

EMPLOYEE HANDBOOK

Middle Tennessee State University
Murfreesboro, Tennessee

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Introduction

This handbook is a guide to employment, responsibilities, principles, and benefits of employment at Middle Tennessee State University and supersedes all previous versions.

This book is intended to be a general reference source and does not create a contract of employment. Because of constantly changing situations and conditions, the policies and practices contained within this handbook are subject to change at any time with or without notice. Additional information is available to you in the MTSU University Policies. The MTSU University Policies are available at <http://www.mtsu.edu/policies/index.php> . You may also call the Human Resource Services Office at 615-898-2929 for assistance.

The welfare of employees is very important to the success of MTSU. It is recognized that with the variety of departments within MTSU, no single handbook can cover all foreseeable questions. With this in mind, MTSU tries to develop policies which will assure good working conditions, fair wages and hours, and appropriate security for all employees.

This handbook addresses the benefits and privileges provided for full-time employees. Part-time employees may contact the Human Resource Services Office for specified benefits and privileges.

Revised
September 3, 2024

Welcome to MTSU!

Welcome to the Middle Tennessee State University family and to the fastest growing university in the state of Tennessee.

This handbook has been prepared to serve as a general overview of the benefits and opportunities available to you as an MTSU employee. More specific information can be found by referring to the MTSU University Policies located at <http://www.mtsu.edu/policies/index.php> or by calling the Human Resource Services Office.

With your help and the help of all the members of the MTSU community, we will move forward as a team working together to promote and support the MTSU mission. It is my wish that you have a long career at MTSU, and I look forward to meeting you.

Sincerely,

Sidney A. McPhee
President

University Statement of Mission

Middle Tennessee State University offers exceptional academic programs at the undergraduate and graduate levels that prepare students to thrive in their chosen profession and prioritize student success. As one of Tennessee's largest comprehensive universities, MTSU places high value on outstanding teaching, research, creative activity, and public service that support the emerging needs and challenges of our state, nation, and world.

Purpose

To fulfill its mission, Middle Tennessee State University

- fosters a student-centered environment conducive to lifelong learning, personal development, and success;
- offers a broad array of high quality, affordable academic programs grounded in a common core of arts and sciences;
- enhances access and academic opportunity for a diverse student population, including distance learning and other special services and programs for first generation, non-traditional, high-achieving, and transfer students;
- challenges students through diverse teaching methods and media including educational technology, experiential learning, undergraduate and graduate research, and co-curricular and extra-curricular activities;
- recruits exceptional faculty and develops resources to support excellence in instruction, research, creative activity, and public and professional service;
- develops and sustains academic partnerships, entrepreneurial activities, outreach and public service that support instruction and research and that meet the needs of communities throughout the region; and
- serves as an emerging center for international study, understanding, and exchange.

Middle Tennessee State University educates students to

- think logically, critically, and creatively;
- make sound judgments with an awareness of ethical, moral, and aesthetic values;
- acquire a working knowledge of a discipline or a group of related disciplines;
- examine, analyze, and shape the contemporary world through scientific knowledge, creative undertakings, and an understanding of culture and history;
- communicate clearly and precisely and understand the proper role of free expression in our society; and
- demonstrate the effective and adaptive use of current and/or emerging technologies.

Vision

Middle Tennessee State University will be a vibrant hub for educating accomplished students who are civically engaged and globally responsible citizens; a seedbed for research and entrepreneurship; and an engine of cultural and economic development.

Community Standards

MTSU is committed to developing and nurturing a community devoted to learning, growth and service. Each person who joins or affiliates with the community does so freely and accepts and practices the following core values and expectations:

Honesty and Integrity. The notions of personal and academic honesty and integrity are central to the existence of the MTSU community. All members of the community will strive to achieve and maintain the highest standards of academic achievement in the classroom and personal and social responsibility on- and off-campus.

Respect for Diversity. The MTSU community is composed of individuals representing different races, ethnicities, sexual orientations, cultures, and ways of thinking. We respect individual differences and unique perspectives and acknowledge our commonalities.

Engagement in the Community. All members of the community are encouraged to participate in educationally purposeful activities that support and enhance the MTSU experience. Active involvement and personal investment in the classroom and throughout the community are hallmarks of an engaged citizen.

Commitment to Non-violence. MTSU is committed to the principles of nonviolence and peaceful conflict resolution. Community members will freely express their ideas and resolve differences using reason and persuasion.

Human Resource Services Vision Statement

The vision of the Human Resource Services Team is to:

- communicate complete, believable information in a timely and accurate way
- create an atmosphere of trustfulness, helpfulness, and openness
- provide an enjoyable work experience at MTSU

Human Resource Services Office
615-898-2929

Equal Opportunity/Affirmative Action Policy

Middle Tennessee State University does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran or genetic information in its programs and activities involving students and employees.

Specifically, MTSU will comply fully with Executive Order 11246 and all other executive orders amending or superseding such order; Title IX of the Educational Amendments of 1972; the Age Discrimination in Employment Act of 1967, as amended, the Americans with Disabilities Act of 1990; Titles VI and VII of the Civil Rights Acts of 1964, as amended; Section 503 and 504 of the Rehabilitation Act of 1973; the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Fair Labor Standards Act; the Pregnancy Discrimination Act; and all other applicable local, state, and federal laws.

Sexual harassment has been held to constitute a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (employment), and Title IX of the Educational Amendments of 1972 (education).

Students, employees, applicants for employment and enrollment, and all other individuals who desire information or clarification pertaining to the application of these statutes should contact the director of Institutional Equity and Compliance at the Cope Administration Building, Room 116, or via telephone at 615-898-2185.

Statement of Community Standards of Civil Behavior

Middle Tennessee State University is committed to sustaining an environment of tolerance for diversity among its students, staff, and faculty. In addition, the University acknowledges a responsibility for encouraging all members of the community to observe certain standards of civility in their interactions with one another. The choice to associate one's self with this fellowship of scholars is freely made by each participant, but obligates those who do join to observe the following expectations for civilized conduct within the MTSU community:

- the practice of personal honesty in all matters;
- a positive regard for the dignity and value of each citizen in the community;
- respect for the individual rights and possessions of community members;
- disdain for bigotry and hatred expressed in any form or medium and directed toward identifiable groups or individuals in the community;
- tolerance for the convictions and opinions of others, even when not in agreement with one's own beliefs;
- a recognition of community members' mutual needs and concerns, and acceptance of a responsibility held in common to support the personal growth and efforts of each individual in furtherance of the well-being of the entire community.

General Information

Athletic Ticket Discounts

You may purchase season tickets to MTSU athletic events at a discount. Contact the Ticket Office at 615-898-2103, Gate 1A, Floyd Stadium, for information.

Bulletin Boards

Bulletin boards have been placed in most departments. Notices that relate to you, your job, your department, and other university related items of general interest are posted on these boards. The bulletin board placed in the Human Resource Services lobby, displays all Federal and State Requirement posters.

Computing Accounts and Internet Access

New faculty and staff are assigned individual email and PipelineMT accounts when they are coded as faculty or staff in Banner. To request a class, department, or student organization email account, download and print the appropriate application form by visiting <https://w1.mtsu.edu/forms.php> and clicking on the **Faculty/Staff Forms** listed by department; look under **Information Technology** and choose the appropriate account application form (PDF). Fill out the application and send it to ITD in the Cope Administration Building, room 003, visit the Information Technology Division office in the basement of Cope Administration Building in person, or call the Help Desk at 615-898-5345.

In addition to these accounts, MTSU faculty and staff may receive accounts (approval required) on other MTSU systems.

- Desire2Learn (D2L)
- Banner INB
- MTSU's Data Warehouse

(Access is restricted on these systems)

Disposition of Abandoned Personal Property

All lost or abandoned property is subject to the custody of the state as unclaimed property. Tennessee law requires the holder of presumed abandoned property to collect, account for, and transfer all abandoned property to the state treasurer for eventual disposition (TCA 69-29-103 et seq.).

Drug Free Workplace

It is the policy of Middle Tennessee State University that a drug-free workplace be maintained. The **unlawful** manufacture, distribution, possession, or use of any **controlled** substance (including prescription drugs) is banned in the workplace. Controlled substances are defined in 21 USCA 812 (listing available in the Human Resource Services Office) and include such things as opium, hallucinogens (like marijuana, mescaline, etc.), cocaine, amphetamines, heroin, and morphine. This policy does not prohibit the **lawful** use of prescribed drugs which are taken under a doctor's care.

Emergency Calls

Emergency situations should be reported immediately. Request for police, fire-fighters, or ambulance service should be made to University Police at 615-898-2424. Any direct 911 call made will be routed through 615-898-2424.

Emergency Medical Services

MTSU maintains Student Health Services which is staffed by physicians and nurses to care for certain health needs of students and emergency needs of faculty and staff (work-related injury/illnesses should only be treated by approved worker's compensation providers. Please contact HRS for available providers). The staff will take blood pressures on request, including daily/weekly/monthly monitoring for a private physician and will be happy to assist in providing information regarding community and private health/physician resources upon request. Student Health Services is located in the Campus Recreation Center and can be reached at 615-898-2988.

Employee Recognition Programs

These programs are designed to honor dedicated and loyal employees who make outstanding contributions and demonstrate excellent performance in fulfilling their roles at Middle Tennessee State University. There is a recipient of an annual award in each of the following four categories:

- Administrative
- Administrative Professional
- Classified
- Technical / Service

Classifications are defined by Affirmative Action Guidelines (Federal EEO definitions). The criteria for the program can be obtained through the Human Resource Services Office.

Employee Suggestion Program

MTSU participates in the State of Tennessee Employee Suggestion Program. Any suggestions you have for improvement or money-saving changes may be submitted for consideration. Implementation of your suggestion could provide a monetary prize for you. Forms and procedures for making a formal suggestion are available in the Human Resource Services Office.

Food Services

Cafeterias located in the James Union Building, Corlew Hall, McCallie Dining Hall in the Keathley University Center, and the food court in the Student Union Building are available for your convenience. You may purchase a meal plan by contacting ARA Food Services at 615-898-2675. Catering and banquet services are available on a contract basis for MTSU sponsored events.

Help Desk

The Information Technology help desk is staffed 24 hours a day, 7 days a week during semester sessions to assist with e-mail, hardware, and software. Contact the Help Desk at 615-898-5345 or help@mtsu.edu.

Help Desk hours while school is in session:

Sun – 2:00 p.m. – 9:00 p.m.

Mon – Thur – 7:00 a.m. – 9:00 p.m.

Fri – 7:00 a.m. – 4:30 p.m.

Sat – 8:00 a.m. – 4:00 p.m.

Help Desk hours between school sessions:

Mon – Fri – 8:00 a.m. – 4:30 p.m.

Holidays

MTSU will observe fourteen (14) holidays per year. The following days are designated as official holidays:

- New Year's Day
- Dr. Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

In addition to the above-named holidays, the President will declare six (6) additional holidays to be observed by MTSU to make a total of fourteen (14). Such discretionary holidays will be announced by the Human Resource Services Office. When a holiday falls on Saturday, the Friday preceding will be substituted. When a holiday falls on Sunday, the Monday following will be substituted.

Only employees who are in an active pay status on the workdays immediately preceding and following a holiday will receive payment for the holiday.

Howard, Philip C. Music Library

Located within the Center for Educational Media in LRC 101U, Howard Music Library houses audio and video recordings, musical scores, reference materials, and audio equipment. Anyone with a valid MTSU ID may borrow scores. Recordings circulate only to faculty and staff but may be used by anyone in-house. For hours of operation, **see the Center for Educational Media** listing.

Identification Card Benefits

Your MTSU identification (ID) card can be made in room 112 of the Student Services Building (SSAC). Your ID card enables you to use MTSU facilities, including Murphy Center, Walker Library, and the Recreation Center. Your MTSU ID card may also be used as a debit card at many campus locations by opening a RAIDER FUND\$ account. Activate your RAIDER FUND\$ account at the Business Office windows or online at <https://itdwebapps.mtsu.edu/rfunds/RaiderFunds>. ID cards provide identification to businesses that offer discounts to state or MTSU employees. This card should be carried at all times; you may be asked to present your ID card to identify yourself as an MTSU employee.

James E. Walker Library

The James E. Walker Library is a benefit for all employees at MTSU, providing local collections and access to information across the globe. Through computer technology and partnerships, the library offers access to specialized indexes and other library collections throughout the world. Assistance is available to orient employees to the library and to help them find what they need. Books can be checked out with a valid MTSU ID card.

Library hours may be viewed at <https://library.mtsu.edu/about/hours>

Lost and Found

The Student Union Main Lobby (front desk), is the official Lost and Found location on the MTSU campus. Call 615-898-5121 for information.

Lunch and Break Periods

A one-hour lunch period will be provided at a time established by your department or supervisor. In addition, you may be given a break period of fifteen (15) minutes each half day, work load permitting, as scheduled by department heads or supervisor.

Phillips Bookstore

Upon presentation of your MTSU ID, you may purchase items for personal use at a twenty (20) percent discount from the Phillips Bookstore. The Phillips Bookstore is located in the Student Union building.

PipelineMT and D2L

PipelineMT gives students, faculty, and employees secure, single sign-on access to MTSU resources such as D2L, personal data, calendars, and links to email. PipelineMT is accessible via its quick link on the MTSU home page or directly at <https://eis.mtsu.edu/authenticationendpoint/login.do?commonAuthCallerPath=%252Fcas%252Flogin&forceAuth=false&passiveAuth=false&tenantDomain=carbon.super&sessionDataKey=d02c1ce5-60c6-465c-a2fe-babec8263c8f&relyingParty=Pipeline&type=cassso&sp=Pipeline&isSaaSApp=false&authenticators=BasicAuthenticator:LOCAL> .

In PipelineMT, faculty can access class lists, post grades and unofficial withdrawal roster data, and get information to assist them with advising their students. Employees may access data such as their addresses, marital status, emergency contacts, education and experience, benefits enrollment, beneficiaries, dependent coverage, direct deposit data, federal withholding, pay stub,

employment history, and leave balances. Students can register and search for classes, see class schedules, change addresses, view transcripts and grades, check financial aid and account balances, and pay fees with a credit card. Undergraduate students can also determine which courses are still needed for graduation.

In the My Courses channel, students and faculty can access D2L, the online course management tool. Faculty can also e-mail students in their classes, post assignments on calendars, post topics on course message boards, or use a course chat room.

PipelineMT is generally available 24 hours a day, seven days a week, except for periodic maintenance. Exceptions to RaiderNet hours are posted under Planned Down Time found on the PipelineMT login page located at <https://eis.mtsu.edu/authenticationendpoint/login.do?commonAuthCallerPath=%252Fcas%252Flogin&forceAuth=false&passiveAuth=false&tenantDomain=carbon.super&sessionDataKey=d02c1ce5-60c6-465c-a2fe-babec8263c8f&relyingParty=Pipeline&type=cassso&sp=Pipeline&isSaaSApp=false&authenticators=BasicAuthenticator:LOCAL> .

Policies

You are expected to have knowledge of and abide by MTSU University Policies. MTSU policies should be consulted on a regular basis by visiting www.mtsu.edu/policies/index.php

Post Office

Postal services are available through the MTSU Post Office in the Keathley University Center. Campus mail will be distributed through the campus mail system to your department. If you have questions relating to postal services, call 615-898-2459.

Recreation Facilities

As an MTSU employee, you are encouraged to use MTSU recreation facilities. There are many recreational facilities available at MTSU. Some of the facilities available for your use are:

- free weight room
- swimming pools (indoor and outdoor)
- climbing wall
- racquetball court
- equipment check-out
- track
- gym
- rental of tents, canoes, and kayaks

For more information, contact the Campus Recreation Office at 615-898-2104.

Registration of Vehicles

University-owned parking lots are for use by students, faculty, staff, and guests only. For this reason, each person operating a vehicle on campus must register with Parking and Transportation Services. A parking permit, required to be displayed in the vehicle, will be issued. The permit may be transferred from one car to another, thus eliminating the need for multiple permits. The registered holder of the permit is responsible, however, for the payment of any citation issued to a vehicle bearing his/her permit.

Parking permits and copies of the MTSU Traffic and Parking Regulations are issued at the Parking and Transportation Services office located at 205 City View Drive. If you have any

questions regarding campus parking, please contact Parking and Transportation Services at 615-898-2850. The office is open Monday through Friday from 7:30 a.m. to 4:30 p.m.

State Discounts

The State of Tennessee offers discounts at State Parks and Recreation areas at specific times during the year.

Women and Non-Traditional Students Center (JAWC)

The June Anderson Center for Women and Non-Traditional Students provides student support services conducive to learning and personal development for both women students and for adult students who generally work full time, are married, have children, and other adult responsibilities beyond their college experiences.

The center provides information and referrals about all aspects of academic and social life in person or by phone in the office, via e-mail, or through the convenient web pages that students can access 24 hours a day.

The center sponsors several student organizations and offers many varied programs that function as a support system for women and nontraditional students. The center conducts learning opportunities to enhance self-esteem, intellectual growth, leadership development, to discuss gender issues, and to appreciate diversity, so that students may experience academic success, retention, and graduation.

The center also develops collaborations and partnerships within the University and with public and private sectors to serve the needs of all women and nontraditional students.

For more information: June Anderson Center for Women and Non-traditional Students, Student Union Building, room 330, 615-898-5812.

Recruitment/Employee Relations

Employment Certification

In compliance with the Immigration Reform and Control Act of 1986 (IRCA), all newly hired employees must present documents evidencing identification and employment eligibility during the first three (3) days of employment. An I-9 form must be completed and placed on file in the Human Resource Services Office. Failure to do so could result in serious legal consequences. The Human Resource Services Office should be contacted for any questions regarding compliance with provisions of IRCA.

Exit Interview

In the event you leave MTSU employment, you will be encouraged to complete an exit interview with the Human Resource Services Office prior to your departure. This exit interview will give you an opportunity to make recommendations to MTSU and discuss benefits. You will be able to turn in keys, uniforms, ID cards, and any other MTSU property you may have been assigned. Your final paycheck will be available upon successful completion of this process.

Grievances

Prompt resolution of employee problems is always important. Whenever possible, these problems should be resolved with your immediate supervisor. If, however, a mutual agreement cannot be reached, the problem may be appealed in accordance with the formal MTSU Procedure on grievance processing (MTSU Policy 852). Faculty grievances regarding specific issues may be covered by other policies. Please consult the MTSU University Policies at www.mtsu.edu/policies/index.php

Nepotism

The employment of persons who are related to each other is limited to employment not within the same line of supervision. The hiring of two individuals of the same family in the same department is permissible, but under no circumstance may they be placed in the same line of supervision resulting in one relative supervising the activities of another relative or in one relative having management decisions over another relative (Refer to MTSU Policy 816 at www.mtsu.edu/policies/personnel/816.php).

New Employee Orientation

A New Employee Orientation is offered to all new employees. The orientation is an overview of the MTSU campus and the many services available to its employees. Presentations are made by representatives from various areas of the MTSU campus.

Outside Employment

Full-time faculty and professional staff may accept employment outside MTSU only if that employment does not interfere with the employee's regular duties or University functions and is scheduled outside regular working hours. Outside employment must be approved in accordance with MTSU Policy 814 at www.mtsu.edu/policies/personnel/p814.php.

Performance Appraisals

After you have been on the job for a reasonable period of time, usually four months, your performance will be evaluated, discussed with you, and reported by your supervisor to the department head. This will enable you to confirm your progress. Subsequent performance appraisals will be conducted annually.

Personnel Selection

When there is a current or anticipated job vacancy, the supervisor or department head must submit a written request to the Employment Office to announce the opening. After the closing date, the applicant pool is sent to the department head in accordance with MTSU procedure. The department head submits the selection recommendation to the Employment Office. This office then takes the necessary action to complete the employment process (Refer to the Equal Opportunity/Affirmative Action Policy in this handbook).

Promotions and Transfers

Promotion from within is encouraged, where feasible and appropriate. All position vacancies are widely announced. If you are interested in an announced opening for which you are qualified, you should make formal written application to the Employment Office.

Resignation

If you resign, you are encouraged to give a written notice at least one month in advance; however, two weeks written notice is acceptable. This allows time to process a replacement. Prior to departure, an exit interview will be conducted by the Human Resource Services Office. Upon your departure, you are to settle all financial obligations and turn in your identification cards, keys, uniforms, and any other MTSU property which you have been issued. Your final paycheck will be available when the clearance process is completed.

Resignation Not in Good Standing

An employee who is absent from duty for more than three (3) consecutive business days without giving notice to the appointing authority or appropriate manager concerning the reason for such absence and without securing permission to be on leave or who fails to report for duty or the immediate supervisor or the appointing authority within two (2) business days after the expiration of any authorized leave of absence, absent unusual circumstances causing the employee's absence or preventing the employee's return, is considered as having resigned not in good standing (MTSU Policy 800 at www.mtsu.edu/policies/personnel/p800.php).

Violence on Campus

MTSU, insofar as possible, is committed to providing a safe and secure environment to its students, faculty, and staff through a policy of zero tolerance for acts of violence committed on campus or within any university-owned or operated facility. Any such acts may be prosecuted to the fullest extent of the law as well as subjected to normal university disciplinary procedure. For further information, see MTSU Policy 710 at www.mtsu.edu/policies/campus-health-safety-security/p710.php.

Violence is defined as: "any act or threat of aggression intended to create fear of bodily harm or to otherwise threaten the safety of a coworker, student, or the general public." Examples of such behavior include, but are not limited to:

- Any assault or battery. Assault includes speech where the target is threatened and the individual making the threat has the capability to carry it out. The target is made to feel he or she is in danger. Battery is the actual physical contact.
- Any substantial threat to destroy or willful destruction of property.

If a violent or potentially violent situation occurs:

1. Call 911 to reach the MTSU University Police department.
2. If you believe a phone call is not possible, tell the first staff member or other person you see that you need help.
3. If the aggressor is not in the area, give direct, concise information about the situation. If the aggressor is in the area, just give your name, location, and say that you need help.
4. Notify a director or supervisor as soon as possible.

Compensation and Benefits

Benefits Chart

Employee Benefits
Chart

	Regular	Regular	Regular	Regular	Temporary	Student
<u>Type of Benefit</u>	<u>100%</u>	<u>83%</u>	<u>80%</u>	<u>Less than 80%</u>	<u>Employees</u>	<u>Employees</u>
Retirement	X	X	X	X		
Insurance	X	X	X			
Longevity	X	X				
Employee Fee Waiver for Classes	X					
Sick and Annual Leave	X	Prorated	Prorated	Prorated		
Social Security Match	X	X	X	X	X	X
Dependent/Spouse Discount for Tuition	X	Prorated	Prorated	Prorated		
Deferred Compensation	X	X	X	X	X	X
401(k) Match	X	X	X	X		
<i>The table above lists the benefits available to regular employees based on percentage of employment.</i>						
<u>Regular Employment Groups</u>	-					
Administrative/Professional						
Clerical/Support Staff						
Coaches						
Executive Administrative						
Faculty						
<u>Student Employment Groups</u>	-					
General Student Workers						
Graduate Assistants						
Resident Assistants						
Student Work Study						
<u>Temporary Employment Groups</u>	-					
Adjunct Faculty						
Flat Rate Temporary						
Post Retirees						
Temporary Hourly						

Compensation

Middle Tennessee State University has different pay plans for each employment classification.

Faculty Positions

To ensure competitive faculty salaries by discipline and rank, internal and external reviews are conducted for each faculty appointment. First, salaries are recommended by the department chairs based upon departmental cohort salaries in consideration of level of degree and total years of experience. The college dean and P/VPAA office review these recommendations for accuracy. Second, salary ranges have been determined for each teaching discipline and rank using CUPA, AACSB, or other nationally published salary survey data from selected peer institutions. Individual placement within each range is determined by a consideration of three factors: total years of equated higher education experience, level of highest degree, and number of years in rank. This formulaic method is used as an external measure of market competitiveness. Final approval of the recommended salary rests with the executive vice president and provost.

Administrative and Professional Positions

Salary ranges for each of the fifteen (15) pay grades are determined using CUPA salary survey data for benchmarked position titles. Non-benchmarked positions are assigned to pay grades based on their relationship to benchmarked positions. Individual placement within each salary range is determined by the years of experience of the employee as recommended by the Office of Human Resource Services. Final approval rests with the vice president of each division.

Non-Exempt Classified Positions

The non-exempt compensation plan has eleven (11) skill levels. Positions are placed within these ranges based on a point factor system. Individual placement within each salary range is based on the education and years of experience of the employee as determined by the Office of Human Resource Services.

Procedures to Request a Position Classification/Reclassification Review

1. View the **Position Description (PD) Training Slides** on the Human Resource Services (HRS) web site under the compensation link to see a walkthrough of creating, modifying, or reclassifying an administrative or classified PD in the online employment system.
2. Access the **Internal Hiring System of MTSU Jobs Online** website at <https://mtsuemployees.pageuppeople.com> to complete an administrative or classified PD.
3. **Complete the appropriate PD with all information**, including:
 - a. **Position Number** (six-digit number unique to each position).
 - b. **Estimating the percentage of time** spent on each essential duty listed.
 - c. **Current organization chart** that identifies the position number and job title of each position within the department.
 - d. **Proposed organizational chart** that identifies the position number and job title of each position within the department.
4. If requesting a **position reclassification review**, provide a **short memo to identify the significant additional duties** that have been added to the position and performed a minimum of six months to support the request for reclassification study.

5. All PD **approval signatures will be obtained electronically** with in the Internal Hiring System of MTSU Jobs Online before arriving at HRS for review and approval.
 - a. Classified PDs require approval signatures of the immediate supervisor and department head (creating a new classified position includes approval signatures of the dean (if applicable), and vice president/senior vice president/president.
 - b. Administrative PDs require approval signatures of the immediate supervisor, department head, dean (if applicable) and vice president/senior vice president/president.
6. A compensation analyst from HRS will contact the incumbent to schedule an audit interview.
7. A **new position classification review** would include all items except the memo described in statement number 4 and the audit interview described in statement number 6 above.
8. If you have any questions, please contact the Employment and Employee Relations Office at 615-898-2928.

Educational Assistance Programs

Middle Tennessee State University is committed to the need for the continued professional growth and development of employees. It considers support for educational expenses of personnel and their dependents is an important vehicle for addressing that need. The programs for MTSU employees and dependents are available subject to funds being budgeted and available within the institution.

The policies for Educational Assistance (829, 830, 831, 643) contain a total of nine (9) programs. The Programs in 829 and 830 provide benefits to personnel at Board of Regents institutions, Tennessee Technology Centers and state universities to further their formal education. The Program in 831 provides benefits for dependents of MTSU employees. The programs in 643 provide assistance to dependents of veterans and to disabled, elderly persons and state retirees. The programs in 831 provide assistance to state employees and dependents of teachers. Complete eligibility information is contained within each Policy located online at <http://www.mtsu.edu/policies/index.php> . The programs are:

829 and 830 – Educational Assistance for MTSU Employees

- I. Faculty or Administrative/Professional Staff Grant-in-Aid Program
- II. Faculty and Staff Tuition Reimbursement Program
- III. Employee Audit/Non-Credit Program
- IV. MTSU Employee Tuition Waiver

831 – Educational Assistance for Spouses and Dependent Children of MTSU Employees AND Education Assistance for State Employees, Dependents of State Employees and Teachers

- I. Student Fee Discount for Spouses and Dependent Children Program
- II. Public Higher Education Fee Waiver for State Employees Program
- III. Fee Discount for Dependent Children of Teachers or State Employees Program

643 – Educational Assistance for Veterans' Dependents', Disabled, Elderly Persons and State Retirees

- I. Veterans' Dependents' Post-Secondary Education Program
- II. Disabled, Elderly Persons, and State Retiree Program

Note: Forms for the programs listed above are available in the Human Resource Services office located in the Sam H. Ingram Building, Room 204 or online at

http://www.mtsu.edu/hrs/hrs_forms.php. For more information or help locating forms you may call Human Resource Services at 615-898-2929.

Insurance

Described briefly below are the insurance options available through MTSU. Participation in these plans is optional.

Dental Insurance

The State of Tennessee offers two dental options to all regular full-time employees. This coverage can be elected when first employed or during any annual enrollment period.

Disability Insurance

The University offers both Long Term and Short Term Disability to eligible employees. Both plans are designed to provide a benefit should you become unable to work due to a disability.

Group Insurance

The State of Tennessee Group Insurance plan is provided as an option for you and includes basic term life insurance, basic special accident insurance, and medical/hospitalization coverage. Eligible employees have three plan options; two PPO plans and one Consumer Driven Health Plan (CDHP). In addition, employees have two insurance carriers to choose from along with four tiers of coverage (employee, employee + spouse, employee + children or family). Coverage is effective the first day of the month following the hire date.

Optional Life Insurance

Optional life insurance is available to eligible employees, spouses and dependents. This coverage can be elected during the initial enrollment period without answering health questions and if offered during annual enrollment with proof of insurability.

Optional Special Accident

The Optional Special Accident plan provides an additional amount of accidental death or dismemberment coverage. Participation is optional.

Other Benefits

Described briefly below are the other benefits available through MTSU.

Benefits Fair

The biannual employee benefits fair is sponsored by the Human Resource Services Office. The benefits fair provides the opportunity for employees to learn more about the benefits offered through MTSU and various other services available in the community. The annual benefits fair is coordinated in conjunction with the annual enrollment/transfer period.

Benefits Orientation

A benefits orientation is scheduled for you during the first three (3) days of employment. During this meeting, you are provided detailed benefits information and have the opportunity to discuss all options and make enrollment decisions.

Benefits Statement

Benefits information is located on-line through [PipelineMT](https://pipeline.mtsu.edu/home). <https://pipeline.mtsu.edu/home>

Change of Status

Change of name (name must match Social Security card), marital status, dependents, telephone, and address are of vital importance in keeping employee records and benefits information up-to-date. The Human Resource Services Office should be notified within thirty (30) days when you have a change of status. The thirty (30) day time-frame is crucial to benefits administration. Beneficiary changes on life insurance and/or retirement are also handled through the Human Resource Services Office.

Charitable Organizations

Employees are eligible to make contributions through payroll deduction to charitable organizations. Information on which organizations are available is provided in the Human Resource Services Office.

Childcare Services

The MTSU Childcare Services consist of the MTSU Child Care Lab (615-898-2970), the Child Development Center Lab (615-898-2198), and the Ann Campbell Learning Center (615-898-2458). Together, through these three facilities, MTSU employees can find childcare for their children—infants, toddlers and pre-schoolers during the daytime as well as during the evening hours if you have to work. Part-time and Full-time care are both available.

Direct Deposit

Effective July 1, 1997, MTSU requires all newly hired regular employees to receive their paychecks through direct deposit. Direct deposit is offered with any Federal Reserve System financial institution.

Employee Assistance Program

The Employee Assistance Program (EAP) is a short-term counseling service available to you and your immediate family members who may be experiencing personal or workplace problems.

Family Medical Leave Act

The Family and Medical Leave Act of 1993 requires Middle Tennessee State University (MTSU) to provide up to twelve (12) weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for MTSU for at least one year and for 1,250 hours over the previous twelve (12) months. In order to administer the FMLA policy, the Human Resource Services Office requires department heads/timekeepers to notify the Human Resource Services Office of any employee using three (3) or more consecutive sick leave days so that FMLA eligibility can be determined and declared. The following is a summary of some provisions of the Act:

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- to care for the employee’s child after birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or MTSU’s option, certain kinds of “paid” leave may be substituted for unpaid leave.

Advance Notice and Medical Certification

The employee may be required to provide advance leave notice and medical certification.

Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide thirty (30) days advance notice when the leave is “foreseeable”.
- MTSU may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at MTSU’s expense) and a fitness-for-duty report to return to work.

Job Benefits and Protection

- For the duration of FMLA leave, MTSU must maintain the employee’s health coverage under any group health plan.

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. (An exception for “key employees” may apply.)
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee’s leave.

Unlawful Acts By Employers

FMLA makes it unlawful for MTSU to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
 - An eligible employee may bring a civil action against MTSU for violations.
- FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information, contact the Human Resource Services Office.

Flexible Benefits

The Flexible Benefits program allows certain expenses to be paid from pre-tax rather than after-tax income as authorized under Section 125 of the Internal Revenue Code. Participation in the Flexible Benefits Program is optional. If eligible, you can elect a Flexible Spending Account (FSA), a Limited FSA or a Health Savings Account (if enrolled in the Consumer Driven Health Plan).

Longevity

The State of Tennessee offers longevity pay for employees who work eighty-two percent (82%) time or more as a bonus for years of service. You will begin receiving longevity pay after you have completed three (3) years of employment with the State of Tennessee. Longevity is paid up to a maximum of thirty (30) years of service and will be paid to you on the first pay period after your anniversary date.

Paid Parental Leave

For information pertaining to Paid Parental Leave please visit
https://www.mtsu.edu/hrs/benefits/Paid_Parental_Leave.php

Retirement

All regular employees participate in retirement. Support personnel participate in the Tennessee Consolidated Retirement System (TCRS). Administrative employees and faculty have the opportunity to participate in the TCRS or the Optional Retirement Plan (ORP). Employees hired 7/1/2014 or later have a mandatory 5% retirement contribution.

Service Awards

In recognition of employee's service and dedication to MTSU, service awards are presented annually. Employees who have completed ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), or forty (40) or more years of service are honored at a luncheon and recognized for the number of years served.

Social Security

MTSU participates in Social Security. Your contribution is specified by the Federal Social Security Administration and MTSU pays the employer portion.

Tax-Deferred Annuity

You are eligible to participate in a 403(b), 457, or 401(k) tax-deferred annuity program. These programs allow you to establish a supplemental retirement plan with pre-tax dollars. You may also elect to participate in a post-tax Roth 401(k) plan.

Unemployment Compensation

MTSU provides unemployment compensation as a benefit; however, the decision to award these benefits rests with the Department of Employment Security. No deduction is made from the employee's pay for this benefit. This compensation should not be confused with Social Security or Worker's Compensation.

Worker's Compensation

All MTSU employees are covered under worker's compensation. The State of Tennessee is self-insured, and CorVel Corporation administers the state worker's compensation program. In the event you are injured at work:

- Employees must report a work-related injury/incident to a supervisor immediately. The injury/incident must be reported to the State of Tennessee claims administrator within 3 business days. To report within the required 3 business-day period, please follow the worker's compensation instructions referenced below. In addition, before seeking medical treatment (excluding serious bodily injury or life-threatening injury), the injury/incident must be reported via the 24/7 Nurse Triage Line.
- The statute of limitations for filing claims is one (1) year from the date of the accident.
- Steps: Contact your supervisor to report the injury/incident and advise the Human Resource Services Office.
- Follow the [State of Tennessee Workers Compensation instructions](#).

Employees who have a **work-related injury** must choose a physician from the providers who are enrolled in the worker's compensation network. **Employees must use providers listed in the network in order to have a claim paid. If an employee does not follow proper procedures by obtaining treatment from an authorized provider, the employee will be responsible for payment of his/her medical bills.** In addition, the worker's compensation claim for any other type of benefits (lost time pay, disability, etc.) will not be considered.

All injuries should be reported as soon as possible. Benefits payable for injuries received on the job are determined by Sedgwick Claims Management Services. The Human Resource Services office provides forms and assistance in filing claims for job-related injuries.

Time Reporting and Record Keeping

Faculty/Administrative Leave Reporting

Leave usage for faculty and administrative employees is reported to Human Resource Services through the internet by using PipelineMT. Leave for the previous month is entered by the individual employee and submitted for approval to their supervisor or department head by the first of each month. Detailed instructions as well as an online training module can be found at: www.mtsu.edu/hrs/leavereporting/index.php

Time Sheets (Support Staff)

Time sheets are the official time records for payroll purposes and are completed online through PipelineMT by the individual employee. Employees enter their time worked and leave used for the pay period then submit for approval to the supervisor or department head by the deadline set forth by Human Resource Services. Review Leave Reporting/Web Time Entry at https://www.mtsu.edu/hrs/leavereporting/web_time_entry.php for more detailed information.

Working Hours

The standard workweek begins on Saturday and ends on Friday consisting of 37.5 hours. An alternative workweek used by some departments begins on Monday and ends on Sunday consisting of 37.5 hours. The standard MTSU workday is from 8:00 a.m. to 4:30 p.m. All administrative offices are open during this time.

Extra Hours - Support Staff

Emergency Call-Back Time

A minimum of two (2) hours premium overtime will be provided for employees who are called back to work for emergency reasons.

Holiday Pay

Employees who are required to work on an official University holiday will be compensated per MTSU Policy 802 at www.mtsu.edu/policies/personnel/p802.php.

Inclement Weather Pay

Employees who are required to work during inclement weather will be compensated per MTSU Policy 803 at www.mtsu.edu/policies/personnel/p803.php.

On-Call Time

If you are scheduled to be on-call to provide services during off-duty hours, you will be paid as emergency call-back time for actual hours worked.

Overtime

Overtime is any time worked in excess of 37.5 hours. Time taken as annual leave or sick leave does not count as hours worked for overtime computation purposes. Official University holidays will be counted as hours worked for overtime computation purposes. Overtime will be paid at straight time for hours worked in excess of 37.5 hours and up to 40.0 hours per week; premium rate overtime at one and one-half times the straight time rate will be paid for hours worked in excess of 40.0 hours per week.

Leave

The Family Medical Leave Act may directly affect the following leave policies. For more information, refer to the Other Benefits section.

Annual and Sick Leave

Annual and Sick Leave are provided as a benefit to you. For appropriate use of annual and sick leave, refer to MTSU Policy 825 at www.mtsu.edu/policies/personnel/p825.php.

Part-time regular employees accrue annual and sick leave on a prorated basis. Regular employees with MODFY (modified fiscal year) appointments accrue annual leave during their appointment periods.

MODFY employees who work during their normal non-duty period will accrue annual leave as full-time employees for each month of full-time employment. During part-time employment periods, MODFY employees will accrue annual leave on a prorated basis.

Requests for annual leave are subject to approval by the department head prior to the beginning of the leave. Annual leave or sick leave may not be advanced.

The employees date of employment, except when adjustments in the date must be made due to prior service or periods of leave without pay/nonaccrual, will be used when determining years of service for accruing annual leave.

The following schedules apply to the accrual and accumulation of leave.

Annual Leave for Full-Time Support Staff

Years of Service	Accrual Rate Per Month	Maximum Accumulation
Less than Five (5)	7.5 hours	225.0 hours
Five (5) to Ten (10)	11.3 hours	270.0 hours
Ten (10) to Twenty (20)	13.2 hours	292.5 hours
Over twenty (20)	15.0 hours	315.0 hours

In the event annual leave reaches the maximum accrued leave as of June 15th for full-time support staff, hours in excess of the maximum will be transferred each year to the employee's accumulated sick leave.

Annual Leave for Full-Time Administrative Staff

Accrual Rate Per Month	Maximum Annual Accumulation	Maximum Total Accumulation Within Fiscal Year	Maximum Accumulation Carried Forward To Next Fiscal Year
15.0	180.0	495.0	315.0

In the event annual leave reaches the maximum accrued leave, excess will be transferred on June 30th each year to the employee's accumulated sick leave.

Sick Leave for Full-Time Support and Full-Time Administrative Staff

Accrual Rate Per Month	Maximum Annual Accumulation	Maximum Total Accumulation Within Fiscal Year	Maximum Accumulation Carried Forward To Next Fiscal Year
7.5	90.0	No Limit	No Limit

Upon separation from MTSU, employees are paid at their regular rate of pay for the exact number of hours of unused annual leave. Unused accumulated sick leave is not paid to the employee at the time of separation. (See Transfer of Leave.) In the event of the death of an employee, any unused annual leave and sick leave will be paid to the estate or designated beneficiary of the deceased employee.

Annual Leave for Faculty

Faculty members employed on a 12-month basis earn annual leave at the rate of 15.0 hours per month. Academic year faculty do not accrue annual leave.

Sick Leave for Faculty

Faculty members accrue sick leave at the rate of 7.5 hours per month. Faculty members on an academic year appointment earn a total of 67.5 hours per academic year. Academic year faculty who teach during summer sessions may accrue additional sick leave provided that when such employment is less than full-time, sick leave will be earned on a prorated basis. The maximum accrual for full-time summer employment is 22.5 hours. (MTSU Policy 825 at www.mtsu.edu/policies/personnel/p825.php)

Bereavement Leave

MTSU provides all regular, full-time, and part-time employees time off without loss of pay due to the death of a spouse, child, stepchild, parent, stepparent, foster parent, parent-in-law, grandparent, grandchild, or sibling. A maximum of three (3) days bereavement leave is available. In addition to bereavement leave, an additional two (2) days sick leave may also be granted for employees.

In instances of the death of a relative to which bereavement leave does not apply, sick leave may be granted for sons– and daughters–in–law, brothers– and sisters–in–law, foster brothers and sisters, and other members of the family who reside within the home. A maximum of three (3) days is available. (MTSU Policy 825 at www.mtsu.edu/policies/personnel/p825.php)

Civil Leave

You will be granted civil leave when in obedience to a subpoena or direction by proper authority, you appear as witness for the Federal government, the State of Tennessee, or a political subdivision of the state, or when it is necessary to attend any court in connection with official duties or serve on a jury in any State or Federal Court (MTSU Policy 825 at www.mtsu.edu/policies/personnel/p825.php).

Disaster Relief Service Leave

In accordance with TCA §8–50–810, a regular employee who is a certified disaster service volunteer of the American Red Cross may be granted leave with pay for up to fifteen (15) work days each calendar year to participate in specialized disaster relief services for the American Red Cross. The request for the employee's services must come from the American Red Cross and is subject to approval by the employee's supervisor. The institution may require the employee to provide verification of service following the disaster period. (MTSU Policy 825 at www.mtsu.edu/policies/personnel/p825.php)

Leave of Absence

MTSU provides time off to regular employees due to illness, injury, or disability of an employee who has insufficient accumulated annual and/or sick leave; leave for educational purposes; and leave for justifiable personal reasons. Additional guidelines are available to employees through the MTSU policies and procedures manual (MTSU Policy 825 at www.mtsu.edu/policies/personnel/p825.php).

Military Leave

All employees who are members of any reserve component of the armed forces of the United States or of the Tennessee National Guard will be entitled to a leave of absence from their duties without loss of time, pay, regular leave, vacation, or any other rights or benefits to which otherwise entitled, for all periods of military service during which they are engaged in the performance of duty or training in the service of this state, or of the United States, under competent orders. Each employee who is on military leave will be paid his or her salary or compensation for up to twenty (20) working days per calendar year, plus such additional days as may result from any call to active state duty (MTSU Policy 825 at www.mtsu.edu/policies/personnel/p825.php).

Parental Leave

In accordance with MTSU Policy 825, (www.mtsu.edu/policies/personnel/p825.php), a period of up to four (4) months of leave may be granted to eligible employees for adoption, pregnancy, childbirth, and nursing the infant, where applicable, in accordance with T.C.A. § 4-21-408. With regard to adoption, the four (4) month period shall begin at the time the employee receives custody of the child.

Sick Leave Banks

The non-faculty sick leave bank and the faculty sick leave bank were established to provide emergency sick leave for employees who have exhausted their personal sick leave and annual leave. Emergency leave includes unplanned personal illness, injury, disability, or quarantine. Each year, enrollment for both banks is conducted during the month of October. Employees must donate two (2) days of personal sick leave to become a member of the bank. Trustees of the sick leave bank meet when a request is submitted to the bank. Decisions made by trustees cannot be appealed. Enrollment in the sick leave bank is optional. Only members of the sick leave banks are eligible to receive donated leave. Refer to transfer of leave between employees for more information concerning donated leave.

Terminal Leave

Terminal leave begins the next workday after the last full day worked. If you have accrued annual leave, upon separation from MTSU, the annual leave will be converted to terminal leave and paid. An exception to this policy may apply to termination due to gross misconduct. Employees are not able to accrue annual or sick leave during the terminal leave period. Employees are not paid for sick leave upon separation. Terminal leave entitlement, due to an employee's death, will be paid to the employee's estate or designated beneficiary.

Transfer of Leave from Another State Agency

If you transfer to another State agency, office, department, college, or university, your accumulated sick and annual leave will be fully transferable. If you have prior State of Tennessee employment, the Human Resource Services Office should be notified so that a determination can be made for creditable service and any prior sick leave balances transferred.

Transfer of Leave Between Employees

In accordance with Chapter 755, Public Acts of 1994, guidelines and procedures were established for employees to transfer sick leave to members of the Sick Leave Bank who experience a continuing disability due to illness or injury. Certain criteria must be met in donating leave to an employee and in receiving donated leave from an employee.

For additional information, contact the Human Resource Services Office at 898-2929.

Voting Leave

Employees who are registered to vote may request time off to vote in state, national, or local elections if they make a request before 12:00 noon the day before the election. Supervisors may specify the hours, not to exceed three, that employees may be absent from work. Time off will be granted only if the polls where the employees are registered to vote are not open three or more hours before or after regular work schedule. (MTSU Policy 825 at

www.mtsu.edu/policies/personnel/p825.php)

Workplace Safety

Workplace Safety

The objective of the Safety Office is to provide a safe and healthful environment for all members of the MTSU Community. The Safety Office is located in the trailer behind the Holmes Building, Room M116. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, or by appointment by calling 615-898-5784.

If an accident occurs on-the-job, or you contract an illness due to your job duties, inform your supervisor immediately. To report an Injury/Illness follow the procedures that coordinate with Worker's Compensation by visiting <http://www.mtsu.edu/hrs/benefits/wcomp.php>.