To: All Faculty and Staff

From: Human Resources


In a continuing effort to keep Temple employees informed of the latest university policies, this month Human Resources will distribute updated copies of the Temple University Employee Manual. The 88 page booklet includes the latest changes to university policy and benefits and reflects several new areas of strategic focus, such as the employee home-ownership program and sustainability. In addition, it clarifies existing policies such as FMLA and tuition remission.

The new manuals will be distributed in hard copy over the next month, but are available online immediately through the Human Resources website via the following link: www.temple.edu/hr/documents/Employee_Manual_2008.pdf. When the updated hard copies arrive, please remember to recycle old employee manuals by placing into the nearest paper recycling bin.

The policies and procedures in the manual apply to all faculty and staff; however policies included in the faculty handbook and collective bargaining units supersede provisions in the employee manual for those covered by these agreements.

While the employee manual outlines all university’s policies and procedures, it doesn’t cover every situation that may arise. Please contact Labor and Employee Relations at 215-204-5554 should you have questions or concerns about Temple’s employment policies and procedures.

The revised manual includes the changes listed below:

Section 2.1 Inclusion of the Vision and Mission into this section.

Section 2.3 Sustainability – New policy added describing Temple’s commitment.

Section 4.6 Sponsorship of Foreign Nationals for US Lawful Permanent Residence - New policy.

Section 4.7 Identification Card – Section updated
Section 6.2 Vacation

1. Elimination of the vacation banks is completed; that section was removed.
2. The policy was revised to specifically state that the University may designate days not worked as vacation if the employee fails to record the time properly.

Section 6.5 Jury Duty – A limit of 20 days for paid jury duty services was incorporated.

Section 6.6 FMLA

1. Incorporated the provisions that are federally mandated for persons with family members on active duty.
2. Coordinated the short-term disability benefits with FMLA regulations that state employers cannot require employees to use banked time while receiving payment from employer’s sponsored sources (workers’ compensation, disability).
3. Some additional non-substantive clarifications were also added.

Section 7.5 Life and Disability Benefits – revised to reflect the addition of optional short-term disability.

Section 7.9 Tuition Remission

1. Amended to reflect that employees are responsible for paying fees and cannot use tuition remission if arrangements have not been made to pay outstanding balances.
2. Clarified the continued benefit that an employee who leaves Temple University is entitled to receive.

Section 7.10 Medical Leave Donation Policy – new program

Section 7.14 Employee Home Ownership Program – new program

Section 9.2 Payroll Schedules section changed to eliminate weekly pay, to include bi-weekly pay and to state that direct deposit is the University’s method of payment.

Section 9.3 Faculty Pay Schedule section included to address IRS ruling and to remind faculty working academic terms that the months of July and August are pre-payments for the fall semester and must be reimbursed if the faculty member does not show.

Section 10.7 Performance Development Plans (PDPs)

A new Core Competency – Policy Compliance was added to ensure employees understand and comply with key University policies and procedures, including NCAA regulations. This competency also reminds each employee of the University’s anti-discrimination and anti-harassment policies each year.

Section 10.8 Competencies – Section modified to reflect revised definitions to the competencies and to add the competency of “Policy Compliance” to list of core competencies as recommended by the NCAA audit.
Section 11.3  Annual Salary Increases section revised to reflect the current process. Sections on base increases and step increase eliminated.

Section 12.3  Applying for a New Job section modified to reflect the on-line iGreentree system and process.

Section 12.6  An External Offer section modified to include the approved relocation vendors.

Section 12.7  Temple to Regular Hire Policy added to reflect the current practice.

Section 13.1  Anti-Discrimination Policy amended to reference new anti-retaliation policies in Sections 13.17 and 13.18 and to change the Office of Affirmative Action to Office of Multicultural Affairs.

Section 13.2  Anti-Harassment Policy revised to refine definitions of harassment. Policy also amended to stipulate that Temple may investigate in situations that arise but there is no formal complaint.

Section 13.17  Expanded Anti-Retaliation Policy–Policy currently on HR website identifies what actions are prohibited by law.

Section 13.18  Anti-Retaliation in Reporting Violations of Medical Services Compliance False Claims Act – new policy required under federal law.

Section 13.19  Ethics Reporting Policy and Procedure - New policy to respond to federal regulations requiring federal contractors to maintain business ethics policy and to reflect Temple policy.

Section 13.20  Misconduct in Research and Creative Work – existing policy added to manual.

Updated policies involving use of University sponsored technology include:

Section 13.13  Software and Computer Usage

Section 13.16  Social Security Number Usage

Section 14.7  Use of Communication Systems

Section 14.9  Voice Mail, E-Mail, Listservs and Discussion Forms

Section 14.10  Internet Usage and Computer Games

Section 14.21  Web and Internet Policies and Guidelines – new section added at the request of Computer Services
Section 14.3 Conflict of Interest section amended to clarify that a conflict may exist in situations where one person is employed by Temple University and the other employed by Temple University Health System but share a common workspace.

Section 14.5 Confidential Information Policy expanded to include FERPA, HIPAA, GLBP and other federal/state laws.

Section 14.22 Employee Compliance with NCAA Regulations – New policy added to be in compliance and as recommended in the audit.

Section 14.18 University Investigations and Internal Hearings – Policy modified to include NCAA compliance investigations as recommended by the audit and to reference anti-retaliation policies.