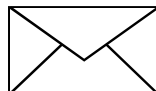




# Staff Employee Handbook

The Staff Employee Handbook was last updated on February 16, 2012.  
Questions or Comments send e-mail to: [Danielle Fritchman](#)



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# About this Handbook

This handbook has been designed to acquaint staff employees holding either a standing or fixed-term I appointment with the various policies, services, and facilities of the University which will directly affect them during their careers with the University. This booklet should answer the questions most frequently asked by employees. It is prepared as a ready reference. However, it is not intended to be definitive on policy matters, nor does it grant substantive contractual rights to University employees. More precise definitions, special cases, and additional details must be obtained from the offices or publications where materials for this handbook were gathered. This electronic version of the Employee Handbook is updated on a regular basis. The official source documents for policies in effect at the University are in [GURU](#) (General University Reference Utility). Additional information can be accessed at the following home page addresses:

[Office of Human Resources](#) - (human resources matters)

[Penn State](#) - (services and facilities)

[Faculty and Staff Services Quick Reference](#) - (quick reference link)

NOTE: Throughout the handbook and in [GURU](#), [Human Resources policies](#) are referenced with the prefix HR and [Human Resources guidelines](#) are referenced with the prefix HRG.

Nothing contained herein shall negate the right of the University to augment or change its policies applicable to employees.

# About the University

The Pennsylvania State University, chartered in 1855 as the Farmers' High School, a pioneer institution to provide higher education for all social classes, admitted its first students in 1859 and graduated its first class in 1861. Renamed the Agricultural College of Pennsylvania in 1862, it became a land-grant college in 1863. The name was changed again in 1874 to the Pennsylvania State College, and in 1953 to The Pennsylvania State University.

The current student enrollment is over 81,000 and there are more than 15,000 full-time faculty and staff members. In addition to the University Park campus, there are students at nineteen Commonwealth Campuses, Penn State Great Valley, the College of Medicine at The Milton S. Hershey Medical Center, and the Carlisle location of The Dickinson School of Law. The Pennsylvania College of Technology in Williamsport is an affiliate of Penn State.

In addition to on-campus undergraduate and graduate instruction and research, the University extends its mission to the citizens of the Commonwealth and beyond through

a comprehensive outreach program: continuing education courses, workshops, and conferences; distance education via the worldwide web, satellite, cable television, and independent learning; economic development programs and services; and cooperative extension educational programming within every county of the Commonwealth.

## The University as an Affirmative Action, Equal Opportunity Employer

Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce. Maintaining, supporting, and expanding the University's commitment to those principles is a top priority at Penn State.

### **A. NONDISCRIMINATION AND HARASSMENT**

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, genetic information, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at the Pennsylvania State University. (See [AD-42](#).)

Inquiries or complaints should be directed to the Affirmative Action Office, 328 Boucke Building, University Park, PA 16802-2801, (814) 863-0471 (v/tty).

### **B. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

The University's policies and practices are consistent with all federal and state legislation directed toward taking steps to promote equal opportunity in all aspects of employment. (See [HR-1](#).)

The University is committed to the concept 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 has a comprehensive Affirmative Action Plan which sets forth programs and goals for increasing the representation of historically excluded groups in all employment categories, at each campus location and administrative units at University Park. (See [HR-11](#).)

## **C. SEXUAL HARASSMENT**

Sexual harassment of faculty, staff or students is prohibited and will not be tolerated at The Pennsylvania State University. It is the policy of the University to maintain an academic and work environment free of sexual harassment. Sexual harassment violates the dignity of individuals and impedes the realization of the University's educational mission. The University is committed to preventing and eliminating sexual harassment of faculty, staff and students through education and by encouraging faculty, staff and students to report any concerns or complaints about sexual harassment. Prompt corrective measures will be taken to stop sexual harassment whenever and wherever it occurs. (See [AD-41](#) for a definition of sexual harassment and procedures to follow in bringing a complaint.)

Inquiries or complaints should be directed to the Affirmative Action Office, 328 Boucke Building, University Park, PA 16802-2801, (814) 863-0471 (v/tty).

## **D. CONSENSUAL RELATIONSHIPS**

Romantic and/or sexual relationships between faculty and students, staff and students or supervisors and subordinate employees are strongly discouraged. Such relationships have the potential for adverse consequences, including the filing of charges of sexual harassment. Given the fundamentally asymmetric nature of the relationship where one party has the power to give grades, thesis advice, evaluations, recommendations, promotions, salary increases or performance evaluations, the apparent consensual nature of the relationship is inherently suspect.

Even when both parties have consented to the relationship, there may be perceptions of conflict of interest as well as unfair treatment of others. Such perceptions undermine the atmosphere of trust essential to the educational process or the employment relationship. (See [AD-41](#) for an explanation of reporting requirements.)

Inquiries or complaints should be directed to the Affirmative Action Office, 328 Boucke Building, University Park, PA 16802-2801, (814) 863-0471 (v/tty).

## **E. STATEMENT ON INTOLERANCE**

The University is committed to creating an educational environment which is free from intolerance directed toward individuals or groups and strives to create and maintain an environment that fosters respect for others. As an educational institution, the University has a mandate to address problems of a society deeply ingrained with bias and prejudice. Toward that end, the University provides educational programs and activities to create an environment in which diversity and understanding of other cultures are valued.

Acts of intolerance violate the principles upon which American society is built and serve to destroy the fabric of the society we share. Such actions not only do untold and unjust harm to the dignity, safety, and well-being of those who experience this pernicious kind of discrimination but also threaten the reputation of the University and impede the realization of the University's educational mission.

If any violation of University policy, rule or regulation is motivated by discriminatory bias against or hatred toward an individual or group based on characteristics such as age, ancestry, color, disability or handicap, genetic information, national origin, political belief, race, religious creed, sex, sexual orientation, gender identity, genetics, or veteran status, the sanction will be increased in severity and may include termination or expulsion from the University. (See [AD-29](#).)

The expression of diverse views and opinions is encouraged in the University community. Further, the First Amendment of the United States' Constitution assures the right of free expression. In a community which recognizes the rights of its members to hold divergent views and to express those views, sometimes ideas are expressed which are contrary to University values and objectives. Nevertheless, the University cannot impose disciplinary sanctions upon such expression when it is otherwise in compliance with University regulations.

Inquiries or complaints should be directed to the Affirmative Action Office, 328 Boucke Building, University Park, (814) 863-0471 (v/tty) or the Office of the Vice Provost for Educational Equity, and in cases involving students, reports may also be made to the Office of Judicial Affairs.

## **F. AMERICANS WITH DISABILITIES ACT (ADA)**

The [Americans with Disabilities Act](#) (ADA) prohibits discrimination against a qualified person with a disability in employment practices such as job application procedures, hiring, promotion, discharge, compensation, training, benefits, and other conditions of employment. The ADA also requires that employers provide reasonable accommodations to qualified individuals with disabilities.

If you need assistance in assessing the reasonableness of a requested accommodation, locating auxiliary aids, or have general questions about the ADA and accessibility issues, please contact the Affirmative Action Office, 328 Boucke Building, University Park, PA 16802-2801, at (814) 863-0471 (v/tty).

# Appointment Types

Each University staff employee is appointed to a standing position, a fixed-term I position, a fixed-term II position, or a wage payroll position. Employees in standing or fixed-term I positions are subject to the provisions of:

1. Policies regulating the employee benefits plans.
2. Policies of educational privileges for an employee and eligible dependents.
3. Regulations concerning Workers' Compensation insurance.
4. Regulations concerning Unemployment Compensation insurance.
5. All other University policies governing staff employees.

For information regarding conditions of employment for employees in fixed-term II or wage payroll positions see [HR-5](#).

## Provisions for Standing and Fixed-Term I Appointments

### A. POSITION RESPONSIBILITY

One hundred percent full-time equivalent (FTE) appointments are those which are scheduled for 12-months a year, 40-hours per week. Appointments scheduled to work fewer months per year and/or fewer hours per week may be established also (see HR-88).

Each dean or administrative officer shall determine and assign responsibilities to each employee in the dean's or administrative officer's college or department and, within the parameters established by University policies, shall also establish the general limits of the annual work schedule associated with those responsibilities.

The dean or administrative officer is responsible for seeing that each new employee is informed regarding the employee's job title, job description, grade level, and salary range. An employee is subsequently entitled to a review of the description and the evaluation of his or her job by making a request of the immediate supervisor. (See [HR-34](#).)

## B. PROBATIONARY PERIOD

When a person begins employment with the University in a standing or fixed-term I appointment, he or she is considered a probationary employee. During the probationary period, such an employee cannot use the staff general grievance procedure, and the employee's employment may be terminated without recourse to the procedure.

If a probationary employee accepts a different job within the University, the employee will serve a new probationary period. An employee who has completed a fixed-term I appointment will not start a new probationary period on reappointment, if the employee is to be reappointed to that position on a fixed-term I or standing appointment within three consecutive months following termination of the appointment.

The employee's probationary period starts on the employee's first day of employment and lasts for 12 consecutive months; provided, however, that any month in which an employee does not work at least half of normally scheduled work time for that month will not be counted toward completion of the probationary period.

## C. VACATION

Vacation time off is scheduled by mutual agreement between the employee and the college or department; provided, however, the college or department may at its discretion require an employee on a fixed-term I appointment to take vacation time off during the appointment so that all or part of accumulated vacation is expended prior to the conclusion of the appointment.

Only days on which the employee normally would have worked are charged against vacation allowance. For exempt staff, deductions from salary for time off in excess of accumulated vacation may be made only for full-day absences.

Normally, an employee earns appropriate vacation accumulation in any calendar month in which the employee is paid for at least half of normally scheduled work time for that month. Except, any pay received for accumulated vacation at time of layoff of more than 120 days, leave of absence, or termination of employment shall not be credited toward this qualifier.

Except as otherwise provided below, nonexempt staff accumulate vacation according to the following schedule:

	Monthly Rate of Accumulation	Maximum Accumulation Allowed
During the first 10 years of continuous employment in a standing or fixed-term I position	12 hours	192 hours
From the beginning of the 11th year to and including the 25th continuous year	16 hours	240 hours

From the beginning of the 26th continuous year and thereafter	18 hours	264 hours
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Except as otherwise provided below, exempt staff accumulate vacation according to the following schedule:

	Monthly Rate of Accumulation	Maximum Accumulation Allowed
During the first 25 years of continuous employment in a standing or fixed-term I position	16 hours	240 hours
From the beginning of the 26th continuous year and thereafter	18 hours	264 hours

The following are exceptions to the vacation accumulation provisions cited above:

1. See [HR88](#) for calculating monthly accumulation rates, maximum accumulations, and vacation usage for less than 100% FTE appointments.
2. An employee preparing for a major life event such as the birth or adoption of a child, finishing a degree, etc., may need more paid time off than provided above. In such event, the employee may request a temporary exception to the maximum accumulation limit. To do so, the employee submits a written request to the supervisor and the human resources representative outlining the event and identifying the period of time involved. Such request may be granted, when, in the opinion of the supervisor, the University's work needs can be efficiently and effectively met.
3. An unexpected work-related situation (e.g., another employee quits) may cause an employee to miss or delay using vacation days, resulting in a vacation balance that exceeds the maximum stated above. In such event, the employee may request a temporary exception to the maximum accumulation limit. To do so, the employee submits a written request to the supervisor and human resources representative outlining the work-related event and the vacation balance request. The days accumulated in excess of the maximums stated above must be used within the next 12 months.
4. In the situations described in 2. and 3. of this section, if the employee terminates employment, then the vacation payoff described below will not include any days accumulated in excess of the applicable maximum cited above.

An employee who terminates employment after completing at least one continuous year in a standing or fixed-term I appointment immediately preceding the date of termination, or an employee on a fixed-term I appointment of less than one year who terminates at the end of the appointment, shall receive the cash equivalent of unused accumulation (not to exceed the maximum provided by policy); provided, however, this provision for making payment for unused vacation shall not apply to an employee: (a) who is

terminating from a fixed-term I appointment, if the employee will be reappointed within three consecutive months to a fixed-term I or standing appointment or, (b) if the college or department required that the employee needed to take vacation time off during the appointment so that all or part of the accumulated vacation is expended prior to the conclusion of the appointment. See [HR50](#) for special provisions of retirement.

#### **D. SICK LEAVE**

An employee on a 100% FTE appointment will accumulate 8 hours of sick leave with pay for each calendar month in which he or she is paid for at least half of normally scheduled work time for that month, except that pay received for accumulated vacation at time of layoff of more than 120 days, leave of absence, or termination of employment shall not be credited toward this qualifier. See [HR88](#) for sick leave accumulation and use for less than 100% FTE appointments.

**NOTE: Exempt staff who began exempt employment prior to October 1, 1992, continue on their [former sick leave plan](#).**

Accumulated sick days provide an insurance cushion for employees in the case of illness or injury. They can be an important asset in the event of a prolonged illness or injury, insuring salary continuation during this period of absence. Therefore, employees should be very judicious in their use of paid sick days.

Except as otherwise provided below, absence is chargeable as sick leave only when the employee is unable to perform his or her duties because of his or her illness or injury. Time off for an employee's routine appointment with a physician, dentist, hospital, or optometrist is charged to sick leave, provided it is not possible for the employee to schedule the appointment on the employee's own time (see also [HRG02](#)). The request for such time off shall be made as far in advance as possible. Such routine appointments usually are of less than a half-day duration; therefore, an employee is expected to return to the job as soon as the appointment is completed. A supervisor may request the employee to submit a written statement from the person with whom he or she had the appointment.

An employee may use up to 40 hours of accumulated sick leave per calendar year to care for a sick family member. Family member as used in this policy shall be defined as those whom the employee considers as family. The care provided may include such activities as bed-side care, accompanying the family member to a doctor's appointment, and emotional support. (See also [HRG02](#), Flexible Scheduling, and [HRG11](#), Family and Medical Leave.) Absences provided for in this paragraph shall not be considered as part of an employee's attendance record for purposes of job bidding.

**In excess of sick leave**

If an employee is charging sick leave and the employee's vacation accumulation reaches the maximum, the employee can charge vacation accumulation instead of sick leave, so that vacation earnings are not lost.

If an employee expends all accumulated sick leave, additional absence, at the option of the employee, shall be charged to accumulated vacation. If the employee expends all accumulated vacation, or elects not to charge the absence to accumulated vacation, the employee shall be granted a leave of absence without pay in accordance with [HR16](#), Leave of Absence Without Salary. For exempt staff, a salary deduction shall be made for absence in excess of accumulated sick leave or vacation, only if such absence is for a full day.

An employee who retires on a pension who is eligible for continuation of insurance into retirement shall receive 1/4 the cash value of the employee's unused sick leave; provided, however, such payment shall not exceed an amount equal to (a) 100 hours of pay, or (b) 136 hours of pay if the employee's accumulated sick leave balance is at least 3/4 of all sick leave earned.

**E. SICKNESS AND ACCIDENT SUPPLEMENT**

An employee who has five or more years of continuous service in a standing or fixed-term I position who is absent beyond 60 continuous calendar days for an illness or injury will be covered by the University's Sickness and Accident Supplement; provided, however, for absences not covered by FMLA, if the employee has used more than 48 hours of accumulated sick leave in the full 12 month period immediately preceding the absence without doctor's certification for such absences charged in excess of 48 hours, the employee shall not be eligible for the Sickness and Accident Supplement. The doctor's certificate must be submitted to the University prior to the beginning of the absence.

The employee shall receive 1/3 of normally scheduled hours of pay for each work day missed while covered by the Sickness and Accident Supplement. In addition, the employee, at the employee's option, may charge the equivalent of 1/3 of normally scheduled hours of accumulated sick leave for each work day missed and therefore receive 2/3 pay. If an employee has used all of his or her accumulated sick leave, additional absence, at the option of the employee, may be charged as provided herein against accumulated vacation.

An employee shall not be eligible to continue under the Sickness and Accident Supplement for an absence that continues beyond 180 continuous calendar days from the date of the beginning of absence for the illness or injury.

Any payments received from the Sickness and Accident Supplement shall be reduced by payment from other sources such as Workers' Compensation, Social Security, or other non-individual disability coverage.

Employees referenced under the "[NOTE](#)" in the Sick Leave section will continue on their former Sickness and Accident Supplement plan.

## **F. ABSENCE FOR ON-THE-JOB INJURY**

If an employee is absent from work as a result of an injury or illness compensable under the Workers' Compensation Act, Occupational Disease Act, or similar legislation, the following conditions apply:

1. The employee has the option to request a leave of absence without pay or to charge the absence to his/her accumulated sick leave (or, if sick leave has been expended, accumulated vacation, personal holiday, service days, or holiday compensatory time off). An employee electing to use such paid time off shall be charged one-third (1/3) of a day for each workday of absence and shall continue to receive full salary.
2. If all paid time off is exhausted, the employee shall be granted a leave of absence without pay.
3. Leave of absence without pay shall not exceed twenty-four (24) months.
4. Any workers' compensation insurance checks the employee may receive while receiving full salary shall be endorsed and returned to the University. The employee shall retain any workers' compensation insurance checks received while on leave of absence without pay.
5. The employee's contribution for all group healthcare and insurance coverage in which enrolled shall be paid by the University, if the employee is on leave of absence without pay following an on-the-job injury, provided the employee continues to receive Workers' Compensation insurance payments.

For more information, see the section on [Workers' Compensation Insurance](#).

## **G. HOLIDAYS**

Each holiday established by the University is intended to give an employee on a 100% FTE appointment the benefit of eight hours of paid time off.

1. The following twelve (12) days are established as holidays:

New Year's Day

Labor Day

Memorial Day

Thanksgiving Day

Independence Day

December 25 and five additional days in December \*

A Personal Holiday

When December 25 comes on these days - The six holidays are:

Sunday Dec. 25, 26, 27, 28, 29, 30

Monday Dec. 22, 25, 26, 27, 28, 29

Tuesday Dec. 24, 25, 26, 27, 28, 31

Wednesday Dec. 23, 24, 25, 26, 27, 30

Thursday Dec. 24, 25, 26, 29, 30, 31

Friday Dec. 24, 25, 28, 29, 30, 31

Saturday Dec. 23, 24, 25, 27, 28, 29

2. The following are exceptions to the holiday provisions cited above:
  - a. See [HR88](#) for holiday provisions for less than 100% FTE appointments.
  - b. Some areas substitute service days in lieu of some of the holidays listed above.
  - c. A newly hired employee commencing employment in a standing or fixed-term I position during December shall receive only the December 25th holiday and the New Year's Day holiday, but shall not receive paid time off for the additional University holidays in December during that first December holiday period. If such employee is required to work on any of the additional University holidays occurring that December, the employee shall receive his or her regular pay for such day, but shall not be granted holiday compensatory time off for the number of hours worked on the day. However, such employee commencing employment in a standing or fixed-term I position who already had qualified for holiday pay as an employee in a wage payroll or fixed-term II position in accordance with [HR5](#), shall receive pay for all of the University holidays, provided there is no break in service between the appointments.
3. One personal holiday is earned each calendar year on January 1. A new employee in the first year of employment earns a personal holiday for that year after completing two months of employment. The personal holiday is scheduled in the same way in which vacation is scheduled. If not used, the personal holiday shall be carried over into the next calendar year but not thereafter.
4. A nonexempt staff employee required to work a regularly scheduled work day on an official University holiday shall receive his or her regular pay for the holiday and shall be granted holiday compensatory time off at the rate of double time for the number

of hours worked on the holiday, up to the number of hours normally worked by the employee on that day. At the option of the employee, the employee may receive the cash equivalent of 1/2 of compensatory time off earned on a holiday. Such payment shall be calculated using the employee's regular rate of pay. The option to receive such payment must be made within one calendar week following the holiday or holiday period. Holiday compensatory time off not converted to the cash equivalent shall be used for absences where vacation accumulation would be used.

Time worked on a holiday in excess of the employee's normal daily hours shall be paid at two times the employee's regular rate of pay. Holiday compensatory time off shall not be earned for such additional hours worked.

If a holiday should fall on a day not normally scheduled as a work day for an employee:

- a. The employee shall be granted eight hours of holiday compensatory time (see [HR88](#) for positions that are less than 100% FTE). Such equivalent time off shall be granted whether or not the employee works on the holiday and shall be used for absences where vacation accumulation would be used, before such absences are charged against vacation.
  - b. If the employee is required to work on such day, the employee also shall be paid at the rate of two times the employee's regular rate of pay for the hours worked, but shall not be granted additional holiday compensatory time off for such hours worked.
5. An exempt staff employee required to work on a regularly scheduled work day on an official University holiday shall receive his or her regular pay for the holiday and shall be granted holiday compensatory time off at the rate of double time for the number of hours worked on the holiday. At the option of the employee, the employee may receive the cash equivalent at the employee's regular rate of pay for 1/2 of the compensatory time off earned on a holiday, not to exceed a normal day's gross pay for the employee. The option to receive such payment must be made within one calendar week following the holiday or holiday period. Holiday compensatory time off not converted to the cash equivalent shall be used for absences where vacation accumulation would be used.

If a holiday should fall on a day not normally scheduled as a work day for an employee:

- a. The employee shall be granted eight hours of holiday compensatory time (see [HR88](#) for positions that are less than 100% FTE). Such equivalent time off shall be granted whether or not the employee works on the holiday and shall be used for absences where vacation accumulation would be used, before such absences are charged against vacation accumulation.

- b. If the employee is required to work on such day, the employee also shall be granted additional holiday compensatory time off at the rate of double time for the number of hours worked on the holiday. At the option of the employee, the employee may receive the cash equivalent at the employee's regular rate of pay for 1/2 of such additional holiday compensatory time off earned, not to exceed a normal day's gross pay for the employee. The option to receive such payment must be made within one calendar week following the holiday or holiday period. Such holiday compensatory time off not converted to the cash equivalent shall be used for absences where vacation accumulation would be used, before such absences are charged against vacation accumulation.
6. If a holiday occurs during the vacation or sick leave of an employee, it shall not be charged as a day of vacation or sick leave.
7. An employee on no-pay status is not paid for holidays that occur during the absence.
8. If a holiday listed above (other than December 25) occurs on a Sunday, the University shall observe it officially on the following Monday.
9. The final date of pay status for an employee who indicates an intent to resign at a time near the December/New Year's holiday is determined in accordance with [HRG14](#).

## **H. OTHER PAID TIME OFF**

Paid time off, other than sick leave, vacation, or holidays, includes:

### **1. Death in Family**

Absence from work because of death in an employee's family shall be allowed with full pay on the following basis, provided the employee attends the funeral:

- a. For an employee's partner, brother or sister (including half-brother or half-sister); or for an employee's or an employee's partner's: parent (including stepparent, guardian, or foster parent), child or stepchild (including the partner of the child or stepchild), grandchild, up to 32 hours within a seven consecutive day period commencing with the date of death, provided such amount of leave is required. A guardian as used in this section shall mean a person who raised the employee and served in the place of the parent for a substantial portion of the employee's minority life.
- b. For the employee's or employee's partner's grandparent, niece, nephew, aunt or uncle, and partners of aunts and uncles or, the employee's partner's

brother, sister, and partners of same, or, the partner of employee's brother or sister, up to 8 hours from the date of death through the date of the funeral inclusive.

An employee who would qualify for death-in-family paid time off for regular work hours missed under the provisions of this section who already is receiving paid time off chargeable either to vacation accumulation, holiday compensatory time, a personal holiday, or sick leave accumulation shall have such time off as applicable charged instead to death-in-family paid time off, up to the limits allowed under the provisions of this section.

Additional time off shall be charged against the employee's vacation accumulation or as a payroll deduction, at the employee's option.

## 2. Involuntary Jury Service

If an employee is on jury duty, the University shall pay his or her full salary for time absent from work. If the approved time absent results in the employee missing more than half of his or her regularly scheduled work shift, the employee shall be excused from the remainder of the shift with no loss of salary. (See note below.)

## 3. Volunteer Fire Fighting

The full pay of an employee shall be paid during the time spent by the employee during his or her regular working hours in fighting fires or in answering other public alarms, provided that the employee is a member of a volunteer fire department that is engaged in the activity or in the event of a forest fire, the employee is engaged in an organized forest fire fighting operation in the area in which the employee's campus or center is located. (See note below.)

## 4. Ambulance Driving

The full pay of an employee shall be paid during the time spent by the employee during his or her regular working hours in nonscheduled driving of an ambulance for a volunteer ambulance club or organization serving the community where the employee's campus or center is located. If an employee is a volunteer ambulance driver for a volunteer ambulance club or organization that does not primarily serve the community where the employee's campus or center is located, the full pay of the employee shall be paid during the time spent by the employee during his or her regular working hours in driving an ambulance provided:

- a. The driving is limited to unplanned emergencies and
- b. The employee is not called from work to drive. (See note below.)

## 5. Subpoenaed Witness

If an employee is subpoenaed as a witness, and is not a party to the legal action, the employee's full salary shall be paid for the time spent by the employee during his or her working hours as a witness. (See note below.)

## 6. Certified Air-Raid Wardens, Airplane Spotters, Civil Defense Officials, and Civil Air Patrol Members

An employee who is certified as an air-raid warden, airplane spotter, or civil defense official shall be paid his or her full salary for the time spent by the employee during his or her regular working hours on such duties, provided there is an authorized alert and the Civil Defense authorities have requested the employee to report for duty. A member of a Civil Air Patrol Group involved in an air search and rescue mission shall be paid his or her full salary for the time spent by the employee during his or her regular working hours, provided there is an authorized mission and the Civil Air Patrol authorities have requested the employee to report for duty. (See note below.)

## 7. Emergency Rescue

The full pay of an employee shall be paid during the time spent by the employee during the employee's regular work hours when engaged in an organized emergency rescue of someone trapped in a cave, provided the employee is a member of an established spelunking club or organization and the rescue activity is in the area in which the employee's campus or center is located. (See note below.)

*NOTE:* In paragraphs 2 through 7, above, such time shall include time spent in the activity described, plus travel time, time necessary for normal sleeping, etc., as determined by management.

## **I. OVERTIME - NONEXEMPT STAFF**

Overtime is all authorized time worked by a nonexempt staff employee for the University that is:

1. In excess of forty (40) hours a week. In any week in which a University holiday, including a personal holiday, occurs on an employee's regularly scheduled workday, or an employee has scheduled time off in advance chargeable to either accumulated vacation or compensatory time, such holiday or time off shall be considered as time worked.
2. Performed on a day that is regularly scheduled as a day off for that employee, unless proper notice of a change in work schedule is given as provided in the Work Schedule section above.

Overtime is permitted to be worked only after advance approval by the dean or administrative officer and shall be permitted only in unusual circumstances. Such approved overtime is paid for at the rate of time and one-half the hourly rate, or at the rate of two times the hourly rate if the overtime qualifies as holiday overtime.

#### **J. SHIFT PREMIUM - NONEXEMPT STAFF**

Employees in nonexempt positions shall be paid a shift premium of forty cents (\$.40) per hour for work beginning between the hours of 1:00 p.m. and 9:59 p.m. and forty-five cents (\$.45) per hour for shifts beginning between 10:00 p.m. and 4:59 a.m. for all continuous hours worked on the shift. The shift premium shall be added to the base rate before the calculation of an overtime rate.

#### **K. LEAVE OF ABSENCE WITHOUT SALARY**

On recommendation of the dean or administrative officer, an employee is eligible for or may be placed on a leave of absence without salary for the following purposes, provided the leave is in accordance with all University policies and guidelines:

1. For sickness, maternity, or family care.
2. For formal study which results in promoting the interests of the University as well as those of the staff member in the judgment of the dean or administrative officer.
3. For military duty.
4. For any other reason determined to be at the convenience of the University in the judgment of the dean or administrative officer.

Conditions for the various types of leaves of absence without salary are explained in [HR-16](#), [HR-19](#), and [HR-20](#), and [HRG-7](#), [HRG-11](#), and [HRG-13](#).

#### **L. FAMILY AND MEDICAL LEAVE ACT (FMLA)**

The Federal Family and Medical Leave Act defines an eligible employee as an employee who has worked for the University for at least 12 months and who has worked at least 1,250 hours within the 12-month period immediately preceding to the absence. FMLA provides for a total of 12 workweeks of unpaid leave during any consecutive 12-month period for the following reasons:

- the birth or adoption of a child or placement of a child for foster care
- the care of a seriously ill child, parent, or spouse

- the employee's own serious illness which causes the employee to be unable to perform the functions of his/her position
- a child, parent, or spouse who is called to active military duty

In addition, FMLA provides for a total of 26 workweeks of unpaid leave during any consecutive 12-month period when the employee is needed to care for a child, parent, spouse, or next of kin who is a military service member who was injured in the line of duty.

In addition to providing for the absence, FMLA also mandates that the employee not be disadvantaged for being absent.

Many University policies exceed these provisions. Any questions on the FMLA provisions or related policies should be referred to your Human Resources Representative or the Employee Relations Division of the Penn State Office of Human Resources (814-865-1412).

## **M. LAYOFF AND RECALL**

Employees have limited bumping within their work unit by job title and seniority, provided they have the ability to do the work, in the event of a layoff. Employees are eligible for recall for specific periods. (See [HR-34](#).)

## **N. LENGTH OF UNIVERSITY EMPLOYMENT**

Length of University employment is measured in months of continuous employment in a standing or fixed-term I appointment from the date of last hire and includes leaves of absence and periods of layoff. (See [HR-34](#).) It ceases when an employee quits, resigns, is dismissed, or fails to report back to work on the date given in a notice of recall.

A new employee is not granted credit for length of University employment during the probationary period. However, after the completion of his or her probation, credit will date from the first day of employment in a standing or fixed-term I position.

## **O. UNAUTHORIZED ABSENCE**

If an employee is absent from work and has not notified his or her supervisor, the employee will be considered as having abandoned his or her job at the completion of the third consecutive workday of unauthorized absence, unless the supervisor judges the circumstances to have been emergency in nature, and it can be shown that it was impossible for the employee to have given proper notification to the employee's supervisor.

## **P. TERMINATION OF EMPLOYMENT**

Employees should give adequate notice prior to the effective date of resignation. Ordinarily, one month is preferred, but a minimum of two weeks is required. Healthcare benefits may be continued by employees or dependents, as appropriate, under certain conditions. See the [Staff Benefits](#) section.

## **Q. RE-EMPLOYMENT WITH THE UNIVERSITY**

If an employee terminates a Standing or Fixed-Term I appointment with the University and later is rehired to a Standing or Fixed-Term I appointment, the following conditions apply:

1. The employee is a probationary employee.
2. The employee does not receive service credit for his or her period of prior employment for the purpose of increasing the vacation accumulation rate, the length of leave of absence, or other working conditions related to length of service unless provided by University policy.
3. The employee does not receive credit for any unused sick leave from a previous period of employment.

## **R. SALARY PAYMENT INFORMATION**

Each pay period consists of a calendar month, and payday is the last normal working day of each month, except for certain employees at the College of Medicine at The Milton S. Hershey Medical Center, who are paid biweekly. However, if payday falls on a Saturday, Sunday, or a holiday, salary checks are issued on the preceding workday. In December, earlier distribution of salary checks may be made as a convenience to employees. However, checks are negotiable on the date indicated on the check.

All employees may make arrangements to have their salary checks deposited directly in any participating financial institution. Employees hired after November 1, 1993 must, as a condition of employment, have direct deposit. Direct deposit of salary checks is made effective the same date as distributed checks are dated. Salary Deposit Request Forms are available from the Payroll Department and on GURU under the Payroll section, page 5.05. (See [PR-11](#) for more specific information).

Mandatory and optional deductions made automatically from payroll checks include federal income taxes, state income taxes, social security taxes, local wage tax and occupational privilege tax for residents of certain communities, unemployment compensation taxes, retirement funds, life insurance premiums, healthcare coverage, voluntary accidental death and dismemberment insurance, long-term disability

coverage, long-term care, tax-sheltered annuity plans, United Way charity fund, Penn State Federal Credit Union savings or loan payments, parking registration fees, Alumni Association memberships, flexible spending accounts, and gifts to the University.

## **S. PROMOTIONAL OPPORTUNITIES**

The University at all times desires to fill all staff jobs with the best-qualified persons available. Candidates will be considered if they meet the knowledge and experience requirements established for the vacant position. For complete information, see [HR-74](#).

## **T. PERFORMANCE REVIEWS**

Formal performance reviews are conducted in the spring of each year by an employee's supervisor by completing the [Staff Review and Development Plan](#) and subsequently meeting with the employee to discuss the form. The supervisor may conduct as many evaluations during the year as he or she feels is appropriate.

## **U. EXTRA COMPENSATION - EXEMPT STAFF**

An exempt staff employee, by the nature of the position, is considered to be available for work assignments without additional remuneration at times other than the employee's regularly scheduled hours of employment. However, there are circumstances under which it is to the University's advantage to employ such personnel for extra assignments with additional remuneration (see [HR-90](#)).

## **V. HR-88, FULL-TIME EQUIVALENT APPOINTMENTS**

HR-88 outlines alternatives to full-time equivalent appointments. It is designed to be used for vacant appointments, but can be applied to current appointments if the incumbent employee voluntarily accepts a reduction in work assignments and salary. Such arrangements are encouraged when, in the opinion of the supervisor, the University's work needs can be efficiently and effectively met. For more information, please see [HR-88](#) or contact your Human Resources Representative.

# Additional Policies for Staff Employees

## **A. EMPLOYMENT OF RELATIVES**

The University seeks to provide equitable employment opportunities for all individuals, including those related to one another by blood or marriage. Such relationships affect the handling of certain personnel actions, including the placement of employees.

Normally, placement shall not be made where one employee is in a position to supervise or to influence the related employee's rate of pay, or promotion of the employee, or where the handling of confidential information could create awkward work situations. (See [HR-59](#).)

## **B. THE PENNSYLVANIA LOYALTY ACT**

Each dean or administrative officer, by whatever means selected for his or her area of responsibility, shall assert, when requested by the President of the University, whether or not there is reason to believe that there are any subversive persons, as defined by the Pennsylvania Loyalty Act, in the employ of the dean or administrative officer, and what steps, if any, have been taken to terminate such employment. (See [HR-30](#).)

## **C. CAMPAIGNING FOR PUBLIC OFFICE**

Under existing University policies, staff members may campaign for any public office without modification of the terms and conditions of their University status if the campaign does not interfere (in any way deemed significant by officers of the University) with the performance of assigned University duties. If the campaign does interfere 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.

In such campaign activity, the individual's relationship to the University is not to be exploited either directly or by indirection.

A leave of absence from administrative duties is not granted to campaign for public office. (See [HR-35](#).)

## **D. ELECTION OR APPOINTMENT TO PUBLIC OFFICE**

If elected or appointed, a member of the staff may accept a public office (e.g., membership on borough councils, local school boards) that does not interfere with the individual's performance of assigned University duties without modification of the terms and conditions of his or her University status.

If elected or appointed to an office that would interfere (in any way deemed significant by officers of 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. A leave of absence from administrative duties is not granted to serve in an elective or appointive public office. (See [HR-35](#).)

## **E. CONFLICT OF INTEREST**

Staff members of the University shall exercise the utmost good faith in all transactions touching upon their duties to the University and its property. In their dealings with and on behalf of the University, they shall be held to a strict rule of honest and fair dealings between themselves and the University. They shall not use their positions, or knowledge gained therefrom, in such a way that a conflict of interest might arise between the interest of the University and that of the individual. Staff members shall disclose to the administrative head of the college or other unit in which they are employed, or other appropriate administrative officer, any potential conflict of interest of which they are aware before a contract or transaction is consummated. (See [HR-91](#).)

# Benefits

## **A. INSURANCE AND RETIREMENT BENEFITS**

The University offers life insurance options and several healthcare programs in which staff members may participate (medical, dental, and vision). Eligible dependents may be included in the healthcare programs. Accidental death and dismemberment insurance is also available. To provide income in case of disability, a long-term disability plan, including an annuity premium benefit, is also offered to all staff members. All new employees are automatically members of the federal Social Security program. For this purpose, each person must have a Social Security number. In addition, each staff member is a member of a retirement plan for which deductions are a percentage of gross salary. If an individual resigns before becoming eligible for retirement benefits, his or her accumulated contributions are handled by either a refund provision or a vesting provision. Additional information, including details regarding deductions and payments, is available from the [Employee Benefits Division](#). See the Employee Benefits Division's web site at <http://www.ohr.psu.edu/benefits> for additional information.

Retirement income can be increased through a deferred compensation plan whereby a staff member may authorize payroll deductions for the purchase of annuities (see Tax-Deferred Annuity).

Healthcare benefits may be continued by employees or dependents, as appropriate, under COBRA in the following circumstances:

1. Termination or layoff - coverage may be continued for up to 18 months
2. Death or divorce - coverage may be continued for up to 36 months
3. Dependent child reached maximum age - coverage may be continued for up to 36 months

Details about this continuing coverage option, including the cost, may be obtained from the [Employee Benefits Division](#), (814) 865-1473.

## **B. TAX-DEFERRED PLANS**

All employees are eligible to select and voluntarily participate in a 403(b) tax-deferred annuity plan and 457(b) deferred compensation plans from several approved companies offering such plans. Under these programs a staff member may agree to have his or her salary reduced, with the amount of the reduction then applied toward the purchase of an annuity.

The amount of the monthly reduction (or premium) is not included in the individual's gross income for federal income tax purposes. When a staff member begins receiving annuity payments from this plan, all payments are then subject to the federal income tax.

Additional information is available from the [Employee Benefits Division](#).

## **C. FLEXIBLE BENEFITS PROGRAM**

The University offers a program of tax-saving flexible benefits. There are three options:

1. Contribution Conversion
2. Healthcare Reimbursement Account
3. Dependent Care Reimbursement Account

The amounts contributed under the flexible benefit options are not subject to federal income and social security taxes.

Additional information is available from the [Employee Benefits Division](#).

## **D. HEALTH MATTERS – PENN STATE’S EMPLOYEE HEALTH PROMOTION PROGRAM**

Health Matters, Penn State’s employee wellness program, provides programs aimed at enhancing the health and well-being of the University workforce at all locations. The emphasis of the program is to increase awareness of health risks and healthy lifestyles, provide lifestyle change programs, and help to make the workplace environment supportive of the health promotion goals of employees.

On-site programs vary by location and include free, one-hour course/presentation offerings, low-cost, multi-session courses, as well as lifestyle change programs. Locations away from University Park can request funding each year by working with their campus “Wellness Ambassador to offer wellness programs at reduced rates. Please call Health Matters at (814) 865-3085 to learn who your campus Wellness Ambassador is.

The [Penn State Employee Assistance Program \(EAP\)](#), Health Advocate, is a confidential, professional assessment and referral service designed to provide assistance to employees, their dependents, and their parents and parents-in-law help in dealing with life’s challenges. These challenges may range from relationship issues, elder care, medical second opinions, finding a physician or specialty hospital to financial concerns. When an employee needs assistance, he/she should call the Health Advocate at 866-799-2728, or visit the Web site at [Health Advocate](#).

The EAP program will provide up to five sessions with a therapist who will make a referral for further counseling if necessary. In crisis situations, a professional therapist may be reached 24 hours a day by calling the toll free number indicated above.

For financial concerns, the EAP will provide a 30-minute telephonic coaching session per each financial concern.

If you have specific questions about Penn State's EAP, call Health Matters. More information about [Health Matters](#) and its services is available on the [Office of Human Resources Home Page](#) ([www.ohr.psu.edu](http://www.ohr.psu.edu)) or by calling (814) 865-3085.

## **E. WORKERS’ COMPENSATION INSURANCE**

The University covers its employees with Workers’ Compensation insurance for injuries received while engaged in University work. An employee should report any injury, no matter how minor the injury may appear to be. The employee's work unit must promptly file an electronic "Employer's Report of Occupational Injury or Disease," found at <https://workserv.ohr.psu.edu/WorkersComp/user/logon.cfm>. The injury should be reported regardless of the employee's job classification or number of hours worked. For more information on Workers' Compensation, see [the Workers' Compensation Web site](#), [SY-4](#) and [General Forms Usage Guide](#).

## **F. EMERGENCY CARE**

University Health Services at University Park is primarily a student service but in the event of an emergency on campus it is, of course, available to employees at University Park. In case of a medical emergency, University Ambulance Service may be called by dialing 911. There is a fee for ambulance transport. Employees seeking assistance for work-related injuries should go to the Occupational Medicine Department at Centre Medical Sciences Building, 1850 East Park Avenue, Suite 310 (in front of Mt. Nittany Medical Center) or call (814) 863-8492.

## **G. UNEMPLOYMENT COMPENSATION**

Staff members may be eligible for unemployment compensation benefits when employment terminates, except for reasons determined to be voluntary resignation or dismissal for willful misconduct, provided the individual is able and available for work and has sufficient earnings to qualify. Such coverage may not extend, however, to periods when no services are performed (such as between semesters, terms, or school years), provided reasonable assurance of employment has been given for the next semester, term or school year. The determination of eligibility for unemployment compensation is made by the State Unemployment Compensation Service Center where the claim is filed, not by the University.

## **H. EDUCATIONAL PRIVILEGES**

Educational privileges are available to faculty and staff members and their eligible dependents. This provides the opportunity for advanced education by taking Penn State courses at reduced fees. A staff member may, if his or her immediate supervisor approves, schedule University courses. The same privilege is extended to retired staff members who continue their benefits into retirement. When application is made, eligible employees and retirees receive grant-in-aid for 75 percent of the tuition charge. The grant-in-aid is provided for a maximum of 16 credits in an academic year. This privilege of attending classes is not considered as a right which must be granted to each employee.

Eligible dependents of a faculty or staff member and eligible retired faculty or staff members may, upon application by the staff member, receive tuition grant-in-aid when scheduling resident instruction, continuing education, and distance education credit courses (to include courses offered via Independent Learning). Eligible dependents include spouse and unmarried children, including adopted children and stepchildren. The grant-in-aid applies only until a dependent child receives the first bachelor's degree from the University or any other college or university.

The grant-in-aid for a spouse is available for any semester or summer session that begins two years or later from the staff member's date of continuous standing or fixed

term I employment. It is available immediately for a dependent child as long as the employee is hired on, or before, the first day of class.

Additional information regarding application of these benefits is available in [HR-36](#) and [HR-37](#) and from the [Employee Benefits Division](#).

## **I. LIFE EVENTS WEB SITE**

At each milestone in life there are University offices, benefits, policies, or other programs that provide guidance and/or assistance. The Office of Human Resources now offers the [Life Events Web site](#) to answer the questions most frequently asked by employees. This site is divided into four general sections: Beginning Employment, Your Family, Absence from the University, and Leaving the University. A link to the Web site is provided on the [Office of Human Resources Home Page](#).

## **J. BREASTFEEDING SUPPORT**

If you choose to nurse or breastfeed after returning to work, accommodations will be made to allow you a place and time to express milk for up to two years following the birth of your child. You will be allowed a reasonable amount of break time during work hours. If possible, those times should run concurrently with normal break and meal periods. Time allowed in excess of normal break and meal periods will be preferably be covered by flexible work arrangements. You will need to work with your supervisor to establish a mutually convenient time.

[Penn State's Breastfeeding Support Program](#) sponsors several lactation stations on the University Park campus and one at Penn State Abington. These rooms are available to faculty, staff, and students. Additional lactation stations may be established by colleges, campuses, and administrative areas by contacting the Breastfeeding Support Program. If a lactation station is not available and you do not work in a private office, then a private, secure, and sanitary area, other than a restroom will be made available for you. Arrangements for breastfeeding should be made with your supervisor, prior to or during your maternity leave.

[HR 20: Breastfeeding Support](#)

## **K. LIABILITY INSURANCE**

The University is adequately protected by a program of liability insurance for all of its activities and operations at any location. All employees of the University are included as insureds under this liability insurance program while they are acting in good faith within the scope of their duties on behalf of the University.

## **L. EMPLOYEE SPECIAL ASSISTANCE FUND**

The Employee Special Assistance Fund is designed to provide financial support for faculty and staff facing a wide range of personal or family hardships.

The fund can provide financial support for temporary circumstances, such as family tragedies; destruction of home or property by fire or other disaster; short-term disabilities where income is curtailed; uncompensated funeral expenses; catastrophic or unusual medical expenses not already covered; temporary supplements to cover extended-care facilities while an employee is arranging for Medicaid; and temporary financial hardship beyond the control of the individual.

The scope of employee hardships that this fund is designed to help overcome is not limited. However, with limited funds available, the level of support available for certain requests may be modest in relation to overall need.

Expenditures from the fund are made by the Associate Vice President for Human Resources. It is anticipated that individuals requesting assistance from this fund will have sought help from other sources external to the University, if appropriate, before seeking assistance from this fund. If such attempts do not satisfy the need, full time employees can initiate the process by sending a written request to the Associate Vice President for Human Resources, 505 James M. Elliott Building, University Park, PA 16802; or e-mail [assistancefund@psu.edu](mailto:assistancefund@psu.edu). The request needs to include the reason for the request, the amount requested and sufficient documented support for the request.

If the request is approved, the monies will be automatically deposited into your checking or savings account with correspondence to you acknowledging the transaction.

# Staff Classification and Compensation

## **A. COMPETENCIES PROGRAM**

The Competencies Program is the comprehensive system used by the University for recruitment, development, evaluation, compensation and retention of staff employees.

The Competencies Program supports retention and attraction of top talent by:

- Providing clear descriptions of jobs and creating career ladders within jobs
- Identifying competencies required for successful performance in positions
- Reflecting market rates in salary bands

The Competencies Program supports unit autonomy by:

- Allowing more flexibility in recruiting and announcing jobs
- Streamlining the process for salary offers and position reviews
- Retaining equitability through consistent guidelines and audits of unit actions

The five key competencies of the program are:

- Effective knowledge
- Accountability and self-management
- Teamwork and leadership
- Communication
- Innovation and problem-solving

For more information regarding the Competencies Program, please visit the web page at <http://ohr.psu.edu/recruitment-and-compensation/competencies>. For a listing of staff job profiles visit <http://ohr.psu.edu/recruitment-and-compensation/job-profiles>.

## **B. JOB REVIEWS**

The job review process is used to evaluate a job that has experienced change or growth. It is important to note that the job review process does not consider the work performance of an employee; such performance is recognized as a part of the Staff Review and Development Plan process.

If an employee would like to have his or her job reviewed, a request should be submitted to the immediate supervisor. A request for job review may also be initiated by the immediate supervisor. In either case, the request for review must have the approval of the Supervisor, Department/Division Head (Budget Administrator), and Academic/Administrative Unit Head (Budget Executive).

For specific information regarding the job review process, please visit the web page at <http://ohr.psu.edu/recruitment-and-compensation/job-reviews>.

## **C. COMPENSATION**

It is the University's goal to pay staff salaries that are equitable within the University as well as competitive with the external market. Based on these goals, salary bands based on market data have been developed as guidelines. Salary bands/ranges are fairly wide and overlap, with each salary band consisting of a minimum, midpoint, and maximum. All staff jobs have been assigned to salary bands that most closely align with the market data from both educational and industry surveys.

Employees may access the salary bands on the Compensation and Classification web page <http://ohr.psu.edu/recruitment-and-compensation/documents/SalaryBands.pdf>

For more information regarding staff compensation and classification at the University, please visit the Compensation and Classification web page at <http://ohr.psu.edu/recruitment-and-compensation>.

## Failure to Meet Acceptable Standards of Performance

All employees are expected to meet certain standards in the performance of their University duties. When an employee is failing to meet these standards in the judgment of his or her supervisor, action must be initiated to inform the employee of any deficiencies. The steps which are followed are outlined in [HR-78](#).

## Staff Grievance Procedure

If a staff employee believes that his or her rights under announced rules and regulations, or past practice, have not been respected, the employee should consult [HR-79](#), Staff Grievance Procedure.

## Human Resources Representatives

The Associate Vice President for Human Resources, through the Office of Human Resources, is responsible for developing the University's human resources philosophy, programs, policies, and services. Each dean/chancellor/administrative officer, following consultation with the Associate Vice President for Human Resources, is responsible for appointing an individual to serve as the Human Resources Representative to deliver and manage the University's human resources program within the work unit.

Each employee should know the name of his or her human resources representative and should seek that individual's counsel and assistance when human resources problems occur. <http://www.ohr.psu.edu/HRRepList.cfm>

# Staff Advisory Council

The Staff Advisory Council acts in an advisory capacity to Penn State's central administration through the Associate Vice President for Human Resources. The Council explores issues, policies, and practices that impact or are impacted by staff; suggests revisions or new initiatives; and serves as an advocate for staff welfare and development.

## A. Membership

1. The Staff Advisory Council shall be composed of a minimum of twenty (20) and a maximum of thirty (30) employees in exempt and nonexempt positions. Appointments shall be made with an effort to include diverse representation of staff from a variety of University units and locations.
2. Each member is appointed by the Associate Vice President of Human Resources to serve a three-year term commencing on August 1.
3. Affiliate members are recruited on an as needed basis for Council endeavors which require expertise outside of SAC membership. The affiliate is not a member and does not vote. Affiliates are chosen as needed by each Committee chair and approved the Executive Committee. The length of affiliation is determined by the Committee chair for the purpose of specific need.
4. One staff member from each of the following organizations shall serve as liaison. These members are not eligible to hold an elected position or vote within Council. Term length is at the discretion of the respective commission:
  - a. Commission for Women
  - b. Commission on Racial/Ethnic Diversity
  - c. Commission on Lesbian, Gay, Bisexual and Transgender Equity

## B. Committees

1. Election Committee - The Election Committee is chaired by the past-chair and is composed of members at least two of whom will have a minimum of two year's SAC experience. The Election Committee oversees the election process for the chair-elect and all other elections.
2. Publicity Committee - The Publicity Committee serves to publicize the Council's mission and accomplishments and works to increase its visibility within the Penn State community.

The chair is a confirmed or appointed member selected each year by the Executive Committee with input from the respective Committee and serves a one-year term

commencing on August 1. The Committee is composed of members and affiliates as needed. Every effort should be made to ensure at least one committee member has a minimum of one-year SAC experience.

3. Membership Committee - The Membership Committee annually solicits and reviews membership applications and nominations and then recommends a diverse slate of new appointments to the Associate Vice President for Human Resources.

The chair is a confirmed or appointed member selected each year by the Executive Committee with input from the respective Committee and serves a one-year term commencing on August 1. The Committee is composed of the chair-elect, members, and affiliates as needed.

4. Awards Committee – Through the Staff and Recognition and Appreciation Program, the Council honors the many staff members who regularly see potential in others, go the extra mile in a specific situation, and simply make life better for those around them. Specific award criteria shall be made public prior to the nomination period.

The chair is a confirmed or appointed member selected each year by the Executive Committee with input from the respective Committee and serves a one-year term commencing on August 1. The Committee is composed of members and affiliates as needed. Every effort should be made to ensure at least one committee member has a minimum of one-year SAC experience.

5. Ad Hoc Committee – At the annual Council retreat, the membership will vote on establishing ad hoc committees to research and review specific topics and report findings and recommendations to the Council.

The chair of each committee is a confirmed or appointed member selected at the retreat or soon thereafter by the Executive Committee with input from the respective Ad Hoc Committee. The Committee is composed of members and affiliates as needed. Every effort should be made to ensure at least one committee member has a minimum of one-year SAC experience.

### C. SAC Accomplishments and Recommendations

1. Council members contribute to various committee efforts throughout the year and meet annually with the University President. They also attend Human Resources benefits and policy presentation. SAC additionally sponsors Staff Recognition and Appreciation Program through the Awards Committee, which honors staff members for going above and beyond their normal routines in resolving a variety of challenges.
2. Past Accomplishments and Recommendations:
  - The six-month probationary period be extended to one-year

- The development of current Staff Vacancy Announcement Policy Domestic Partner Benefits
- Inclusion of diversity link on Penn State's employment web site.
- Recommendation for Automated External Defibrillators (AED) in the workplace. For more information visit: <http://ohr.psu.edu/staff-advisory-council>.

## Other Services and Regulations

### A. HUMAN RESOURCE DEVELOPMENT CENTER

The Human Resource Development Center (HRDC) leads professional and organizational development at the University. The Center helps the University to improve and enrich its human resources through training and development programs and services. In partnership with other University units, HRDC anticipates and meets the University's diverse and changing human resource development needs. The Center's programs and services enable the University to achieve its goals through individual and organizational growth. In addition to a broad range of training seminars advertised in the [HRDC Catalog of Professional Development Opportunities for Faculty and Staff](#), HRDC also responds to requests for tailored training programs as well as facilitation, coaching, and organizational development services. More information about the Human Resource Development Center and its services is available at the [Human Resource Development Center Home Page](#) or by contacting HRDC at [HRDC@psu.edu](mailto:HRDC@psu.edu) or (814) 865-3410.

### B. WORK/LIFE PROGRAMS

The Work/Life Programs Office in the Office of Human Resources was created in order to address University child care issues and to implement programs that would assist employees in balancing their professional and personal lives. The goal of the office is to assist all employees in attaining and maintaining this balance by linking them with programs and services compatible to their needs.

The Work/Life Programs Office addresses issues such as child care, parenting education, time management, flexible work schedules, telecommuting, and job sharing. More information about the [Work/Life Programs](#) Office and its services is available at the [Office of Human Resources Home Page](#) or by calling (814) 863-4887.

### C. PARKING

Each employee wishing to park in University-controlled parking lots must apply for a parking permit. Permits are valid at the issuing campus or college and in open staff areas at University Park.

Applications for parking permits are made through the parking chairperson of each department or the director of business services.

Physically handicapped employees should consult their parking chairperson for parking and transportation options.

Employees must park their vehicles in the areas to which they are assigned. Abuse of parking privileges will result in a fine and revocation of parking privileges on campus. Employees should familiarize themselves with the University's parking and traffic regulations.

All parking permits are the property of The Pennsylvania State University. They are to be returned upon termination of employment or upon the request of the University.

For further information regarding parking regulations, see [BS-03](#).

A Rideshare program and discounted CATA bus passes are available for full time, full benefit University employees. Contact the Parking Office for more information.

#### **D. TELECOMMUNICATIONS SERVICES**

The University's telecommunications system is administered by Telecommunications and Networking Services. This office provides services supporting the voice, video, and data communications required by the University. Requests for additional services or changes in services are submitted via a Telecommunications Service Requisition. Information on services availability and costs or consultation on service requirements is available by calling the office at (814) 865-1940.

Instructions for placing local and long-distance calls are included in the Faculty-Staff Directory. Dialing instructions can also be obtained by calling the University Operators at 814-865-4700.

University colleges and departments receive direct monthly billings for most telecommunications services. Questions regarding these bills should be directed to the business office at (814) 865-8311.

Unauthorized use of University telecommunications services, such as personal long-distance calls, is a misuse of University funds and will be viewed accordingly.

## **E. UNIVERSITY MAIL SERVICE**

### **1. Use of University Mail Service**

General University policy requires that equipment, supplies, and services owned, leased, or operated by the University be used only in the conduct of University programs and activities. The use of University Mail Service is governed by this general University policy (see [BS-01](#)).

### **2. University Park Mail Pickup and Delivery**

University Mail Service delivers and picks up interdepartmental and outgoing United States mail at all buildings on the University Park Campus, Monday through Friday. The U. S. Post Office in State College delivers incoming U. S. mail once each day, Monday through Friday. Postage for outgoing U.S. mail is on a bill-back basis, which is accomplished by attaching a University Mail Service "Metered Mail" card to outgoing correspondence. The correct mailing address for University employees at University Park consists of four lines:

Name

The Pennsylvania State University

Room Number and Building

University Park, PA 16802-0000 (Zip +4)

## **F. PURCHASING PROCEDURES**

Purchasing Services has the responsibility and authority for all University procurement. Information about purchasing procedures can be found in the Purchasing section of [GURU](#) or by contacting Purchasing Services. Additional information and resources can be found at <http://www.purchasing.psu.edu/>

## **G. USE OF UNIVERSITY TANGIBLE ASSETS, EQUIPMENT, SUPPLIES, AND SERVICES BY UNIVERSITY STAFF MEMBERS**

All tangible assets (including equipment, software, audio-visual material, theatrical costumes, etc.) owned, leased or operated by the University are to be used in the conduct of University programs and activities at University owned or leased locations. University tangible assets and services may not be used for personal gain by employees for purposes outside the scope of their employment. (See [FN-14](#).)

## **H. UNIVERSITY POLICE & PUBLIC SAFETY**

Penn State University Police & Public Safety is the University agency responsible for all law enforcement related to the safety and security of students, staff, and visitors, and to the protection of University property and equipment.

All acts or suspected acts of crime, including thefts, should be reported to the University Police department immediately.

Emergencies: 814-863-1111  
Business / Records: 814-865-1864

## **I. VICTIM RESOURCES**

When you fall victim to a crime, there are resources within the University and also the community that are available to you free of charge. Individuals who would like to speak to somebody regarding a crime are encouraged to report the incident to University Police (814-863-1111). University Police has a Victim Resource Officer available to address your needs and help you seek the appropriate resources. Other resources include Office of Human Resources, Employee Assistance Program (EAP), Affirmative Action Office and the Women's Resource Center. The Victim Resource Officer is able to connect you to any of these agencies. Please contact the University Police Victim Resource Officer via telephone at 814-863-1907 or via email at [officerbrooks@psu.edu](mailto:officerbrooks@psu.edu).

## **II. EMERGENCY MANAGEMENT**

Keeping the Penn State community safe is an ongoing priority for Penn State. We have substantially increased our efforts to plan for and emphasize safety and security.

Penn State's Emergency Management Office has established a well coordinated network of emergency management professionals at the local, state, and federal levels. We engage in training exercises with police and other agencies throughout the year. The Office of Emergency Management consists of a Director and two Emergency Planners that cover both University Park and the Commonwealth campuses.

Although we believe our Penn State campuses to be as safe as any community, we are working to improve our systems on a continuing basis. The Emergency Management website, [www.emergencymanagement.psu.edu](http://www.emergencymanagement.psu.edu), contains information about our emergency management efforts and important links to Penn State resources as well as to state and federal management agencies. Please take some time to visit the site so you can make a personal safety plan for work, home and family.

### **III. WEAPONS AND FIREWORKS REGULATIONS**

The possession, carrying, or use of any firearm, weapon, ammunition, or explosive by any person is prohibited on all University property except by authorized law officers and other persons specifically authorized by the University. Possession of commercially available aerosol dispensers of nonlethal chemical irritants for the purpose of self-protection is permitted. Any use of such devices must be justifiable in accordance with the laws governing the use of force and should be reported to the University Police. No person shall possess, carry, or use any fireworks on University property, except for those persons authorized by University and local governments to discharge such fireworks as part of a public display. Paintball guns may only be used on campus in connection with authorized University activities and only at approved locations. They may not be loaded with propellant or with gelatin paint balls when transported in a vehicle. Any University student or employee who violates these prohibitions shall be subject to discipline in accordance with regular University procedure, which may include suspension or dismissal from the University. Further, if possession or use is in violation of the law, it will be referred to University Police & Public Safety or other proper law enforcement authorities. (See [SY-12](#).)

### **IV. ALCOHOL AND CONTROLLED SUBSTANCES**

The use, possession, and distribution of alcoholic beverages are prohibited upon the property of the University unless specifically authorized. The possession or use of alcoholic beverages is prohibited in all Penn State on-campus undergraduate residence hall buildings, including Nittany Apartments and Eastview Terrace, regardless of the age of the individual. The possession and use of alcoholic beverages, subject to the laws of the Commonwealth, is permitted by persons twenty-one (21) years of age or older in a facility licensed by the Pennsylvania Liquor Control Board, and in White Course Apartments. Also, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on University property is prohibited.

### **I. ETHICS AND COMPLIANCE HOTLINE**

In response to federal legislation and the University's desire to better monitor and protect its financial resources, Penn State utilizes a confidential hotline for employees to report cases of fraud, theft of University assets, or conflicts of interest; and other misconduct or violations of University policy, relating to and including research compliance matters, discrimination, or athletics-compliance issues. The hotline can be accessed either via phone at (800) 560-1637 or the internet at <http://www.mycompliancereport.com/brand/psu>.

The legislation, known as the Sarbanes/Oxley Act, was created as a result of several well-publicized corporate scandals and is applicable to publicly traded corporations. Although the University is not subject to the act, Penn State has taken a proactive approach maintaining its ethical and financial integrity by implementing many of the act's best practices.

One of these best practices is the implementation of a hotline for employees to report possible misconduct. Such misconduct includes the matters noted above.

An independent third party contracted by the University administers the hotline. The operators answering the complaints made via the telephone are available 24 hours a day, seven days a week, and are trained in making callers feel at ease and asking questions that will enable the University to fully investigate the complaint. After the complaints have been received by the third party, they will be assigned to Penn State's internal audit department for an investigation. The University will respond to all reports made to the hotline.

One feature of the hotline is that it allows an individual to follow up and determine what action has been taken with respect to their complaint through the use of passwords related to an individual's specific complaint. Another positive aspect to this is that it allows internal audit to ask questions without having to directly contact the individual if he/she prefers to remain anonymous.

## **J. DATA SECURITY AND PRIVACY**

The protection of information processed and stored by the University is outlined in various policies. Any employee engaging in unauthorized use, disclosure, alteration, or destruction of data in violation of these policies shall be subject to appropriate disciplinary action, including possible dismissal. (See [AD-11](#), [AD-20](#), [AD-23](#), [ADG-1](#), [HR-56](#), and [HR-60](#).)

## **K. UNIVERSITY ISSUED KEYS**

Staff members requiring University-issued keys should contact their immediate supervisor. A deposit may be required before a key is issued. A fee may be charged for replacement keys. When a person terminates employment with the University, all University-issued keys must be returned.

## **L. BICYCLE REGULATIONS**

Any bicycle brought onto the University Park Campus must be registered. Bicycles can be registered online at <http://www.transportation.psu.edu/bicycles/registration.shtml> or in person at the State College Police Department, Ferguson Township Police Department, The Bicycle Shop, or Eddie's Bicycle Shop.

Copies of the bicycle regulations are available online and at all bicycle registration locations. Bicycle regulations for a location other than University Park may be obtained from the business office.

Bicycle registrations are valid in any Centre Region municipality. Bicycle registrations are valid for two (2) years and expire on May 31 of the second year.

Bicycles shall be ridden on approved bicycle routes and campus roads only. Riders must walk their bicycle at all other places. Specifically, bicycles shall not be ridden on sidewalks or on any pedestrian path in the limited bicycle zone bounded by Fraser Road, Curtin Road, Shortlidge Road, and Pollock Road.

Bicycles may be ridden on malls and pedestrian paths other than those on central campus, given that the rider exercises due caution and yields to pedestrians. The operator of bicycles on malls and roadways must ride with regard for the safety of pedestrians and property, and shall yield to pedestrians.

Bicycles shall be parked on campus at places clearly designated by the presence of bicycle racks. Specifically, a bicycle must not be parked in automobile parking spaces, on lawn areas, shrubs or flower beds, streets, driveways or in any building. This also includes sidewalks, trees, railings, and light poles, entrance ways to buildings, or places that hinder pedestrian travel.

Any abandoned or non-registered bicycle parked on campus, or any bicycle parked hindering University operations, obstructing steps or a handicap ramp may be removed and impounded by the University. (See [SY-16](#))

## **M. SMOKING IN UNIVERSITY FACILITIES**

Smoking of any material is prohibited in all University facilities, at all locations, including University-owned vehicles. It also is prohibited in any outside area adjacent to a facility whose configuration and/or other physical circumstances allow smoke either to enter and affect the internal environment or to unduly affect the environment of those entering or exiting the facility. This policy is not intended to apply to residential living spaces, such as apartments and hotel rooms, unless smoking is expressly prohibited by University rules and regulations.

It is the responsibility of all members of the Penn State community to observe this smoking policy. Enforcement of the policy is the responsibility of the budget executive or designee, in office, administrative, and general work areas. In classrooms, laboratories, and seminar/meeting rooms, the leader in charge of the user group is responsible for enforcement of the smoking policy. (See [AD-32](#).)

## **N. PENN STATE FEDERAL CREDIT UNION**

Penn State Federal Credit Union has been proudly serving the Penn State Community since 1959. Penn State Federal is a full service financial institution that offers you everything from savings and checking accounts to auto and mortgage loans.

Penn State employees, students and retirees are eligible for membership, as well as their family and household members.

Direct deposit of salary checks and payroll deduction allows members to have funds deposited or loan payments electronically directed from their University paycheck by filling out the appropriate forms.

To begin taking advantage of all that your credit union has to offer, visit <http://www.pennstatefederal.com/>, 102 HUB-Robeson Center on the University Park Campus, 123 Amberleigh Lane, Bellefonte or 1937 North Atherton Street, State College. You may also call (814) 865-7728, (800) 828-4636 or e-mail [tellers@pennstatefederal.com](mailto:tellers@pennstatefederal.com) and request a membership packet.

## **O. TRAVEL**

Information on travel management services and regulations, University Fleet Operations, cash advances, and related subjects is found in the Travel (TR) section of the Policy Manual in [GURU](#) and at the Travel Services Web site at <http://www.travel.psu.edu>.

## **P. CONTACTS WITH UNIVERSITY LEGAL COUNSEL**

Only the President's staff and the academic deans are to contact the University's legal counsel when the need arises. Normally, this function should not be delegated. All human resources matters which may have legal implications should be referred to the Office of Human Resources (510 James M. Elliott Building, 814-865-1412). That office shall be responsible for further reference to legal counsel. (See [AD-49](#).)

## **Q. PENN STATE EMPLOYEE DISCOUNTS**

The Penn State Discounts program (<http://www.ohr.psu.edu/discounts/>) is dedicated to providing information for Penn State students, employees, and alumni regarding a wide assortment of discounts.

# Facilities and Events

The University provides a wide variety of cultural and recreational activities, most of which are available to staff members as well as their families. Facilities and activities vary somewhat from campus to campus.

## A. RECREATIONAL FACILITIES AT UNIVERSITY PARK

**Recreation Building.** Rec Hall offers many different types of courts and multi-purpose areas. There is a 15,000 square-foot Fitness Center with full lines of strength and cardio equipment and a video entertainment network. The building also houses a fitness room for circuit training class and a jogging track. Lockers are available on a limited basis for a yearly charge. **Information for all PSU Fitness Centers and Fitness Classes can be found at <http://www.athletics.psu.edu/psustrength>** (*Memberships are required.*)

- Basketball
- Volleyball
- Handball
- Racquetball
- Squash
- Golf Driving
- Fitness Center
- Circuit Training
- Jogging Track

**Intramural Building.** The facilities of Intramural Building provide courts for various sports. Other offerings in IM Building include a strength and cardio Fitness Center, a multi-purpose room and a jogging track. Lockers are available on a limited basis for a yearly charge. In addition, the Intramural Program (men's, women's, and co-recreation) offers opportunities to participate in a wide range of both indoor and outdoor competitive sports. <http://www.athletics.psu.edu/rec/imblgdg>

- Basketball
- Volleyball
- Handball
- Racquetball
- Badminton
- Fitness Center
- Multi-Purpose Room
- Jogging Track
- Intramural Programs

**White Building.** White Building offers courts for play, aquatic activity, and studios for specialty recreation. A large Fitness Center in the building provides strength and cardio equipment for all workout needs. There is a full schedule of fitness classes available in the aerobics rooms. There is also a designated cycling studio and an indoor pool. <http://www.athletics.psu.edu/rec/whitebldg/>

- Basketball
- Volleyball
- Badminton
- Squash
- Fitness Center
- Fitness Classes
- Cycling Studio
- Indoor Pool
- Club Sports
- Adventure Recreation

*Club Sports.* The Club Sports program is a formally organized program offering a

wide variety of teams and groups who compete with other universities. All ability levels are welcome to participate. <http://www.athletics.psu.edu/recreation/>

*Adventure Recreation.* Adventure Recreation provides various outdoor activities, skill learning, and trips. Resources and equipment are available. <http://www.athletics.psu.edu/recreation/>

**McCoy Natatorium.** The Natatorium houses many different aquatic activities and options for lessons, classes, and special programs. Overlooking the pools, the Fitness Loft offers equipment such as treadmills and ellipticals for cardio workouts. <http://www.athletics.psu.edu/rec/nat/>

- Two Indoor Pools
- Diving Well
- Outdoor Pool
- Fitness Loft (Cardio)

**Other Indoor Facilities.**

- Ice Rink <http://www.athletics.psu.edu/rec/icerink/>
- Sarni Tennis Center <http://www.athletics.psu.edu/rec/tenniscenter/>
- Multi-Sport Building <http://www.athletics.psu.edu/rec/multisport/>

**Outdoor Facilities.** Memberships are available at the golf courses and Sarni Tennis Center. Lessons are provided by professional instructors. Golf and tennis equipment and apparel are sold through the Pro Shop. <http://www.pennstategolfcourses.com/>

- Two 18-Hole Golf Courses
- Golf Practice Range
- Jogging Trail
- Tennis Courts
- Play Fields
- Track Complex
- Picnic Area

**Stone Valley.** In addition, the University operates an off-campus recreation facility at Stone Valley located about fourteen miles from the University Park Campus on the road to Neff's Mills. The Stone Valley Recreation Area operates a seventy-two-acre lake, eleven rental cabins, a picnic area and pavilion, and boat rental facilities. There is also a lodge which can be rented by University-sponsored groups for meetings and which will accommodate 60 -100 persons. Stone Valley also houses Vertical Adventures, one of the largest challenge complexes on the east coast. Participants can take advantage of four distinct climbing structures for recreation, team building, or individual achievement. Arrangements for the use of these facilities are made through the Stone Valley office, (814) 863-1164. <http://www.athletics.psu.edu/stonevalley/>

- Lake
- Cabins
- Pavilions
- Boats
- Lodge

## **B. ATHLETIC EVENTS**

All tickets for athletic events are available at the [Bryce Jordan Center Athletic Ticket Office](#). Season tickets for football games may be purchased at a reduced rate. Other season tickets are available by sport for indoor athletic events at the regular price.

## **C. ARTS EVENTS**

The Center for the Performing Arts at Penn State presents professional touring programs of music, theatre, and dance from around the world in Eisenhower and Schwab auditoriums. Under the direction of the center, symphony orchestras, chamber ensembles, jazz and world music artists, touring Broadway musicals, classical and contemporary dance companies, family productions, and other performances are brought to the Penn State University Park campus September through April of each academic year. The center also commissions and presents new works by leading artists. Audience development and education programs, including pre-performance discussions, master classes with artists, and school-time matinees, enhance the center's offerings. Ticket discounts are available for patrons purchasing four or more eligible presentations as a package and for groups buying fifteen or more tickets to a qualifying event. For information, visit [www.cpa.psu.edu](http://www.cpa.psu.edu) or phone 814-863-0255.

Pennsylvania Centre Stage is the professional arm of the School of Theatre. Centre Stage presents high-quality, entertaining, and artistically stimulating performances of musicals, comedies, and dramas in the [Citizens Bank Theatre](#). Tickets to the season are available at subscription rates beginning early spring; remaining seats are sold throughout the season at full price to the general public. Group rates are available. For information, visit [www.pacentrestage.psu.edu](http://www.pacentrestage.psu.edu).

The [School of Theatre](#) presents a season of productions from the cutting edge of contemporary drama and the classical repertoire. Graduate and undergraduate students, faculty, and guest artists comprise the creative teams and companies of each show performed in the Playhouse, Pavilion, and Citizens Bank theatres. Tickets to the season are available at subscription rates beginning in late summer. Remaining seats are sold throughout the season at full price to the general public. Group rates are available. For information, visit [www.theatre.psu.edu](http://www.theatre.psu.edu).

The [Palmer Museum of Art](#) features eleven galleries for the display of its permanent collection and a schedule of nine changing exhibitions each year. A print study

room allows for the examination of its numerous works on paper by appointment. The museum's collection of more than 7,000 objects includes American and European paintings, drawings, photographs, prints, and sculpture; objects from ancient, African, and Near Eastern cultures; contemporary American, European and Japanese studio ceramics; and Asian ceramics, jades, paintings, and prints. Admission to the museum and most of its programs and events, including guided tours, lectures, films, gallery talks, and workshops, is free. The museum is open Tuesday through Saturday, 10:00 a.m. to 4:30 p.m., and Sunday, noon to 4:00 p.m. For more information, please call 814-865-7672, visit [www.palmermuseum.psu.edu](http://www.palmermuseum.psu.edu), or become a fan of the Palmer through Facebook.

Works of art by faculty, students, and visiting artists are displayed in Zoller Gallery in the Visual Arts Building, and in the gallery located in the lobby of the Patterson Building. Opportunities for exhibitions by students, faculty, and visiting artists are also available in the [HUB/Robeson Cultural Center](#), and Kern Building. Slide lectures are often presented in association with selected exhibitions.

The School of Music presents over 300 recitals and concerts each year. Performances by faculty and student soloists, chamber and student ensembles such as the Philharmonic Orchestra, Symphonic Wind Ensemble, Symphonic Band, Glee Club, Women's Chorale, University Choir, Oriana Singers, Essence of Joy, Opera Workshop, Chamber Singers, Concert Choir, and Centre Dimensions are presented each semester. Most are free of charge. The concerts are usually presented in the Esber Recital Hall, Eisenhower Auditorium, and Schwab Auditorium. A complete schedule is found at [www.music.psu.edu](http://www.music.psu.edu).

For tickets or information for [Center for the Performing Arts](#), [Pennsylvania Centre Stage](#), and [School of Theatre](#) presentations, plus other performances staged in Eisenhower and Schwab auditoriums and events at the Bryce Jordan Center, phone the Arts Ticket Center at 814-863-0255 or 1-800-ARTS-TIX. For group sales, phone 814-865-5340. If it's more convenient, visit one of the three Arts Ticket Center locations at Eisenhower Auditorium, 8 a.m. to 5 p.m. weekdays; Penn State Tickets Downtown (in the Penn State Downtown Theatre Center at 146 S. Allen Street, State College), 10 a.m. to 6 p.m. Monday through Saturday; or HUB-Robeson Center Information Desk, 11 a.m. to 2 p.m. weekdays (when Penn State classes are in session fall and spring semesters). Penn State Tickets Downtown also sells tickets to athletic events (except football) taking place on the University Park campus.

#### **D. UNIVERSITY LIBRARIES**

The [University Libraries](#), with more than 5.4 million volumes, constitute a major resource for students, faculty, staff, as well as residents of the Commonwealth of Pennsylvania. The largest research library in Pennsylvania, it is one of four resource libraries that provide service and collections to all other libraries and residents of the Commonwealth. The Libraries include a central collection housed in Pattee Library and Paterno Library, Media and Technology Support Services (MediaTech), and five

other libraries at University Park Campus plus twenty-two Penn State locations throughout the state. Subject branch libraries include the Architecture and Landscape Architecture Library, Fletcher L. Byrom Earth and Mineral Sciences Library, Engineering Library, and the Physical and Mathematical Sciences Library plus the Law Library.

Pattee Library and Paterno Library collections are organized into subject-specific libraries, making it easier for patrons to access materials they need. Collections in Paterno Library include: The Eberly Family Special Collections Library, the Social Sciences Library, the William and Joan Schreyer Business Library, the Life Sciences Library, and the Education and Behavioral Sciences Library. Collections in Pattee Library include: the Maps Library, News and Microforms Library, Course Reserves Services, and the George and Sherry Middlemas Arts and Humanities Library, which includes the Music and Media Center.

Opening spring semester 2012, the Tombros and McWhirter Knowledge Commons in Pattee Library is a technology-rich learning environment with flexible space, hardware and software, and expertise to assist researchers and students. See more at <http://www.libraries.psu.edu/psul/admin/studentkc.html>. Within the Special Collections Library, the Penn State University Archives has an extensive collection of materials by and about the University and the local community. Other special collections include archives for the United Steelworkers and the United Mine Workers of America, the John O'Hara Papers, and the nation's largest collections of Utopian and Australian literature.

The Libraries' collections are available through the Web at <http://www.libraries.psu.edu/>. It provides access to The CAT (the Libraries' online catalog); online resources; online catalogs of other schools and locations (CIC University Libraries (Big Ten, E-Z Borrow, and WorldCat (OCLC)); and reference shelf resources. LionSearch also on the Libraries' homepage offers a single search box for library resources, including books, articles, newspapers, databases and more.

Patrons can access all of these sources with a Web connection and a Penn State access account. Penn State uses the Wireless 2.0 Service, which no longer requires VPN service for on-campus connections. See <http://wireless.psu.edu/using.html> - [wireless20](http://wireless.psu.edu/visitorwireless.html). Information for Visitor Wireless is available at <http://wireless.psu.edu/visitorwireless.html>

Both wired or wireless computer access is available off campus. Users off campus with cable modem or DSL connections and wireless users need to install the VPN client on their personal computer to access audio files on electronic reserve. When connected to the Internet through the VPN, your computer is identified with a Penn State IP and all other servers recognize your computer as an authorized Penn State computer. VPN stands for Virtual Private Network and is explained at <http://aset.its.psu.edu/vpn/>

Trained personnel at the service desks are available to help patrons utilize the Libraries' resources. In addition, the Libraries offer instruction to library users with beginning and advanced seminars scheduled throughout the semester. For seminar

information visit <http://www.libraries.psu.edu/psul/lis/classes.html>

All full-time staff members can use their ID cards to check out books for a loan period of one semester. For more information on the lending policy, see the University Libraries Lending Code available at public service areas in the Libraries and on the Libraries' Web site at

<http://www.libraries.psu.edu/psul/lending/borrowingprivileges.html>

Services offered to library users include a resource-sharing network through Interlibrary Loan to obtain information not in Penn State's collections, printing, and public photocopiers throughout the Libraries. In addition, the Libraries provide a variety of resources and services for people with disabilities. Please contact the coordinator of Library Services for Persons with Disabilities in advance of your visit to discuss your needs, at (814) 865-0284 or e-mail: [shh2@psu.edu](mailto:shh2@psu.edu)

Media and Technology Support Services (MediaTech), <http://www.libraries.psu.edu/mtss/>, a division of the University Libraries, has a collection of more than 24,000 films and videotapes and more than 5,000 pieces of technology and audio-visual equipment available to faculty, staff, and students. Titles in the Media Tech collection are listed in The CAT, the Libraries' online catalog and in the MediaTech database at <http://www.libraries.psu.edu/mtss/media/searchMedianet.html>

Services include:

-Consultation for purchase of technology or audiovisual equipment: 814-863-0665

-Equipment scheduling: 814-865-5400, Wagner Annex, e-mail: [UL-mtsseq@lists.psu.edu](mailto:UL-mtsseq@lists.psu.edu)

-Preview facilities: Wagner Annex on Curtin Rd, 814-863-3202

-Program scheduling: University Park, 814-5-5400 or e-mail: [UL-mtsseq@lists.psu.edu](mailto:UL-mtsseq@lists.psu.edu)

-MediaTech Repair and Installation Services: 814-863-4389

-Video/Photo Production Studios: Students and faculty are able to reserve time and space in the studios to produce, edit, and export their video/audio projects. Green screen production is also available for use, with on-site staff available to answer questions and conduct demonstrations. Call 814-865-5400.

Another important service of MediaTech is the MediaTech Info Line, at 814-863-1234 (touch-tone phones only), which includes current weather forecasts from the Campus Weather Service, University Calendar of Events, town and campus movies listing, JOBS—Penn State's employment information service, open house schedules for the Department of Astronomy, and construction barriers on or around the University Park campus.

Mediasite Live at <http://www.libraries.psu.edu/mtss/mediasitelive/mediasitelive.html> is used for recording, distributing, archiving, and viewing of "rich media" presentations that capture and integrate a wide range of visual content—smart boards, document cameras, digital photography, and graphic tablets—at any point in the presentation.

For more information about Penn State Libraries' locations and collections, visit <http://www.libraries.psu.edu/>.

## **E. THE BRYCE JORDAN CENTER**

The [Bryce Jordan Center](#), located on the campus of the Pennsylvania State University, is centrally located within the state of Pennsylvania and the largest entertainment facility between Pittsburgh and Philadelphia. The 16,000-seat venue hosts circuses, sports exhibitions, family shows, commencements, lectures, and Big Ten Basketball, as well as some of the top-name performers in the entertainment industry. Since opening in January 1996, the [Bryce Jordan Center](#) has made a commitment to provide the best variety of exceptional entertainment.

For updated information on the [Bryce Jordan Center](#), visit [www.bjc.psu.edu](http://www.bjc.psu.edu).

For tickets and events information, contact the [Jordan Center Ticket](#) Office at (814) 865-5555 or [www.facebook.com/jordancenter](http://www.facebook.com/jordancenter).

## **F. INFORMATION TECHNOLOGY SERVICES (ITS)**

The [Information Technology Services \(ITS\)](#) <http://its.psu.edu/> office ensures that faculty, staff, and students have the information infrastructure and technology tools necessary to carry out the University's mission. More information about ITS is available at the following web site <http://its.psu.edu/profile/>.

Information about the individual areas that are a part of ITS is available at their web sites.

[Academic Services and Emerging Technologies \(ASET\)](#). <http://aset.its.psu.edu/> ASET designs, develops and operates the information technology infrastructure necessary to deliver technology services in support of students, faculty and staff in their teaching, learning, and research endeavors. Performs research and development in information technology for the purpose of developing, defining and promoting an information technology architecture that positions the institution to take advantage of rapidly emerging opportunities.

[Administrative Information Services \(AIS\)](#). <https://ais.its.psu.edu/> AIS serves as the central University resource responsible for supporting administrative information systems. Participates in the development, maintenance, and secure operation of the state-of-the-art applications using centralized student, business, and alumni databases.

[Consulting and Support Services \(CSS\)](#). <http://css.its.psu.edu/> CSS provides an interface for the services offered throughout Information Technology Services (ITS).

Delivers the highest level of service to students, faculty and staff through individual and departmental consulting, help desks, and the development of new services.

[Digital Library Technologies \(DTL\)](http://www.lias.psu.edu/dlt.htm). <http://www.lias.psu.edu/dlt.htm> DTL develops and maintains LIAS, Penn State's Library Information Access System. Provides better and faster access to a wide variety of information resources, including full text, image, graphics and digital spatial databases, and plays a leadership role in the development of digital libraries and new electronic information resources, services and technologies at Penn State.

[Security Operations and Services \(SOS\)](http://sos.its.psu.edu/). <http://sos.its.psu.edu/> SOS focuses on developing, interpreting, and enforcing University computer and network security policies. Responsible for incident response and providing forensic and litigation support, risk assessments, and vulnerability assessments. Provides education, awareness, and advice on security issues and policies.

[Teaching and Learning with Technology \(TLT\)](http://tlt.its.psu.edu/). <http://tlt.its.psu.edu/> TLT helps faculty enrich the educational experience of students through wise use of technology by providing classrooms, labs, courseware, and specialized services. Provides faculty, staff, and students with the skills they need through a variety of training programs.

[Telecommunications and Networking Services \(TNS\)](http://tns.its.psu.edu/). <http://tns.its.psu.edu/> TNS is responsible for developing, designing, installing, and maintaining comprehensive telecommunications services within and among University locations and outside networks to accommodate the communications needs of the University's, faculty, staff, and students.

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