

TABLE OF CONTENTS

Methodist University Mission Statement	1
Equal Employment Opportunity Statement	2
President's Letter	3
Introduction	4
Definition of Staff Personnel	5
Hiring policy.....	5
Employee Classifications	5
<i>Full-Time</i>	
<i>Part-Time</i>	
<i>Temporary</i>	
<i>Adjunct Faculty</i>	
Organizational Chart	6
Affirmative Action Policy	7
Functions of the Affirmative Action Officer	8
Functions of the Affirmative Action Committee	8
Grievance Procedure	9
Dissemination of the Policy	9
Employment Policies	10
Evaluations.....	10
Attendance and Punctuality	11
Behavior of Employees	11
Behavior Counseling and Reprimand	13
Bringing Child/Children to Work	13
Inclement Weather/Canceling Classes/Closing Offices Due to an Emergency	13
Computer Use Policy	14
Confidential Nature of University Affairs	15
Conflict Management Procedures	16
Conflicts of Interest.....	17
Counseling Services	17
Personal Appearance.....	19
Fraud Policy.....	19
General Accounting/Purchasing Policies and Procedures	21
Ownership of Intellectual Property	21
Family Educational Rights and Privacy Act (FERPA)	23
Grievance Procedure	23
Lunch Facilities	23
Parking	24
Personnel Record Keeping	25
Verification of Employment.....	27
Personal Automobile Use	27

TABLE OF CONTENTS

Position Transfer	27
Sexual Harassment	27
Smoking Policy	28
Staff and Student Social Relations.....	28
Substance Abuse Policy	29
Vehicle Operator’s Policy	30
Pay Policies.....	33
Pay Procedures.....	33
Employees Receiving Additional Wage Payment.....	33
Overtime Policy.....	34
Holiday Worked Pay Policy	34
Inclement Weather Reporting and Pay Policy.....	34
Employee Travel Expenses.....	35
Employee Safety	36
Safety Policy.....	36
Security	38
Key Control	39
Workers Compensation.....	41
Employee Benefits Policy	43
Leave Policy.....	44
Annual Leave Policy.....	44
Sick Leave Policy	47
Maternity Leave Policy	49
Jury Duty	49
Family and Medical Leave Policy	49
Holidays.....	51
Funeral Leave.....	52
Leave of Absence.....	52
MUP Scholarship Policy.....	54
Departure from University Employment.....	59