

Human Resources Department – Q & A's

Payroll/Information Management

How are full-time academic year faculty paid?

Full-time academic year faculty is paid via direct deposit on a monthly basis and the pay date is usually the last working day of the month.

How are part-time faculty paid?

Part-time faculty is paid via direct deposit on a monthly basis and the pay date is usually the last working day of the month. The fall semester salary is divided into four monthly payments beginning in September and ending in December. The spring semester is divided into five monthly payments beginning in January and ending in May.

How do I resolve a problem with faculty, staff, or student pay?

Contact the Payroll Management office staff at (215) 204-3116 for assistance in resolving a pay problem. Note: Employees should contact their supervisor first to discuss individual pay problems.

As a university employee, how do I change my personal information online?

Please visit Human Resource's Employee Self-Service to update personal information online.

What is KRONOS and who is required to clock-in or sign-in?

KRONOS - Is an automated time, attendance and leave management application. It will replace the current Leave Collection system.

Employees that are paid by the hour will use the system to record hours worked and leave time. Other employees will use the system to record leave time, at a minimum.

TAUP and Law Faculty, Adjunct faculty, and graduate students receiving an assistantship, internship, or externship will not use KRONOS.

What is the difference between an exempt and non-exempt employee and what do I have to do to pay non-exempt employees overtime?

Exempt-employees are employees who, because of their positional duties and responsibilities and level of decision making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

Non-exempt employees are employees who, because of the type of duties performed, the usual level of decision making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime. Non-exempt employees are normally required to account for hours and fractional hours worked and are required to be paid overtime at the rate of time and one-half for all hours in a week worked in excess of 40 hours.

An authorized Overtime Reporting form obtained from the Payroll Management website needs to be completed with the hours and regular rate of pay and submitted to the Payroll Management office for processing in the appropriate payroll.

What should I do if I didn't receive my W-2 or if I lost it?

Payroll Management can access current or prior year copies of W-2s and/or 1042s if needed by an employee. All requests for replacement Form W-2/1042-S forms must be in writing and a replacement fee is collected at the time the request is submitted. Please submit the request by completing the [Request for Replacement W-2/1042-S Form](#). Please allow two to three business days for a respond to your request for these documents especially during high volume periods.

What is Glacier?

Glacier is an online web based Tax Compliance System used at the University to gather all pertinent information regarding payments made to foreign nationals. All foreign nationals receiving a payment from the University are required to contact the Nonresident Alien tax specialist to obtain a password to access the system. The online system will produce all the necessary forms that are needed to comply with IRS regulations. Please contact the Nonresident Alien Tax Specialist at (215) 204-6011 to set up an appointment and obtain additional information.

Compensation

What is the Temple University Job Classification System?

The job classification system identifies the characteristics of non-faculty jobs and then assigns jobs to a job family, a job level within that family with a corresponding "T" grade level, and then a salary range that has been determined for that "T" grade level. Details on the Job Classification system can be found on the HR website. ([link to charts on HR website](#))

How can I get a job re-evaluated?

if a current position has changed and you want to determine if its job level and "T" grade are affected, and after approval from your Dean or Vice President, please work directly with your HR generalist to create a new job description. HR will then conduct a re-evaluation to determine if there is a grade change.

Where can I find job descriptions?

Job descriptions for employees can be found through a ([add link](#)) link from the Compensation section of the HR website. These are generic descriptions. Departments should create more specific descriptions for the individual positions and their HR Generalist can assist them.

How do I give someone a raise?

For non- bargaining, non-faculty employees, increases are generally provided each fiscal year and related to performance. Other increases for non-bargaining, non-faculty employees are requested and reviewed through an evaluation process when there is a significant change in the role or a market equity reason. Stipends may also be awarded when a non-union employee temporarily takes on additional responsibilities. A salary freeze is in effect for FY 2009 - 2010. In previous years, one-time bonuses such as EXCEL and Management bonuses were awarded to non-union employees

For union employees, increases are contractual and re-evaluations are similar to that for non-bargaining.

What is a Job Family?

Temple University's job classification system groups non-faculty jobs into ten job families, based on the functions of the job. A list and definition of the job families can be found on the HR website. (link)

What is a Job Level or Role Inventory?

Each of the 10 job families has multiple levels, also called role inventories, which reflect increasing degrees of complexity as defined by " Role Accountabilities" that are consistent throughout Temple . These accountabilities are based on compensate-able factors determined to be unique for Temple by a broad based committee who helped design the classification system. Each level has typical knowledge, skills, abilities, and outcomes unique to jobs in that level. These attributes are used to assign a salary grade to each level based on market data. A chart with the families, job levels, and "T" or salary levels for each family is on the HR website. (link)

What is a "T" grade?

Temple University's salary structure for non faculty, non-union, and AFSCME positions consists of 12 "T" grades (T21 to T32). Each grade has a New Hire Zone, Target/Midpoints, 75th percentile and Maximum based on market data and a 40 hour work week.

How do I know the appropriate pay grade, job title, and classification if I want to create a position?

Temple's Human Resources Department uses a well-defined job classification system that you will use. You can read about the method and see the job classification structure on the HR Web site. After familiarizing yourself with the classification system and with typical job descriptions, contact the HR Generalist who serves your unit, and he or she will guide you through the process to create the position and hire someone for it.

Employment

What is iGreentree?

A web-based, paperless software system that automates the hiring process, generates an "offer letter," and transfers the employee and position information from University Departments to the Human Resources and other University systems.

How do I obtain an individual using a Temporary Agency?

An individual obtained from a Temporary Agency will perform functions/tasks for a period not exceeding three (3) months in duration. The individual is not on Temple University's payroll but rather paid by the University's Master Purchase Order through Accounts Payable.

The Temporary Agency Staff member is obtained from one of our approved vendor's. The individual placing an order with one of our approved vendor's must have authorization from their department to initiate a temp placement process. Your Department Administrator will notify Human Resources with the appropriate information and FOPAL you have authorization to use. HR will create an account for you in the Temp Staff Web system. The temporary staffing agency will only accept orders received through the Temp Staff Web.

If you need to create an account or have questions about the system please contact Josephine Perkins at Josephine.Perkins@temple.edu or 215.204.4940 or Abe Hedcock at Hedcock@temple.edu or 215-204-3332.

Click here to access Temp Staff Web - <https://voyager.adminsvc.temple.edu/TempStaffweb>

How do I obtain a Temporary Employee without using a Temporary Agency?

A Temporary Employee may be used to fill a temporary position of limited duration. These positions are filled by a non-University Employee who does not meet the IRS Independent Contractor/Consultant Definition, where the duties and tasks can be practicably classified within the context of an existing classification. To hire a temporary employee, a temporary requisition is created in the automated Requisition/Applicant Tracking System (iGreentree). Level two (2) signature authorization is needed to initiate the process. The position does not have to be "Posted" nor is a Human Resources Action Authorization required. The individual is an employee of the University and paid through our Payroll/Human Resource System with the appropriate Federal, State and Local Taxes being withheld. For assistance see your administrator or business manager.

How do I hire a Student Worker?

"Student workers" are students who are currently enrolled at Temple University and who are also working at Temple University. All Temple student workers must be hired through the Student Automated Requisition/Applicant Tracking System (iGreentree) before they begin working. Each department has dedicated users who can create student worker requisitions for you, and each school has a "Responsible Person" who can post positions, if necessary, and convert selected students onto payroll. If you do not know who in your department is a Student iGreentree user, please contact Stephanie Tschanz @ 1-6357.

In accordance 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. Please note that hours worked in excess of 34 hours per week may be subject to Social Security withholding and hours worked in excess of 40 hours per week are subject to 1 ½ pay.

Detailed instructions on hiring student workers can be found in a document on the HR website. <http://www.temple.edu/hr/managers/index.html>

How can a Student apply for a Work-Study Grant?

A Work-Study Grant is a portion of a Student's Financial Aid package. For complete forms, instructions and helpful hints and tips on applying for Financial Aid, visit Student Financial Service's Financial Aid Resource page at <http://www.temple.edu/sfs/applying.htm>. Students who apply late in the semester for Financial Aid may receive Work-Study funds if they specifically request them and there is unused money in the Work-Study pool.

How do I hire Adjunct Faculty?

All Adjunct Faculty members are hired through their respective Schools and Colleges. Adjunct Faculty members are hired through the Adjunct Faculty Automated Requisition/Applicant Tracking System (iGreentree) before they begin working with the exception of Adjuncts not compensated and those hired to the Summer School Cost Center (Those are done directly through the Payroll Department). Each department has dedicated users in the automated iGreentree Adjunct Faculty Hiring System who can create your position and each school has a "Responsible Person" who can post positions, if necessary, and convert Adjunct Faculty onto payroll. If you do not know who in your department is an Adjunct Faculty iGreentree user, please contact Stephanie Tschanz @ 1-6357.

What do I do regarding relocation assistance for faculty?

Temple University has created a partnership with East End /Corrigan Moving Systems/ United Van Lines and Whalen's Allied Van Lines to assist with the relocation needs of faculty, administrators and employees. This partnership is part of a competitive bid agreement with Educational and Institutional Cooperative Services, Inc. (the nation's largest non-profit group purchasing association). These two organizations can provide all of the services that are needed for a smooth transition to Temple for relocating faculty and staff, from moving and storage to mortgage assistance and temporary housing.

Temple University has issued Standing Purchase Orders for each company and authorized key administrative staff in each school/college and administrative portfolio to initiate the contact with these vendors when relocation assistance is desired. The school, college or department can pay for all or a portion of the services with the new faculty member/employee paying the difference. If you do not know who is authorized to commit University funds for relocation in your school or college, please see your administrator or business manager.

Click on either of the two vendors to see a more detailed listing of their services and process for initiating their assistance:

East End /Corrigan Moving Systems/ United Van Lines
<http://www.corriganmoving.com/requestform.htm>

Whalen's Allied Van Lines
<http://www.movewhalens.com/temple.htm>

Can I sponsor a foreign national for Permanent Residency (Green Card)?

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 classifications under 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. To view the University Policy please go to the Human Resources web site:

<http://www.temple.edu/hr/managers/documents/TUSponsorshipofForeignNationalsforPermanentResidency-2007.pdf>

Who will Temple sponsor?

<http://www.temple.edu/hr/managers/index.html>

Temple University will typically sponsor foreign nationals who are full-time, regular employees in tenure and tenure-track academic job classifications provided the department chairperson agrees to support the application. These positions include professor, associate professor and assistant professor. A department may request an exception for other types of positions if unique circumstances exist.

The University 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. Please use the following link to the Managers section of the HR website for full information and our policy for sponsoring foreign nationals.

<http://www.temple.edu/hr/managers/documents/TUSponsorshipofForeignNationalsforPermanentResidency-2007.pdf>

If you have any questions, please see your administrator or business manager.

Where do I find jobs that are available at Temple?

There are actually five general types of positions: faculty, adjunct faculty; post doctoral fellows; student workers; regular employees, temporary employees.

- **Faculty:** Available faculty positions can be found at <http://www.temple.edu/vpfaculty>, the webpage of the Senior Vice Provost for Faculty Development and Faculty Affairs, or on the website of the specific school or college.

- **Post Docs:** Available openings can be found by contacting the specific department in the respective schools and colleges.
- **Students Workers :** Temple University Students that are interested in working in the University can find available student positions on the TU Portal. Under the TULINKS menu, choose STUDENTS, and then click Studentjobs@temple. For listings of positions open to students at businesses "off" campus, visit the TU Career Center's Page at www.temple.edu/careercenter.
- **Employees:** Individual's interested in Employment with Temple University should apply via the employment website. Visit the Human Resources homepage at www.temple.edu/hr and click on Jobs@Temple.
- **Temporary Employees:** Individual's interested in temporary employment with Temple University should apply via the employment website. Visit the Human Resources homepage at www.temple.edu/hr and click on Jobs@Temple.

Can I hire student workers from another university to work for me in the summer?

“Student Workers” are defined as current Temple University Students and are hired through the Student iGreentree System. To hire a student who does not attend Temple University, you must create a requisition for a temporary employee. To hire a temporary employee, a temporary requisition is created in the automated Requisition/Applicant Tracking System (iGreentree). Level two (2) signature authorization is needed to initiate the process. The position does not have to be “Posted” nor is a Human Resources Action Authorization required.

If a school would like to hire a non-resident alien but the individual does not want to complete Glacier, is there another way to compensate this person?

No -- if a non-resident alien is to be hired as an Employee of the University, he or she must be hired according to normal procedures, which includes completing Glacier.

Where can I find Policies for the Appointment of Faculty?

The Senior Vice Provost for Faculty Development and Faculty Affairs' Web page has the most Current University Policies for the Appointment of Faculty.

Where can I post an opening for a student job?

Student Workers are hired through the Student Automated Requisition/Applicant Tracking System. Each department has dedicated users who can create student worker requisitions for you, and each school has a “Responsible Person” who can post positions, if necessary, and convert selected students onto payroll. If you do not know who in your department is a Student iGreentree user, please contact Stephanie Tschanz @ 1-6357.

What is an I-9 and why do I have to show originals as supporting documentation?

The Employment Eligibility Verification Form (Form I-9) enables employers to verify individuals who are authorized to work in the United States. The Immigration Reform and Control Act of 1986 (IRCA) requires that employees present an original document or documents that establish identity and employment authorization within three (3) business days of the date employment begins when completing an Employment Eligibility Verification Form (Form I-9). The I-9 is completed via an electronic On-Boarding system that is generated through Human Resources for employees, student workers and adjunct faculty. Each dean’s office initiates the process for faculty, and graduate students.

How often do I have to complete an I-9 form?

U.S. citizens: I-9's are valid continuously unless a break of more than a year of employment occurs.

International employees on F-1 (student) visas must renew their I-9 each year. Those on H-1B (specialty occupation) or J-1 (exchange visitor) visas must have their I-9 updated each time their visa is renewed.

If someone accepts a job but will not start work for a month, can I complete Form I-9 when the employee accepts the job?

Yes. The law requires that you complete Form I-9 only when the person actually begins working. However, you may complete the form earlier, as long as the person has been offered and has accepted the job.

Do we need to fill out Forms I-9 for independent contractors or their employees?

No. For example, if you contract with an authorized vendor through our Purchasing Department to provide services, you do not have to complete Forms I-9 for that company’s employees. The individual company is responsible for completing I-9 Forms for its own employees. However, you must not knowingly use contract labor to circumvent the law against hiring unauthorized aliens.

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Benefits

Are student workers covered under Temple's worker's compensation policy?

Yes, student workers are covered under Temple's workers compensation policy.

Can you tell me how to go about requesting FMLA? What forms need to be processed?

You can call the Benefits Department at 215-204-4917 to request an application for FMLA. You can also submit a request through Employee Self-Service (accessible via the TUportal). Once your request is received, an application packet will be sent to your home address. You and your medical provider will need to complete these forms and return them to the Benefits office. For more information on FMLA, [click here](#).

How do I apply for tuition remission for myself or my dependents?

To apply for tuition remission benefits please complete the tuition remission form. Upon completion, please return the form, with required signatures, to the Bursar's office before the due date of your tuition bill.

How do I enroll for pre-tax public transportation passes and/or parking services?

Information about the Commuter Transportation Program may be found on the HR website at <http://www.temple.edu/hr/departments/benefits/flexiblespending/commuter.htm>. Eligible employees and faculty enroll in the commuter transportation program by going to www.wageworks.com. You will need to create a user account on the Wageworks site, select the commuter tab and then follow the instructions. For parking services contact the Temple University Office of Parking Services at 215-204-5301 or go to their website at www.temple.edu/parking.

What percentage of my salary will I receive if I'm being covered by worker's compensation?

66 2/3% of your salary.

What university benefits are offered to part-time employees?

Generally part time employees are not eligible for benefits. Union employees should check their collective bargaining agreements.

Where can I find information about vision coverage for Temple employees?

Please visit the Vision section of the Human Resources website.

Where can I find the university's benefit forms?

Benefit forms can be found on the Benefits section of the Human Resources website.

Where is the FMLA/University Leave Of Absence/Return from Leave of Absence form?

This form, which is used by supervisors to inform HR /Payroll that an employee has gone on or returned from a leave of absence (FMLA, University Leave, etc.), is located here. Note to employees: Since the FMLA process has been revised and the new FMLA application forms are specific to each employee's condition, the Benefits Department will no longer post generic FMLA application forms on our website. Employees requesting a leave of absence should submit a request via Employee Self-Service (click here to access ESS via the TUportal) or call the Benefits office at 215-204-4917.

Where can I find a list of the official university holidays for the fiscal year 2009-2010?

The Holiday Schedule for fiscal year 2009-2010 can be found on the Human Resources website under Latest News and Upcoming Events.

I have a new faculty member starting soon. How do they sign up for Benefits?

Benefit enrollment is handled as part of the New Employee Orientation. Information about Orientation may be found on the HR website at <http://www.temple.edu/hr/departments/orientation/index.html>. Faculty members may schedule their orientation by calling Kimberly Sakil at 215-204-1683 or Eric Brunner at 215-204-3318.

Where can I find a brief description of benefits for which faculty members are eligible?

Benefit Summaries and Synopsis are available on the Benefits Website at <http://www.temple.edu/hr/faculty/benefits.htm>.

How do faculty members sign up for direct deposit?

Direct deposit enrollments and changes are handled on Employee Self Service. Employee Self Service may be accessed via the HR Home page, or directly at <http://ess.temple.edu>.

What types of leaves are available for faculty and staff and how do they apply for them?

For qualifying faculty and staff we offer Family and Medical Leave (FMLA), University Medical Leave, University Personal Leave, Leave under the Philadelphia Domestic and Sexual Abuse Ordinance, University Military Leave.

In addition, qualifying faculty may request study leave. Some leaves (FMLA, unpaid leaves of absence) affect the tenure clock but study leaves do not affect the tenure clock and can only be granted every six years, etc.

Faculty and staff may apply for these leaves on line through employee-self service, by phone or in person.

How do I change or add a beneficiary for my life insurance benefits?

Complete a Beneficiary change form and submit it to the Benefits Office for processing. Beneficiary change forms can be found on the HR website at <http://www.temple.edu/hr/departments/benefits/documents>.

Completed forms should be returned to our office at 1601 N. Broad Street, USB, Room 608, Philadelphia, Pa. 19122 or fax to 215-204-9336.

A new life insurance certificate will be mailed to your home address.

What is the flexible spending health care or dependent care program (WageWorks) and how do I enroll?

A Flexible Spending Account allows you to contribute money, on a pre-tax basis, to pay for eligible health care and dependent care expenses. You do not pay federal income tax or Social Security tax on these contributions. For plan details go to the HR website at <http://www.temple.edu/hr/departments/benefits/flexiblepending.htm>

What is the Employee Assistance Program (LifeWorks) and how do I get more information?

Lifeworks can help you and your family with a wide range of issues. For plan details go to the HR website at <http://www.temple.edu/hr/departments/benefits/eap.htm>.

Does HR have a website?

Yes HR has a website with valuable information regarding Benefits, Compensation, Employment, Labor Relations, Learning and Development and Payroll Management. For specific details go to the HR website at <http://www.temple.edu/hr/>.

Learning and Development

How are new faculty and staff oriented to the University?

Every new hire is required to attend a New Hire Orientation. Benefits enrollment and review of policies, programs, services, and resources are covered in this mandatory 1/2 day program. New employees are usually scheduled at time of hire and the date of the orientation is specified in their offer confirmation letter. New full time faculty should contact Kim Sakil at 215-204-1683 to schedule. New adjunct faculty are also invited to a special orientation designed for them and are notified directly by the Human Resources Department of the date, time, and location.

What are the options for training student workers?

Temple University's Human Resources Department has developed programs for orienting and training student workers. Supervisors are encouraged to require student workers to complete this program, which covers the following topic areas:

- * Attributes, skills and qualities expected of student workers
- * Basic telephone skills

- * Customer service concepts
- * Standards for dress
- * Confidential information
- * Do's and don'ts of computer usage
- * Workers' Compensation Benefit
- * Anti-discrimination/anti-harassment policy

To schedule a training program, contact Learning and Development at 215-204-1683 or on-campus at 1-1683.

What are the training opportunities for faculty and staff?

Temple's Human Resources Department offers an array of Learning and Development programs. Computer Services also offers Computer Seminars and Workshops.

What is the Performance Development Plan (PDP)?

A sample Performance Development Plan (PDP) can be found in the Human Resources section of the TU Forms website. Actual PDPs are completed on a web based system at pds.temple.edu. PDPs are required for all non-faculty employees who work 20 hours or more per week. PDPs are used to detail the employee's essential functions or duties, goals/projects that must be completed within a fiscal year, and competencies to be developed. An employee and supervisor should jointly create a PDP at the beginning of each fiscal year or, in the case of a new hire, during the introductory/probationary period. Throughout the year, the supervisor and employee can enter notes on the employee's performance and periodic meetings should be scheduled to discuss the employees' performance and progress on goals. At the end of the fiscal, supervisors are required to rate the employee's performance. Assistance and questions of PDPs should be directed to HR, Karen Cherwony or Eric Brunner at 215-204-1683.

What type of leadership development programs are offered for Temple faculty and administrative leaders?

Learning and Development in HR offers a number of different leadership and supervisory programs, including the Leadership Academy and the Supervisory Development Program. We also provide leaders with coaching and a 360 degree feedback process. For more information, contact Dr. Marie Amey-Taylor at 215-204-1673 or marie.amey-taylor@temple.edu

Where can I find the "official" copy of the employee manual?

Please visit the Human Resources website and click on Employee Manual on the left hand menu column under Resources.

Labor and Employee Relations

Which faculty and staff are represented by Unions?

TLPPCBA, Temple Law Professors Collective Bargaining Association – law faculty

AFSCME, American Federation of State, County, and Municipal Employees – first-level professional employees such as dental assistants, administration assistants, and program coordinators

TAUP, Temple Association of University Professionals – full time faculty and other academic professionals, including librarians in the libraries and 13 of the schools and colleges (exceptions are Medical, Podiatry, Dental, Law).

TUGSA, Temple University Graduate Students' Association – graduate student teaching and research assistants

BUE, Brotherhood of University Employees – housekeepers, grounds workers, drivers, AV operators, mail carriers, and storeroom clerks

Local 511, Security, Police, and Fire Professionals of America (SPFPA) – police officers and security guards

Local 835, International Union of Operating Engineers – skilled trade workers

1199C, The Guild of Professional, Technical, and Clerical - clerical employees

1199C PTEA, The Professional and Technical Employees Association – clinical workers

Nursing Association of Temple University/ Pennsylvania Association of Staff Nurses and Allied Professionals (NATU/PASNAP) - nurses

Does faculty or staff have to join the Union?

Employees covered by Local 835 and Brotherhood of University Employees (BUE) on the Main Campus are required to become dues paying union members as a condition of employment. Employees covered by 1199c Clerical Unit, Local 511 (covering police and security) and the Nursing Association of Temple University/PASNAP (NATU/PASNAP) covering nurses are required to either pay dues as a full member or a portion of dues under “agency fee”. Employees who are not covered by a collective bargaining agreement or covered by Temple Association of University Professionals (TAUP), Professional, Technical, and Clerical employees (1199c PTEA Unit), American Federation of State, County and Municipal Employees (AFSCME), Temple University Graduate Student Association (TUGSA) or Local 835 on the Health Sciences Campus are under no obligation to join a union.

If I am currently a dues paying union member and would like to stop dues deductions, what is the process?

The collective bargaining agreements which allow employees the choice of being a full dues paying member, an agency fee member or not to pay dues at all contain terms under which one may resign membership. Usually, membership can only be withdrawn during the last 15 days of any contract and must be done in writing to both the union and Temple University Labor Relations Department. However, some contracts, such as TAUP, allow annual withdraw periods. For clarification, please contact Labor and Employee Relations at 1-1319.

Where can I find copies of the Rules of Conduct, Disciplinary Report, and the Collective Bargaining Agreement that covers my faculty and staff?

Rules of Conduct and Disciplinary Report Forms and most collective bargaining agreements can be found on the HR website under “Labor Relations”. If you cannot find what you are looking for or you would like guidance regarding a disciplinary or contractual matter, please call 1-1319.

When do I have to allow an employee Union representation?

Employees must be allowed to have a union rep present in any meeting which may lead to discipline. This may include investigatory meetings or disciplinary meetings. An employee is not obligated to have a rep under any circumstances and may therefore choose not to.

What should be my course of action if I want to reorganize my department?

After approval from the Dean or Vice President, all reorganizations must be done in consultation with Labor and Employee Relations. This allows us to insure that all actions are done in accordance with existing collective bargaining agreements and university policies. This is particularly important when reorganizations may result in reductions in force.

Which employees are entitled to MLK Day as a paid holiday?

Only employees covered by BUE and 1199c Clerical contracts are entitled to MLK Day as a paid holiday. If a BUE or 1199c Clerical employee is required to work on MLK, he or she should be paid time and one half for time worked on this day and receives 1 additional day off at straight pay within 30 days. All other employees must use a personal or vacation day if they wish to take this day as a holiday.

How are sick occurrences for staff calculated for the purpose of discipline?

Each day of an absence counts as a separate occurrence. However, once an employee is out for 4 or more consecutive days, the count stops and 4 occurrences are recorded. Pg. 23 of the Employee Manual contains the full sick leave policy. Please contact Labor Relations if you have further questions regarding a staff member’s sick leave.

Am I required to offer an accommodation to disabled faculty, staff or employees and if so, how do I determine the accommodation?

A faculty member requesting an accommodation should be referred to the Sr. Vice Provost for Faculty Affairs. Other employees should be referred to Employee Relations and students should be referred to Disability Resources. If a request comes to you as a supervisor, refer the person requesting, but also contact the appropriate office so that we are aware that a request has been made and can follow up as appropriate.

How do I handle attendance or performance problems or other violations of the work rules?

Performance issues, including attendance, should be discussed with a representative from Labor and Employee Relations to ensure consistency and proper interpretation of the rules and also to discuss alternatives.

What are temple's policies for funeral or bereavement leave?

According to Section 6.4, Bereavement Leave, of the Employee Manual, all full-time and regular part-time non-bargaining unit employees will be granted paid bereavement leave to attend the funeral or mourn the recent death of a family member. Employees shall make every effort to notify their supervisor prior to taking such leaves. Temple reserves the right to demand proof of any death and relationship for which leave is taken. Please consult the table in the Employee Manual for the number of days paid leave for each type of relative. Union employees should consult their collective bargaining agreement for their bereavement leave benefits.

Does Temple University have a policy on ethnic intimidation?

Yes. Temple University's ethnic intimidation policy is available for review on the Temple University Policies and Procedures website.

I am leaving my job at Temple and I need to conduct an exit interview. How do I do this?

Please refer to the Exit Interview Questionnaire in the Human Resources section of the TU Forms website