~• Have submitted a request, signed by the department head (level two signature authority) to the Benefits department for a donation of up to 20 days of paid time from the Medical Leave Donation Bank to be used for the medical emergency.~~

~~The Human Resources Department will evaluate the eligibility of the recipient for donated time off and will make a determination of the number of paid days, if any, to be provided to the employee from the Medical Leave Donation Bank. Factors to be considered will include the number of requests for paid days, the total available days in the Medical Leave Donation Bank and the employee's leave history. An application and/or the otherwise eligibility of the employee does not guarantee the receipt of any or all of the requested paid days. Applications will be evaluated as quickly as possible.~~

~~Current IRS rules hold that the amounts paid by an employer to an employee who receives days from the Medical Leave Donation Bank are includable in the gross income of the recipient under Section 61 of the Code as compensation for services and are considered wages for employment tax purposes. The value will be based on the employee's rate of pay at the time the employee receives the leave days.~~

~~The rules also hold that an employee who donates leave time to an employer or who deposits leave time in a leave bank does not realize any income and~~

~~incurs no deductible expense or loss either upon surrender or deposit of the leave days or by the use of the leave days by the recipient employee.~~

~~The tax treatment for donors and recipients may change at any time in order to comply with IRS regulations~~

~~Employees covered by a collective bargaining agreement are subject to the provisions of the appropriate agreement and should refer to their contract.~~

~~For more information and/or forms, visit the HR web site at www.temple.edu/hr.~~

7.11 | SEVERANCE

It is not mandatory for Temple University to award severance but it may be awarded, if approved by the Human Resources Department, to full-time, regular, non-bargaining employees whose employment is involuntarily terminated by Temple University due to job elimination or reduction in workforce. Employees discharged for poor performance or reasons other than layoff due to lack of work are not eligible for severance payments under this policy. Introductory/probationary employees are not eligible for severance.

The following table sets forth guidelines for severance:

Length of service	Weeks paid of severance
0–1 year	0 weeks
1–3 years	2 weeks
3–5 years	4 weeks
5–7 years	6 weeks
7–10 years	8 weeks
10–15 years	10 weeks
15–19 years	12 weeks
20–24 years	15 weeks
24–29 years	18 weeks
29 and over	21 weeks

7.12 | HEALTH BENEFITS UPON TERMINATION (COBRA)

Upon termination of employment for any reason other than discharge due to violation of Temple University’s Rules of Conduct, a qualified employee and any dependent enrolled in Temple University’s health and dental care plans may elect continuation of coverage known as “COBRA.” Under COBRA, the employee or family member may extend coverage for an additional 18 months (or 36 months, if applicable) on a self-pay basis at 102 percent of the total coverage cost.

Bargaining unit members should refer to specific applicable contract language for information relating to this issue.

7.13 | DOMESTIC PARTNER BENEFITS

Temple University offers domestic partner benefits to all of its non-bargaining unit employees and to any bargaining unit employees whose contract provides for such benefits.

To be eligible for any benefits under this policy, an eligible employee must certify that he/she is a member of a domestic partnership under Temple University’s domestic partnership policy. Information concerning the certification criteria and procedures is available in the Benefits Office and is posted on the Human Resources web site at www.temple.edu/hr.

Certified domestic partners are eligible for health insurance, dental insurance, and vision care. In addition, certified domestic partners are eligible for any benefit that would otherwise be available to/for a spouse under the Tuition Remission Policy (Section 7.9), Bereavement Leave Policy (Section 6.4), Sick Leave Policy (Section 6.3), Family and Medical Leave Policy (Section 6.6), Health Benefits Upon Termination

(Section 7.12), and Payment of Outstanding Wages Upon Employee’s Death (Section 16.9). Children of certified domestic partners are eligible for benefits on the same basis as dependent step-children (i.e., the employee must demonstrate that the child is the legal dependent of the employee’s certified domestic partner and that the employee has assumed financial responsibility for the child of his/her domestic partner).

The premium charged to employees who are eligible for and elect insurance coverage for their certified domestic partner and/or dependent children of a certified domestic partner under this policy are the same co-pays charged to University employees electing insurance coverage for their spouses and/or their covered children.

7.14 | EMPLOYEE HOME OWNERSHIP PROGRAM

Temple’s Employee Home Ownership Program strengthens the University’s commitment to the community by helping employees invest in home ownership.

Temple provides access to several financial programs for full-time staff and faculty who purchase and reside in single family homes in the communities surrounding the Main and Health Science campuses.

Full-time employees are eligible to receive forgivable loans of \$4,000 or \$5,000 from Temple toward the purchase of a single family home in selected zip codes. Loans will be forgiven over a 4 or 5 year period. The City of Philadelphia, through its Home-Buy-Now program will match Temple’s contribution. The City’s match is a grant and does not need to be repaid.

For more information, employees should refer to the HR web site at www.temple.edu/hr.



THE UNFORESEEN INJURY

8.1 | WORKERS' COMPENSATION

All employees and supervisors must promptly and properly report Workers' Compensation incidents, and employees must receive appropriate medical treatment for work related injuries and/or illnesses. For the purposes of this policy, the following definitions apply:

1. **Workers' Compensation Act:** A law defining the liability of an employer to pay damages for injuries and/or illnesses received by an employee in the course and scope of employment,
2. **Employee:** Any salaried or hourly employee of Temple University as defined by the law,
3. **Panel:** Refers to the posted list of at least six health care providers designated by Temple University to be utilized by injured and/or ill employees during the first 90 days of medical care, if needed. Additional information on the panel is included on the Human Resources web site at www.temple.edu/hr.

Temple University strives to ensure that all employees who are injured on the job will receive proper medical treatment as required under the Workers' Compensation Act. Every occupational illness and/or injury must be reported, regardless of how minor. These reports will be investigated to ensure the receipt of medical and/or disability benefits due the employee.

An employee must report any work-related illness or injury to his or her supervisor so that the supervisor can arrange for immediate medical care if needed (including transportation), complete all required reports and documents in a timely and accurate manner,

and report the incident to the Workers' Compensation Office in the Human Resources Department. The Workers' Compensation Office will provide direction and training to manage staff and coordinate claims administration.

The Pennsylvania Workers' Compensation Act requires any employee who is injured on the job to:

1. Give notice to his/her immediate supervisor, as soon as he/she knows that the injury/illness is work related,
2. Complete an Incident Report, and
3. Seek treatment from one of the posted health care providers for a period of 90 days following the date of his/her first visit. Referrals to non-panel health care providers prescribed by a panel health care provider will be covered. However, other treatment or services provided by non-panel health care providers will not be paid by Temple University.

Employees seeking treatment from a non-panel health care provider during the first 90 days will jeopardize reimbursement by Temple University. If during the 90-day period an employee wishes to change health care providers, he/she may do so provided he/she visits another panel health care provider. After the 90-day period, an employee may choose to:

- Continue treatment from the posted physician or specialist to whom the employee was referred, or
- Seek treatment from another duly licensed health care provider, provided that the employee notifies the Claims Administrator within five (5) days of the first visit to the non-panel health care provider.

Employees certified as unable to return to work and/or with an indefinite return to work date, MUST remain in contact with their supervisor and the claims administrator. Employees and supervisors may contact the Workers' Compensation Office in the Human Resources Department at 1-215-204-3328.

8.2 | INDEMNITY AND MEDICAL BENEFIT PAYMENT FOR EMPLOYEES COLLECTING WORKERS' COMPENSATION

Temple University compensates any employee who sustains a work-related injury and/or illness in accordance with the Workers' Compensation Act. This payment is known as an "indemnity benefit" and is in addition to any medical benefits the injured worker may receive under the law. Indemnity benefits are not payable to an employee for the first seven calendar days, unless the disability equals or exceeds 14 calendar days.

During the first seven calendar days of absence due to a work-related injury or illness, the employee must use any sick days available, including sick bank days. If the work related absence equals or exceeds 14 calendar days, and payment for the first seven calendar days of disability is made to an injured and/or ill employee under the Workers' Compensation Act, the employee will be required to reimburse Temple University for those sick days paid to the employee. The sick days will be added back to the employee's accrued sick leave. Medical payments are made directly to health care providers for services rendered with regard to an employee's work related injury and/or illness.

8.3 | BENEFITS CONTINUANCE AND SENIORITY ACCRUAL FOR EMPLOYEES COLLECTING WORKERS' COMPENSATION

While collecting workers' compensation benefits, an employee accrues seniority but does not accrue sick or vacation time. Unless otherwise covered by a collective bargaining agreement, employment will be terminated for those employees who are absent for more than 12 months. The employee will continue to receive workers' compensation benefits until such benefits are terminated in accordance with Pennsylvania law.

If an employee is covered under Temple University's insurance plans, medical, dental and other insurance benefits will continue for up to six months of any workers' compensation leave period, provided that employee continues to pay his/her share of the cost of such coverage. At the end of this period, the employee will receive notice of his or her right to continue benefits under COBRA. Employees covered under a union benefit plan should contact their union for information concerning the continuation of health benefits.

8.4 | POSITION RETENTION FOR EMPLOYEES COLLECTING WORKERS' COMPENSATION

When an employee is on workers' compensation-related leave, Temple University holds open the employee's position for up to six (6) months (including any period covered by the FMLA). Employees who are medically cleared to return to work after six months of absence should notify the Human Resources Department. The employee will be reinstated to a comparable position if available. If no position is available, the employee will be treated in accordance with

Temple University's reduction-in-force (RIF) policy (Section 16.5) for purposes of determining eligibility for reinstatement.

8.5 | FAMILY AND MEDICAL LEAVE FOR EMPLOYEES COLLECTING WORKERS' COMPENSATION

Temple University counts time off for work-related absences or illnesses toward the employee's entitlement for Family and Medical Leave (FMLA) provided the employee is otherwise eligible for FMLA leave. FMLA provides up to 12 weeks of job protection, and, to be eligible, employees must have worked at least 12 months and 1,250 hours in the last year.

Employees who meet the criteria for Family and Medical Leave (FMLA) will be contacted by the Human Resources Department with regard to this program. (See Section 6.6 on Family and Medical Leave.).

8.6 | RETURNING TO WORK FOR EMPLOYEES COLLECTING WORKERS' COMPENSATION

Temple University will make every effort to place employees who are released to return to work, with or without medical restrictions, in an open position for which the employee is otherwise qualified. Temple University reserves the right to assign employees with work restrictions to light duty assignments.

As soon as an employee is medically cleared to return to work, with or without restrictions, the employee must present his or her release to the Human Resources Department. The department will then review appropriate and available open positions throughout Temple University for a period of no less than 30 days and notify the employee in writing of job availability.



YOUR PAYCHECK AND EXPENSES

9.1 | W-2s, 1042-Ss, AND W-4s

Federal, state, and local laws require the University to withhold the applicable taxes from each payment made to an employee at the time it is actually or constructively paid, not when the wages are earned and become payable, and to issue W-2 and/or 1042-S forms.

Upon hire, each employee is required to complete a W-4 form that specifies the number of tax exemptions claimed by the employee. Temple University does not provide assistance in determining the number of tax exemptions an employee may claim.

9.2 | PAYROLL SCHEDULES

Temple University pays its employees on a monthly or bi-weekly basis depending on job classification. The pay cycles are as follows:

MONTHLY PAY

The monthly pay cycle runs from the first calendar day of the month through the last calendar day of the month.

University employees on a monthly payroll schedule receive their compensation on the last working day of the month.

Regular full- and part-time employees, including faculty, are automatically paid by the HRS payroll system based on the information entered into the employee database (EDB) from the hiring process.

No additional documentation is required for a monthly employee to receive his/her regular monthly pay.

Additional documentation is required to adjust the pay for:

1. Additional compensation,;
2. Overtime for non-exempt employees,
3. Reduction in pay, and
4. Retroactive pay adjustments.

BI-WEEKLY PAY

The bi-weekly payroll runs for a 14-day period, or in general, 26 times per year. The pay period begins on a Saturday at 12:01 a.m. and ends on the second Friday at 11:59 p.m. Employees on the bi-weekly payroll are paid on Friday following the pay period end date. Pre-printed time reports are generated for employees who are paid on a positive reporting basis and must be submitted electronically using the Leave Collection System or Kronos to Payroll Management by 12 noon on the first Monday following the pay period end date in order to receive payment for all hours worked during the pay period. Non-exempt bi-weekly salary employees are automatically paid a salary amount based on the information entered into the EDB from the hiring documents.

Additional documentation is required to adjust the pay, for:

1. Reductions in pay,
2. Overtime,
3. Advance vacation pay,
4. Additional compensation, and
5. Retroactive pay adjustments.

9.3 | FACULTY PAY SCHEDULE

All base pay for full-time continuing faculty members for either an academic year or fiscal year shall be paid over 12 months in equal installments.

For faculty paid for the fiscal year, annual pay shall begin in the month the individual begins their responsibilities at Temple. All pay is current to the month in which it is earned.

For faculty paid for the academic year (9 months—September thru May) earnings shall be paid in 12 equal installments from July to June, which is coincidental to the University's fiscal year. Faculty members working on an academic year basis who do not begin their appointment at Temple University in July, will receive ²/₁₂ of their annual salary if first paid in August, or ³/₁₂ of their annual salary if first paid in September.

For non-tenure track faculty in their first appointment at Temple University or for NTT faculty who may be returning after an interruption in service, they shall receive their academic year salary paid in 10 equal installments for their first year beginning in September and ending in June. At the end of June the individual faculty member's salary will be recalculated to 12 equal installments if the individual is continuing or appropriately reappointed. From that point forward, all NTT faculty shall be paid in 12 equal installments for the duration of their appointment at Temple.

For faculty who begin their responsibilities in the spring semester, they will receive their regular pay in equal installments beginning in January of the year in which they start.

Faculty who receive payment in the July and August payrolls but who leave Temple University for any reason prior to the commencement of the Fall semester are required to reimburse the University for the July and August payment. Faculty who do not complete the Fall semester may be required to reimburse the University for that portion of the July and/or August payment not earned by the faculty member in the Fall semester. In such a case, the University will provide the faculty member with a detailed accounting of the amount of such overpayment.

9.4 | TIME RECORDS

The automated time collection system is an electronic record used to record all hours worked including overtime and shift premiums, time off with pay (vacation and personal days), and time off without pay for all regular full- and part-time employees. It also tracks vacation usage and sick day occurrences for purposes of discipline, docking and FMLA absences.

Each department will designate the individual(s) who is/are responsible for recording attendance in the electronic leave collection system. Employees may not record their own attendance. The electronic leave collection system can be accessed at <http://timecollection.temple.edu>.

Employee attendance records must be kept completely, accurately, and in a confidential manner. The employee attendance records are subject to unannounced reviews to ensure proper use.

Falsification of time records is a serious offense. Any employee who falsifies his or her own time record or who falsifies

the time record of any other employee is subject to disciplinary action, up to and including discharge from employment. Temple University also may report the incident to the proper authorities for investigation of theft of time for which the employee received monetary compensation.

9.5 | DISTRIBUTION OF PAYCHECKS AND DIRECT DEPOSIT

The University is responsible for paying employees for services performed. The Employee Statement of Earnings and Deductions (paystub) is produced and distributed electronically to University employees each payday via the employee Self-Service (ESS) web site at <http://ess.temple.edu>. The paystub documents payments for services performed and all deductions withheld from an employee's pay. An employee has the responsibility of notifying management immediately if there is a mistake in the amount of his/her pay.

Beginning January 2006, direct deposit became the University's preferred method of payment for all employees paid by the University, including but not limited to, all full-time and part-time faculty, staff, and students. Direct deposit enables the University to facilitate the distribution of pay to employees in a safe, secure, and timely manner. To enroll in direct deposit, faculty, staff and students can log on the direct deposit page on the ESS web site or submit an authorization form (available on the forms web site at <http://temple.edu/hr>). Students can enroll for direct deposit of their pay either through OWLnet or ESS.

The University offers an electronic pay card to faculty and staff as an alternative to direct deposit.

Regular full-time and part-time employees are permitted to have their pay deposited in up to five separate accounts at any bank and/or credit union of their choice within the United States as long as the financial institution is a member of the National Automated Clearing House Association (NACHA). An employee agrees to permit the University to remove funds deposited into a bank account in error.

Ordinarily, Payroll Management will not release individual employee payments prior to the regularly scheduled payday. Bargaining unit members should consult their collective bargaining agreement to determine whether and under what circumstances they are eligible to request an advance in pay.

Paystubs contain confidential information and, as such, any University employee charged with the responsibility of handling this information must exercise extreme care when distributing pay-related documents to employees.

Under no circumstance may an employee take or open a paycheck for any other employee. If an employee is not present at work to receive the payment, it will be kept in a secure place until the payment can be given to the employee.

In the event that an employee is overpaid, he/she must notify payroll immediately and make arrangements for repayment. If no notification is received and overpayment is discovered, the University will take steps to ensure reimbursement and disciplinary action may result.

VOLUNTARY DEDUCTIONS

Deduction	Form	Responsible Office
Union Dues	Authorization card	HR–Labor Relations
Annual Giving/University Gift/ Temple Way	Authorization card	Development Office
United Way	Authorization card	HR Payroll Management
Diamond Dollars	Authorization form	Diamond Dollars Office
Parking	Authorization form	Office of Parking Services
Fitness Center	Authorization form	Recreation Services

9.6 | DEDUCTIONS FROM WAGES (VOLUNTARY DEDUCTIONS)

Regular full- and part-time employees may voluntarily agree to have wage deductions withheld from their pay on a pay- period basis. These withholdings and deductions from an employee’s pay are usually made in accordance with the terms of the program or type of deduction and documented on the respective enrollment form. The deductions are withheld and/or stopped at the employee’s discretion by contacting the responsible office.

Only Temple-sponsored programs are eligible for voluntary payroll deductions.

9.7 | GARNISHMENT AND WAGE ASSIGNMENTS (INVOLUNTARY DEDUCTIONS)

Invuntary deductions are those over which an employer or employee has no control. The University is required by law to make the deduction from an employee’s pay when served with a withholding order to deduct a certain amount of an employee’s pay and send it to a person or governmental agency to satisfy the employee’s debt or obligation. If an employee believes that the garnishment or withholding order was issued in error or is otherwise invalid, it is the employee’s obligation to obtain an order from the appropriate agency or court directing Temple University to

cease the withholding. Until such time, the University will make any withholding as required by the order.

Types of Involuntary Deductions for garnishments include:

1. Child support orders;
2. Tax levies;
3. Student educational loan collections;
4. Bankruptcy orders;
5. Creditor garnishments; and
6. Employee loans.

These withholdings are administered and remitted by Payroll Management to the appropriate agency in accordance with the terms of the withholding order or garnishment. Any changes or release from the attachment must be authorized by the authorizing agency or court issuing the garnishment or wage assignment order. The University will not discontinue an involuntary deduction without proper notice from the issuing agency or court. Payroll Management reserves the right to charge an administrative fee in accordance with the terms of state law and the terms of the garnishment.

9.8 | OVERTIME

The Fair Labor Standards Act (FLSA) has established minimum standards governing the payment of overtime, minimum wage, equal pay, record keeping, and child labor provisions to non-exempt employees that the University must follow.

Non-exempt, non-bargaining unit employees working in excess of their scheduled hours but fewer than 40 hours in a work week are to be paid, at a minimum, at the straight hourly regular rate of pay.

Non-exempt, non-bargaining employees required to work by their supervisor for more hours than scheduled are to be paid at a minimum rate of 1.5 times their average straight-time hourly rate for all hours worked in excess of 40 hours in a single work week as established under the FLSA. Exempt employees are not entitled to overtime compensation.

Employees represented by a collective bargaining unit should refer to the appropriate bargaining unit agreement for the terms regarding overtime payments including, but not limited, to premium pay.

9.9 | SUPPLEMENTAL PAYMENTS

To maintain strict compliance with Internal Revenue Service (IRS) regulations, the University has determined that all payments received by an employee that are not regular wages are “supplemental wages” as defined by the Internal Revenue Service. Supplemental wages include but are not limited to the following types of payments:

- Retroactive pay
- Overtime pay
- Severance or dismissal pay
- Back pay awards
- Bonuses
- Unused annual leave
- Work during vacation
- Commissions
- Summer School pay
- Non-qualified moving expenses
- Summer Research
- Discriminatory tuition Fellowships remission

The IRS has established the following specific regulations for withholding federal income tax from these payments:

1. The employer can combine the supplemental wages with the payment of regular wages in the payroll period.
2. The employer must withhold federal income tax as if the combined payment is a single wage payment for that payroll period. (Example: This is currently the way Temple University processes overtime pay for non-exempt employees).
3. When the supplemental payments are paid separately from regular wages, federal income tax withholdings must be calculated at the flat supplemental rate as established by the IRS. The flat rate is applied without regard to withholding allowances or tax tables. All supplemental payments that are paid by the University on a separate check will have federal income tax withheld using the supplemental rate as set by the IRS.

9.10 | SALARY DOCKING OF EXEMPT EMPLOYEES

Temple University complies with the provisions of the Fair Labor Standards Act and state and local wage laws. In accordance with these laws, and except as permitted by these laws, exempt employees generally are paid on a salaried basis, regardless of the number of hours they work in a given workweek. Temple prohibits any unauthorized deductions from the salary of such exempt employees.

It is Temple's policy to make deductions from the salary of an exempt, salaried employee when he or she is absent from work only as follows:

1. When an exempt, salaried employee who is absent from work for one or more full days for personal reasons, other than sickness or disability, and has no paid time off available, the

employee's salary for that week may be reduced for each day of his or her absence.

2. When an exempt, salaried employee is absent from work for one or more full days as a result of his or her own sickness or disability, including absences as a result of a work-related accident or injury, the employee will be compensated for this illness under Temple's sick leave, disability or workers compensation policies, as appropriate. If the employee has no sick time remaining and is not eligible for disability benefits, the employee's salary for that week may be reduced for each day of the employee's absence.
3. When an exempt, salaried employee takes unpaid leave under the Family and Medical Leave Act, including intermittent leave, the employee's salary may be reduced for each hour (or fraction of an hour) of unpaid leave taken.
4. When an exempt, salaried employee is suspended for violation of safety rules of major significance, the employee's salary will be reduced for the length of the suspension.
5. When an exempt, salaried employee is suspended for one or more full days for violation of one or more of Temple's workplace Rules of Conduct, the employee's salary will be reduced for each day of the suspension.

This policy addresses pay deductions from exempt, salaried employees based on the employee's absence from work. Salary deductions made as required by federal, state and local laws, deductions under Temple's benefit plans and any other voluntary deductions authorized by the employee are not covered by this policy.

An exempt, salaried employee, who believes that an improper deduction has been made from his or her salary, should report this deduction immediately to his/her manager and/or the Payroll Management Office. Temple

will promptly investigate the employee's complaint. If an improper deduction has been made, Temple will reimburse the employee for the improper deduction.

9.11 | DUPLICATE W-2 AND 1042-S FORMS

The University currently retains approximately 10 prior calendar years of W-2 and 1042-S forms issued to employees. This record retention exceeds current Internal Revenue Service regulations that require employers to maintain four calendar years, plus the current year of tax documents. The University reserves the right to limit the retention of tax documents to those required by the IRS.

All requests for the issuance of duplicate W-2 and/or 1042-S forms must be in writing. No requests will be accepted over the telephone. This policy has been established to protect both the employee and the University. Salary information is confidential in nature and will not be disclosed to anyone without written authorization.

A replacement tax document can be obtained by completing the Request for IRS Form W-2 and 1042-S in its entirety and submitting the form to Payroll Management in the Human Resources Department. The form, along with the procedures for completing the form, can be obtained from the University forms web site at www.temple.edu/forms.

A replacement fee will be charged in accordance with the established Payroll Management fee schedule. This fee can be deducted through payroll deduction for all active University employees requesting a replacement.

For former employees, the fee must be remitted at the same time of the request in order for the replacement document to be reissued.

9.12 | CITY WAGE TAX REFUNDS

Currently, the City of Philadelphia allows Temple University to reimburse employees for City of Philadelphia wage taxes when they meet certain requirements. This accommodation is subject to the continuing approval by the City of Philadelphia and can change at any time.

As a convenience to eligible employees, the University will process refunds for City of Philadelphia wage taxes withheld from nonresident employees for authorized work performed outside of the City of Philadelphia. An employee can request the refund at any time during the calendar year, but no later than December 5th. Refund requests received after the fifth of December will be processed if time permits. If not, the request will be returned to the employee and the employee will need to file a Refund Petition directly with the City of Philadelphia. Refund requests will be

accumulated and paid to the employee at the end of a quarter (March, June, September, and December).

The wage tax is not refunded for vacation, sick, or weekends spent outside of the city; this includes, but is not limited to time spent working from home. The refund is included in an employee's pay; a separate payment will not be produced.

Nonresidents of the City of Philadelphia who perform all their work for Temple University outside the city are eligible to be classified as exempt from city wage tax withholdings. Such employees will not have City of Philadelphia wage taxes deducted from their regular paycheck; thus, a refund is not required. Work location must be clearly documented on the paperwork submitted to the Human Resources Department before an exemption will be established.

The detailed Philadelphia Wage Tax policy as well as the City Wage Tax Refund Form is available on the Temple University web site at www.temple.edu/forms. Any employee requesting a refund must complete the City Wage Tax Refund Form, obtain the appropriate management authorization and submit it to Payroll Management, along with the supporting documentation for the request.

If adequate documentation is not submitted with the refund request, it will be returned along with a request for additional information.

9.13 | TRAVEL EXPENSES

Temple University maintains a travel expense policy to reimburse employees for university-related expenses. Please see the most recent Travel Expense Policy on the Temple University web site at www.temple.edu/controller/travel.



YOUR CAREER
AT TEMPLE UNIVERSITY

10.1 | CLASSIFICATION OF JOBS

Temple University has established a position classification program that appropriately identifies and classifies employees' roles, responsibilities and accountabilities in a manner that is consistent and competitive. Positions are evaluated through the use of comparative analyses of similar positions. As a result of evaluation, positions that require similar skill levels, responsibility levels, effort, qualifications, and working conditions are assigned to the same position class.

The objectives of the classification plan are to:

1. Enable the organization to attract and retain competent employees,
2. Establish administrative policies and procedures that:
 - Employees can easily understand,
 - Are sufficiently flexible to meet changing internal conditions and outside influences, and
 - Ensure uniform and consistent treatment for all.
3. Establish a structure of salaries for all positions that is competitive with salaries paid for similar work in the appropriate labor market,
4. Establish a wage range for each position that accurately reflects the relative value of that position in comparison to all other positions in the organization,

5. Ensure compliance with all federal, state and local compensation statutes and regulations, and
6. Establish career ladders to help foster the development of employee skills and abilities.

The Human Resources Department maintains the classification structure and periodically evaluates and adds positions based on departmental needs and changes in the market environment. The Human Resources Department web site provides detailed information on job classifications. See www.temple.edu/hr.

10.2 | POSITION DESCRIPTIONS

Position descriptions ensure that all non-faculty, bargaining and non-bargaining employees have well-defined, clear, and consistent information regarding their positions at Temple University. The Human Resources Department has prepared and maintains generic descriptions by job family for every non-bargaining level, and in some cases, by job. Each department is responsible for maintaining its specific position descriptions which identify the key responsibilities/duties of the position, the core competencies and the various role-related competencies (see Section 10.8). Position descriptions may be found on the Temple University Human Resources web site at www.temple.edu/hr.

10.3 | REVIEW OF CLASSIFICATION OF JOBS/POSITIONS

The Human Resources Department reviews positions to maintain the appropriate classification of jobs within the University, without regard to race, color, religion, gender, sexual orientation, national origin, ancestry, age, disability, marital status, or veteran status in employment or in any program. To initiate the classification or position review process, a supervisor or unit head submits a Role Comparison form or a job description to Human Resources. Human Resources may also initiate a review.

10.4 | APPEAL OF CLASSIFICATION OF JOBS

The Human Resources Department will advise a supervisor or department head of the results of its review and proposed classification of the position. If the supervisor or department head disagrees with the classification, he/she may request that Human Resources conduct a second review. Any non-bargaining employee who believes his/her job is misclassified should utilize the procedure outlined in Section 10.10, Employee Dispute Resolution—Non-Bargaining. Bargaining unit employees should consult the procedures set forth in their collective bargaining contracts.

10.5 | REVIEW OF EXEMPT OR NON-EXEMPT JOB STATUS

Any employee who believes he/she has been improperly classified as an exempt or non-exempt employee (see Section 3.3) may initiate a review of his/her exempt or non-exempt status through his/her supervisor. The employee should state the basis for his/her belief that the classification is incorrect. The Department of Human Resources will notify the supervisor/employee within five business days of its decision and the basis for the classification.

10.6 | WAGE/SALARY STRUCTURES FOR POSITIONS

Prior to the posting of any opening, the Human Resources Department evaluates the position to determine the appropriate classification and wage/salary structure. An employee responding to a posted position with a different wage structure than his/her current position can consult with the Human Resources Department to determine how the posted position would affect his/her compensation and/or benefit level.

In the case of a promotion, the policy on Promotional Salary Adjustments for non-represented employees will apply. See Section 11.9.

In the case of a lateral change, the policy on Salary Adjustments for Lateral Changes will apply. See Section 11.8.

If the reclassification of a position results in the position changing from a union position to a non-represented position, the Human Resources Department will notify the dean and/or department head as well as the appropriate union.

10.7 | PERFORMANCE DEVELOPMENT PLANS (PDPs)

Temple University is committed to enhancing the performance and professional development of all employees through Performance Development Plans (PDPs). PDPs serve to reinforce the mission, goals, and objectives of the University as a premier academic and research institution that also maintains a strong community focus. PDPs create a consistent, University-wide approach to performance management. All non-faculty administrators and staff, who work 20 hours or more per week, must have a PDP.

PDPs are designed to go beyond the traditional year-end performance appraisal practice. The PDP process includes year round performance planning, professional development, and year-end appraisal. Major features include:

- Position responsibilities/Essential Functions;
- Goals/Projects; and
- Competency Development.

Performance development and management begins with performance planning. It includes clearly defined and appropriately classified jobs. Semi-generic position descriptions have been prepared to help employees understand job functions and expectations. Using the semi-generic position description as a guide, supervisors are required to prepare more specific job descriptions to further detail the essential functions of a position. Supervisors must submit the more specific job descriptions to the Human Resources Department. It is the more specific descriptions of position responsibilities/essential functions and goals and projects that should be used on an employee's PDP. The Human Resources Department can provide assistance to supervisors.

Supervisors and/or their direct reports are required to create a PDP at the beginning of each fiscal year for existing employees and during the first month of employment for new hires.

Throughout the fiscal year, supervisors provide periodic feedback on performance and coach, counsel, train, and mentor their employees as part of the University's commitment to performance improvement and development. Supervisors should review performance with employees at least once every quarter and should record comments on PDPs to document progress, accomplishments, and problems.

Throughout the fiscal year and especially at the end of the fiscal year, employees should update their PDP comments. Supervisors should review these comments, update their own comments, and accurately and fairly rate employees based on the documentation of their performance. If required in their department, the reviewer should then send the PDP to their supervisor to review. Finally, the supervisor should have an in-person meeting with the employee to review the unrated PDP before electronically sending the rated version to the employee for review.

During the end-of-the-year review meeting, performance planning also begins for the next fiscal year.

While the end-of-the-year ratings should not be a surprise to employees, employees who believe their supervisors' evaluations are inaccurate may detail their concerns on the "Employee Comments" section of the Performance Development Plan. Non-bargaining employees should address their concerns first with their supervisor and then with the next level supervisor. If there is no resolution of their complaints, employees may then ask for the Human Resources Department to review their complaint.

10.8 | THE TEMPLE UNIVERSITY
COMPETENCIES

Temple University has identified 24 competencies that are critical for the University’s future growth. The competencies are divided into those 14 that are core and 10 that are role-related. Core competencies are the essential values/skills/capabilities that every employee at Temple University needs to perform effectively, regardless of role and organizational level. The role-related competencies are those values/skills/capabilities that are more essential in certain roles than others in developing performance. Employee job descriptions identify those role-related competencies that are especially emphasized in that position.

CORE COMPETENCIES

Accountability—takes personal responsibility for all work activities and personal actions, implementing decisions that have been agreed upon, and acknowledging mistakes and failures without blaming others.

Clear Communication—expresses oneself clearly and effectively when speaking and writing to individuals and groups, listens attentively and ensures communication is understood by all parties involved.

Client/Customer Service Orientation—focuses one’s efforts on exceeding the customer’s needs. Takes personal responsibility for dealing with and/or correcting customer service issues and concerns.

Continuous Improvement Orientation—strives to constantly enhance quality and streamline processes related to how work is completed.

Dependability—consistently produces high quality work with unfailing reliability. Can be counted on to get the job done and done well each time.

Efficiency—utilizes time effectively for maximum performance. Completes activities/projects on or before scheduled deadlines with minimal errors and takes full advantage of the resources available.

Ethics—demonstrates the ability to adhere to an appropriate and effective set of core values and beliefs and to act in line with those values.

Initiative—independently anticipates and identifies problems, obstacles and opportunities and takes decisive action to address them.

Interpersonal Skills—able to work effectively with others using empathy and self-regulation to manage interactions with others.

Policy Compliance—reads, completes required training programs, and complies with all University policies, all employment policies including anti-harassment/discrimination/retaliation policies, Conflict of Interest policies, falsification of data/information policies and all NCAA Policies.

Problem Solving/Decision Making—generates successful approaches analyzing and resolving problems and makes good decisions based upon a mixture of wisdom, experience, and judgment.

Quality Assurance/Attention to Detail—accomplishes tasks through concern for all aspects of the job, no matter how small. Accurately checks processes and tasks and follows up.

Respect and Valuing Diversity—demonstrates the ability to recognize, understand, accept and appreciate the value of workplace diversity; respects the practices, values, and points of view of other individuals and groups.

Teamwork and Collaboration—works cooperatively with others, contributes to and accepts group opinion. Understands that organizational and team goals take precedence over individual goals.

ROLE-RELATED COMPETENCIES

Analytical Thinking—understands a situation, issue or problem by using a step-by-step process, applying basic rules and learned concepts.

Change Leadership—initiates, sponsors, implements, supports and leads others through organizational or departmental change efforts.

Creativity and Innovation—generates novel and imaginative contributions and solutions to problems, projects, processes and situations.

Developing Self—able to grow and apply one's expertise/knowledge with and across specialized technical/functional areas. Includes self assessment, soliciting performance related feedback and taking initiative to build one's own skills.

Developing Others/Supervision—works in partnership with staff to develop departmental, personal and professional goals, encourages staff growth, and maintains a cohesive work team.

Leadership—develops strategic plans and influences others so that they will strive willingly and enthusiastically toward the achievement of goals that support the mission of the department and the university.

Organization/Planning—establishes work priorities, methods and project flow to accomplish objectives. Utilizes time effectively for maximum performance. Anticipates and prepares for future developments and deadlines.

Resilience and Adaptability—adjusts to changing circumstances by altering attitudes and behaviors. Displays resilience and flexibility in response to setbacks and stressful situations with energy and optimism.

Resource and Project Management—manages time and resources (material, financial and human) in order to accomplish project goals. Collects and analyzes data, develops and implements plans, integrates complex project elements and follows-up by monitoring results of delegations and assignments.

Technical/Professional Skills—achieves a proficient level of technical and professional skills/knowledge in job-related areas. Continues to grow with the changing requirements of the job. Involves continual assessment and skill development.

10.9 | EXPECTATIONS FOR WORK-RELATED BEHAVIOR

Temple University provides employees with many opportunities for professional and personal growth and, as an academic institution, encourages employees to continue their growth by utilizing the many training and educational opportunities provided.

All Temple University employees are expected to:

1. Meet established expectations of job performance,
2. Comply with attendance policies,
3. Be responsible in the performance of job duties,
4. Meet stated standards of efficiency,
5. Respect the personal and property rights of Temple, other employees, students, patients, clients, and visitors to the Temple community,
6. Support management's goals and objectives by following job instructions,
7. Observe all safety regulations, policies and procedures,
8. Follow specific University and departmental rules,
9. Maintain a courteous and professional demeanor when dealing with students, co-workers, faculty, supervisors, visitors, and other customers, and
10. Engage in appropriate conduct in the performance of duties, during working hours or while on Temple University property.

Employees who do not adhere to these standards and/or fail to meet the stated expectations for their position are subject to disciplinary action up to and including discharge from employment, depending upon the nature of the conduct. Examples of conduct that becomes more serious if repeated over time include:

1. Absenteeism,
2. Unscheduled lateness,
3. Inefficiency, and/or
4. Poor job performance.

A supervisor should consult with the Human Resources Department to determine the appropriate level of discipline.

Temple University deems some violations so serious as to warrant immediate discharge from employment. These violations include, but are not limited to:

1. Stealing,
2. Negligence,
3. Insubordination;
4. Harassing, abusive or threatening conduct of any kind (verbal, written, or physical),
5. Violence of any kind,
6. Destruction or defacing of University property,
7. Criminal activities,
8. Falsification/Misrepresentation of information and/or documentation,
9. Disclosure of confidential personal information or proprietary business information.

The Human Resources Department must be consulted prior to the termination of any employee for any reason.

Bargaining unit employees should consult their collective bargaining agreements and the Temple University Work Rules and/or Rules of Conduct.

**10.10 | EMPLOYEE DISPUTE
RESOLUTION—
NON-BARGAINING**

Temple University strives to resolve misunderstandings, complaints and disputes arising from employment with the University whenever possible. Misunderstandings, complaints, or disputes can arise out of actions taken by administration, supervisors, coworkers (including direct reports, part-time and temporary employees, consultants or other independent contractors) as well as actions taken by students and visitors to the Temple University campus. Employees are strongly encouraged to avail themselves of one or more of the following options:

1. Discuss the problem with the supervisor, or
2. Discuss the problem with the unit manager or the next level supervisor, or

3. Consult with the Human Resources Department, or
4. Consult with the Office of Multicultural Affairs.

Supervisors/managers will consult with the Human Resources Department or Office of Multicultural Affairs whenever the misunderstanding, complaint, or dispute involves a potential violation of any Temple University policy. The employee should receive a verbal or written response to their complaint from the supervisor/manager within two business days. Any employee who does not receive a response within two business days should contact the Human Resources Department.

Members of a bargaining unit should consult their collective bargaining contracts.

The Human Resources Department reviews in advance all termination decisions. The decision to terminate an introductory/probationary employee is not subject to the dispute resolution provisions in this section.

This procedure is also outlined in Section 13.4. All employees who have complaints or disputes with University staff should follow this process.



RECOGNITION OF
PERFORMANCE

11.1 | SALARY SCALES

Temple University bases its salary scales on the market wages for various job levels. The Human Resources Department maintains and adjusts the scales as appropriate. Salary scales for positions that are represented by a collective bargaining unit are set forth in and governed by the specific applicable contract language in the applicable collective bargaining agreement.

11.2 | HIRING RATES

The salary structure for non-bargaining full-time employees consists of 12 grades, T21–T32. Each grade is established based on market competitive data, and therefore, may periodically change. Every grade has the following:

1. a recommended “new hire” range,
2. a “target” rate which approximates the “going” market rate, and
3. a “maximum” salary paid for that grade level.

More detailed information concerning the hiring rates for each grade is set forth on the University’s Human Resources web site at www.temple.edu/hr.

Employees covered by collective bargaining agreements are subject to the provisions of the appropriate agreement and should refer to their contract.

11.3 | ANNUAL INCREASES TO SALARY

The following provisions apply to annual salary increases for non-bargaining full-time employees. Employees covered by collective bargaining agreements are subject to the provisions of the appropriate agreement and should refer to their contract.

Temple University may, in its sole discretion, provide for salary increases of its non-bargaining employees. The amount of salary increases, as well as any eligibility standards shall be determined annually in Temple University’s sole discretion.

Annual salary increases will be based on performance.

11.4 | PERFORMANCE-BASED PAY

Temple University’s performance pay program recognizes both an employee’s performance and the employee’s position on the salary scale in order to reward an employee for performance and behavior that is valued by the University.

With the Performance Development System, Temple University utilizes consistent resources, methods, and tools to evaluate individual contributions and results against stated goals and objectives. Performance-based pay establishes the primary linkage between pay and recognition for contributions for non-bargaining employees and rewards for the prior year’s performance through differentiation of pay.

Performance pay parameters are determined annually. Guidelines are presented to all managers to provide guidance on appropriate increases based on performance. Performance rewards for employees may vary depending on job performance and position in salary range. Employees who do not perform at a “satisfactory” level or above may be ineligible for a performance-based pay increase for the year. Employees who are at the maximum of their range are not eligible for a performance-based increase in base salary, but may receive

their performance-based pay supplement in a one-time lump sum payment.

Employees covered by collective bargaining agreements are subject to the provisions of the appropriate agreement and should refer to their contract.

11.5 | PERFORMANCE BONUSES

Performance bonuses are one time payments which may be awarded by management in accordance with established University criteria. Performance bonuses are awarded annually based on the following criteria:

1. Overall performance is at the “proficient” level or better, and
2. The employee performs substantially above and beyond expectations on a specific goal or project, or
3. The employee makes a contribution that has significant impact on university or department objectives, or
4. The employee goes above and beyond the normal responsibilities required for his/her position, or
5. The employee assumes added responsibilities in the short-term to rectify a situation in which there is a “gap” in the organization.

This program allows senior management to recognize documented efforts that result in identified cost savings and/or significant cost/benefit/quality improvement and/or revenue enhancement.

Employees covered by collective bargaining agreements are subject to the provisions of the appropriate agreement and should refer to their contract.

**11.6 | SALARY ADJUSTMENTS
UPON RECLASSIFICATION**

If a position reviewed by the Human Resources Department results in an upgraded classification (see Section 10.3), the Human Resources Department will conduct a salary analysis and determine an appropriate salary for the position within the classification system. In making the recommendation, the Human Resources Department will review the salaries paid by the department for other comparable positions as well as the “target” salary for the position.

When a non-represented employee has been reclassified to a lower-level position, the provisions of the policy on Position Downgrades will apply (see Section 11.10).

When a non-represented employee has been reclassified to a position in the same grade level, the provisions of the policy on Salary Adjustments Without a Change in Grade apply (see Section 11.7).

Employees covered by collective bargaining agreements are subject to the provisions of the appropriate agreement and should refer to their contract.

**11.7 | SALARY ADJUSTMENTS
WITHOUT A CHANGE
IN GRADE**

Under limited circumstances, the Temple University Job Classification System enables managers to request that the Human Resources Department evaluate a non-bargaining, non-faculty full-time position for a salary adjustment in the absence of a change in grade. Such adjustments shall only be considered under the following circumstances:

An Internal Department Adjustment may be requested in cases where:

- an employee’s pay is below the market or “target” salary for the position, and
- below that of peers in the department who are performing a job with the identical grade, comparable duties, and responsibilities, and
- the employee has equal or greater seniority, capabilities, relevant job experience, and performance than such peers, and
- the employee was hired prior to January 2003 (the implementation of the current pay classification system).

A Market Adjustment may be requested in cases where:

- Human Resources or the department head has identified hiring or retention issues associated with a particular discipline or skill set and such an adjustment is necessary to stay competitive.
- It is not sufficient to simply show that the salary paid an employee is less than the market or that may be available elsewhere. There must be a showing of a significant movement in the employment market for the skill set, or that the particular employee is likely to leave Temple’s employment to take a job with similar responsibilities at a greater salary.

Employees covered by collective bargaining agreements are subject to the provisions of the appropriate agreement and should refer to their contract.

**11.8 | SALARY ADJUSTMENTS
FOR LATERAL CHANGES**

A transfer is defined as a lateral move either within or outside the current job role. Non-represented employees moving from one position to another within the same classification group are not normally eligible for a salary increase as a result of this change.

If a current employee is transferred to a position with a lower salary range, the employee will continue to be paid the same amount UNLESS it is above the maximum rate of the salary range, in which case a lower salary may be recommended (see Section 11.10).

Employees covered by collective bargaining agreements are subject to the provisions of the appropriate agreement and should refer to their contract.

**11.9 | SALARY ADJUSTMENT
FOR PROMOTIONS**

A promotion is defined as a change resulting from the advancement to a different position that requires activities of significantly increased complexity and is situated in a higher salary grade than that of the previous position. A promotion may also occur when an employee moves to a new classification.

When a non-represented employee is promoted, a salary increase is usually appropriate at the time of the promotion. The following promotional salary increase guidelines apply:

- If the promotion is by one salary grade, an increase ranging from 5-8 percent, but at least to the minimum of the next salary grade,
- If the promotion is by two salary grades, an increase ranging from 8-12 percent but at least to the minimum of the appropriate salary grade.

Promotional salary adjustments in excess of these standards must be based on special market considerations and must be approved by the Human Resources Department prior to the action occurring.

Employees covered by collective bargaining agreements are subject to the provisions of the appropriate agreement and should refer to their contract.

11.10 | POSITION DOWNGRADES

A position downgrade occurs when an employee moves (voluntarily or involuntarily) to a position in a lower grade.

When considering organizational changes which may result in a position downgrade, and in certain cases a transfer, the department head must consult with the Human Resources Department prior to initiating any changes to ensure University compliance with Temple University policies and bargaining agreements.

- If the position downgrade results from a restructuring or reorganization, a salary decrease is not recommended,
- If the position downgrade results from performance-related issues, a salary decrease consistent with the appropriate salary scale for the new grade is recommended,
- If the position downgrade results from a voluntary transfer into a lower level position, a decrease in salary appropriate with the new salary structure is recommended.

Employees covered by collective bargaining agreements are subject to the provisions of the appropriate agreement and should refer to their contract.

11.11 | ADDITIONAL COMPENSATION

Non-represented employees may be entitled to additional compensation when performing services that are temporary in nature and beyond the scope of, and not part of, their regular responsibilities. Compensation for the additional services will be determined, in advance, through consultation between the Human Resources Department and the department head requesting the additional compensation.

Where additional services are not temporary, Human Resources will review the position to ensure accurate classification.



A NEW POSITION

12.1 | EMPLOYMENT SELECTION AND PLACEMENT

Temple University acknowledges the importance of its employees to its success as a national institution of higher education. The University also recognizes the need to provide employment and career opportunities for talented individuals. Accordingly, Temple University has developed selection and placement procedures to identify vacant non-faculty positions and to hire qualified individuals for those positions. This policy complies with all federal, state, and local laws and guidelines pertaining to employment practices and adheres to Temple University's affirmative action policies.

Managers charged with hiring authority at Temple University are responsible for implementing this policy. The Human Resources Department is responsible for periodically reviewing the policy and applicable processes and making appropriate modifications. The successful implementation of this policy requires that Human Resources guide and consult with managers to assure that the needs of the University are met.

A full description of the hiring process is available on the HR web site at www.temple.edu/hr.

12.2 | AN OPEN POSITION

Temple University posts vacant, non-temporary administrative and staff positions on its web-based internal posting system for a period of seven business days. The purpose of the posting period is to notify current employees of opportunities at the University and to permit them to apply for those positions for which they are interested. The University regularly advertises positions externally using diverse media.

12.3 | APPLYING FOR A NEW JOB WITHIN TEMPLE

All employees are encouraged to manage their careers at Temple University and to post for open positions that meet their career needs. Employees can maintain their resume and profile in the university confidential, password protected Requisition/Applicant Tracking system. The system can be accessed through the HR web site at www.temple.edu/hr/departments/employment/jobs_within.htm.

In addition to the minimum qualifications outlined in the job posting, internal applicants for positions must meet the following qualifications:

1. Employed in current position for at least one year (including any introductory/probationary period); and
2. Satisfactory work record; and
3. Satisfactory job performance that meets job expectations as established by Temple University.

Any employee may post for a position in a confidential manner without prior consent or approval from his or her supervisor.

12.4 | BEING INTERVIEWED

The Human Resources Department forwards applications and resumes that meet the basic requirements for a vacant position to the hiring department which then screens the resumes and identifies candidates to be scheduled for personal interviews. The Human Resources Department reviews the interview list to ensure that the list of candidates interviewed is representative of the applicant pool from a demographic standpoint.

Employees are permitted to schedule interviews during working hours. If an

employee is selected for an interview, the employee is encouraged to discuss the posting with his/her supervisor. Employees who have questions about this process may contact the Human Resources Department.

Bargaining unit employees should consult their collective bargaining agreement for further information.

Following the interview process, the hiring department may recommend that an offer be made to a particular candidate. Human Resources and the Office of Multicultural Affairs will review the selection and decision process and must approve the candidate selection. An offer of employment can be extended only after all required approvals have been obtained.

All offers of employment (written and verbal) to current employees or to external applicants are made solely by designated representatives of the Human Resources Department. Offers must be accompanied by a letter describing the terms of the offer.

12.5 | AN INTERNAL OFFER

The Human Resources Department will work with the hiring department to determine an appropriate salary for any internal offer consistent with Temple University's classification system and guidelines. Employees and supervisors are prohibited from using the posting process and/or offer of a new position to obtain a salary increase in order to retain an incumbent employee. This means that the employee's current department cannot make a counter-offer to prevent the employee from accepting a new position.

Current Temple University employees awarded a vacant position must assume their new position at a mutually agreeable time, generally not to exceed four weeks following notification. Selected employees must notify their current supervisor of the internal offer immediately upon accepting the new position. At that time, the employee must also advise his or her current supervisor of the proposed date of the new position. Any conflicts concerning transition arrangements and dates are to be discussed between the supervisors of the hiring and releasing departments. They should develop a mutually agreeable solution and provide a positive transition for the employee. Any requests for an exception may be considered on a non-precedent setting basis and must be approved in writing by the Human Resources Department.

Once an employee has started in the process of posting and interviewing for a position and has been offered the position, the employee's supervisor is prohibited from making a counter-offer to entice the employee to stay.

12.6 | AN EXTERNAL OFFER

Offers made to external new hires are contingent on a pre-employment health assessment (see Section 4.4), a satisfactory drug screening (see Section 13.10), appropriate background checks (see Section 4.2), confirmation of academic credentials, and satisfactory work reference checks. In addition, all new employees must provide proof of identity and eligibility to work within three days following the start of their position (see Section 4.5).

The University has contracts with experts who can assist with the transition if relocation is required. They

can also assist existing employees who are moving. The vendors can be accessed through the HR web site at www.temple.edu/hr.

12.7 | TEMP-TO-REGULAR HIRE POLICY

Departments have the option of hiring an employee through one of the University's preferred vendors on a temp-to-regular hire basis. This program is intended to aid in hiring office support and administrative services employees. It is not intended to replace the regular internal recruitment responsibilities. To start this process, contact the Human Resources Department at 1-7174. To view the entire policy, go to the HR web site at www.temple.edu/hr/employment

12.8 | THE INTRODUCTORY/PROBATIONARY PERIOD: NEW HIRE

All new employees must complete an introductory or probationary period. The introductory period for staff and administrative non-bargaining unit employees is six months and can be extended for up to another six months based on performance (as discussed with the employee) during the introductory period. The probationary period for bargaining unit employees is set forth in the applicable collective bargaining agreement.

This time allows each employee to become acquainted with his or her new position and the work environment.

It is also a time for the employee and the supervisor to evaluate each other in the new work situation. Accordingly, during the introductory/probationary period, the employee's immediate

supervisor will work with the employee to define performance expectations. An employee will be given feedback concerning any deficiencies prior to the end of the introductory/probationary period if the supervisor believes that the employee is not meeting those expectations. The employee will generally have an additional 30 days to correct any performance deficiency before the introductory/probationary period is terminated.

If the employee does not correct the deficiencies within this additional time period, Temple University will discharge the employee. Temple University may discharge an employee at any time for misconduct or for any violation of Temple University policies upon approval of the Human Resources Department.

Temple University recognizes that introductory/probationary employees may have unexpected absences from work due to illness. However, more than three days absence from work during the introductory period will be reviewed by the Human Resources Department and may result in disciplinary action, up to and including termination of employment.

During the introductory/probationary period, new non-bargaining employees are entitled to paid time off for calendar holidays (see Section 6.1) and any accrued vacation and/or sick time (see Section 6.2 and 6.3). Medical and Dental benefits begin on the employee's first working day (see Section 7.4) for non-bargaining employees.

Bargaining unit employees are subject to the terms and conditions of the applicable collective bargaining agreement.

**12.9 | THE INTRODUCTORY/
PROBATIONARY
PERIOD FOR AN
EXISTING EMPLOYEE**

In the event that a current employee is offered a new position in a different department, he/she is again subject to an introductory/probationary period based on their bargaining classification.

The supervisor should provide the employee with feedback on his/her performance after 60 days.

If the employee does not perform satisfactorily in the new position or requests to return to his/her former position within this introductory/probationary period, the hiring department must contact the Human Resources Department, and the employee will be transferred back to his/her prior position if it is vacant and if no offer to fill it already has been made. If the former position is not available, the Human Resources Department will work with the employee and the new department to identify another vacant position for which the employee is qualified—first within his/her prior area, unit and/ or department, and secondarily throughout the University.

If no suitable position becomes available within three months, Temple University may place the employee on layoff status. In such an event, the Human Resources Department will continue to work with the employee to identify a suitable position for up to one year. The University is not responsible if a satisfactory alternative position cannot be found. Union employees should consult the applicable collective bargaining agreement.

During this introductory/probationary period, employees are eligible for all benefits including vacation, sick time and personal holidays that they would have been eligible for had they remained in their prior positions. All employees moving to new positions should discuss vacation plans in advance with the hiring supervisor and receive approval of the timing.

12.10 | POSTING FREEZE

When an employee accepts a new position through the voluntary “job posting” process, it is expected that the employee will remain in this new position for a period of one year and, therefore, generally is not eligible to be considered for future openings during

this period. Any requests for exceptions to this period may be considered for extenuating circumstances on a non-precedent setting basis and must have advance written approval by Human Resources.

**12.11 | BEING REHIRED BY
TEMPLE UNIVERSITY**

Effective, July 1, 2004, an employee who is rehired by Temple University in a non-bargaining position will receive past service credit only for purposes of vacation eligibility and seniority in the following circumstances:

- He/she previously worked for Temple University within the last 10 years, and
- He/she left Temple University for reasons that were other than performance related.

An employee meeting the above criteria who returns to Temple University in a non-bargaining position within one year will also have any accrued sick days reinstated.

Employees covered by collective bargaining agreements are subject to the provisions of the appropriate agreement and should refer to their contract.



UNIVERSITY STANDARDS

13.1 | NON-DISCRIMINATION

Temple University is an academic community that respects diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff and students. Temple University is committed to the principles of affirmative action to ensure equal opportunity in all aspects of employment for those historically excluded and to foster diversity in the University community.

The University does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, ancestry, age, disability, marital status or veteran status in employment or in any program or activity offered or sponsored by the University. Temple University reaffirms its commitment to the full realization of Equal Employment Opportunity in its employment practices. It is the policy of Temple University to:

1. Recruit, hire, train, promote, and compensate for all University positions without regard to race, color, religion, gender, sexual orientation, national origin, ancestry, age, disability, marital status or veteran status,
2. Make employment decisions in a manner that furthers the principles of affirmative action and equal employment opportunity,
3. Ensure that promotion, reappointment, and tenure decisions are made in accordance with principles of affirmative action and equal employment opportunity principles by imposing only valid requirements for promotional, reappointment, and tenure opportunities, and

4. Ensure that all personnel actions including, but not limited to, compensation, performance assessments, layoffs and other terminations, returns from layoff, training, educational/tuition assistance, and social and recreational programs are administered without regard to race, color, religion, gender, sexual orientation, national origin, ancestry, age, disability, marital status or veteran status.

Any employee who feels that he/she is being discriminated against should immediately report it to his/her supervisor, the Office of Multicultural Affairs, or the Human Resources Department so that a prompt investigation can be conducted under the direction of the Office of Multicultural Affairs. All allegations of discrimination will be promptly investigated with as much confidentiality as possible under the circumstances; and the University prohibits any form of retaliation against all employees participating in an investigation. Appropriate and effective corrective action, as warranted, will be taken promptly upon the conclusion of the investigation.

Any employee engaging in any type of discrimination in violation of this policy will be subject to disciplinary action, up to and including discharge. Any supervisor who has knowledge of such behavior yet takes no action to end it is also subject to disciplinary action, up to and including discharge.

Retaliatory actions will be subject to disciplinary action, up to and including discharge. See Sections 13.17 and 13.18.

A copy of the official University's Non-Discrimination policy is located on the Temple University Policies web site at <http://policies.temple.edu>.

13.2 | ANTI-HARASSMENT, INCLUDING SEXUAL HARASSMENT

Temple University is committed to creating and maintaining a work environment free of all forms of unlawful harassment, including harassment based on sex, race, sexual orientation, religion, national origin, gender, age, and disability. The University advises each member of the University community that such harassment is prohibited both by law and by University policy. Temple University may investigate any suspected violation of this policy even in circumstances where no formal complaint has been made. Temple University will take whatever action is necessary to prevent, correct, and if necessary, discipline objectively severe and pervasive behavior that adversely impacts the academic or work environment in violation of this policy. In the event an employee or a student believes he/she is being harassed outside the Temple University environment by another Temple University employee, Temple University will make every effort to assist the individual in reporting the conduct to appropriate authorities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, dissemination of sexually offensive or suggestive written, recorded or electronically transmitted messages, and other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity; or

- b. Submission to or rejection of such conduct is used as a basis for an employment-related, educational, or other decision affecting an individual; or
- c. such conduct substantially interferes with an individual's work, educational performance, or equal access to the University's resources and opportunities; or
- d. such conduct is objectively severe and pervasive and creates an intimidating, hostile, or abusive work or educational environment.

Racial harassment is a form of discrimination because of a person's race or color. **Sexual orientation harassment** is a form of discrimination because of a person's sexual orientation. **Religious harassment** is a form of discrimination because of a person's religion. **National origin harassment** is a form of discrimination because of a person's ethnicity, ancestry or national origin. **Gender harassment** is a form of discrimination because of a person's gender. **Age harassment** is a form of discrimination because of a person's age. **Disability harassment** is a form of discrimination because of a person's disability status. Harassment based on any of these protected classes may include, but is not limited to, many different types of actions: verbal (epithets, derogatory comments, slurs); physical (assault, impeding or blocking movement); or visual (derogatory posters, cartoons, drawings, internet materials or e-mails).

The use of a University communication system, voice mail system, e-mail system or computer system in a harassing manner that disrupts the work environment or interferes with an employee's ability to perform his/her job duties is prohibited and will result in disciplinary action, up to and including discharge.

Anyone who feels that he/she is being unlawfully harassed should immediately report it to his/her supervisor, ombuds-person, the Office of Multicultural Affairs, or the Human Resources Department so that a prompt investigation can be conducted under the direction of the Office of Multicultural Affairs. All allegations of harassment will be promptly investigated with as much confidentiality as possible; and the University prohibits any form of retaliation against employees participating in an investigation. Appropriate and effective corrective action, as warranted, will be taken promptly upon the conclusion of the investigation.

Any employee engaging in any type of harassment in violation of this policy will be subject to disciplinary action, up to and including discharge. Any supervisor who has knowledge of such behavior yet takes no action to end it and/or report the conduct to the Office of Multicultural Affairs and/or the Human Resources Department is also subject to disciplinary action, up to and including discharge.

Retaliatory actions will be subject to disciplinary action, up to and including discharge. (see Sections 13.17 and 13.18).

A copy of the Sexual Harassment Policy is located on the Temple University Policies web site at <http://policies.temple.edu>.

13.3 | DISABILITY-REASONABLE ACCOMMODATION

The Americans with Disabilities Act (ADA) and Pennsylvania Human Relations Act prohibit discrimination against a qualified person with a disability in any employment practice, including but not limited to: recruitment, hiring, promotion, discharge, compensation, training, provision of benefits, and other terms and condi-

tions of employment. The University is committed to making reasonable accommodations in policies, practices, or procedures when such modifications are necessary for any qualified applicant or employee to perform the essential functions of the position.

Any employee needing accommodation, or any manager needing assistance in assessing the reasonableness of a requested accommodation, locating auxiliary aids, or having general questions about the ADA and accessibility issues should contact the Human Resources Department. Any employee who believes he/she has not received an appropriate accommodation should contact the Office of Multicultural Affairs or the Human Resources Department. A copy of the policy is located on the Temple University Policies web site at <http://policies.temple.edu>.

13.4 | EMPLOYEE DISPUTE RESOLUTION- NON-BARGAINING

Temple University strives to resolve misunderstandings, complaints and disputes arising from employment with the University whenever possible. Misunderstandings, complaints or disputes can arise out of actions taken by administration, supervisors, coworkers (including direct reports, part-time and temporary employees, consultants or other independent contractors), as well as actions taken by students and visitors to the Temple University campus.

Employees are strongly encouraged to avail themselves of one or more of the following options:

1. Discuss the problem with the supervisor, or
2. Discuss the problem with the unit manager or the next level supervisor, or

3. Consult with the Human Resources Department, or
4. Consult with the Office of Multicultural Affairs.

Supervisors/managers will consult with the Human Resources Department or Office of Multicultural Affairs whenever the misunderstanding, complaint, or dispute involves a potential violation of any Temple University policy. The employee should receive a verbal or written response to his or her complaint from the supervisor/manager within two business days. Any employee who does not receive a response within two business days should contact the Human Resources Department.

Members of a bargaining unit should consult their collective bargaining contracts.

The Human Resources Department reviews in advance all termination decisions. The decision to terminate an introductory/probationary employee is not subject to the dispute resolution provisions in this section.

This procedure is also outlined in Section 10.10; all employees who have complaints or disputes with University staff should follow this process.

13.5 | CONFLICT OF INTEREST: EMPLOYEES

Temple University employees are required to exercise the utmost good faith in all transactions involving their duties to the University and its property. In their dealings with and on behalf of the University, employees are held to a strict rule of honest and fair dealings. Employees are prohibited from using their positions, or knowledge gained in their job, in such a way that may cause a conflict of interest between the individual's interests and Temple University's interests. Employees are required to

disclose to their department head any potential conflict of interest when it arises or when the employee learns of the potential conflict.

The University's Board of Trustees has adopted a Conflict of Interest Policy. A copy of the policy is located on the Temple University Policies web site at <http://policies.temple.edu>. Employees are required to review and to familiarize themselves with this policy. Any questions should be directed to the Human Resources Department.

13.6 | GIFTS AND CONFLICT OF INTEREST

Temple University personnel at various administrative levels occupy positions in which they directly or indirectly influence the expenditure of large amounts of money. In order to avoid any possible conflict of interest, or appearance thereof, University personnel must be extremely cautious and circumspect with respect to gifts. Even though there may actually be no wrong-doing intended, the knowledge that a Temple University representative has accepted a gift from those who do business with the University can easily be misinterpreted.

No University representative may accept any gift that is used to influence the conduct of business with Temple University. Any employee accepting a gift that exceeds the value of \$50.00 from any firm or individual doing business with the University should disclose the gift and/or his/her intentions regarding the gift to his/her supervisor.

Under certain circumstances, a unit, department, school, or college may accept money from a vendor for the purpose of sponsoring a program, seminar, workshop, scholarship, or other educational event where the sponsor has

no control over the program and does not expect any remuneration or special benefit in return, and where the unit has no decision-making authority over Temple University's business relationship with the vendor.

The University's Board of Trustees has adopted a Gifts and Conflict of Interest Policy. A copy of the policy is located on the Temple University Policies web site at <http://policies.temple.edu>. Employees are required to review and to familiarize themselves with this policy. Any questions should be directed to the Human Resources Department.

13.7 | CONFLICT OF INTEREST: FACULTY

It is the policy of Temple University that all full-time and part-time faculty members avoid any conflict, or appearance of conflict, between their personal interests and the interests of the University in dealing with any organization or individual having, or seeking to have, any business relationship with the University or with any organization or individual whose objectives or interests may be adverse to University interests.

A faculty member shall be deemed to have a potential conflict of interest when:

1. The faculty member is an officer, director, trustee, partner, employee or agent of, or has a 5% or greater interest in, a person or an entity involved in a transaction with or affecting the University, or
2. The faculty member is aware that the faculty member, his or her spouse or any of their parents, children, brothers or sisters, or relatives is an officer, director, trustee, partner, or agent of, or has a 5% or greater interest in an entity involved in a transaction with or affecting the University, or

3. Without regard to A or B above, the faculty member's independent judgment is or might appear to be impaired by an existing or potential financial interest, or
4. A faculty member supervises or participates in a decision affecting a relative of the faculty member, or
5. An investigator plans to perform his/her own clinical trial on a tracer that he/she developed for Temple University and he/she owns the patent.

In all cases where there is a potential conflict of interest, the faculty member should consult with his/her chair and the Dean and disclose the specific facts giving rise to the potential conflict.

The University's Board of Trustees has adopted a Conflict of Interest Policy—Faculty. A copy of the policy is located on the Temple University Policies web Site at <http://policies.temple.edu>. Faculty are required to review and to familiarize themselves with this policy. Any questions should be directed to the Human Resources Department.

13.8 | DRUG-FREE WORKPLACE

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. Each employee is responsible to help ensure a drug-free, healthful, safe, and secure work environment. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on University premises or while conducting University business off premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including discharge, and may have other legal consequences. Employees must, as a condition of employment, abide by the terms of this policy and report to the

University any conviction under a criminal drug statute for violations occurring on or off University premises while conducting University business. A report of a conviction must be made to the Office of Human Resources within five days after the conviction.

Temple University will require any employee who it reasonably believes is in violation of this policy to undergo drug and/or alcohol testing in accordance with its Drug and Alcohol Testing Policy at Section 13.10 below.

13.9 | DRUG & ALCOHOL ABUSE

Temple University prohibits the unlawful possession, purchase, manufacture, use, sale or distribution of drugs and/or the abuse of alcohol by employees on University property or as part of any of its activities. If an employee is found in violation of University policy, federal or state laws, or local ordinances, the circumstances accompanying each individual case will be considered when determining the consequences. Violations of this policy will result in disciplinary action, up to and including discharge, and may have other legal consequences.

The University does not condone the abuse of alcohol and drugs and recognizes that employees with alcohol and/or drug-related problems should be encouraged to seek help in dealing with such problems. Employees are encouraged to use the University's counseling services, campus-related self-help groups (Adult Children of Alcoholics, Alcoholics Anonymous, or Narcotics Anonymous) the EAP (Employee Assistance Program) or health insurance plans, as appropriate, when facing alcohol and/or drug-related problems. Employees may contact the Human Resources Benefits Department at 1-1321.

Temple University will require any employee who it reasonably believes is in violation of this policy to undergo drug and/or alcohol testing in accordance with its Drug & Alcohol Testing Policy, at Section 13.10 below.

13.10 | DRUG AND ALCOHOL TESTING

To protect the Temple Community and to ensure compliance with the standards set forth in Drug-Free Workplace (Section 13.8) and Drug and Alcohol Abuse (Section 13.9), Temple University will conduct drug and/or alcohol testing under one of the following circumstances:

PRE-EMPLOYMENT

Temple University requires that offers of employment are contingent on the prospective employee being free of drug abuse/addiction. Any applicant who refuses to take the drug test, attempts to alter or falsify the results, or tests positive for illegal drugs on the drug test is not eligible for employment with Temple University.

REASONABLE SUSPICION

Temple University may ask an employee to submit to a drug or alcohol test whenever it reasonably believes that the employee may be under the influence of drugs or alcohol at work in violation of its Drug Free Workplace or its Drug & Alcohol Abuse Policy, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity; unusual, bizarre or erratic conduct on the employee's part that suggests impairment or influence of drugs or alcohol; an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury, or excessive and unexplained absenteeism or tardiness.

If an employee tests positive for drugs or alcohol under this policy, the employee is subject to disciplinary action in accordance with Temple University's Drug-Free Workplace Policy and/or Drug and Alcohol Abuse Policy.

Nothing in this policy prohibits or in anyway limits the lawful use of prescription and nonprescription drugs. However, an employee must inform his/her immediate supervisor or the Department of Human Resources if he/she is using a prescription or nonprescription drug which, at current prescribed dosage, could impair work performance or pose a risk of harm to the employee, to others, or to property. It is the employee's responsibility to determine from his or her physician(s) if the medication can impair work performance or pose such a risk. If the lawful use of lawful prescription or nonprescription drugs does limit or otherwise impair the employee's ability to perform the essential functions of his or her position or otherwise creates a safety risk, the Human Resources Department will meet with the employee to determine whether a reasonable accommodation is available. Employees who have questions regarding this policy are encouraged to contact the Human Resources Department.

13.11 | GAMBLING IN THE WORKPLACE

Temple University employees shall not engage in gambling activities during work hours and are prohibited from using University equipment or facilities in carrying out such activities.

13.12 | POLITICAL ACTIVITIES

Temple University does not restrict its employees from engaging in political activity or holding of public office so long as the activities do not interfere (in any way deemed significant by Temple University) with the performance of duties and responsibilities as assigned by the University and so long as the employee makes clear that the activities are undertaken in a personal capacity and not as a representative of Temple University. Such activities, like any other personal, non-official undertaking, must be done on the individual's own time and should not interfere with University duties. Employees may contribute their own funds to political parties, groups, or candidates or expend funds on behalf of the above parties, groups, candidates or issues, subject only to state and federal laws which regulate political contributions.

Employees may not use Temple University resources or facilities in connection with such political activities.

If elected or appointed to an office that would interfere (in any way deemed significant by the University) with the performance of assigned University duties, the individual must resign from his or her position with the University, or petition for a leave of absence without salary. See University Personal Leave Policy at Section 6.8.

13.13 | SOFTWARE AND COMPUTER USAGE

Temple University has adopted extensive software and computer usage policies that govern the usage of software, hardware, computer related equipment and resources acquired by Temple University and/or used by any person employed by, or affiliated with, the University. Any university employee, visitor, student, retiree, consultant, and/or temporary employee who has access to or who uses the Temple University network, electronic mail and/or other computer-related resources to conduct University business must review and abide by these policies. The Temple University's Software Policy, No. 04.71.12, Temple University's Computer and Network Security Policy, No. 04.72.12 and the Computer Usage Policy, No. 04.71.11 can be viewed electronically at

<http://policies.temple.edu>.

Using peer-to-peer file sharing programs to illegally download or share copyrighted materials including music, games and videos is strictly prohibited.

In addition, any person using Temple University computer equipment, software, or other computer resources must review and abide by the following sections of this manual:

- Use of Communications Systems (Section 14.7);
- Voice Mail and E-Mail (Section 14.9);
- Internet Usage and Computer Games (Section 14.10); and
- Use of University Property (Section 14.19).

User accounts and AccessNet passwords used to access Temple's computing systems and network resources, are considered private and are not to be shared with anyone. If you are asked by someone to supply them with your password, please report the incident to abuse@temple.edu and supply as much information as possible (e.g. person who asked for your password, if solicited by electronic means, a copy of the solicitation, etc.).

13.14 | SAFETY

The health and safety of all employees, students, visitors, and our neighboring communities is an utmost concern of the University. The Environmental Health and Radiation Safety Department (EHRS) is responsible for ensuring the safe use of radioactive materials, radiation-producing equipment, chemicals, and biological substances at the University. EHRS is responsible for identifying safety problems; initiating, recommending, or providing corrective actions; verifying implementation of corrective actions; and ensuring compliance with regulations and University policies for the use of hazardous substances.

All members of the University community are required to comply with the University policies and regulatory requirements specifically in the use, handling, and storage of hazardous materials at all locations of the University. The EHRS handbook and policies are maintained online at <http://research.temple.edu/ehrs/ehshnbk.html>. Employees are also encouraged to visit the EHRS home page for information concerning health and safety. The home page is located on the internet at <http://research.temple.edu/ehrs>.

13.15 | HIV/AIDS NON-DISCRIMINATION

Consistent with its non-discrimination policies, Temple University will not discriminate on the basis of an individual's HIV status. HIV status shall be deemed to include actual or perceived HIV status, or any condition related to Acquired Immune Deficiency Syndrome (AIDS), an individual's being suspect of having such virus or conditions, or an individual's association with any person having or believed to have said virus or conditions. Specifically, no person shall be subject to adverse employment actions solely because of a non-job related disability, and reasonable efforts will be made to accommodate an employee with HIV status consistent with the then-current state of scientific knowledge on transmission of the disease; nor shall any person be denied academic admission, access to Temple University programs, facilities, events, services or any benefits provided by the University solely on the basis of HIV status.

Consistent with its non-discrimination policies, Temple University's policy of non-discrimination shall be applied to all instances described above except in those instances when it shall be determined that reasonable accommodations are not available to insure a person's ability to participate fully in programs or positions, or when a person by reason of his or her HIV status poses, according to available medical information, a direct threat to the health or safety of themselves or others associated with the University.

Temple University shall, consistent with applicable law, maintain the confidentiality of all University records documenting, and information concerning the HIV status of University students and employees to the same degree that confidentiality is afforded to other medical records of University students and employees.

See also Temple University's Policy on AIDS, No. 04.83.01 at <http://policies.temple.edu>.

13.16 | SOCIAL SECURITY NUMBER USAGE

Temple University collects and maintains personal and confidential information including Social Security numbers, relating to (i) its students and applicants for admission, (ii) employees and applicants for employment, and (iii) to some extent, certain other individuals associated with the University. The use of the Social Security numbers as a primary identifier for Temple-related individuals will be avoided, except as required by law or as required by practical necessity as approved by the President or other designated University officers.

The University is committed to safeguarding the security and confidentiality of personal and confidential information in compliance with applicable laws and has adopted policies, procedures and practices to meet that objective. Any Temple-related individual who violates this policy or fails to comply with applicable SSN procedures is subject to disciplinary action, up to and including discharge.

All employees must review and abide by the following policies and procedures: Social Security Number Usage Policy, No. 04.75.11; Social Security Number Usage Procedures, No. 04.75.12 (both of which can be found at <http://policies.temple.edu>); and the Confidential Information Policy (see Section 14.5)

13.17 | ANTI-RETALIATION
IN EMPLOYMENT

Temple University is committed to maintaining a work environment free from any form of unlawful discrimination or harassment. In an effort to foster such an environment, and in conformity with all federal, state and local laws, Temple University strictly prohibits any form of retaliation against an employee who makes a good faith complaint or reports conduct prohibited by Temple’s policies, procedures or Rules of Conduct or other conduct prohibited by law or regulation. Temple University policy further requires that all employees cooperate with Temple University in an internal investigation of any matter and to provide honest, truthful and complete information to the best of the employee’s ability. (see also Section 14.18, University Investigations and Internal Hearings). Accordingly, any employee who participates in good faith in an internal investigation is protected from retaliation under this policy.

Temple University encourages its faculty, staff and students to make good faith disclosures of any misconduct or violation of a policy, procedure or Rule of Conduct to the appropriate University office or official. A disclosure or report is made in good faith whenever the person holds a “reasonable” belief that a violation of Temple

University policy, procedure or Rule of Conduct has occurred, or holds a reasonable belief that an action taken is prohibited by law or regulation. In other words, if another person in the same or similar position could conclude that a violation occurred, the belief is reasonable and should be reported. A report is not made in good faith if it is based on information known to be false, intentionally or negligently ignores or overlooks information that would disprove the violation, is made with the purpose of falsely maligning another Temple employee or is otherwise made for an improper purpose.

Retaliation may exist when action is taken against a person who made the initial complaint or action is taken against a person(s) who participated in the investigation into whether a violation occurred. The “action” that forms the basis for retaliation can take many forms, and includes, but is not limited to, any action or conduct that deprives the individual of employment opportunities or otherwise adversely affects the individual’s status as an employee or the work environment. Any employee found to have retaliated against another employee in violation of this policy is subject to discipline, up to an including termination from employment.

Temple University urges any employee who believes that any employment action is based in whole or in part on the reporting of conduct prohibited by Temple University policies, procedures or Rules of Conduct and/or participating in any work-related investigation to contact the Human Resources Department. An employee who believes that he/she is subject to retaliation for complaining about unlawful discrimination or harassment, or for participating in an investigation

involving a claim of discrimination or harassment, may also file a complaint with the Office of Multicultural Affairs. (see Sections 13.1 Non-Discrimination and 13.2 Anti-Harassment, Including Sexual Harassment).

Temple University takes all complaints of retaliation very seriously. The Human Resources Department and the Office of Multicultural Affairs will work together to investigate all complaints in a timely manner and to take appropriate steps to address claims of retaliation when substantiated. Employees who observe any act that could be construed as retaliatory should also contact the Human Resources Department and/or the Office of Multicultural Affairs to report the conduct.

13.18 | ANTI-RETALIATION IN
REPORTING VIOLATIONS
OF MEDICAL SERVICES
COMPLIANCE—
FALSE CLAIMS ACT

Temple University is committed to providing medical services and to obtaining payment for those services in accordance with the highest ethical standards. The physician practices of Temple University have established a compliance program that includes regular training of physicians in the requirements for submitting bills for physician services, regular audits of physician bills, exit interviews with departing employees involved in billing for physician services, and a compliance hotline to enable individuals to report any suspected irregularities. Any person with knowledge or information concerning a possible violation of law is encouraged to call either the hotline at 215-204-9500 or the Compliance Office at 215-707-4048.

In addition, under federal law, the federal government is entitled either to bring suit in federal court or to commence administrative proceedings against persons who knowingly submit false claims for payment under the Medicare or Medical Assistance programs. Under certain circumstances, persons who provide information to the federal government which results in a valid claim being asserted against Temple University may be entitled to share in any recovery by the federal government.

Employees who provide information to the government are legally protected against retaliation by their employer. In addition, Temple University policy prohibits retaliation against any employee for reporting suspected wrongdoing. (see Section 13.17).

13.19 | ETHICS REPORTING POLICY AND PROCEDURE

Temple University has a responsibility for the stewardship of its resources and the public and private support that enables it to pursue its mission. Temple University is committed to compliance with applicable laws and regulations and to promulgating University policies and procedures that apply to the University, including laws, regulations, policies and procedures that strengthen and promote ethical practices and ethical treatment of all those involved in the conducting of University business.

The University has in place a system of internal controls and operating procedures that are intended to detect and prevent or deter improper activities. Even the best systems of internal control, however, cannot provide absolute safeguards against waste, fraud, abuse and other irregularities.

All employees are expected to maintain the highest ethical standards set forth in this manual, official University policies, and/or applicable laws. Employees are expected to report any suspected violations of laws, regulations and/or University policies and procedures that come to their attention. Inappropriate activity can range from clearly illegal activity, such as the theft of University funds, to activity that is lawful but unethical, such as divulging confidential information not otherwise prohibited by law or the unauthorized signing of documents on behalf of the University. Disciplinary actions for violations or for improper retaliation against anyone who reports possible violations will be determined on a case-by-case basis and may include disciplinary actions up to and including discharge.

To report a suspected violation of laws, regulations, University policies and procedures, employees are encouraged to do any one of the following:

1. Report to Management—violations may be reported through standard management channels beginning with the immediate supervisor. If for any reason it is not appropriate to report suspected violations to the immediate supervisor, employees may go to a higher level of management within their school/college/department.
2. Report to Internal Audits—violations may be reported to the Department of Internal Audits. Please refer to the Confidential Contact Form at Internal Audits' web site at www.temple.edu/internalaudits. This site also provides examples of where to report specific types of concerns.

3. Report to Human Resources—violations may be reported to the Department of Human Resources.
4. Report to Office of University Counsel—violations may be reported to the Office of University Counsel.

The University will maintain as confidential all reports of suspected violations to the extent permitted by law. Employees are permitted to make anonymous reports although in doing so it is requested that the employee provide as much detail as possible in order for the University to properly investigate the anonymous report.

The University is committed to investigating and taking necessary corrective actions for all suspected violations of its policies, procedures and/or applicable laws. To protect the integrity of the internal investigative process, **in no instance** will a university official who is specifically named in the complaint be the recipient of the complaint or learn the identity of the reporting individual or witnesses during the internal investigation unless disclosure is otherwise required by law or for a legitimate University business purpose.

Employees reporting suspected violations pursuant to this section and/or any employee who participates in good faith in an investigation is protected from retaliation under the University's Anti-retaliation policy. (see Section 13.17)

13.20 | MISCONDUCT IN
RESEARCH AND
CREATIVE WORK

Temple University is committed to the generation and dissemination of knowledge and the protection of the traditional principles of academic freedom. The University has a responsibility to produce and transmit knowledge in ways that protect the lives and rights of all who are involved in those processes and to maintain the relationship of trust within the broader academic, research, and social communities. Misconduct in research and creative work can jeopardize lives and compromise the integrity of scholarship and the reputation of the University.

Temple University, therefore, is committed to the principle that its personnel are responsible for ethical conduct in their research and production of creative work, and in the dissemination of results. Each person charged with the supervision of research and creative work, each individual engaged in these activities, and each collaborator, both within and outside the University, is responsible for conducting these activities in an ethical manner.

Various disciplines (e.g., natural sciences, social sciences, humanities, medicine, law and the arts) may have their own specific ethical criteria and traditions which govern the conduct of research and creative

work. Faculty members and graduate students are responsible for knowing those criteria and complying with them. Each discipline, moreover, regards the following behavior as misconduct:

1. Using or presenting data that are falsified or fabricated.
2. Plagiarism or appropriating words, ideas, data, techniques, or creations of others and presenting them as if they were one's own.
3. Failing to comply with legal, granting agency, or University requirements affecting specific aspects of the conduct of research or engaging in practices that seriously deviate from those that are commonly accepted within the scientific or academic community for proposing, conducting, or reporting research to the extent that these are applied consistently with traditional principles of academic freedom. This includes, but is not limited to:
 - a. failure to protect human subjects
 - b. misuse of laboratory animals
 - c. misuse of recombinant DNA molecules
 - d. misuse of infectious materials
 - e. misuse of hazardous materials
 - f. failure to comply with laboratory safety requirements.

Confirmed violation of this policy may constitute grave misconduct and may be grounds for disciplinary action, up to and including dismissal.



EMPLOYMENT STANDARDS

14.1 | WEAPONS ON CAMPUS

Temple University prohibits students, employees (other than Temple University police officers as authorized by their position), contractors, vendors, and any other visitors (other than law enforcement personnel authorized to carry weapons) to our campus from possessing, carrying, or using weapons on property owned by or under the control of the University.

For the purpose of this policy, “weapons” mean:

1. any object or device which is designed to expel bullet, shot, or shell by the action of an explosive,
2. any object or device that will, or may be readily converted to, expel a bullet, shot or shell by the action of an explosive or other propellant, and that has any barrel with a bore of more than 1/2 inch in diameter,
3. any pistol, revolver, rifle, shotgun or other firearm of any nature,
4. any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, or (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than 1/4 ounce,
5. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick, or other detonating device,
6. any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy,
7. any knife, commonly referred to as a switch-blade, that has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward,

downward, or centrifugal thrust or movement; any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife, or stiletto, except that an ordinary pocket knife with a blade no more than four inches in length shall not be construed to be a weapon for the purposes of this policy, or

8. any other object, tool, or instrument used for the purpose of creating a physical threat or harm to any individual or Temple University property.

Individuals who engage in any conduct prohibited by this policy may be removed from University property, and may be subject to discharge/expulsion or other disciplinary action, arrest and/or criminal prosecution. This policy applies to all work locations including offices, work sites, vehicles, and field locations.

14.2 | VIOLENCE IN THE WORKPLACE

Temple University is committed to providing a safe, healthful workplace that is free from violence or threats of violence. For purposes of this employment standard, workplace violence is any violent or potentially threatening behavior that arises from or occurs in the workplace that affects University faculty, staff, students, and visitors.

Temple University does not tolerate behavior, whether direct or through the use of university facilities, property, or resources, that:

- Is violent,
- Threatens violence,
- Unlawfully harasses or intimidates others, including stalking behavior,
- Interferes with an individual’s legal rights of movement or expression, or,
- Disrupts the workplace, the academic environment or the University’s ability to provide service to the public.

Violent or threatening behavior can include physical acts, oral or written statements, harassing telephone calls, gestures and expressions, or behaviors such as stalking.

Individuals who engage in any conduct prohibited by this standard may be banned from University property, and may be subject to discharge or other disciplinary action, arrest and/or criminal prosecution. This policy applies to all work locations including offices, work sites, vehicles, and field locations.

The University takes reports of threatening or violent workplace incidents seriously. Employees, supervisors and managers should contact the Human Resources Department at 1-8905 and Campus Police at 1-1234 immediately to report any threats that they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed that they regard as threatening or violent when that behavior is job-related or might be carried out on University-owned or leased property.

Any employee who receives a protective or restraining order that lists a Temple University campus as a protected area is required to provide the Human Resources Department and Campus Police with a copy of the order and any information requested by Temple University to identify the individual subject to the order. For example, if an employee has received a restraining order prohibiting a former spouse from coming to the workplace, the employee must provide Human Resources and Campus Police with a copy of the order and a recent picture of the spouse.

See also the Official University Policies on Ethnic Intimidation (04.81.03) and on Sexual Assault (04.82.02) at <http://policies.temple.edu>.

14.3 | CONFLICT OF INTEREST– EMPLOYMENT OF RELATIVES “NEPOTISM” AND CONSENSUAL ROMANTIC RELATIONSHIPS

Temple University recognizes that both the employment of a relative or individual who has a consensual sexual or romantic relationship with his/her supervisor (anyone who is in a position to hire, supervise, grade, advise, evaluate, or otherwise directly influence the employment or academic progress of another employee, student, or other person) can create an actual or potential conflict of interest. A “relative” for the purpose of this policy is defined as a spouse, domestic partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or “step” relation *as well as* any individual sexually or romantically involved with another Temple University employee.

Temple University may hire qualified relatives of its current employees as long as that employment does not create actual or potential conflicts of interest and where the employee has no influence over the terms or conditions of the relative’s employment. Whether the employment creates an actual or potential conflict shall be determined in accordance with established University policy. Other than recommending the relative for employment, an employee is prohibited from playing any direct or indirect role in the decision to hire the relative.

Temple University endeavors to exercise sound business judgment in the placement of relatives. Unless approved in advance by (1) the Human Resources Department or (2) in the case of co-investigators on grants, the Senior Vice President for Research, and

pursuant to the University’s conflict of interest policy, relatives or persons who are romantically involved may not:

- Work in the same department, school, unit, or lab,
- Report directly or indirectly to a relative,
- Interview with a relative,
- Evaluate the work of a relative,
- Participate in the performance planning or review of a relative, or
- Influence the salary or classification of a relative, or
- Make any recommendation affecting the terms and/or conditions of a relative’s employment, or
- Work in a position where employment may present a conflict of interest.

These standards also apply to employees who become “related” after the hiring decision is made, such as employees who start dating or otherwise engage in a consensual sexual or romantic relationship, marry, or enter into a domestic partner relationship, or become relatives as a result of a marriage or domestic partner relationship. In such circumstance, the employees should contact Employee Relations at 1-3313. Likewise, these standards apply in circumstances where one person is employed by Temple University and the other person is employed by Temple University Health System but share a common work site.

All employees are cautioned that consensual sexual or romantic relationships can result in claims of sexual harassment because the voluntariness of the consent may be questioned when a power differential exists. If a sexual harassment claim subsequently is filed, the argument that the relationship was consensual will be evaluated in light of this power differential.

Some relationships involve inherent conflicts of interest that cannot be eliminated. Therefore, sexual or romantic relationships between instructors and students currently in their classes and between faculty and/or staff advisors and their current advisees are always prohibited whether or not the relationships are consensual. See also Section 14.4, Faculty and Student Relationships. Similarly, relationships between supervisors and their subordinates are prohibited when the working relationship is such that it is not possible to eliminate the conflict of interest. A copy of the Sexual Harassment Policy is located on the Temple University Policies web site at <http://policies.temple.edu>.

A supervisor is required to consult with the Department of Human Resources, University Counsel, and/or Multicultural Affairs if he/she is uncertain as to whether a relationship between Temple University employees or a Temple University employee (including faculty) and a student violates this policy and/or Temple University’s policy on Sexual Harassment. Any employee who feels he/she is involved in a sexual or romantic relationship that is not welcome or consensual should promptly contact the Office of Multicultural Affairs or the Human Resources Department.

The Office of Multicultural Affairs, Human Resources Department, or University Counsel will determine the appropriate procedures to be used in making alternative arrangements to eliminate conflicts of interest under this policy. Violations of this policy may lead to disciplinary action up to and including discharge from employment or dismissal from an academic program.

14.4 | FACULTY AND STUDENT RELATIONSHIPS

The power disparity between faculty members and their students makes such relationships subject to exploitation, both actual and perceived. The respect and trust accorded a member of the faculty by a student as well as the power exercised by faculty in grading or providing recommendations for future study and employment make voluntary consent by the student suspect.

Individuals should be aware that consensual sexual or romantic relationships can result in claims of sexual harassment because the voluntariness of the consent may be questioned when a power differential exists. If a sexual harassment claim subsequently is filed, the argument that the relationship was consensual will be evaluated in light of this power differential.

Some relationships involve inherent conflicts of interest that cannot be eliminated. Therefore, sexual or romantic relationships between instructors and students currently in their classes and between faculty advisors and their current advisees are always prohibited whether or not the relationships are consensual.

With respect to relationships/conduct between students and faculty, instructors, advisors, athletic coaches and others, Temple University’s Sexual Harassment Policy provides:

- a. With reference to behavior between an instructor and students of that instructor, no instructor shall make a sexually suggestive or intimidating remark, ask a student for a date or sexual favor, or in other ways make a sexual advance to the student. While a student is a student of a par-

ticular instructor, any sort of sexual or romantic advances or relationship between the student and the particular instructor is prohibited.

- b. A student is a student of a particular instructor:
 - i. when a student is registered in a course taught by the instructor and has not yet received a final grade, or
 - ii. when a student is assigned to be advised by a particular instructor or academic advisor, whether the instructor is serving as an undergraduate advisor, graduate advisor, or member of a thesis or dissertation committee, or
 - iii. at other times when an instructor has a relationship with a student such that a student’s activities at the University are being supervised or evaluated by the instructor, or
 - iv. at other times when an advisor, athletic coach, physician, laboratory operator, or other similar individual has a relationship with a student such that the student’s activities at the University are being supervised or evaluated by that person. The relationships covered by this paragraph include, but are not limited to, medical residents and physicians and student members of athletic teams and Athletic Department coaches.
- c. There are, in addition, faculty/student relationships that are less clear because, although the faculty member does not have direct responsibility for the student, the faculty member may indirectly affect the student’s academic evaluation or career opportunities. Such situations exist, for instance, when a faculty member serves on the fellowship committee in a graduate student’s department. In such cases, careful adherence to the following ethical principles is required:

- i. an instructor must desist from expressions of sexual or romantic interest if there is any indication that such interest is unwelcome by the student,
- ii. no instructor may indicate, explicitly or implicitly, that an academic reward or punishment could result from the student’s reaction to an instructor’s sexual or romantic advances,
- iii. if a consensual sexual and/or romantic relationship develops between a student and instructor, the instructor should not thereafter take part in any activity that involves evaluation of the student’s academic work or progress, without prior permission by the student’s dean for good cause shown.

Any person who feels he/she has been subject to harassment in violation of this policy or otherwise believes that a violation of this policy has occurred can make an informal complaint to any Sexual Harassment Ombudsperson (a list of Ombudspersons is appended to the Sexual Harassment Policy and may be found on the Temple University web site). A formal complaint may be made by contacting the Office of Multicultural Affairs.

All members of the Temple University community must review and abide by Temple University’s Sexual Harassment Policy which is located on the Temple University Policies web site at <http://policies.temple.edu>. Relationships between student workers and Temple University employees (including faculty) is subject to Temple University’s policy on Conflict of Interest–Employment of Relatives “Nepotism” and Consensual Romantic Relationships, Section 14.3.

14.5 | CONFIDENTIAL INFORMATION

In performing their duties for Temple University, employees may have access to confidential information including, but not limited to, proprietary business information relating to Temple University and personal confidential information related to other employees, students, applicants, retirees and alumni. This includes information viewed online, in print, in other media, or received verbally. Information to which employees have access is to be shared only as appropriate and only as the business need requires.

The disclosure of confidential information to others who do not have a legal right to the information may violate the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Gramm-Leach-Bliley Act (GLBA), and/or other federal and state laws. Any employee who misuses or otherwise improperly discloses confidential information will be subject to disciplinary action, up to and including discharge from employment.

Any employee who has access to confidential student information must review and abide by Temple University's Policy Regarding Confidentiality of Student Records, No. 03-20-11 which can be found at <http://policies.temple.edu>. A tutorial on this policy is available online at www.temple.edu/privacy/ferpa. Questions regarding this policy should be directed to the Registrar or University Counsel.

All employees must review and abide by Temple University's Comprehensive Information Security Program, No. 04.72.11 which can be found at <http://policies.temple.edu>. Questions regarding this policy should be directed to the University's Privacy Officer.

All employees must review and abide by Temple University's Computer Usage Policy, No. 04-71-11 which can be found at <http://policies.temple.edu>. Questions regarding this policy should be directed to the Vice-President for Computer and Information Services.

Any employee who is asked to disclose confidential information to any person who does not have a legitimate business reason for obtaining such information or any employee who is aware of other individuals who have disclosed confidential information in violation of this policy must report such an occurrence to his/her immediate supervisor or the Human Resources Department. Failure to report a violation of this policy may result in disciplinary action, up to and including discharge from employment.

14.6 | WORKPLACE SURVEILLANCE AND SEARCHES

Temple University may authorize the use of reasonable surveillance and search measures as necessary to ensure an appropriate work environment or compliance with University policies and applicable law. Subject to legal requirements, the University reserves the right to inspect and search all work areas, desks, computers, file cabinets, lockers, lunch boxes, or other containers, and personal vehicles in University parking lots or public streets within campus boundaries or any other area within University control. In addition, all records contained in computers (including voice mail and e-mail) and storage devices (including removable media) are open to inspection by the University in accordance with University policies, subject to applicable legal requirements.

14.7 | USE OF COMMUNICATION SYSTEMS

Most communication services and equipment have toll charges or other usage-related expenses. Employees should be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each communication.

All communication services and equipment, including the messages transmitted or stored by them, are the sole property of the University and may be opened, reviewed, and/or retained by Temple University in the normal course of business. Employees therefore should refrain from using a Temple University address (physical or electronic) to receive personal communications. Any employee who chooses to use Temple University communication systems and equipment for personal reasons must limit the usage so that it does not interfere with the performance of the employee's job duties or bring disrepute or embarrassment to the University.

Communication systems may not be used to solicit or recruit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

Employees should exercise care so that personal correspondence does not appear to be an official communication of the University. Employees should not use Temple University stationery or postage for personal letters. Employees are not permitted to place personal mail in the stacks of University mail for University postage processing. Although the monetary value of a single postage stamp may appear insignificant to an individual employee, it may be significant on an aggregate basis. Consequently, using the University mail system to obtain postage for personal mail is considered theft of University property.

University landline and cellular telephones are provided to certain employees to facilitate the conduct of University business. Employees are required to reimburse Temple University for charges resulting from their personal use of the telephone in accordance with University policies. (see Section 14.20, Procurement and Use of Cellular Equipment).

University computers and computer systems may be used and University networks may be accessed only by individuals authorized by the University. Issuance of an account and access to any University system must be approved by the Office of Computer Services. Questions regarding authorization and permitted uses must be referred to the Chief Information Security Officer. (see Temple University’s Computer and Network Security Policy, No. 04.72.12 at <http://policies.temple.edu>.)

All employees, consultants, contractors, temporary employees, and student workers as well as visitors are prohibited from using all communication services and equipment to violate any University policy including, but not limited to, Temple University’s policies on Non-Discrimination (see Section 13.1) and, Anti-Harassment Including Sexual Harassment (see Section 13.2).

14.8 | MONITORING AND/OR RECORDING OF TELEPHONE CALLS

To provide quality customer service training, to review the quality of service provided by Temple University employees, and for other safety and/or security related reasons, certain departments may monitor and record telephone calls to and from Temple University telephone numbers. Callers

are informed via a taped message on the initial recording that their call is being monitored and/or taped. An employee assigned to a department that monitors and/or tapes telephone calls should advise the Human Resources Department in writing if he/she does not consent to the monitoring and/or taping. Under such circumstances, the Human Resources Department will determine whether the employee can be reassigned to a position that does not involve the monitoring and/or taping of telephone conversations. If reassignment is not an available option, the employment relationship between Temple University and the employee will end.

14.9 | VOICE MAIL, E-MAIL, LISTSERVS AND DISCUSSION FORUMS

As with other communication systems, the Temple University voice mail and electronic mail systems are provided to enable Temple University employees to conduct University business and to perform their duties. Accordingly, employees should not have an expectation of privacy with regard to any voice mail or electronic messages (including e-mail) created, sent, or received.

Temple University encourages the exchange of information between members of its community. To foster such communications, Temple University permits the use of its computer servers by its various Schools, Colleges, programs and administrative departments for a listserv and/or discussion forum related to the academic mission and/or administrative objectives of Temple University.

Employees are not permitted to use voice mail, e-mail, a listserv or a discussion forum to solicit or proselytize for commercial ventures, religious or

political causes, outside organizations, or other non-job-related solicitations.

Temple University employees may not use the voice mail and electronic mail systems, a listserv or a discussion forum to send, forward, or create any messages which violate University policy including, but not limited to, Temple University’s policies on Non-Discrimination and Anti-Harassment Including Sexual Harassment. (see Sections 13.1 and 13.2).

- Employees may not use the voice mail and electronic mail systems to send (record or upload) or receive (retrieve or download) unauthorized copyrighted materials, trade secrets, proprietary financial information, or similar unauthorized materials.
- Employees are advised that voice mail and electronic mail messages are not private or confidential to the individuals sending or receiving the communication. Marking or designating the communication as confidential will serve only to put those accessing the message on notice that the University, and not the individual, is asserting the confidentiality of the communication as to itself. To the fullest extent permitted by applicable law, Temple University reserves its right to review, audit, intercept, access, and disclose all messages created, sent, received or stored using the University’s voice mail or electronic mail systems for business purposes including, but not limited to, investigations into whether the University’s resources are being used in violation of University policies or for illegal purposes. The contents of voice mail or electronic mail created, sent, received or stored using the University’s voice mail or electronic mail systems may be accessed or disclosed to or by Temple University without the permission of the employee. (see Section 14.6)

- While Temple University has measures in place to secure e-mail services, once an e-mail is transmitted internally on the Internet, the content is not protected. Employees should not send highly confidential communications via e-mail without consulting the Department of Computer Services to obtain encryption software.

- Unsolicited e-mail is to be treated with caution. Employees should not open or respond to suspicious and/or unsolicited e-mail. All users are to ensure that all e-mail is addressed to the correct recipients, especially when forwarding e-mails.

Limited, occasional or incidental use of voice mail and e-mail (sending and receiving) for personal purposes is acceptable as long as such use does not affect Temple University's ability to do business. Employees may not use a listserv or discussion forum for any personal purpose.

- Notwithstanding Temple University's rights to retrieve and/or read any voice mail or electronic mail messages, employees generally are required to treat all such messages as confidential to the University. Absent express authorization, employees are not permitted to retrieve or read any e-mail messages or listen to any voice mail messages that are not sent to them or intended for them. (see Temple University Computer Usage Policy, No. 04.71.11 at <http://policies.temple.edu>).

From time-to-time an e-mail is sent or a voice mail left in error. Any employee who receives an e-mail or voice mail from another Temple University employee in error shall stop reading the e-mail or listing to the voicemail as soon as the employee realizes the e-mail was sent or the voicemail was left in error.

The employee shall take reasonable steps to notify the person sending the e-mail or leaving the voicemail of the error.

- Temple University permits the use of its computer servers by its various schools, colleges, programs and administrative units for a listserv and/or discussion forum related to the academic mission and/or administrative objectives of Temple University.
- By their nature, a listserv and/or discussion forum is not confidential. Temple University reserves its right to review, audit, intercept, access, and disclose all messages created, sent, received or stored using a listserv or a discussion forum on a University server for any legitimate University business purpose including, but not limited to, investigations into whether the University's resources are being used in violation of University policies or for illegal purposes. Temple University may in its sole discretion restrict any employees' access to or ability to use a listserv or participate in a discussion forum if it determines that the user or users have violated any Temple University policy or directive in connection with the use of such listserv or discussion forum.
- Any employee who discovers a violation of this policy must notify his/her supervisor immediately. If the supervisor is the offending party, the employee should notify the Vice President of Computer and Information Services and/or the Department of Human Resources.
- Any employee who violates this policy or uses the voice mail or electronic mail systems for improper purposes may be subject to disciplinary action, up to and including discharge from employment.

14.10 | INTERNET USAGE AND COMPUTER GAMES

Temple University's computer systems are the University's property and access is provided to employees as needed to facilitate job performance.

Employees should not use the Internet for personal use during working time. Personal use should be limited to non-working time such as during lunch, authorized work breaks and after working hours.

Users of Temple University's computer system are subject to the same standards that apply to other employee communications, including the Non-Discrimination Policy (see Section 13.1) and Anti-Harassment, Including Sexual Harassment Policy (see Section 13.2). When using the computer system, employees should not download, create, forward or send materials in violation of any Temple University policy. (see Section 14.9). Employees are required to read and comply with Temple University's Computer Usage Policy, No. 04.71.11 at <http://policies.temple.edu>.

Any employee who receives materials on his/her computer system that could violate a University Policy or procedure, or is otherwise prohibited by law, is required to contact the Vice President of Computer and Information Services and/or the Department of Human Resources to report the receipt of the material. Any employee who uses the computer system for improper purposes or is found to have improper material on a computer under the employee's control is subject to disciplinary action, up to and including discharge from employment.

14.11 | OFFICE ATTIRE

Appropriate business dress, grooming and personal cleanliness standards do contribute to the morale of all employees and affect the business image the University presents to students, visitors and the public. Therefore, during business hours and while on University business or premises, employees are expected to present a clean appearance and to maintain acceptable personal hygiene standards. If an employee is unsure of the appropriateness of a particular item of clothing, the employee should choose not to wear it.

Standards for office attire may vary by department. It is the responsibility of the administrative department head or Dean to set the standards.

14.12 | OUTSIDE ACTIVITIES OR EMPLOYMENT

Employees are expected to be able to perform their work as efficiently and effectively as possible at all times. While work for other employers is not prohibited, hours worked in outside employment must not coincide or conflict with hours of work for the University. Employees may not work on non-Temple related business during work hours. Outside employment and activities must not detract from work responsibilities at the University nor create a conflict of interest. All employees will be judged by the same performance standards and will be subject to the Temple University's scheduling demands, regardless of any existing outside work requirements. Questions about whether an outside activity or other employment may constitute a conflict of interest should be directed

to supervisors and/or the Human Resources Department.

Outside employment of full-time faculty members is subject to the prior approval of the pertinent Dean, as set forth in the Extra Compensation Policy in the Faculty Handbook. Outside employment of Campus Safety Services personnel is subject to the prior approval of the Executive Director or in his/her absence, the Deputy Director as set forth in the department policy concerning outside employment. While other employees do not need approval for outside employment, they are expected to disclose the existence of any other employment to their direct supervisor.

If Temple University determines that an employee's outside work interferes with performance or the ability to meet the requirements of Temple University, as modified by Temple University from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Temple University.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or entities outside Temple University for materials produced or services rendered while performing their jobs.

Employees may not engage in personal or side businesses during work hours, including notary services for a fee or catalog business services. Such activities may be conducted on personal time. If Temple University pays the fee required for notary status, the employee may not personally retain any fee charged to Temple employees or departments for University-related business.

14.13 | CONSULTING

The University recognizes that consulting may be a valuable form of community service which contributes to the professional development of administrative officials and serves to enhance the University's reputation and standing. For this reason, officers, professional administrative personnel, and faculty are not precluded from entering into consulting arrangements. Any administrator engaged in consulting services must account for time away from Temple University business by using personal and/or vacation days. Faculty may devote an average of one day per calendar week during the contract period toward consulting services subject to prior approval of their Dean.

Administrative personnel must obtain approval from their department head prior to entering into a consulting arrangement. Faculty must receive approval from their Dean. See also Faculty Guide, Section VIII. C— Extra Compensation.

Temple University may require any administrator or faculty member to cease consulting if it determines that such services are inconsistent with the policies of Temple University or otherwise interfere with the individual's ability to perform the duties and responsibilities of his/her position.

See the Conflicts of Interest: Faculty Policy (Section 13.7), Conflict of Interest: Employees Policy (Section 13.5), Outside Activities or Employment Policy (Section 14.12).

14.14 | SMOKING IN THE WORKPLACE

The University wants to promote a healthful and clean work environment for students, employees, and visitors. Further, in accordance with Philadelphia ordinances and Pennsylvania's Clean Indoor Air Act, every employee has the right to work in an area free of environmental tobacco smoke. To protect the health of the University community, the University designates all buildings as smoke-free. Smoking in vehicles owned or leased by the University is prohibited. Smoking is also prohibited within 25 feet of a main entrance, exit, or operable window of a University building. (See University Policy on Smoking, No. 04.62.11 at <http://policies.temple.edu>).

Employees are encouraged to contact the Human Resources Department for information concerning cessation programs. The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. The University community shares in the responsibility for adhering to and enforcing this policy.

14.15 | SOLICITATIONS AND DISTRIBUTION OF LITERATURE

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, unless related to University business or approved in advance by the University, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time or to those on working time or in any working areas. The use of e-mail to

distribute literature or printed material of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause that is unrelated to University business is also prohibited, unless prior approval by the University has been granted.

14.16 | SEVERE WEATHER

Temple University strives to remain open at all times. If classes are canceled, all administrative and staff personnel are expected to report to work unless Temple University declares an Emergency Closing under its Emergency Closings Policy (Section 14.17 below) and the employee is not deemed to be essential under that policy. Employees who do not report to work when the University is open and who are not otherwise covered by a collective bargaining agreement that governs the accounting for severe weather days will be expected to use a vacation or personal day. Bargaining unit employees should refer to the appropriate collective bargaining agreement.

Schools, colleges, departments and offices may not cancel classes or close independently. Temple University classes will operate normally except under the most severe weather conditions that pose a threat to public safety or make it impossible for significant numbers of students to attend.

The President or Senior Vice President for Administration or his/her designee is responsible for making final decisions on class cancellation at all campuses.

Any cancellation of classes at the School of Medicine will apply only to the basic science teaching programs. All clinical programs, (clerkships, residencies, and patient care) will be carried on.

The University's hotline (215-204-1975) and WRTI-FM (90.1) will carry messages regarding the status of classes in inclement weather. The radio broadcast numbers pertain only to the cancellation of classes. The Codes are as follows:

- Main Campus, TUCC and Health Science Center
Day: 101 Evening: 2101
- School of Podiatric Medicine
Day: 181
- Ambler/Fort Washington
Day: 426 Evening: 2426
- Tyler School of Art
Day: 373 Evening: 2353

Faculty members are expected to cover their classes during severe weather days on which classes continue to be held. Academic unit heads are expected to make staffing arrangements based on the weather conditions and individual staffing needs.

Day classes are those beginning before 4:00 p.m. and evening classes are those beginning at 4:00 p.m. or after.

A copy of the policy is located on the Temple University Policies web site at <http://policies.temple.edu>.

Employees may only rely on the following sources to determine whether the University is open:

- E-Mail using University Listservs,
- Voice Mail Messages,
- Temple Radio Station: WRTI 90.1 FM,
- Temple University Hot-line at 1-215-204-1975,
- "What's New" message on the Temple University Web Site at www.temple.edu.

14.17 | EMERGENCY CLOSINGS

This policy applies to all Temple University full-time and part-time employees including faculty and establishes guidelines for all University campuses during periods of extreme weather conditions or other emergency situations. Employees covered by collective bargaining agreements will be governed by the terms of those agreements. This policy does not pertain to cancellation of classes, but to closure of the University.

Given the range of academic programs, the number of essential services provided, and the continuing needs of all students, particularly residential students, it is the policy of Temple University to remain open at all times in order to maintain services to students and other clients.

In the event of an emergency closing of the University, the President, the Senior Vice President for Administration, or his/her designee will make an announcement. No other University official is authorized to announce an emergency closing or to excuse personnel from the performance of their responsibilities.

In the case of an announced emergency closure, certain non-essential areas will be closed; however, the University will continue to provide essential services including, but not limited to, campus and public safety, transportation, food preparation and distribution, student housing and other student services, certain research programs, building and road maintenance, and telecommunications. All staff members in designated essential areas are expected to make every reasonable effort to report to work.

An announced cancellation of classes shall not be considered an emergency closing of the University. In the event of a cancellation of classes, University employees are expected to report to work.

ESSENTIAL EMPLOYEES

Unless notified to the contrary, “Essential Employees” shall be persons working in key positions in the following departments:

1. Campus Security and Police
2. Facilities Management
3. Parking
4. Telecommunications
5. Student Housing

For emergency purposes, faculty who are key to the academic mission of the University may be designated as “Essential Employees.”

In addition, employees in the following areas are also deemed as “Essential Employees” unless otherwise notified in advance by their supervisor/department head that they do not need to report to work:

1. Payroll
2. Student Health Services
3. Student Recreational Services
4. Library and Computer Labs
5. Computer Center

The responsible officers must also ensure that essential contracted services, such as food service and parking, are available.

All Essential Employees are required to report to work even if the University has announced an Emergency Closing.

COMMUNICATIONS

The Human Resources Department will establish and maintain an emergency phone chain. All University employees including faculty will be

required to provide their immediate supervisor with accurate phone, work location and emergency contact information for this purpose.

During a potential emergency, the University may use the emergency phone chain and other external news media to communicate to employees. The following media are available to employees:

- E-mail using University Listservs,
- Voice Mail Messages,
- Temple Radio Station: WRTI 90.1 FM,
- Temple University Hotline at 1-215-204-1975,
- “What’s New” message on the Temple University web site at www.temple.edu.

Depending upon the circumstances, the University’s emergency notification system and/or external news media may or may not be used.

During a potential emergency, it is the responsibility of every employee to check with the hotline, web site, and/or radio station to get updated information.

COMPENSATION

- In the event that the University declares a full or partial day emergency closing, non-essential employees will be excused/released from work. Under such circumstances, non-essential employees will be paid for that day; however, hours not actually worked by any employee will not count towards the computation for overtime for that pay period.
- All non-represented essential employees who work during any authorized emergency closure will be compensated at their regular rate of pay; those eligible for overtime will be

compensated at time and a half for all overtime hours. Represented employees shall be compensated pursuant to the terms of their bargaining agreement. The University reserves the right, but is not obligated, to provide compensatory time to those essential employees who worked.

- An emergency closing will have no effect on those employees who are scheduled for vacation, personal, or sick leave on the day the closing is announced. Those employees will be charged for the vacation, personal, or sick leave.
- This policy does not apply to temporary employees and student workers who are paid only for hours worked.

14.18 | UNIVERSITY INVESTIGATIONS AND INTERNAL HEARINGS

Temple University may, from time to time, conduct internal investigations and/or hold Student Code of Conduct Hearings, Grievance Step Hearings, Complaint Resolution Proceedings, Employee Discharge Reviews, NCAA Compliance Investigations or Labor Arbitrations in accordance with applicable University policy or applicable collective bargaining agreements.

All employees are required to cooperate with University authorities in any of these proceedings. Such cooperation includes, but is not limited to, preparation time and attendance at the proceedings. Employees who are asked to provide information or attend proceedings will be permitted to do so during working hours.

Employees must provide honest, truthful and complete information to the best of their knowledge. An employee who believes that providing such infor-

mation would subject them to criminal prosecution may refuse to testify or otherwise provide Temple with the requested information. However, Temple University will consider the refusal in determining what discipline, if any, is warranted. Failure to cooperate is a violation of this policy and will result in discipline, up to and including discharge. Employees who cooperate to the best of their ability will not be subject to retaliation. Any employee who believes that he/she is experiencing retaliation as a result of his/her participation should contact the Department of Human Resources or the Office of University Counsel. See also Sections 13.17 on Anti-Retaliation in Employment and 13.18 on Anti-Retaliation in Reporting Violations of Medical Services Compliance—False Claims Act.

14.19 | USE OF UNIVERSITY PROPERTY

All Temple University employees must abide by any policy, regulations, procedures, and/or guidelines issued by Campus Safety Services, Internal Audit, and other administrative units or imposed by federal, state, or local law in connection with the use or occupation of Temple University property including, but not limited to, office/laboratory space and common areas. These policies and procedures include, but are not limited to, federal, state, and local laws and/or regulations governing fire and safety, workplace safety (OSHA), ventilation, and evacuation. Employees who violate such policies and procedures will be subject to disciplinary action, up to and including restrictions on the use of Temple University property/space or discharge from employment. See also Section 13.14 on Safety.

14.20 | PROCUREMENT AND USE OF CELLULAR EQUIPMENT

Temple University employees, whether full-time or part-time, may be eligible for University supplied cellular service when certain job demands cannot be conducted on a landline telephone and/or require accessibility regardless of time or place. Requests for cellular equipment and service must be approved by the appropriate Department Budget Unit Head. All cellular equipment and cellular service charges must be processed through the Office of Telecommunications.

When provided, cellular service is for business purposes and the cost of any personal use of cellular services must be reimbursed to the University. See also policy on Procurement and Use of University-Supplied Cellular Equipment at <http://policies.temple.edu>.

14.21 | WEB AND INTERNET POLICIES AND GUIDELINES

Temple University provides Web systems and services to Schools, Colleges, Departments and authorized organizations for University related information and education. Temple University's central web server www.temple.edu hosts web sites on behalf of more than 500 departments and organizations of the University. A Temple University Web Consortium meets regularly to provide guidance and assistance to the Temple University Web Community by crafting fair and usable policies in accordance with Temple initiatives and mission.

See Temple University Computer Services web and Internet Policies at www.temple.edu/cs/policies.

14.22 | EMPLOYEE COMPLIANCE
WITH NCAA REGULATIONS

National College Athletic Association (“NCAA”) rules prohibit any Temple University employee (including faculty, administrators and staff) from providing an extra benefit(s) to a currently enrolled student-athlete (or their relatives or friends). An extra benefit is broadly defined by the NCAA to include any special arrangement by a Temple employee to provide an enrolled student-athlete (or his/her relatives or friends) with something that is not generally available to the general student body of Temple University, unless expressly authorized by the NCAA legislation.

Examples of extra benefits prohibited by NCAA rules include, but are not limited to:

- transportation to any location outside a 30-mile radius of campus;
- free or reduced merchandise or services (including things as minor as an offer of a car ride home at break) unless that free or reduced cost item is also available to the general public;
- a meal at a restaurant as the guest of an athletic booster or a University employee;
- the use of a department telephone to make long-distance personal calls;
- holiday or other gifts unless given to all students in a particular group. For example, a supervisor of student workers (if the student workers include athletes and non-athletes) can opt to distribute a holiday gift or perk to all of the supervisor’s student workers, but cannot give a holiday gift only to an enrolled athlete who is also a student worker.

The above list of extra benefits is for illustration purposes only and does not constitute a comprehensive listing of extra benefits prohibited by NCAA rules. Employees who have questions about what may constitute an extra benefit should contact the Athletic Compliance Director for further guidance.

Any student-athlete who accepts an extra benefit is in violation of NCAA regulations, thereby jeopardizing the student-athlete’s eligibility for intercollegiate competition. The University will take appropriate disciplinary action against any employee found to have provided a student-athlete with an “extra” benefit as defined by the NCAA regulations. Such action may include, but is not limited to, restricting the employee’s involvement with the University’s athletics program and/or other disciplinary action up to and including discharge.

Temple University provides training to employees involved in intercollegiate athletics to ensure that each employee maintains competency in knowledge of the rules; acts within his or her realm of responsibility in full compliance with the governing legislation; and is aware of his/her obligation to report any violation of NCAA, conference and/or institutional rules of which he/she is aware. Employees with questions concerning NCAA, conference or institutional rules or his/her involvement with intercollegiate athletics should contact the Athletic Compliance Officer.



YOUR EMPLOYMENT FILE

15.1 | THE OFFICIAL PERSONNEL FILE

The Human Resources Department creates and maintains an official personnel file on each employee. The “official personnel file” includes information maintained by Temple University relating to employment including, but not limited to, the application for employment, offer or appointment letter, wage or salary information, notices of commendations, warning or discipline letters, authorization for a deduction or withholding of pay, fringe benefit information, leave records, employment history with Temple University, retirement record, attendance records, and performance evaluations whether maintained in the physical paper file or on the HR databases. In addition, the personnel file will include any documents required to be maintained in the *official* file under the terms of an applicable collective bargaining agreement or Pennsylvania state law.

The term “personnel file” does not include records of an employee relating to the investigation of a possible criminal offense, letters of reference, documents that are being developed or prepared for use in civil, criminal or grievance procedures, medical records or materials which are used by Temple University to plan for future operations or information available to the employee under the Fair Credit Reporting Act. The “personnel file” also does not include notes or records maintained by the supervisor for use in developing a performance evaluation.

The Human Resources Department is responsible for establishing procedures to maintain the personnel files, protect the confidentiality of the personnel files, and for an employee or authorized person to review the personnel file.

15.2 | EMERGENCY CONTACT INFORMATION

The Human Resources Department will establish and maintain emergency contact information for the purposes of identifying and contacting employees in the event of an emergency. This information will be stored on the HR data base which is part of each employee’s personnel file. All University employees, including faculty, will be required to provide their immediate supervisor with accurate phone, work location, and emergency contact information for this purpose. During a potential emergency, the University may use the emergency phone chain and other external news media to communicate to employees.

15.3 | ACCESS TO PERSONNEL FILES

Access to the information contained in these files is restricted. Generally, in addition to the employee, only supervising personnel of Temple University who have a legitimate reason to review information in a personnel file are allowed to do so.

With reasonable notice, employees may review their personnel file once per year by contacting the Human Resources Department during normal business hours. The review must take place in the office and in the presence of an individual appointed by the University to maintain these files. Employees may not remove any items from their personnel file but may provide in writing to the Human Resources Department a written request for the removal of a specific item; the request should set forth the reason the employee believes the item should be removed. Temple University has the discretion to make the final decision.

Although the University is not legally required to do so, the Human Resources Department may, at its convenience, provide employees with a copy of their personnel file in lieu of inspecting the file upon payment of a fee (currently \$75 for up to 200 pages, plus \$25 for each additional 100 pages) to cover the administrative cost associated with copying the file.

All inquiries or requests for personal information including, but not limited to, employment verifications, credit checks/references, and home loan applications must be sent to the Human Resources Department. All notifications regarding legal proceedings (e.g. complaints, request for records, subpoenas, communications from lawyers, or other legal documents) must be sent to University Counsel.



LEAVING THE UNIVERSITY

**16.1 | TERMINATION OF
NON-INTRODUCTORY
EMPLOYEES**

Non-bargaining unit employees are employed “at will” and, as such, serve at the pleasure of the University. However, all departments should consult with the Human Resources Department to review a decision to terminate an employee prior to the actual termination.

If an employee is terminated due to the elimination of the program, grant, or funding, or to the lack of work or funds, the department will provide the employee with a written explanation of the decision to terminate.

Whenever feasible and appropriate under the circumstances, Temple University will provide at least one month’s notice for termination in cases of program, grant, or funding discontinuation or expiration, lack of work funds, financial exigency and job abolishment due to financial exigency. Such terminations/job eliminations are not subject to the dispute resolution procedure.

Bargaining unit members should refer to specific applicable contract language for information relating to this issue.

**16.2 | DISCHARGE OF AN
INTRODUCTORY/
PROBATIONARY EMPLOYEE
— NEW HIRE**

The Human Resources Department encourages department supervisors to work with any new employee to define performance expectations, provide feedback to the employee during the introductory/probationary period and to provide the employee with at least 30 days to meet those expectations in accordance with Temple University’s Introductory/

Probationary Period policy (Section 12.8) prior to recommending the employee’s discharge to the Human Resources Department.

Advance notice of termination for cause is not required; however, all departments should consult with the Human Resources Department prior to the termination. Introductory terminations are not subject to dispute resolution.

16.3 | RESIGNATION

Before resigning from Temple University, an employee should notify his/her supervisor in writing and the Human Resources Department at the earliest possible date; however, a two- to four-week notice period is recommended. The employee must submit a letter of resignation. When a person leaves the University, the last day worked is the last day on the payroll. Payment for accumulated and unused vacation time is made at this time. In no case may vacation time be added to extend the final date of employment.

16.4 | DISCHARGE

A non-bargaining employee who violates acceptable standards of conduct may be discharged without notice. (See Section 10.9, Expectations for Work Related Behavior).

Bargaining unit employees are subject to the terms and conditions of employment in their collective bargaining contract.

16.5 | REDUCTION IN FORCE

The determination that the University is required to reduce the work force because of fiscal conditions, programmatic changes, or reorganization changes is a determination entirely within the discretion of the University.

Notification of reduction in force will be provided in writing following oral notice of each pending action. Such notification will normally occur no later than thirty calendar days prior to the effective date of the reduction.

A non-bargaining employee who is released as a result of a “reduction in force” has no rehire rights. An employee who is rehired by Temple University in a non-bargaining position will receive past service credit only for purposes of vacation eligibility and seniority in the following circumstances:

- He/she previously worked for Temple University within the last 10 years, and
- He/she left Temple University for reasons that were other than performance related.

An employee meeting the above criteria who returns to Temple University in a non-bargaining position within one year will also have any accrued sick days reinstated.

Employees covered by collective bargaining agreements are subject to the provisions of the appropriate agreement and should refer to their contract.

**16.6 | VACATION PAY
UPON TERMINATION**

Employees who are terminated or employees who resign shall be entitled to receive pay for earned but unused vacation. At the time of employment separation, vacation time earned but not used will be paid out in the employee’s final paycheck. If an employee has used more vacation time than he or she had earned when the employee’s employment is terminated (for any reason), an adjustment for the overage will be made in the final paycheck, as permitted by law. (See Section 6.2)

Employees covered under collective bargaining agreements are to comply with the vacation provisions specified in their respective union agreements.

The lump sum payment is made upon termination whether by resignation, retirement, or dismissal. Termination does not include transfer from one University department to another. In the event of the employee's death, a lump sum payment for unused vacation is made in accordance with Temple University's Policy on Payment of Outstanding Wages Upon Employee's Death (See Section 16.9).

16.7 | EXIT PROCESS

All employees leaving the employ of the University are required to participate in an exit process. The process includes:

- Reviewing the departing employee's benefit coverage,
- Securing items, including but not limited to, her/his identification card(s), equipment, uniforms, keys, parking decal,
- Reviewing possible delinquent obligations the employee has to the University,
- Reviewing the "personnel file"; the file will be retained for seven years after the employee's separation from Temple University,
- Obtaining a forwarding address, telephone number, and e-mail if applicable,
- Obtaining termination data, and
- Signing an acknowledgment that any personal data has been removed from his/her computer and that his/her supervisor will have access to the hard drive and to the employee's e-mail for business related reasons.

The employee's supervisor should contact the Human Resources Department to initiate the exit process.

Temple University will issue a final paycheck upon completion of the exit process.

16.8 | EXIT INTERVIEW

All employees who voluntarily leave Temple University are encouraged to complete an exit interview with the Human Resources Department. Employees should contact the Human Resources Department to schedule this meeting as soon as they give notice to their supervisor. This exit interview is a way to provide Temple management with information/reasons as to why people are leaving Temple University as well as areas where Temple may need to be more competitive with employment practices.

16.9 | PAYMENT OF OUTSTANDING WAGES UPON EMPLOYEE'S DEATH

When an employee dies, the primary department will notify Benefits staff in Human Resources promptly of the death of the employee.

The Benefits staff will assist the family in obtaining the outstanding wages and other benefits due the deceased employee.

The date of death will be considered the date of termination.

By law, the University may pay the amount of wages, salary or other benefits due directly to one of the following, as long as the amount due does not exceed \$5,000:

- the deceased employee's surviving spouse,
- any one or more of the deceased employee's children, or
- the deceased employee's father or mother, or
- the deceased employee's surviving brother or sister.

If the amount exceeds \$5,000, the entire amount must be paid to the estate.

16.10 | REFERENCES

Upon request, the Human Resources Department is authorized to provide references for current or former employees. Any request for a reference must be in writing and directed to the Human Resources Department. Temple University will only provide dates of employment, title, position/job duties and confirmation of salary.

16.11 | CREDIT REQUESTS

Upon a written/verbal request from an employee, the Human Resources Department will complete a credit request submitted by a financial institution or other authorized organization.



QUESTIONS

Helpful Directory

BENEFITS DEPARTMENT

Telephone 215-204-1321
 Fax 215-204-9336

BOOK STORE

Lower Level SAC 215-204-7385
 Broad & Cecil B. Moore 215-204-0502

CAMPUS SAFETY SERVICES

Telephone 215-204-1234

COMPENSATION

Telephone 215-204-3315
 Fax 215-204-1076

DIAMOND CLUB

Lower Level Mitten Hall 215-204-6622

EMPLOYEE HEALTH SERVICES

Telephone 215-204-2679

EMPLOYEE RELATIONS DEPARTMENT

Telephone 215-204-5554
 Fax 215-204-5667

EMPLOYMENT

Telephone 215-204-7174
 Fax 215-204-5921

FMLA/LEAVES

Telephone 215-204-4917
 e-Mail LOA@temple.edu

INTERNAL AUDIT

Telephone 215-204-7559
 Fax 215-204-8037

LABOR RELATIONS

Telephone 215-204-1319
 Fax 215-204-5667

LEARNING AND DEVELOPMENT

Telephone 215-204-1673
 Fax 215-204-1076

LOST & FOUND

12th & Montgomery 215-204-6496

OFFICE OF MULTICULTURAL AFFAIRS

Telephone 215-204-7303
 Fax 215-204-8052

OFFICE OF THE SENIOR VICE PROVOST FOR FACULTY DEVELOPMENT AND FACULTY AFFAIRS

Telephone 215-204-3745
 Fax 215-204-7170
 e-Mail VPFAC@temple.edu

OFFICE OF UNIVERSITY COUNSEL

Telephone 215-204-6542
 Fax 215-204-5804
 e-Mail universitycounsel@temple.edu

PAYROLL MANAGEMENT

Telephone 215-204-3116
 Fax 215-204-3038

PHILADELPHIA FEDERAL CREDIT UNION

Lower Level SAC 215-934-3500

PNC BANK

1800 Liacouras Walk 215-204-8777

TEMPLE ID

Telephone 215-204-7174

TEMPLE OPHTHALMOLOGY

Telephone 215-707-3401

US POST OFFICE

Lower Level SAC 215-204-7815

WORKERS' COMPENSATION CLAIMS ADMINISTRATOR

Telephone 215-204-3331
 Fax 215-204-3707
 e-Mail jcarbonaro@sciadvantage.com

WORKERS' COMPENSATION DEPARTMENT

Telephone 215-204-3328
 Fax 215-204-3707
 e-Mail workcomp@temple.edu