

SUBPART 6-15
KENDALL COLLEGE OF ART AND DESIGN OF FERRIS STATE UNIVERSITY

Subpart 6-15. Scope of this Subpart. Part 6 *Scope* shall be applicable to employees of the Kendall College of Art and Design of Ferris State University (“KCAD-FSU”).

Section 6-15001. Definitions. Section 6-001 shall be applicable to employees of KCAD-FSU.

6-151
EMPLOYMENT POLICY

Sec. 6-15101. Statement of Principles. Section 6-101 shall be applicable to employees of the Kendall College of Art and Design of Ferris State University (“KCAD-FSU”).

Sec. 6-15102. Equal Employment Opportunity. Section 6-102 shall be applicable to employees of KCAD-FSU.

Sec. 6-15103. Authority Retained by the Board. Section 6-103 shall be applicable to employees of KCAD-FSU.

Sec. 6-15104. Authority to Hire Employees. Section 6-104 shall be applicable to employees of KCAD-FSU.

Sec. 6-15105. Requirement That There Be a Sufficient Unencumbered Balance. Section 6-105 shall be applicable to employees of KCAD-FSU.

Sec. 6-15106. Requirement of Board Approval Before Exceeding Established Staffing Level. Section 6-106 shall be applicable to employees of KCAD-FSU.

Sec. 6-15107. Prior Notification to Board Regarding Nominees for Vice Presidential Appointments. Section 6-107 shall be applicable to employees of KCAD-FSU.

Sec. 6-15108. Authority to Take Corrective Action with Employees. Section 6-108 shall be applicable to employees of KCAD-FSU.

Sec. 6-15109. Authority to Terminate Employment. Section 6-109 shall be applicable to employees of KCAD-FSU.

Sec. 6-15110. Policy in Regard to Continuation of Employment.

1) Except for those employees covered by a collective bargaining agreement or other written employment agreement, all employees of Kendall College of Art and Design of Ferris State University are considered "at will" employees. As such, employees are not under any express or implied contract of employment for either a definite or indefinite length of time. The Kendall College of Art and Design of Ferris State University and the employee each have the

right to terminate employment at any time, with or without cause, and with or without notice. This right may be exercised by either party in its discretion.

Sec. 6-1511. Requirement of Board Approval for Collective Bargaining Agreements or Individual Employment Contracts. Section 6-112 shall be applicable to employees of KCAD-FSU.

6-152 HIRING POLICY

Sec. 6-15201. Statement of Principles. Section 6-201 shall be applicable to employees of KCAD-FSU.

Sec. 6-15202. Moving Expenses. Section 6-202 shall be applicable to employees of KCAD-FSU.

6-153 PERSONNEL TRANSACTIONS, CAREER DEVELOPMENT, APPRENTICESHIP PROGRAM, INTERIM ASSIGNMENTS, AND MODIFICATION OF WORK ASSIGNMENTS

Sec. 6-15301. Statement of Principles. Section 6-301 shall be applicable to employees of KCAD-FSU.

Sec. 6-15302. Combined Personnel Transactions. Section 6-302 shall be applicable to employees of KCAD-FSU.

Sec. 6-15303. Promotions/Job Transfers for Administrative Support Positions. Section 6-303 shall be applicable to employees of KCAD-FSU.

Sec. 6-15304. Apprenticeship Program. Section 6-304 shall be applicable to employees of KCAD-FSU.

Sec. 6-15305. Interim Assignments. Section 6-305 shall be applicable to employees of KCAD-FSU.

Sec. 6-15306. Exceptions. Section 6-306 shall be applicable to employees of KCAD-FSU.

6-154 NEPOTISM AND FAVORITISM

Sec. 6-15401. Employment of Family Members. Section 6-401 shall be applicable to employees of KCAD-FSU.

6-155
LEAVES OF ABSENCE

Sec. 6-15501. General Provisions Relating to Leaves of Absence. Section 6-501 shall be applicable to employees of KCAD-FSU.

Sec. 6-15502. Types of Leaves of Absence. Section 6-502 shall be applicable to employees of KCAD-FSU.

6-156
POLITICAL ACTIVITY

Sec. 6-15601. Statement of Principles. Section 6-601 shall be applicable to employees of KCAD-FSU.

Sec. 6-15602. Conflict Between Political Activities and Obligations to the University. Section 6-602 shall be applicable to employees of KCAD-FSU.

6-157
**SICK/SHORT-TERM DISABILITY LEAVE, FUNERAL LEAVE,
VACATION, AND HOLIDAYS**

Sec. 6-15701. Accrual and Use of Sick/Short-term Disability Leave.

(1) The section shall apply to all regular, full-time non-bargaining unit employees. Part-time, temporary, or casual employees do not accumulate sick time.

(2) An eligible full-time non-bargaining unit employee shall receive sick/short-term disability leave of sixty-five (65) workdays (the equivalent of 90 calendar days). The sick/short-term disability leave will be reinstated each June 1. Newly hired eligible full-time non-bargaining unit employees will receive pro-rata sick/short-term disability based on date of hire.

(3) The accumulated sick/short-term disability leave shall not exceed sixty-five (65) workdays. Since sick/short-term disability leave is provided as a protection while employed, no payment of sick/short-term disability leave will be made upon termination of employment.

(4) Paid sick time may be taken by an eligible full-time non-bargaining unit employee for serious health conditions or disabilities. In unusual circumstances, the employee's supervisor may approve the use of sick time privileges in the instance of the serious health condition of a member of the employee's immediate family to a maximum of three (3) workdays per incident. Sick time may be granted for medically-related incidents/appointments for the employee and dependents. If an employee is absent for illness three consecutive workdays, the illness must be supported by a physician's statement.

(5) If an employee is absent more than six days during the June 1 through May 31 year, subsequent absences due to illness must be substantiated by a physician's statement.

Failure to do so will result in non-payment of sick/short-term disability leave and possible disciplinary action.

(6) An employee must notify his/her supervisor of all sick time absences as promptly as possible. The supervisor, in turn, must record the absence for payroll processing in the appropriate pay period.

(7) An employee who has exhausted sick/short-term disability leave due to extended illness shall have the sick/short-term disability leave of sixty-five (65) workdays reinstated on a pro-rata basis when the employee has returned to work on a regular full-time basis for sixty (60) workdays.

(8) Sick time may be taken in one (1) hour increments.

(9) Use of paid sick time shall be deemed use of FMLA leave unless, before using the sick time, the employee established that the absence is for a purpose not covered by FMLA leave.

Sec. 6-15702. Funeral Leave. Regular full-time non-bargaining unit employees may be granted up to four (4) consecutive business days of paid leave to attend funeral services in the event of the death of a member of the immediate family. This benefit does not apply to part-time, temporary or casual employees. The term “immediate family”, as used in this section, means current spouse, live-in relationship, mother, father, child, son-in-law, daughter-in-law, stepchild, step-parent (current spouse of parent), sister, brother, grandchild, grandparent or parent of spouse. One day of paid leave may be granted to attend the funeral of an aunt, uncle, niece, nephew, sister-in-law, brother-in-law, or any person with whom the employee is presently making his/her home.

Sec. 6-15703. Vacation.

(1) Full-time regular non-bargaining unit employees are eligible for paid vacation leave. This benefit does not apply to temporary, part-time, or casual employees.

(2) 6.16 hours per biweekly pay period will be credited as vacation leave with pay for each eligible employee provided the employee is paid for 80 hours. This benefit will be prorated if less than 80 hours are paid.

(3) Vacation will not be available for use until after six months from date of employment, at which time an employee can take up to the accrued vacation credit earned. In unusual instances, the vice presidents may approve use of accrued vacation credit before the completion of six (6) months.

(4) Earned vacation must be taken no later than June 30 of the year following the fiscal year in which the vacation is earned. Vacation credits are not cumulative beyond 160 hours absent the approval of the employee’s vice chancellor.

(5) If possible, vacations are to be taken at a time mutually agreeable to the University and the employee. Vacation requests will be approved for usage in four-hour segments. No more than fifteen (15) days of vacation may be taken consecutively unless prior approval is given by the vice chancellor.

(6) Employees on leave of absence without pay will not accumulate hours to their vacation credit.

(7) If a person's employment is terminated for any reason before completing six months of continuous service with the University, the employee automatically forfeits his/her right to all accumulated vacation leave. After six months or more continuous service, an employee whose employment is terminated will be paid for all vacation leave accrued through the termination date.

(8) If an employee has earned vacation days in the fiscal year of his/her death, payment for such credit shall be made to the employee's estate upon receipt of the death certificate.

(9) Vacation time may not be used as part of proper notice of termination or retirement unless approved by the vice chancellor.

Sec. 6-15704. Holidays With Pay. Following ten (10) days of employment, full-time employees shall receive the following legal holidays with pay, provided that they perform the required work or take an authorized paid benefit day on their last scheduled work day before the holiday and their next scheduled work day after the holiday: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve, and further provided that the employees are on a twelve-month assignment. Employees with an assignment of less than twelve (12) months will receive compensation only for those holidays which occur during their appointment period. Additional paid holiday leave time may be considered and granted by the President provided that such additional time shall not exceed four (4) working days in any fiscal year. When a paid holiday falls on Saturday, the previous working day will be observed as a holiday, and when a paid holiday falls on Sunday, the next working day will be observed as a holiday.

Sec. 6-15705. Jury Leave.

(1) This section shall apply to all regular, full-time employees. Jury leave shall not apply to part-time, temporary or casual employees.

(2) When an employee is called to register and be interviewed for jury duty, the employee's supervisor must be informed as promptly as possible. The employee will then be excused for that time.

(3) If selected, the juror will be excused from work as necessary to perform his/her civic obligations. If the juror is required to perform jury duty on only part of his/her scheduled workday, or is released from duty, the juror must return to work for the balance of that day.

(4) An employee excused will be paid the difference between the pay received for jury duty and pay regularly received for normally scheduled hours.

(5) Paid jury leave benefits do not apply to service as a witness.

(6) Employee benefits will continue to accrue while the employee is on jury leave.

Sec. 6-15706. Military Duty Pay. Section 6-708 shall be applicable to employees of KCAD-FSU.

6-158 INSURANCES

Sec. 6-15801. Group Health, Dental and Vision Coverage. Section 6-801 shall be applicable to employees of KCAD-FSU.

Sec. 6-15802. Group Term Life Insurance and Long-Term Disability Plan. Section 6-802 shall be applicable to employees of KCAD-FSU.

6-159 MEDICAL EXAMINATIONS

Sec. 6-15901. Required Examinations – President, Vice Presidents, and Academic Deans. Section 6-901 shall be applicable to employees of KCAD-FSU.

Sec. 6-15902. Other Required Examinations. Section 6-902 shall be applicable to employees of KCAD-FSU.

Sec. 6-15903. Costs and Purposes of Examinations. Section 6-903 shall be applicable to employees of KCAD-FSU.

6-1510 TUITION BENEFITS

Sec. 6-151001. Tuition Benefits for Full-time Employees.

(1) Full-time employees may upgrade their skills by taking Kendall College of Art and Design and/or Ferris State University credit and/or non-credit courses per semester at the University when such courses do not interfere with regular work assignments, provided they have satisfied course prerequisites, that space is available, that there is sufficient enrollment to hold the course, provided that a paying student is not displaced, and when appropriate administrative approval is obtained prior to such enrollment in courses.

(2) Tuition charges for such courses will be waived up to a maximum value as determined by the Chancellor or his or her authorized designee, provided that the employee continues active full-time employment throughout the term. The waiver extends only to tuition costs, and does not include other fees, books, etc.

(3) The tuition assistance benefit must be used within a specified semester. No carry-over or accumulation of the benefit will be permitted.

Prior Board Action:

March 24, 2006.

Sec. 6-151002. Tuition Benefits for the Spouse and/or Dependents of Eligible Employees.

(1) Subject to the provisions of this section, the spouse and/or dependents (as described in Sec. 6-151002(3)(a) and (b)) of an employee who is eligible for tuition benefits under Sec. 6-151001(1) to 6-151001(3) (an "eligible employee") may receive a tuition waiver of up to a maximum value as determined by the Chancellor or his or her authorized designee to be applied to Kendall College of Art and Design and/or Ferris State University credit and/or non-credit courses per semester at the University, provided they have satisfied course prerequisites, that space is available, that there is sufficient enrollment to hold the course, and provided that a paying student is not displaced. The maximum value as determined by the Chancellor or his or her authorized designee is per family (including any benefit used by the eligible full-time employee). The spouse and/or dependent children are responsible for paying all course and student fees.

(2) Until the end of the summer semester 2005, and subject to the provisions of this section, the spouse and/or dependents (as described in Sec. 6-151002(3)(a) and (b)) of an employee who is eligible for tuition benefits under Sec. 6-151001(1) to 6-151001(3) (an "eligible employee") who were enrolled at Kendall College of Art and Design as of September 6, 2000, will continue to be able to attend any Kendall College of Art and Design course (credit or non-credit) tuition free, provided they have satisfied course prerequisites, that space is available, that there is sufficient enrollment to hold the course, and provided that a paying student is not displaced. The spouse and/or dependent are responsible for paying all course and student fees. Applicants for tuition waiver under this provision must complete the Federal Financial Aid Form (FAF) to determine eligibility for financial assistance.

Prior Board Action:

March 24, 2006.

**6-1511
RETIREMENT**

Sec. 6-151101. Retirement Plans. Section 6-1101 shall be applicable to employees of KCAD-FSU.

Sec. 6-151102. Notice of Retirement. Section 6-1102 shall be applicable to employees of KCAD-FSU.

Sec. 6-151103. Emeritus Policy. Section 6-1103 shall be applicable to employees of KCAD-FSU.

**6-1512
CONSULTING ACTIVITIES**

Sec. 6-151201. Outside Consulting Activities. Section 6-1201 shall be applicable to employees of KCAD-FSU.

Sec. 6-151202. Scope of this Subpart. Section 6-1202 shall be applicable to employees of KCAD-FSU.

**6-1513
EXERCISE OF RIGHTS AS CITIZENS**

Sec. 6-151301. Rights as Citizens. Section 6-1301 shall be applicable to employees of KCAD-FSU.

**6-1514
EMPLOYEE AND STUDENT DIGNITY**

Sec. 6-151401. Employee and Student Dignity. Section 8-701 shall be applicable to employees of KCAD-FSU.

Sec. 6-151402. Consensual Relationships Between University Employees and Between University Employees and Students. Section 8-702 shall be applicable to employees of KCAD-FSU.

Sec. 6-151403. Importance of Free and Open Discussion. Section 8-703 shall be applicable to employees of KCAD-FSU.

**6-1515
TAX SHELTERED ANNUITY PROGRAM**

Sec. 6-151501. Kendall College of Art & Design of Ferris State University offers a tax-sheltered annuity program to eligible employees. Eligible employees who elect to participate may make voluntary monetary contributions on a pre-tax basis through the payroll process.

Prior Board Action:

Entire Subpart added February 26, 2005.