

# **DIVISION OF STUDENT AFFAIRS STAFF MANUAL**



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## **Student Affairs Mission**

The Student Affairs mission is to provide students with effective services and developmental opportunities that augment their academic experience and enhance the quality of their lives while enrolled at the University of Louisville.

When coupled with a challenging academic experience, these services and opportunities facilitate the students' total development so that they attain their educational goals as individuals prepared to function successfully as leaders within diverse, multicultural and international world. In support of this mission, the Division provides essential services to the faculty and to the academic units.

## **Student Affairs Vision Statement**

To be acknowledged for our outstanding service to students; recognized as responsible servants to our communities; known as innovative and student centered practitioners; and regarded as one of the premier student affairs programs in the country.

## **The Student Affairs Emphasis/Goals**

- To inspire a vibrant campus life and engaged student body.
- To celebrate tradition and create a sense of purpose.
- To enhance services that meets the needs of students.
- To transform theory into practice to support student learning.

## **The Student Affairs Core Values**

We value students. We value their ideals, their dreams, their aspirations, and their challenges as they seek to find meaning and their voice.

We value learning and individual potential. We value the process of acquiring knowledge and developing skills to reach individual potential and supporting opportunities for understanding unique talents and passions while becoming a part of an educated citizenry.

We value the spirit of community. Like a small neighborhood, we value open dialogue, mutual respect and trust, commitment to long-term relationships, tradition, and a sense of belonging that inspires Cardinal pride.

We value service to students and society. We assist students to define, refine, and achieve their goals through programs and services designed to help them succeed and to become contributing members of society.

We value professionalism. We encourage professional growth, development, and ethical conduct of our staff and strive for collaboration to create an environment supportive of students learning.

## Introduction

These guidelines are provided as a supplement to established University of Louisville Policies and Procedures. This information is provided in an effort to clarify existing University policies for staff within the Division of Student Affairs.

Additional clarification can be provided by the individual department directors or the Office of the Vice President for Student Affairs.

For related information please refer to the:

- [University of Louisville Human Resources Policies](#)
- [University of Louisville Purchasing Policies](#)
- [University of Louisville Controller's Office Polices.](#)



## **Office Hours**

Offices within the Division of Student Affairs will be open for service Monday through Friday between the hours of 8:00am and 5:pm. Additional evening hours may be established as needed. Any on-going change in the standard hours needs to be communicated to the Office of the VP.

## **Work Schedule**

Individual work schedules will be provided to each employee by their supervisor. Employees may not adjust work schedules without prior approval from their direct supervisor. Approved schedules will be designed to benefit the department and the campus community and should be consistent with divisional goals and objectives. Staff within the division are set up at 37.5 hour a week employees. [Additional Information](#)

## **Time Sheet/Documentation of Work Time**

Staff should document and submit all absences or leave that depart from their regular work schedule – Classified staff bi-weekly and PA Staff monthly

As a divisional policy, staff are not permitted to bank or use comp time.

Classified staff are expected to submit bi weekly timesheets that accurately reflect the actual hours worked. Absences should be reported with the approved leave type noted.

Professional staff are expected to submit monthly time reports that include full or partial days off. Accurate records must be maintained which will show all significant absences, indicating whether chargeable or non-chargeable. The decision on what is chargeable and reportable to payroll as leave is at the discretion of the Director of the department – via a notation on the monthly record of chargeable absences form.

Each department will notify staff to whom and when timesheets should be submitted. Time sheets and monthly reporting forms must be signed by supervisors and maintained in department.

## **Flex Time**

Decisions regarding flex time for staff are made by the director of each department. Changes in approved schedules will be designed to benefit the department and/or the campus community and should be consistent with divisional goals and objectives as well as established policies and procedures. Requests for flex time should be made to the director in writing. Copies of written approvals should be forwarded to the Office of the Vice President

## **Dress Code**

Employees are expected to dress appropriately for an office setting at the university. Casual business is appropriate in most situations. Sportswear, blue jeans or t-shirts are not considered appropriate for work in most locations. Department directors will set specific office expectations based on department duties and responsibilities as well as programmatic needs and function

## **Taking Classes During Work Hours**

The Division of Student Affairs encourages staff development opportunities offered by the university including the use of tuition remission. Requests to adjust work hours to take classes during normal work hours need to be approved in advance by the Director of the department. Requests will be evaluated based on the impact the approval will have on the department including coverage and the delivery of services. The director will work with employees to identify options that will minimize the adverse impact on the department and/or the disruption of services.

## **Special Class Fees**

The University's tuition remission policy covers the cost of standard tuition for up to 6 hours a semester. Any other fees or charges, including distance education fees, will be the responsibility of the employee.

## **Committee Work**

Staff members are encouraged to participate in divisional and university wide committees as a form of professional development and community service. The director of the department will approve all participation in advance to ensure that all staff have opportunities to get involved and that departmental services and programs are not negatively impacted. Staff representing the department on divisional committees should regularly report back to their department. Staff who represent the division on university committees should meet with their director periodically to provide updates and ensure divisional priorities are being addressed. Staff participation on divisional and campus wide committees is contingent on staff remaining in good standing within their department.

## **Annual/Vacation Leave**

Classified and Professional staff members accrue annual leave consistent with University policy. Annual leave may be authorized at times convenient to the efficient operation of the department as determined by the department head, but shall not be authorized for use during the provisional employment period.

Classified and professional staff members must submit a request to use annual leave on a Request for Leave Form. The request should indicate the times and dates when the leave begins and the return from leave. The request must be submitted five working days in advance of the leave time requested and approved their director.

All approved annual leave must be noted on monthly or bi weekly timesheet. [Additional Information](#)

## **Sick Leave**

Classified and Professional staff members accrue annual leave consistent with University policy. Sick leave may be granted:

1. for the employee's personal illness, injury, or exposure to a contagious disease which would endanger others, or for appointments with a licensed medical practitioner.
2. or when the employee's absence is necessary due to the illness of a member of the immediate family (Biological, foster or adoptive parent, a stepparent, spouse, a biological, adoptive or foster child,

a step child, a legal ward or a person whom the employee has daily responsibility and financial support, mother, father, brother, sister, son, daughter, husband, wife, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, and grandchildren of both the employee and spouse.).

Classified and professional staff members must submit a request to use sick time for regular appointments with a licensed medical practitioner on a Request for Leave Form. The request should indicate the times and dates when the leave begins and the return from leave. The request must be submitted three working days in advance of the leave time requested and approved their director.

Staff are expected to call in to the office in advance of their scheduled arrival time and leave a message with the designated staff person whenever an illness keeps them from coming to work. Requests to leave work early due to illness may be approved by the director.

All approved sick leave must be noted on monthly or bi weekly timesheet.

The department may require the employee to state in writing that any use of sick leave was for reasons provided above. After the use of five workdays of sick leave in the preceding 12 months, the department head may require a medical certification of illness before authorizing additional sick leave. [Additional Information](#)

## **Personal Leave**

The university will provide occasional time off with pay for classified employees to conduct personal business which cannot be transacted outside normal working hours, such as real estate closings, religious observances, court appearance other than jury duty or as a witness, and family responsibilities.

During the calendar year, a classified employee with regular status may take up to two days of personal leave with pay. Personal leave may be authorized by the supervisor at times convenient to the department. Notice should be given three workdays in advance. In emergencies, however, shorter notice may be given.

Personal leave days are not accrued beyond the calendar year. Whenever an employee moves from one unit to another without a break in regular continuous service, unused personal days shall be transferred to the new unit for future use during the remainder of the

calendar year. Personal leave will not be paid at termination nor in the event an employee transfers into a professional/administrative position.

A regular (classified) staff member must submit a request to use personal leave on a Request for Leave Form. The request should indicate the time(s) and date(s) when the leave begins and the return from leave. The request must be submitted in advance of the leave time requested and must be approved by their director. Personal leave should be noted on bi weekly timesheet. [Additional Information](#)

## **Other Leave**

### **Voting Leave**

In accordance with state statutes, any person who is entitled to vote on election day may be absent up to four hours if the voter applies for the time off prior to election day. Supervisors may grant up to two consecutive hours off from regular duties with pay to vote and may determine when such time is to be taken during the day. The employee may use annual leave, personal days, or accrued compensatory time for the remaining two hours. [Additional Information](#)

### **Jury Duty**

Any staff member who submits to the staff member's department head a copy of his or her subpoena to serve as a juror or as a witness shall be granted time off for actual time for such duty and reasonable travel time when such absence occurs during his or her regularly scheduled hours of work. A copy of the subpoena must be retained at the departmental/unit level. Staff members shall be required to return to their jobs at the end of the daily court duty if there are more than four hours remaining in the work schedule. Employees normally scheduled to work on the second or third shift who are selected for court/jury duty will be expected to report for work in accordance with their assigned schedules if they are excused from such service before having served four hours or more. Appearance in court for traffic or other violations or as a party in a law suit must be charged to an appropriate leave balance or leave without pay. [Additional Information](#)

### **Military Leave**

The university has leave policies in place related to military service as well as leave available for families of service men and women.

Staff should contact Human Resources for the most up to date information. [Additional Information](#)

### **Bereavement Leave**

The university recognizes the need for employees to be away from work upon the death of an immediate family member. An employee, upon request, shall be granted three days of administrative leave with pay upon the death of any member of the employee's immediate family. If more than three days' absence is necessary other arrangements may be made by using personal days, compensatory time, annual leave and/or leave without pay.

A staff member must submit a request to use administrative leave for bereavement purposes on the Leave Request Form to the supervisor and/or unit head. The request should indicate the time(s) and date(s) the leave begins and the return to work. The request should also indicate the family relationship to the deceased family member. [Additional Information](#)

### **Parental Leave**

The university provides paid Parental Leave for university faculty and staff. Eligible employees will receive three weeks of paid parental leave in connection with the birth or adoption of a child of the employee. The parental leave shall begin no sooner than two weeks before the anticipated delivery date or adoption, and must end no later than six weeks after the birth or adoption of the child. Parental leave must be taken during the terms of the employee's appointment. Eligible employees who work for the university only during part of the year will receive no parental leave pay for any part of the leave that falls outside the appointment period. Parental leave pay will be at the same rate as the employee is then paid.

To receive parental leave, a staff member must submit a request for parental leave on the Request for Leave Form to their director. The request should indicate the days the leave begins and ends. [Additional Information](#)

### **Family Medical Leave**

Family and medical leave is provided to eligible employees the birth of a child and the care of the newborn, the placement of a child with an employee in connection with the adoption or state-approved foster care of the child, the serious health condition of the employee or a child, parent, or spouse of the employee.

Family Medical Leave should be requested for those issues listed above or for any medical condition that requires the employee to be out of the office for more than two weeks (ten working days).

An eligible employee is entitled to a maximum of 12 weeks of approved family and medical leave in a year, although the employee may request a shorter leave.

An eligible employee must use all applicable accrued paid leave balances (including sick, vacation, and personal leave) while taking family and medical leave.

A staff request for Family Medical Leave must be supported by the Certification of Health Care Provider. If it is determined that the leave qualifies as family and medical leave, the procedures for reporting family and medical leave must be initiated. Requests must be approved by the Vice Presidents Office prior to submission to HR. [Additional Information](#)

## **Leave Request Form**

Student Affairs has a form to use for staff requesting leave. The form is located on line in the Student Affairs Staff Resources area and at: <http://louisville.edu/student/form/staffleaveform>

## **Severe Weather**

The University may call off, delay, or cancel classes due to severe weather. If classes are cancelled, either for certain hours or for an entire day, staff are still expected to come to the university and meet all their usual obligations. On some occasions the university may also decide to close or delay the opening of offices.

It is the staff member's responsibility to check for closing information prior to coming to work. The official source for information on class cancellations will be the U of L Web site, The secondary source of official information will be the main university phone line, 852-5555. The university also will announce closures and delays through four local television and radio stations. Whenever possible, decisions on closings or delays will be announced no later than 6.a.m. Decisions to call off evening classes will be made no later than 4 p.m.

When the condition of the weather is such as to make certain roads impassable or extremely dangerous, staff are expected to use their judgment on reporting for work. Staff who are unable to get to work should notify their director as soon as feasible. All absences should be noted on bi weekly or monthly timesheet.

If the University announces that Operation Snow is in effect (city wide policy that encourages gradual release of employees to avoid road congestion) the director of each department will decide on how to release employees.

If university closes or changes scheduled hours these absences are reported as administrative leave. Decisions related to how leave should be charged when employees make a decision not to come in due to bad weather are made by the director in consultation with the staff member. Appropriate ways to charge this leave include annual leave, personal leave, leave without pay or some combination of the three. [Additional Information](#)

### **Personnel Issues – New Positions, Reclassifications, Salary Adjustments**

The creation of new positions and requests for staff reclassification reviews or salary adjustments must be approved in advance by the Vice President or Associate Vice President for Student Affairs. Paperwork associated with new positions, reclass requests or salary adjustments should be submitted to the Office of the Vice President for review, signature and submission to appropriate university offices.

### **Personnel Issues – Terminations, Open Positions, Recruitment,**

Directors are charged with recruiting, hiring, and managing the staff within their department within guidelines provided by the UofL Department of Human Resources. Certain guidelines are in place with Student Affairs to make sure the Office of the Vice President is aware of all staff changes as well as ensure the placement of staff meets divisional goals and objectives.

Directors must notify the Vice President's office any resignations or terminations of staff from within their area prior to beginning the recruitment of new staff. This information should be submitted on the Student Affairs Staff Update form located on line on the Staff Resources page and at <http://louisville.edu/student/form/staffupdateform>. Once approved to proceed with the recruitment process the following expectations should be understood:

- Staff resignations should be requested in writing and accepted in writing by the director.
- Staff terminations should be approved in advance by the Vice President or Associate Vice President for Student Affairs
- The UofL Department of Human Resources policies and procedures will dictate the recruitment and selection process
- Search committees are required for underutilized positions but are recommended for all searches
- Directors are expected to maintain a diverse staff
- Approval by the Vice President or Associate Vice President for Student Affairs is required before making an offer or submitting a preferred candidate to HR.
- Once a candidate has accepted the position and their background check is complete, their name and start date should be forwarded Office of the Vice President for Student Affairs via the Student Affairs staff update form located on line on Staff Resources page and at : <http://louisville.edu/student/form/staffupdateform>

### **Student Affairs Equal Opportunity Officer**

The Vice President for Student Affairs will appoint a staff member from within the division to serve as an Equal Opportunity Officer (EOO). The EOO will serve as a resource for the division in the area of Human Resources and work with the Directors within the division to ensure we are maximizing our efforts in maintaining a diverse staff. Directors are required to consult with the EOO prior to the opening of any new or vacant position within the division. The EOO will meet with the Vice President on a regular basis to discuss divisional goals and objectives and with representatives from Human Resources as needed to maintain an understanding of University policies and procedures.

### **Provisional Employment Period**

Provisional Employment Status are all newly hired employees serving in a provisional employment period of six months. The provisional employment period is designed to give the University an opportunity to determine whether the employee is suitable for and competent to perform the work for which he or she is hired. The decision as to the employee's suitability and competency is the sole responsibility of the University.

Each provisional status employee will receive a progress report every two months during the provisional employment period. **Each employee will receive a written performance evaluation prior to the completion of**

**his or her provisional employment period, based upon the job performance factors established for that position.** An employee may be terminated at any time during the provisional employment period.

### **Performance Appraisals**

At the beginning of each calendar year supervisors will provide staff with a copy of their individual job factors, on the actual performance appraisal form. These job factors will be used as the basis for the annual evaluation that should occur in December or January of the next year. Performance appraisals should accurately reflect staff performance and provide feedback for improvement. Overall performance ratings of either Outstanding (O) **OR** Fails to Meet Expectations (F) must include very specific accomplishments or failings that justify that rating. Completed performance appraisals are submitted to the Vice Presidents Office in February. Supervisors should receive appropriate training to be able to use the performance appraisal process effectively. Supervisors are also encouraged to have regular discussions with staff about their performance throughout the year and not to save up issues for the actual performance appraisal. Additional Information

### **Purchase of Alcohol with University Funds**

All purchases of alcohol with university funds or for use at university programs must be approved in advance by the Vice President or Associate Vice President for Student Affairs. Appropriate state, university and divisional policies and procedures must be adhered to.

### **Pro Card**

Credit Cards are use by the university to make purchases for business supplies as well as university programs, and activities. The University has specific policies and procedures in place that address how and what items can be purchased with these credit cards. The directors are responsible for maintaining a system to monitor expenses and ensuring staff are trained and updated as needed on purchasing policies and procedures. [Additional Information](#)

### **Cell Phones**

Directors will determine which staff, if any, should be provided with university cell phones and service plans. Phones and service plans should be provided for university related business and should benefit the department as well as be consistent with divisional goals and objectives.

Directors should consider using x-pays as a method to provide phones and service for new contracts.

If direct billing is used, Directors should ask their business staff to monitor cell phone bills to assure staff are subscribing to the optimal service plan.

### **Lapse Salary**

Lapse Salary accumulated due to vacant positions will revert to the Office of the Vice President for Student Affairs. If applicable, requests for exceptions to cover duties related to the vacant position may be made to the Vice President.

### **Graduate Assistantships**

Departments within the Division of Student Affairs will be allocated Graduate Assistantship positions each fiscal year based on available funds as well as the goals and priorities of Division and the Vice President.

Compensation will include a standard stipend, tuition remission, and graduate health insurance. Any fees or charges over the standard tuition remission coverage, including distance education fees, will be the responsibility of the student. Directors may choose to cover additional educationally related expenses from departmental budgets, after receiving a written request from the student in advance of the charges being due. Directors will need to secure approve in advance from the Vice President before processing additional payments.

The Graduate school is the University department responsible for developing campus wide polices and procedures related to the graduate assistantships.

**NOTE:** As of July 2008, the University and the Vice President for Student Affairs were reviewing policies and procedures that will have an impact on our graduate assistantship positions. Additional clarification will be forthcoming.

### **Travel/Conference Attendance**

All travel and attendance at professional meetings and conferences must be approved in advance by the Director of the department and should follow established University policy and procedures. Consult with your department business manager for specifics about travel requirements within your department. [Additional Information](#).