



MURRAY

STATE UNIVERSITY



Staff  
*Handbook*

*Approved September 7, 2012*

# Murray State University Staff Handbook

approved by the Board of Regents Sept. 7, 2012

[www.murraystate.edu](http://www.murraystate.edu)

Unless otherwise designated, all information included in the Staff Handbook is policy of Murray State University's Board of Regents, as published in the Personnel Policies and Procedures Manual. The Staff Handbook is a restatement and summary of these policies. Please refer to the Personnel Policies and Procedures Manual for more detailed information on information contained in this document.

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.

For more information, contact the Director of Equal Opportunity, 103 Wells Hall, (270) 809-3155 (voice), (270) 809-3361 (TDD).

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# 1. Organization and Administration

## 1.1 History of Murray State University

Murray State Normal School, created by the Kentucky General Assembly in 1922, admitted its first students in September 1923. In 1926, when the General Assembly granted the institution authority to confer baccalaureate degrees, it was renamed Murray State Normal School and Teachers College. The college was accredited by the Southern Association of Colleges and Schools in 1928 and received authority to offer liberal arts and pre-professional courses in 1930, when the name was changed to Murray State Teachers College. In 1948 the name was changed to Murray State College. In 1966 the General Assembly authorized the Board of Regents to change the name to Murray State University.

## 1.2 The Murray State University Shield

The Murray State Shield, the official seal of the university, is taken from the heraldic coat of arms of the family of William Murray, Earl of Mansfield and Lord Chief Justice of Great Britain in 1756. The Earl of Mansfield is an ancestor of the Murray family from whom the city and university take their names. The shield itself is blue with a double gold border. The three stars represent hope, endeavor, and achievement. This emblem appears on diplomas, stationery, and other official university documents.

## 1.3 The Murray State University Alma Mater

*In the heart of Jackson's Purchase*

*'Neath the sun's warm glow*

*Is the home of Murray State*

*Finest place we know.*

CHORUS:

*May we cherish thy traditions*

*Hold thy banner high*

*Ever guard thy name and glory*

*Live and do, or die.*

*Though we leave thy walls forever*

*Many miles go hence*

*May our love for Alma Mater*

*Only have commenced.*

CHORUS

*Words by A. B. Austin*

## 1.4 Vision

To build on our reputation as one of the best student-centered, comprehensive universities in the nation.

*Approved by Board of Regents, September 26, 2003*

## 1.5 Mission

Murray State University serves as a nationally recognized residential comprehensive university, with a strong extended campus and online presence, offering high-quality associate, baccalaureate, master's, specialist, and doctorate degrees. Academic programs are offered in the core areas of arts and sciences, agriculture, business, health and human services, teacher education, communications, engineering and applied technologies, and nursing. Teaching, research, and service excellence are core values and guiding principles that promote economic development and the well-being of the citizens of the Commonwealth of Kentucky and the region.

Murray State University places a high premium on academic outreach, collaborative relationships with alumni, the public schools, business and industry, governmental agencies, and other colleges and universities at home and abroad. Murray State University prepares graduates to function in a culturally diverse, technologically oriented society and increasingly interdependent world. The University is committed to international education as an integral dimension of the university experience.

Murray State University emphasizes student-centered learning and educational experiences that include the First Year Experience, the Honors Program, internships, study-abroad programs, service learning, research and creative projects, residential colleges, and student organizations.

In sum, Murray State University fosters an exciting and challenging learning environment.

## 1.6 Value Statements

Murray State values

- accessibility: broad, equal, and affordable educational access for all;
- academic freedom: the generation and free exchange of ideas in a peaceful and orderly environment that encourages communication and the resolution of differences;
- accountability: a comprehensive accountability system through outcomes assessment and institutional effectiveness, supporting our primary mission as a university;
- diversity: attracting, developing, and maintaining a diverse, high-quality faculty, staff, and student body;
- excellence: a sustained commitment to teaching, research, and service excellence;
- integrity: an environment that demands high levels of professional and academic ethics;
- nurturing environment: a safe, friendly, and supportive campus and community environment;
- shared governance: a culture of shared governance, open communication and understanding among administration, faculty, staff, and students; and
- student-centered learning: an environment that fosters the engagement of the student in the learning process, both in and beyond the classroom.

*Approved by Board of Regents, September 17, 2010*

## 1.7 Strategic Imperatives

Excellence through Quality • Outreach with Partnerships • Innovation for Impact

## 1.8 Comprehensive Plan

The University's comprehensive plan may be viewed online at [http://www.murraystate.edu/Libraries/President\\_s\\_Documents/Comprehensive\\_Plan\\_Feb\\_2012.sflb.ashx](http://www.murraystate.edu/Libraries/President_s_Documents/Comprehensive_Plan_Feb_2012.sflb.ashx).

## 1.9 Characteristics of the University

### Related to Students and Student Enrollment

The University conducts sustained recruitment operations in a five-state area and internationally to meet the enrollment goals established by the Council on Postsecondary Education and the Board of Regents.

The University establishes academic and student life policies and programs to meet the retention and graduation rate goals established by the Council on Postsecondary Education and the Board of Regents.

The University creates a campus environment and student life program that values diversity, encourages and supports active involvement, and promotes student success and satisfaction.

### Related to Academics

Quality teaching and learning are the pre-eminent activities at the institution.

The campus focus is on developing information literacy and academic excellence through active learning.

The University is committed to excellence in the general education curriculum, which is based upon the academic traditions of broad-based, liberal education.

The University sustains a balanced range of liberal and professional programs of excellence and endeavors to prepare students for their chosen professions.

The University promotes the cultural and scholarly activities of the University and serves as a cultural center for the campus and the surrounding community.

The University develops and sustains at least one program of national distinction.

The University maintains its commitment to a competitive program in selected intercollegiate athletics for both men and women, consistent with the other educational goals of the institution.

The University supports the internationalization of the campus and curriculum.

The University maintains national accreditation in the academic disciplines and professional programs currently accredited and pursues additional discipline accreditation as opportunities arise.

The University continues to provide greater educational access and academic outreach to Kentucky's population.

The University encourages academic innovation.

### Related to Faculty and Staff

The University attracts, develops and retains high quality, diverse faculty and staff.

The University fosters high faculty and staff morale and productivity.

The University sustains an "enhanced service" plan that encourages and recognizes quality service to all constituents.

Research and service are important functions of the University.

### Goals Related to External Relations

The University maintains regular communication with alumni and involves them in the University, its priorities, goals, and objectives.

The University recognizes the growing need to raise private funds and established an ongoing comprehensive campaign to maintain excellence in all programs of the University, including student scholarships.

The University plays an active role in regional economic development.  
The University enhances its national reputation through ongoing marketing initiatives emphasizing quality and academic excellence.  
The University supports the region through arts, cultural, and professional programs.  
The University engages in public service programs with business, industry and labor, public and private schools, governmental agencies, and the general public.  
The University, through its leadership, engages in discussions that shape the educational policies in the region and Commonwealth.

#### **Related to Needs and Uses**

The University continues to seek a fair and equitable percentage of state funding.  
The University maintains a strategy to examine current facilities, allocate space efficiently, prioritize maintenance and renovation projects, and communicates the priorities.  
The University reviews institutional processes and procedures to encourage effective and efficient operations.  
The University supports the pursuit of external funding.

#### **Related to Institutional Planning**

The University maintains its reputation as a public university of high quality.  
The University implements ongoing, collegial and effective strategic planning which enhances a strong sense of community and a shared vision.  
The University endeavors to keep tuition affordable and make education accessible to a diverse population.  
*Approved by Board of Regents, September 12, 2008*

### **1.10 Characteristics of the Murray State University Graduate**

Murray State University sets as its goal a baccalaureate experience that ensures graduates who:

1. Engage in mature, independent and creative thought and express that thought effectively in oral and written communication.
2. Understand and apply the critical and scientific methodologies that academic disciplines employ to discover knowledge and ascertain its validity.
3. Apply sound standards of information gathering, analysis and evaluation to reach logical decisions.
4. Understand the roles and applications of science and technology in the solution of the problems of a changing world.
5. Demonstrate a critical understanding of the world's historical, literary, philosophical and artistic traditions.
6. Understand the dynamics of cultural diversity, of competing economic and political systems, and of complex moral and ethical issues.
7. Understand the importance of and engage in ethical behavior and responsible citizenship.
8. Understand the importance of the behaviors necessary to maintain a healthy lifestyle.
9. Demonstrate mastery of a chosen field of study.
10. Value intellectual pursuit and continuous learning in a changing world.

*Reaffirmed by Board of Regents, September 12, 2008*

### **1.11 Accreditation**

Murray State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, specialist, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Murray State University. Normal inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Murray State University.

### **1.12 Non-Discrimination Statement**

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.

For more information, contact the Director of Equal Opportunity, 103 Wells Hall, (270) 809-3155 (voice), (270) 809-3361 (TDD).

### **1.13 Administrative Organization**

Murray State University maintains a collection of organizational charts for the university as a whole and charts for individual vice presidents and academic colleges and schools. Current charts may be viewed at <http://www.murraystate.edu/HeaderMenu/Administration/OfficeOfInstitutionalResearch/org.aspx>.

## **1.14 MSU Governing Bodies**

### **1.14.1 Staff Congress**

This is an elected governing body of MSU staff with membership in each staff category and at-large membership. Staff Congress has a variety of standing committees to which members are appointed to serve during their terms in Staff Congress. In addition, Staff Congress may appoint members to various university-wide committees. This group conducts an annual survey to generate ideas and collect concerns from the staff. This information is used at the monthly regular meetings to evaluate issues and generate policies and procedures that impact staff morale and effectiveness.

<http://www.murraystate.edu/staffcongress>

### **1.14.2 Faculty Senate**

This is an elected governing body of MSU faculty with departmental and at-large representation.

<http://www.murraystate.edu/HeaderMenu/FacultyStaff/FacultySenate.aspx>

### **1.14.3 Student Government Association**

This is an elected governing body of MSU students, representing all academic colleges, residential colleges, and at-large membership. Additionally, members are selected for positions on the Campus Activities Board and Judicial Board.

<http://www.msusga.com>

## 2. Staff Policies

### 2.1 Personnel Policies and Procedures

Due to periodic change in federal and state law and in Murray State's Board of Regents' mandates, policies and procedures contained in this handbook are subject to change. As university policies and procedures are modified and developed, revisions and additions will be made to the handbook as quickly as possible. However, due to the time involved in the revision and distribution process, it is incumbent upon the reader to verify that a particular policy is the most current.

The policies in this handbook were developed by Human Resources, reviewed by the vice presidents, recommended by the President, and adopted by the Board of Regents. Policies contained in this handbook are intended to increase understanding, eliminate the need for personal decisions on matters of university-wide policy, and help assure uniformity of interpretation and application throughout the university. All administrators have the responsibility for administering these policies in a consistent and impartial manner.

This handbook is distributed to all staff members for the use of all employees. Infinite details cannot be covered to meet every situation; therefore, Human Resources will advise and counsel supervisors and employees concerning interpretation of policy or matters not covered herein.

For additional policies, procedures and information, faculty, staff and students are advised to consult all official university publications, such as the Personnel Policies and Procedures Manual, Faculty Handbook, Student Handbook and the university Bulletins.

University policies related to employees are written and maintained by Human Resources. [Click on the following links to read the current version of each policy.](#)

#### OUTLINE OF PERSONNEL POLICIES & PROCEDURES MANUAL

##### I. INTERPRETATION AND RIGHTS

1. Interpretation
2. Disclaimer of contractual significance
3. Reservation of rights
4. Overview of the manual

##### II. EMPLOYMENT

###### II.A. DEFINITION OF FACULTY AND STAFF

1. Definition of faculty
2. Definition of staff

###### II.B. STAFF STATUS

1. Regular staff employees
2. Temporary staff employees

###### II.C. AFFIRMATIVE ACTION POLICY

###### II.D. RECRUITMENT, SELECTION, AND EMPLOYMENT

1. Registering a budgeted staff position when a vacancy occurs
2. Registering a new regular staff position
3. Recruitment of regular staff employees
4. Hiring a regular staff employee
5. Recruitment and hiring of temporary staff

###### II.E. PROBATIONARY PERIOD

###### II.F. EMPLOYMENT OF RELATIVES

###### II.G. PROMOTIONS AND TRANSFERS

1. Definitions
2. Requirements
3. Promotion and transfer procedures
4. Administrative procedures
5. Transfer of accrued vacation and sick leave

###### II.H. DEMOTIONS

###### II.I. RESIGNATION

###### II.J. TERMINATIONS AND LAYOFFS

1. Involuntary termination
2. Layoff

###### II.K. MANDATORY RETIREMENT

1. Non-tenured faculty and staff

###### II.L. EXIT INTERVIEW AND CLEARANCE PROCEDURE

1. Department responsibility
2. Responsibility of departments to be cleared



3. Faculty
4. Staff

#### **II.M. EMPLOYEE EXEMPTION FROM THE STATE WAGE AND HOUR LAW**

1. Executive
2. Administrative
3. Professional
4. Supervisory

### **III. PAYROLL & WORKING HOURS**

#### **III.A. WORKING HOURS**

1. Workweek
2. Shifts
3. Days

#### **III.B. PAYROLL**

1. General information
2. Non-exempt staff
3. Exempt staff
4. Faculty

#### **III.C. PAYROLL DEDUCTIONS**

1. Required deductions
2. Optional deductions
3. Procedures

#### **III.D. OVERTIME AND EXCEPTIONAL COMPENSATION**

1. Requirement to pay overtime compensation
2. Time off without pay
3. The workweek for computing overtime
4. Working hours
5. Compensation for University holidays
6. Unscheduled University closing
7. Overtime for the same employer

#### **III.E. PAY PLAN**

1. Wage scale
2. Wage increases
3. Change of job
4. Reclassification

#### **III.F. EXTRA COMPENSATION FOR STAFF**

1. Criteria for receiving extra compensation
2. Eligibility for extra compensation
3. Limitations on extra compensation
4. Grants and contracts requirements

#### **III.G. RECORDING TIME WORKED**

1. Method of recording time worked
2. Verification of time worked
3. Record retention

#### **III.H. ABSENTEEISM**

1. Notifying supervisor of absence
2. Consequences of failure to notify supervisor or department of absence
3. No pay is authorized for the following unexcused absences
4. Centralized University records

#### **III.I. PERFORMANCE EVALUATION**

1. Purposes of the evaluation
2. Procedure
3. Appeal process

#### **III.J. REST PERIODS**

#### **III.K. WEATHER**

1. When the University remains open during inclement weather
2. When the University closes due to inclement weather

### **IV. LEAVES OF ABSENCE**

#### **IV.A. GENERAL LEAVES OF ABSENCE**

#### **IV.B. VACATION LEAVE**

1. Eligibility
2. Accrual and accumulation
3. Scheduling/Utilization of vacation leave

4. Transfer of accrued vacation leave
5. Compensation for accrued vacation leave upon separation of employment

#### **IV.C. SICK LEAVE**

1. Eligibility
2. Accrual of sick leave
3. Transfer of accrued sick leave
4. Granting/Utilization of sick leave
5. Requesting sick leave
6. Evidence of disability
7. Extension of leave
8. Reinstatement of sick leave for former employees
9. Coordination with Workers' Compensation
10. Disability retirement

#### **IV.D. HOLIDAYS**

1. Establishing the University calendar
2. Holiday compensation for regular employees
3. No holiday compensation

#### **IV.E. PERSONAL LEAVE**

#### **IV.F. EDUCATIONAL LEAVE**

#### **IV.G. MILITARY LEAVE**

#### **IV.H. ANNUAL MILITARY AND EMERGENCY DUTY LEAVE**

#### **IV.I. VOTING**

#### **IV.J. FUNERAL LEAVE**

#### **IV.K. THE EMPLOYEE AND THE JUDICIAL SYSTEM**

1. A party to the litigation
2. Witness
3. Jury duty

#### **IV.L. PUBLIC SERVICE LEAVE OF ABSENCE WITHOUT PAY**

#### **IV.M. FAMILY LEAVE**

#### **IV.N. MARRIAGE**

#### **IV.O. SICK LEAVE BANK**

1. Responsibility
2. Membership
3. General operating procedures
4. Contributions
5. Criteria for Sick Leave Bank usage
6. Application and withdrawal
7. Sick Leave Bank application and approval process
8. Appeals Committee
9. Discontinuation

### **V. OTHER BENEFITS**

#### **V.A. GROUP LIFE AND MEDICAL INSURANCE PROGRAM**

1. Eligibility
2. Life insurance
3. Optional life insurance coverage
4. Medical insurance
5. Tax-Saver Program
6. Coverage periods
7. Consolidated Omnibus Budget Reconciliation Act
8. Coverage during pending disability retirement
9. Right to change benefit coverage

#### **V.B. KENTUCKY TEACHERS' RETIREMENT SYSTEM/OPTIONAL RETIREMENT PROGRAM**

1. Eligibility
2. Information resources
3. Social Security
4. Type of system
5. Deferred income tax payments
6. Administration
7. Contributions
8. Relation of contribution, salary, and service credit - Kentucky Teachers' Retirement System
9. Annual statement of account
10. Beneficiary designation

11. Benefit coverage
12. Reciprocity - Kentucky Teachers' Retirement System

#### V.C. KENTUCKY EMPLOYEES RETIREMENT SYSTEM

1. Eligibility
2. Information resources
3. Social Security
4. Type of system
5. Administration
6. Reciprocity
7. Beneficiary designation

#### V.D. SOCIAL SECURITY

1. Record requirements
2. Payroll deductions
3. Deduction exemptions

#### V.E. WORKERS' COMPENSATION

1. Accident reporting requirements
2. Statutory benefits under the law
3. Additional benefits provided by the University

#### V.F. UNEMPLOYMENT COMPENSATION

1. Eligibility
2. Between school term ineligibility

#### V.G. DISABILITY RETIREMENT INCOME

#### V.H. TAX-SHELTERED ANNUITIES

1. Intent of 403 (b) plans
2. Approved companies

#### V.I. KENTUCKY PUBLIC EMPLOYEES DEFERRED COMPENSATION PLANS

1. Available information
2. Enrollment in the plans
3. Changes in existing plans

#### V.J. UNIFORMS

#### V.K. EDUCATION TUITION WAIVERS

1. General qualifications
2. Qualifying courses
3. Employee responsibility

#### V.L. G.E.D. EXAMINATION FEE WAIVER

1. General qualifications
2. G.E.D. Examination

#### V.M. DOCTORAL TUITION ASSISTANCE

1. General Qualifications
2. Employee Responsibility
3. Supervisor Responsibility

### **VI. RIGHTS & RESPONSIBILITIES**

#### V.I.A. STAFF GRIEVANCE

1. Definition of a grievance
2. Exemptions to this policy
3. Procedure

#### V.I.B. EQUAL OPPORTUNITY GRIEVANCE PROCEDURE

1. Initial level of grievance (Step 1)
2. Appeal level of grievance (Step 2)

#### V.I.C. EMPLOYEE DISCIPLINE

1. Procedures
2. Offenses and disciplinary action
3. Action for continuation of offenses
4. Record retention

#### V.I.D. SAFETY COMPLIANCE

1. Management responsibility
2. Employee responsibility
3. Employee rights
4. Compliance with the law
5. Disciplinary action including termination

#### V.I.E. PERSONAL FINANCIAL RESPONSIBILITY

1. University's responsibilities due to employee's external indebtedness

2. University's obligation to collect internal indebtedness

[VI.F. DRUG-FREE WORK PLACE](#)

[VI.G. ON-CAMPUS VEHICLE PARKING](#)

[VI.H. UNIVERSITY GOVERNANCE SYSTEM](#)

1. Purpose
2. Authority
3. Reviewed
4. The Staff Congress
5. The University standing committee system
6. The University standing committees
7. Affirmative Action Committee

[VII. SEXUAL HARASSMENT](#)

[VI.I. COMMITTEE MEETINGS](#)

[VI.K. OUTSIDE EMPLOYMENT](#)

[VII.L. INTELLECTUAL PROPERTY](#)

[VII.M. WEAPONS AND DANGEROUS MATERIALS](#)

**VII. SERVICES & OPPORTUNITIES**

[VII.A. EMPLOYEE ASSISTANCE PROGRAM](#)

[VII.B. HEALTH SERVICES](#)

[VII.C. DIAGNOSTIC AND REMEDIATION SERVICES](#)

[VII.D. ATHLETIC TICKETS](#)

[VII.E. UNIVERSITY BOOKSTORE](#)

[VII.F. RECREATIONAL FACILITIES](#)

[VII.G. LIBRARY PRIVILEGES](#)

## **2.2 Sexual Harassment Policy**

Murray State University is committed to eliminating illegal discrimination. Sexual harassment is in direct conflict with this commitment and will not be tolerated.

The goals of this policy are both preventive and remedial. The accomplishment of these goals is the responsibility of the entire university community.

Sexual harassment is prohibited and defined by federal and state law, and university policy.

The complete sexual harassment policy, including definition, prevention, formal and informal resolution of complaints and sanctions for violation, can be read here: <http://www.murraystate.edu/HeaderMenu/Administration/OfficeOfEqualOpportunity/AffirmativeActionSexualHarassmentAndGrievances/SexualHarassmentPolicy.aspx>.

## **2.3 Code of Conduct**

This *Statement of Ethical Principles and Code of Conduct (Statement)* enumerates principles and standards deemed to be particularly worthy of emphasis in carrying out the work of Murray State University. It is intended to remind all employees of their responsibility for the University's continued success and well-being, and to foster an environment characterized by ethical behaviors, good stewardship of public resources, and transparent processes.

Accordingly, this *Statement* is applicable to all employees of the University including the President, faculty, staff, and student employees. The application of the *Statement* to an employee is not dependent upon the source, *e.g.*, grant, of an employee's salary. Moreover, because a purpose of this *Statement* is to instill further a culture of ethical behavior at Murray State University, its principles and standards of conduct should guide volunteers as they donate work services to the University even though they are not employees.

The complete code of conduct may be read here: [http://www.murraystate.edu/Libraries/Human\\_Resources/Statement\\_of\\_Ethical\\_Principles\\_and\\_Code\\_of\\_Conduct\\_1.sflb.ashx](http://www.murraystate.edu/Libraries/Human_Resources/Statement_of_Ethical_Principles_and_Code_of_Conduct_1.sflb.ashx).

## **2.4 Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. This act can be read here: <http://www.murraystate.edu/Academics/RegistrarsOffice/FERPAPrivacyAct.aspx>.

## **2.5 Intellectual Property Policy**

Murray State University embraces the multiple missions of a state supported university: teaching, research and support of the public interest. The university encourages research and scholarship and recognizes that intellectual properties may arise from the scholarly activities of the university. While many intellectual properties are best

disseminated by publication and placement in the public domain, there are a significant number that are most effectively handled by protection under the intellectual property laws (e.g., patenting and copyright) and licensing (or other transfer) to private sector entities, with attendant financial considerations. It is therefore important to establish clear policies regarding the ownership, commercialization and financial rewards resulting from the creation of such intellectual property. Accordingly, this intellectual property policy (IP Policy) is designed to: 1) establish ownership criteria for intellectual property developed by members of the university community and to resolve ownership questions if such arise; 2) define the responsibilities, rights and privileges of those involved; and 3) develop basic guidelines for the administration of the IP Policy. The full policy can be read here: <http://www.murraystate.edu/HeaderMenu/Offices/HumanResources/MSUPersonnelPoliciesAndProceduresManual/intellectualproperty.aspx>

## **3. Miscellaneous Information**

### **3.1 Campus Facilities**

#### **3.1.1 Campus Map**

Maps are posted at various locations on campus. A map can be viewed online at <http://www.murraystate.edu/InfoCampusMap.aspx>.

#### **3.1.2 Curris Center**

The Curris Center houses meeting and banquet rooms, the University Store, the Post Office, Student Government Association and Campus Activities Board offices, Dining Services, Racer Card Office, African-American Student Services and Ethnic Programs office, several Dining Services outlets, Enrollment Management, the Office of Undergraduate Admissions, and the Office of Recruitment. The Curris Center meeting rooms and banquet rooms are available at no charge for university-sponsored programs or meetings. Contact the Curris Center office at 270-809-6985 for room/banquet reservations.

#### **3.1.3 CFSB Center**

The CFSB Center hosts the MSU basketball games, various traveling shows, and concerts. The Center has walking lanes and basketball courts that may be used for recreation. Additionally, the Murray Room is a meeting room that can be reserved for a fee. For reservations, call 270-809-5577.

#### **3.1.4 MSU Federal Credit Union**

Faculty and Staff may join the MSU Federal Credit Union on campus. The MSU Federal Credit Union is located in the General Services Building. Contact the credit union at 270-809-2666 for more information.

#### **3.1.5 MSU Libraries**

Staff can use their MSU IDs to check out items in Waterfield Library. In addition, staff may also request materials through the Interlibrary Loan (ILL) service.

### **3.2 Vehicle Usage**

#### **3.2.1 City Sticker**

City residents are required to purchase and display a sticker on each vehicle owned. Non-residents who work inside the city are required to purchase and display a sticker on vehicles driven to work. City stickers may be purchased at the City Clerk's Office, Murray City Hall, 207 S. 5th Street.

#### **3.2.2 MSU Parking Permit**

Regular full-time and part-time employees are required to purchase a parking permit. Only one permit will be issued to each employee and is valid only when the permit holder is driving. This permit may be transferred from one vehicle to another, but is not transferable from one person to another. Ownership of the parking permit remains with the University. The permit is to be used by the individual whose name is registered with it. Use of the permit by anyone else is considered false registration and is subject to a fine. Early registration begins mid-July and is available online through payroll deduction.

MSU has zoned parking. Staff and faculty may purchase a blue parking tag which allows them to park in the blue parking zones. Signs posted in University lots designate which color tags are allowed to park in specific lots. A map of parking zones may be viewed on the Public Safety website: <http://www.murraystate.edu/HeaderMenu/Offices/PublicSafetyAndEmergencyManagement/ParkingManagement/ParkingMaps.aspx>.

### **3.3 Loans**

#### **3.3.1 Computer Loan**

Full-time faculty and staff, employed for 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 will provide 80% of the cost of the computer hardware up to a maximum outstanding balance of \$2,000. Loans will be repaid through automatic payroll deduction in 12 equal monthly payments. Written requests, including the anticipated total amount of purchase, must be submitted to Academic Affairs. Participants in the program will be 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. For details, refer to the current Human Resources Benefit Guide at <http://www.murraystate.edu/HeaderMenu/Offices/HumanResources.aspx>.

### **3.3.2 Bicycle Loan**

Full-time faculty and staff, employed at the University for at least six months, are eligible to apply for an interest-free 12-month bicycle loan. The Bicycle Loan Program will provide 80% of the cost of the bike and one helmet to a maximum outstanding balance of \$2,000. Loans will be repaid through automatic payroll deduction. Written requests should be submitted to Accounting Specialist, 200 Sparks Hall. If the employee terminates employment with the University, the outstanding balance on the 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. For details, refer to the current Human Resources Benefit Guide at <http://www.murraystate.edu/HeaderMenu/Offices/HumanResources.aspx>.

## **3.4 Discounts**

### **3.4.1 Campus Housing**

Each dependent of a Murray State University faculty and/or staff member is eligible to receive a \$100 discount on residential college room rent. To receive this discount, the employee must complete the required form (available on the Housing web page) and return the form to the Housing Office. The discount will be credited to the student's account. This discount is available only to children of current Murray State University faculty and/or full-time staff. Contact the Housing Office for more information concerning the discount.

### **3.4.2 MSU Athletics**

In addition to free tickets for a faculty/staff appreciation day for one football and one men's basketball game each season, staff and faculty can purchase season tickets for those two sports at half price.

### **3.4.3 MSU Dining Services**

Dining Services provides meals at reasonable prices at eight on-campus locations throughout the work day. Contact Dining Services for details. Winslow Dining Hall offers a discount for staff and faculty who show their MSU IDs and pay cash.

### **3.4.4 Local Business Discounts**

Faculty and staff are eligible for discounts on dining, hotel accommodations, banking services, and other personal services at many local businesses. A complete list of business discounts is available at the Staff Congress website. Go to <http://www.murraystate.edu/HeaderMenu/FacultyStaff/StaffCongress/BusinessDiscounts.aspx> to view current discounts.

## **3.5 Opportunities**

### **3.5.1 Health and Wellness Program**

The mission of Murray State University's Healthy LIFE program is to encourage, support, and assist employees in taking a proactive approach to improve their lifestyles. Healthy LIFE endeavors to improve employee health, well-being, morale, and productivity, while decreasing absenteeism and health insurance expenses.

**Incentives**—All regular, full-time employees are eligible to participate and earn monetary rewards when requirements are met. Part-time employees are welcome to participate in Healthy LIFE programs to promote improved health, however, they are not eligible to earn monetary rewards. The Incentive Plan design is established annually and may be viewed at <http://www.murraystate.edu/HeaderMenu/Offices/HumanResources/Benefits/healthyLife.aspx>.

**Health Fair**—MSU and local hospitals co-sponsor health fairs each spring and fall for employees. Several screenings are available, including blood draws. General health information is distributed.

**Health Services**—Full-time employees are eligible to receive primary health care services on campus. Part-time employees may use Health Services for blood pressure screening. Any MSU community member may call Health Line (270-809-3809) for health and wellness information or for referrals. Clients are seen on a drop-in basis for primary health care in an outpatient setting in Wells Hall. Clients are screened and assessed by professional nurses. Depending on the nature of the visit, clients may receive treatment by the nurse based on orders from the physician or be referred directly to the nurse practitioner or physician. The nurse practitioner is on campus daily during clinic hours. The physician is on campus six hours per week, and is available to the nurses by phone when not on campus. Complete information regarding Health Services is available at [www.murraystate.edu/Campus/HealthServices](http://www.murraystate.edu/Campus/HealthServices).

**HEA 189 Class**—This health and wellness class for faculty and staff is designed to help individuals learn more about their own health through knowledge and evaluation of attitudes and behaviors. Participants monitor and assess their own activities and are encouraged to maintain lifelong fitness. The repeatable course is offered on a pass/fail basis and a tuition waiver must be completed each semester. The HEA 189 course does not count against the current limit of waivers per year for employees.



Employees and spouses taking HEA 189 have free access to the Wellness Center during the semester of enrollment. A valid ID is required to enter the building. To carry over memberships through the summer, a minimal fee is required. More information is available at <http://www.murraystate.edu/Academics/RegistrarsOffice/HEA189.aspx>.

### **3.5.2 Residential College System**

All staff are assigned membership into one of the eight residential colleges and can choose to participate in that residential college by assisting with fall move-in and various educational or social programming. Each college has a residential college head who informs members of involvement opportunities in the residential college.

## **3.6 Philanthropy**

### **3.6.1 Faculty and Staff Campaign**

This annual fundraising effort encourages faculty and staff to give back to the University. Donations can be made to the faculty/staff member's fund of choice and can be made via check, credit card, or payroll deduction. Academic and administrative units with the highest percentage of giving each fiscal year are recognized with the President's Cup award. For giving opportunities, contact the MSU Office of Development at 270-809-3001.

### **3.6.2 Marie Jones Textbook Scholarship**

The Marie Jones Textbook Scholarship assists MSU staff members and their dependents with the purchase of textbooks needed to pursue their degrees at MSU.

There may be two recipients of the scholarship per semester, based upon the applications submitted that semester. One recipient shall be a regular, part-time or full time staff member of MSU who has been employed by the university for at least one year. The other recipient shall be a dependent of a regular, part-time or full-time MSU staff member of at least one year.

Recipients shall be pursuing an associate's, bachelor's, master's, or joint doctoral degree from MSU's main campus, one of the extended MSU campus sites, or through online programs administered by MSU.

For more information, go to the Staff Congress website for the guidelines and application: <http://www.murraystate.edu/HeaderMenu/FacultyStaff/StaffCongress/TextbookScholarship.aspx>.

### **3.6.3 Charitable Payroll Deductions**

Payroll deductions can be established to support charitable programs such as the annual United Way campaign or various University scholarships. Contact Accounting and Financial Services for payroll deduction information.

## **3.7 Training and Seminars**

### **3.7.1 CTLT Workshops**

Software training and support materials are available free of charge for MSU faculty and staff on supported software by the Center for Teaching, Learning and Technology. A list of offered trainings is available on RacerNet. All workshops are held on the 3rd floor of Oakley Applied Science Building North Tower.

### **3.7.2 Campus Events**

All MSU employees receive a weekly email, *Roundabout Murray*, that highlights campus events, including seminars, lectures, concerts, and other activities.