

Alcorn  
State  
University

EST. 1871

A photograph showing two people in business attire shaking hands. The person on the left is wearing a light-colored shirt, and the person on the right is wearing a dark suit. The background is blurred, showing an office setting.

# New Employee Booklet

Welcome to Alcorn State University.  
Within this booklet you will find a wealth of information to  
assist you in your new career. Let's begin.

Upon completion, review, sign and  
submit the acknowledgement form.

For more information,  
email: [hrm@alcorn.edu](mailto:hrm@alcorn.edu)  
or  
call: 6018776188

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## Additional Information

All employees are required to complete new hire orientation and new hire checklist to ensure proper onboarding. Also, be sure to sign and submit the [New Employee Booklet Acknowledgement Form](#) found on the [Employee Resources Page](#).

# We Are Alcorn

## Introduction

Welcome to Alcorn State University

We are excited to have you as a part of our progressive team. You were hired because we believe you can contribute to the mission and vision we have here at Alcorn State University.

Alcorn State University is committed to distinctive quality and unparalleled service in all aspects of our education field. As part of the team, you will discover that the pursuit of excellence is truly a rewarding aspect of the career you establish here. As a team member, you must “own” the results of your productivity.

This new employee booklet contains key policies, goals, benefits and expectations of Alcorn State University; and other information you will need as a part of our team. All policies can be found on our website: <https://www.alcorn.edu/discover-alcorn/university-policies/human-resources>

## History

Alcorn is the oldest public historically black land-grant institution in the United States and the second-oldest state-supported institution of higher learning in Mississippi. Alcorn University was founded in 1871 as a result of the people of Mississippi’s efforts to educate the descendants of formerly enslaved Africans. It was named in honor of the sitting governor of Mississippi, James L. Alcorn. (<https://www.alcorn.edu/discover-alcorn/history>).

## Mission Statement

Alcorn State University, a Historically Black College and University, is a comprehensive land-grant institution that celebrates a rich heritage with a student and faculty population. The University emphasizes intellectual development and lifelong learning through the integration of pedagogies, applied and basic research, cultural and professional programs, public service and outreach, while providing access to globally competitive academic and research programs. Alcorn strives to prepare graduates to be well-rounded future leaders of high character and to be successful in the global marketplace of the 21st century.

## Vision Statement

Alcorn State University will become a premier comprehensive land-grant university. It will develop students into globally competitive leaders and apply scientific research, through collaborative partnerships that benefit the surrounding communities, states, nation, and world.

# General Policies

## Human Resources Policy Disclaimer

Alcorn State University reserves the right to alter or amend any policies contained in the listing of Human Resource policies at any time without notice. These policies are intended only to be guidelines for employment at Alcorn State University and do not give rise to any contractual rights. The official policies will be located on the University Policy Web Page. It is the responsibility of the Office of Human Resources to maintain these policies.

## Equal Employment Opportunity Policy

Alcorn State University is expressly committed to providing equal employment opportunities without regard to race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression, sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state, or local law. Further, the University will not tolerate any instances of harassment/sexual harassment. This policy applies to all employees, regardless of position, consultants, and applicants for employment. Additionally, it is the responsibility of all persons making employment decisions to adhere to this policy.

Alcorn State University will not knowingly conduct business with any individual, organization, or entity that practices illegal discrimination. It is the intention of the University to comply with all applicable federal and state laws and regulations which prohibit unlawful discrimination.

All personnel actions, programs, and facilities will be administered in accordance with equal opportunity policies, including, but not limited to recruitment, selection, assignment, classification, promotion, demotion, transfer, layoff and recall, termination, wage assignment, conditions of employment, selection for training or retraining, and social and recreational programs.

To realize the declarations as set forth above, Alcorn State University will, in all solicitations and advertisements for employment vacancies placed, or on by on behalf of the University, state its position as an equal opportunity employer. In addition, Alcorn State University will consider through appropriate and designated procedures, the complaint or grievance of any individual who has reason to feel that he/she has been affected by discrimination because of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression, sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state, or local law.

Further, as an institution of higher education and in consonance with its policy of equal employment opportunity, Alcorn State University hereby declares its policy of equal opportunity. Questions regarding Equal Employment Opportunity may be directed to the Office of Human Resources at (601) 877-6188.

## Americans with Disabilities Act (ADA)

Alcorn State University prohibits discrimination based upon disabilities as defined by the ADA ("a physical or mental impairment that substantially limits a major life activity"). Any employee needing special accommodations should contact their supervisor or the Office of Human Resources.

## Employee Responsibilities

Alcorn State University has many students, faculty, staff and visitors on campus. Many people form an opinion of the University based on how well they are received by office personnel. A core value of the University is the right of every individual to be treated with dignity and respect at all times. Therefore, the University strives to exceed expectations and to acknowledge that every experience is an opportunity to ensure a positive outcome.

Telephone and email courtesy is an important consideration. The telephone response should indicate the department or office and the speaker's name, and it should be professional, courteous and alert. Good email etiquette should be practiced, to include manners, courtesy, and respect, with consideration given to the overall tone of the email.

It is of vital importance to the University for all employees to have reliable attendance. Excessive unscheduled absenteeism and consistent tardiness negatively impact the University's ability to effectively provide services. Employees should be on time for work and notify the supervisor/department head in instances of tardiness or absence.

University computers/devices and time on the job are reserved for University-related business as approved by supervisors and in accordance with the CITS Appropriate Use Policy (AUP). Extensive use of time for matters not pertaining directly to employment is not good practice and ultimately causes criticism.

Employees should refrain from excessively using social media outlets (such as but not limited to Facebook, Twitter, Instagram, Snapchat, YouTube, etc.) while on work time. This includes personal use of social media while at work by an employee (e.g. logging onto Facebook and providing personal updates to a Facebook page or Twitter account during work hours using their own or their agency's information technology resources, when such activity is outside of the employee's official job function).

Employees are also discouraged from spending time doing non-university related activities (such as knitting, gaming, reading, and personal sales) during work hours. When there is an appreciable amount of time unoccupied by office duties, the position should be reduced to part time or the incumbent should be made available to give assistance to other departments.

## Employment At-Will

Mississippi is an at-will state. Therefore, employment at Alcorn State University is "at will" and terminable "at will" by the University or non-contract staff member, with or without cause. No contract of employment is expressed or implied through any University policy, neither is the at-will relationship between the employer and employee extended or eroded. Any oral and written statements or promises to the contrary, other than contracts issued by the Board of Trustees of State Institutions of Higher Learning, are not binding upon the University.

## Probationary Period

All non-faculty, non-contractual employees must complete a probationary period of six (6) months, unless an exception is granted by the Director of Human Resources to extend the probation period beyond six (6) months. This initial period of each employee's service shall be utilized by the supervisor for observing closely the employee's work, for counseling the employee on areas of needed improvement, and considering continued employment if the work performance meets the required work standards.

After six (6) months of employment, the employee must receive a performance review. This review is to include one of the following recommendations:

- Continue Employment. Completed probationary period successfully.
- Separation – Discontinue Employment
- Extend probationary period beyond the normal six (6) months, up to a maximum of an additional six (6) months. An extension requires Human Resources approval and must be obtained prior to the six (6) month anniversary.

If the supervisor determines that additional time is required to assess the employee's skills, abilities, interest and/or performance, the supervisor may request to extend the probationary period an additional six (6) months for a total of 12 months of employment. The request must be approved by the Director of Human Resources before the employee's sixth month of employment. The additional requested time for the probationary review does not guarantee continued employment for the full requested amount of time.

Probationary employees are "at will" and may be terminated at any time during the probationary period without a right of appeal. Department heads should ensure, however, that the reason(s) for the termination is documented. The documentation needed does not rise to the same level as that for termination of a regular employee but should outline how the employee failed to meet work standards.

Anyone hired into a regular (non-temporary) support staff or professional/administrative staff position will be required to complete six (6) months of employment before being allowed to apply for other jobs on campus.

The only exceptions are:

1. An employee in the probationary period may apply for a promotional opportunity that is in the best interest of the employee and the University. While in the probationary period, a non-exempt employee may not apply for another similar non-exempt position outside of the department.
2. An employee may transfer within his/her current department. If an employee transfers to another position during the probationary period, the probationary period will be extended so that the person will serve a minimum of three (3) months in a probationary status in the new position before the supervisor can recommend continuation of employment in a "regular" status. An additional probationary period is not required of an employee who already successfully completed an initial probationary period with the University upon promotion to a

new position. If the employee is unable to perform satisfactorily in the new position and has put forth a good faith effort, the University will make every possible effort to attempt to effect a change to a position similar to the one previously held by the employee

## **Background Screening Notice**

In order to increase safety, manage risks, and make informed hiring decisions, Alcorn State University will conduct non-discriminatory background checks for all finalists who are selected for employment. Conducting background checks of candidates prior to the date of hire helps determine the employability of candidates, while ensuring the protection of current employees, property, and University information.

The information obtained through background checks is considered only insofar as it is relevant to performance in the position and/or as it relates to the issues of safety and security of people, property, and other University resources. A plea of guilty, a finding of guilty by a referee, jury, or court, or a conviction of a crime will be considered in determining the eligibility of an individual for employment. Conviction of a crime does not necessarily prohibit being hired.

All background checks are initiated by the Associate Vice President for Human Resources, Employment Manager or Designee, and/or the President/IEO of the University.

Background investigations will be conducted by the designated entity. Background checks will only be initiated after receipt of a completed and signed authorization for pre-employment background check from the prospective employee.

All background checks will include, at a minimum, a multi-state criminal record check, which will include felonies and misdemeanors. A national sexual offender's register check will be conducted, as applicable to the position sought.

Additionally, background checks include verification of past and/or current employment, education, and personal and professional references.

Driver's record checks will be conducted for individuals applying to positions that require the use of a University owned, leased, or rented vehicles.

Candidates refusing to consent to a background check will not be hired.

## **Applicability**

A background check will be conducted for all individuals selected during the hiring process for positions at Alcorn State University. This includes all candidates applying to full-time, part-time, or temporary positions. The University reserves the right to background check current employees, with prior written notice, for the following positions:

- Employees in positions handling cash and checks/money orders, or credit card transactions on a regular basis;
- Employees in positions having contact with children and minors;
- Employees in residence life positions;
- Employees in positions having access to student or employee information; or

- Employees in other positions, as requested by management.

Alcorn State University reserves the right to add positions to this list at any time. Employees refusing to consent to a background check, when written notice is provided, may be terminated.

### **Disclosure of Convictions**

All individuals applying for positions, including internal candidates, are required to disclose felony conviction information as part of the hiring process. Additionally, employees have an ongoing obligation to inform their supervisor if they:

- Are convicted of a crime;
- Are added to any sexual offender registry;
- Have a license or certification to practice that expires, or that is suspended or revoked; or
- Are excluded, suspended, debarred, or otherwise ineligible to participate in federal programs.

Supervisors, in turn, should notify the Office of Human Resources in such instances. Registered sex offenders who are employed by the University are required by law to also register with Campus Police.

### **Consequences**

If a background check reveals a criminal record or other serious misconduct, other than minor traffic violations, the following factors will be considered prior to denial of an employment offer:

- Number of offenses or misconduct and the circumstances of each;
- Length of time between the offense or misconduct and the application for employment;
- Other employment history;
- Evidence of applicant rehabilitation efforts;
- Severity of the offense or misconduct; or
- Relevance of the offense or misconduct to the responsibilities of the position to which the candidate has made application.

The results of all background checks will remain confidential and will be maintained in the Office of Human Resources Management.

## **Code of Conduct - Staff**

### **Absenteeism and Tardiness**

Employees are required to report for duty at the time scheduled and be prepared for duty at the beginning of their work period. Employees who are repeatedly late for work are subject to appropriate disciplinary action, up to and including termination of employment.

### **Discipline**

Supervisors are expected to use appropriate corrective measures for those offenses that normally warrant disciplinary action (refer also to termination policy). Actions may include but are not limited to reprimand, probation, suspension, downgrading, administrative leave with pay/ without pay and/or recommended dismissal.

## **Etiquette During Use of Telephone and Other Electronic Communications**

Employees are representatives of Alcorn State University. Therefore, prompt, courteous telephone etiquette is expected of all employees. University-owned telephones are to be used to conduct University business. However emergency personal calls may be made. The University reserves the right to monitor employees' voice-mails, emails and Internet access as deemed necessary and appropriate in order to protect the best interest of the institution.

## **Horseplay**

Horseplay is not permitted on University premises. Tools or equipment are to be used for the specific purposes for which they are designed. Horseplay is a serious matter that may result in injury to employees. Employees engaging in horseplay while on duty or University premises are subject to disciplinary action, up to and including termination.

## **Personal Behavior**

Alcorn State University employees are to conduct themselves in a professional manner at all times. Loud noise, including inappropriate singing, whistling, arguing and other types of loud noise are not tolerated in the workplace. Supervisors are called upon to maintain professional work environments and are expected to use corrective measures to maintain professional decorum.

## **Safeguards for 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, appropriate disciplinary action, up to and including termination, may be imposed.

## **Safety**

Safety regulations along with all other precautions normally expected must be enforced by alert supervision. However, all employees are expected to assist with making the University a better place to work by observing safety regulations and reporting unsafe conditions and practices. Workers' Compensation is provided for employees who are injured while on duty.

## **Solicitation on the Job**

It is strictly prohibited for anyone to solicit employees or visitors on any matter while on University premises without approval from appropriate University officials. Violation of this policy will subject employees to disciplinary action. Employees who observe persons making unauthorized solicitations should report this to their supervisors immediately.

## **Smoking**

Smoking is prohibited in any Alcorn State University-owned or leased building and vehicle, to include 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 50 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) does not prohibit smoking.

## **Use of University Logo**

It is a violation of University policy to use the name of Alcorn State University or any of its graphic identification symbols in printed material intended to endorse or promote individual enterprises, or to otherwise enhance private gain without the written permission of the University President/IEO.

## **Confidentiality**

All Alcorn State University employees are to hold "confidential" information in strict confidence, and shall not disclose, discard or distribute any University information/documents unless a request is made in writing by an authorized legal entity. Violation of this confidentiality policy may be grounds for immediate termination. All employees, upon hire, shall sign an acknowledgment form regarding the confidentiality policy.

## **Conflicts of Interest/Secondary Employment**

Mississippi law requires all Alcorn State University employees to abide by certain conflict of interest and ethical standards as public employees. All University employees have both a legal and ethical obligation to comply with all applicable ethics in government laws, [Miss. Code Ann. §§ 25-4-101 et seq. (1972); §109, Miss. Const. of 1890].

Specifically, no Alcorn State University employee may use his/her position at the University to obtain or attempt to obtain a financial benefit for him/herself (other than the employee's compensation as a University employee), a family member, or any business with which the employee or family member is associated. Subject to certain limited exceptions, a conflict of interest would include the following:

1. An employee that has direct or indirect involvement in the procurement of goods or services on behalf of the University and the employee or his/her relative has a financial interest in the procurement.
2. An employee has direct or indirect involvement in the procurement of goods or services on behalf of the University from a business in which the employee or the employee's relative has a material financial interest.
3. An employee has direct or indirect involvement in the procurement of goods or services on behalf of the University from a business or person with whom the employee or a relative is negotiating or has arranged prospective employment.

4. An employee procuring goods or services from the University at an auction or at a sale when the goods or services are not offered to the general public at a uniform price. In addition, no employee may intentionally use or disclose information gained through his/her employment at the University that could result in financial benefit to the employee, a relative of the employee, or any other person, if the information has not been communicated to the public or is not public information.

In addition, no employee may intentionally use or disclose information gained through his/her employment at the University that could result in financial benefit to the employee, a relative of the employee, or any other person, if the information has not been communicated to the public or is not public information.

The above general prohibitions do not include all prohibitions under Mississippi ethics laws. However, they set the standard for University employees in complying with applicable ethics laws. Alcorn State University employees should also be mindful of other University policies that pertain to ethics in procurement and contracting.

A violation of state ethics laws could result in repayment of funds by the employee, civil fines, and/or criminal prosecution. An employee who violates state ethics laws may also be subject to disciplinary action, up to and including termination.

### **Disclosure of Secondary Employment**

It is expected that Alcorn State University is the primary employer of full-time University employees. As such, employees must be available for and devote their full attention to assigned duties and responsibilities during scheduled working hours. External activities, including secondary employment, can lead to conflicts of interest with regard to an employee's responsibilities to Alcorn State University. Therefore, full-time employees must certify annually that secondary employment will not interfere with their employment at Alcorn State University. Additionally, employees with emergency response responsibilities must be reasonably available during non-scheduled hours.

The following rules and guidelines are established for all full-time employees:

1. All employees are required to complete and sign a Conflicts of Interest Policy Acknowledgment form upon hire, and as this policy is updated or amended.
2. Employment with Alcorn State University will be the employee's primary responsibility and obligation, with any other approved employment deemed secondary.
3. The demands or requirements of secondary employment may not be considered an excusable reason for absences, tardiness, poor performance, or other areas of personnel concern.
4. Prior to seeking or accepting secondary employment, full-time employees must discuss the secondary job with his/her supervisor and/or department head to determine whether or not the job is considered a "conflict of interest" as previously defined herein.
5. Current and newly hired employees considering secondary employment must submit a request, in writing, to the supervisor and/or department head for approval, and must secure and present an

approved Conflicts of Interest Disclosure Form to the Office of Human Resources prior to engaging in the secondary employment. Final approval of the President/IEO is required.

6. A Conflicts of Interest Disclosure, approved by the University President/IEO must be placed on file in the Office of Human Resources annually.

## **Drug Free Workplace and Workforce**

Alcorn State University is committed to maintaining a drug-free workplace and workforce in conformity with federal laws as set forth in the Drug-Free Workplace Act of 1988 (41 U.S.C.A. Section 8101 et seq.), as amended, and the Department of Defense (DOD) Drug-Free Workforce Rule of 1988. In the interest of a healthy workforce, and as a result of the law, Alcorn State University is a drug-free workplace. Faculty and staff members are specifically prohibited from possessing, using, manufacturing, selling, distributing, or in any other way involving themselves with controlled substances both on and off campus, except as permitted in the relevant legislation.

For purposes of this policy, the terms “faculty and staff members” shall specifically include all personnel employed by the University, whether full – time or part-time. The terms “controlled substances” shall mean those drugs and substances set forth 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 21 C.F.R. 1300.11 through 1300.15. The term “workplace” is any location where a faculty or staff member is functioning within his or her job capacity.

### **Prohibited Items**

The use, possession, sale, manufacture, distribution, dispensation, concealment, receipt, transport, or being under the influence of any of the following items or substances on Alcorn State University (including the presence of detectable levels of identifiable trace quantities), by employees is prohibited:

1. Illegal drugs, controlled substances, marijuana, intoxicants (legal or illegal), “look-alike” substances, designer drugs, counterfeit or synthetic drugs, inhalants and any other drugs or substances that will, in any way, affect safety, work ability, alertness, coordination, judgement, response or the safety of others on the job.
2. Alcoholic beverages, except as specifically authorized by University management (Note: moderate use of alcohol at University – approved meetings or appropriate social settings is not prohibited by this policy). Consumption of alcoholic beverages while driving or driving any vehicle for University business while intoxicated is prohibited. The consumption of alcohol on duty or on any of the University’s property is prohibited.
3. Drug paraphernalia.
4. Prescription drugs and over-the-counter medications, except under the following conditions:
  - a. The drugs have been prescribed by an authorized medical practitioner for current use (within the past 12 months) for the person in possession of the drugs.

b. The drugs/medications, both prescribed and over-the-counter, are limited to a 1-day supply or must be kept in their original container, and must be taken in accordance with the dosage recommendations and usage cautions, and generally must not affect the person's ability to perform work safely.

c. The University reserves the right to consult with an appropriate medical practitioner to determine if a drug or a medication, whether prescribed or not, produces hazardous or non-safe effects and may restrict the use of any such drug or medication on University property accordingly. Alcorn State University also reserves the right to require an employee to undergo fitness for duty medical examination by a physician of its choosing. This may also include restricting or altering the individual's work activity or presence at the worksite.

## **Compensatory Time and Overtime Pay**

### **Minimum Wage:**

Alcorn State University recognizes the current federal minimum hourly wage as the minimum wage paid to University employees.

### **Compensatory Time and Overtime Pay:**

The FLSA does not limit the number of hours that an employee can work, but simply requires overtime be paid to qualifying employees for any hours worked over forty (40) in a standard workweek at the rate of one and one-half (1.5) times the employee's regular hourly rate of pay. The University's standard workweek begins at 12:01 a.m. on Saturday and runs through midnight on Friday. To ensure consistent time and attendance reporting, time for employees paid on an hourly basis should be recorded in quarter of an hour (.25) increments (7) minutes or less is rounded down and 8 minutes or more is rounded up).

It is the policy of Alcorn State University that all hourly non-exempt employees work within a 40-hour work week, unless additional work is considered necessary and approved by the department manager/supervisor. Overtime is permitted for hourly non-exempt employees only. In instances where prior approval is not obtained, the employee shall be compensated for any overtime hours worked; however, violation of this policy may warrant disciplinary action.

All faculty, executive, highly-compensated administrators, and certain other professional staff are exempt from the provisions of the Fair Labor Standards Act (FLSA). To qualify for an overtime exemption, an employee must generally be paid no less than \$35,568 annually, or \$684 per week on a salaried basis. This does not apply to instructors, lawyers, or medical personnel, as these are exempt classifications. Certain exempt computer employees may be paid at least \$684 on a salary or hourly basis, at a rate not less than \$27.63 per hour.

Salaried non-exempt employees will receive compensatory time (time in lieu of pay) for work in excess of 40 physical hours per week. Compensatory time is given at the rate of 1.5 times for all hours worked in excess of 40 hours during the week in which the overtime occurs. Overtime hours for emergency personnel will be based on a work period of 28 days and will be calculated after 212 hours are accumulated in each work period. After an employee has accumulated a maximum of 240 hours (480 hours for police officers, fire fighters, computer and outside sales), the employee shall be paid overtime

for hours worked above the 240 (or 480) hours at 1.5 times the number of hours worked for applicable hours. In instances where there are less than five (5) emergency personnel assigned to work in the Emergency Management Department, all overtime hours will be paid at the employee's regular rate of pay for each hour worked beyond the 212 hours in a 28-day work period. Employees required to be on duty at the worksite for 24 hours or more shall not be compensated for eight (8) hours per day for sleep time and one (1) hour per day for meal periods. If conditions are such that the employee is not allowed at least five (5) hours of sleep during the sleep-and-eat period, or if the employee works during that period, the eight (8) hours revert to compensable time.

Supervisors are encouraged to permit the use of compensatory time within a reasonable period of time from when the time was accrued, unless doing so would "unduly disrupt" the workplace.

## **Hours of Work**

In various departments, the schedule and number of work hours vary as required by the nature of services performed. All overtime must be approved by the supervisor/department head and must be critical to the success of the department/university. All administrative offices are open 8 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. on Friday. Any variation from this schedule which may seem necessary because of the type of service rendered by a particular department must be approved by the President/IEO.

Employees are expected to report to work on time daily, and to remain on the job throughout regular work hours. Employees must have prior approval from the supervisor/department head before taking personal leave. An unexcused absence of three (3) consecutive scheduled work days constitutes job abandonment and is grounds for immediate dismissal.

Should an unforeseen emergency arise, employees are required to call in to their immediate supervisor one (1) hour prior to their assigned work shift. Violation of this policy could result in disciplinary action, up to and including termination.

## **Personal and Sick Leave**

Full time staff (12 month employees) will accrue 12 hours' personal leave and 8 hours' sick leave in the second month of employment.

## **Timekeeping and Reporting**

The time records are the basic source of information for payroll purposes. Time records should reflect the actual hours worked. Employees are not allowed to 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.

Hourly-paid employees are neither permitted nor allowed to work before or after their scheduled time without prior approval. Hourly-paid employees, who arrive more than 7 minutes late or depart more than 7 minutes before the established quitting time, can be docked for the exact period of time of such lateness or early departure. Employees are not permitted to clock in and/or out for another employee. Doing so is grounds for immediate termination of employment. Only pre-approved overtime is allowed for hourly-paid non-exempt employees.

## Official Holidays

Alcorn State University closes its offices and ceases regular business functions and activities in observance of designated holidays, and at other times approved and announced by the University President/IEO. All regular employees (except temporary employees, student employees, and rehired retirees) receive their regular pay for scheduled holidays.

Generally, holidays that fall on a Sunday are observed on the following Monday, and holidays falling on a Saturday are observed on the previous Friday. To be eligible for holiday pay, employees must be present for work or in an approved paid leave status on the first regularly scheduled day of work before the holiday and the first scheduled work day after the holiday.

Alcorn State University recognizes the following holidays:

1. Martin Luther King, Jr. Holiday	1 Day
2. Good Friday	1 Day
3. Memorial Day	1 Day
4. Labor Day	1 Day
5. Independence Day (July 4th)	1 Day
6. Thanksgiving Day	2 Day
7. Christmas/New Year's Break	<u>8 Days</u>
Total	15 Days

## Pay Periods and Receipts of Checks/Direct Deposits

All hourly-paid employees are paid every two (2) weeks. All monthly employees are paid on the last working day of the month.

Lost checks should be reported to the Payroll Office immediately. If theft is suspected on University property, the University Campus Police should also be called. Paychecks may not be mailed 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.

Payroll stubs/direct deposit statements show gross earnings, deductions, net pay and accruals of vacation, sick, and bereavement time. The employee should discuss any questions he/she may have regarding time and/or hours worked, and holiday, vacation, sick, or bereavement pay with his/her supervisor and/or department head.

### Payroll Deductions:

Required payroll deductions are:

- Federal Income tax
- Social Security and Medicare (FICA)

- Retirement (full-time employees)
- State Income tax

Optional payroll deductions are:

- Life and accident insurance
- Certain approved commercial insurance products

## Personal Appearance/Uniform

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. Such standards may be department/office specific.

If employees are required to wear uniforms, the department head/supervisor will advise them of the type of uniforms that are necessary. The University usually furnishes uniforms. Employees are expected to keep uniforms neat and are to wear them appropriately at all times. Uniforms are to be worn on duty only and are not to be worn at other times. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination.

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 which disrupts the work environment may be grounds for disciplinary actions.

## Workplace Visitations

Children, family members, associates or friends of employees are welcome for occasional, brief visits in the workplace. However, children may not visit the workplace if their presence conflicts with department policy, federal or state law. Staff may bring children to appropriate University sponsored programs and activities. Supervisors may approve non-routine visits that do not interfere with a staff members' ability to perform his/her work functions or the productivity of a work unit.

## Educational Assistance/Tuition Remission

Alcorn State University offers tuition remission to eligible employees and their dependents. Regular, fulltime employees are eligible to have tuition remitted for up to six (6) undergraduate or graduate credit hours per semester, with a maximum of 18 credit hours per calendar year. Dependent children of regular full-time employees are eligible to receive undergraduate tuition and required fees remission at 50%. In cases where both parents or legal guardians are eligible employees or employee and retiree, a tuition waiver of 100% shall be provided to dependent children. A dependent may receive undergraduate tuition remission until the requirements of one (1) bachelor's degree are met, as long as the parent or guardian is employed by the University. The Financial Aid department is responsible for the overall administration of educational assistance for tuition remission benefits to Alcorn State University employees.

## Group Health Insurance

Group health insurance is provided or offered to all benefits-eligible employees. A waiver must be signed by all employees who do not desire to receive this benefit. Dependent coverage is offered only to those employees who are covered by the plan. Application must be made within 30 days of acquiring an eligible dependent. Coverage for spouses and dependents requires additional cost to the employee, and employees will have premium charges for this coverage, based upon the type of coverage available and selected. Employees who retire under PERS may continue coverage by making appropriate contributions to the insurance carrier.

Questions about the group health insurance plan may be directed to the Office of Human Resources, or information is available online at [www.knowyourbenefits.dfa.ms.gov](http://www.knowyourbenefits.dfa.ms.gov).

The State and School Employees' Life and Health Insurance Plan allows for an open enrollment to occur one (1) time during the calendar year. An open enrollment period is announced each year prior to the plan anniversary date. Cancellation of participation or changes to benefit plans may only occur during the open enrollment period, which occurs annually in October. However, changes can occur outside of the open enrollment period due to changes in family status (marriage, divorce, death of a spouse or dependent child, birth or adoption of a child, and termination or employment of a spouse).