

# THE MARSHALL UNIVERSITY RESEARCH CORPORATION EMPLOYEE HANDBOOK

Policies contained in this handbook are applicable to Marshall University Research Corporation (MURC) employees only.

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## EMPLOYMENT

### 101 NATURE OF EMPLOYMENT

Employment with MURC is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, MURC may terminate the employment relationship at will at any time, with or without cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between MURC and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at MURC's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the President of MURC.

### 102 EMPLOYEE RELATIONS

MURC believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that MURC amply demonstrates its commitment to employees by responding effectively to employee concerns.

### 103 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at MURC will be based on merit, qualifications, and abilities. MURC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

MURC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, MURC has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or

the MURC Personnel Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

#### 104 HIRING OF RELATIVES

For the purposes of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by MURC may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. MURC employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

#### 105 IMMIGRATION LAW COMPLIANCE

MURC is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility before start of employment. Former employees who are rehired must also complete the form if they have not completed an I-9 with MURC within the past three years or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the MURC Personnel Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## 106 CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which MURC wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Executive Director for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of MURC's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, it is imperative that an employee discloses to a MURC officer as soon as possible any influence he/she may have concerning transactions involving purchases, contracts, or leases. This will allow establishment of safeguards to protect all parties from the existence of any actual or potential conflict of interest.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which MURC does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving MURC.

## 107 NON-DISCLOSURE

The protection of confidential business information and trade secrets is vital to the interests and the success of MURC. Such confidential information includes but is not limited to the following examples:

- New materials research
- Pending projects and proposals
- Proprietary production processes
- Research and development strategies
- Scientific data
- Scientific formulae
- Scientific prototypes
- Technological data
- Technological prototypes

Any employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment, even if he or she does not actually benefit from the disclosed information.

## EMPLOYMENT STATUS & RECORDS

### 201 EMPLOYMENT CATEGORIES

It is the intent of MURC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and MURC.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by MURC management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work MURC's full-time schedule. Generally, they are eligible for MURC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by MURC, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 20 hours per week. While they do receive all legally mandated benefits, such as Social Security and workers' compensation insurance, they are ineligible for all of MURC's other benefit programs.

TEMPORARY employees are those who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance, they are ineligible for all of MURC's other benefit programs.

CASUAL employees are those who have established an employment relationship with MURC but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits, such as Social Security and workers' compensation insurance, they are ineligible for all of MURC's other benefit programs.

## 202 ACCESS TO PERSONNEL FILES

MURC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of MURC, and access to the information they contain is restricted. Generally, only supervisors and management personnel of MURC who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the MURC Personnel Department. With reasonable advance notice, employees may review their own personnel files in MURC's offices and in the presence of an individual appointed by MURC to maintain the files.

## 203 EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join MURC are well qualified and have a strong potential to be productive and successful, it is the policy of MURC to check the employment references of all applicants.

MURC will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by MURC's records.

## 204 PERSONNEL DATA CHANGES

It is the responsibility of employee to promptly notify MURC of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the MURC Personnel Department.

## 205 INTRODUCTORY PERIOD

All new and rehired employees work on an introductory basis for the first 180 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If MURC determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. MURC uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or MURC may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other MURC-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

## 206 PERFORMANCE EVALUATION

A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. Performance evaluations are scheduled approximately every 12 months, coinciding generally with the anniversary of the employee's original date of hire.

Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

## 207 MURC GRIEVANCE POLICY

Any employee of MURC has the right to present a matter of personal concern or dissatisfaction regarding his/her standing as an employee of MURC. All complaints will be investigated. Written grievances will be answered in writing. Resolution will take place on a timely basis but will provide time for thorough discussion, investigation, and deliberation.

A grievance will contain a statement of the grievance by indicating the issue involved, the relief sought, and the date the incident or violation took place.

There will be two levels of a grievance:

First Level – The grievant will schedule a conference with his/her immediate supervisor to discuss the nature of the grievance and the relief sought. The immediate supervisor will provide a decision to the grievant on a timely basis after the conference.

Second Level – The grievant can appeal the decision of the immediate supervisor to the Executive Director of MURC, who will appoint an appropriate official to review the grievance and schedule a conference with the grievant and his/her immediate supervisor. This appointed official will provide a decision on the appeal to the Executive Director of MURC, the grievant, and his/her immediate supervisor on a timely basis after the conference.

Employees presenting grievances may do so without fear of retaliation, retribution, or prejudice. Upon request of the employee, the Marshall University Director of Equal

Employment Opportunity and Equity Programs may examine the situation in which the employee believes he/she has been treated unfairly as a result of having instituted or participated in a grievance action.

## EMPLOYMENT BENEFIT PROGRAMS

### 301 EMPLOYEE BENEFITS

Eligible employees at MURC are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Annual Leave
- Sick Leave
- Holidays
- Medical/Dental/Vision and Life Insurance
- Workers' Compensation Insurance
- Cafeteria Plan
- Benefits Continuation (Cobra)
- Pension Plan/Retirement
- Educational Benefits
- Relocation Benefits
- Bereavement Leave
- Catastrophic Leave
- Jury Duty Leave
- Witness Duty Leave

(Under Leaves of Absence, Policy Nos. 601-603)

- Medical Leave
- Family Leave
- Military Leave

Some benefits programs require contributions from the employee, but most are fully paid by MURC.

### 302 ANNUAL LEAVE BENEFITS

Annual leave with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

Employees in the following employment classification(s) are eligible to earn and use annual leave time as described in this policy:

- Regular full-time employees
- Regular part-time employees

The amount of paid annual leave employees receive each year increases with the length of their employment as shown in the following schedule:

#### ANNUAL LEAVE EARNING SCHEDULE

YEARS OF ELIGIBLE SERVICE	ANNUAL LEAVE MONTHLY	ANNUAL LEAVE PER YEAR
Upon initial eligibility	1.25 days	15 days
After 5 years	1.50 days	18 days
After 10 years	1.75 days	21 days
After 15 years	2.00 days	24 days

(Designated management personnel shall be eligible for 24 days leave per year, calculated at the rate of 2.00 days per month from the date of employment.)

The length of eligible service is calculated on the basis of a “benefit year.” This is the 12-month period that begins when the employee starts to earn annual leave. An employee’s benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn annual leave according to the schedule. They can request use of annual leave after it is earned.

Annual leave can be used in minimum increments of one-half hour. To take annual leave, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Annual leave is paid at the employee’s base pay rate at the time of annual leave. It does not include overtime or any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available annual leave for rest, relaxation, and personal pursuits. In the event that available annual leave is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused annual leave reaches a “cap” equal to two times the amount of annual leave earned in one year, further annual leave accrual will stop. When the employee uses annual leave and brings the available amount below the cap, annual leave accrual will begin again.

Upon termination of employment, employees will be paid for unused annual leave that has been earned through the last day of work.

### 303 SICK LEAVE BENEFITS

MURC provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

Eligible employees will accrue sick leave benefits at the rate of 18 days per year (1.5 days for every full month of service). Sick leave benefits are calculated on the basis of a “benefit year,” the 12-month period that begins when the employee starts to earn sick leave benefits.

Paid sick leave can be used in minimum increments of one-half hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee’s household.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician’s statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee’s base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate indefinitely.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

### 304 HOLIDAYS

MURC will grant holiday time off to all employees on the holidays listed below:

- New Year’s Day
- Martin Luther King, Jr., Day
- \*Lincoln’s Birthday
- \*Washington’s Birthday
- \*Primary Election Day
- Memorial Day
- \*West Virginia Day
- Independence Day

Labor Day  
\*Columbus Day  
\*Election Day  
\*Veterans' Day  
Thanksgiving  
Christmas

(Note: The holidays which are preceded by an asterisk are taken at a time other than the days on which they occur, usually the Friday after Thanksgiving and the week between Christmas and New Year's Day).

MURC will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classifications:

Regular full-time employees  
Regular part-time employees

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If an eligible nonexempt employee works on a recognized holiday, he or she will receive holiday pay plus wages at his or her straight-time rate for the hours worked on the holiday.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

### 305 MEDICAL/DENTAL/VISION AND LIFE INSURANCE

MURC offers eligible employees a Comprehensive Major Medical Health Insurance Policy through Mountain State Blue Cross Blue Shield. The deductible for a single coverage is \$250.00 with a copayment limit of \$500.00 per calendar year. The deductible for family coverage is \$500.00 with a copayment limit of \$1,000.00 per calendar year.

MURC also offers a dental and vision policy through the Guardian. Preventative services, such as cleanings and annual x-rays are paid at 100%. Eligible employees also receive a Life and Accidental Death and Dismemberment Insurance Policy in the amount of \$20,000.

Premiums are paid, eighty-two and a half (82.5) percent by MURC with employees contributing seventeen and a half (17.5) percent.

Option to select supplemental life and AD&D insurance for employee and family members. Premiums are paid one hundred percent (100%) by participants.

## 306 WORKERS' COMPENSATION INSURANCE

MURC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

## 307 CAFETERIA PLAN

MURC offers eligible employees supplemental insurance coverage through a Cafeteria Plan with American Family Life Assurance Company (AFLAC). Employees may choose to participate in the following Cafeteria Plan options:

- Flexible Spending Account
- Sickness Indemnity Plan
- Accident Expense Plus
- Recovery Plus
- Cancer Protection Plan
- LongTerm Care
- Short Term Disability

Premiums are paid one hundred percent (100%) by the participating employees via a pre-tax payroll deduction, except for a disability rider offered on the Accident Plan, which the premium is deducted after-tax calculations. Participating in the Cafeteria Plan is not mandatory. MURC offers this benefit to employees so they may save money on their out-of-pocket medical expenses.

## 308 BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under MURC's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at MURC's group rates plus an administration fee.

MURC provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under MURC's health insurance plan. The notice contains important information about the employee's rights and obligations.

### 309 PENSION PLAN/RETIREMENT

Eligible employees receive a Tax-Deferred Retirement Annuity through Teacher's Insurance and Annuity Association-College Retirement Equity Fund (TIAA-CREF). Employees decide how they want to allocate their premiums among several investment opportunities. Employees contribute six (6) percent of their salary pre-tax and are matched by MURC. Vesting in the retirement plan is full and immediate. Participating in TIAA-CREF is mandatory for eligible employees. Supplemental Tax-Deferred Annuities are also offered with no matching.

### 310 EDUCATIONAL BENEFITS

Full-time regular employees of MURC who have completed their initial probationary period may be permitted to enroll in one course per semester during work time. The following conditions must be met if release time is to be granted.

1. Supervisor must give approval for release time.
2. Course must fall within employee's working hours.

If the above conditions are met, one hour release time per day will be granted to the employee. For a class that meets more than one hour per day, only one hour of release time will be granted.

#### Reimbursements-Undergraduate

Tuition waiver applications may be obtained through the Admissions Office, 125 Old Main; 505 Doctor's Memorial Building; and 128 Medical Education Building. The following conditions must be met to receive a waiver:

1. A full-time employee must have completed his/her probationary period.
2. The employee must be taking an undergraduate course.
3. The course must be for a maximum of three credit hours.
4. Reimbursement is not obtained through any other source (grant, gift, financial aid, etc.)

The Educational Benefits Committee of Staff Council will award waivers based on the following factors: 1) job relatedness; 2) degree relatedness; 3) self-improvement. Every person applying for a waiver will receive some assistance based on the number of employees applying and the amount of money available. All student fees must be paid by the employee.

A tuition waiver covers the full cost of one class (minus student fees) and is awarded first to employees enrolled in job-related classes. Waivers are not awarded for the summer terms, nor are they awarded to the same employee for two consecutive terms.

Money is also set aside by the Foundation for financial assistance. This assistance covers up to half the cost of an employee's tuition for one class.

#### Reimbursements-Graduate

Graduate and professional fee waivers are available through the Graduate School and provide only for the waiver of tuition, registration fee, and higher education resources fee. Marshall University gives priority consideration in the awarding of graduate and professional fee waivers to staff who take application in accordance with the institution's announced application procedures and deadlines. All student fees must be paid by the employee.

#### 311 RELOCATION BENEFITS

When MURC asks employees to relocate to a new area, certain relocation benefits may be provided to facilitate the transition. Relocation may be available to any eligible newly hired employee who must relocate in order to reside within 30 miles of the new place of work. Those employees eligible for relocation benefits are:

- Full-time salaried executive employees
- Full-time salaried professional employees
- Full-time salaried administrative employees
- Full-time salaried technical or uniquely-skilled employees

For specific information regarding the terms and extent of relocation benefits, please contact the MURC Personnel Department.

Employees must request relocation assistance for specific items in advance of the date the expenses are incurred. MURC will reimburse expenses only if the employee has received advance approval, incurs reasonable expenses, and submits satisfactory proof of the expense within 30 calendar days of the date the expense was incurred.

MURC extends these relocation benefits in an effort to contribute to the success of every employee relocation. However, if an employee separates from MURC's service within one year of the relocation, the amount of the relocation reimbursement will be considered only a loan. Accordingly, the employee will be asked to reimburse up to 50 percent of the original relocation expense.

#### 312 BEREAVEMENT LEAVE

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately. Approved time off with pay will be charged to sick leave.

Up to five days of bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees
- Regular part-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Approval of bereavement leave will occur in the absence of operating requirements. Any employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary.

MURC defines "immediate family" as the employee's spouse, parent, child, or sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; or grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

### 313 CATASTROPHIC LEAVE

MURC has adopted a new Catastrophic Leave Policy. The purpose is to set forth procedures for a leave transfer program under which the unused accrued sick leave of one employee may be transferred for use by another employee who needs such leave because of a catastrophic illness or injury. Employees may donate one week or 37.5 hours of sick leave each fiscal year to the Leave Bank and/or to a specific employee.

### 314 JURY DUTY

MURC encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to one week of paid jury duty leave over any one year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, annual leave) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either MURC or the employee may request an excuse from jury duty if, in MURC's judgment, the employee's absence would create serious operational difficulties.

MURC will continue to provide health insurance benefits for the full term of the jury duty absence.

Annual leave, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

### 315 WITNESS DUTY

MURC encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by MURC, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of 16 hours of paid time off to appear in court as a witness at the request of a party other than MURC. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (e.g. annual leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted where necessary to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

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## TIMEKEEPING/PAYROLL

### 401 TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require MURC to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they work each day. Overtime work must always be approved before it is performed.

Altering, falsifying, or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Employees should report to work at their scheduled starting time.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

## 402 PAYDAYS

All employees are paid semimonthly on the 15<sup>th</sup> and 30<sup>th</sup> or the 16<sup>th</sup> and 31<sup>st</sup> day of each month. Each paycheck will include earnings for all work performed through the end of the previous payroll period for hourly employees and to the end of the current payroll period for salaried employees.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to MURC. Employees will receive an itemized statement of wages when MURC makes direct deposits.

## 403 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

GRANT EXPIRATION – voluntary or involuntary employment termination caused as a result of the expiration of a grant

RESIGNATION – voluntary employment termination initiated by an employee

DISCHARGE – involuntary employment termination initiated by the organization

LAYOFF – involuntary employment termination initiated by the organization for non-disciplinary reasons

RETIREMENT – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization

MURC will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to MURC, and return of MURC-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with MURC is based on mutual consent, both the employee and MURC have the right to terminate employment at will, with or without cause, at any time.

#### 404 ADMINISTRATIVE PAY CORRECTIONS

MURC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the MURC Personnel Department so that corrections can be made as quickly as possible.

#### 405 PAY DEDUCTIONS

The law requires that MURC make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. MURC also must deduct Social Security taxes on each employee's earnings up to a specified limited that is called the Social Security "wage base." MURC matches the amount of Social Security taxes paid by each employee.

MURC offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from you paycheck or how they were calculated, your supervisor can assist in having your questions answered.

#### 406 COMPENSATORY TIME

The intent of compensatory time is to allow non-exempt employees to take time off for extra hours worked, in lieu of overtime pay. State law provides for precise definitions of exempt and non-exempt employees, and the creation and use of compensatory time within the pay period. It is MURC's intent to establish a fair and uniform policy that requires a minimum of administration and hereby offers the following guidelines:

1. Non-exempt personnel, those who do not have supervisory responsibilities and do not have the responsibility to establish operating policies will normally work a 37 ½ hour week. If additional work time is required during the week, the non-exempt employee must notify their supervisor that additional work is required and should obtain approval for using compensatory time to offset that extra work. If compensatory time is taken in the same week as earned, straight time will apply.

If a non-exempt employee works more than 40 hours in a week, they are eligible for overtime or compensatory time at the rate of 1 ½ times the normal rate. If compensatory time is selected in lieu of overtime, that compensatory time must be used within 60 days from the date it was earned.

2. Exempt personnel, those with supervisory and policy-setting responsibilities, are expected to complete their responsibilities within a reasonable work week and will

not normally be concerned with compensatory time. When work schedules become excessive for an extended period of time, they are expected to keep their supervisor informed regarding the need for additional support personnel.

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## WORK CONDITIONS & HOURS

### 501 SAFETY

To assist in providing a safe and healthful work environment for employees, clients, and visitors, MURC has established a workplace safety program. This program is a top priority for MURC. Its success depends on the alertness and personal commitment of all.

MURC provides information to employees about workplace safety and health issues through regular internal communication channels, such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

### 502 WORK SCHEDULES

The normal work schedule for all employees is 7.5 hours a day, five days a week. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

### 503 USE OF TELEPHONES

Employees may be required to reimburse MURC for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

## 504 SMOKING

In keeping with MURC's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees, customers, and visitors.

## 505 EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

## 506 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at MURC, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter MURC at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

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## LEAVES OF ABSENCE

### 601 MEDICAL LEAVE

MURC provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

Regular full-time employees  
Regular part-time employees

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to MURC. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by MURC until the end of the month in which the medical leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from medical leave, benefits will again be provided by MURC according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide MURC with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical leave, MURC will assume that the employee has resigned.

## 602 FAMILY LEAVE

MURC provides family leaves in compliance with the Family and Medical Leave Act of 1993, which requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. MURC provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to: childbirth, adoption, or placement of a foster child; to care for a child, spouse, or parent with a serious health condition; or a serious health

condition that makes the employee unable to perform the employee's job. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

Regular full-time employees  
Regular part-time employees

Eligible employees may request family leave only after having completed 12 months of service. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 work weeks of family leave in a 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by MURC until the end of the month in which the approved family leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from family leave, benefits will again be provided by MURC according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide MURC with at least two weeks advance notice of the date the employee intends to work. When a family leave ends, the employee must be returned to the same or an equivalent position.

If an employee fails to report to work promptly at the end of the approved leave period, MURC will assume that the employee has resigned.

## 603 MILITARY LEAVE

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or, if called, to active duty with the U.S. armed services.

Employees will continue to receive full pay while on leave for two-week training assignments and shorter absences. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by MURC for the full term of the military leave of absence.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

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## EMPLOYEE CONDUCT & DISCIPLINARY ACTION

### 701 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, MURC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment

- Possession of dangerous or unauthorized materials such as explosives or firearms in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from workstation during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business “secrets” or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employment with MURC is at the mutual consent of MURC and the employee, and either party may terminate that relationship at any time, with or without cause or advance notice.

## 702 DRUG AND ALCOHOL USE

It is MURC’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on MURC premises and while conducting business-related activities off MURC premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the MURC Personnel Department without fear of reprisal.

## 703 SEXUAL AND OTHER UNLAWFUL HARASSMENT

MURC is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual’s sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the MURC Personnel Department or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the MURC Personnel Department or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action up to and including termination of employment.

#### 704 ATTENDANCE AND PUNCTUALITY

To maintain a productive work environment, MURC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on MURC. In the rare instances when employees cannot avoid being late to work or are unable to work as schedule, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

#### 705 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image MURC presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

#### 706 RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all MURC property immediately upon request or upon termination of employment. Where permitted by applicable laws, MURC may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. MURC may also take all action deemed appropriate to recover or protect its property.

#### 707 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with MURC. Although advance notice is not required, MURC requests at least two weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

## 708 SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by MURC may not solicit or distribute literature in the workplace at any time for any purpose.

MURC recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Affirmative Action statement
- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Payday notice
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If employees have a message of interest to the workplace, they may submit it to the President of MURC for approval. All approved messages will be posted by the President.

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## MISCELLANEOUS

### 801 RECYCLING

MURC supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at MURC:

- Computer paper
- White high-grade or bond paper
- Ledger paper
- Mixed or colored paper
- Newspaper
- Aluminum
- Printer cartridges

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

By recycling, MURC is helping to solve trash disposal and control problems facing all of us today.