

ALCORN STATE UNIVERSITY STAFF HANDBOOK



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Alcorn State, MS 39096

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PREFACE

The policies, practices and benefits reiterated in this handbook are broad, internal guidelines and are not intended to be or to represent a contract of employment. Any individual may voluntarily leave employment upon proper notice and may be terminated by Alcorn State University at any time and for any valid reason. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. The contents of this handbook are subject to change at any time at the discretions of the employer.

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SECTION 1

INTRODUCTION

Welcome to Alcorn State University.

You are now a member of the staff of a university which constantly strives to provide the best educational environment for the students that an effective and efficient university can provide.

Alcorn State University, while performing its legislative function as a land-grant institution, demonstrates the fundamental and historical concern for preparing its students to live effectively in the mainstream of contemporary America. Its major specialized curricula are supported by a sound foundation of general education. Functional programs in research and extension have been integrated into the educational program. Administrators, teachers and staff members of the university are committed to the pursuit of excellence in the matter of preparing men and women to live more effectively as both producers and consumers in a democratic society.

The effectiveness of the university as a whole depends upon the cooperation and dedicated efforts of all staff members working as a team to achieve excellence in education and research. To many persons, you are the university. People judge us not only by the students we graduate, but also by the courteousness of our personnel, the neatness of our letters, the cleanliness of our building and the beauty of our grounds. The contribution of each employee is, therefore, vital to the success of the entire university.

As an employee of the university, you will want to become well informed about the organization within which you will be working, its employment practices, benefits and facilities, the privileges offered and the related responsibilities you will be expected to accept.

This handbook undertakes to provide such information. Hopefully, it will be a useful and convenient source of reference for you.

This handbook will be revised from time to time to provide you with updated information derived from recent changes in policy and procedures. While we have made every effort to anticipate your questions, it is probable that you may encounter special problems or particular situations which are not thoroughly covered herein. When such occasions arise, do not hesitate to discuss them with your immediate supervisor, your department head, or the Human Resources Office.

SECTION 2

THE AUTHORITY OF THE PRESIDENT

The Board has delegated to the President of Alcorn State University the authority to administer the policies and programs of the institution. As the representative of the Board of Trustees, he is the official representative and spokesman for the university in all administrative relations with state, regional and national organizations and agencies.

Following are excerpts of the duties of institutional executive officers as contained in Section 301.0701 of the By-Laws and Policies of the Board of Trustees of State Institutions of Higher Learning, State of Mississippi, as of April 16, 2008.

The institutional executive office of each of the several state institutions of higher learning shall be responsible for the administration of the divisions and departments of his institution and for keeping its expenditures strictly in compliance with the budgetary authorizations of the Board and within the limitations provided therein.

The institutional executive officer shall make recommendations regarding educational policy and academic standards of his/her institution, and, in cooperation with the Commissioner, recommend such policy to the Board for approval.

The institutional executive officer shall have the initiative in the selection and recommendation for elections by the Board of all employees and faculty members of his/her institution; and he/she shall have authority to fill vacancies that occur as emergencies, when salary outlay is within the budget appropriations provided for such positions, all subject to authority for review and rejection or approval by the Board, in which body rests the sole power of election and confirmation or rejection of all appointments.

The institutional executive officer is charged with the responsibility for maintaining appropriate standards of conduct of students and is authorized to expel, dismiss, suspend, and place limitations on continued attendance and to levy penalties for disciplinary violations subject to procedures of due process.

SECTION 3

EQUAL OPPORTUNITY POLICY

Alcorn State University hereby affirms its policy of equal opportunity.

Alcorn State University is expressly committed to maintaining and promoting nondiscrimination in all aspects of recruitment and employment of individuals at all levels throughout the university. Specifically, it is the intent of the university to recruit, hire, and promote all faculty and staff without regard to race, color, religion, sex, national origin, handicapped condition unrelated to job performance, Vietnam era or disabled veteran status. The university will not tolerate any conduct of sexual harassment. The university has an affirmative action program for ensuring equal employment opportunities for women, members of racial minority groups, handicapped persons, and Vietnam era and disabled veterans. The university complies with the Age Discrimination in the Employment Act of 1967m as amended, and the Vietnam Era Veterans Act of 1986. Decisions in all employment actions will be based upon the individual's qualifications, merit, and professional ability, and in conformance with all current legal requirements. All personnel actions, programs, and facilities will be administered in accordance with equal opportunity and affirmative action policies, including but not limited to recruitment, selection, assignment, classification, promotion, demotion, transfer, layoff and recall, termination, determination of wages, conditions and benefits of employment, selection for training or retraining, and social and recreational programs.

The Director of Human Resources of the university is to keep the President advised on the status of equal employment and affirmative action on a continuing basis. The Director of Human Resources is directly responsible for the administration of affirmative action plans.

To realize the declarations set forth above, the university will, in all solicitations and advertisements for employment vacancies placed by or on behalf of the university, state its position as an equal opportunity/affirmative action employer. The university will engage the services of only those professional organizations, employment agencies, contractors or agents whose policies are in alignment with the equal employment opportunity policy of the university. The university will broadly publish and circulate its policy of equal opportunity by including it in all correspondence, media communication, and printed matter for employment purposes.

Further, the university will consider through appropriate and designated procedures, the complaint or grievance of any individual who has reason to feel that he or she has been affected by discrimination because of race, color, religion, sex, national origin, age, handicapping conditions, or Vietnam era or disabled veteran status.

Further, as an institution of higher education and in consonance with its policy of equal employment opportunity. All available job opportunities will be filled without regard to an applicant's race, color, religion, sex, national origin, handicapping condition unrelated to job performance, Vietnam era or disabled veteran status. This policy will be noted in all handbooks, and the complaint or grievance of any employee who has reason to think he or she has been affected by discrimination will be considered through appropriate procedures.

President

Date

SECTION 4
FOR THE NEW EMPLOYEE

4.1 WHAT IS EXPECTED OF YOU:

Your work is important to the university. You should never doubt your value as a conscientious, reliable employee. Development of skill and proficiency in performing your duties is vital. Only through the personal efforts of each individual employee can we expect to achieve our objectives of excellence in teaching, research, and community service. Belief in the importance of your duties, wherever you work, is essential to successful and meaningful employment at Alcorn State University.

4.2 YOUR RESPONSIBILITY TOWARD SUPERVISION:

The responsibility for accomplishing the objectives of any department rests with the department head and supervisors. You have a distinct right, as well as responsibility, to seek their guidance and support in matters relating to your assignment. Do not hesitate to seek them out when you are in doubt regarding any part of your job. Establish clearly at the beginning of any assignment the person responsible for its supervision and guidance of your work.

SECTION 5

EMPLOYMENT PRACTICES

5.1 POLICY ON ADVERTISING VACANCIES AND NEW POSITIONS:

As an equal employment institution that fosters the posture and practice of equal employment opportunities for current and potential employees, the university is committed to advertising vacancies and new positions as widely as is practical. Consequently, all professional vacancies and new positions shall be posted on the campus and advertised in at least one widely circulated publication. To the extent feasible, a minimum of two weeks shall be allowed from the time a vacancy or new position is published until the deadline for the receipt of applications.

Currently, employed individuals are eligible and encouraged to apply for any advertised position at the university for which they are qualified.

It is the responsibility of the appropriate vice President to ensure that vacancies and new positions are properly advertised. The vice Presidents shall work closely with Office of Human Resources to ensure compliance with applicable federal and state laws in advertising vacancies and new positions and in filling those positions.

All nonprofessional vacancies and positions will be posted on the University website www.alcorn.edu. Nonprofessional positions shall also be advertised through the Mississippi Employment Security Commission. The vice President in whose unit a vacancy or position occurs is responsible to work with the Human Resources Office to ensure appropriate posting and advertising. To the extent feasible, nonprofessional positions will be posted/advertised for at least two weeks before the deadline for applications. Current qualified employees are eligible and are encouraged to apply for posted/advertised positions. Current employees must be in good standing with the university.

5.2 JOB SECURITY:

Alcorn State University will:

1. Endeavor to employ the best qualified person available for each position;
2. Provide necessary training for its employees to ensure their ability to do their jobs;

3. Endeavor to promote from within as a means of filling vacancies as they occur;
4. Pay employees a fair salary in accordance with the requirements of the job and the availability of funds; and
5. Maintain personnel policies, for its employees, which are fair, equitable and free from bias and discrimination in any form.

5.3 EMPLOYMENT PROCEDURE:

Vacancies and new positions shall be posted in the Office of Human Resources and in the applicable department. It is the responsibility of the appropriate vice President to ensure that vacancies and new positions are properly advertised. The vice Presidents shall work closely with the university Executive Compliance Officer and the Office of Human Resources to ensure compliance with applicable federal and state laws in advertising vacancies and new positions and in filling those positions. The original application for employment must be submitted to the Office of Human Resources, before the employment process can be completed.

1. All positions are posted in the department advertising the vacancy or new position, online at www.alcorn.edu and in the Office of Human Resources;
2. Completion of a written application form by the employee/applicant (resumes and other biographical background information may be attached to the application);
3. Personal interview by an appointed staff member;
4. Checking of references and background investigation where necessary;
5. Testing of skills;
6. Formal interview between the applicant and department head and/or supervisor;
7. Some positions may require a physical investigation;
8. Candidates who meet qualifications outlines in the job description will be interviewed by the department head and/or supervisor, who have

the responsibility for making the final recommendation for employment;

9. Once the department has made the decision to employ an individual, pending the individual's presenting certain required documents to the Human Resources Office, the individual reports to Human Resources to complete employment documents and obtain orientation.
10. The following documents must be provided to the Human Resources Office by the prospective employee and/or activities to be completed in Human Resources:

The original *Application for Employment form*

The Immigration Reform and Control Act of 1986 require all persons to complete Form I-9. This shall be done within the first three (3) days of employment. Proper credentials shall be presented before other forms can be completed. This will determine the first day to be placed on the payroll.

The credentials needed for Form I-9 are the following: current driver's license, an original social security card, or a current passport, certified birth certificate, alien registration receipt card, or employment authorization card.

Social security numbers and dates of birth are needed for all beneficiaries.

All applicants should be aware that false statements made on an application form or information concealed, whether on the application form or resume, will be deemed sufficient cause for the employee's immediate dismissal.

5.4 ORIENTATION:

Employees are introduced to the university through a general orientation session conducted by a designated member of the Human Resources staff. At the time of employment, each employee is instructed as to the location and time of this orientation. It is expected that each new employee will attend orientation.

This orientation includes a brief history of the university, information regarding institutional organization structure and personnel policies. All benefits are explained and enrollment forms are completed during orientation.

In addition, each new employee is instructed on how to access the Staff Handbook on the intranet. Orientation by the department supervisor follows and will include specific work hours, lunch time, and so forth and will provide answers to questions the employee may have. The departmental orientation may also include a requirement for certain training the employee and will have to undergo in order to function efficiently in the position.

5.5 INITIAL EVALUATION PERIOD:

The first six months of employment of non-academic, non-executive employees is considered an initial evaluation period. During this time, employees have an opportunity to learn more about their assignments and to determine whether or not they are satisfied with the position. At the same time, the supervisor has an opportunity to determine whether the employee has the ability and desire to perform the job assignment. Under unusual circumstances, this period may be extended for three additional months to allow the supervisor more time to evaluate an employee's work performance.

Since this initial evaluation period serves as an orientation and get-acquainted period, discussions will be held between the supervisor and the employee. The initial evaluation should take place by the end of the fifth week of service. If at any time during this period the employee decides that he/she is unhappy with the position or feels that he/she cannot adjust properly to the work assignment, he/she may resign with two weeks' notice. Resignation must be submitted in writing to the university President. Similarly, an employee may be terminated with two weeks' notice if, after counseling sessions, it is determined that he/she is obviously not suited for the particular position. Supervisors are required to document the counseling efforts, as well as the termination itself and the termination evaluation, and forward all available information for inclusion in the personnel records.

At the conclusion of the initial evaluation period, employees become full-time regular employees of the university, provided there are no other restrictions placed on the position at the time of employment.

5.6 EMPLOYMENT CLASSIFICATIONS:

Employees are classified at the time of employment as full-time regular, full-time temporary, part-time regular or part-time temporary. An employee whose work assignment is for less than 4 ½ months is not entitled to benefits. Employees working less than 20 hours per week, regardless of whether they are regular or temporary are not entitled to benefits.

5.6.1 Full-time Regular Employment:

Employees who have a fiscal year (annual) appointment and whose work schedule is 39-40 hours a week are classified as full-time regular employees. Full-time employees are entitled to all benefits.

5.6.2 Part-time Regular Employment:

Persons employed for less than thirty-nine (39) hours per week but not less than twenty (20) hours per week (half-time) are classified as part-time regular. Employees in this classification are entitled to prorated sick and vacation accruals and group benefits.

5.6.3 Temporary Employment:

Temporary employment is divided into three basic categories: temporary full-time, temporary part-time and seasonal.

5.6.3.1 Temporary full-time employment is defined as work performed on a regular basis for a period of time up to 12 months. However, to be eligible for group benefits an individual must be employed for at least 4 ½ months.

5.6.3.2 Temporary part-time employment is defined as work performed on a regular basis for a period of up to 12 months, but less than 39 hours per week. Group and retirement benefits are available in this employment category provided the work schedule is not less than 20 hours per week.

5.6.3.3 Seasonal employment is defined as work performed on an irregular basis for short periods of time of less than 4 ½ months. No group benefits are attached to this employment category.

5.7 PERSONNEL RECORDS:

All permanent records of the employee are maintained in the Office of Human Resources. Payroll records are maintained in the Payroll Office. The personnel file represents the employment record of the employee and includes the application for employment, documentation of the hiring or appointment, information from references, correspondence of all types, position assignment information, information on transfers, promotions, evaluations, wage changes, and

Benefit enrollment and tax deduction information. All personnel files are confidential, personal property of the university.

5.8 WORKING HOURS AND ATTENDANCE:

The normal work week for full-time, hourly wage employees is forty (40) hours measured from Sunday through Saturday of a week; the normal work hours are 8:00 a.m. to 5:00 p.m., with one hour for lunch, Monday through Friday. It is sometimes necessary to schedule employees to work other than normal hours or tours of duty. In such events, supervisors' work schedules will be announced as early as possible to give the employee advance notice of any change to the work schedule. Employees are expected to report to work on time daily and to remain on the job throughout the regular work hours.

Employees having an urgent reason for leaving must have permission from the supervisor and/or department head. Employees must have prior approval before taking personal leave. Failure to report to work after (3) days of being absent is considered job abandonment. This is grounds for immediate dismissal. Should an unforeseen emergency arise, the employee is responsible for calling in to his or her supervisor at the start of his or her assigned shift.

5.9 TIME-KEEPING AND REPORTING:

The time records are the basic source of information for payroll purposes. Time records should reflect the actual hours worked. Employees should not sign and/or punch in at times in variance with their daily work schedule. Changes, alterations or notations are not to be made on the time sheets except by approval and with the signature of the department head and/or supervisor.

You are reminded that adequate time-keeping and work scheduling is a requirement of federal law. Further, such laws require that historical records are maintained for an indefinite period of time for all time worked. Therefore, care should be taken in reporting time for all time worked. In order to be counted on time for work, employees must report six minutes before actual starting time of work. Similarly, employees should not leave more than six minutes prior to the established quitting time. Hourly-paid employees are neither permitted nor allowed to work before or after their scheduled time. Hourly-paid employees who arrive more than six minutes late or depart more than six minutes before the established quitting time are normally docked for the exact period of time of such lateness or early departure. A person should not clock in and/or out for another employee.

Only pre-approved overtime is allowed for hourly-paid non-exempt employees.

5.10 PERFORMANCE EVALUATION:

It is Alcorn State University's policy to evaluate the effectiveness of all employees on an annual basis. The purposes of the evaluation are: a) to serve as the basis for administrative recommendations such as salary and promotion; and b) to support the improvement of individual performance. The employee being evaluated will have an opportunity to discuss the evaluation with his/her supervisor before recommendations based upon it are forwarded. The evaluation shall follow written procedures which may be revised at any time, provided that those affected are consulted. Formal consideration of revisions must occur at least once every three years. Major changes, if needed, are normally made at the beginning of the fiscal year. An employee may file a formal grievance if he or she believes that his or her ratings are unfair.

5.11 PROMOTIONS AND TRANSFERS:

Transfers to another job or department may be approved when made under conditions which are mutually beneficial to the university and to the person concerned. Transfers for promotion are particularly encouraged. Each transfer request will be judged on its own merits. Transfers by employee request are normally made only upon completion of the six-month initial evaluation period. Employees who wish to transfer to another department may confer with the responsible Human Resource representative who will advise the individual of position availability.

In order that the conditions of transfer may be reviewed and evaluated, the procedure outlined below is applied to transfer requests affecting personnel other than faculty and principal administrators:

1. The transfer must be reviewed and approved by both as the department from which the person desires to transfer and the department to which he/she wishes to transfer. The candidate's qualifications will be examined in the same manner as those of a new applicant.
2. The transfer evaluation must include a performance rating by the transferee's current supervisor or department head. A newly created form to be used for evaluation purposes will be furnished by the Human Resources Office;

3. Lateral transfers (transfers without promotion) with an accompanying increase in salary will not be approved without appropriate justification;
4. The department or school from which the transfer is being made is entitled to at least two weeks' notice;
5. The department acquiring an employee by transfer assumes financial responsibility for the employee's accrued benefits; and
6. Employees will be promoted on the basis of qualifications. Where there are two or more equally qualified applicants for transfer into the same position, the employee's length of service may be considered.

5.12 ANNIVERSARY DATE:

The employee's anniversary date is the date that the employee was initially employed at Alcorn State University provided there is no break in service. For employees with break in service the anniversary is the most recent date of employment.

5.13 TERMINATION POLICY:

5.13.1 Resignation

All employees who plan to resign should give a minimum of **two weeks'** notice of resignation. All letters of resignation **must** be addressed to the university President, with copies to the applicable parties.

Employees submitting resignations will be paid through the last day worked and will receive their check on the first payday following resignation. The full-time employee with at least six months of service will be eligible for payment for vacation time earned but not taken at the time of separation. State law limits the amount of accrued vacation for which an employee may be paid up to thirty (30) days. Other benefits may be available; consequently, all terminating employees should call the Office of Human Resources contacts terminating employees to set up the exit interview.

5.13.2 Dismissal (Also see Section10: Code of Conduct)

The university's rules concerning dismissal are intended to be general guidelines to good judgment and fair treatment. Just cause for dismissal is not limited to those violations that follow, as there may be other offenses committed that may warrant this action depending on a number of factors. The university

reserves the right to make changes to the listing. Below are examples of misconduct which will subject an employee to disciplinary action. This is not intended to be a complete list; it is a guide to conduct which will result in disciplinary action up to and including termination:

1. Falsification of personnel records, including time cards and applications of employment;
2. Inexcusable neglect of duty or insubordination;
3. Unauthorized possession or drinking of any alcoholic beverage, or unauthorized use or possession of narcotics, barbiturates, hallucinogenic, amphetamines or marijuana on university property;
4. Unexcused absences of three (3) days without notification or reasonable cause;
5. Theft, unauthorized use, removal or destruction of university property;
6. Unauthorized possession of firearms, knives or explosives,
7. Stealing from fellow employees, students, university officials or others on university property;
8. Immoral or indecent conduct on university premises or the conviction by a court of law for such conduct off the job;
9. Threatening, intimidating, coercing or interfering with fellow employees, students or others on university property;
10. Conviction of a criminal offense, including, but not limited to: murder, armed robbery, arson, or assault, whether or not on university property;
11. Any act of fighting on university property;
12. Failure to cooperate in internal investigation;
13. Wasting time or loitering;
14. Leaving university premises or work area without permission during work hours;
15. Misuse of sick leave privileges and benefits;

16. Tardiness, failure to report to work on time;
17. Failure to record time accurately;
18. Negligence in performance of duty-productivity not up to standards;
19. Negligence or abuse in the use of university property, equipment, materials, or vehicles;
20. Failure to report an incident and/or injury to a student, self or visitor on university property;
21. Sleeping during work hours;
22. Falsifying time records of another employee;
23. Violation of or disregard for fire safety or common safety practices such as smoking in an unauthorized area;
24. Reporting for work under the influence of alcohol—reporting to work under the influence of narcotics, barbiturates, hallucinogenic, amphetamines or marijuana; use of the aforementioned substances while on the job;
25. Discourteous treatment of visitors;
26. Gambling on university property;
27. Absenteeism;
28. Neglect of duty;
29. Horseplay on the job;
30. Unauthorized release of confidential or official information;
31. Failure to maintain satisfactory interpersonal relationships with co-workers and supervisors; and
32. Failure to disclose a conflict of interest or failure to eliminate a conflict of interest when so directed.

Where dismissal is brought about by a violation of the civil law, the university may institute prosecution of employees or former employees.

Discharge due to unfavorable conduct does not provide for pay in lieu of notice.

Termination of employees during the initial evaluation period for reasons other than those cited above carries no provision for pay in lieu of notice.

5.13.3 Retirement

When an employee decides to retire, the employee should contact the Office of Human Resources within 90 days of the intended retirement date, to make arrangements for the completion of the required paperwork. The employee must send a letter to the President of the university, stating his/her decision to retire and the effective date of retirement. Copies of the letter should be sent to the employee's immediate supervisor, the Vice President for Business Affairs, the Director of Human Resources and the Coordinator of Payroll.

5.14 RE-EMPLOYMENT:

A former employee seeking re-employment with Alcorn State University is required to show previous employment on the application. Former employees whose separations were under satisfactory circumstances may be re-employed in the same type of work or in another type of work for which they are qualified. However, when a period of employment has been terminated, the employee forfeits previously accrued sick leave, length of service, vacation privileges, eligibility for merit increases, and other benefits as might be based upon length of continuous service with the university. Such individuals will, upon re-employment, be considered for benefits purposes on the same basis as a new employee.

5.15 LEAVE OF ABSENCE:

Full-time employees with a year or more of continuous active service may request a leave of absence, without pay, for justifiable reasons. The standard reasons and normal maximum allowable times for each category are as follows:

1. Educational leave (twelve months—must lead to increased job ability); the policy of the university has been to encourage the pursuit of higher education. For that purpose, leaves are granted for a school year or less. Requests for this type of leave of absence must be submitted through the supervisor to the Human Resource Office. Commitments to a program of education will not be made until approval has been received from the university. Such leaves are without pay.

2. Personal leave (three months—justifiable reasons); Normally, maternity leave should begin no later than four weeks before the expected date of delivery and should extend to at least four weeks (regular delivery) or eight weeks (caesarean section) after the delivery date. Such leave should be requested three months in advance. This leave must be approved by the department head and the Human Resource officer. Employees starting maternity leave are encouraged to conference with the Human Resource Director before departure.
3. Active military service as required (reservist called to active duty or member drafted); Employees who are full-time employees with the university and who are called to active military duty on short notice as a result of national emergencies may be granted military leaves of absence beginning on the day of call to military service. Such leaves of absence will be without pay.
4. Family and Medical Leave
 - a. Serious health condition of the employee
 - b. Serious health condition of the employee's spouse, child or parent
 - c. Birth or adoption of a child

In compliance with the Family and Medical Leave Act (FMLA) employees may be granted up to 12 workweeks of unpaid leave in a twelve (12) month period for reasons listed above. However, the university exercises its option to require the employee to use any accumulated sick and/or vacation leave accruals to cover some or all of the Family Medical Leave (FML). Requests for family medical leave (FML) must be supported by a medical certification provided by the health care provider. The employee is allowed fifteen (15) calendar days to obtain the medical certification. The university may, at its own expense, require the employee to obtain a second medical certification from a health care provider chosen by the university. A third health care provider must be approved jointly by the employer and the employee.

When an employee is on **unpaid** FMLA, the university will maintain group health insurance coverage for the employee. However, the employee is required to pay his/her share of the group life insurance premium, as well as the health insurance premium(s) for his/her dependent(s). Prior arrangements must be made with the Human Resources Office for the payment of these premiums.

The university's obligation to maintain the employee's health benefits, under FMLA, stops if and when the employee informs the University of his/her Intent not to return to work at the end of the leave period, or if the employee fails to return to work when the FMLA leave entitlement is exhausted.

Except for other emergencies, employees are required to submit a formal request for leave of absence to the department head at least one month of the beginning date. The effective date of leave should be included. All leaves of absence are subject to the approval of the President. Employees applying for leave of absence privileges should contact the Human Resource Office if they have questions regarding their benefits status, such as earned vacation credits and life insurance status, during leave of absence. Normally, life insurance and health insurance may be continued in effect while an employee is in official leave of absence status. The total cost of such benefits must be borne by the employee while he/she is in this status.

Employees granted a leave of absence retain their job classification. The university will place a person returning from leave in the same or a comparable position the employee occupied upon taking leave. The employee's salary will remain the same.

Employee benefits, including vacation and sick time, do not accrue during the leave of absence. However, prior earned accruals may be carried forward and applied when a person returns from leave of absence.

Requests for extension of leave of absence must be made by the employee and approved by the university President. Employees on leave of absence should not accept other employment. Employees wishing to return to duty from leave of absence must report to the Human Resources Office and request reinstatement at least fifteen (15) days in advance of such return.

5.16 LEAVE WITHOUT PAY:

1. The policy of the university has been to encourage the pursuit of higher education. For this purpose, leave are granted for a school year or less. Requests for this type of leave of absence must be submitted through the supervisor to the Human Resource Office. Commitments to a program of education will not be made until approval has been received from the university. Such leaves are without pay.
2. Employees who are full-time employees with the university and who are called to active military duty on short notice as a result of national emergencies may be granted military leaves of absence beginning on the day of the call to military service. Such leaves of absence are without pay.
3. All educational leaves must be approved by the President of the university.

5.17 APPLICATION FOR LEAVE:

Employees of the university who are applying for leave are required to complete the Application for Leave Form. If an employee has no accrued vacation or sick leave, his or her pay may be docked if leave is taken.

5.18 MANAGEMENT RIGHTS:

The university seeks the opinions of its employees, individually or through their department heads, about working conditions, ways and means of getting their jobs done better, and on matters of employee interest. From time to time, however, the university, just as any organization, has to make decisions without prior consultation with its employees. The university must, therefore, maintain exclusive discretion to exercise the customary functions of management, including but not limited to, the discretion to select, hire, promote, suspend, dismiss, assign, supervise and discipline employees; to determine work schedules; to determine the size and composition of the workforce; to establish, change and abolish policies, procedures, rules and regulations; to determine and modify job descriptions and job classifications; and to assign duties to employees in accordance with the needs and requirements determined by the university.

5.19 EMPLOYEE COMPLAINT & RESOLUTION

The goal of the Employee Complaint Process is to attempt to resolve concerns and conflicts on the level nearest the concern. You are encouraged to discuss your concerns with the person who can best address them. However, if those efforts do not produce results that are satisfactory to you, a formal complaint process is in place. This process is provided to help you in formulating your complaint under provisions of Alcorn State University Policy and Procedures.

There are some specific complaints that are governed by other policies such as allegations of discrimination, disciplinary actions, etc. that should not be addressed in this process. Please refer to the Employee Handbook for a listing of those policies. The complaint process includes a specific timeline. For a formal complaint to be considered, the employee should report to the department of Human Resources to retrieve an Employee Complaint & Resolution form, and the complaint must be filed within ten (10) days of the date the employee first knew (or with reasonable diligence should have known) of the decision or action giving rise to the complaint or grievance. Before filing a formal complaint, the employee should

discuss his or her concern(s) with the lowest level administrator who has the authority to address the complaint.

5.20 GRIEVANCE:

A grievance shall be considered to be any complaint or dissatisfaction arising from an interpretation, application, claim, and violation of any provision of university policies, rules or regulation (except salary or performance appraisal). These procedures are available to employees who have completed the initial evaluation period of employment (refer to Section 5.5).

Alcorn State University assures prompt and impartial consideration to any complaints which its employees may have within the course of their work. When the circumstances require, employees are encouraged to submit complaints or grievances in accordance with the procedures outlined below. Employees may use this procedure without penalty or fear of reprisal. Particular attention must be given to the time period shown for each step.

When employees have complaints or any difficulty in their jobs or working relationships, which cannot be resolved during the Employee Complaint and Resolution process, the grievance procedure outlined below should be initiated within (5) work days following the conclusion of the employee Complaint and Resolution process.

First: Submit a grievance in writing to the Human Resource Director, who will have the matter studied by a committee established for the case. This committee will be comprised of three full-time employees appointed by the President of the university or the Human Resources Director.

Second: The committee will accumulate and study the facts about the case and will submit a written report and recommendation to the President, who will review the recommendation to determine the legality and practicality of the recommendation. The President will make the final decision based upon review and information from the Grievance Committee and will communicate the decision to the employee in writing.

Should a grievance report alleged discrimination on the basis of race, color, religion, sex, national origin, or handicap, it may be referred to the Human Resource Director for a complete and thorough investigation.

5.21 OUTSIDE EMPLOYMENT:

Institutional members of the faculty and staff are permitted to engage in outside employment, provided permission is first obtained from the executive officer of the institution concerned, and provided further that the executive officer of the institution concerned shall grant permission to engage in outside employment only after having first determined that the said outside employment will in no way interfere with the institutional duties of the individual requesting such permission.

In addition, such individuals will not engage in a business or profession that would in any manner compete with a similar business or profession over which he/she would have direct supervision, inspection, or purchasing authority within the university or agency, such being a conflict of interest.

SECTION 6

COMPENSATION

6.1 WAGE AND SALARY POLICY:

All positions are classified according to relative technical requirements and responsibilities. Salary rates are established for each classification based upon market demand. When funds are available for salary increases, the amount of an individual salary increase reflects recognition of evaluated individual's merit and contribution to the department, unit/school and the university in general.

New employees are usually hired at the rate of job classification, education, experience and availability of funds.

6.2 MERIT INCREASES:

Increases in pay rates are normally approved annually based upon fund availability. The employee's performance and evaluation are taken into consideration for all merit increases.

6.3 PAY PERIODS AND RECEIPT OF CHECKS:

All hourly-paid employees are paid by check every two weeks. At the beginning of employment of these types of employees, **checks are normally paid at the end of their third week of employment: one week is held back.** *Non-academic personnel paid monthly are paid on the last working day of the month.

Lost checks should be reported to the payroll department immediately. If theft is suspected on university property, the university Campus Police office should also be called. Paychecks may not be mailed to or given to anyone other than the employee for whom the check is intended. Exceptions may be made when the employee designates, in writing, another individual to pick up the paycheck.

The paycheck stub shows gross earnings, deductions, net pay and accumulated vacation and/or sick time. Questions regarding time and/or hours worked, holiday pay or sick time pay should be discussed by the employee with his/her supervisor and/or department head. If necessary, the payroll office may be consulted for clarification or questions regarding salary and paychecks.

6.4 SOCIAL SECURITY:

Alcorn State University and employees contribute to the cost of social security benefits. The deduction from paycheck and the amount contributed by the university are deposited to the credit of the employee with the federal government according to federal regulations.

6.5 PAYROLL DEDUCTIONS:

Required payroll deductions are (1) federal income tax, (2) social security (FICA), (3) state retirement program (full-time employees), and (4) state income tax.

An employee may request these additional deductions: (1) life and accident insurance, and (2) certain approved commercial insurance companies.

SECTION 7

EMPLOYMENT BENEFITS

7.1 VACATION:

Vacation benefits are provided for the rest and relaxation of the permanent employee and are necessary for the proper fulfillment of his/her employment. Employees are expected and encouraged to take their earned vacation within the specified time. Vacation time is not earned during leaves of absence.

Full-time employees are allowed credit for vacation pay as follows:

CONTINUOUS SERVICE	ACCRUAL RATE (Monthly)	ACCRUAL RATE (Annually)
1 month to 3 years	12 hours per month	18 days per year
37 months to 8 years	14 hours per month	21 days per year
*Hired prior to 07/01/1984		
5 years to 8 years	15 hours per month	22.5 days per year
97 months to 15 years	16 hours per month	24 days per year
Over 15 years	18 hours per month	27 days per year

For the purpose of computing credit for vacation, each appointed officer or employee shall be considered to work not more than five days each week.

If a recognized holiday is observed during an employee's vacation, such time will not be charged against accrued vacation time.

There is no maximum accumulation for the accrual of personal leave. Upon termination of employment, each employee shall be paid, upon written request, in a lump sum for vacation time not to exceed two hundred and forty hours (240) hours.

If employees transfer to another state agency within the State of Mississippi, all earned vacation and sick time may be transferred with the employee.

Departments are asked to maintain schedules when vacations are to be taken so that employees may have as much notice as possible when it will be impossible to grant time off at the time requested. Employees are asked to notify their supervisors as soon as their vacation schedules are known. In the arrangement of vacation schedules, the effective continuation of the normal work routine should be the primary factor for consideration. Vacations should be granted within each department according to seniority whenever a situation arises where two (2) or more employees are requesting time off.

7.2 HOLIDAYS:

All full-time employees are entitled to the following holidays: Independence Day, Labor Day, Thanksgiving time (two days), Christmas time (to be announced by the President annually), New Year's Day, Martin Luther King, Jr.'s Birthday, Good Friday, spring break (to be announced by the Office of Academic Affairs), and Memorial Day.

Part-time employees working less than 20 hours per week and temporary employees of less than four and one-half (4 ½) months are not entitled to paid holidays.

Employees who fail to work their last scheduled workday prior to a holiday or their first scheduled workday after a holiday will forfeit holiday pay unless a legitimate absence is approved, in writing, by the department head and/or supervisor. Holidays are not available to employees on leaves of absence.

7.3 MAJOR MEDICAL LEAVE:

Major medical leave may be used for the illness or injury of an employee only after the employee has used one (1) day of personal leave, such as absence due to illness, or leave without pay if the employee has no accrued personal leave. If an employee is injured at work and, the injury qualifies the employee for worker's compensation benefit payment(s) (two-thirds of the average weekly wage), he/she may use only enough sick leave and vacation hours to cover the payment of one-third of his/her wages earned in state service at the time of the injury. The employee may opt to forego the worker's compensation payment and use sick and/or vacation hours to cover their full salary or wage amount.

For each absence due to illness of thirty-two (32) consecutive working hours (combined personal leave and sick leave), sick leave **will be authorized only when certified by a medical doctor**. Alcorn State University reserves the right to require a doctor's excuse at any time it deems necessary.

Sick leave hours may be used without prior use of personal leave to cover regularly scheduled visits to a doctor's office or a hospital for the continuing treatment of a chronic disease as **certified, in advance, by a medical doctor**.

Major medical will be computed as follows:

CONTINUOUS SERVICE	ACCRUAL RATE (Monthly)	ACCRUAL RATE (Annually)
1 month to 3 years	8 hours per month	12 days per year
37 months to 8 years	7 hours per month	10.5 days per year
97 months to 15 years	6 hours per month	9 days per year
Over 15 years	5 hours per month	7.5 days per year

There will be no maximum limit to major medical leave accumulation. All unused major medical leave may be counted as creditable service for the purpose of the retirement system.

To be eligible for benefits, the following conditions are necessary.

1. Employees must notify their department heads or supervisors of their illness as early as possible in advance of their scheduled time of duty. They should describe the nature of the illness and expected time of return to work.
2. Holidays occurring during a paid medical leave shall be paid as a holiday and not as a sick day.
3. At no time will an employee be paid for accrued medical leave upon termination as a terminal benefit. Medical leave is only payable when an employee presents evidence that he or she is unable to work due to illness.
4. All accrued leave, both medical and personal, shall be transferable between state agencies.

7.4 LIFE INSURANCE:

Alcorn State University has made available to employees a program of group life, accidental death and dismemberment benefits which is underwritten by various insurance companies according to their bids. All full-time university employees who are paid by or through Alcorn State University and who, in accordance with the policies and regulations established by the university or its governing board, have been classified as faculty or staff, full-time or part-time employees, working at least 20 hours per week, for at least 4 ½ months are eligible. The amount of coverage available and the cost for this coverage is contained in orientation information furnished to new employees. Existing employees interested in such coverage should contact the Human Resources Office and arrange payroll deductions for one-half of the premium. The university pays the remaining one-half of the premiums.

7.5 HEALTH INSURANCE:

The university provides health insurance for all full-time and eligible part-time employees. Employees are eligible to join the group medical insurance program to include their eligible dependents. It is understood that the employee must pay the premium for the dependent/family rate if he/she desires family coverage.

The exact coverage and premium cost are varied and, therefore, not included in this publication. However, such information is available through the Office of Human Resources.

7.6 RETIREMENT PROGRAM:

All full-time and eligible part-time employees of Alcorn State University are required to become member of Public Employees' Retirement System or Optional Retirement Plan as a condition of employment.

At the present time, employees contribute 7.25% of their gross earnings to the plan. The university contributes 12.0% of the employee's gross earnings to the plan.

Full retirement – you may retire and receive retirement allowance (a) if you are 60 with credit for at least four (4) years of membership (8 years if hired after July 1, 2008); or (b) you have accumulated 25 years of creditable service, regardless of age.

Reduced retirement – you may retire and receive reduced retirement allowance (a) if you are 60 with credit for at least four (4) years of membership service. Your retirement allowance would be reduced by 3% for each year less age 65 or each year less 25 years of credible service, whichever is lesser, maximum reduction 15%; or (b) if you are less than age 60 and have a minimum of 25 years of creditable service. Your retirement allowance would be actuarially reduced for each year less 30 years of creditable service. The reduction has been certified by the actuary to be 6b% for each year less 25 years, maximum reduction 33a%. The retirement allowance for a member age 60 or older but less than age 65, who has 25 years of creditable service, would be reduced under the 3% reduction provision.

7.7 WORKER'S COMPENSATION:

The university maintains standard worker's compensation insurance coverage in accordance with Mississippi state laws which, in general, prescribe the amounts of indemnity payable for the degrees of disability, temporary or permanent, and for death if the injury or disability occurs on the job. These laws also provide medical care, hospitalization, and weekly compensation for the period of disability.

The department head/supervisor will work closely with HR to immediately report that an employee is absent due to a worker's compensation injury. This report will be followed up by the submission of a Request for Leave form by the employee. If FARA (Third Party Administrator) determines that the injury qualifies the employee for worker's compensation benefit payment(s) (two-thirds of the average weekly wage), he/she may use only enough sick leave and vacation hours to cover the payment of one-third of his/her wages earned in state service at the time of the injury. An employee may not exceed 100% of his or her monthly wages.

We will also rely on MS Worker's Compensation third party administrator (FARA) to provide the weekly report of the employees who are receiving benefits. The employee will be expected to adhere to the instructions that will be listed on the back of the WC benefit check which directs them to contact their Human Resources Office immediately if they are taking leave or intend to take leave.

The injured employee will maintain full-time status even though he/she may be receiving one third (1/3) of his/her payroll check from ASU. Group health insurance coverage will continue for as long as the employee has available leave hours.

Should the employee be over-compensated through worker's compensation indemnity payments and ASU paychecks, all attempts will be made by ASU to recoup the overpayment from the employee's next available payroll check(s) until the obligation has been met.

7.8 UNEMPLOYMENT COMPENSATION:

The university provides unemployment compensation benefits at no cost to the employees. This means that employees qualified for benefits will be protected against loss of salary for reasons other than sickness or injury. Employees should be aware that voluntary termination or discharge for cause is not normally covered by unemployment compensation.

7.9 BEREAVEMENT ABSENCE:

An employee may use up to three (3) days of earned major medical leave in any calendar year because of a death in the immediate family requiring the employee's absence from work. No qualifying time or use of personal leave will be required prior to use of major medical leave for this purpose.

The immediate family is defined as spouse, parent, stepparent, brother or sister, child, stepchild, grandchild, grandparent, son-or daughter-in-law, mother-or father-in-law, or brother-or sister-in-law.

7.10 OTHER PAID ABSENCES:

The university provides payment for leaves of absence under the following categories:

1. For jury duty, the university will pay the full salary for full-time employees. The employee is responsible for notifying his/her supervisor or department head of the impending jury duty immediately upon receipt of the notice to serve. A copy of the notice should be provided to the supervisor or department head.
2. When a full-time employee is called as a witness in a court case that is regarded as a civic responsibility, the employee's regular pay will be continued for a period not to exceed two weeks. The employee must notify the supervisor as soon as the notice to serve is received. A copy of this notice must be provided.
3. If a full-time employee is asked to assist with a school district, municipal, county, state or federal election, the employee may have time off with pay. It is expected, however, that the employee will make the necessary arrangements with his/her supervisor in advance. A copy of the notice must be provided. Most employees live or work close enough to the polls to vote before or after working hours. Should voting during this time not be possible, time off with pay for a reasonable period of time may be offered for persons to vote.
4. A leave of absence with pay will not exceed fifteen (15) workdays annually may be granted to a regular employee who is a member of the National Guard or official militia of the State of Mississippi, or a member of any of the reserve or functions of the armed forces when called to active duty.

SECTION 8

EMPLOYEE SERVICES

8.1 HOUSING:

The general purpose of university housing is to provide an additional means of attracting faculty and staff to work at the university. However, the university is in no way obligated to provide housing for its employees, and when it does it does so on a priority basis as (1) determined by the importance of the position/employee to the protection, security, and maintenance of the university and/or (2) determined by the university. Any person desiring to secure housing on the campus should register his/her needs with the Office of Business Affairs any time a new faculty or staff member is being seriously considered for employment and will need housing.

8.1.1 Availability

University housing of various sizes is available with the rent schedule, depending upon the size. The size of the family is a factor in determining the assignment to university housing. Faculty and/or staff members whose employment with the university is terminated shall vacate the housing facility they occupy in accordance with the rental agreement. In the event of death of a faculty or staff member, his/her spouse will be able to occupy the rented housing facility for a reasonable time (not more than three months), unless exception is granted by the appropriate university official) until moving arrangements can be made. If the surviving spouse is also a member of the faculty or staff, then such survivor may apply to rent housing available for his/her family size and needs as would any other faculty or staff member. The prevailing rate of rent will be charged in either case.

Faculty members who are granted tenure by the university must secure off-campus housing within one year (exception may be granted in writing by the appropriate university official) after the granting of tenure. However, each faculty member is encouraged to secure housing in the community when the opportunity presents itself, thereby becoming an active part of the community.

There will be no subleasing of housing. All housing units are intended for use by the faculty and staff and his/her immediate family. Immediate family means spouse and children. Any other occupant, other than a guest who remains for a short period of time, should be approved by the appropriate university official.

8.1.2 Person to Contact

The Vice President for Business Affairs has the responsibility for managing university housing. Questions concerning housing should be directed to the Office of Business Affairs.

8.1.3 Payment of Rent and Security Deposit

A rental agreement requires that an appropriate amount of rent is to be paid each month in advance to the Office of Business Affairs not later than the tenth day of the month. In the event such payment is not made when due, deductions will be made from the tenant's next paycheck and thereafter by payroll deduction. Faculty and staff members should understand that rental rates are subject to adjustment at anytime on notice given by Alcorn State University.

A security deposit not to exceed \$500 is required at the time the housing unit is leased, which shall be held against any damage except reasonable wear done to the property. Because the security deposit is required, the lessee of the university housing is required to participate in pre- and post-inspections of the housing unit.

8.1.4 Housing Policy, Care and Inspection

Inspections will be made at the beginning of occupancy and before the end of occupancy or upon proper notice. However, the university reserves the right to inspect housing at any reasonable time. Inspections will normally be made during regular school business hours (8:00 a.m. to 5:00 p.m.) unless otherwise requested.

The university is responsible for keeping the lawn properly trimmed and cleaned at all times. Moreover, the university must see that paper, litter and other debris are removed from the premises at all times.

All appliances provided in housing units should be kept clean at all times and occupants are required to report a need for services immediately upon the indication of such.

8.1.5 Service and Maintenance

The university will provide normal maintenance on a scheduled basis.

8.1.6 Eviction

After proper warning, all persons failing to obey housing policy will be requested to secure off-campus housing.

8.1.7 Pets

Pets are to be kept under control, properly vaccinated and with proper identification tags.

NOTE: A copy of the housing policy is furnished to each person at the time the rental agreement is signed.

8.2 TELEPHONE SWITCHBOARD:

Telephone services rendered by the institution are intended for the official use of doing business of the institution and all personal use must be limited. Individuals found abusing the phone system will be held personally responsible for paying for the call(s).

For those individuals living in rented campus housing, personal telephone services may be obtained directly from the telephone company on an individual basis.

8.3 CAMPUS POLICE:

A campus police force is provided by the university for the well-being and security of all employees, students, and visitors. While the campus police department has the overall responsibility for campus security, employees at all levels have the responsibility of maintaining a work environment that is safe and free of disturbances of all types.

In the event of any criminal act, possible criminal act, automobile accident (on university property), and other breaches of peace or security, call extension 3000 or dial 601-877-2291 to reach the assistance of the campus police.

8.4 HEALTH SERVICES:

The university's health services are available to each student, faculty and staff member enrolled or employed at Alcorn State University. The services include a medical examination and general health instructions and services. A medical fee is imposed for any individual who seeks and obtains a special medical examination. Services provided include the following: physical examinations, follow-up,

counseling, limited medicines and special off-campus consultations arranged at the patient's expense. Hours of operation are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday through Thursday, and 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. on Friday.

8.5 CAFETERIA:

The university offers dining hall services which provides three meals a day, seven days a week and two meals a day on some holidays. University employees are eligible to use cafeteria services. Dining hall hours are as follows: breakfast – 7:00 a.m. to 9:00 a.m.; lunch – 11:00 a.m. to 1:30 p.m.; dinner – 4:00 p.m. to 6:30 p.m.

In addition, a grill is located in the Clinton Bristow Dining Hall and is available during the period of 11:00 a.m. to 1:30 p.m., 4:00 p.m. to 6:30 p.m.

8.6 CHILD DEVELOPMENT CENTER:

Alcorn State University operates a child development/early learning center under the auspices of the Department of Human Sciences. The center is located on the north end of Eunice Powell Hall. The center is licensed by the State of Mississippi and approved for 45 children ranging from 6 months to pre-kindergarten age. The center is in operation from Monday – Thursday 8:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 4:00 p.m. and closing dates are in with the university's academic calendar. Children of employees, faculty and students are eligible to apply. Applications are taken on a daily basis and assesses according to availability of childcare slots.

The primary purpose of the child development center is to provide a high quality early learning experience for young children and to address the educational requirements and practicum experiences for students majoring in child development, education and social sciences.

8.7 CAMPUS COMMUNICATIONS AND PUBLICATIONS:

The university employs several medium for the timely dissemination of news and information of interest and relevance to the Alcorn community. The Office of University Relations monitors print and electronic publications for adherence to university standards and guidelines. To review these standards and guidelines, visit the University Relations website at www.alcorn.edu/university_relations.

All print publications, news releases, etc., should be reviewed by University Relations before release or distribution to the public. Any member of the faculty or staff is welcome to contribute articles to be considered for inclusion in one or more

media outlets. University Relations may edit or refuse any submission at its discretion. Submit articles electronically to www.news@alcorn.edu.

University news and information is available through the following media sources:

1. **The Alcorn Website** is the primary source for daily news and information. To promote a more eco-friendly workplace, a weekly printed newsletter is no longer produced.
2. **Alcorn ListServes** are email lists used to distribute important information via email. Some Alcorn listserves are mandatory, while you may choose to subscribe to others of interest to you.
3. **ConnectEd Emergency Notification System** is a voluntary service offered by the university to which you may subscribe. It will send voice and/or text notifications to your landline or cell phone in case of emergency.
4. **Campus Periodic Publications** - - The University does periodically produce printed documents, such as the Alcorn Mini-Facts brochure, which highlight significant achievements or benchmarks of the institution.

Two other important sources for campus news and information are under the auspices of the Department of Mass Communications. For information on these media outlets, contact the department chairperson.

1. **WPRL Radio 91.7 FM**
2. **ASU – TV 13**

8.8 LAUNDRY AND DRY-CLEANING:

The university operates a laundry which includes facilities for dry-cleaning. Employees may use the laundry and/or dry-cleaning services for a nominal cost. It is suggested that members interested should visit the laundry facility to acquaint themselves with the price structure, as well as the service available.

SECTION 9

HEALTH AND SAFETY

9.1 SAFE WORKING CONDITIONS:

Safe working conditions are of primary importance throughout the university. Each employee is to be given an orientation on safe practices needed for his/her position by the supervisor and/or the department head.

Each employee should report any unsafe condition observed to the supervisor. Typical examples of unsafe conditions include, but are not limited to, the following: slippery floors, equipment left in such a manner as to be a safety hazard, defective or broken equipment, careless handling of equipment (i.e., use of combustibles near open flames and so forth), all defective electrical outlets, lamps, and so forth. Employees should be aware of each and every one of us.

9.2 FIRE PREVENTION AND TRAINING:

The importance of fire prevention in all departments cannot be overemphasized. Carelessness and thoughtlessness are the two main reasons for fire disasters. All State Buildings are smoke free. Some major fire hazards that employees should report are:

- Cigarettes, cigar or pipe ashes in waste paper baskets;
- Inflammable liquids left uncovered;
- Accumulation of paper, rags, and so forth in storage or other areas;
- Defective wiring or electrical devices;
- Smoking in nonsmoking areas; and
- Open fire doors.

The university has set up fire prevention plans to protect employees, students and other members of the academic community. Employees should be familiar with these plans and should make the commitment to actively participate in fire prevention.

9.3 IN CASE OF FIRE:

Avoid panic – move quickly to:

- Check fire and judge its size;
- Call the Campus Police and inform the dispatcher of the exact location and extent of the fire (601-877-3000 or 601-877-2291);

- Use extinguishers and hoses as necessary; if you are qualified to do so;
- Close windows, doors and other sources of draft; and
- Attempt to determine whether or not individuals are trapped in the building.

SECTION 10
CODE OF CONDUCT

10.1 DISCIPLINE:

Rules and regulations are necessary in every society. The best working conditions prevail where employees conduct themselves with respect and consideration for others, their fellow employees and their employers. Rules and regulations are needed to provide safety, happiness, and productivity of employees.

Alcorn State University has developed a corrective discipline plan which indicates those offenses that normally warrant disciplinary action (see Section 5.13.2 relating to termination of employment). Action may include, but not limited to, reprimand, suspension and/or dismissal.

10.1.1 Reprimand

Either verbal or written reprimands may be made by supervisors for substandard performance, poor attendance and other types of offenses. Reprimands are usually preceded by counseling. Written reprimands are a part of the personnel record.

10.1.2 Imposed Probation

Employees who fail to respond to counseling concerning attendance or performance problems may be placed on **imposed probation** from one to three months by the authority of their immediate supervisor with the approval of the department head and the Human Resources representative. This action must be reported in writing to the Human Resources Office, where it will be filed in the employee's personnel record. Employees who fail to respond to guidance during their period of **imposed probation** will be terminated.

10.1.3 Downgrading

It may be necessary to downgrade an employee for just cause into a position of lower classification with a resultant decrease in salary. All downgrade actions must be reported to the Human Resources Office and be properly documented in writing and filed in the employee's personnel record.

10.1.4 Suspension

When an infraction is of such a serious nature (theft, willful damage to property or persons, contumacious conduct or arrest pending outcome of trial) that it may warrant discharge, pending view of facts, an employee may be suspended.

Employees who become involved in serious attendance, performance or other problems may be suspended from duty by their supervisor and/or department head at the discretion of the university. Suspensions may also be made when employees are involved in serious breaches in discipline such as stealing, insubordination, fighting on the job, gambling and so forth. The latter type of suspension is normally done to permit an investigation prior to taking final action when the offense for which suspension will normally require dismissal. Employees arrested and charged with a serious crime may be, at the option of the university, suspended and placed on leave of absence, without pay, pending disposition of the case. All suspension actions must be given to the employee in writing and must be reported to the Human Resources Office in writing by the department head or supervisor. This information will be entered on the employee's permanent record. No employee benefits will be paid or accrued to any employee while on suspension.

10.2 PERSONAL APPEARANCE:

Personal neatness and appropriate attire is left largely to the employee except when direct student or public contact makes it necessary that specific standards be followed. All employees are expected to be careful of their personal hygiene, neatness of attire and cleanliness of apparel. Flagrant violations of standards of hygiene and cleanliness may be grounds for disciplinary actions.

10.3 ALCOHOL AND OTHER DRUGS:

The use and possession of alcoholic beverages or drugs not prescribed by a doctor is forbidden in the work areas of the university. Employees presenting themselves for duty under the influence of or in possession of alcohol or drugs are subject to immediate dismissal and referral to the appropriate authorities.

The introduction of narcotics within the workforce presents a problem which calls for corrective measures to assure the continuance of a health work environment for all employees.

The cooperation of all employees is necessary to control alcohol, narcotics, and drugs. You are asked to promptly report any unusual activity immediately to your supervisor, or if he/she is not available, to your department head. While security measures should be helpful, we must depend primarily on your assistance and your consideration of others to keep the kind of university of which we can all be proud. We are sure we can count on your cooperation.

10.4 DRUG-FREE WORKPLACE POLICY:

It is the policy of Alcorn State University to maintain a drug-free workplace, workforce and campus consistent with federal laws set forth in the Drug-Free Workplace Act of 1988 and the Department of Defense Drug-Free Workforce Rule of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Consequently, all employees—faculty, staff (part-time and full-time) and students—are absolutely prohibited from the **unlawful** possession, manufacture, distribution, dispensation, sale, use or in any way involve themselves with controlled substances and alcohol on university property or as part of any university activity.

For the purpose of this policy, the terms **controlled substances** mean those defined in Schedules I through V of Section 202 of the Controlled Substances Act [21 U.S.C. 812] and as further defined by regulation at 21CFR 1300.00 through 1300.15.

Any faculty, staff or student found in violation of the aforementioned policy while on the university campus, or while engaged in official university business off campus, shall be required to undergo mandatory assessment for drug abuse. The university reserves the right to prescribe the nature and type of corrective action(s) to be imposed on faculty, staff or students found in violation of the Drug-Free Workplace and Drug-Free Campus Policy. Such corrective actions may include (1) issuance of warning, (2) referral for treatment, (3) suspension, (4) termination, (5) expulsion, and/or (6) civil prosecution.

10.4.1 Notification of Conviction

1. It is the policy of Alcorn State University that any faculty or staff member convicted of a controlled substance violation at the workplace is required to notify his or her supervisor or the university President within five (5) working days of such conviction. Failure to comply with this requirement shall result in disciplinary action which may include suspension pending further investigation.
2. It is the policy of the university to comply with the federal law which requires that the university notify applicable federal agency(s) within ten (10) days after the university has received notification of a

controlled substance conviction of any faculty or staff member whose position is federally funded.

3. It is the expectation of Alcorn State University that all students receiving Pell Grants will comply with the specific **Anti-Drug Abuse Act Certification** requirements of the U.S. Department of Education. The requirements are that any student convicted of a drug-related offense while on a Pell Grant will report the conviction, in writing, to the U.S. Department of Education within ten (10) days after the conviction. **It is the responsibility of the student to report the conviction to the U.S. Department of Education.**

10.4.2 Smoking

In an effort to provide a healthier academic environment and workplace, smoking is prohibited in any Alcorn State University owned or leased buildings and vehicles. This includes all offices, classrooms, residential housing, hallways, dining facilities, restrooms and athletic facilities. Smoking is prohibited in outdoor areas that are shared in close proximity to the public. Smokers must maintain a distance of 25 feet or more from any enclosed area where smoking is prohibited to insure that secondhand smoke does not enter the area through entrances, windows, ventilation systems or any other means. The use of tobacco products is prohibited on any property owned, leased or controlled by the university. This includes all on-campus and off campus facilities. All University workspace and classroom areas under the University's control shall be smoke-free even if the building owner or lesser(s) do not prohibit smoking.

Definitions

ASU Property (Owned, leased or controlled by the University) – includes but is not limited to all buildings, grounds and vehicles.

Tobacco and tobacco property: Cigarettes, cigars, pipes, smokeless tobacco, snuff and chewing tobacco.

10.5 **ABSENTEEISM OR TARDINESS:**

Employees are required to report for duty at the time prescribed and be prepared for duty at the beginning of their work period. Any employee who is repeatedly late for work jeopardizes his merit evaluation and could present grounds for dismissal (see Section 4).

10.6 UNIFORMS:

If your job requires that you wear a uniform, your department head will advise you of the type of uniforms that are necessary. Uniforms are usually furnished by the University for your use. You are expected to keep the uniform neat and wear it appropriately at all times. Uniforms are to be worn on duty only and are not to be worn at other times.

10.7 PERSONAL BEHAVIOR:

It is the desire of the university that all of its departments be run in a professional manner. Loud noise or inappropriate singing, whistling, arguing and other types of loud noises should be avoided. Supervisors are called upon to maintain the work environment.

10.8 HORSEPLAY:

Horseplay is not permitted on university premises. Tools or equipment should never be used except for the specific purposes for which they are designed. Horseplay is a serious matter that may result in injury to employees.

10.9 SAFEGUARDING UNIVERSITY EQUIPMENT AND SUPPLIES:

All employees who handle university equipment are responsible for the care and security of such equipment while it is under their control.

Employees are not permitted to use university equipment for personal reasons. Unauthorized use, removal or destruction of university equipment or property may be cause for immediate dismissal.

Employees found guilty of carelessness or of mischievous, malicious or willful destruction of university equipment or loss of property may be required to pay for the repair, recovery or replacement of such equipment or property. In addition, this may be a cause for immediate dismissal.

10.10 USING THE TELEPHONE AND OTHER ELECTRONIC COMMUNICATION INSTRUMENTS:

Prompt, courteous answers to telephone calls should be a self-imposed rule. An employee is a representative of the university whenever you talk on the phone. It is good practice to identify yourself and your department when answering or making a phone call. The telephone should be used for university business. However emergency personal calls may be made.

The University reserves the right to monitor employees; voice-mails, e-mails and internet access as deemed necessary and appropriate in order to protect the best interest of the institution.

10.11 SOLICITATION ON THE JOB:

In order to protect employees from any form of solicitation, raffle, charity drive, and so forth, it is strictly prohibited for anyone to solicit employees or to solicit students or visitors on any matter while on university premises without approval from the appropriate university official. Violation of this policy will subject employees to disciplinary action. Employees who observe persons making unauthorized solicitations should report this to their supervisors immediately. Administrative authority will always be known in advance to all employees.

10.12 SEXUAL HARASSMENT:

Alcorn State University officials provide a workplace free from sexual harassment. Sexual harassment may consist of requests for sexual favors, unwelcome sexual advances, threats, actual bodily contact or other deliberate verbal or physical conduct of a sexual nature. Such behavior is discouraged between all employees.

Sexual harassment is especially forbidden where the offending employee is in a position to affect the compensation or employment status of the person being harassed. In all cases, Alcorn State University officials shall take prompt and appropriate corrective action. This rule applies equally to sexual harassment of both men and women. A charge of sexual harassment, regardless of employee's length of employment, may be filed using the grievance procedure detailed in Section 5.19.

10.13 EMPLOYMENT OF RELATIVES:

No relative of an employee of Alcorn State University may be employed to work under the general or direct supervision of that employee unless specific approval is granted by the President. No relative of a budget officer may be employed and paid from any funds over which that budget officer has control unless specific approval is granted by the President.

10.14 STATEMENT REGARDING POLICIES AND PROCEDURES:

The policies and procedures contained herein are to be used as guidelines for all employees and should not be construed as a guarantee of continued employment or an assurance that a particular policy or procedure will be followed in every case.

SECTION 11

GENERAL INFORMATION

11.1 BULLETIN BOARDS:

Bulletin boards are placed in strategic area throughout the university and display information of interest of employees.

Supervisors and/or department heads are responsible for material posted on bulletin boards. Such boards are intended for official and semi-official information. Good judgment and discretion should be practiced in the use of these. Departmental chairpersons or the appropriate unit head should be contacted for approval before posting unusual material, advertising or announcements on bulletin boards.

11.2 NOTIFICATION OF CHANGE OF STATUS:

Any changes in employee status should be reported to the Human Resources Office using the Personnel Action Form (PAF). Contact your supervisor, who will complete this for you. Change of name, marital status, number of dependents, home telephone number and address are vital importance to the employee's interest. These changes should be reported promptly. Beneficiary changes and health insurance information must be handled by the employee through the Office of Human Resources.

11.3 YOUR HEALTH:

Your health and well-being are important to us. Therefore, several programs are available at a small cost. These include:

1. The university health services (see Section 8.4);
2. Health insurance program which provides for needed hospitalization.

11.4 LOST AND FOUND:

Articles found on the premises should be turned in to the supervisor or the department head. Normally, such items are turned over to Campus Police Department.

11.5 EXIT INTERVIEWS:

All employees are required to have an exit interview before leaving the university. The interview will be conducted between the employee and the Human Resources director. Every employee is also required to complete a university clearance form prior to leaving the university. This form may be secured from the Office of Human Resources.

SECTION 12

AREA INFORMATION

12.1 POLITICAL ACTIVITIES:

Participation by employees of the several institutions of higher learning in various community and public affairs is expected; however, it is expected that time given to such activities will not interfere with the regular duties of the employees. Political activities by an employee will not be prohibited at such times as the employee would not be ordinarily required to render services to the institution, or if the employee elects to take and the institution grants leave of absence without pay.

12.2 VOTING:

All members of Alcorn State University are encouraged to vote in local elections. To do so, members should familiarize themselves with the voting stations within the region. These stations will be posted from time to time by the state.

12.3 AUTOMOBILE REGISTRATION:

All employees, students and faculty who operate automobiles on the campus must register their automobiles with the Campus Police Department. In case of accident, the Mississippi Safety Responsibility Act requires motorists to have liability coverage or security equal to the amount of damage involved. For this reason, it is required that all staff members have liability insurance on their vehicles. Decals are issued with registration, and they must be hung from the rear view mirror of the vehicle. There is a \$30 registration fee. Failure to register a vehicle will result in the vehicle being banned from campus.

12.4 MEDICAL FACILITIES IN THE VICINITY:

The health services which are available at the university are limited to the university infirmary and, therefore, it is necessary that each individual be aware of the information can be acquired from the Director of Health Services.

SECTION 13

TRAVEL POLICIES

13.1 GENERAL:

The university encourages faculty and staff travel to professional, educational and scientific meetings, conferences and workshops for the purpose of professional growth and development which will be of benefit to both the individual and the university.

Official university travel is governed by state law, board policy, and university budgetary considerations.

Travel outside the continental United States must be approved by the Board of Trustees sixty (60) days prior to the trip. Such travel, when funded from current general funds, must also be approved by the Governor and the Fiscal Management Board.

13.2 TRAVEL PROCEDURES:

1. Travel request must be submitted to the appropriate department head/dean and/or administrative head for approval.
2. Once travel request has been submitted to the Office of Business Affairs, the employee should call the state travel agency to make specific arrangements for the proposed trip.
3. Once the Office of Business Affairs has approved the travel and the employee has received a pink slip, all persons in the academic area should call the Vice President for Academic Affairs' secretary so that arrangements can be made to charge tickets to an air travel card. All persons in the professional staff area should contact the Vice President for Business Affairs' secretary to make arrangements for tickets to be charged to an air travel card.
4. Travelers have the options of having tickets mailed prior to traveling, picked up at the airport or obtain electronic ticket at the airport. Ticketing preference should be specified to the secretary to the Vice President for Academic Affairs or the Vice President for Business Affairs as appropriate.

13.3 REGULATIONS:

1. Travel allowances are based on current state law. Travel by private automobile will be reimbursed at the prevailing rate for each mile actually and necessarily traveled. A public carrier should be used for travel to a distant city. When a private vehicle is used, reimbursement will be made based on the tourist air fare or automobile mileage, whichever is lowest.
2. When more than one person from the university is attending the same meeting or function for which reimbursement of travel expenses will be sought, said individuals are expected to travel together when such travel is by private vehicle.
3. Ground transportation from the airport to a hotel or place of meeting must be on a bus or in a limousine provided for such purposes at the airport. Taxis may be used for such transportation when bus or limousine service is not available. Expenses for ground transportation must be supported by receipts.
4. Receipts must be presented for train, airplane, or bus fares, parking lot charges, registration fees and any item of an unusual nature. The nature of long-distance telephone calls must be explained to show party called and purpose.
5. All air travel must be tourist class. In the event that tourist class is not available, a statement from the airline making such certification is required.
6. Expenses incurred for lodging must be supported by a receipt. An itemized breakdown of the room and tax amounts must be shown on the hotel receipt. Economical accommodations should be feasible. Educational rates should be requested when making hotel/motel reservations.
7. Reimbursement for meals may not exceed the federal rate per day allowed by the State of Mississippi, in state and out of state rates. Meals in cities designated as high-cost may be reimbursed at a per day rate approved by the Federal Register. These rates are subject to periodic changes.
8. A detailed report of travel to conventions and/or professional meetings should be made to the department chairperson, dean and the President of the University.

9. All travel requests must have the approval of the dean or administrative head before any trips are made.
10. All travel requests must be received and approved in the Office of Business Affairs at least two days in advance before any trips are made. Travel submitted for approval and payment after a trip has been made will not be paid.
11. If circumstances of an emergency nature arise that will not allow ample time for approval of trip before it is made, a written, detailed explanation must be given stating the conditions why the trip was not approved prior to the travel date before reimbursement can be made.
12. All reimbursement forms must be itemized by each person traveling.
13. Receipts must be submitted for the following:
 - a. Hotel (after checking out)
 - b. Taxi, bus or limousine
 - c. Parking (hotel or airport)
 - d. Meals for high-cost cities when claiming above per diem
 - e. Gas receipts for university vehicles (include tag number, date of tag number, date of trip and store name)
14. All receipts must be originals and unaltered.
15. No reimbursement will be made for anyone other than the person traveling, unless prior approval had been given.

13.4 TRAVEL ADVANCE:

The university has made it possible for eligible employees who earn \$15,000 or more to obtain a corporate travel card at no monthly charge to the employee. The use of the travel card eliminates, to a significant extent, the need for travel advances.

It is the policy of Alcorn State University that the university shall not provide advanced travel funds for its employees except in cases of group travel involving students.

13.5 APPROVAL FOR TRAVEL ABROAD FOR WHICH REIMBURSEMENT IS REQUESTED:

1. Travel outside the continental United States for which reimbursement is required must be approved by the Board and meet the requirements as set forth by state statute.
2. Request for travel outside the continental United States must be made by completing a **Request for Approval for International Travel Form** and submitted, through the normal university chain of command, to the university President.
3. Request for travel abroad which is approved by the university President is submitted to the Board of Trustees of Mississippi Institutions for Higher Learning for its action. The individual requesting authorization to travel outside the continental United States will be notified by the President's Office as to the final disposition of the request.

SECTION 14

UNIVERSITY PROPERTY MANAGEMENT

14.1 PURCHASING:

Alcorn State University operated under laws enacted by the Legislature of the State of Mississippi for the purchasing of all supplies, equipment, and services. Strict guidelines for purchasing are provided by the Mississippi Division of Purchasing Supervision. The Purchasing Department is the only agent of the university duly authorized to obligate the university for materials or services.

The purchasing procedure starts, in each case, with a need that is established within the requesting department. Requests for supplies and professional services must be confirmed through the submission of a properly authorized requisition. Based upon the approved requisition, a purchase order must be issued by the Purchasing Department to cover the requisition before acquisition of material or services can be made. Requisitions initiated within the various departments must be processed far enough in advance of the need for the purchase to permit investigation of sources of supply and securing competitive prices when warranted—generally for purchases amounting to \$500 or more.

The university's budget may contain an **approved equipment budget** which represents the approved equipment allocation of a department for the fiscal year. Based upon items submitted by faculty members through their department head, this equipment budget is developed by the Budget Committee and approved by the President of the university. The purchasing agent, upon receiving this **approved equipment budget**, proceeds to confer with department heads for specifications. No further communication on the part of any department is needed prior to ordering of furniture and equipment by the purchasing agent. The university assumes no responsibility for purchasing unless the procedures described above are followed.

Detailed purchasing procedures are spelled out in the Alcorn State University Accounting Procedures Manual available in the Office of the Director of Purchasing.

14.2 REPAIRING EQUIPMENT:

Similarly, all repair services must receive the approval of the purchasing agent and the Office of Business Affairs before equipment is repaired.

14.3 USE OF UNIVERSITY EQUIPMENT:

University equipment is intended for official use in fulfilling the mission of the university. Under no circumstances will this equipment be used for other purposes.

14.4 INVENTORIES:

Each dean/department chairperson is responsible for the inventorying of all university equipment that is under the control of their respective offices. A central receiving and storage office is responsible for maintaining a listing of all equipment within the university to reflect the responsible individual. Those persons who leave the university who have supplies or equipment under their control may secure clearance from this office in order to receive their final payroll check.

Inventories will be checked on a random basis from time to time. Any items unaccounted for will be charged to the individual responsible. In those instances where departments feel that a piece of equipment is obsolete and of no useful value, the university property officer should be contacted by the department chairperson and requested to initiate a meeting of the Salvage Committee to delete such property from the inventory.

The Department of Campus Police, as well as the university property officer, should be notified immediately upon discovering that an item of property has been lost and/or stolen.

All equipment and supplies should be delivered directly to the Department of Receiving and Storage. This is necessary in order for the supplies to be inventoried.

Any person violating this policy is subject to due process, which may result in appropriate disciplinary action up to and including termination.

SECTION 15

POLICY ON COMPUTER RESOURCES AND SERVICES

15.1 COMPUTER RESOURCES AND SERVICES:

It is the intention of Alcorn State University to provide adequate computer resources and services to meet the academic support and administrative needs of the university. The academic support computer needs are met through micro-computers located in academic facilities as well as through a mainframe computer located in the computing center. Micro-computers assigned to academic departments are under the direct control of applicable department chairpersons who are accountable for the adequacy, proper maintenance and safekeeping of such computers assigned to the departments.

The mainframe computer and other computer resources in the computing center are accessible to faculty and students; however, their usage by faculty and students must be coordinated with the Director of the Computing Center. The mainframe computer is also used as a management tool for maintaining institutional data and for generating such reports required for internal decision making and in response to authorized external entities. High priority shall be given to faculty and students who require the mainframe computer to complete academic requirements and/or the analysis of data for research.

It shall be the responsibility of the institutional department chairpersons, under the leadership of the Vice President for Academic Affairs and deans, to ensure that the academic support computer resources are adequate and appropriate to support the academic and research programs of the university on a periodic basis and provide recommendations to the administration.

15.2 ELECTRONIC DATA PROCESSING SECURITY:

The university relies heavily on its electronic data processing system and computers to meet its operational, financial, and informational requirements. It is essential that these systems and machines be protected from misuse and unauthorized access. It is also essential that the university's computers and computer systems and the data that they store and process be operated and maintained in a secure environment and in a responsible manner.

To this end, the following are violations of university policy:

1. Deliberate, unauthorized attempts to access or use the university's computers, computer facilities, networks, systems, programs or data or

the unauthorized manipulation of the university's computer systems, programs or data;

2. Deliberate, unauthorized use of Alcorn State University facilities or equipment to access non-Alcorn State University owned computers;
3. Deliberate, unauthorized activity which caused Alcorn State University computers, computer facilities, systems, programs, or data to be accessed or used; and
4. Deliberate activity (conducted in the course of one's employment with the university or in the course of one's enrollment as a student at the university) which caused non-Alcorn State University owned computers, computer facilities, systems, programs, or data to be accessed or used in an unauthorized manner.

Any such violations of university policy by any university employee or student constitute theft and/or unauthorized use of university property.

An Alcorn State University employee who, in the course of his/her employment, intentionally and without proper authorization, directly or indirectly engages in such activities; or who damages or destroys any computer, computer system, computer network, program or data; or who causes such acts to occur, will be subject to disciplinary action which may result in dismissal.

APPENDIX E

ALCORN ODE

*Beneath the shade of giant trees,
Fanned by a balmy southern breeze
Thy classic walls have dared to stand
A giant thou art in learning's band;
O, Alcorn dear, our mother, hear
Thy name, we praise, thy name we sing.*

*Thy name thy sons have honored far;
A crown of gems thy daughters are;
When country called her flag to bear,
The Gold and Purple answered, "Here"
O, Alcorn dear, our mother, hear
Thy name, we praise, thy name we sing.*

*Far as our race thy clan shall need-
So far to progress they shalt lead
Thy sons with clashing arms of trade;
In useful arts full garbed thy maids;
O, Alcorn dear, we proudly bear
Thy standard on to victory.*

-Mrs. J.S. Hines

Approved By:


President, ASU

Date: 2/2/2011