Commonwealth of Virginia
and
Radford University

CLASSIFIED Employee Handbook

Revision 5/2019

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NOTICE

This handbook contains general information about your employment with the Commonwealth and outlines policies and procedures that affect your daily work. It does not include specific provisions of the policies and procedures, nor does it create any employee rights or benefits. **The handbook is not a contract, nor is it an invitation to contract. Nothing in this handbook is intended to create or imply any contract rights.**

Discrimination on the basis of race, sex, color, national origin, religion, age, or political affiliation, or against otherwise qualified persons with disabilities is prohibited in all aspects of employment with the Commonwealth of Virginia.

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquiries may be directed to the Assistant Vice President of Human Resources at 314B Tyler Avenue. Telephone: voice (540) 831-5008; hearing impaired, (540) 831-5128.

INTRODUCTION TO EMPLOYEE HANDBOOK

Whether you are new to the Commonwealth of Virginia or are a continuing employee, this Employee Handbook is written to help you develop a satisfying career in service to Virginia by outlining the basic elements of the employment relationship between you and the Commonwealth.

This Handbook is designed for you as a classified employee of the Commonwealth. (Classified employees are salaried employees whose positions are subject to the Virginia Personnel Act.) The Employee Handbook contains basic information related to your employment and refers you to Department of Human Resource Management policies for specific details. These policies are found at the Web site of the Department of Human Resource Management (DHRM), www.dhrm.virginia.gov. Supervisors, managers, and Human Resource staff will also find information here that is useful to their work with employees.

This handbook does not include all information that may apply specifically to your agency because of the flexibility that agencies have to tailor policies to meet their management needs. Other specific information is available from your supervisor or your Human Resource office.

The official policies of the Department of Human Resource Management, some of which are discussed in this handbook, are revised frequently as the need arises. If any statements in this handbook differ from policy as contained in the *Policies and Procedures Manual*, the *Manual* governs.

Information in bold italics contains policies/information unique to Radford University, or policies not included in the "Commonwealth of Virginia Employee Handbook", as published by the Department of Human Resource Management. Italicized information has been added by Radford University.

QUICK REFERENCE TO KEY WEBSITES

Department of Human Resource Management (DHRM) home page

DHRM Policies and Procedures Manual

DHRM Compensation and Classification

DHRM Employee Benefits

DHRM Manuals and Handbooks

Department of Accounts Payline

Department of Employment Dispute Resolution

Virginia Retirement System

Radford University's Department of Human Resources Website

GENERAL CONDITIONS OF EMPLOYMENT

A. Hours of Work

See Policy 1.25, Hours of Work

A full-time classified employee works a schedule of 40 hours per week ("F" status) or 30 to 39.9 hours per week ("Q' status). Classified employees working a schedule of 20-29 hours per week are part-time ("P" status). There is no classified employment for a schedule of less than 20 hours per week.

For most jobs, an unpaid lunch break of 30 to 60 minutes (45 minutes is typical) is required. Your supervisor will schedule this for you. In addition, agencies may provide two 15-minute breaks, one morning and one afternoon, which are part of the paid day. These breaks are optional and may not be used to cover missed time or to extend the lunch period.

Lunch breaks at Radford University are typically 60 minutes and scheduled from noon to 1 p.m. However, this may vary based on the business needs of a department.

The standard workday is 8 hours. Unless otherwise indicated, official statements including policy and handbook references to "workday" mean an 8-hour period. If you work an alternate schedule, remember that official statements generally assume 8-hour days.

1. Some agencies have established flexible work hours to better meet their business needs. Normally, administrative offices must ensure adequate coverage during core business hours. In most cases, flexible schedules maintain a 40-hour workweek. Ask your supervisor if one of these schedules applies to you or is an option available to you.

2. Your agency may permit alternate work schedules in some cases. An example of an alternate schedule is four 10-hour days per week. Based on its business needs, an agency or work unit may decide not to permit alternate schedules, or may decide to discontinue them at any time.

   Unless business reasons dictate otherwise, Radford University offices adhere to an 8:00 a.m. to 5:00 p.m., Monday through Friday, work schedule. The President may approve an alternate work schedule during the summer period.

   Most *non-exempt* employees (those covered by the Fair Labor Standards Act) may work only those schedules that maintain a 40-hour workweek. For certain employees in law enforcement and health care delivery, the Fair Labor Standards Act (FLSA) permits arrangements, such as 28-day

cycles, which do not require a 40-hour workweek. In these cases, the calculation of overtime is based on the alternative work cycle.

B. Attendance

See Policy 1.60, Standards of Conduct, and Policy 1.25, Hours of Work

You are expected to report to work in accordance with the work schedule assigned by your supervisor, and you are responsible for letting your supervisor know as soon as possible if you expect to be late or absent. Ask your supervisor about your agency's procedure for reporting absences. Failure to notify your supervisor appropriately may result in disciplinary action including termination.

C. Hiring Requirements

See Policy 2.10

Employees hired into certain positions must complete a Statement of Personal Economic Interests as required by the Code of Virginia (§ 2.2-3100). Your Human Resource office will know whether you need to complete this statement.

All employees must meet certain conditions of employment. Additionally, agencies may require a background check which could include pre-employment tests and/or drug tests.

Radford University will conduct criminal conviction investigations as part of the employment selection process for all salaried and certain identified wage positions.

***A pre-employment alcohol and/or drug test may be required for individuals being hired into positions requiring a Commercial Driver's License (CDL). Program guidelines are found on the university's Environmental Health & Safety website at* https://www.radford.edu/content/ehs/home.html**

Certain state jobs are designated by agencies as "sensitive" according to the definition in the Code of Virginia, §2.2-1201.1. Final candidates for these positions are subject to a fingerprint-based background check, including current employees who apply for a sensitive position.

Positions within the Radford University's Police Department are identified as "sensitive."

D. Information about Your Paycheck

1. Standard pay periods for classified employees are the 10th through 24th of a month and the 25th through the 9th of a month. Most classified employees are paid twice a month, on the 1st and 16th following the end of the pay period. When paydays fall on weekends or holidays, paychecks normally are distributed and direct deposits normally are made the last workday before the regular pay date. Ask your supervisor about your agency pay schedule. New state employees generally are required to participate in direct deposit.

   All new salaried employees of the university are required to participate in direct deposit or sign up for a Virginia debit card. Any exceptions must be granted by the Associate Vice President for Finance & University Controller.

2. Tax liens and garnishments are honored as directed by state and federal law. An employee will be charged a fee for processing certain garnishments. See the Commonwealth Accounting Policies and Procedures (CAPP) Manual

E. Probationary Period

See Policy 1.45

Classified state employees serve a probationary period of one year from their employment or re-employment date. This is a trial period during which the agency and employee learn whether the employee is suited for the job. This time may be extended if the employee experiences absence(s) of more than 14 consecutive days and for certain other reasons. Except to make up for the employee's absence, the probationary period may not be extended for more than six additional months. If you are selected for a position that requires certification following completion of a prescribed training program, you must complete a new probationary period.

The state's grievance procedure is not available to probationary employees. However, if you believe you have been discriminated against in any condition of employment based on race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability you may file a discrimination complaint through your agency's human resource department, with the Office of Equal Employment Services section of DHRM, or with the federal Equal Employment Opportunity Commission.

During your probationary period and throughout your employment with the Commonwealth, you should consult your agency Human Resource office for assistance with workplace issues of all kinds. This office can provide guidance and referral to other resources as needed.

F. Overtime

See Policy 3.15, Overtime Leave, and Policy 1.25, Hours of Work

Some positions involve occasional or periodic overtime work; employees must work overtime as required by their supervisors. Employees are designated as covered by the federal Fair Labor Standards Act ("non-exempt") or not covered ("exempt"). Agencies determine the exempt or non-exempt status of each employee using FLSA guidelines and based on the type of work done. For non-exempt employees, payment of overtime hours worked must comply with the Act.

Non-exempt employees are normally paid overtime at time and one-half their regular rate for hours worked over 40 during a workweek. Agencies may elect to grant overtime leave instead of overtime pay. In this case, the employee must be notified in advance. Overtime leave hours do not expire, and there is a maximum number of overtime leave hours an employee may accrue. Thus, an employee must take paid time off to avoid exceeding his or her agency limit. Employees receive pay for accrued overtime hours when leaving state service and at certain other times specified in policy.

Exempt employees typically are not compensated for working overtime. However, in unusual circumstances, agencies may choose to provide straight-time compensatory leave or pay.

It is the policy of the university to comply with the FLSA by paying time and one-half for all work performed by non-exempt employees in excess of 40 hours in a work week.

G. Office Closings

See Policy 1.35, Emergency Closings

When weather conditions or an emergency situation forces late openings, early closings, or full-day closings of state agencies, classified employees may be paid for these periods. Decisions regarding such closings are made by the following authorities:

- For administrative agencies in the city of Richmond and in Chesterfield, Henrico, and Hanover counties – the Governor;
- For state colleges and universities – the college or university president; and
- For state operations or branch offices of administrative agencies outside of Richmond – the responsible agency head or appropriate facility or operations director.

Closing decisions normally are announced on local radio and television stations.

Be sure you know the radio or television stations that will announce closings in your area. Closing announcements also appear on the DHRM web site. **You are responsible for knowing this information and for acting accordingly.**

Radford University's Office of University Relations sends an email regarding delayed openings and early closings, as well as posts the delay or early closing on the Radford University website.

Certain personnel may be "designated" by their agencies as being required to work during authorized closings. They may earn compensatory leave or pay for hours worked during periods of closing. Check with your supervisor to determine if you are "designated" to work during authorized closings.

A copy of the university's Authorized Closings policy along with a listing of positions identified as designated may be found on the Human Resources website. This information is reviewed annually and distributed to all departments for employee notification.

H. Telecommuting
See Policy 1.61

Agencies may designate certain positions and certain employees for telecommuting (teleworking). This practice enables employees to conduct some of their work from their homes or from another site other than the central workplace.

State agencies are encouraged to develop telecommuting and alternative work schedule arrangements where high standards of employee performance and service delivery can be maintained.

A copy of the university's Telework Policy may be found on the Office of Policy and Tax Compliance website.

I. Outside Employment
See Policy 1.60, Standards of Conduct.

As a state employee, your obligation to your state job is considered to be your primary duty. An employee must receive approval from his or her agency *before* taking on an additional job, including self-employment. An employee who already has other employment when he or she enters state service or moves from one agency to another must inform the hiring manager and seek approval to continue the other employment. An employee may be disciplined for outside employment that occurs during work hours or that is deemed to affect work performance.

Radford University requires employees taking on an additional job to complete the Classified Employee outside Employment Request (PR-9). All requests for outside employment must be approved before the outside employment has begun.

J. Alcohol, And Other Drugs
See Policy 1.05

The Commonwealth intends to maintain a workplace free from the adverse effects of alcohol and other drugs. Employees are forbidden to use these substances at the workplace or to come to the workplace while under the influence of these substances. In addition, employees are expected to notify their supervisors if they are convicted of violating any criminal drug law, either within or outside the work place, or if they are convicted of violating any alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace. Violation of policies related to these matters can result in serious disciplinary action including termination.

Because of the nature of the work, some agencies require drug testing before a final employment offer is made. Some positions may also require ongoing random drug testing and/or as-needed drug or alcohol testing.

A pre-employment alcohol and/or drug test may be required for individuals being hired into positions requiring a Commercial Driver's License (CDL). Program guidelines are found on the university's Environmental Health & Safety website.

K. Safety and Security in the Workplace
See Policy 2.35, Civility in the Workplace

As an employer, the Commonwealth of Virginia makes every effort to ensure a safe and healthy workplace for its employees as well as for customers, patients, business colleagues, and visitors. Harassment (sexual or other), threats of violence, and violent acts will not be tolerated in the state workplace. Policy 2.35 provides guidance regarding the kinds of actions which will not be tolerated in the workplace, and describes the responsibility of state agencies to take certain measures to promote safety and security in the work environment. Violation of policies related to these matters can result in serious disciplinary action including termination.

Radford University's Discrimination, Harassment, Sexual Misconduct & Retaliation Policy may be found on the Office of Policy and Tax Compliance website.

You should consult your Human Resource office if you have concerns in this area. Incidents of workplace violence should be reported immediately through appropriate channels in your agency.

All state employees are covered by the Virginia Workers' Compensation Act. In addition, the Workers' Compensation section of the Department of Human Resource Management offers services such as training and consultation in workplace safety and loss control.

Worker's Compensation information, forms, and procedures may be found on the Human Resources website under Benefits.

L. Layoff and Severance

See Policies 1.30, Layoff; 1.57, Severance Benefits; and 1.65 Temporary Work Force Reduction

Business needs, including economic constraints, may require an agency to re-configure or reduce its workforce. Policy 1.30 (Layoff), Policy 1.57 (Severance Benefits), and Policy 1.65 (Temporary Work Force Reduction) outline procedures for agencies to follow and rights of employees in these situations.

Employees may be identified for layoff using a number of factors, including business needs, job functions, and employees' length of continuous state service. Severance benefits are based on salary and length of continuous state service and may sometimes be used by eligible employees for enhanced retirement. Restricted employees (those paid from non-continuing sources of funds) and part-time employees should check these policies and consult their Human Resource offices to find out whether they are eligible for layoff and/or severance benefits.

Your agency may experience variations in work flow which make temporary staff reductions advisable. Policy 1.65, Temporary Work Force Reduction, explains how agencies should implement these short-term reductions and defines the rights of employees during such actions.

M. Statement of Public Accountability

State agencies are public institutions supported by the Commonwealth of Virginia, a public employer committed to serving the interests of the taxpayers and accountable to them for the effective use of public funds. Therefore, it is the policy of the Commonwealth that employees are not paid for time that they do not work, unless they use leave time, such as annual leave, sick leave, or other appropriate leave allotted under human resource policies. You will be placed on Leave Without Pay, and your paycheck for that pay period will be reduced, if you are absent from work for personal reasons or because of illness or injury, even

for periods of less than one day, if you do not use accrued leave because (1) you do not request use of accrued leave or your request is denied, (2) your accrued leave has been exhausted, or (3) you request leave without pay.

If your position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), there will be no deductions from your compensation for periods of absence from work of less than one day, except for the reasons and circumstances specifically described in the preceding paragraph or for infractions of safety rules of major significance.

COMPENSATION

See Policy 3.05

Your total compensation includes both your salary and the state's benefits package. In addition to salary, classified employees are eligible to receive several kinds of paid time off, group health insurance (with a state contribution to the premiums for full-time employees), state-supported membership in the Virginia Retirement System, life insurance, short- and long-term disability coverage (for VSDP participants) and others. Many of these benefits are explained in this Handbook, and the Benefits Administrator in your agency's Human Resource office can give you detailed information.

Classified positions are assigned to approximately 300 roles (titles) within about 60 career groups and seven occupational families. Each role is assigned to one of nine pay bands. Both the employee and the job are assessed for pay purposes using specified factors. Various pay practices are used to establish your original salary and to guide the movement of your salary during your career. Agencies retain some latitude to develop their own salary administration plans within the broad framework set by DHRM policies.

The state does not guarantee any specific pay increases or any certain timetable for pay increases. Funds to support employee pay increases may be provided and earmarked by the Governor or the legislature, or may be identified by the agencies within their own budgets. The legislature and Governor may provide for general pay increases in some years. These typically are linked to the employee's satisfactory job performance.

In addition to Policy 3.05, the Human Resource Management Manual provides information about compensation practices.

PERFORMANCE MANAGEMENT AND EVALUATION

See Policy 1.40, Performance Planning and Evaluation, and Policy 1.45, Probationary Period

It is important for you to clearly understand what you will be expected to do in your job. One way to get this information is through the position description, a description of the work you will be assigned to do and the level of performance you are expected to achieve. You will receive the position description shortly after you begin work, and it will be reviewed annually thereafter. The EWP may be revised as needed.

The EWP may also include a Development Plan that describes specific steps you should take to improve job-related competencies (behaviors, knowledge, and skills) during the coming performance evaluation period.

During an employee's probationary period, the supervisor prepares reports on the new employee's progress. After probation, employees receive an annual performance review. You may also receive ongoing feedback concerning your performance during the performance cycle.

Along with pay practices mentioned in Policy 3.05, your performance rating may affect your salary increases.

BENEFITS AND PROGRAMS

A. Insurance Coverage and Income Replacement Programs

1. **Group Life Insurance**

All classified state employees are enrolled in the group life insurance plan administered by the Virginia Retirement System (VRS) at no cost to the employee. This plan provides life insurance and accidental death and dismemberment insurance during your employment.

The amount of your life insurance coverage for death from natural causes is your annual salary rounded to the next highest thousand, then doubled. The benefit for accidental death is double the natural death benefit.

Through a plan also administered by VRS, active insured employees may purchase optional life insurance for themselves, their spouses, and their minor children. Premiums are paid through payroll deduction. In some cases, some coverage may be continued into retirement. Your agency's Benefits Administrator can provide additional information on Optional Life Insurance.

2. **Health Insurance**

When an employee is hired, he or she has a specified length of time to decide whether to enroll in the state's health insurance program or to waive coverage. Your agency Benefits Administrator will let you know about important deadlines. The state's program, administered by the Department of Human Resource Management, includes hospitalization, medical, mental health, dental, surgical, prescription drug, and other coverage. An employee may choose membership for employee only, membership for employee and one dependent or family membership for the employee and two or more dependents. The employee's portion of the premium is paid by payroll deduction. The state contributes a monthly amount toward the cost of this benefit for employees in full-time status (F or Q). Part-time classified employees (P status) may participate in the state's group health insurance but do not receive a state contribution to their premium costs.

3. **Employee Assistance Program**

The Virginia Employee Assistance Program (EAP) offers help to employees and their family members who need counseling and treatment referrals for alcohol and substance abuse problems and for various personal difficulties including legal, financial, and relationship concerns. The employee or family member may seek these services directly, or a supervisor may encourage an employee to use EAP resources because of

employment issues that may be adversely affecting work performance. All services are provided under strict guidelines of confidentiality.

EAP services are available for all state employees enrolled in the Commonwealth's health care plan and their covered family members. For additional information, ask your agency Benefits Administrator or your insurance carrier for contact information.

4. **Virginia Sickness and Disability Program** (VSDP) – *See Policy 4.57*

All classified employees hired on or after January 1, 1999, are enrolled in VSDP; many employees already working at that time have made the choice to join the program. The chief purpose of this program is to provide income replacement to employees when they are unable to work because of short-term (up to 180 calendar days) or long-term illness or disability. The program also provides:

- return-to-work services,
- paid sick leave time of up to 80 hours per year, based on months of state service, to be used for the employee's own short occasions of sickness/injury or for personal doctor visits,
- paid leave time of up to 40 hours per year for other family and personal reasons, and
- a long-term care component.

Eligible employees may use up to 33% of their available sick leave balance for absences for family illness or disability that are covered by the Family and Medical Leave Act (FMLA).

Details about VSDP are available in the VSDP Handbook.

5. Long-Term Care Insurance

The Commonwealth of Virginia offers long-term care insurance to eligible state employees, retirees, and certain family members under a contract awarded to a third-party vendor. Long-term care typically provides assistance when necessary to accomplish normal activities of daily living, such as eating, dressing, and getting in and out of bed. This is an optional benefit which you may choose to purchase through payroll deduction. For additional information, contact your agency Benefits Administrator.

6. **Workers' Compensation** – *See Policies 4.60, Workers' Compensation, and 4.57, Virginia Sickness and Disability Program Leave*

If you incur a work-related injury or illness, you may be eligible for benefits under the Workers' Compensation Act. In addition, the Commonwealth provides employees covered by the Virginia Personnel Act benefits to

replace lost income and to compensate for certain permanent losses to the body. Workers' Compensation benefits include a return-to-work program to help employees resume productive activity. Procedures and benefits may vary depending on whether you are in the Traditional Sick Leave program or in the Virginia Sickness and Disability Program (VSDP). Your agency Human Resource office can provide more detailed information.

It is important to report a work-related injury as soon as possible. Your Human Resource office can help you with this process.

Worker's Compensation information, forms, and procedures may be found on the Human Resources' website.

B. Time-Off Benefits, Paid and Unpaid

The Commonwealth provides paid leave time to employees for a variety of reasons. The various types of leave are outlined below. Refer to the specific policy for more detailed information. In general, all leave must be scheduled in advance and approved by your supervisor. Ask your supervisor about your agency policies and procedures for scheduling, taking, and reporting leave.

Leave should be reported in no smaller increments than one-tenth of an hour.

All planned leave requires the prior written approval of an employee's supervisor.

1. Annual Leave – *See Policy 4.10*

Annual Leave is earned (accrued) at the end of each completed pay period, at a rate set according to your total amount of state salaried service; new full-time employees start by accruing four hours per pay period. Classified employees who work less than 100% but at least 50% accrue at a rate proportionate to the percentage worked.

You can carry accrued annual leave hours forward from one leave year to the next up to the carryover limits, which are also based on state service. When you separate from state service or experience certain other status changes, you will receive payment for unused annual leave, up to established payout limits. Annual Leave is available for personal uses such as vacation. Ask your supervisor for approval to use this leave ahead of time.

2. **Sick Leave** – *See Policy 4.55*

   Traditional Sick Leave is not available to employees hired on January 1, 1999, or later. Traditional Sick Leave is granted at the rate of five hours per completed pay period regardless of length of service. Payout limits and other provisions are explained in Policy 4.55.

   Eligible employees may use up to 33% of their available sick leave balance for absences for family illness or disability that are covered by FMLA.

3. **VSDP Leave** – *See Policy 4.57*

   VSDP Family and Personal Leave and VSDP Sick Leave amounts are granted to participants in the Virginia Sickness and Disability Program upon hire and at the beginning of the leave year, January 10. Hours remaining from the previous year do not carry over. Length of state service (shown in months) determines the amount of these types of leave.

   The VSDP Employee Manual provides further information.

   Questions regarding accessing and managing a Short-Term Disability claim under VSDP may be directed to Human Resources at 831-5008 or hr@radford.edu.

4. **Leave Sharing** – *See Policy 4.35*

   Employees may donate annual leave hours they have accrued to help other employees who are eligible to receive the leave and who are experiencing Leave Without Pay. Employees covered by the Traditional Sick Leave policy may request to receive Leave Sharing donations when they are in a Leave Without Pay status because of their own personal illness or injury or because of the illness or injury of a family member for which the employee is using Family and Medical Leave (FMLA). Employees covered by the Virginia Sickness and Disability Program may request to receive Leave Sharing donations when they are in a Leave Without Pay status because of a *family member's* illness or injury for which the employee is using Family and Medical Leave. The agency continues to make its contribution to the health care premium for the time covered by FMLA leave.

   If you want to donate leave or request to use donated leave, you should consult your agency Human Resource office.

The leave sharing application form, donor form and fact sheet may be found on Human Resource's Leave website.

5. **Family and Medical Leave Act** – *See Policy 4.20*

   The Commonwealth complies with the federal Family and Medical Leave Act (FMLA) in providing leave with or without pay to eligible employees for situations defined in that Act. State policies and procedures apply to many situations covered by FMLA. Because FMLA is a designation rather than a separate type of leave, an employee may also use other kinds of leave while in FMLA leave status. An eligible employee on FMLA leave continues to receive the state contribution to health insurance, and FMLA provides reemployment rights to employees under certain conditions. Employees may use up to 33% of their traditional sick leave or available VSDP sick leave to cover absences for family illness or disability covered by FMLA.

   A Family and Medical Leave (FMLA) information packet and application may be found here.

6. **Compensatory and Overtime Leave** – *See Policies 3.10 and 3.15*

   Some employees may be eligible to earn paid leave for work performed overtime or during non-scheduled work times. The Fair Labor Standards Act (FLSA) governs application of these leave types for employees covered by the Act (non-exempt).

   It is the policy of the university to comply with the FLSA by paying time and one-half for all work performed by non-exempt employees in excess of 40 hours in a work week.

7. **Administrative Leave** – *See Policy 4.05*

   The Commonwealth grants employees paid time off for certain reasons related to court proceedings (including jury duty); for some kinds of service to official state councils, boards, etc.; for some activities related to employee relations processes; and reasonable time to interview for state positions. Eligibility criteria and specific conditions are explained in Policy 4.05.

8. **Leave to Provide Community Service** – *See Policy 4.40*

   As an employer, the Commonwealth supports employees' responsibilities to their children and communities through Community Service Leave with up to 16 hours of paid leave per leave year. Parents are encouraged to participate in school activities through the high school level. All employees are encouraged to volunteer through community organizations to perform

direct services in child development and to provide voluntary "hands-on" services as part of an organized community service project. Read the policy to learn how this leave type may apply to you.

9. **Military Leave** – *See Policy 4.50*

   Employees who are members of the Commonwealth's militia (including National Guard) are granted paid military leave while providing military service when called forth by the Governor. Employees who serve in the National Guard, Naval Militia, or in a branch of the military reserve are entitled to as much as 15 days of paid military leave for federally funded training or active duty per federal fiscal year. Employees called for more than 15 days of active federal duty in a federal fiscal year may use accrued leave balances in order to remain on the state payroll. Employees who exhaust their leave balances or who choose not to use them for military duty may be placed on Military Leave Without Pay.

   In compliance with federal requirements, employees are guaranteed reinstatement to their original position or a comparable position for up to five years of cumulative military service, with certain exemptions to the five-year cap. If you are a member of the National Guard or a military reserve unit, you may want to review your benefits under the Uniformed Services Employment and Reemployment Act (USERRA). Some state benefits continue for all or part of a term of military leave, as detailed in Policy 4.50.

10. **Emergency/Disaster Leave** – *See Policy 4.17*

    Employees with specific, needed skills may receive up to 80 hours of paid leave to give requested assistance in officially-declared disaster areas, typically in cases of large-scale flood, fire, ice storm, or a similarly destructive natural event. To qualify for this leave, the services provided must not be within the regular job duties of the called employees. In addition, employees who are the *victims* of major disastrous events, such as destruction of their primary residence, are sometimes eligible for paid leave under this policy. Employees called to provide emergency service through active duty in the military or National Guard are covered by the Military Leave policy, 4.50.

11. **Educational Leave and Educational Assistance** – *See Policy 4.15 and Policy 5.10*

    Employees may be allowed leave time to take courses related to their work. This may be with full, partial, or no pay, and/or tuition payment. Financial assistance for costs related to such courses is sometimes available from the employee's agency. Educational Assistance Agreements often include work obligations. Agencies develop the details

of their own policies in this area, so consult with your agency Human Resource office and see your agency's policies for further explanation of these programs.

Information on the university's Educational Aid and Tuition Waiver Policies/Guidelines may be found here.

12. **Leave to Donate Bone Marrow or Organs** – *See Policy 4.37*

Employees may use up to 30 workdays in a calendar year to donate their bone marrow or an organ and to recover from the procedure.

13. **Leave Without Pay** – *See Policy 4.45*

In certain situations, you may ask for or need to be placed in a Leave Without Pay (LWOP) status. This status preserves some benefits of employment and permits reinstatement of other benefits if you return to paid status. LWOP does not separate you from state service, and many benefits are not affected, especially if the period of LWOP is not long. In order to avoid unintentional LWOP, you should learn to manage your paid leave carefully. Employee-initiated LWOP must be approved by your agency.

Leave Without Pay may be Unconditional (reinstatement to the pre-leave position is guaranteed) or Conditional (reinstatement will occur only if the pre-leave position remains available).

14. **Parental Leave** – *See Policy 4.21*

It is the policy of the Commonwealth to provide paid parental leave to enable the employee to care for and bond with a newborn or child under the age of eighteen (18) newly-placed for adoption or for foster or custodial care. This paid leave may be used in combination with other benefits. Parental Leave is governed under DHRM Policy 4.21 and applies to classified employees.

The purpose of this policy is to provide eligible employees with up to eight (8) weeks (320 hours) of paid parental leave to be used within six (6) months of the birth of an infant or adoptive, foster, or custodial placement of a child under the age of eighteen (18).

For additional information, contact your agency Benefits Administrator.

C. Holidays – *See Policy 4.25*

As mandated by state law, the following days are generally observed as paid holidays for state employees:

New Year's Day (January 1)
Lee-Jackson Day (Friday before the third Monday in January)
Martin Luther King Day (third Monday in January)
George Washington Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Columbus Day (second Monday in October)
Veterans Day (November 11)
Thanksgiving Day (fourth Thursday in November)
The day after Thanksgiving Day
Christmas Day (December 25)

The Governor or the President of the United States may designate additional holiday time.

When a holiday falls on Saturday, it will be observed on the preceding Friday; when a holiday falls on Sunday, it will be observed on the next Monday. If a holiday falls on an employee's scheduled day off, other than a weekend, the employee will be granted up to 8 hours of compensatory leave. If an employee is required to work on a holiday, the employee may be eligible for pay plus compensatory leave.

Some agencies observe a different holiday schedule, but the number of paid holidays is the same for all agencies. Regardless of the schedule worked, full-time (F) classified employees receive 8 hours of Holiday Leave for a full-day state holiday. If you work an alternate work schedule, talk with your supervisor or Human Resource office about holiday leave. Holiday leave is prorated for classified employees who work less than a 40-hour schedule ("Q" and "P" status employees).

Radford University has an approved alternate holiday schedule. Holidays observed by the university are:

- ***New Year's Day (January 1)***
- ***Martin Luther King, Jr. Day (the third Monday in January)***
- ***Memorial Day (the last Monday in May)***
- ***Independence Day (July 4)***
- ***Labor Day (the first Monday in September)***
- ***Thanksgiving Day (the fourth Thursday in November)***
- ***The day after Thanksgiving Day***

- ***Christmas Day (December 25)***
- ***The four working days after Christmas Day***

D. Employee Service and Recognition Programs *See Policy 1.15*

Radford University recognizes employees for university service annually.

Radford University's Employee Recognition Policy can be found on the Office of Policy and Tax Compliance website.

E. Savings Programs

1. Premium Conversion and the Reimbursement Account Programs

Premium Conversion and the Reimbursement Account programs are subject to regulations established by the Internal Revenue Service (IRS). You will find more detailed information from your agency Benefits Administrator and at the Health Benefits web site.

a. Premium Conversion
This feature reduces your net cost by allowing you to pay your portion of your health insurance premium with pre-tax salary.

b. Medical and Dependent Reimbursement Accounts
Employees are eligible to enroll in the medical and/or dependent care reimbursement program, which allows payment of certain out-of-pocket expenses with pre-tax dollars. Talk with your agency Benefits Administrator about waiting periods or eligibility requirements.

2. Deferred Compensation Plan (DCP)

Through this program, you may direct a portion of your salary into an investment program by payroll deduction ***before*** state and federal taxes are applied. Typically, employees choose to receive the deferred income after retirement when they are likely to be in a lower tax bracket. A third-party administrator (TPA) manages the program, including the investments, and will help you select from a variety of investment options. Further information is available from this TPA and from the Virginia Retirement System, which administers the program. Your Benefits Administrator will be able to provide phone numbers for reaching them.

The Commonwealth supports employee participation in this plan by offering a Cash Match Program. Deferred Comp participants who sign up for Cash Match will receive a contribution to their accounts each pay

period of an amount equal to one-half of the employee's own contribution, up to an established maximum. The maximum matching amount is set by the legislature.

F. Wellness Programs

CommonHealth is the state's wellness program for employees, families, and retirees offering a range of health-related activities and resources at participating agencies. The Office of Health Benefits provides additional employee health services and discounts including, but not limited to, Healthy Beginnings (prenatal benefits), Smoking Cessation, Weight Watchers and Healthy Lifestyle Coaching.

Information about wellness programs at Radford University can be found at Highlander Wellness.

G. Work/Life Programs

The Commonwealth offers a variety of work-life policies, including telecommuting and educational assistance, to improve balance between work and home life.

More information can be found on Radford University's Family Work/Life Balance website.

H. Retirement Benefits

Retirement Program

Classified employees are covered by the state's defined-benefit retirement program. Upon retirement, the Virginia Retirement System (VRS) provides monthly retirement benefits for eligible, qualifying employees, who may choose among a variety of retirement options. In addition, VRS administers other programs, including short-term and long-term disability programs (through the Virginia Sickness and Disability Program), life insurance, and deferred compensation. For more information, contact your Benefits Administrator or VRS.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

See Policies 2.05, Equal Employment Opportunity, 2.10, Hiring, and 2.35, Civility in the Workplace

A. Equal Employment Opportunity

The Commonwealth is committed to providing **equal employment opportunity** for all employees and job applicants regardless of their race, color, religion, sex, age, national origin, disability, and political affiliation. Employment discrimination based upon these traits is unlawful under both state and federal law. Equal opportunity extends to all aspects of employment including hiring, transfers, promotions, training, termination, working conditions, compensation, benefits, and other terms and conditions of employment. The Commonwealth complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of unlawful discrimination, including harassment and retaliation.

B. Harassment

Harassment is any unwelcome verbal, written, or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, color, national origin, age, religion, disability, marital status, or pregnancy that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or (3) affects an employee's employment opportunities or compensation.

C. Retaliation

Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under the Commonwealth's EEO policies.

D. Violations and Enforcement

Unlawful discrimination in any form is a serious offense that will not be tolerated in state employment. The Department of Human Resource Management's *Policies and Procedures Manual* sets forth the relevant policies of the Commonwealth. If you believe you are a victim of unlawful discrimination, several avenues of redress are available to you, including processes within your agency, the grievance procedure, and the state and federal discrimination complaint processes.

Supervisors or employees found to have engaged in unlawful discriminatory conduct are subject to disciplinary action, including termination.

DHRM's Office of Equal Employment Services (OEES) is responsible for enforcing policies concerning equal employment opportunity. This office investigates and resolves complaints of unlawful employment discrimination. If

you wish to submit a complaint or allegation, you may obtain the needed forms from your agency's Human Resource office, by contacting the OEES, or from the DHRM web site. Employees may also file complaints under the Grievance Procedure or directly with the federal Equal Employment Opportunity Commission.

Radford University's Discrimination, Harassment, Sexual Misconduct & Retaliation Policy may be found on the Office of Policy and Tax Compliance website.

DISCIPLINARY PROCESS

See Policy 1.60, Standards of Conduct

Policy 1.60, Standards of Conduct, provides guidance to employees and supervisors by outlining (1) standards of appropriate conduct; (2) behavior that is unacceptable; and (3) corrective actions that agencies may take to address behavior and employment problems. The standards apply to full-time and part-time classified and non-probationary employees (generally, those covered by the Personnel Act). In addition, agencies may refer to the Standards of Conduct in evaluating the behavior of employees not covered by the Personnel Act. The Standards of Conduct also explain procedures for imposing suspensions either during investigation of employee behavior or as part of the discipline.

The Standards of Conduct policy addresses workplace conduct or behavior and outlines a three-tier system based on the seriousness of the behavior and the corresponding agency response. While discipline or even termination may be required, the goal of the Commonwealth is always for the employee to be a constructive, contributing member of the work force. Therefore, ***progressive discipline*** is recommended, so that minor and/or first offenses generally receive such corrective actions as counseling or low-level disciplinary action. Major and/or repeated offenses generally should result in more severe consequences, including an official Written Notice and, in the most serious cases, termination. The policy explains the importance of ***due process*** and how it is applied, especially when suspension, termination, disciplinary demotion, or disciplinary transfer may result. Due process gives the employee an opportunity to respond to the allegations before discipline is imposed.

Note that although Policy 1.60 describes a variety of actions that may be addressed through the disciplinary process, the list of actions in the policy is not all-inclusive. Listed actions are intended as examples of the levels of severity of possible infractions. Supervisors and managers should become familiar with the Standards of Conduct, and should review them carefully when applying any disciplinary action. Policy 1.60, Standards of Conduct, can be found in its entirety in DHRM's on-line policy manual at **http://www.dhrm.virginia.gov/hrpolicies**

As with all workplace issues, you should refer to your Human Resource office if you have questions or concerns about the Standards of Conduct, or about specific situations.

Non-probationary employees may challenge disciplinary actions through the Employee Grievance Procedure, which is administered by the Department of Employment Dispute Resolution (DEDR). Detailed information on these procedures is available from DEDR.

EMPLOYEE RELATIONS ISSUES

The Department of Employment Dispute Resolution (EDR) is available to advise employees on work-related problems, use of the grievance procedure, and mediation. It also assists employees and managers in exploring options for resolving work-related conflicts.

Radford University is committed to building positive relationships and work life quality through fair treatment and resolution of employee interests and concerns. Employee Relations provides a place where both supervisors and employees can share personal and work-related information in order to identify and resolve work related problems and/or proactively avoid possible problems.

Grievance Procedure

The grievance procedure is a process through which a Virginia state government employee can bring workplace concerns to upper levels of management. This process is more formal than mediation and requires that rules be followed strictly. The Grievance Procedure Manual lists the rules that must be followed. Failure to follow these strict procedures will forfeit your right to this process. A grievance can have up to four phases: (1) the management resolution steps; (2) qualification for hearing; (3) hearing; and (4) review of the hearing decision. Not all grievances are qualified for hearing. For example, under the grievance statues, grievances that relate solely to layoffs, transfers, assignments, or the content of personnel policies cannot proceed to a hearing. On the other hand, some issues are automatically qualified for hearing, such as formal discipline or dismissal for unsatisfactory performance. Attorneys serving as Administrative Hearing Officers conduct hearings in qualifying grievances.

Even if your concern is about an issue that cannot be qualified for hearing, many grievances result in resolution during the management steps, without a grievance hearing. For more information regarding the grievance process contact the EEDR AdviceLine at 1-888-23-ADVICE (1-888-232-3842).

MISCELLANEOUS TOPICS

A. Commonwealth of Virginia Campaign

The Commonwealth of Virginia Campaign is the voluntary employee charitable giving program that raises funds for numerous non-profit health and humanitarian organizations throughout the state, the nation, and the world. Contributions are tax deductible and can be made in lump sum or by payroll deduction. Each agency has a CVC Coordinator who can provide further information. This is the only charitable giving program authorized by the Commonwealth to operate within the state workplace.

B. Electronic mail, computer, and telephone use

Many jobs provide access to computer equipment and the Internet so that employees can perform their work tasks. Policy 1.75, Use of Internet and Electronic Communications Systems, expresses the general guidelines for use of these systems and provides for agencies to adopt more specific guidelines that may be suitable to their needs. In general, the equipment and systems should be used for business purposes. Personal use should be limited to minor occasions. Users should expect their system use to be monitored. Certain specified Internet uses, such as transmitting obscene, discriminatory, or fraudulent material, are strictly forbidden at all times.

Telephone use should follow a similar pattern. The telephone is provided so that employees can conduct state business. Personal use should be limited and does not include long distance calls. Lengthy or frequent personal phone calls may constitute an abuse of work time and may result in disciplinary action under the Standards of Conduct.

Radford University's Acceptable Use Policy for University Computer and Information Technology

C. Gifts, Gratuities, and Rewards

As a state employee, you are in a position of public trust. Therefore, you may not accept gifts, gratuities, favors, or rewards for any services you perform in connection with state employment other than from the agency where you work. Likewise, it is unlawful for employees to solicit, offer, or accept money or anything of value in exchange for appointment or selection to a position at a higher salary, or for special privilege with any state agency. Violation of this policy will be handled through the Standards of Conduct.

D. Intellectual Properties

While employed by the state, many employees work on projects or develop materials that also have worth outside of state government. The Code of Virginia (§ 2.2-2822) and policies developed by institutions of higher education also address these matters. You may obtain information and guidance related to intellectual property from your agency Human Resource staff.

E. Nepotism

The Code of Virginia (§ 2.2-3106) prohibits (as a conflict of interests) supervision by an employee of a member of his or her immediate family. Immediate family includes the spouse and any other person residing in the same household as the employee who is a dependent of the employee or of whom the employee is a dependent. (See the Conflict of Interests Act in the Code of Virginia, § 2.2-3100 and following.)

F. Personal Appearance

As an employee of the Commonwealth, you should come to work dressed and groomed appropriately for your working conditions. Your agency may apply more specific requirements for dress and grooming based on their business needs.

G. Political Activity

State employees may not campaign for themselves or for anyone else during work hours, nor can they use state equipment or resources for political activities. Further, no employee is to be rewarded or discriminated against in any way for participating or not participating in political activities outside of the workday and work place. Before beginning any political activity, you should determine whether such activity violates the Virginia Conflict of Interests Act.

The political activities of employees in state agencies that are funded in whole or in part by federal loans or grants are subject to the conditions of the Hatch Act, a federal law limiting political activities of government employees. If you are in a position that receives any federal funds, you may not:

1. stand as a candidate for any public or political party elective office in a partisan election (one in which any candidate runs as representative of a political party whose presidential candidate received electoral votes in the preceding presidential election);

2. directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value for political purposes; or

3. use official authority or influence to interfere with, or to influence, the results of an election or nomination for office.

H. Privacy of Records ***– See Policy 6.05***

Your personnel record, maintained by your employing agency, is the property of the Commonwealth. The Virginia Freedom of Information Act (FOIA) provides that an employee may have access to information contained in his or her personnel records with the exception of mental and medical records when the treating physician has indicated that a review of such records might be injurious to the employee's health. The contents of an employee's personnel file may be

disclosed to third parties only as provided in the Virginia Freedom of Information Act, the Privacy Protection Act, and Policy 6.05, Personnel Records Disclosure.

If you apply for credit of any kind that will require a credit check or other investigation, you may give written authorization to the Human Resource office to release the needed information.

I. Smoking

The Commonwealth of Virginia promotes a productive and cooperative working environment. No special rights are granted to smokers or nonsmokers. Employees must strive to assure that any personal habits do not interfere with the effective production of work, and must adhere to regular break times.

Some agencies have established smoke-free or tobacco-free buildings or parts of buildings. Smoking on elevators and in restrooms is prohibited.

The university's Smoking Policy may be found on the Office of Policy and Tax Compliance.

J. Employee Communications

1. ***EMPLOYEE NEWSLETTER***

The Employee Newsletter is published and distributed monthly by the Department of Human Resources. It contains information about personnel policies, training programs, benefits, and other information of interest to the employee.

2. VIRGINIA JOBS

Virginia Jobs is continuously updated by the Department of Human Resource Management. Virginia Jobs lists state job opportunities available throughout the Commonwealth and includes the job title, position number, location, starting salary, and deadline date of the vacancy.

3. RADFORD UNIVERSITY JOBS

Radford University jobs website is continuously updated as jobs become available. Jobs are grouped by Staff, Administrative/Professional Faculty, Instructional Faculty and Wage. Current employees are encouraged to apply for jobs of interest in which they meet qualifications.