

SIU New Employee Orientation

Welcome to
Southern Illinois University Carbondale

Human Resources
Jennifer Watson, Director



Human Resources Website

hr.siu.edu

- Employee Handbook
- Human Resources Staff
- Other Useful Information



Employment & Classification Staff

- **Tracy Bennett** Employment Manager

- **Renee Colombo** Employment Counselor

- **Stacy Peach** Employment Counselor

- **Pat Latch** Employment Counselor

- **Barbara Niechciol** Human Resource Representative-
Testing

- **Julie Cook** Human Resource Assistant



Work Week

- 8:00 a.m. – 4:30 p.m. Monday through Friday
- Check with supervisor for your particular schedule



Flex Time

- Available in some units
- Needs of department must be met



Fair Labor Standards Act

□ Exempt

□ Non-Exempt



Compensation

- Range
- Negotiated
- Prevailing



Probationary Period

- Six months
- Twelve months



Employee File

- 1255 Douglas Drive – Miles Hall
- Photo ID
- You can view your file only



Job Opportunities

- Continuous Post List
- Job Hotline 536-2116 (Thursdays @ Noon)
<http://hr.siu.edu/prospective-new-employee/jobs.html>
- Active classifications



Promotional Preference

- Status Employee
- Promotional
- Original Entry to Promotional



Veteran's Preference

- Included in passing test score except in the case of promotional preference



Seniority

- Service Hours – the amount of time worked in a classification prior to completing probationary period
- Seniority – the amount of time worked in a classification after completing probationary period



Layoff

- Policies and procedures in place
- Contact Employment & Classification at 536-3369 if you think you are going to be affected by a layoff situation



Reassignment

- ❑ Probationary period completed
- ❑ Current evaluation with satisfactory performance comments
- ❑ See an employment counselor and fill out form



Separation

- At least 2 weeks notice



Career Planning

- See an employment counselor at Miles Hall for questions regarding career planning and/or career counseling
- Call 536-3369



Clerical Skills Practice

- Friday @ 12:30 p.m. by appointment
- Call 536-3369
- <http://www.sucss.illinois.gov/testprep/typing> - Practice typing from HR website



General Information for Faculty & A/P

A/P Position Administration
1255 Douglas Drive
Miles Hall

Tracy Bennett
453-6695

Pat Latch
453-6660



General Information for Faculty & A/P

- Continuing & Term Appointments
- Types of A/P Positions
- Faculty Appointments
- File Review Policy
- Procurement Services/Accounts Payable Policy
- Travel Expenses
- Faculty and A/P pay
- Office of Sponsored Projects Administration



Continuing & Term Appointments

- Continuing-Automatically renewed each year unless the appointee is given notice in writing of non-reappointment

- Term-Employment for a specified period of time



Types of A/P Positions

- Non-research
- Research positions
- Within 2 reporting levels of the Chancellor
 - Starting salaries and salary increases for individuals hired in these positions are subject to SIU system-level approval.



Faculty Appointments

- Appointments are either Academic or Fiscal
- Academic year runs August to May
- Fiscal year runs July to June



File Review Policy

- Employee Records
 - Basement of Miles Hall
- ID required
- Contents of file
 - Appointment papers
 - Benefits information
 - Transcripts

Procurement Services

- Refer to the website below for “How To” procedures on purchasing items within your department

<http://procurement.siu.edu/>

Procurement Services

- To procure goods or services paid for by University funds, including grants, use one of the following methods:
 1. Purchase requisition form through department
 - Get required administrative approval(s) before making the purchase
 - All purchases of services >\$20,000 must be bid
 - All other purchases >\$53,700 must be bid
 - Purchases less than minimum bid amount may be bid when in the best interest of the University

Procurement Services

2. University procurement card (P-card)
 - Refer to <http://procurement.siu.edu/pcard.html>
 - General limits:
 - \$3500 per transaction
 - \$15000 per month
3. Invoice Distribution Form
 - Statement from vendor
 - Complete list on purchasing website
 - Both purchase requisition and invoice distribution forms are online
 - Grant accounts-use paper forms



Procurement Services

- Pays ALL University bills
- For more information refer to:
<http://procurement.siu.edu/>

Travel Expenses

Refer to <http://eforms.siu.edu/siuforms/info/trs0100.html>

- Pre-pay (Pcard) whenever possible for:
 - Conference registration fees
 - Airline costs
 - Lodging costs
- To be reimbursed must complete travel voucher:
 - Lodging costs
 - At the end of the month in which travel occurred, whichever is later



Faculty & A/P Payment

- Monthly on 1st day of the month following covered period
- **EXCEPTION:** If the 1st day falls on Saturday, Sunday, or legal holiday, payment will be made on last business day of the month for the covered period



Form of Payment

- EDD-Electronic Direct Deposit
 - Civil Service – Administrative/Professional and Faculty – form is given with hire papers
 - Contact Payroll at 453-3391 for more information

Office of Sponsored Projects & Administration (OSPA)

- Grants & contracts for research, training, and service projects are applied for, negotiated, and accepted
- For more information contact OSPA at 453-4540 or <http://ospa.siu.edu/>



General Information for All Employees

- ❑ ID Cards
- ❑ University E-Mail Account
- ❑ Parking
- ❑ Performance Evaluation
- ❑ Grievance Procedure
- ❑ Disciplinary Action
- ❑ Holidays
- ❑ Employee Assistance Program
- ❑ Constituency Groups
- ❑ Emergency University Closure
- ❑ Outside Employment or Consulting
- ❑ Service Award Program

ID Cards

- Permanent Staff ID Card- Dawg Tag
- Civil Service – Form in initial packet from Employee Benefits
- Administrative/Professional and Faculty – hire packet from Employment Benefits
- Administrative Office at the Student Center
 - Contact 536-3351 for questions
- Uses
 - Check out materials at Morris Library
 - ID card is your Recreation Center pass

Parking

- ❑ MUST purchase permit for all motor vehicles (including motorcycles)
- ❑ 12-month period ending August 31st
- ❑ Washington Square, Building B
- ❑ Need Staff ID, Drivers License, Vehicle Registration to purchase permit
- ❑ Bicycles must be registered, no charge for decal

Parking Decals

□ Costs for motor vehicles:

■ Full-time (Blue)

- Low Blue < \$25,000/yr. = \$95
- Med Blue \$25,000 - \$39,999/yr. = \$140
- High Blue > \$40,000 - \$64,999/yr. = \$170
- Premium Blue >65,000/yr. = \$195
- Red \$90 for non full-time staff
- Each additional decal of the same color is \$11.00 provided no one else in your household is affiliated with the University



Performance Evaluations

(Designed to facilitate communication between supervisor & employee)

- Faculty
 - Annual basis before May 1st each year by Chair or Dean
 - Letter form
 - Based on teaching, research, service
- A/P
 - Annual basis at the beginning of the year
- Civil Service
 - 3 month, 6 month, (during probation) and annually



Grievance Procedure

- Refer to handbook on Policies website:
 - http://policies.siu.edu/employees_handbook/

- Negotiated Civil Service
 - Procedures may be different
 - Review bargaining agreement



Disciplinary Action

- Faculty & A/P

- Civil Service

- All employees, including probationary employees, are to exhibit appropriate work related behavior while on University property and/or time.



Holidays

- 14 paid holidays each year

The holidays will be designated by the Chancellor for publication by July 1st each year.



Employee Assistance Program

- Assistance for:
 - Alcohol/drug related abuse
 - Family/marital or work problems
 - Depression
 - Childcare
- Magellan Behavioral Health
(Administrator for the program)
- Check your insurance for coverage
- Contact Human Resources at 536-3369



Constituency Groups

- Civil Service Council
- Administrative/Professional Staff Council
- Faculty Senate



Emergency University Closure

- Chancellor or authorized individual
 - Natural emergency
 - In support of national or state policy
 - For reasons of health & safety

- Decision to close will be communicated through area radio stations, television and other feasible means.



Outside Employment or Consulting

- Conflict of Interest Policy

- Prior Administrative Approval
 - Level depends on anticipated income



Service Awards

- Awarded in increments of 5 years beginning with 10th year
- Vice Chancellor area – 10, 15, & 20 years
- Reception – 25 years or more in increments of 5 years



Policies

- ❑ Affirmative Action
- ❑ Alcohol & Drug Policy
- ❑ ADA of 1990
- ❑ Clean Air Policy
- ❑ Identity Protection Policy
- ❑ Sexual Harassment Policy
- ❑ Workplace Violence Policy

- ❑ All policies can be found on
http://policies.siu.edu/employees_handbook/



Affirmative Action

It is the policy of Southern Illinois University, Carbondale to provide equal employment and educational opportunities for all qualified persons without regard to race, color, religion, sex, national origin, age, disability, status as a protected veteran, sexual orientation, or marital status. The University is committed to the principles of equal employment opportunity and affirmative action and will continue to conduct all personnel actions in accordance with the letter and spirit of applicable state and federal statutes and regulations. Personnel actions include, but are not limited to, recruitment, hiring, position assignments, compensation, training, promotion, tenure consideration and award, retention, lay-off, termination, and benefits.



Alcohol and Drug Policy

- Use of any illicit drug on property owned or controlled by the Board of Trustees is prohibited.
- Alcohol may not be used as part of ANY University activity, UNLESS the use is authorized.



American with Disabilities Act of 1990

“No qualified individual with a disability shall by reason of such disability, be excluded from participation in or be denied the benefit of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity.”



ADA of 1990 continued

- ❑ Requests for accommodations should be referred to the Associate Chancellor- Institutional Diversity
- ❑ Employees are not required to provide medical information to supervisors
- ❑ Supervisors should contact Affirmative Action for direction
- ❑ Procedures for determining reasonable accommodation can be found on the University Affirmative Action website:
<https://affact.siu.edu/rsnaccom.html>



Clean Air Policy

- Smoking (electronic cigarette) is prohibited in all indoor areas of property owned and controlled by the University
- Smoking is prohibited within 15 feet of all University building entrances

Identity Protection Policy

- ❑ Social Security numbers are still required
- ❑ Identity Protection Policy
- ❑ <http://bot.siu.edu/leg/policies.html#7H>
- ❑ The Identity Protection Policy and training were created to help prevent theft
- ❑ Identity Protection Training
- ❑ <http://vcaf.siu.edu/video/SSNTraining/SSNTraining.html>



Sexual Harassment Policy

- ❑ Form of discrimination expressly prohibited by law
- ❑ Southern Illinois University is committed to creating and maintaining a community in which students, faculty and staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation.
- ❑ Any questions should be directed to the Affirmative Action Office.



Workplace Violence Policy

- It is the intent of the university through its policies, procedures, and practices to reduce potential for:
 - Intimidation or threats from occurring
 - Violent acts being perpetuated
 - Life threatening situations from developing

SIU New Employee Orientation

Fringe Benefits



Employee Records Staff

- **Tara Moore**
 - Employee Records Supervisor, CS Semi-monthly
- **Lisa Cardinale-Brown**
 - Human Resource Officer-CS Bi-Weekly
- **Trish Hoskins**
 - Human Resource Representative-Faculty/AP
- **Vickie Glasco**
 - Copying & Distribution of Forms
- **Christell Holmes**
 - Human Resource Assistant-Tuition Waivers



Fringe Benefit Section Agenda

- Employee Records Staff
- Absences and Benefits
- Leaves with Pay
- Leaves without Pay
- Tuition Waiver Benefits
- Spouse or Domestic/Civil Union Partner cards



Absences and Benefits

Reporting Absences

- Guidelines
- Absence Slips
- Keep copy for your records

Sick Leave Benefits

- Available uses
- No maximum on the amount of sick leave accrual
- Documentation may be required

Sick Leave Benefits

- ❑ Must be exhausted before an employee is eligible for disability under the State Universities Retirement System
- ❑ Unused, unpaid sick time may be transferred to another state of Illinois university or agency at the time of separation

Pregnancy

- ❑ Considered the same as any other medical condition
- ❑ Up to 6 weeks can be taken for the condition resulting in normal delivery
- ❑ Use of additional time requires orders from the employee's physician, unless covered under FMLA

Vacation Benefits

- Except in emergencies, vacation must be pre-approved

- **Computer maximum**
 - Maximum employee will accrue
 - No more accrual until time is used

- **Policy maximum**
 - Maximum amount of unused vacation payable to an employee upon separation

- No vacation is earned during sabbatical leaves, professional development leaves, or leaves of absence without pay



Leaves with Pay

- Disaster Relief
- Bereavement
- Jury Duty
- Military Service
- Extended Sick Leave (Civil Service)



Leaves with Pay

Disaster Relief

- Up to 20 days in 12-month period
- Must be a certified disaster service volunteer with American Red Cross or assigned to Illinois Emergency Management Agency
- Must be a disaster that occurred within the United States or its territories.



Leaves with Pay

Bereavement

- Up to 3 days to attend the funeral or memorial service, related travel or bereavement time of immediate family or household

- One day granted to attend the funeral for a relative outside the immediate family



Leaves with Pay

Jury Duty

- ❑ Jury Duty or Subpoena - leave with pay
- ❑ When court is not in session, employee must return to work
- ❑ If required to appear as defendant or plaintiff for personal civil or criminal lawsuit, no leave granted
- ❑ Jury duty compensation does not have to be reported to SIUC



Leaves with Pay

Military Service

- For annual military obligations in any component of the US armed forces
 - Compensation in accordance with applicable state and federal laws.
- If activated due to civil disturbance, disaster or local emergency
 - Cumulative maximum of 20 working days per fiscal year



Leaves with Pay

Extended Sick Leave (Civil Service)

- Up to 20 days w/pay for any FMLA qualifying reason of the Civil Service employee, spouse, domestic/civil union partner, child, or parent

- Eligibility-Must be employed for 6 months
 - 20 day benefit is proportionate to full-time equivalent



Leaves with Pay

Extended Sick Leave (Civil Service)

- ❑ ESL will be counted towards the 12 week FMLA allotment
- ❑ Any unused portion of the 20 days is available for use during that fiscal year but cannot be carried over into the next fiscal year
- ❑ If ESL crosses over fiscal years, the employee must return to work before becoming eligible for an additional 20 days in the next fiscal year
- ❑ Employee must provide a medical release to their department and Human Resources **BEFORE** returning to work from leave for their own illness



Leaves without Pay

- ❑ Family & Medical Leave (FMLA)
- ❑ Victims' Economic Security & Safety Leave (VESSA)
- ❑ School Visitation Leave
- ❑ Voting in Elections
- ❑ Personal Leaves



Leaves without Pay

Family & Medical Leave (FMLA)

- Unpaid family & medical leave benefits to eligible employees
- Eligibility-must have worked for 12 months or one academic year AND must have worked at least 1250 pay status hours that year



Leaves without Pay

Family & Medical Leave (FMLA)

- May be granted for the following:
 - Serious health condition preventing the employee from performing his or her job
 - Birth of your child (mother or father)
 - Placement of child with the employee for adoption or foster care
 - Care of a spouse, domestic partner, child (under 18 unless permanently disabled), or parent with a serious condition
 - Any qualifying exigency arising out of covered active duty or call to active duty status of a spouse, son, daughter or parent



Leaves without Pay

Family & Medical Leave (FMLA)

- Maximum of 12 work weeks once every 12 months
- Any available sick leave may be used; otherwise the leave will be without pay



Leaves without Pay

Family & Medical Leave (FMLA)

- Can also be granted to care for a child, spouse, parent or next of kin who is a covered service member or covered veteran undergoing treatment or recuperating from a serious illness or injury incurred in the line of duty
 - This leave is for up to 26 weeks in a 12 month period



Leaves without Pay

FMLA Application Process

- ❑ Contact Employee Records
- ❑ Health Care Provider must complete application
- ❑ Keep in contact with your department
- ❑ Must provide a return to work slip
- ❑ Information is confidential



Leaves without Pay

Victims' Economic Security & Safety Leave (VESSA)

- Unpaid leave to seek service, assistance, safety or legal remedies to address domestic violence, stalking or sexual assault
- All employees are eligible on the first day of employment



Leaves without Pay

Victims' Economic Security & Safety Leave (VESSA)

- ❑ Maximum of 12 weeks per 12 month period
- ❑ Used for employee, or member of employee's family or household
- ❑ Sick or vacation may be used, otherwise leave will be without pay



Leaves without Pay

School Visitation

- When the employee's attendance is required at their child's school for conferences and classroom activities during normal working hours:

May request use of vacation time or leave without pay



Leaves without Pay

Voting in Elections

- ❑ Excused without pay for maximum of 2 hours
- ❑ Employee must be scheduled to work more than 4 hours during the polling time



Leaves without Pay

Personal Leaves

- A leave without pay may be granted for numerous personal reasons

- Contact Employee Records at 453-6698 for more information



Tuition Waiver Benefits

- ❑ Employee Tuition Waiver
- ❑ Interinstitutional Undergraduate Tuition Waiver
- ❑ Southern Illinois University Undergraduate Tuition Waiver
- ❑ Dependent of Deceased Employee Waiver
- ❑ Forms on Human Resources website

Employee Tuition Waiver

- ❑ Full waiver of tuition and fees granted for all SIUC employees on pay status, SIUC retirees, and employees on leave or layoff
- ❑ Employees on pay status must be employed during term of applicable waiver
- ❑ Not applicable to professional programs such as the School of Law or School of Medicine



Tuition Wavier Benefits

Interinstitutional Undergraduate Tuition Waiver

- ❑ Must be employed for 7 years
- ❑ Dependent must be under 25 years of age
- ❑ Must be natural, adoptive, or stepchild
- ❑ Noncredit, graduate or professional studies excluded
- ❑ Covers 50% of tuition



Tuition Waiver Benefits

SIU Undergraduate Tuition Waiver

- ❑ Interinstitutional Undergraduate Tuition Waiver is extended to include SIUC employees who are retired, on permanent layoff, or the natural or adopted child of a domestic partner
- ❑ Applies to SIU system only

Tuition Waiver for Dependents of Deceased Employees

- Surviving spouses and dependent children of deceased SIUC employees

- Deceased university employee on active payroll, retirement, or disability status employee
 - Must have served the university for 5 years in full time capacity

- Exclusive of fees

- Maximum of 8 semesters



Appointment Paper

- You should receive a copy of your appointment paper with all appropriate signatures
- If you do not receive one, contact Employee Records at 453-6698

Spouse or Domestic/Civil Union Partner Card

- ❑ Permits a spouse or domestic/civil union partner to gain access to select university facilities and services
- ❑ Must be renewed for each fiscal year or appointment period
- ❑ Employee must present proper ID to Employee Records-108 Miles Hall.