Section 3

The Employees

3.1 SUBJECT: TRAVEL

Date adopted:	February 7, 1987 February 8, 1992
Date Amended:	September 12, 2008
Reference:	Minute Book: 37 Page: 9

Reimbursement of travel expenses is limited to travel that is necessary for the proper execution of University business, or in justifiable pursuit of the University's educational and research objectives. All travel shall be by the most economical means and reimbursement may not be claimed for travel expenses provided free of charge to an employee while in travel status.

Accounting and Financial Services is charged with the responsibility for communicating travel procedures; and insuring that travel expenditures conform to these procedures; and any other communications thereof.

The respective vice president may approve exceptions to these policies and procedures in the best interest of the University.

It is the responsibility of all individuals requesting reimbursement of travel expenses to be aware of and to comply with the procedures as published by the Office of Accounting and Financial Services.

3.2 Subject: AGENCY FUND

Date Adopted: February 7, 1987
Date Amended: September 12, 2008
Reference: Minute Book: 37 Page: 8

Any campus group or student organization may request the establishment of an agency fund. It is the responsibility of those individuals or organizations owning agency funds to be aware of and to comply with this policy and the related procedures.

I. Definition

Agency funds are those funds held by the University as custodian or fiscal agent for others, such as student organizations, department flower funds, and external faculty/staff organizations. Agency funds must be affiliated with the University.

II. Establishing Fund

Agency Funds will be approved and established by the Office of Accounting and Financial Services. All student groups requesting or maintaining an agency fund must be registered with the Student Activities Office.

III. Termination of Fund

No University monies may be deposited to an agency fund. If University monies are found to be mingled with agency monies, the fund will be closed and the privilege of using an agency fund will be withdrawn.

Accounting and Financial Services is charged with the responsibility for maintaining and communicating Agency Fund procedures.

3.3 Subject: EMPLOYEE TUITION WAIVER

Date Adopted: November 19, 1976
Date Amended: November 14, 1981
Date Amended: February 7, 1987
Date Amended: September 9, 1989
Date Amended: September 12, 2008
References: Minute Book: 20 Page: 16
Minute Book: 26 Page: 171
Minute Book: 37 Page: 8
Minute Book: 44 Page: 37

It is the policy of Murray State University to encourage the professional growth of all employees. To facilitate such growth, Murray State University will waive the tuition for up to six (6) credit courses per twelve month fiscal year, not to exceed one (1) course offered during working hours in any given semester or session. Regular, full-time and regular, part-time employees currently working or on an approved leave of absence with or without pay and retired employees are entitled to the waiver of tuition. The tuition waiver may be used for undergraduate or graduate courses.

Eligible staff employees who have at least six months of continuous service or eligible faculty members with one academic semester of continuous service may transfer any unused portion of the tuition waiver to their lawful spouse and/or dependent child(ren). For purposes of this policy, a child includes natural, adopted or step-child or person for whom the employee has been granted legal guardianship. Additionally, a child is defined as a person under 24 years of age at the beginning of the academic term during which the benefit is effective

Additional provisions regarding this tuition waiver may be found in the *Personnel Policies and Procedures Manual.*

3.4 Subject: GRANTS AND CONTRACTS
Date Adopted: June 22, 1987
Date Amended: September 12, 2008
Reference: Minute Book: 38 Page: 16-18

Murray State University has three primary missions: teaching, research, and service. Externally funded projects (grants and contracts) contribute significantly to these missions, especially to research and service. Efforts on the part of faculty and staff for obtaining external funding are encouraged and supported by the University.

Grants and contracts which use Murray State University personnel, equipment, or facilities are accepted in the name of the University. Individual faculty or staff members may not apply for or accept grants or contracts in the name of the University. The President is authorized to approve proposals for submission to potential sponsors, accept grants, or sign contracts on behalf of the University and to designate such authority to specific University officials.

Upon accepting federal grant or contract dollars the recipient institution must establish a financial management system that controls the receipt and expenditure of all funds similarly. Accepting this condition means that the institution will be unable to establish separate accounting procedures or practices for funds derived from different sources.

Any questions or requests for necessary forms should be directed to the Office of Sponsored Programs or Office of Accounting and Financial Services (grants and contracts accountant)..

I. PROPOSALS

Proposals intended to be submitted to any external funding agency must be developed through the coordinated efforts of the proposal writer, department chair/director, dean, Office of Sponsored Programs, and Office of Accounting and Financial Services.

A. PROJECT DESCRIPTION

All formal proposals should include a narrative or project description which includes the need, significance, impact, objective and procedure of the project; the qualifications of the University, specific college and department, and principal investigator/project director (PI/PD) to carry out the project; thorough documentation of proposed in-kind contributions; detailed explanation of how all requested budgeted line-items will be expended; and the evaluation process during and upon completion of the project.

B. PROJECT BUDGET

All formal proposals must include, for internal review, a line-item budget reflecting sources of funds (sponsor, University, or others) whether required by the potential sponsor or not. All direct costs not requested from the sponsor will normally be borne by the PI/PD's department or college.

If the proposal includes creation of a new position, formal approval of the proposed position is not required for internal review of the proposal and proposal submission, but approval of the position is subject to review and approval if the project is funded.

1. INDIRECT COSTS

All proposed budgets will include full indirect costs:

a. At the rate negotiated between the University and the United States Department of Health and Human Services, or
b. At the maximum rate allowable by the potential sponsor, if less than (a) above.

Because of the cooperative relationship between the Commonwealth of Kentucky and its local government entities, there is some basis to not request full cost from these sponsors. These sponsors should be informed of the full costs on projects and that requests for funding include 100% of direct costs, plus the allowable portion of the indirect cost rate in 1., above.

Project budgets will not be approved for overload payment unless they include full overhead as defined in the two preceding paragraphs. Exceptions must be specifically approved in writing by the appropriate vice president.

2. TUITION WAIVERS

Tuition will be waived and available as a matching contribution only if the following criteria are met:

a. The full cost of instructional salaries and benefits are paid by the sponsoring agency.
b. Full indirect costs, as defined in section I.B.1., are recovered from the sponsoring agency.
c. Waiver is approved by the vice presidential area submitting the proposal.
d. Waiver is approved by the Vice President for Finance and Administrative Services.

Mandatory fees will not be waived. These will need to be budgeted as a direct cost of the agreement, paid directly by the student receiving credit, or covered by a University department as part of the match for the agreement.

3. SALARY AND WAGES

Salaries, wages, and fringe benefits should be budgeted based on the criteria in the Grants and Contracts Policies and Procedures and current fringe benefit rates used by the University.

C. INTERNAL ROUTING

All proposals to provide research, instructional service, or other services generally provided by the University to third parties must be routed through specific University administrators as listed in the Grants and Contracts Procedures.

II. PROJECT ADMINISTRATION

A. ESTABLISHING BUDGETS

All funds received from external funding agencies and all funds offered as matching contributions by the University toward grant/contract activities must be budgeted from identifiable sources and accounted for by the University.

B. EARLY PROJECT START-UP

No expenditures, purchase orders, requisitions, or personnel actions should be initiated before a fully executed agreement is received and a formal budget and account number are established. Exceptions to this policy may be approved by the appropriate vice president.

C. UNALLOWABLE EXPENSES

Any expenses or obligations that do not comply with the grant/contract guidelines or that are otherwise disallowed will be charged to the host department account number provided on the initial routing form.

D. FISCAL REPORTS

The Office of Accounting and Financial Services is the <u>only</u> department on campus authorized to submit fiscal reports to sponsors.

E. PROCUREMENT

All funds derived from external sources are deposited in the central accounting system of the University. Upon acceptance of a grant/contract by the University, all internal procedures regarding purchasing become effective. All purchases will be made in accordance with established University policies and procedures and any specific guidelines and requirements of the sponsoring agency.

F. EXPENSES

All expenses on a sponsored project must be approved by the project director.

All expenses on a sponsored project must be incurred during the dates on the formal agreement. Expenses made prior to the agreement start date or after the ending date must be approved in writing by the sponsoring agency, if not provided for in the agency guidelines.

G. COMPENSATION FOR PERSONAL SERVICES

The following summary explains the policies that must be followed when being compensated for personal services on grants/contracts awarded to the University.

1. Assignment Periods for Faculty

   Faculty with academic year assignments will be considered as “assigned” from August 15 of one year through May 15 of the following year [nine (9) months]. The “non-assigned” period begins on May 16 and continues through August 14 [three (3) months].

   Faculty members with fiscal year appointments are considered as “assigned” from date of employment through the next June 30. In most cases this will be from July 1 of one year

through June 30 of the following year (52 weeks).

2. Released Time

It is the policy of the University that, when feasible and appropriate, faculty with grants/contracts will be given released time (as specified in each grant/contract) to perform the agreed upon amount of work.

H. CRITERIA FOR RECEIVING OVERLOAD PAYMENTS

1. Overload may be paid only when all of the following requirements are met:

   a. If to be paid from sponsored funds, overload payment will only be paid if the project includes the maximum recovery of full indirect costs allowed by sponsor, as defined in this policy.
   b. No qualified person is available to perform the work as part of a full or normal workload.
   c. The work is done in addition to a full workload and cannot be done as part of a full or normal workload.
   d. The additional work will not interfere with the performance of regularly assigned teaching, research, service, administrative, or other duties.
   e. If to be paid from sponsored funds, sponsor approval is required; approval may be shown in the grant proposal or subsequent approval may be obtained in writing after the award has been received but before the service is provided.
   f. The individual and the immediate supervisor for the overload position will be required to certify that the work has been done. The individual's supervisor for the regular position will be required to certify that the regular assigned duties were not affected.
   g. Total overload compensation will not exceed 20% of the base salary during the employee's base contract period. For example, a faculty member on a **9** month contract and a salary of $45,000 may earn up to $9,000 from August 15 through May 15. ($45,000 X 20% = $9,000)
   h. The work for overload compensation is approved in advance by the individual's department chair, dean or director and vice president; by the vice president for whom the service is provided if the service is provided outside the employee's area; and the President.
   i. In fairness to employees it will be the policy of the University to arrange, whenever possible, for employees to be released from normal duties to perform specialized work both within and outside the University. Overload pay will be the exception.

I. OVERLOAD PAYMENT

   a. Faculty and Exempt Staff

      On rare occasions when overload payment to faculty and exempt staff is appropriate and has been formally approved, it will be kept to a minimum and in no case will a combination of outside consulting and overload assignments exceed twenty (20) percent of a faculty or staff member's time.

      Fiscal year faculty and exempt staff are considered to be assigned for 52 weeks per year. Therefore, fiscal year employees will have limited opportunity for overload assignments

by the University.

b. Non-Exempt Staff

Non-exempt staff is normally those University employees who are employed on an hourly basis. According to their assigned work positions, they may be expected to work either 37.5 or 40 hours per week. Only in exceptional cases will non-exempt staff be allowed to work on special projects and receive overload/overtime compensation.

J. SUMMER COMPENSATION/FACULTY

Academic year faculty not assigned during the summer may work on University projects (externally or internally funded) for a period of time not to exceed three (3) months. During these three (3) months a faculty member may be assigned full-time and be paid at the rate of pay he/she received during the previous academic year. Full-time or part-time summer assignments on externally funded projects have no bearing on a faculty member's regular rotation for receiving a summer teaching assignment, unless a previous agreement has been reached by the department.

Any combination of teaching or other full-time assignments may not exceed full-time plus 20% for faculty members during the three (3) months between the spring and fall semesters. Therefore, academic year faculty may make up to 40 % of the proceeding academic year salary during the three (3) month summer period.

The summer salary distribution may not exceed the following percentages of base contract pay for each of the following periods:

Period	Base Pay % per Period
May 16-31	5.55%
June 1-30	11.11%
July 1-31	11.11%
August 1-14	5.56%
Total Summer Base Pay	33.33%

Under no circumstances will the rate of base pay earned for each summer period exceed the above percentages of monthly contract pay.

In addition to the above percentages allowed for summer base pay, an additional 6.67% may be earned as extra compensation and paid between May 16 and August 14. The additional 6.67% extra compensation must be approved by the funding agency during the proposal stage or in writing after the award is made.

The allowable summer base pay of 33.33% and the possible 6.67% of extra compensation provides up to 40% above an academic year contract that may be earned during the three summer months.

K. CONTINUING EDUCATION CLASSES

These policies include faculty and other exempt staff who teach continuing education classes, such as, but not limited to, off-campus classes, correspondence courses, KET courses, evening

and weekend classes, non-credit courses, workshops, conferences, and special programs for extra compensation.

3.5 SUBJECT: SALARY POLICY

Date Adopted: May 10, 1980
Date Amended: September 12, 2008
Reference: Minute Book: 23 Page: 452

The Board of Regents will receive salary recommendations for the faculty and staff from the President, review and determine such salaries, and include such determination in the university budget.

Eligibility for Extra Compensation

Extra compensation may be paid when all four of the following conditions exist:

1. The work is done in addition to the individual's normal time workload.
2. No qualified person within the university is available to perform the work as a part of his/her normal workload.
3. The additional duties will not interfere with the performance of regularly assigned teaching, research, service, or administrative responsibilities.
4. The program produces sufficient income to pay extra compensation.

Members of the university's teaching faculty and staff may be paid extra compensation for participating in service and special educational programs under specified conditions. Full-time administrative or service-budgeted faculty and staff are not eligible for extra compensation for service activities which are a part of their regularly assigned duties and responsibilities.

Additional factors which must be given careful review are the clientele to be served by the faculty or staff member's participation and the function which the faculty or staff member will perform. Individuals should not be paid extra compensation for participation in programs which serve the same clientele as that which the faculty or staff member was employed to serve. Nor should he/she receive extra compensation to perform essentially the same function as that for which he/she was employed.

These conditions may be waived by the President if the services rendered are deemed beneficial to the university.

Staff may be paid extra compensation for extra work performed for approved programs, grants and contracts if the work performed is not part of his/her work assignment or no one else on campus can perform this work as part of his/her normal employment. Total overload compensation will not exceed twenty (20) percent of the base salary during the employee's base contract period.

Requests for extra compensation of full-time administrative or service-budgeted faculty or staff shall be made on the appropriate Extra Compensation Form and must be accompanied by a written statement of justification which (1) identifies the unit controlling the account from which extra compensation is to be paid, (2) satisfies the question of sponsorship, (3) reviews the relationship between the regular responsibility of the faculty or staff member and his/her compensation for services to the clientele of the service programs. For purposes of these extra compensation policies, a person is considered to be service-budgeted if one-half or more of his/her contract salary is paid from a service budget. Faculty members may be assigned both on- and off-campus duties as necessary.

Full-time administrative or service-budgeted faculty and staff cannot receive extra compensation from university funds or university-generated funds for consultative service when either of the following conditions exist:

1. Where the unit of the university on whose budget the faculty or staff member appears also controls the account from which extra compensation is to be paid.
2. Where the unit of the university on whose budget the faculty or staff member appears is a major sponsor of the program.

Time and Leave Reporting

A. The correct and prompt reporting of time worked and whether leave has been taken furthers important principle of public accountability applicable to Murray State University and its employees. Such reporting helps ensure that payments to employees for wages and salary are for time properly owed.
B. The President is authorized to implement procedures, with appropriate consequences, as are deemed expedient and consistent with law to ensure compliance with the accountability requirements stated in Section A, and other policy or procedure of the University to the contrary notwithstanding. Such procedures may be amended from time to time as deemed expedient by the President.

FACULTY

On-Campus Overload Teaching
Overload teaching is determined at the collegiate level with the approval of the Provost and is based on credit hours taught, contact hours, student hours generated and other relevant factors. Faculty teaching an approved on-campus overload course are eligible for extra compensation.

Off-Campus Overload Teaching
Faculty members teaching overload classes will be reimbursed for normal expenses when traveling off campus. For a normal three-credit hour course overload salary will be factored according to the site's distance from the Murray State campus. The current salary scale is available in the Center for Continuing Education and Academic Outreach.

Displacement from Campus
Zone 0 (less than 15 miles; Murray area)
Zone 1 (15-35 miles; Mayfield, Paris, Benton, Cadiz, etc.)
Zone 2 (36-60 miles; Paducah, Hopkinsville, Fulton, Princeton, etc.)
Zone 3 (61-90 miles; Ft. Campbell, Marion, Wickliffe, etc.)
Zone 4 (91-130 miles; Morganfield, Madisonville, etc.)
Zone 5 (130 plus miles; Owensboro, Henderson and points beyond.)

Distance Learning
Faculty who write, revise, or instruct college or distance learning courses shall receive additional compensation paid on a per credit hour or unit basis. The current salary scale for distance learning is available at the Center for Continuing Education and Academic Outreach.

Non-Credit Courses
Non-credit courses are self-supporting so that all expenses are funded by student tuition and fees. Remuneration to the instructor is normally based on 75 percent of the fees collected. The current salary scale is available at the Center for Continuing Education and Academic Outreach.

Off-Campus In-Load Teaching
Faculty shall be paid allowable travel expenses plus driving time for displacement from campus teaching on an in-load basis. The per hour rate of compensation is multiplied by the number of trips made with a

maximum of 16 trips. The current salary scale is available at the Center for Continuing Education and Academic Outreach.

Learning Contracts for Bachelor of Integrated Studies
Faculty contracted to assist students in the Bachelor of Integrated Studies program receive compensation at the current pay scale for the BIS learning contracts. Current salary scales are available in the Center for Continuing Education and Academic Outreach.

Summer Session Compensation
Compensation for teaching six or more semester hours is 15 percent of the previous year's academic salary. There is no extra compensation for faculty on twelve-month contract. Faculty members teaching off-campus in the summer do not receive displacement pay.

STAFF

The policy of the University is to arrange for an employee to be released from normal duties to perform specialized work both within and outside the University. Overload pay will be the exception.

On rare occasions when overload payment to exempt staff is appropriate and has been formally approved, it will be kept to a minimum and in no case will a combination of outside consulting and overload assignments exceed twenty (20) percent of a staff member's time.

Fiscal year faculty and exempt staff are considered to be assigned for 52 weeks per year. Therefore, fiscal year employees will have limited opportunity for overload assignments by the University.

Non-exempt staff are normally those University employees who are employed on an hourly basis.

According to their assigned work positions, they may be expected to work either 37.5 or 40 hours per week. Only in exceptional cases will non-exempt staff be allowed to work on special projects and receive overload/overtime compensation.

These policies include faculty and other exempt staff who teach continuing education classes; such as, but not limited to, off-campus classes, correspondence courses, KET courses, evening and weekend classes, non-credit courses, workshops, conferences, and special programs for extra compensation.

In no circumstances will payment be made before written approval is obtained and the work or service has been provided. Each vice president is responsible for ensuring extra pay to employees does not exceed the maximum established in this policy.

Criteria for Receiving Extra Compensation

Extra compensation may be paid to staff only when all of the following requirements are met:
1. If to be paid from sponsored funds, overload payment will only be paid if the project includes recovery of full indirect costs. (Reference: Department of Accounting's Grants and Contracts Policy 1GEN:01:01)
2. No qualified person is available to perform the work as part of a full or normal workload.
3. The work is done in addition to a full workload and cannot be done as a part of a full or normal workload.
4. The additional work will not interfere with the performance of regularly assigned teaching, research, service, administrative, or other duties.

5. If to be paid from sponsored funds, sponsor approval is required; approval may be shown in the grant agreement or subsequent approval may be obtained after the award has been received but before the service is provided. (Reference: Grants and Contracts Policy lGEN:01:0l)
6. The individual and the immediate supervisor for the overload position will be required to certify that the work has been done. The individual's supervisor for the regular position will be required to certify that the regular assigned duties were not affected.
7. Total overload compensation will not exceed twenty (20) percent of the base salary during the employee's base contract period.
8. The work for overload compensation is approved in advance by the individual's chair, dean or director and vice president; by the vice president for whom the service is provided if the service is provided outside the employee's area; and by the President. (Request for Extra Compensation, Personnel Form No. 7)

Eligibility for Extra Compensation

Staff may be paid extra compensation for extra work performed for approved programs, grants, contracts, etc., if the work performed is not part of his/her work assignment or no one else on campus can perform this work as part of his/her normal employment.

Full-time staff are not eligible for extra compensation for service activities which are a part of their regularly assigned duties and responsibilities.
Staff cannot receive extra compensation from University funds or University generated funds for consultative services when either of the following conditions exists:

1. Where the unit of the University on whose budget staff member appears also controls the account from which extra compensation is to be paid.
2. Where the unit of the University on whose budget staff member appears is a major sponsor of the program.
3. These conditions may be waived by the President if the services rendered are deemed beneficial to the total University.

Additional factors which must be given careful review are the clientele to be served by staff member's participation and the function which staff member will perform. Individuals should not be paid extra compensation for participation in programs which serve the same clientele as that which staff member was employed to serve. Nor should he/she receive extra compensation to perform essentially the same function as that for which he/she was employed.

Limitations on Extra Compensation

Exempt Staff :

1. An exempt staff employee may be expected to work more than the normal University workweek of 37.5 hours per week at his/her regularly assigned position without receiving extra compensation. Occasionally, a particular employee may possess an expertise needed in order for the University to fulfill the objectives of a grant or a contract. When this needed expertise is to be used outside the regularly assigned workload of the employee, that employee may receive overload compensation for the work that is performed. In the case of work on a grant or contract, the granting agency must be informed and give written approval, by name, for any employee to receive overload pay. In no case will total overload compensation exceed 20 percent of the employee's base salary.
2. An exempt employee will not be paid at a higher rate for work performed on externally sponsored activities than he/she is paid for regular workload. Extra pay rate for faculty and exempt staff will be calculated as follows:

Monthly rate of pay
Fiscal year salary divided by l2.

Daily rate of pay
Monthly rate divided by 2l.75.
Hourly rate of pay
Daily rate divided by 7.5.

Non-Exempt Staff Doing Non-Exempt Work :

1. Non-exempt employees are required to report hours worked each week and are paid an hourly rate of pay for all hours worked. The normal workweek for the University is Friday midnight until the following Friday midnight. A non-exempt employee who works more than 40 hours during this workweek must be paid an overtime rate of l.5 times the employees regular rate of pay.
2. Only in exceptional cases will non-exempt employees be permitted to work in two positions concurrently. In such cases, work performed for a grant or contract may not result in the payment of overtime.
3. On rare occasions when a non-exempt employee is doing work which significantly differs from his/her normal duties, the principal investigator/project director will write a job description for the additional duties, including rate of pay. The Director of Human Resources will have final approval of the additional duties and rate of pay.

Grants and Contracts Requirements

By authorizing extra compensation work in advance and payment being made only after the work is performed, the documentation of personal service charges as required for grants and contracts will be satisfied.

3.6 SUBJECT: LEAVE OF ABSENCE WITHOUT COMPENSATION

Date Adopted: March 5, 1977
Date Amended: September 12, 2008
Reference: Minute Book: 20 Page: 36

Leaves of absence are offered by Murray State University to promote the professional growth and effectiveness of its teaching, research and administrative personnel, as well as to permit faculty and administration personnel to seek public office and to make their expertise available to government and other fields.

The Board of Regents may grant a leave of absence for a period up to one year, at which time the recipient would expectedly return to the campus. While a leave cannot exceed one year, it is subject to extension by the Board on a year-to-year basis. An individual granted subsequent leaves (beyond the first year) will be given every consideration for reemployment at the end of the leave period in his or her former capacity or in some other capacity for which there is a need and for which he or she is qualified.

Each applicant is required to state the purpose for which a leave is sought and to detail the manner in which an approved leave would be used. Leaves may be granted for one or more of the following purposes provided that satisfactory arrangements can be made for the handling of the recipient's responsibilities during the leave period;

1. Advanced study directly related to teaching or professional responsibilities;
2. Research on significant problems;
3. Professional travel;
4. Restoration of health;
5. Participation in a political election;
6. Significant service to government or other agencies;
7. Professional activities approved by the Leave, Tenure and Promotion Committee;

Time spent on leave shall not count towards the probationary period for tenure eligibility.

3.7 SUBJECT: PUBLIC SERVICE LEAVE OF ABSENCE

Date Adopted: December 13, 1974
Date Amended: September 12, 2008
Reference: Minute Book: 18 Page: 158

Murray State University recognizes that its faculty and staff, as all citizens, may wish in the fulfillment of civic responsibilities to seek public office, to serve at the request of a public official, or to assist in the campaign of a candidate for public office..

The University will consider granting a professional public service leave of absence, without pay, for any employee seeking public office or assuming a major position in a political campaign or for either appointed or elected public service. Such requests require approval of the Board of Regents prior to the commencement of such activity.

3.8.1 SUBJECT: PERSONAL COMPUTER LOAN PROGRAM

Date Adopted:	March 22, 1986		
	November 16, 1991		
Date Amended:	September 12, 2008		
Reference:	Minute Book: 35	Page:	32
	Minute Book: 50	Page:	7

Full-time faculty and staff, employed at least six months, are eligible to apply for a 12-month, interest-free loan for the purchase of new microcomputer hardware. The Personal Computer Program provides 80 percent of the cost of the computer hardware up to a maximum outstanding balance of $2,000. Loans are repaid through automatic payroll deduction in equal payments over twelve months. Written requests including the anticipated total amount of purchase and written vendor quote or invoice for the hardware must be submitted to the Office of Accounting and Financial Services. Participants in the program are required to sign a security document and payroll deduction card. If the employee terminates employment with the university, the outstanding balance on the computer loan will be deducted from the last payroll check. If the last check is not sufficient to cover the remaining loan balance, the employee will be required to pay the balance prior to final clearance from the university.

3.8.2 SUBJECT: PERSONAL BICYCLE LOAN PROGRAM

Date Adopted: May 20, 2011

Full-time faculty and staff, employed at least six months, are eligible to apply for a 12-month, interest-free loan for the purchase of a new bicycle. The Personal Bicycle Program provides 80 percent of the cost of the bicycle up to a maximum outstanding balance of $2,000. Loans are repaid through automatic payroll deduction in equal payments over twelve months.. Written requests including the anticipated total amount of purchase and written vendor quote or invoice for the bicycle must be submitted to the Office of Accounting and Financial Services. Participants in the program are required to sign a security document and payroll deduction card. If the employee terminates employment with the university, the outstanding balance on the personal bicycle loan will be deducted from the last payroll check. If the last check is not sufficient to cover the remaining loan balance, the employee will be required to pay the balance prior to final clearance from the university.

3.9 Subject: STAFF EXCELLENCE AWARDS

Date Adopted: March 22, 1986
Date Amended: September 12, 2008
Reference: Minute Book: 35 Page: 32

Staff Excellence Awards provide an opportunity for the administration of the University to call attention and to express appreciation for the loyalty and service of staff members and their contributions to the mission of the University.

Awards are based on four categorical groups of permanent employees as represented in Staff Congress, i.e. secretarial/clerical, general, facilities management and executive/managerial/professional. Two awards of at least $500 are made within each of these groups.

To be eligible for consideration, nominees must have successfully completed a three-year period of employment at Murray State University. Past winners are not eligible for re-nomination. To be considered worthy of the honor, those selected must demonstrate capable job performance in addition to demonstrating a special effort, unique contribution, or unusual level of commitment or service.

Nominations may be made by fellow staff members, students, faculty, or the general public. Anyone who has the opportunity to observe extraordinary service by staff members is urged to submit a nomination. Staff Congress is charged with the responsibility of working with the Vice President of Finance and Administrative Services to establish, publish and effectuate the nominations and award process each year.

3.10 SUBJECT: BUILDING COORDINATOR PROGRAM

Date Adopted: September 12, 2008
Revised: March 14, 2013
Reference: *N/A*

This policy was created to establish a process for identifying a Building Coordinator for each campus building and to define the Coordinator's responsibilities.

I. Policy Statement

The Vice President for Finance and Administration or designee shall identify an administrator in each campus building who represents the majority of the building's occupants. The administrator shall then designate an individual (and alternate) to serve as Building Coordinator. Lists of administrators and Building Coordinators shall be maintained by the campus Environmental Safety and Health office staff, who shall also arrange for distribution of the lists and as well as training of, expertise and support for the Coordinators. The Coordinator works with Environmental Safety and Health to determine designated meeting points for the building. in case of emergency.

Building Coordinator duties will be assigned to exempt managers.

II. Responsibilities

The Building Coordinators shall have the following responsibilities:

A. Facilitate Communication between building occupants and disseminating information for students, faculty, staff, and visitors affected by conditions in the building.

B. Act as Liaison between the building's occupants, custodial services, and university security and assist these units to ensure exterior and interior, door security.

C. Assist the Environmental Safety and Health Office to develop and maintain Emergency Action and Evacuation Procedures for the building, coordinating their dissemination, and scheduling evacuation drills within the facility. The *Building Coordinator* shall delegate a substitute *Coordinator* in the event that the original designated *Coordinator* is not present during an emergency and designating floor wardens to assist with the evacuation process or the duties as needed.

The President of the University, in consultation with the Vice Presidents, may implement additional provisions and responsibilities in connection with the Building Coordinator Program.

3.11 SUBJECT: DISABILITY RETIREMENT

Date Adopted: August 4, 1972
Date Amended: September 12, 2008
Reference: Minute Book: 16 Page: 127

Both the Kentucky Employees Retirement System (KERS) and Kentucky Teachers Retirement System (KTRS) offer the benefit of total disability retirement to employees that are vested in either retirement system. Medical and life insurance coverage will be continued while the retirement system's decision on disability is pending.