

# **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](#)
- [University of Louisville Policy and Procedure Library](#)



## Access to Information

During the course of their work staff may be granted access to student or financial records, confidential university information, and/or passwords that grant access to university systems and information. Individuals who require access to university systems in order to perform their job requirements will be asked to complete training modules and/or sign additional documentation before access is granted. [Additional Information](#)

The following relates to the confidentiality of student and university information:

- University issued passwords and access are not to be shared with other individuals. Passwords and other access information should be secured and not available for observation by others.
- Information contained within the University of Louisville information systems shall NOT be shared with anyone not currently authorized to receive such information.
- Information should not be accessed, copied, or disseminated except to the extent necessary to fulfill assigned duties and responsibilities and then only to the extent that access is authorized.
- Appropriate action should be taken to ensure the protection and security of the university's and other information contained within the information system.
- Improper access to and/or unauthorized disclosure of University information could be a violation of state and federal laws and may be subject to civil or criminal liability.
- Improper access to or unauthorized disclosure of University information could be subject to disciplinary action up to and including termination of the relationship with the university.
- The obligation to maintain security of this information continues beyond the termination ones relationship with the university.

## 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 may consider direct pay or x-pays as a method to provide the appropriate level of compensation for phones and service

Directors should ask their business staff to monitor cell phone bills to assure staff are subscribing to the optimal service plans.

## **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.

## **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.

## **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 Provost.

## **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 Provost.

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 work with the Student Affairs Business Service Center before processing additional payments.

The School of Interdisciplinary and Graduate Studies is the University department responsible for developing campus wide policies and procedures related to the graduate assistantships.

### **Graduate Student Conference Registrations Policy**

The Division of Student Affairs will pay the registration costs for all and any graduate student if they have a program proposal accepted at one of four national and regional conferences. The purpose of the offer is to encourage collaboration between graduate students and provide opportunities for graduate students to attend professional conferences.

The specific criteria for this offer include:

- Must be enrolled in either the higher education or college student personnel graduate program at UofL – Masters or Doctoral level
- Must be co-authoring and co-presenting the program with other practitioners, graduate students, or UofL faculty/staff.
- No more than four graduate students together on one program but no limit to the number of programs that are submitted
- The four national/regional conferences that are covered in this offer include: ACPA, NASPA, SACSA, and CPAK.
- Request for registration cost must be made in advance of the conference and actual registration. No reimbursement is possible.

Contact Katie Wells in the Vice Provosts Office - to request registration payment and or with additional questions.

### **Lapse Salary**

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

### **Leave - Annual/Vacation**

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](#)

## **Leave - Personal**

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](#)

## **Leave - Sick**

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](#)

## **Leave - Other**

### **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](#)

### **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 [Request for Leave 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 will provide paid Parental Leave for university faculty and staff effective November 1, 1995. Eligible employees will receive six weeks of paid parental leave in connection with the birth or adoption of a child of the employee or of the qualifying adult. 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.

An "eligible employee" means any current university employee who has completed at least twelve (12) consecutive months of employment as a regular full-time or regular part-time employee where part-time employee shall be construed as an individual whose appointment status is at least .50 FTE for employees who were hired after May 1, 1992 or at least .40 FTE for employees who have been in continuous employment status since May 1, 1992.

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](#)

## **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](#)

## **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 supervisor who shall communicate to Director and /or the Vice Provost for Student Affairs Office. [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/studentaffairs/forms/staff-leave>

## Office Hours

Offices within the Division of Student Affairs will be open for service Monday through Friday between the hours of 8:00 am and 5:00 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 Vice Provost.

## Performance Appraisals

Staff should be provided with a copy of their individual job factors. These job factors are used as the basis for the annual evaluation that should occur in early in the calendar year. Performance appraisals should accurately reflect staff performance and provide feedback for improvement.

PRIOR to reviewing the performance appraisals with individual staff, the appraisal form must be reviewed and signed by the first AND second line supervisor.

Overall performance ratings of either Outstanding (O) **OR** Needs Improvement (N) must include very specific accomplishments or shortcomings that justify that rating.

Completed performance appraisals are submitted to the Vice Provost Office by March 1 or date identified by Vice Provosts Office.

Supervisors training is available for Human Resource to assist supervisors with the performance appraisals process. Supervisors are 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](#)

## **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 Provost for Student Affairs. Paperwork associated with new positions, reclassification requests or salary adjustments should be submitted to the Office of the Vice Provost for review, signature and submission to appropriate university offices.

## **Personnel Issues – New Staff, Terminations, Selection, and Recruitment**

Directors are charged with recruiting, hiring, and managing the staff within their department within guidelines provided by the UofL Department of Human Resources and the Division of Student Affairs. The appropriate Unit Business Manager within the Student Affairs Business Service Center will serve as the point person for all departments' searches.

Directors must notify the Vice Provosts office of 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/studentaffairs/forms/staff-update>.

The following general expectations apply to all Student Affairs searches:

- Staff resignations should be requested in writing and accepted in writing by the director.
- Staff terminations should be approved **in advance** by the Vice Provost 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 and positions at or above grade EF but some type of committee is recommended for all searches
- Directors are expected to maintain a diverse staff
- Approval by the Vice Provost for Student Affairs is required for all positions above grade EF prior to making an offer or submitting a preferred candidate to HR.
- Positions at or above the grade of EF should generally involve a national search
- If the Student Affairs Business Service Center did not process the search ( i.e. auxiliary operations, GA's, Temps etc) the department needs to complete the on line staff update form – located at <http://louisville.edu/studentaffairs/forms/staff-update> - a delay in completing this form could result in a delay of the new staff first paycheck.

## Personnel Issues - General Guidelines for Staff Selection

The following is a general description of the staff selection processes once a position has been created or vacant.

1. Approval received from Vice Provost for Student Affairs – secured by the department director – to proceed with the selection process.
2. Authorization to Hire Form is submitted to Vice Provost for Student Affairs by the department director – the form is located at the following location <http://louisville.edu/hr/itemsofinterest/2012/AuthorizationtoHire.pdf>
3. Authorization to Hire Form is submitted to University Provost by the Vice Provost for Student Affairs
4. Once approved the Provost Office will notify Human Resources that the position can be activated. Human resources will activate the position notify Vice Provost for Student Affairs that they can proceed with posting
5. The appropriate Student Affairs UBM with work with the department director, or their designate, to create a job opening in the PeopleSoft system. The Student Affairs HR representative should be notified by email once the position has been posted in the PeopleSoft system so HR can process their approval.
6. Positions posted by Wednesday at noon will generally be posted on line by Friday and in the local paper on Sunday. On line postings will run for 11 days – unless a longer posting is requested in the PeopleSoft system
7. Once the position is closed in the PeopleSoft system, the UBM will provide the department director, or their designate, the materials for all applicants.
8. The committee will review all materials and make a determination, based on qualifications and experience, which candidates to interview. Depending on the size of the final pool of applicants, a phone interview can be used to reduce the pool to those to invite to campus for an on-site interview.
9. The committee will provide the department director with feedback from all campus interviews.
10. Department director will determine the preferred candidate based on the committee feedback. Positions at or above a grade EF require prior approval from the Vice Provost for Student Affairs before proceeding.
11. Once the preferred candidate is identified, the department director or their designate will contact the candidate to seek permission to submit their name to HR. The purpose of this call is to avoid submitting the name of a candidate who may not be willing to accept an offer.
12. Once the preferred candidate agrees to have their name submitted, the UBM submits the candidates name in the PeopleSoft system.
13. HR will approve the candidate and notify the UBM that they have permission to make an offer to the candidate.
14. Once the UBM receives permission to make an offer, the department director or their designate will make a verbal offer to the candidate, pending successful completion of a criminal background check.

15. When the offer has been verbally accepted, the UBM will enter the acceptance and start date into the PeopleSoft system and send information to the applicant to begin the criminal background check. .
16. The UBM will work with the department director or their designate to draft a formal offer letter, pending successful completion of a criminal background check, to the applicant which includes position title, salary, start date and new staff orientation information. The applicant will be asked to sign an acceptance of the offer
17. UBM will process paperwork required to ensure new staff is place on payroll.

## **Procurement Card**

Credit Cards are used 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 department directors are responsible for maintaining a system to monitor storage, maintenance of usage log, approval for purchases, and reconciliation of associated accounts. Staff using university credit cards are expected to know and adhere to university policies and procedures and complete all required training. [Additional Information](#)

## **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. Employees serving in provisional status are covered by the grievance procedures involving only the application or interpretation of the university's personnel policies and procedures. Termination of employment, suspension, or demotion during the provisional employment period is not subject to the appeals procedure, except in instances of alleged unlawful discrimination. [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 Provost for Student Affairs. Appropriate state and university policies and procedures apply.

## Staff Resources

A complete list of staff resources is available on line at <http://louisville.edu/studentaffairs/staff/staffresources>

## 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 university will also announce closures and delays through the RAVE Alert System, and 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.

All employees **who are scheduled to work** shall be granted administrative leave with pay during those hours when the university has been officially closed as a result of the action of the President or University Provost.

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](#)

### **Technology Assistance**

Student Affairs staff can request assistance with technology issues by completing a Tech Ticket located on line at <http://louisville.edu/studentaffairs/forms/tech-ticket>

### **Technology Purchases**

Staff are requested to have all technology purchases (Desktop Computers, Laptop Computer, Tablet Computer, Smart Phones, Scanners, Televisions, Printers, Cameras, Data Projectors, Network Devices, Software, and Computer Accessories) reviewed by the division Tier 1 staff, currently David Horrar.

These reviews are designed to ensure the equipment you are purchasing functions appropriately with the university network environment, is consistent with university policies and procedures, and avoids duplication of equipment already in inventory.

The review can be requested by completing the form located on line at: <http://louisville.edu/studentaffairs/forms/technology-purchase>

Responses will be provided within three business days. If you need a faster turnaround please contact the Tier 1 staff by phone.

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

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

As a divisional policy, staff are not permitted to bank or use comp time without the prior approval of their department director.

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.

### **Tuition Remission - 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.

### **Tuition Remission - Staff Tax and Financial Implications**

The University of Louisville offers a generous tuition remission package for eligible employees and their dependents. Visit the [Human Resources Educational Benefits page](#) for more detailed information.

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.

While it is not U of L's role to act as a tax advisor, we feel it is important that you understand how current tax law impacts your tuition remission benefits.

**Graduate and professional tuition remission** is a limited taxable benefit. Section 127 of the Internal Revenue Code presently exempts only \$5,250.00 per **calendar year**. For those employees who exceed this allocation during the spring semester, the respective social security, Medicare, state, and Louisville Metro taxes will be collected through the January, February, March, and April payrolls. Taxes applicable to the summer term will be collected through the May, June, July, and August payrolls. Fall semester taxes will be collected through the September, October, November, and December payrolls. In all instances, the taxable

value will be added to federal taxable income; however, no federal taxes will be withheld throughout the calendar tax year.

In practical terms what this means is that staff who are taking masters or professional level classes will be taxed on the value of their tuition remission over \$5,250 per calendar year. This can be misleading - because a staff member who starts in August will not reach this threshold until roughly two or three semesters of tuition benefits have been paid. Please plan accordingly to avoid paycheck shock. Please contact the Student Affairs Business Service Center for assistance if needed.

### **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 travel advisor, UBM or the Student Affairs Business Service Center BEFORE making any travel plans. [Additional Information](#)

### **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. Most staff within the division are set up at 37.5 hour a week employees. [Additional Information](#)