



## **WAGE EMPLOYEE HANDBOOK**

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March 1, 2006



Welcome to the University of Mary Washington! This handbook is designed to assist you in understanding the various rules, regulations, guidelines and benefits that apply to wage employees of the University.

The success of the University of Mary Washington depends upon each wage employee making an individual contribution to the collective efforts of the University team. I am personally committed to maintaining an environment that enables you to render the best possible services while deriving personal satisfaction from the challenges of the job.

I extend a warm welcome with best wishes for your success with the University of Mary Washington. The future success of the University is the result of all of us accomplishing our assigned tasks and maintaining a "can do" attitude.

A handwritten signature in black ink, appearing to read "Sabrina C. Johnson".

Sabrina C. Johnson      Assistant Vice President      Office of Human Resources and Affirmative  
Action

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**TABLE OF CONTENTS**

KEY WEB SITES.....vi

INTRODUCTION .....vii

UNIVERSITY OF MARY WASHINGTON MISSION STATEMENT. .... viii

HISTORY AND DEVELOPMENT OF THE INSTITUTION.....ix

STATEMENT OF COMMUNITY VALUES .....x

UNIVERSITY OF MARY WASHINGTON STATEMENT OF NONDISCRIMINATION.....x

**TERMS AND CONDITIONS OF EMPLOYMENT**

A. Definitions .....1

    B. Hours of Work .....1

        1. Regular.....1

        2. Alternate Schedules .....1

        3. Annual Maximum.....1

        4. Overtime .....1

    C. Attendance .....2

    D. Change to Covered Employment.....2

E. Wage Increases .....2

**GENERAL EMPLOYMENT INFORMATION**

A. Information About Timesheets and Paychecks .....3

    B. Office Closings .....3

    C. Holidays.....3

    D. Computer and Telephone Use.....4

        1. Computer Use.....4

        2. Telephone Use.....5

    E. Alcohol and Other Drugs.....5

    F. Safety and Security in the Workplace.....6

        1. Workers’ Compensation .....6

        2. Hazard Communications Standard Program.....6

        3. Disability Access .....7

    G. Keys.....7

    H. Exit Procedures .....7

PERFORMANCE MANAGEMENT AND EVALUATION.....9

**BENEFITS**

A. Benefits.....10

    B. Employee Suggestion Program.....10

C. Savings Program.....	10
1. Deferred Compensation Plan and Supplemental Retirement Annuity Plans.....	10
D. Work/Life Programs.....	11
1. Educational Assistance Policy .....	11
E. Employee Service and Recognition Programs .....	11
<b>1. Order of Women (WOW) Service Award .....</b>	<b>11</b>
F. Other	
1. Parking.....	12
2. Identification Card Privileges.....	12
3. Use of University Facilities.....	12
4. Use of the Faculty/Staff Dining Room.....	12

## EMPLOYEE RELATIONS

A. Department of Employment Dispute Resolution.....	13
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## RESPECTFUL WORKPLACE

A. Equal Employment Opportunity.....	14
B. University of Mary Washington Statement of Nondiscrimination.....	14
C. University of Mary Washington Workplace Harassment Policy.....	14
D. University of Mary Washington Sexual Harassment Policy.....	15
E. University of Mary Washington Workplace Violence Policy.....	15
F. Retaliation.....	16
G. Violations and Enforcement.....	16

## MISCELLANEOUS TOPICS

A. Commonwealth of Virginia Campaign.....	17
B. Gifts, Gratuities and Rewards.....	17
C. Intellectual Properties.....	17
<b>1. Intellectual Property Ownership of Intellectual Property.....</b>	<b>17</b>
3. Cases in Which the University Obtains Entire Right, Title and Interest.....	18
D. Nepotism.....	18
E. Dress Code.....	19
F. Political Activity.....	19
G. Privacy of Records .....	19
H. Smoking.....	19
I. Facility Accessibility for the Disabled.....	19
J. Visitors and Children .....	20
K. Freedom of Information Act.....	20
1. General Statement .....	20
2. Office of University Relations and Legislative Affairs.....	20
L. Personal Information.....	20

## KEY WEB SITES

<a href="http://www.dhrm.virginia.gov/">http://www.dhrm.virginia.gov/</a>	Department of Human Resource Management (DHRM) Home Page
<a href="http://www.dhrm.virginia.gov/hrpolicy/policy.html">http://www.dhrm.virginia.gov/hrpolicy/policy.html</a>	<i>DHRM Policies and Procedures Manual</i>
<a href="http://www.dhrm.virginia.gov/compandbenefits.html">http://www.dhrm.virginia.gov/compandbenefits.html</a>	DHRM Compensation and Benefits
<a href="http://www.dhrm.virginia.gov/resources/manuals.html">http://www.dhrm.virginia.gov/resources/manuals.html</a>	DHRM Manuals and Handbooks
<a href="https://secure.doa.virginia.gov/payline/">https://secure.doa.virginia.gov/payline/</a>	Department of Accounts Payable (DOA)
<a href="http://www.edr.virginia.gov/index.htm">http://www.edr.virginia.gov/index.htm</a>	Department of Employment Dispute Resolution (EDR)
<a href="http://www.varetire.org/">http://www.varetire.org/</a>	Virginia Retirement System (VRS)
<a href="http://www.umw.edu/hr">http://www.umw.edu/hr</a>	University of Mary Washington Office of Human Resources and Affirmative Action (Office of Human Resources, AA/EEO)

## INTRODUCTION

Your employee handbook contains statewide and university policies and procedures related to the terms and conditions of your employment with the University of Mary Washington. The University may supplement statewide policy when necessary to accommodate the needs of the University.

The current publication of this handbook and its terms supersedes all previous versions. It should be considered current until such time as it may be updated in whole or in part. It is not a contract or an invitation to contract and does not offer contract rights.

Employees are responsible for complying with all policies and procedures pertaining to their employment with the University and are also responsible for keeping informed of any changes or updates made to these policies and procedures. The Office of Human Resources and Affirmative Action (Human Resources, AA/EEO) maintains the official version of this handbook. Changes in policies and procedures will be communicated through the University's web site at <http://www.umw.edu/hr> and by e-mail.

If you have a question or are in need of information not provided in this handbook, please contact the Office of Human Resources, AA/EEO.

## **UNIVERSITY OF MARY WASHINGTON MISSION STATEMENT**

*Authority: Rector and Visitors of the University of Mary Washington,  
adopted September 14, 2004.*

The University of Mary Washington is committed to being a premier public institution of higher education, cultivating an environment of academic excellence, fostering lifelong learning, pursuing knowledge and providing service to its constituent communities. The University provides the framework within which multiple colleges, schools and affiliated organizations can accomplish their distinctive purposes. The University will be responsive to the changing needs of the student populations and the communities in which it thrives. All members of the University community—students, faculty and staff—are expected to participate in service to the institution and encouraged to engage in service to the larger community and to society.

The University's undergraduate, residential college of arts and sciences, Mary Washington College, on the Fredericksburg campus, emphasizes excellence in liberal learning through freedom of inquiry, personal responsibility and intellectual integrity. Instructional and experiential programs provide students a strong general education, an understanding of their responsibilities as citizens in the broader, diverse community, and the skills necessary for creative and productive lives. To achieve these goals the college requires its undergraduates to pursue broad studies in the arts, the humanities and the sciences as a necessary supplement to a concentration in a particular field. The college regards the provision of high-quality instruction as its most important function. Through an active and professionally engaged faculty, the college supports ongoing research appropriate to the development of student abilities and faculty interests. It especially encourages the participation of undergraduates in research.

The University's College of Graduate and Professional Studies on the Stafford campus supports lifelong learning, professional advancement and regional economic development by providing accessible, quality education tailored to the needs of adult learners, professionals and members of the business community. The College values integrity, open-mindedness and fairness and has excellence in teaching as its highest priority. Faculty actively participate in the applied, intellectual and scholarly developments of their academic disciplines and emphasize the integration of theory and practice in the classroom.



## **HISTORY AND DEVELOPMENT OF THE INSTITUTION**

The institution was founded in 1908 as the State Normal and Industrial School for Women at Fredericksburg. The name was changed in 1924 to the State Teachers College at Fredericksburg, and again in 1938 to Mary Washington College, having transformed over the years to Virginia's public liberal arts college for women. Then in 1944, Mary Washington College became affiliated with the University of Virginia as its women's undergraduate arts and sciences division. In 1970 the entire University became coeducational and in 1972, by action of the General Assembly of Virginia, the College became an independent, state-supported institution for women and men, with its own governing board. On July 1, 2004, the General Assembly named the institution University of Mary Washington.

Through an emphasis on quality, the University attracts students from all areas of Virginia, particularly the urban areas of Northern Virginia, Richmond and Tidewater. Approximately 25 percent of its on-campus resident students are from other states and foreign countries, with the largest population coming from Southern, Middle Atlantic and New England states. Located in the middle of a rapidly growing Washington-Richmond "urban corridor," Mary Washington serves the educational needs of both full-time and part-time commuting students.

To meet the diverse academic goals sought by students in today's society, the college of arts and sciences, Mary Washington College, is organized into academic departments of one or more disciplines and offers more than 30 undergraduate programs in the liberal arts and sciences. Five degrees are awarded at the Fredericksburg campus: Bachelor of Arts, Bachelor of Science, Master of Science in Elementary Education, Bachelor of Liberal Studies, and Master of Arts in Liberal Studies, which will be discontinued as soon as all students remaining in the program have either graduated or have left the program. Emphasis upon excellence in the pursuit of liberal learning has traditionally been at the core of the College's educational philosophy, and commitment to this concept will continue.

In 1999, responding to accelerating demographic changes that increased the demand for educational services within the region, the University opened the Center for Graduate and Professional Studies (formerly called James Monroe Center), located at a new campus in nearby Stafford County. In 2004, this became the University's College of Graduate and Professional Studies. With its own distinctive mission, this College offers programs appropriate to the region's economic development needs and provides educational opportunities for the personal lifelong learning and professional advancement objectives of the citizens of the region.

As the University evaluates its offerings, it will build upon its high-quality liberal arts and sciences programs and propose curricular additions and adjustments specifically designed to meet new and increased demands.

## **STATEMENT OF COMMUNITY VALUES**

As a public, liberal arts University, the University of Mary Washington community is dedicated to providing a diverse, accepting, and supportive environment that holds all of its members to the highest standards of conduct, scholarship, integrity, inclusiveness, respect, and engagement. Through a commitment to these values, we strive to transform our academic community into a place where all will learn, thrive, and grow. As faculty, staff, and students of the UMW community, we are committed to upholding these common values:

- Accountability – we promote practices, behaviors, and attitudes where individuals take responsibility for their actions and decisions.
- Scholarship – we promote intellectual inquiry by engaging ideas and one another in order to gain better understanding and contribute to knowledge.
- Personal and Institutional Integrity – we are honorable in our academic and work endeavors as well as our interactions with others.
- Inclusive Excellence – we strive for all members of the community to have equitable access to opportunities for participation and the resources necessary for success.
- Respect and Civility – we foster an environment in which every individual is treated with dignity at all times by valuing the inherent worth of all identities, abilities, and differences.
- Engagement – we develop engaged members of our community who actively participate in the community through responsible leadership and service.

We **ASPIRE** to live these values and work to support our collective and individual successes.

### **UNIVERSITY OF MARY WASHINGTON STATEMENT OF NONDISCRIMINATION**

This statement of nondiscrimination extends to all aspects, terms and conditions of employment and student tenure.

The University of Mary Washington subscribes to the principles of equal opportunity and affirmative action. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, sex, pregnancy or age in recruiting, admitting, and enrolling students or in hiring and promoting faculty and staff members. The University will not recognize or condone student, faculty or staff organizations that discriminate in selecting members. Complaints of discrimination or questions should be directed to the University's AA/EEO Officer. (Authority: Board of Visitors, adopted May 10, 1991.)

## TERMS AND CONDITIONS OF EMPLOYMENT

### A. Definitions

*Wage Employee.* Wage employees serve at the pleasure of the appointing authority and are not guaranteed employment for a particular term. They are paid only for the hours they work and are not covered by the Virginia Personnel Act.

### B. Hours of Work

#### 1. Regular

Regular hours for employees in administrative offices are 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour per day for lunch. Regular hours for employees in the Facilities Services Department are 8:00 a.m. to 4:30 p.m., Monday through Friday, with one-half hour per day for lunch.

#### 2. Alternate Schedules

The University has some shift workers whose work schedules vary from those noted above. There are no scheduled lunch breaks for shift workers; a lunch break shall be taken at a time which will assure the continuity of necessary services. Work hours differing from the above may be assigned by the supervisor to wage employees.

#### 3. Annual Maximum

Wage employees are limited to working 1,500 hours per year, which is considered to be the 365-day period following a wage employee's first day of employment. Once a wage employee has reached the maximum hours, s/he may not be permitted to work again at the University until the 365-day period has expired. Exceptions to the limit must be approved by the Assistant Vice President for Human Resources, AA/EEO.

Once the 365-day period expires, the next 365-day period shall be calculated beginning with the wage employee's subsequent date of rehire.

4. Overtime - See Policy 3.15, *Overtime Leave*, and Policy 1.25, *Hours of Work*, at <http://www.dhrm.virginia.gov/hrpolicy/policy.html>. Also see Policy 2.20, *Types of Employment*, at <http://www.dhrm.virginia.gov/hrpolicy/policy.html>.

Wage employees are nonexempt under the Fair Labor Standards Act and are eligible for overtime compensation. They are paid overtime at time and one-half

their regular rate for hours exceeding 40 during a work week. Overtime must be approved for in advance.

**C. Attendance** -See Policy 1.60, Standards of Conduct, and Policy 1.25, Hours of Work, at <http://www.dhrm.virginia.gov/hrpolicy/policy.html>.

Wage employees are expected to report to work in accordance with the work schedule assigned by their supervisor and must contact him or her as soon as possible if they will be late or absent. Failure to notify the supervisor appropriately may result in termination.

#### **D. Change to Covered Employment**

Wage employees may apply for classified positions. If hired into a classified position, s/he will not receive service credit for any period of wage employment.

#### **E. Wage Increases**

Wage employees shall receive all wage increases granted by the Virginia State Governor and/or the General Assembly.

## GENERAL EMPLOYMENT INFORMATION

### A. Information About Timesheets and Paychecks

*Reporting Hours Worked.* Wage employees must record the number of hours they work each week on a timesheet, submit it to their supervisor for approval and turn it in to the Payroll Office by the designated date. Timesheets are generally submitted every two weeks.

The list of payroll periods and paydates is available on the s-drive at <s:fac/staff/biweeklypayrollschedule>.

*Direct Deposit.* The University offers direct deposit of paychecks for all wage employees, and new wage employees generally are required to participate in the program. Details regarding direct deposit are provided during orientation and later by the Payroll Office.

*Tax Liens and Garnishments.* Tax liens and garnishments are honored as directed by state and federal law. A wage employee will be charged a fee for processing certain garnishments. See the *Commonwealth Accounting Policies and Procedures (CAPP) Manual*, Topic 50405, at <http://www.doa.virginia.gov/procedures/AdminServices/capp/summary.htm>.

### B. Office Closings -See Policy 1.35, Emergency Closings, at <http://www.dhrm.virginia.gov/hrpolicy/policy.html>.

Weather conditions or an emergency situation may force late openings or early or full-day closings of the University. Decisions regarding such closings for the University of Mary Washington are made by the President and normally are announced on local radio and television stations. Wage employees may also call the University's hotline at 540/654-2424 for information regarding closings due to inclement weather or emergencies.

Wage employees are paid only for the hours they work and therefore are not paid for hours missed due to office closings. Each wage employee is responsible for being aware of closing decisions and acting accordingly.

### C. Holidays -See [http://www.umw.edu/hr/calendars/employee\\_holiday\\_calendar.php](http://www.umw.edu/hr/calendars/employee_holiday_calendar.php).

Wage employees are notified in January of each year of the days on which holidays will be observed by the University. The schedule for each current year can be found at the web site listed above.

Wage employees are paid for the hours they work and are not paid for hours missed due to holiday closings.

Any questions regarding this schedule should be addressed to the Office of Human Resources, AA/EEO.

#### **D. Computer and Telephone Use**

1. Computer Use -See Policy 1.75, *Use of Internet and Electronic Communications Systems*, at <http://www.dhrm.virginia.gov.hrpolicy/policy.html> and the *UMW*

*Network Policy* at <http://www.umw.edu/technology>.

Many jobs provide access to computer equipment and the Internet so that users can perform their work tasks. The University's computer network consists of a campuswide, fiber-optic-based backbone, local area networks and many shared computers, as well as personal desktop computers. In general, the equipment and systems should be used for business purposes, and personal use should be limited to minor occasions.

*User Privileges.* The Department of Information Technologies (DoIT) works to ensure that network privileges are properly maintained for all University users. Users are subject to certain responsibilities and limitations and may have their network privileges suspended or revoked if they fail to meet them. Information regarding these responsibilities and limitations is detailed in the University of Mary Washington Network and Computer Use Policy located on DoIT's web site.

*Of note, certain specified Internet uses, such as transmitting obscene, discriminatory or fraudulent material, are strictly forbidden at all times.*

#### **Code of Virginia Restrictions on State Employee Access to Information Infrastructure**

##### **2.2-2827 Definitions.**

A. For the purpose of this section:

*"Agency"* means any agency, authority, board, department, division, commission, institution, public institution of higher education, bureau or like governmental entity of the Commonwealth, except the Department of State Police.

*"Information infrastructure"* means telecommunications, cable and computer networks and includes the Internet, the World Wide Web, Usenet, bulletin board systems, on-line systems and telephone networks.

*"Sexually explicit content"* means (i) any description of or (ii) any picture, photograph, drawing, motion picture film, digital image or similar visual representation depicting sexual bestiality, a lewd exhibition of nudity, as nudity is

defined in §18.2-390, sexual excitement, sexual conduct or sadomasochistic abuse, as also defined in §18.2-390, coprophilia, urophilia or fetishism.

B. Except to the intent required in conjunction with a bona fide, agency-approved research project or other agency-approved undertaking, no agency employee shall utilize agency-owned or agency-leased computer equipment to access, download, print or store any information infrastructure files or services having sexually explicit content. Agency approvals shall be given in writing by agency heads, and any such approvals shall be available to the public under the provisions of the Virginia Freedom of Information Act (§2.2-3700).

C. All agencies shall immediately furnish their current employees copies of this section's provisions, and shall furnish all new employees copies of this section concurrent with authorizing them to use agency computers.

(1996, c. 382, §§2.1-804, 2.1-805, 2.1-806; 1999, c. 384; 2001, c. 844)

*User Privacy.* The computer network is owned and operated by the University, an agency of the Commonwealth of Virginia. It should be expected that users will not have complete privacy in their electronic communications. Users must recognize that computer-generated documents (e.g., old e-mail) are public records, subject to provisions of Virginia's Freedom of Information Act statutes. Electronic communications are by no means secure, and users should expect their system use to be monitored.

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

*Long-Distance Calls.* Any personal long-distance call may be made with a calling card, prepaid phone card or by collect. Use of the state V-NET/long-distance lines for personal business from a University extension is a violation of federal and state law. All calls made on these lines are a matter of record at the University and are detailed in monthly reports received from the Virginia Department of Information Technology (VITA). Employees using the lines for non-University business may be subject to legal action.

**E. Alcohol and Other Drugs** -See Policy 1.05 at <http://www.dhrm.virginia.gov/hrpolicy/policy.html>.

The Commonwealth intends to maintain a workplace free from the adverse effects of alcohol and other drugs. Wage employees are forbidden to use these substances at the

workplace or to come to the workplace while under the influence of these substances. In addition, wage employees are expected to notify their supervisors if they are convicted of violating 1) any criminal drug law, either within or outside the workplace, 2) any alcohol beverage control law, or 3) any law that governs driving while intoxicated. Violation of policies related to these matters can result in serious disciplinary action including termination.

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

## **F. Safety and Security in the Workplace**

As an employer, the Commonwealth of Virginia makes every effort to ensure a safe and healthy workplace for its wage employees, as well as for customers, patients, business colleagues and visitors.

1. Workers' Compensation -*See Policies 4.60, Workers' Compensation, and 4.57, Virginia Sickness and Disability Program Leave, at <http://www.dhrm.virginia.gov/hrpolicy/policy/workcomp.htm>.*

All wage employees are covered by the Virginia Workers' Compensation Act.

If an accident or illness arising from, and occurring in, the course of a wage employee's job causes him or her to miss work, the wage employee may be entitled to compensation to help offset the loss of wages during the period s/he is unable to work. The wage employee should report any work-related accident to his or her supervisor immediately. If the wage employee requires medical attention, a list of participating workers' compensation doctors will be provided by the Office of Human Resources, AA/EEO.

2. Hazard Communications Standard Program

The University has adopted the Virginia Safety and Health Codes Board's "Hazard Communications Standard". The purpose of this standard is to establish uniform requirements to ensure that 1) the hazards produced by certain substances in the workplace are evaluated and 2) Material Safety Data Sheets relating to these hazards are provided to affected employers and employees. All departments of the University are included within the program, and written program guidelines are available for review from the Office of Environmental Safety and Health.

Departments that use and/or store hazardous substances are required to retain Material Safety Data Sheets on the items. A complete set of these sheets is available for review from the Office of the University Police.



### 3. Disability Access

The University of Mary Washington is committed to providing equal access to all of its programs and facilities to persons with disabilities. Any concerns regarding such access should be addressed with the Assistant Vice President for Human Resources, AA/EEO, and AA/EEO Officer.

## **H. Keys**

Some wage employees are issued keys to offices and buildings for purposes of performing their assigned duties. They must sign a receipt in the Office of the University Police when the keys are issued and return them upon termination of employment. The keys are to be used only for the performance of assigned duties and may not be used for unauthorized admittance to a building or office or loaned to others, except as approved by the wage employee's supervisor. Keys may also not be duplicated by wage employees.

Unauthorized use or duplication of official keys may result in arrest for trespassing and/or termination. If a University key is lost or stolen, a wage employee must report it immediately to the University Police and to his or her immediate supervisor.

## **H. Exit Procedures**

A wage employee who chooses to resign from the University should submit a written notice to the Office of Human Resources, AA/EEO, as far in advance as possible, as well as a copy to his or her supervisor.

In order to ensure the proper completion of all paperwork and the return of University property, the wage employee **must complete the following exit procedures on or before his or her last day of employment:**

- Clear all accounts with the Office of Business and Finance, Bookstore, University departments, etc.
- Return all library materials to the Fredericksburg and Stafford campus libraries and pay any fines
- Return pager, radio, telephone calling card, credit cards for travel or purchasing, uniform and any other items or equipment that were issued by the University to his or her supervisor
- Turn in all University keys to the Locksmith in the Office of the University Police
- Provide a forwarding address (if applicable) to both the Payroll Office and the Office of Human Resources, AA/EEO. W-2 forms will be mailed to the current address.

- Wage employees are encouraged to participate in an exit interview with the Office of Human Resources, AA/EEO, or to complete an online exit survey. (The online exit survey will be available by April 2006. Contact the Office of Human Resources, AA/EEO, for more information.)

## **PERFORMANCE MANAGEMENT AND EVALUATION**

*See Policy 2.20, Types of Employment, at <http://www.dhrm.virginia.gov/hrpolicy/policy.html>.*

An Employee Work Profile (EWP) is available for each wage position and describes, in detail, the requirements of the job, as well as the expected level of performance. Each employee will receive an EWP shortly after beginning work.

Wage employees are encouraged to seek performance feedback from their supervisors and may request an evaluation.

## BENEFITS

### A. Benefits

Wage employees are eligible for or covered by the following:

- Workers' Compensation Act (see "General Employment Information/Safety and Security in the Workplace")
- Leave Without Pay for family and medical reasons in accordance with Policy 4.20, Family and Medical Leave
- Leave for Military Service (when a wage employee enters active military service, reemployment will be granted under the terms provided for in the United Services Employment and Reemployment Rights Act [USERRA]).

### B. Employee Suggestion Program -See

[http://www.dhrm.virginia.gov/hrpolicy/policy/pol1\\_21ESP.doc](http://www.dhrm.virginia.gov/hrpolicy/policy/pol1_21ESP.doc).

The Employee Suggestion Program (ESP) was created to recognize and reward employees for ideas that improve the efficiency or effectiveness of the Commonwealth. If a wage employee makes a suggestion through ESP that 1) saves time, money or resources or 2) improves productivity or safety and that is outside of his or her ability to implement in the normal course of the job, s/he may be eligible for an award. If the suggestion is adopted, the wage employee may also receive a certificate or cash. The *ESP Procedures Manual* and Suggestion Evaluation Form can be found at the web site noted above. The Assistant Vice President for Human Resources, AA/EEO, serves as the ESP Coordinator for the University.

### C. Savings Programs

1. Deferred Compensation Plan and Supplemental Retirement Annuity Plans – See <http://www.varetire.org/Members/BenefitPlans/DefComp.html>.

Through the Deferred Compensation Plan (DCP) and Supplemental Retirement Annuity Plans (SRA), a wage employee may direct a portion of his or her salary into an investment program by payroll deduction *before* state and federal taxes are applied. Typically, wage employees choose to receive the deferred income after retirement when they are likely to be in a lower tax bracket. Wage employees can enroll in a Deferred Compensation Plan (457) or a Supplemental Retirement Annuity (403(b), or both. Consult the Benefits Administrator in the Office of Human Resources, AA/EEO, for more information.

**D. Work/Life Programs** -See <http://www.dhrm.virginia.gov/worklife/worklifetoc.html>.

Work/Life Programs are designed to improve balance between work and personal life. The state offers a number of these programs, which may vary by agency. Contact the Office of Human Resources, AA/EEO, for more information.

1. Educational Assistance Policy -See [http://www.umw.edu/hr/human\\_resource\\_policies/education/default.php](http://www.umw.edu/hr/human_resource_policies/education/default.php).

The Office of Human Resources, AA/EEO, in conjunction with the Office of Business and Finance, administers an educational aid program, which allows administrative, professional, classified and wage employees at the University to complete credit and noncredit courses related to the employee's job duties and responsibilities. **A wage employee must have been continuously employed by the University for a minimum of one year prior to being eligible to receive educational aid and must remain employed during the term of the course.** In order to be eligible for tuition assistance, a wage employee must have a job-performance rating of at least "contributor". The courses should fulfill degree requirements if a wage employee is in a degree-seeking program, or be directly related to the wage employee's position.

**E. Employee Service and Recognition Programs**

1. Worker of Wonder (WOW) Cards

Wage employees may receive a green WOW card representing an award of \$25 from their supervisor for work recognition.

WOW cards may be cashed at the cashier's office (located in George Washington Hall, Room 111), which is open 9:00 am-4:00 p.m., Monday through Friday. S/he will be asked to sign a form, present a valid ID, and submit the green WOW card to the cashier.

2. Charles Coleman Memorial Service Award

Charles Coleman was a University of Mary Washington employee for 29 years who demonstrated pride, dedication and loyalty throughout his many years of service to the University. This award was established in honor of his memory and exemplary service.

All classified and wage employees with at least five years of continuous employment are eligible for the award. Supervisors nominate employees to receive this award based on demonstrated loyalty, continuing dedication, care and concern for others, and a positive "can do" attitude.

This award is presented each year at the Annual Classified and Hourly Service Award Luncheon in October. Supervisors are sent information on how to nominate an employee for this award in August of each year.

## **F. Other**

### 1. Parking -See <http://www.umw.edu/police/>.

All wage employees are issued staff parking decals, which permit them to park in designated areas, Monday through Friday. There is no guarantee of a parking space close to the job site. Parking in unauthorized areas may result in parking violations, fines or towing. Information regarding the University's parking regulations can be found at the Office of Campus Police's web site listed above. Upon receiving a decal, wage employees are expected to become familiar with the regulations.

### 2. Identification Card Privileges -See <http://www.umw.edu/eagleone>.

Wage employees receive an ID card, called an EagleOne Card, which permits them to check out library books, use the recreational facilities and obtain free or discounted admission to theatrical productions, concerts and lectures. An EagleOne Debit account may also be placed on the card. More information is available at the web site listed above.

### 3. Use of University Facilities -See the following: <http://library.umw.edu> (Library, Fredericksburg Campus) <http://cgps.umw.edu/libr> (Library, Stafford Campus) <http://www.umw.edu/recreation/default.php> (Fitness Center) <http://athletics.umw.edu/facilities.htm> (Athletic Facilities)

Wage employees and their family members are eligible to use most University facilities, including the fitness center, gymnasium, library, swimming pool and more during specified times upon presentation of their EagleOne Card. Wage employees must also adhere to the rules and guidelines established for use of the various facilities.

### 4. Use of the Faculty/Staff Dining Room -See [http://www.umwdining.com/fac\\_staff1.shtml](http://www.umwdining.com/fac_staff1.shtml).

The University has designated one room in Seacobeck Hall as the Faculty/Staff Dining Room. Lunch is provided at a reduced cost to wage employees. Guests of wage employees may also eat here for a reduced fee. Hours are limited. See the web site listed above for more information.

## EMPLOYEE RELATIONS

### A. Department of Employment Dispute Resolution

The Department of Employment Dispute Resolution (EDR) provides consultation and advice to all state employees and agency managers on their employment rights and responsibilities, as well as on available options in resolving workplace conflict. The role of the EDR Consultant is to listen, assess and advise. Employees, HR personnel and agency managers may contact a consultant by phone, toll free, by dialing 1-88823ADVICE, or if they prefer, schedule a meeting at EDR's office.

*Mediation.* Mediation is a process that allows employees and their co-workers to discuss job-related conflicts in a non-threatening setting with trained mediators. Mediation is voluntary and confidential. Contact the Office of Human Resources, AA/EEO, for more information on the mediation process.

For more information on mediation from EDR, visit <http://www.edr.virginia.gov/mediation.htm>.

## RESPECTFUL WORKPLACE

The University aims to maintain a working environment that encourages mutual respect, promotes civil and congenial relationships among employees, and is free from all forms of harassment and violence.

The following state and University policies aim to promote and ensure a respectful workplace.

**A. Equal Employment Opportunity** -See *Policies 2.05, Equal Employment Opportunity, 2.10, Hiring, and 2.30, Workplace Harassment, at <http://www.dhrm.virginia.gov/hrpolicy/policy.html>.*

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

The Department of Human Resource Management (DHRM)'s Office of Equal Employment Services (OEES) is responsible for enforcing policies concerning equal employment opportunity. This office investigates and resolves complaints of unlawful employment discrimination. If an employee wishes to submit a complaint or allegation, s/he may obtain the needed forms from OEES or from the DHRM web site. Employees may also file complaints under the Grievance Procedure or directly with the federal Equal Employment Opportunity Commission.

**B. University of Mary Washington Statement of Nondiscrimination**

The University subscribes to the principles of equal opportunity and affirmative action. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, sex, pregnancy or age in recruiting, admitting and enrolling students or in hiring and promoting faculty and staff members. The University will not recognize or condone student, faculty or staff organizations that discriminate in selecting members. Complaints of discrimination or questions should be directed to the University's AA/EEO Officer.

**C. University of Mary Washington Workplace Harassment Policy** -See the *University Workplace Harassment Policy at <http://www.umw.edu/training/edp/state;>*

*the University Workplace Harassment Complaint Procedure at [http://www.umw.edu/hr/docs/grievance\\_policy\\_procedure.do](http://www.umw.edu/hr/docs/grievance_policy_procedure.do) ; and*  
c



the State Workplace Harassment Policy at [http://www.dhrm.virginia.gov/hrpolicy/policy/pol230\\_WorkplaceHarassment.pdf](http://www.dhrm.virginia.gov/hrpolicy/policy/pol230_WorkplaceHarassment.pdf).

The University strictly forbids harassment of any employee, applicant for employment, vendor, contractor or volunteer on the basis of an individual's race, color, national origin, age, sex, sexual orientation, political affiliation, religion, disability, marital status or pregnancy.

Workplace Harassment can be defined as any unwelcome verbal, written and/or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, color, national origin, age, sex, sexual orientation, political affiliation, religion, disability, marital status, or pregnancy that 1) has the purpose or effect of creating an intimidating, hostile or offensive work environment, 2) has the purpose or effect of unreasonably interfering with an employee's work performance, or 3) affects an employee's employment opportunities or compensation.

**D. University of Mary Washington Sexual Harassment Policy** -See *the University Sexual Harassment Complaint Procedure at [http://www.umw.edu/hr/human\\_resource\\_policies/harassment/default.php](http://www.umw.edu/hr/human_resource_policies/harassment/default.php) and the University Sexual Harassment Policy at <http://www.umw.edu/training/edp/state>.*

The University of Mary Washington will not tolerate sexual harassment. Sexual harassment is a form of sexual discrimination and as such is illegal behavior. Moreover, sexual harassment would subvert the mission of the University by undermining the positive working and educational environment the University is committed to providing for all students, University personnel and visitors.

The University's administrators and supervisors are responsible for taking reasonable steps to prevent and remedy sexual harassment. Such steps include educating the University community about the accompanying definitions and procedures, encouraging persons who think they have been sexually harassed to come forward and vigorously pursuing violations of this policy.

**E. University of Mary Washington Workplace Violence Policy** -See *the University Workplace Violence Policy at <http://www.umw.edu/training/edp/state> and the State Workplace Violence Policy at [http://www.dhrm.virginia.gov/hrpolicy/policy/pol180\\_wpviolence.pdf](http://www.dhrm.virginia.gov/hrpolicy/policy/pol180_wpviolence.pdf).*

The University is committed to maintaining a workplace free from threats and acts of intimidation and violence. All reported incidents will be properly investigated. Workplace Violence can be defined as actions or words that endanger or harm another employee or result in other employees having a reasonable belief that they are in danger.

## **F. Retaliation**

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

The University prohibits retaliation. If retaliation occurs, the employee(s) should report the retaliation as outlined in the discrimination and harassment complaint procedures.

## **G. Violations and Enforcement**

Any employee who engages in inappropriate conduct as outlined in the above policies or who encourages such conduct by others shall be subject to corrective action, which may include discharge from employment.

## MISCELLANEOUS TOPICS

### A. Commonwealth of Virginia Campaign

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

### B. Gifts, Gratuities and Rewards

Wage employees are in a position of public trust. Therefore, they may not accept gifts, gratuities, favors or rewards for any services they perform in connection with state employment other than from the agency where they work. Likewise, it is unlawful for wage employees to solicit, offer or accept money or anything of value in exchange for appointment or selection to a position at a higher salary or for special privilege with any state agency. Violation of this policy may result in disciplinary action.

### C. Intellectual Properties

While employed by the state, many wage employees work on projects or develop materials that also have worth outside of state government. The Code of Virginia (§ 2.22822) and University policy address these matters. To obtain information and guidance related to intellectual property, contact the Office of Human Resources, AA/EEO.

#### 1. Intellectual Property

(Adopted by the Board of Visitors of the University of Mary Washington on September 19, 1987.)

The policy applies to all University employees, whether their appointments are permanent or temporary, full-time or part-time, salaried, on wages or on contract, or paid by state funds or by outside sponsors. It also applies to students of the University enrolled in programs of study (leading to degrees) and to visitors who may, from time to time, participate in University programs or activities.

#### 2. General Statement on Ownership of Intellectual Property

Intellectual property is understood to be any property to which the owner holds a *patent* or *copyright*, or which may be considered to be patentable or copyrightable. In general, wage employees, students and visitors shall retain all rights relating to intellectual property developed on their own initiative without substantial use of University facilities and resources. This provision includes

copyrighting of papers published in journals, articles written for popular publication, books (including textbooks), computer software, film, photographs and videotapes, unless the copyrighted materials were developed as a specific part of a University assignment. It also includes the patenting of inventions, unless the patentable invention was developed as a specific part of a University assignment.

### 3. Cases in Which the University Obtains Entire Right, Title and Interest

The University shall obtain the entire right, title and interest in all materials subject to copyright or patent when the materials result from an assigned duty of a wage employee, student or visitor, or when the University provides substantial, specific support for the development of the materials in the form of space, facilities, equipment and/or supplies. The University will not construe the provision of the usual office, library, laboratory, computing facilities, equipment and supplies that are part of its regular instructional program as constituting substantial specific support except for those situations where the copyrightable or patentable material was developed in response to a specific University assignment. An employee's general obligation to maintain a level of professional activity as a scholar does not constitute such a specific University assignment.

Please refer to Section 4.4.2, Intellectual Property, of the *University of Mary Washington Faculty Handbook* or online at [http://www.umw.edu/faculty\\_staff/default.php#24](http://www.umw.edu/faculty_staff/default.php#24) for detailed information.

### **D. Nepotism**

The Code of Virginia (§ 2.2-3106) prohibits (as a conflict of interests) supervision of an employee of a member of his or her immediate family. Immediate family includes the spouse and any other person residing in the same household as the employee who is a dependent of the employee or of whom the employee is a dependent. Further, as stated in the Code, "no officer or employee of any governmental agency of state government ... shall have a personal interest in a contract with the governmental agency of which s/he is an officer or employee, other than his or her own contract of employment. The provisions of this section shall not apply to:

The personal interest of an officer or employee of a state institution of higher education in additional contracts of employment with his or her own governmental agency that accrue to him or her because of a member of his or her immediate family, provided (i) the officer or employee and the immediate family member are engaged in teaching, research or administrative support positions at the education institution, (ii) the governing board of the educational institution finds that it is in the best interests of the institution and the Commonwealth for such dual employment to exist, and (iii) after such finding, the governing board of the educational institution ensures that the officer or employee, or the immediate family member, does not have sole authority to supervise, evaluate or make personnel decisions regarding the other."

(See the Conflict of Interests Act in the Code of Virginia, § 2.2-3100, and following.)

**E. Dress Code** -See [http://www.umw.edu/hr/human\\_resource\\_policies/default.php](http://www.umw.edu/hr/human_resource_policies/default.php).

Wage employees of the Commonwealth should come to work dressed and groomed appropriately for their working conditions. See the University policy (at the web site listed above) for more details.

**F. Political Activity**

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

**G. Privacy of Records** -See Policy 6.05 at <http://www.dhrm.virginia.gov/hrpolicy/policy.html>.

A wage employee's personnel record, maintained by the University of Mary Washington, is the property of the Commonwealth.

The Virginia Freedom of Information Act (FOIA) provides that an employee may have access to information contained in his or her personnel records with the exception of reference letters and mental and medical records when the treating physician has indicated that a review of such records might be injurious to the employee's health. The contents of an employee's personnel file may be disclosed to third parties provided in the Virginia Freedom of Information Act, the Privacy Protection Act, and Policy 6.05, Personnel Records Disclosure.

If a wage employee applies for credit of any kind that will require a credit check or other investigation, s/he must give written authorization to the Office of Human Resources, AA/EEO, to release the needed information.

**H. Smoking** - See the University policy at [http://www.umw.edu/hr/human\\_resource\\_policies/default.php](http://www.umw.edu/hr/human_resource_policies/default.php).

The Commonwealth of Virginia promotes a productive and cooperative working environment. See the University policy (at the web site given above) for more information.

**I. Facility Accessibility for the Disabled**

The University of Mary Washington provides disabled members of the University community an opportunity to participate in campus activities and programs. Special

parking is available for the disabled, and ramps and elevators exist in most buildings. Accessibility problems encountered by the disabled should be brought to the attention of the AA/EEO Officer so that possible solutions can be explored and acted upon.

## **J. Visitors and Children**

While visitors are welcome to the campus, those of a personal nature at the work site of a wage employee are not encouraged and must be approved by the supervisor. This is necessary to limit the liability of the University and disruptions at work. Children, age 12 or younger, must be accompanied by an adult at all times. Children of wage employees are not allowed to stay at the University during working hours. Occasional short visits are allowed if approved by the supervisor.

## **K. Freedom of Information Act**

### 1. General Statement

It is the University's objective to ensure compliance with the Freedom of Information Act (FOIA).

### 2. Office of University Relations and Legislative Affairs -See \_\_\_\_\_ <http://www.umw.edu/policies/foia>.

To protect the institution and assure the privacy of the individuals involved, the University follows a policy of not commenting on personnel matters. All requests for personnel and University-related information utilizing provisions of the Virginia Freedom of Information Act (FOIA) will be directed to the Office of University Relations and Legislative Affairs. Requests from the news media or others should be in writing and will be researched and answered by the Office of University Relations. A response will be given to the requestor within five workdays. Under FOIA, the University may charge for the costs of copying and research time.

## **L. Personal Information**

Wage employees are required to report immediately to the Office of Human Resources, AA/EEO, the following changes affecting their records:

- Change of address (must be in writing and include effective date)
- Name change (must provide copy of new Social Security card)
- Change in family status (for benefits information)
- Other pertinent information for personnel records.