



Staff Employee Handbook

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About this Handbook

This handbook has been designed to acquaint staff employees holding either a standing or fixed-term I appointment with the various policies, services, and facilities of the University which will directly affect them during their careers with the University.

This booklet should answer the questions most frequently asked by employees. It is prepared as a ready reference. However, it is not intended to be definitive on policy matters, nor does it grant substantive contractual rights to University employees. More precise definitions, special cases, and additional details must be obtained from the offices or publications where materials for this handbook were gathered. This electronic version of the Employee Handbook is updated on a regular basis. The official source documents for policies in effect at the University are in [GURU](#) (General University Reference Utility). Additional information can be accessed at the following home page addresses:

[Office of Human Resources](#) - (human resources matters)

[Penn State](#) - (services and facilities)

[Faculty and Staff Services Quick Reference](#) - (quick reference link)

NOTE: Throughout the handbook and in [GURU](#), [Human Resources policies](#) are referenced with the prefix HR and [Human Resources guidelines](#) are referenced with the prefix HRG.

Nothing contained herein shall negate the right of the University to augment or change its policies applicable to employees.

About the University

The Pennsylvania State University, chartered in 1855 as the Farmers' High School, a pioneer institution to provide higher education for all social classes, admitted its first students in 1859 and graduated its first class in 1861. Renamed the Agricultural College of Pennsylvania in 1862, it became a land-grant college in 1863. The name was changed again in 1874 to the Pennsylvania State College, and in 1953 to The Pennsylvania State University.

The current student enrollment is over 81,000 and there are more than 15,000 full-time faculty and staff members. In addition to the University Park campus, there are students at nineteen Commonwealth Campuses, Penn State Great Valley, the College of Medicine at The Milton S. Hershey Medical Center, and the Carlisle location of The Dickinson School of Law. The Pennsylvania College of Technology in Williamsport is an affiliate of Penn State.

In addition to on-campus undergraduate and graduate instruction and research, the University extends its mission to the citizens of the Commonwealth and beyond through a comprehensive outreach program: continuing education courses, workshops, and conferences; distance education via the worldwide web, satellite, cable television, and independent learning; economic development programs and services; and cooperative extension educational programming within every county of the Commonwealth.

The University as an Affirmative Action, Equal Opportunity Employer

Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce. Maintaining, supporting, and expanding the University's commitment to those principles is a top priority at Penn State.

A. NONDISCRIMINATION AND HARASSMENT

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at the Pennsylvania State University. (See [AD-42](#).)

Inquiries or complaints should be directed to the Affirmative Action Office, 328 Boucke Building, University Park, PA 16802-2801, (814) 863-0471 (v/tty).

B. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The University's policies and practices are consistent with all federal and state legislation directed toward taking steps to promote equal opportunity in all aspects of employment. (See [HR-1](#).)

The University is committed to the concept of affirmative action to ensure equal opportunity in all aspects of employment for those historically excluded and to foster diversity in the University community. The University has a comprehensive Affirmative Action Plan which sets forth programs and goals for increasing the representation of

historically excluded groups in all employment categories, at each campus location and administrative units at University Park. (See [HR-11](#).)

C. SEXUAL HARASSMENT

Sexual harassment of faculty, staff or students is prohibited and will not be tolerated at The Pennsylvania State University. It is the policy of the University to maintain an academic and work environment free of sexual harassment. Sexual harassment violates the dignity of individuals and impedes the realization of the University's educational mission. The University is committed to preventing and eliminating sexual harassment of faculty, staff and students through education and by encouraging faculty, staff and students to report any concerns or complaints about sexual harassment. Prompt corrective measures will be taken to stop sexual harassment whenever and wherever it occurs. (See [AD-41](#) for a definition of sexual harassment and procedures to follow in bringing a complaint.)

Inquiries or complaints should be directed to the Affirmative Action Office, 328 Boucke Building, University Park, PA 16802-2801, (814) 863-0471 (v/tty).

D. CONSENSUAL RELATIONSHIPS

Romantic and/or sexual relationships between faculty and students, staff and students or supervisors and subordinate employees are strongly discouraged. Such relationships have the potential for adverse consequences, including the filing of charges of sexual harassment. Given the fundamentally asymmetric nature of the relationship where one party has the power to give grades, thesis advice, evaluations, recommendations, promotions, salary increases or performance evaluations, the apparent consensual nature of the relationship is inherently suspect.

Even when both parties have consented to the relationship, there may be perceptions of conflict of interest as well as unfair treatment of others. Such perceptions undermine the atmosphere of trust essential to the educational process or the employment relationship. (See [AD-41](#) for an explanation of reporting requirements.) Inquiries or complaints should be directed to the Affirmative Action Office, 328 Boucke Building, University Park, PA 16802-2801, (814) 863-0471 (v/tty).

E. STATEMENT ON INTOLERANCE

The University is committed to creating an educational environment which is free from intolerance directed toward individuals or groups and strives to create and maintain an environment that fosters respect for others. As an educational institution, the University has a mandate to address problems of a society deeply ingrained with bias and prejudice. Toward that end, the University provides educational programs and activities

to create an environment in which diversity and understanding of other cultures are valued.

Acts of intolerance violate the principles upon which American society is built and serve to destroy the fabric of the society we share. Such actions not only do untold and unjust harm to the dignity, safety, and well-being of those who experience this pernicious kind of discrimination but also threaten the reputation of the University and impede the realization of the University's educational mission.

If any violation of University policy, rule or regulation is motivated by discriminatory bias against or hatred toward an individual or group based on characteristics such as age, ancestry, color, disability or handicap, national origin, political belief, race, religious creed, sex, sexual orientation, gender identity or veteran status, the sanction will be increased in severity and may include termination or expulsion from the University. (See [AD-29](#).)

The expression of diverse views and opinions is encouraged in the University community. Further, the First Amendment of the United States' Constitution assures the right of free expression. In a community which recognizes the rights of its members to hold divergent views and to express those views, sometimes ideas are expressed which are contrary to University values and objectives. Nevertheless, the University cannot impose disciplinary sanctions upon such expression when it is otherwise in compliance with University regulations.

Inquiries or complaints should be directed to the Affirmative Action Office, 328 Boucke Building, University Park, (814) 863-0471 (v/tty) or the Office of the Vice Provost for Educational Equity, and in cases involving students, reports may also be made to the Office of Judicial Affairs.

F. AMERICANS WITH DISABILITIES ACT (ADA)

The [Americans with Disabilities Act](#) (ADA) prohibits discrimination against a qualified person with a disability in employment practices such as job application procedures, hiring, promotion, discharge, compensation, training, benefits, and other conditions of employment. The ADA also requires that employers provide reasonable accommodations to qualified individuals with disabilities.

If you need assistance in assessing the reasonableness of a requested accommodation, locating auxiliary aids, or have general questions about the ADA and accessibility issues, please contact the Affirmative Action Office, 328 Boucke Building, University Park, PA 16802-2801, at (814) 863-0471 (v/tty).

Appointment Types

Each University staff employee is appointed to a standing position, a fixed-term I position, a fixed-term II position, or a wage payroll position. Employees in standing or fixed-term I positions are subject to the provisions of:

1. Policies regulating the employee benefits plans.
2. Policies of educational privileges for an employee and eligible dependents.
3. Regulations concerning Workers' Compensation insurance.
4. Regulations concerning Unemployment Compensation insurance.
5. All other University policies governing staff employees.

For information regarding conditions of employment for employees in fixed-term II or wage payroll positions see [HR-5](#).

Provisions for Standing and Fixed-Term I Appointments

A. POSITION RESPONSIBILITY

One hundred percent full-time equivalent (FTE) appointments are those which are scheduled for 12-months a year, 40-hours per week. Appointments scheduled to work fewer months per year and/or fewer hours per week may be established also (see HR-88).

Each dean or administrative officer shall determine and assign responsibilities to each employee in the dean's or administrative officer's college or department and, within the parameters established by University policies, shall also establish the general limits of the annual work schedule associated with those responsibilities.

The dean or administrative officer is responsible for seeing that each new employee is informed regarding the employee's job title, job description, grade level, and salary range. An employee is subsequently entitled to a review of the description and the evaluation of his or her job by making a request of the immediate supervisor. (See [HR-34](#).)

B. PROBATIONARY PERIOD

When a person begins employment with the University in a standing or fixed-term I appointment, he or she is considered a probationary employee. The employee's probationary period starts on the employee's first day of employment and lasts for six consecutive months; provided, however, that any month in which an employee does not work at least half of normally scheduled work time for that month will not be counted toward completion of the probationary period.

During the probationary period, such an employee cannot use the staff general grievance procedure, and the employee's employment may be terminated without recourse to the procedure. If a probationary employee accepts a different job within the University, the employee will serve a new probationary period. An employee who has completed a fixed-term I appointment will not start a new probationary period on reappointment, if the employee is to be reappointed to that position on a fixed-term I or standing appointment within three consecutive months following termination of the appointment.

C. VACATION

Vacation time off is scheduled by mutual agreement between the employee and the college or department; provided, however, the college or department may at its discretion require an employee on a fixed-term I appointment to take vacation time off during the appointment so that all or part of accumulated vacation is expended prior to the conclusion of the appointment.

Only days on which the employee normally would have worked are charged against vacation allowance. For exempt staff, deductions from salary for time off in excess of accumulated vacation may be made only for full-day absences.

Normally, an employee earns appropriate vacation accumulation in any calendar month in which the employee is paid for at least half of normally scheduled work time for that month. Except, any pay received for accumulated vacation at time of layoff of more than 120 days, leave of absence, or termination of employment shall not be credited toward this qualifier.

Except as otherwise provided below, nonexempt staff accumulate vacation according to the following schedule:

	Monthly Rate of Accumulation	Maximum Accumulation Allowed
During the first 10 years of continuous employment in a standing or fixed-term I position	12 hours	192 hours
From the beginning of the 11th year to and including the 25th continuous year	16 hours	240 hours

From the beginning of the 26th continuous year and thereafter	18 hours	264 hours
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Except as otherwise provided below, exempt staff accumulate vacation according to the following schedule:

	Monthly Rate of Accumulation	Maximum Accumulation Allowed
During the first 25 years of continuous employment in a standing or fixed-term I position	16 hours	240 hours
From the beginning of the 26th continuous year and thereafter	18 hours	264 hours

The following are exceptions to the vacation accumulation provisions cited above:

1. See [HR88](#) for calculating monthly accumulation rates, maximum accumulations, and vacation usage for less than 100% FTE appointments.
2. An employee preparing for a major life event such as the birth or adoption of a child, finishing a degree, etc., may need more paid time off than provided above. In such event, the employee may request a temporary exception to the maximum accumulation limit. To do so, the employee submits a written request to the supervisor and the human resources representative outlining the event and identifying the period of time involved. Such request may be granted, when, in the opinion of the supervisor, the University's work needs can be efficiently and effectively met.
3. An unexpected work-related situation (e.g., another employee quits) may cause an employee to miss or delay using vacation days, resulting in a vacation balance that exceeds the maximum stated above. In such event, the employee may request a temporary exception to the maximum accumulation limit. To do so, the employee submits a written request to the supervisor and human resources representative outlining the work-related event and the vacation balance request. The days accumulated in excess of the maximums stated above must be used within the next 12 months.
4. In the situations described in 2. and 3. of this section, if the employee terminates employment, then the vacation payoff described below will not include any days accumulated in excess of the applicable maximum cited above.

An employee who terminates employment after completing at least one continuous year in a standing or fixed-term I appointment immediately preceding the date of termination, or an employee on a fixed-term I appointment of less than one year who terminates at the end of the appointment, shall receive the cash equivalent of unused accumulation (not to exceed the maximum provided by policy); provided, however, this provision for making payment for unused vacation shall not apply to an employee: (a) who is

terminating from a fixed-term I appointment, if the employee will be reappointed within three consecutive months to a fixed-term I or standing appointment or, (b) if the college or department required that the employee needed to take vacation time off during the appointment so that all or part of the accumulated vacation is expended prior to the conclusion of the appointment. See [HR50](#) for special provisions of retirement.

D. SICK LEAVE

An employee on a 100% FTE appointment will accumulate 8 hours of sick leave with pay for each calendar month in which he or she is paid for at least half of normally scheduled work time for that month, except that pay received for accumulated vacation at time of layoff of more than 120 days, leave of absence, or termination of employment shall not be credited toward this qualifier. See [HR88](#) for sick leave accumulation and use for less than 100% FTE appointments.

NOTE: Exempt staff who began exempt employment prior to October 1, 1992, continue on their [former sick leave plan](#). Persons who were classified as staff and who were nonexempt prior to February 1, 1967, continue on their former sick leave plan.

Accumulated sick days provide an insurance cushion for employees in the case of illness or injury. They can be an important asset in the event of a prolonged illness or injury, insuring salary continuation during this period of absence. Therefore, employees should be very judicious in their use of paid sick days.

Except as otherwise provided below, absence is chargeable as sick leave only when the employee is unable to perform his or her duties because of his or her illness or injury. Time off for an employee's routine appointment with a physician, dentist, hospital, or optometrist is charged to sick leave, provided it is not possible for the employee to schedule the appointment on the employee's own time (see also [HRG02](#)). The request for such time off shall be made as far in advance as possible. Such routine appointments usually are of less than a half-day duration; therefore, an employee is expected to return to the job as soon as the appointment is completed. A supervisor may request the employee to submit a written statement from the person with whom he or she had the appointment.

An employee may use up to 40 hours of accumulated sick leave per calendar year to care for a sick family member. Family member as used in this policy shall be defined as those whom the employee considers as family. The care provided may include such activities as bed-side care, accompanying the family member to a doctor's appointment, and emotional support. (See also [HRG02](#), Flexible Scheduling, and [HRG11](#), Family and Medical Leave.) Absences provided for in this paragraph shall not be considered as part of an employee's attendance record for purposes of job bidding.

In excess of sick leave

If an employee is charging sick leave and the employee's vacation accumulation reaches the maximum, the employee can charge vacation accumulation instead of sick leave, so that vacation earnings are not lost.

If an employee expends all accumulated sick leave, additional absence, at the option of the employee, shall be charged to accumulated vacation. If the employee expends all accumulated vacation, or elects not to charge the absence to accumulated vacation, the employee shall be granted a leave of absence without pay in accordance with [HR16](#), Leave of Absence Without Salary. For exempt staff, a salary deduction shall be made for absence in excess of accumulated sick leave or vacation, only if such absence is for a full day.

An employee who retires on a pension who is eligible for continuation of insurance into retirement shall receive 1/4 the cash value of the employee's unused sick leave; provided, however, such payment shall not exceed an amount equal to (a) 100 hours of pay, or (b) 136 hours of pay if the employee's accumulated sick leave balance is at least 3/4 of all sick leave earned.

E. SICKNESS AND ACCIDENT SUPPLEMENT

An employee who has five or more years of continuous service in a standing or fixed-term I position who is absent beyond 60 continuous calendar days for an illness or injury will be covered by the University's Sickness and Accident Supplement; provided, however, for absences not covered by FMLA, if the employee has used more than 48 hours of accumulated sick leave in the full 12 month period immediately preceding the absence without doctor's certification for such absences charged in excess of 48 hours, the employee shall not be eligible for the Sickness and Accident Supplement. The doctor's certificate must be submitted to the University prior to the beginning of the absence.

The employee shall receive 1/3 of normally scheduled hours of pay for each work day missed while covered by the Sickness and Accident Supplement. In addition, the employee, at the employee's option, may charge the equivalent of 1/3 of normally scheduled hours of accumulated sick leave for each work day missed and therefore receive 2/3 pay. If an employee has used all of his or her accumulated sick leave, additional absence, at the option of the employee, may be charged as provided herein against accumulated vacation.

An employee shall not be eligible to continue under the Sickness and Accident Supplement for an absence that continues beyond 180 continuous calendar days from the date of the beginning of absence for the illness or injury.

Any payments received from the Sickness and Accident Supplement shall be reduced by payment from other sources such as Workers' Compensation, Social Security, or other non-individual disability coverage.

Employees referenced under the "[NOTE](#)" in the Sick Leave section will continue on their former Sickness and Accident Supplement plan.

F. ABSENCE FOR ON-THE-JOB INJURY

If an employee is absent from work as a result of an injury or illness compensable under the Workers' Compensation Act, Occupational Disease Act, or similar legislation, the following conditions apply:

1. The employee has the option to request a leave of absence without pay or to charge the absence to his/her accumulated sick leave (or, if sick leave has been expended, accumulated vacation, personal holiday, service days, or holiday compensatory time off). An employee electing to use such paid time off shall be charged one-third (1/3) of a day for each workday of absence and shall continue to receive full salary.
2. If all paid time off is exhausted, the employee shall be granted a leave of absence without pay.
3. Leave of absence without pay shall not exceed twenty-four (24) months.
4. Any workers' compensation insurance checks the employee may receive while receiving full salary shall be endorsed and returned to the University. The employee shall retain any workers' compensation insurance checks received while on leave of absence without pay.
5. The employee's contribution for all group healthcare and insurance coverage in which enrolled shall be paid by the University, if the employee is on leave of absence without pay following an on-the-job injury, provided the employee continues to receive Workers' Compensation insurance payments.

For more information, see the section on [Workers' Compensation Insurance](#).

G. HOLIDAYS

Each holiday established by the University is intended to give an employee on a 100% FTE appointment the benefit of eight hours of paid time off.

1. The following twelve (12) days are established as holidays:

New Year's Day

Labor Day

Memorial Day

Thanksgiving Day

Independence Day

December 25 and five additional days in December *

A Personal Holiday

When December 25 comes the six holidays are:
on these days—

Sunday Dec. 25, 26, 27, 28, 29, 30

Monday Dec. 22, 25, 26, 27, 28, 29

Tuesday Dec. 24, 25, 26, 27, 28, 31

Wednesday Dec. 23, 24, 25, 26, 27, 30

Thursday Dec. 24, 25, 26, 29, 30, 31

Friday Dec. 24, 25, 28, 29, 30, 31

Saturday Dec. 23, 24, 25, 27, 28, 29

2. The following are exceptions to the holiday provisions cited above:
 - a. See [HR88](#) for holiday provisions for less than 100% FTE appointments.
 - b. Some areas substitute service days in lieu of some of the holidays listed above.
 - c. A newly hired employee commencing employment in a standing or fixed-term I position during December shall receive only the December 25th holiday and the New Year's Day holiday, but shall not receive paid time off for the additional University holidays in December during that first December holiday period. If such employee is required to work on any of the additional University holidays occurring that December, the employee shall receive his or her regular pay for such day, but shall not be granted holiday compensatory time off for the number of hours worked on the day. However, such employee commencing employment in a standing or fixed-term I position who already had qualified for holiday pay as an employee in a wage payroll or fixed-term II position in accordance with [HR5](#), shall receive pay for all of the University holidays, provided there is no break in service between the appointments.
3. One personal holiday is earned each calendar year on January 1. A new employee in the first year of employment earns a personal holiday for that year after completing two months of employment. The personal holiday is scheduled in the same way in which vacation is scheduled. If not used, the personal holiday shall be carried over into the next calendar year but not thereafter.

4. A nonexempt staff employee required to work a regularly scheduled work day on an official University holiday shall receive his or her regular pay for the holiday and shall be granted holiday compensatory time off at the rate of double time for the number of hours worked on the holiday, up to the number of hours normally worked by the employee on that day. At the option of the employee, the employee may receive the cash equivalent of 1/2 of compensatory time off earned on a holiday. Such payment shall be calculated using the employee's regular rate of pay. The option to receive such payment must be made within one calendar week following the holiday or holiday period. Holiday compensatory time off not converted to the cash equivalent shall be used for absences where vacation accumulation would be used, before such absences are charged against vacation accumulation.

Time worked on a holiday in excess of the employee's normal daily hours shall be paid at two times the employee's regular rate of pay. Holiday compensatory time off shall not be earned for such additional hours worked.

If a holiday should fall on a day not normally scheduled as a work day for an employee:

- a. The employee shall be granted eight hours of holiday compensatory time (see [HR88](#) for positions that are less than 100% FTE). Such equivalent time off shall be granted whether or not the employee works on the holiday and shall be used for absences where vacation accumulation would be used, before such absences are charged against vacation.
 - b. If the employee is required to work on such day, the employee also shall be paid at the rate of two times the employee's regular rate of pay for the hours worked, but shall not be granted additional holiday compensatory time off for such hours worked.
5. An exempt staff employee required to work on a regularly scheduled work day on an official University holiday shall receive his or her regular pay for the holiday and shall be granted holiday compensatory time off at the rate of double time for the number of hours worked on the holiday. At the option of the employee, the employee may receive the cash equivalent at the employee's regular rate of pay for 1/2 of the compensatory time off earned on a holiday, not to exceed a normal day's gross pay for the employee. The option to receive such payment must be made within one calendar week following the holiday or holiday period. Holiday compensatory time off not converted to the cash equivalent shall be used for absences where vacation accumulation would be used, before such absences are charged against vacation accumulation.

If a holiday should fall on a day not normally scheduled as a work day for an employee:

- a. The employee shall be granted eight hours of holiday compensatory time (see [HR88](#) for positions that are less than 100% FTE). Such equivalent time off shall

be granted whether or not the employee works on the holiday and shall be used for absences where vacation accumulation would be used, before such absences are charged against vacation accumulation.

- b. If the employee is required to work on such day, the employee also shall be granted additional holiday compensatory time off at the rate of double time for the number of hours worked on the holiday. At the option of the employee, the employee may receive the cash equivalent at the employee's regular rate of pay for 1/2 of such additional holiday compensatory time off earned, not to exceed a normal day's gross pay for the employee. The option to receive such payment must be made within one calendar week following the holiday or holiday period. Such holiday compensatory time off not converted to the cash equivalent shall be used for absences where vacation accumulation would be used, before such absences are charged against vacation accumulation.
6. If a holiday occurs during the vacation or sick leave of an employee, it shall not be charged as a day of vacation or sick leave.
 7. An employee on no-pay status is not paid for holidays that occur during the absence.
 8. If a holiday listed above (other than December 25) occurs on a Sunday, the University shall observe it officially on the following Monday.
 9. The final date of pay status for an employee who indicates an intent to resign at a time near the December/New Year's holiday is determined in accordance with [HRG14](#).

H. OTHER PAID TIME OFF

Paid time off, other than sick leave, vacation, or holidays, includes:

1. Death in Family

Absence from work because of death in an employee's family shall be allowed with full pay on the following basis, provided the employee attends the funeral:

- a. For an employee's partner, brother or sister, (including half-brother or half-sister); or for an employee's or an employee's partner's parent (including step parent, guardian or foster parent), child or stepchild, grandchild, son-in-law, daughter-in-law, up to 32 hours within a seven (7) consecutive day period commencing with the date of death, provided such amount of leave is required. A guardian as used in this section shall mean a person who raised the employee and served in place of the parent for a substantial portion of the employee's minority life.

- b. For the employee's or employee's partner's grandparent, niece, nephew, aunt or uncle, and partners of aunts and uncles, or the employee's partner's brother, sister, and partners of same up to 8 hours from the date of death through the date of the funeral inclusive.

An employee who would qualify for death-in-family paid time off for regular work hours missed under the provisions of this section who already is receiving paid time off chargeable either to vacation accumulation, holiday compensatory time, a personal holiday, or sick leave accumulation shall have such time off as applicable charged instead to death-in-family paid time off, up to the limits allowed under the provisions of this section.

Additional time off shall be charged against the employee's vacation accumulation or as a payroll deduction, at the employee's option.

2. Involuntary Jury Service

If an employee is on jury duty, the University shall pay his or her full salary for time absent from work. If the approved time absent results in the employee missing more than half of his or her regularly scheduled work shift, the employee shall be excused from the remainder of the shift with no loss of salary. (See note below.)

3. Volunteer Fire Fighting

The full pay of an employee shall be paid during the time spent by the employee during his or her regular working hours in fighting fires or in answering other public alarms, provided that the employee is a member of a volunteer fire department that is engaged in the activity or in the event of a forest fire, the employee is engaged in an organized forest fire fighting operation in the area in which the employee's campus or center is located. (See note below.)

4. Ambulance Driving

The full pay of an employee shall be paid during the time spent by the employee during his or her regular working hours in nonscheduled driving of an ambulance for a volunteer ambulance club or organization serving the community where the employee's campus or center is located. If an employee is a volunteer ambulance driver for a volunteer ambulance club or organization that does not primarily serve the community where the employee's campus or center is located, the full pay of the employee shall be paid during the time spent by the employee during his or her regular working hours in driving an ambulance provided:

- a. The driving is limited to unplanned emergencies and
- b. The employee is not called from work to drive. (See note below.)

5. Subpoenaed Witness

If an employee is subpoenaed as a witness, and is not a party to the legal action, the employee's full salary shall be paid for the time spent by the employee during his or her working hours as a witness. (See note below.)

6. Certified Air-Raid Wardens, Airplane Spotters, Civil Defense Officials, and Civil Air Patrol Members

An employee who is certified as an air-raid warden, airplane spotter, or civil defense official shall be paid his or her full salary for the time spent by the employee during his or her regular working hours on such duties, provided there is an authorized alert and the Civil Defense authorities have requested the employee to report for duty. A member of a Civil Air Patrol Group involved in an air search and rescue mission shall be paid his or her full salary for the time spent by the employee during his or her regular working hours, provided there is an authorized mission and the Civil Air Patrol authorities have requested the employee to report for duty. (See note below.)

7. Emergency Rescue

The full pay of an employee shall be paid during the time spent by the employee during the employee's regular work hours when engaged in an organized emergency rescue of someone trapped in a cave, provided the employee is a member of an established spelunking club or organization and the rescue activity is in the area in which the employee's campus or center is located. (See note below.)

NOTE: In paragraphs 2 through 7, above, such time shall include time spent in the activity described, plus travel time, time necessary for normal sleeping, etc., as determined by management.

I. OVERTIME - NONEXEMPT STAFF

Overtime is all authorized time worked by a nonexempt staff employee for the University that is:

1. In excess of forty (40) hours a week. In any week in which a University holiday, including a personal holiday, occurs on an employee's regularly scheduled workday, or an employee has scheduled time off in advance chargeable to either accumulated vacation or compensatory time, such holiday or time off shall be considered as time worked.
2. Performed on a day that is regularly scheduled as a day off for that employee, unless proper notice of a change in work schedule is given as provided in the Work Schedule section above.

Overtime is permitted to be worked only after advance approval by the dean or administrative officer and shall be permitted only in unusual circumstances. Such approved overtime is paid for at the rate of time and one-half the hourly rate, or at the rate of two times the hourly rate if the overtime qualifies as holiday overtime.

J. SHIFT PREMIUM - NONEXEMPT STAFF

Employees in nonexempt positions shall be paid a shift premium of forty cents (\$.40) per hour for work beginning between the hours of 1:00 p.m. and 9:59 p.m. and forty-five cents (\$.45) per hour for shifts beginning between 10:00 p.m. and 4:59 a.m. for all continuous hours worked on the shift. The shift premium shall be added to the base rate before the calculation of an overtime rate.

K. LEAVE OF ABSENCE WITHOUT SALARY

On recommendation of the dean or administrative officer, an employee is eligible for or may be placed on a leave of absence without salary for the following purposes, provided the leave is in accordance with all University policies and guidelines:

1. For sickness, maternity, or family care.
2. For formal study which results in promoting the interests of the University as well as those of the staff member in the judgment of the dean or administrative officer.
3. For military duty.
4. For any other reason determined to be at the convenience of the University in the judgment of the dean or administrative officer.

Conditions for the various types of leaves of absence without salary are explained in [HR-16](#), [HR-19](#), and [HR-20](#), and [HRG-7](#), [HRG-11](#), and [HRG-13](#).

L. FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Federal Family and Medical Leave Act of 1993 (FMLA) mandates that a qualifying employee be eligible for a total of twelve (12) workweeks of unpaid leave during any consecutive 12-month period. All University policies equal or exceed that 12-week provision. FMLA leave may be for one or more of the following:

1. the birth of a child of the employee, in order to care for such child;
2. the placement of a child with the employee for adoption or foster care;

3. the care of a seriously ill child, partner, or spouse of the employee; and,
4. the employee's own serious illness which causes the employee to be unable to perform the functions of his/her position.

For purposes of the FMLA, an eligible employee is an employee who has worked for the University for at least twelve (12) months, and has worked at least 1,250 hours within the 12-month period immediately prior to the leave.

Any questions on the [FMLA](#) provisions or policy should be referred to the appropriate Human Resources Representative or the [Employee Relations Division](#).

M. LAYOFF AND RECALL

Employees have limited bumping within their work unit by job title and seniority, provided they have the ability to do the work, in the event of a layoff. Employees are eligible for recall for specific periods. (See [HR-34](#).)

N. LENGTH OF UNIVERSITY EMPLOYMENT

Length of University employment is measured in months of continuous employment in a standing or fixed-term I appointment from the date of last hire and includes leaves of absence and periods of layoff. (See [HR-34](#).) It ceases when an employee quits, resigns, is dismissed, or fails to report back to work on the date given in a notice of recall.

A new employee is not granted credit for length of University employment during the probationary period. However, after the completion of his or her probation, credit will date from the first day of employment in a standing or fixed-term I position.

O. UNAUTHORIZED ABSENCE

If an employee is absent from work and has not notified his or her supervisor, the employee will be considered as having abandoned his or her job at the completion of the third consecutive workday of unauthorized absence, unless the supervisor judges the circumstances to have been emergency in nature, and it can be shown that it was impossible for the employee to have given proper notification to the employee's supervisor.

P. TERMINATION OF EMPLOYMENT

Employees should give adequate notice prior to the effective date of resignation. Ordinarily, one month is preferred, but a minimum of two weeks is required. Healthcare

benefits may be continued by employees or dependents, as appropriate, under certain conditions. See the [Staff Benefits](#) section.

Q. RE-EMPLOYMENT WITH THE UNIVERSITY

If an employee terminates a Standing or Fixed-Term I appointment with the University and later is rehired to a Standing or Fixed-Term I appointment, the following conditions apply:

1. The employee is a probationary employee.
2. The employee does not receive service credit for his or her period of prior employment for the purpose of increasing the vacation accumulation rate, the length of leave of absence, or other working conditions related to length of service unless provided by University policy.
3. The employee does not receive credit for any unused sick leave from a previous period of employment.

R. SALARY PAYMENT INFORMATION

Each pay period consists of a calendar month, and payday is the last normal working day of each month, except for certain employees at the College of Medicine at The Milton S. Hershey Medical Center, who are paid biweekly. However, if payday falls on a Saturday, Sunday, or a holiday, salary checks are issued on the preceding workday. In December, earlier distribution of salary checks may be made as a convenience to employees. However, checks are negotiable on the date indicated on the check.

All employees may make arrangements to have their salary checks deposited directly in any participating financial institution. Employees hired after November 1, 1993 must, as a condition of employment, have direct deposit. Direct deposit of salary checks is made effective the same date as distributed checks are dated. Salary Deposit Request Forms are available from the Payroll Department and on GURU under the Payroll section, page 5.05. (See [PR-11](#) for more specific information).

Mandatory and optional deductions made automatically from payroll checks include federal income taxes, state income taxes, social security taxes, local wage tax and occupational privilege tax for residents of certain communities, unemployment compensation taxes, retirement funds, life insurance premiums, healthcare coverage, voluntary accidental death and dismemberment insurance, long-term disability coverage, U. S. Savings Bonds, tax-sheltered annuity plans, United Way charity fund, Penn State Federal Credit Union savings or loan payments, parking registration fees, Alumni Association memberships, flexible spending accounts, and gifts to the University.

S. PROMOTIONAL OPPORTUNITIES

The University at all times desires to fill all staff vacancies with the best-qualified persons available. Applicants will be considered if they meet the knowledge and experience requirements established for the vacant position. For complete information, see [HR-74](#).

T. PERFORMANCE REVIEWS

Formal performance reviews are conducted in the spring of each year by an employee's supervisor by completing the [Staff Review and Development Plan](#) and subsequently meeting with the employee to discuss the form. The supervisor may conduct as many evaluations during the year as he or she feels is appropriate.

U. EXTRA COMPENSATION - EXEMPT STAFF

An exempt staff employee, by the nature of the position, is considered to be available for work assignments without additional remuneration at times other than the employee's regularly scheduled hours of employment. However, there are circumstances under which it is to the University's advantage to employ such personnel for extra assignments with additional remuneration (see [HR-90](#)).

V. HR-88, ALTERNATIVES TO FULL-TIME, YEAR-ROUND EMPLOYMENT

HR-88 outlines alternatives to full-time, year-around standing and fixed-term I appointments. It is designed to be used for vacant appointments, but can be applied to current appointments if the incumbent employee voluntarily accepts a reduction in work assignments and salary. Such arrangements are encouraged when, in the opinion of the supervisor, the University's work needs can be efficiently and effectively met. For more information, please see [HR-88](#) or contact your Human Resources Representative.

Additional Policies for Staff Employees

A. EMPLOYMENT OF RELATIVES

The University seeks to provide equitable employment opportunities for all individuals, including those related to one another by blood or marriage. Such relationships affect the handling of certain personnel actions, including the placement of employees.

Normally, placement shall not be made where one employee is in a position to supervise or to influence the related employee's rate of pay, or promotion of the

employee, or where the handling of confidential information could create awkward work situations. (See [HR-59](#).)

B. THE PENNSYLVANIA LOYALTY ACT

Each dean or administrative officer, by whatever means selected for his or her area of responsibility, shall assert, when requested by the President of the University, whether or not there is reason to believe that there are any subversive persons, as defined by the Pennsylvania Loyalty Act, in the employ of the dean or administrative officer, and what steps, if any, have been taken to terminate such employment. (See [HR-30](#).)

C. CAMPAIGNING FOR PUBLIC OFFICE

Under existing University policies, staff members may campaign for any public office without modification of the terms and conditions of their University status if the campaign does not interfere (in any way deemed significant by officers of the University) with the performance of assigned University duties. If the campaign does interfere with the performance of assigned University duties, the individual must resign from his or her position with the University, or petition for a leave of absence without salary.

In such campaign activity, the individual's relationship to the University is not to be exploited either directly or by indirection.

A leave of absence from administrative duties is not granted to campaign for public office. (See [HR-35](#).)

D. ELECTION OR APPOINTMENT TO PUBLIC OFFICE

If elected or appointed, a member of the staff may accept a public office (e.g., membership on borough councils, local school boards) that does not interfere with the individual's performance of assigned University duties without modification of the terms and conditions of his or her University status.

If elected or appointed to an office that would interfere (in any way deemed significant by officers of the University) with the performance of assigned University duties, the individual must resign from his or her position with the University, or petition for a leave of absence without salary. A leave of absence from administrative duties is not granted to serve in an elective or appointive public office. (See [HR-35](#).)

E. CONFLICT OF INTEREST

Staff members of the University shall exercise the utmost good faith in all transactions touching upon their duties to the University and its property. In their dealings with and on behalf of the University, they shall be held to a strict rule of honest and fair dealings between themselves and the University. They shall not use their positions, or knowledge gained therefrom, in such a way that a conflict of interest might arise between the interest of the University and that of the individual. Staff members shall disclose to the administrative head of the college or other unit in which they are employed, or other appropriate administrative officer, any potential conflict of interest of which they are aware before a contract or transaction is consummated. (See [HR-91](#).)

Benefits

A. INSURANCE AND RETIREMENT BENEFITS

The University offers three (3) life insurance options and several healthcare programs in which staff members may participate. Eligible dependents may be included in the healthcare programs. Accidental death and dismemberment insurance is also available. To provide income in case of disability, a long term disability plan, including an annuity premium benefit, is also offered to all staff members. All new employees are automatically members of the federal Social Security program. For this purpose, each person must have a Social Security number. In addition, each staff member is a member of a retirement plan for which deductions are a percentage of gross salary. If an individual resigns before becoming eligible for retirement benefits, his or her accumulated contributions are handled by either a refund provision or a vesting provision. Additional information, including details regarding deductions and payments, is available from the [Employee Benefits Division](#). See the Faculty/Staff Benefits booklet for additional information on benefits or refer to the Employee Benefits Division's web site at <http://www.ohr.psu.edu/benefits/benefits.htm>.

Retirement income can be increased through a deferred compensation plan whereby a staff member may authorize payroll deductions for the purchase of annuities (see Tax-Deferred Annuity).

Healthcare benefits may be continued by employees or dependents, as appropriate, under COBRA in the following circumstances:

1. Termination or layoff - coverage may be continued for up to 18 months
2. Death or divorce - coverage may be continued for up to 36 months
3. Dependent child reached maximum age - coverage may be continued for up to 36 months

Details about this continuing coverage option, including the cost, may be obtained from the [Employee Benefits Division](#), (814) 865-1473.

B. TAX-DEFERRED PLANS

Employees holding a standing or fixed-term I appointment are eligible to select and participate in a 403(b) tax-deferred annuity plan and 457(b) deferred compensation plans from several approved companies offering such plans. Under these programs a staff member may agree to have his or her salary reduced, with the amount of the reduction then applied toward the purchase of an annuity.

The amount of the monthly reduction (or premium) is not included in the individual's gross income for federal income tax purposes. When a staff member begins receiving annuity payments from this plan, all payments are then subject to the federal income tax.

Additional information is available from the [Employee Benefits Division](#).

C. FLEXIBLE BENEFITS PROGRAM

The University offers a program of tax-saving flexible benefits. There are three options:

1. Contribution Conversion
2. Healthcare Reimbursement Account
3. Dependent Care Reimbursement Account

The amounts contributed under the flexible benefit options are not subject to federal income and social security taxes.

Additional information is available from the [Employee Benefits Division](#).

D. HEALTH MATTERS - FACULTY/STAFF HEALTH PROMOTION PROGRAM

Health Matters, in the Employee Benefits Division of the Office of Human Resources, provides programs aimed at enhancing the health and well-being of the University workforce at all locations. The emphasis of the program is to increase awareness of health risks and healthy lifestyles, provide lifestyle change programs, and help to make the workplace environment supportive of the health promotion goals of employees.

On-site programs vary by location and include free, one-hour course/presentation offerings, low-cost, multi-session courses, as well as health screening programs.

Locations other than University Park can request funding each year for wellness programs through the [Campus Incentive Fund \(CIF\)](#).

The [Penn State Employee Assistance Program \(EAP\)](#) is a confidential, professional assessment and referral service designed to provide assistance to employees and their household members in dealing with personal problems. When an employee wants assistance in resolving a personal problem, he/she should call the EAP at ValueOptions Behavioral Health: 1-866-749-1735, or visit the Web site at <https://www.achievesolutions.net/pennstate/>. College of Medicine employees should call the EAP at LifeWorks: 1-888-267-8126. The EAP representative will either provide the necessary assistance on the telephone or will arrange for further confidential consultation with a professional therapist at a location and time convenient for the employee.

The EAP program will provide up to three sessions with a therapist who will make a referral for further counseling if necessary. In crisis situations, a professional therapist may be reached 24 hours a day by calling the toll free number indicated above.

If you have specific questions about Penn State's EAP, call Health Matters.

More information about [Health Matters](#) and its services is available on the [Office of Human Resources Home Page \(www.ohr.psu.edu\)](#) or by calling (814) 865-3085.

E. WORKERS' COMPENSATION INSURANCE

The University covers its employees with Workers' Compensation insurance for injuries received while engaged in University work. An employee should report any injury, no matter how minor the injury may appear to be. The employee's work unit must promptly file an electronic "Employer's Report of Occupational Injury or Disease," found at <https://workserv.ohr.psu.edu/WorkersComp/user/logon.cfm>. The injury should be reported regardless of the employee's job classification or number of hours worked. For more information on Workers' Compensation, see [the Workers' Compensation Web site](#), [SY-4](#) and [General Forms Usage Guide](#).

F. EMERGENCY CARE

University Health Services at University Park is primarily a student service but in the event of an emergency on campus it is, of course, available to employees at University Park. In case of a medical emergency, University Ambulance Service may be called by dialing 911. There is a fee for ambulance transport. Employees seeking assistance for non-emergencies should go to the Occupational Medicine Department at Centre Medical Sciences Building, 1850 East Park Avenue, Suite 310 (in front of Mt. Nittany Medical Center) or call (814) 863-8492.

G. UNEMPLOYMENT COMPENSATION

Staff members may be eligible for unemployment compensation benefits when employment terminates, except for reasons determined to be voluntary resignation or dismissal for willful misconduct, provided the individual is able and available for work and has sufficient earnings to qualify. Such coverage may not extend, however, to periods when no services are performed (such as between semesters, terms, or school years), provided reasonable assurance of employment has been given for the next semester, term or school year. The determination of eligibility for unemployment compensation is made by the State Unemployment Compensation Service Center where the claim is filed, not by the University.

H. EDUCATIONAL PRIVILEGES

Educational privileges are available to faculty and staff members and their eligible dependents. A staff member may, if his or her immediate supervisor approves, schedule University courses. The same privilege is extended to retired staff members who continue their benefits into retirement. When application is made, eligible employees and retirees receive grant-in-aid for 75 percent of the tuition charge. The grant-in-aid is provided for a maximum of 16 credits in an academic year. This privilege of attending classes is not considered as a right which must be granted to each employee.

Eligible dependents of a faculty or staff member and eligible retired faculty or staff members may, upon application by the staff member, receive tuition grant-in-aid when scheduling resident instruction, continuing education, and distance education credit courses (to include courses offered via Independent Learning). Eligible dependents include spouse and unmarried children, including adopted children and stepchildren. The grant-in-aid applies only until a dependent child receives the first bachelor's degree from the University or any other college or university.

The grant-in-aid for a spouse is available for any semester or summer session that begins two years or later from the staff member's date of continuous standing or fixed term I employment. It is available immediately for a dependent child as long as the employee is hired on, or before, the first day of class.

Additional information regarding application of these benefits is available in [HR-36](#) and [HR-37](#) and from the [Employee Benefits Division](#).

I. LIFE EVENTS WEB SITE

At each milestone in life there are University offices, benefits, policies, or other programs that provide guidance and/or assistance. The Office of Human Resources now offers the [LifEvents Web site](#) to answer the questions most frequently asked by

employees. This site is divided into four general sections: Beginning Employment, Your Family, Absence from the University, and Leaving the University. A link to the Web site is provided on the [Office of Human Resources Home Page](#).

J. LIABILITY INSURANCE

The University is adequately protected by a program of general liability insurance for all of its activities and operations at any location. All employees of the University are included as insureds under this liability insurance program while they are acting in good faith within the scope of their duties on behalf of the University.

K. EMPLOYEE SPECIAL ASSISTANCE FUND

The Employee Special Assistance Fund is designed to provide financial support for faculty and staff facing a wide range of personal or family hardships.

The fund can provide financial support for temporary circumstances, such as family tragedies; destruction of home or property by fire or other disaster; short-term disabilities where income is curtailed; uncompensated funeral expenses; catastrophic or unusual medical expenses not already covered; medical insurance for uninsured members of employee households who are otherwise without coverage; temporary supplements to cover extended-care facilities while an employee is arranging for Medicaid; and temporary financial hardship beyond the control of the individual.

The scope of employee hardships that this fund is designed to help overcome is not limited. However, with limited funds available, the level of support available for certain requests may be modest in relation to overall need.

Expenditures from the fund are made by the Associate Vice President for Human Resources. It is anticipated that individuals requesting assistance from this fund will have sought help from other sources external to the University, if appropriate, before seeking assistance from this fund. If such attempts do not satisfy the need, full time employees can initiate the process by sending a written request (e-mail is acceptable) to Billie Willits, Associate Vice President for Human Resources, Box 6 Rider Building I, University Park, PA 16802; or e-mail bsw2@psu.edu. The request needs to include the reason for the request, the amount requested and sufficient documented support for the request.

If the request is approved, the monies will be automatically deposited into your checking or savings account with correspondence to you acknowledging the transaction.

Staff Job Evaluation and Compensation Programs

The University currently has two programs providing job analysis and compensation for staff employees. The first is the Staff Position Evaluation and Compensation (SPEC) program. The second is called Competencies for Job Classification.

A. COMPENSTAIION PROGRAMS FOR STAFF EMPLOYEEES

The basis of a compensation program is job evaluation, a systematic process used to determine the appropriate compensation level for a job. It aids in developing and maintaining pay structures by comparing the similarities and differences in the content and value of jobs. It is important to note that, by definition, job evaluation does not consider the work performance of an employee; such performance is recognized in the appropriate section of the Staff Review and Development Plan.

The majority of Penn State staff jobs currently fall under a "point-factor" evaluation system (SPEC) program which evaluates the job on the following factors: Knowledge, Experience, Dexterity Skills, Judgment and Problem Solving, Direction Received, Internal Organizational Contacts, Client/Business Contacts, Breadth of Responsibility, Organizational Impact, and Supervision of Others. Based on the requirements and duties of a job, one of several degree levels for each factor is assigned. Each degree level specifies a number of points for that level and the points are totaled to determine the grade of the job.

The process begins with information provided by an employee and the employee's supervisor and Human Resources Representative with job details utilizing among other things the [Position Information Questionnaire \(PIQ\)](#) and a written job description followed by analysis by a trained Employment and Compensation Specialist in the Office of Human Resources.

Consultation as necessary with those providing information takes place, as appropriate, as well as comparison with other University positions and position information from jobs typical to the one being evaluated.

The staff pay structure for most staff jobs takes into consideration internal relationships University-wide, as well as competitiveness in the external marketplace where the University recruits for employees.

The pay structure for the SPEC program has twenty-two grade levels, graded eleven through thirty-two. Each grade contains a variety of jobs. Although jobs may differ, the value of the work is very similar.

Each grade level has a salary range, which represents the pay opportunity for each individual employee whose job is assigned that grade level. Each salary range has a minimum salary and a maximum salary. Each range also has a midpoint--the middle salary within the grade. The salary ranges overlap from grade to grade, which signifies the importance of job value and employee value, as determined by performance, in setting pay.

In addition to the SPEC system, Penn State has developed a competency-based job evaluation system which uses five competencies to measure job skill levels.

This program uses a market-pricing pay range system consisting of targeted market ranges to manage salaries in relation to market survey data. This program has been piloted successfully for use for all staff jobs. An implementation plan is underway.

This program is currently in use for Information Technology, Human Resources Research Engineering, and Development (Fundraising) jobs. For more information refer to section C, below, or please go to www.ohr.psu.edu, and click on "Human Resources Representatives Tools," then click on "Competencies for Job Classification."

This new program, Competencies for Job Classification, was initiated in response to workforce and organizational needs that have changed since the implementation of SPEC in 1992.

This new system offers more clearly defined staff and management career tracks for employees and will allow managers more flexibility to align their staffing needs with organizational demands. It will also enable the University to better align rates of pay with job market standards. The program uses a market-pricing pay range system consisting of targeted market ranges to manage salaries in relation to market survey data.

Information Technology, Human Resources, Research and Development, Engineering, and Development (Fundraising) jobs are the first to be evaluated under this new program. Job profiles will be used to classify jobs along with a competency matrix.

Competencies include:

- Effective knowledge
- Accountability and self-management
- Teamwork and leadership
- Communication
- Innovation and problem-solving

The program has been approved to expand to all staff jobs over the next 3-5 years. For more information, please go to www.ohr.psu.edu, and click on "Human Resources Management Tools," then click on "Competencies for Job Classification."

B. JOB INFORMATION FOR EMPLOYEES

The dean or administrative officer is responsible for seeing that each new employee is informed regarding the employee's job title, job description, grade or competency level, and salary range.

An employee is subsequently entitled to a review of the description and the evaluation of his or her job by making a request of the immediate supervisor.

Failure to Meet Acceptable Standards of Performance

All employees are expected to meet certain standards in the performance of their University duties. When an employee is failing to meet these standards in the judgment of his or her supervisor, action must be initiated to inform the employee of any deficiencies. The steps which are followed are outlined in [HR-78](#).

Staff Grievance Procedure

If a staff employee believes that his or her rights under announced rules and regulations, or past practice, have not been respected, the employee should consult [HR-79](#), Staff Grievance Procedure.

Human Resources Representatives

The Associate Vice President for Human Resources, through the Office of Human Resources, is responsible for developing the University's human resources philosophy, programs, policies, and services. Each dean/chancellor/administrative officer, following consultation with the Associate Vice President for Human Resources, is responsible for appointing an individual to serve as the Human Resources Representative to deliver and manage the University's human resources program within the work unit.

Each employee should know the name of his or her human resources representative and should seek that individual's counsel and assistance when human resources problems occur.

Staff Advisory Council

The Office of Human Resources' [Staff Advisory Council](#) exists for the purpose of suggestion, review, and advice on issues that impact or are impacted by staff, such as continuous quality improvement, diversity, customer service, policy and practice or other similar matters. The Committee acts in an advisory capacity to the Central Administration through the Associate Vice President for Human Resources.

A. MEMBERSHIP

1. The Staff Advisory Committee shall be composed of a minimum of 15 and a maximum of 25 members of the exempt and nonexempt Staff. Appointments shall be made with an effort to include representation of exempt and nonexempt staff from a variety of University units and locations.
2. Recommendations for members are received from organizations such as the Committee of Human Resources Representatives; the Commission for Women; the Commission on Racial/Ethnic Diversity; the Commission on Lesbian, Gay, Bisexual and Transgender Equity; and the Directors of Business Services. Exempt staff and Nonexempt staff interested in serving also may indicate interest by written notice to the Associate Vice President for Human Resources. Members shall not be charged for regular work time missed.
3. Members will be appointed by the Associate Vice President for Human Resources.
4. One staff member will be appointed from the Office of Human Resources to serve as recording secretary.
5. The term of office of the members normally shall be three years, commencing on July 1. Approximately one-third (1/3) of the membership will be appointed each year.
6. One staff member shall serve as a liaison from the following organizations, to serve in that capacity for a one year period:
 - Commission for Women
 - Commission on Racial/Ethnic Diversity
 - Commission on Lesbian, Gay, Bisexual and Transgender Equity

B. MEETINGS

Meetings shall be generally scheduled on an every other month basis. Members have the responsibility of arranging with their supervisors and/or department heads for attendance at meetings.

Other Services and Regulations

A. HUMAN RESOURCE DEVELOPMENT CENTER

The Human Resource Development Center (HRDC) leads professional and organizational development at the University. The Center helps the University to improve and enrich its human resources through training and development programs and services. In partnership with other University units, HRDC anticipates and meets the University's diverse and changing human resource development needs. The Center's programs and services enable the University to achieve its goals through individual and organizational growth. In addition to a broad range of training seminars advertised in the *HRDC Catalog of Professional Development Opportunities for Faculty and Staff*, HRDC also responds to requests for tailored training programs as well as facilitation, coaching, and organizational development services. More information about the [Human Resource Development Center](#) and its services is available at the [Office of Human Resources Home Page](#) or by calling (814) 865-3410.

B. WORK/LIFE PROGRAMS

The Work/Life Programs Division in the Office of Human Resources was created in order to address University child care issues and to implement programs that would assist employees in balancing their professional and personal lives. The goal of the division is to assist all employees in attaining and maintaining this balance by linking them with programs and services compatible to their needs.

Work/Life Programs addresses issues such as child care, parenting education, time management, flexible work schedules, telecommuting, and job sharing. Work/Life Programs also provides an information and referral service for child care needs at University Park. More information about the [Work/Life Programs Division](#) and its services is available at the [Office of Human Resources Home Page](#) or by calling (814) 865-9346.

C. PARKING

Each employee wishing to park in University-controlled parking lots must apply for a parking permit. Permits are valid at the issuing campus or college and in open staff areas at University Park.

Applications for parking permits are made through the parking chairperson of each department or the director of business services.

Physically handicapped employees should consult their parking chairperson for special accommodations.

Employees must park their vehicles in the areas to which they are assigned. Abuse of parking privileges will result in a fine and revocation of parking privileges on campus. Employees should familiarize themselves with the University's parking and traffic regulations.

All parking permits are the property of The Pennsylvania State University. They are to be returned upon termination of employment or upon the request of the University.

For further information regarding parking regulations, see [BS-03](#).

A Rideshare program and discounted CATA bus passes are available for University employees. Contact the Parking Office for more information.

D. SECURITY AND KEYS

The University Police is the University agency responsible for the development and coordination of all programs related to the safety and security of students, staff, and visitors, and to the protection of University property and equipment.

All acts or suspected acts of crime, such as thefts, should be reported to the University Police department immediately.

Staff members requiring University-issued keys should contact their immediate supervisor. A deposit may be required before a key is issued. A fee may be charged for replacement keys. When a person terminates employment with the University, all University-issued keys must be returned.

E. TELECOMMUNICATIONS SERVICES

The University's telecommunications system is administered by Telecommunications and Networking Services. This office provides services supporting the voice, video, and data communications required by the University. Requests for additional services or changes in services are submitted via a Telecommunications Service Requisition. Information on services availability and costs or consultation on service requirements is available by calling the office at (814) 865-1940.

Instructions for placing local and long-distance calls are included in the Faculty-Staff Directory. Dialing instructions can also be obtained by calling the University Operators at "0."

University colleges and departments receive direct monthly billings for most telecommunications services. Questions regarding these bills should be directed to the business office at (814) 865-8311.

Unauthorized use of University telecommunications services, such as personal long-distance calls, is a misuse of University funds and will be viewed accordingly.

F. UNIVERSITY MAIL SERVICE

1. Use of University Mail Service

General University policy requires that equipment, supplies, and services owned, leased, or operated by the University be used only in the conduct of University programs and activities. The use of University Mail Service is governed by this general University policy (see [BS-01](#)).

2. University Park Mail Pickup and Delivery

University Mail Service delivers and picks up interdepartmental and outgoing United States mail at all buildings on the University Park Campus, Monday through Friday. The U. S. Post Office in State College delivers incoming U. S. mail once each day, Monday through Friday. Postage for outgoing U.S. mail is on a bill-back basis, which is accomplished by attaching a University Mail Service "Metered Mail" card to outgoing correspondence. The correct mailing address for University employees at University Park consists of four lines:

Name

The Pennsylvania State University

Room Number and Building

University Park, PA 16802-0000 (Zip +4)

G. PURCHASING PROCEDURES

Purchasing Services has the responsibility and authority for all University procurement. Information about purchasing procedures can be found in the Purchasing section of [GURU](#) or by contacting Purchasing Services. Additional information and resources can be found at <http://www.purchasing.psu.edu/>

H. USE OF UNIVERSITY TANGIBLE ASSETS, EQUIPMENT, SUPPLIES, AND SERVICES BY UNIVERSITY STAFF MEMBERS

All tangible assets (including equipment, software, audio-visual material, theatrical costumes, etc.) owned, leased or operated by the University are to be used in the conduct of University programs and activities at University owned or leased locations.

University tangible assets and services may not be used for personal gain by employees for purposes outside the scope of their employment. (See [FN-14](#).)

I. ETHICS AND COMPLIANCE HOTLINE

In response to federal legislation and the University's desire to better monitor and protect its financial resources, Penn State utilizes a confidential telephone hotline, (800) 560-1637, for employees to report cases of fraud, theft of University assets, or conflicts of interest; and other misconduct or violations of University policy, relating to and including research compliance matters, discrimination, or athletics-compliance issues.

The legislation, known as the Sarbanes/Oxley Act, was created as a result of several well-publicized corporate scandals and is applicable to publicly traded corporations. Although the University is not subject to the act, Penn State has taken a proactive approach maintaining its ethical and financial integrity by implementing many of the act's best practices.

One of these best practices is the implementation of a hotline for employees to report possible misconduct. Such misconduct includes the matters noted above.

An independent third party contracted by the University administers the hotline. The operators answering the calls are available 24 hours a day, seven days a week, and are trained in making callers feel at ease and asking questions that will enable the University to fully investigate the complaint. After the complaints have been taken by the third party, they will be assigned to Penn State's internal audit department for an investigation. The University will respond to all reports made to the hotline.

One feature of the hotline is that it allows a caller to call back and determine what action has been taken with respect to their complaint through the use of passwords related to a caller's specific complaint. Another positive aspect to this is that it allows internal audit to ask questions without having to directly contact the caller if the caller prefers to remain anonymous.

J. DATA SECURITY AND PRIVACY

The protection of information processed and stored by the University is outlined in various policies. Any employee engaging in unauthorized use, disclosure, alteration, or destruction of data in violation of these policies shall be subject to appropriate disciplinary action, including possible dismissal. (See [AD-11](#), [AD-20](#), [AD-23](#), [ADG-1](#), [HR-56](#), and [HR-60](#).)

K. ALCOHOL AND CONTROLLED SUBSTANCES

The use, possession, and distribution of alcoholic beverages are prohibited upon the property of the University unless specifically authorized. Also, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on University property is prohibited.

Violation of these policies will result in the imposition of disciplinary sanctions up to and including termination of employment, and referral for prosecution by the appropriate law enforcement agency. (See [AD-18](#) and [AD-33](#).)

These policies are consistent with local, state, and federal law and are in compliance with the Higher Education Act of 1965 as amended by the Drug-Free Schools and Communities Act of 1989.

L. BICYCLE REGULATIONS

Any bicycle brought onto the University Park Campus must be registered with the University Police or the Borough of State College Police Department. Bicycles can be inspected and registered at the University Police office or any of the parking kiosks.

Copies of the bicycle regulations are also available at these locations. Bicycle regulations for a location other than University Park may be obtained from the business office.

Bicycle registrations issued by the University or Borough of State College are valid in any Centre Region municipality. Bicycle registrations are valid for two years and expire May 31 of the second year.

Bicycles shall not be ridden on sidewalks. Bicycle riders shall follow all applicable vehicle code regulations such as signaling turns and stopping/yielding.

Bicycles shall be ridden where automobiles are permitted or on special paths designated for bicycles. Bicycles shall be parked on campus at places clearly designated by the presence of bicycle racks. Specifically, a bicycle must not be parked in automobile parking spaces, on lawn areas, shrub or flower beds, streets, driveways or in any building. This also includes sidewalks, entranceways to buildings, or places that hinder pedestrian travel.

In the event a bicycle rack is full, the bicycle may be parked upright in the general vicinity, provided it does not impede pedestrian traffic.

Any abandoned or non-registered bicycle parked on campus, or any bicycle parked hindering University operations, obstructing steps or a handicap ramp may be removed and impounded by University Police.

Bicycles are not permitted inside University buildings. (See [SY-16](#).)

M. SMOKING IN UNIVERSITY FACILITIES

Smoking of any material is prohibited in all University facilities, at all locations, including University-owned vehicles. It also is prohibited in any outside area adjacent to a facility whose configuration and/or other physical circumstances allow smoke either to enter and affect the internal environment or to unduly affect the environment of those entering or exiting the facility. This policy is not intended to apply to residential living spaces, such as apartments and hotel rooms, unless smoking is expressly prohibited by University rules and regulations.

It is the responsibility of all members of the Penn State community to observe this smoking policy. Enforcement of the policy is the responsibility of the budget executive or designee, in office, administrative, and general work areas. In classrooms, laboratories, and seminar/meeting rooms, the leader in charge of the user group is responsible for enforcement of the smoking policy. (See [AD-32](#).)

N. WEAPONS AND FIREWORKS REGULATIONS

The possession, carrying, or use of any firearm, weapon, ammunition, or explosive by any person is prohibited on all University property except by authorized law officers and other persons specifically authorized by the University. Possession of commercially available aerosol dispensers of nonlethal chemical irritants for the purpose of self-protection is permitted. Any use of such devices must be justifiable in accordance with the laws governing the use of force and should be reported to the University Police. No person shall possess, carry, or use any fireworks on University property, except for those persons authorized by University and local governments to discharge such fireworks as part of a public display. Paintball guns may only be used on campus in connection with authorized University activities and only at approved locations, and they may not be transported loaded with propellant or with gelatin paintballs in a vehicle. Any University student or employee who violates these prohibitions shall be subject to discipline in accordance with regular University procedure, which may include suspension or dismissal from the University. Further, if possession or use is in violation of the law, it will be referred to the University Police or other proper law enforcement authorities. (See [SY-12](#).)

O. PENN STATE FEDERAL CREDIT UNION

Penn State Federal Credit Union has been proudly serving the Penn State Community since 1959. Penn State Federal is a full service credit union, here to offer you everything from savings accounts to mortgage loans. All your financial needs can be fulfilled.

Penn State employees, students and retirees are eligible for membership, as well as members of the Centre County Chapter of the Alumni Association. Family and household members are also eligible.

Direct deposit of salary checks and payroll deduction allows members to have funds deposited or loan payments electronically directed from their University paycheck by filing the appropriate forms. Loan interest rate savings may be available for members using these services.

To begin taking advantage of all that your credit union has to offer, visit <http://www.pennstatefederal.com/>, 102 HUB-Robeson Center on the University Park Campus or 1937 North Atherton Street, State College. You may also call (814) 865-7728 or (800) 828-4636 or e-mail tellers@pennstatefederal.com and request a membership packet.

P. TRAVEL

Information on travel management services and regulations, University Fleet Operations, cash advances, and related subjects is found in the Travel (TR) section of the Policy Manual in [GURU](#) and at the Travel Services Web site at <http://www.travel.psu.edu>.

Q. CONTACTS WITH UNIVERSITY LEGAL COUNSEL

Only the President's staff and the academic deans are to contact the University's legal counsel when the need arises. Normally, this function should not be delegated. All human resources matters which may have legal implications should be referred to the Office of Human Resources (Box 7 Rider Building, 814-865-1412). That office shall be responsible for further reference to legal counsel. (See [AD-49](#).)

R. PENN STATE EMPLOYEE DISCOUNTS

The Penn State Discounts program (<http://www.ohr.psu.edu/discounts/>) is dedicated to providing information for Penn State students, employees, and alumni regarding a wide assortment of discounts.

Facilities and Events

The University provides a wide variety of cultural and recreational activities, most of which are available to staff members as well as their families. Facilities and activities vary somewhat from campus to campus.

A. RECREATIONAL FACILITIES AT UNIVERSITY PARK

Recreation Building. Rec Hall offers many different types of courts and multi-purpose areas. There is a 15,000 square-foot Fitness Center with full lines of strength and cardio equipment and a video entertainment network. The building also houses a fitness room for circuit training class and a jogging track. Lockers are available on a limited basis for a yearly charge. **Information for all PSU Fitness Centers and Fitness Classes can be found at** <http://www.psu.edu/dept/psustrength> (Memberships are required.)

- Basketball
- Volleyball
- Handball
- Racquetball
- Squash
- Golf Driving
- Fitness Center
- Circuit Training
- Jogging Track

Intramural Building. The facilities of Intramural Building provide courts for various sports. Other offerings in IM Building include a strength and cardio Fitness Center, a multi-purpose room and a jogging track. Lockers are available on a limited basis for a yearly charge. In addition, the Intramural Program (men's, women's, and co-recreation) offers opportunities to participate in a wide range of both indoor and outdoor competitive sports. <http://www.psu.edu/RecSports/>

- Basketball
- Volleyball
- Handball
- Racquetball
- Badminton
- Fitness Center
- Multi-Purpose Room
- Jogging Track
- Intramural Programs

White Building. White Building offers courts for play, aquatic activity, and studios for specialty recreation. A large Fitness Center in the building provides strength and cardio equipment for all workout needs. There is a full schedule of fitness classes available in the aerobics rooms. There is also a designated cycling studio and an indoor pool. <http://www.psu.edu/dept/whiteblgd/>

- Basketball
- Volleyball
- Badminton
- Squash
- Fitness Center
- Fitness Classes
- Cycling Studio
- Indoor Pool
- Club Sports
- Adventure
- Recreation

Club Sports. The Club Sports program is a formally organized program offering a wide variety of teams and groups who compete with other universities. All ability levels are welcome to participate. <http://www.athletics.psu.edu/recreation/>

Adventure Recreation. Adventure Recreation provides various outdoor activities, skill learning, and trips. Resources and equipment are available. <http://www.athletics.psu.edu/recreation/>

McCoy Natatorium. The Natatorium houses many different aquatic activities and options for lessons, classes, and special programs. Overlooking the pools, the Fitness

Loft offers equipment such as treadmills and ellipticals for cardio workouts.

<http://www.athletics.psu.edu/nat/>

- Two Indoor Pools
- Diving Well
- Outdoor Pool
- Fitness Loft (Cardio)

Other Indoor Facilities.

- Ice Rink <http://pennstateicerink.psu.edu/>
- Sarni Tennis Center http://www.psu.edu/dept/tennis_center/
- Multi-Sport Building

Outdoor Facilities. Memberships are available at the golf courses and Sarni Tennis Center. Lessons are provided by professional instructors. Golf and tennis equipment and apparel are sold through the Pro Shop. <http://www.psu.edu/dept/golfcourses/>

- Two 18-Hole Golf Courses
- Golf Practice Range
- Jogging Trail
- Tennis Courts
- Play Fields
- Track Complex
- Picnic Area

Stone Valley. In addition, the University operates an off-campus recreation facility at Stone Valley located about fourteen miles from the University Park Campus on the road to Neff's Mills. The Stone Valley Recreation Area operates a seventy-two-acre lake, eleven rental cabins, a picnic area and pavilion, and boat rental facilities. There is also a lodge which can be rented by University-sponsored groups for meetings and which will accommodate 60 -100 persons. Arrangements for the use of these facilities are made through the Stone Valley office, (814) 863-1164.

http://www.psu.edu/Stone_Valley/

- Lake
- Cabins
- Pavilions
- Boats
- Lodge

B. ATHLETIC EVENTS

All tickets for athletic events are available at the [Bryce Jordan Center Athletic Ticket Office](#). Season tickets for football games may be purchased at a reduced rate. Other season tickets are available by sport for indoor athletic events at the regular price.

C. ARTS EVENTS

The Center for the Performing Arts presents professional touring programs of music, theatre, and dance in Eisenhower and Schwab auditoriums. Under the direction of the center, major symphony orchestras, chamber ensembles, jazz bands and singers, touring Broadway musicals, classical and contemporary dance companies, various family productions, and other events are brought to the Penn State University Park campus. The center also commissions and presents new works by leading artists. Audience development and education programs, including pre-performance discussions, master classes with artists, and informances for school children, enhance the center's offerings. Series subscription tickets are available at a discount in the spring and summer for the season that begins in September or October and runs through April. Tickets to individual performances go on sale to the general public in September (selected events sometimes go on sale in the summer) and are available throughout the fall and spring semesters. Group rates also are available. For information, visit <http://www.cpa.psu.edu> or phone 814-863-0255.

Pennsylvania Centre Stage is the professional arm of the School of Theatre. Centre Stage presents high-quality, entertaining, and artistically stimulating performances of musicals, comedies, and dramas in the [Citizens Bank Theatre](#). Tickets to the season are available at subscription rates beginning early spring; remaining seats are sold throughout the season at full price to the general public. Group rates are available. For information, visit www.pacentrestage.psu.edu.

The [School of Theatre](#) presents a season of productions from the cutting edge of contemporary drama and the classical repertoire. Graduate and undergraduate students, faculty, and guest artists comprise the creative teams and companies of each show performed in the Playhouse, Pavilion, and Citizens Bank theatres. Tickets to the season are available at subscription rates beginning in late summer. Remaining seats are sold throughout the season at full price to the general public. Group rates are available. For information, visit www.theatre.psu.edu.

The [Palmer Museum of Art](#) features eleven galleries for the display of its permanent collection and a changing schedule of up to ten special exhibitions each year. A print study room allows for the examination of its numerous works on paper by appointment with the registrar or curator. The museum's collection of more than 6,000 objects includes American and European paintings, drawings, photographs, prints, and sculptures; objects from ancient, African, and Near Eastern cultures; contemporary European and Japanese studio ceramics; Asian ceramics, jades, paintings, and prints; and numerous American and European posters from 1890 to 1930. Admission to the museum and most of its programs and events, including

guided tours, lectures, films, gallery talks, and workshops, is free. The museum is open Tuesday through Saturday, 10:00 a.m. to 4:30 p.m., and Sunday, noon to 4:00 p.m. For more information, please call 814-865-7672 or visit www.psu.edu/dept/palmermuseum.

Works of art by faculty, students, and visiting artists are displayed in Zoller Gallery in the Visual Arts Building, and in the gallery located in the lobby of the Patterson Building. Opportunities for exhibitions by students, faculty, and visiting artists are also available in the [HUB/Robeson Cultural Center](#), and Kern Building. Slide lectures are often presented in association with selected exhibitions.

The School of Music presents over 300 recitals and concerts each year. Performances by faculty and student soloists, chamber and student ensembles such as the Philharmonic Orchestra, Symphonic Wind Ensemble, Symphonic Band, Glee Club, Women's Chorale, University Choir, Oriana Singers, Essence of Joy, Opera Workshop, Chamber Singers, Concert Choir, and Centre Dimensions are presented each semester. Most are free of charge. The concerts are usually presented in the Esber Recital Hall, Eisenhower Auditorium, and Schwab Auditorium. A complete schedule is found at www.music.psu.edu.

For tickets or information for [Center for the Performing Arts](#), [Pennsylvania Centre Stage](#), and [School of Theatre](#) presentations, plus other performances staged in Eisenhower and Schwab auditoriums and events at the Bryce Jordan Center, phone the Arts Ticket Center at 814-863-0255 or 1-800-ARTS-TIX. For group sales, phone 814-865-5340. If it's more convenient, visit one of the three Arts Ticket Center locations at Eisenhower Auditorium, 8 a.m. to 5 p.m. weekdays; Penn State Tickets Downtown (in the Penn State Downtown Theatre Center at 146 S. Allen Street, State College), 10 a.m. to 6 p.m. Monday through Saturday; or HUB-Robeson Center Information Desk, 11 a.m. to 2 p.m. weekdays (when Penn State classes are in session fall and spring semesters). Penn State Tickets Downtown also sells tickets to athletic events (except football) taking place on the University Park campus.

D. UNIVERSITY LIBRARIES

The [University Libraries](#), with more than 5 million volumes, constitute a major resource for students, faculty, staff, as well as residents of the Commonwealth of Pennsylvania. The largest research library in Pennsylvania, it is one of four resource libraries that provide service and collections to all other libraries and citizens of the Commonwealth. The Libraries include a central collection housed in Pattee Library and Paterno Library, Media and Technology Support Services (MediaTech), and four other libraries at University Park Campus plus twenty-three Penn State locations throughout the state. Subject branch libraries include the Architecture and Landscape Architecture Library, Fletcher L. Byrom Earth and Mineral Sciences Library, Engineering Library, and the Physical and Mathematical Sciences Library plus the Law Library.

Pattee Library and Paterno Library collections are organized into subject-specific libraries, making it easier for patrons to access materials they need. Collections in

Paterno Library include: the Maps Library, The Eberly Family Special Collections Library, the Social Sciences Library, the William and Joan Schreyer Business Library, the Life Sciences Library, and the Education and Behavioral Sciences Library. Collections in Pattee Library include: News and Microforms Library, Course Reserves Services, the Gateway Library, and the George and Sherry Middlemas Arts and Humanities Library.

Within the Special Collections Library, the Penn State University Archives has an extensive collection of materials by and about the University and the local community. Other special collections include archives for the United Steelworkers and the United Mine Workers of America, the John O'Hara Papers, and the nation's largest collections of Utopian and Australian literature.

The Libraries' collections are available through the Web at <http://www.libraries.psu.edu/>. It provides access to—The CAT (the Libraries' online catalog); online resources; online catalogs of other schools (the VEL, CRL, and E-Z Borrow); and reference shelf resources. Patrons can access all of these sources with a Web connection and a Penn State access account. Users off campus with cable modem or DSL connections and wireless users need to install the VPN client on their personal computer to access audio files on electronic reserve. When connected to the Internet through the VPN, your computer is identified with a Penn State IP and all other servers recognize your computer as an authorized Penn State computer. VPN stands for Virtual Private Network and is explained at <http://aset.its.psu.edu/vpn/> Installation instructions are available at <http://www.libraries.psu.edu/artshumanities/mmc/vpnclient.htm>

Trained personnel at the service desks are available to help patrons utilize the Libraries' resources. In addition, the Libraries offer instruction to library users with beginning and advanced seminars scheduled throughout the semester. For seminar information visit www.libraries.psu.edu/instruction/.

All full-time staff members can use their ID cards to check out books for a loan period of one semester. For more information on the lending policy see the University Libraries Lending Code available at public service areas in the Libraries and on the Libraries' Web site at www.libraries.psu.edu/pubinfo/lendingcode.html.

Services offered to library users include a resource-sharing network through Interlibrary Loan to obtain information not in Penn State's collections, printing, and public photocopiers throughout the Libraries. In addition, the Libraries provide a variety of resources and services for people with disabilities. Please contact the coordinator of Library Services for Persons with Disabilities in advance of your visit to discuss your needs, at (814) 865-0284 or e-mail: shh2@psulias.psu.edu.

Media and Technology Support Services (MediaTech), <http://www.libraries.psu.edu/mtss/>, a division of the University Libraries, has a collection of more than 24,000 films and videotapes and more than 4,500 pieces of technology and audio-visual equipment available to faculty, staff, and students. Titles in the Media Tech collection are listed in The CAT, the Libraries' online catalog and in the MediaTech database at <http://www.libraries.psu.edu/mtss/media/searchMedianet.html>

Services include:

- Consultation for purchase of technology or audiovisual equipment: 814-863-0665
- Equipment scheduling: 814-865-5400, Wagner Annex or 26 Willard Building, e-mail: mtsseq@psulias.psu.edu
- Preview facilities: Wagner Annex on Curtin Rd, 814-863-3202 and 814-865-5400
- Program scheduling: University Park, 814-865-5400 or e-mail: mtssmed@psulias.psu.edu
- MediaTech Repair and Installation Services: 814-863-4389

Dial Access Online provides audio-streamed lectures of selected classes, 24 hours, 7 days a week, for student and faculty review at <http://tips.libraries.psu.edu/dialaccess/>. With a Penn State access account, lectures of selected courses can be reviewed from any computer, including computers in the ITS labs via the Web. A Web browser, the latest version of the free RealAudio software, and a sound card are needed. For more information, call 814-863-8144.

Another important service of MediaTech is the MediaTech Info Line, at 814-863-1234 (touch-tone phones only), which includes current weather forecasts from the Campus Weather Service, University Calendar of Events, town and campus movies listing, JOBS—Penn State's employment information service, open house schedules for the Department of Astronomy, and construction barriers on or around the University Park campus.

An additional service of MediaTech is MediaSite Live. Mediasite Live is a "plug-in and present" appliance that allows you to add video and slides into a web presentation. The focus has been to make the process of creating web presentations transparent to the end user. Mediasite Live's core ability is to capture and synchronize any type of slide content (i.e. PowerPoint, Excel, web pages, images etc.) along with video and audio. Now participants can view a web presentation either live or on-demand from their desktop. * No licenses required to create or view presentations. Refer to: <http://live.libraries.psu.edu> to view presentations.

For more information about services available from MediaTech, visit <http://www.libraries.psu.edu/mtss/> or e-mail at <mailto:mtssmed@psulias.psu.edu>. For more information about Penn State Libraries' locations and collections, visit <http://www.libraries.psu.edu/>.

E. THE BRYCE JORDAN CENTER

The [Bryce Jordan Center](#), located on the campus of the Pennsylvania State University, is centrally located within the state of Pennsylvania and the largest entertainment facility between Pittsburgh and Philadelphia. The 16,000-seat venue hosts circuses, sports exhibitions, family shows, commencements, lectures, and Big Ten Basketball, as well as some of the top-name performers in the entertainment industry. Since opening in January 1996, the [Bryce Jordan Center](#) has made a commitment to provide the best variety of exceptional entertainment.

For updated information on the [Bryce Jordan Center](#), visit www.bjc.psu.edu.

For tickets and events information, contact the [Jordan Center Ticket Office](#) at (814) 865-5555 or (800) 863-3336.

F. INFORMATION TECHNOLOGY SERVICES (ITS)

The [Information Technology Services \(ITS\)](#) <http://its.psu.edu/> office ensures that faculty, staff, and students have the information infrastructure and technology tools necessary to carry out the University's mission. More information about ITS is available at the following web site <http://its.psu.edu/profile/>.

Information about the individual areas that are a part of ITS is available at their web sites.

[Academic Services and Emerging Technologies \(ASET\)](#). <http://aset.its.psu.edu/> ASET designs, develops and operates the information technology infrastructure necessary to deliver technology services in support of students, faculty and staff in their teaching, learning, and research endeavors. Performs research and development in information technology for the purpose of developing, defining and promoting an information technology architecture that positions the institution to take advantage of rapidly emerging opportunities.

[Administrative Information Services \(AIS\)](#). <https://ais.its.psu.edu/> AIS serves as the central University resource responsible for supporting administrative information systems. Participates in the development, maintenance, and secure operation of the state-of-the-art applications using centralized student, business, and alumni databases.

[Consulting and Support Services \(CSS\)](#). <http://css.its.psu.edu/> CSS provides an interface for the services offered throughout Information Technology Services (ITS). Delivers the highest level of service to students, faculty and staff through individual and departmental consulting, help desks, and the development of new services.

[Digital Library Technologies \(DTL\)](#). <http://www.lias.psu.edu/dlt.htm> DTL develops and maintains LIAS, Penn State's Library Information Access System. Provides better and faster access to a wide variety of information resources, including full text, image, graphics and digital spatial databases, and plays a leadership role in the development of digital libraries and new electronic information resources, services and technologies at Penn State.

[Security Operations and Services \(SOS\)](#). <http://sos.its.psu.edu/> SOS focuses on developing, interpreting, and enforcing University computer and network security policies. Responsible for incident response and providing forensic and litigation support, risk assessments, and vulnerability assessments. Provides education, awareness, and advice on security issues and policies.

[Teaching and Learning with Technology \(TLT\)](http://tlt.its.psu.edu/). <http://tlt.its.psu.edu/> TLT helps faculty enrich the educational experience of students through wise use of technology by providing classrooms, labs, courseware, and specialized services. Provides faculty, staff, and students with the skills they need through a variety of training programs.

[Telecommunications and Networking Services \(TNS\)](http://tns.its.psu.edu/). <http://tns.its.psu.edu/> TNS is responsible for developing, designing, installing, and maintaining comprehensive telecommunications services within and among University locations and outside networks to accommodate the communications needs of the University's, faculty, staff, and students.

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