Delaware State University
SINCE 1891
Making our mark on the world

EMPLOYEE HANDBOOK

It All **MATTERS.**

It All **MATTERS.**

Delaware State University
SINCE 1891
Making our mark on the world

EMPLOYEE HANDBOOK

DISCLAIMER

This Employee Handbook does not constitute a contract, express or implied. Delaware State University, in its sole discretion, may modify, alter, delete, suspend, or discontinue any part or parts of the policies in this manual at any time, with or without prior notice to its employees. Unless otherwise specified, any such change to the Employee Handbook shall apply to existing as well as future employees. The Office of Human Resources is responsible for developing and implementing personnel policies. Policies and procedures may change with approval of the appropriate University officer. No employee may rely on or otherwise interpret a statement or promise by a supervisor, manager, or department head as constituting a change in policy, nor will any such statement or promise constitute an agreement between the University and an employee. Unless otherwise covered by a Collective Bargaining Agreement or written contract with fixed terms of employment, all Delaware State University employees are what the law terms "at-will" employees, and nothing in this Employee Handbook changes their "at-will" employment status. An at-will employee may end his or her employment at any time, for any reason, with or without notice to Delaware State University. Likewise, Delaware State University may terminate an at-will employee at any time, with or without notice, for any reason, with or without cause. Further, an at-will employment relationship with Delaware State University does not create an express or an implied agreement for continued employment for any period of time.

TABLE OF CONTENTS

Disclaimer III
Table of Contents IV

SECTION 1 INTRODUCTION

1.1 - Delaware State University Welcomes You 1
1.2 - Delaware State University Mission Statement 1
1.3 - Delaware State University Vision Statement 1
1.4 - Core Values 1
1.5 - Office of Human Resources Mission Statement 2
1.6 - Delaware State University Senior Administration 2
1.7 - Delaware State University Fundamental Policies and Practices 2
1.8 - Employment Policy Statement 3
1.9 - Offers of Employment 3

SECTION 2 EMPLOYMENT STANDARDS

EMPLOYMENT STANDARDS

2.1 - Equal Employment Opportunity Statement 4
2.2 - Respectful Atmosphere 4
2.3 - Diversity 4
2.4 - Policy Against Harassment 5
2.5 - Retaliation 6
2.6 - Disability Accommodation 7
2.7 - University Investigation and Internal Hearings 7
2.8 - Drug-Free Workplace 8
2.9 - Tobacco-Free and Smoke-Free Campus 9
2.10 - Gambling in the Workplace 9
2.11 - Conflict of Interest and Gifts 9
2.12 - Political Activities 9
2.13 - Use of the Delaware State University Name 10
2.14 - Communications with Media 10
2.15 - Employment of Relatives (Nepotism) or Significant Others 10
2.16 - Executing Contractual Agreements 10
2.17 - Social Media 11
2.18 - Lobbying 11

SECTION 3 STANDARDS OF PERFORMANCE AND CONDUCT

3.1 - General Expectations of Delaware State University Employees 13
3.2 - Inappropriate Conduct 13
3.3 - Violence in the Workplace 14
3.4 - Weapons on Campus 14
3.5 - Arrest and Conviction by a Law Enforcement Agency 14
3.6 - Cooperation with Standard Law Enforcement Agencies 15
3.7 - Dress Code 15
3.8 - Solicitation and Distribution 15
3.9 - Outside Employment 15

SECTION 4 CONFIDENTIAL RECORDS

4.1 - Confidential Information 17
4.2 - Family Education Rights and Privacy Act (FERPA) 17
4.3 - Health Insurance Portability & Accountability Act (HIPAA) 17

SECTION 5 INFORMATION TECHNOLOGY

5.1 - University Communications and Computer Systems 18
5.2 - Internet Usage and Computer Games 19
5.3 - Voice Mail, Email and Email Lists 19
5.4 - Workplace Surveillance and Searches 19

SECTION 6 SAFETY

6.1 - Fire Prevention 20
6.2 - Infection Control 20
6.3 - Disaster 20
6.4 - Children in the Workplace 20
6.5 - Pets in the Workplace 20
6.6 - Emergency Closings – Inclement Weather 21
6.7 - Notification of Campus Closures 21
6.8 - Emergency Closure of University 21
6.9 - Essential Employees 21
6.10 - Work -Related Injuries and Workers Compensation 21
6.11 - Vehicle Registration and Parking 21

SECTION 7 PAYROLL POLICIES

PAYROLL POLICIES

7.1 - Payroll Periods 22
7.2 -Direct Deposit 22
7.3 - Payroll Deductions 22
7.4 - Categories of Employment 23
7.5 - Voluntary Deductions 23
7.6 - Timekeeping 23

SECTION 8 EMPLOYEE BENEFITS PROGRAM

8.1 - Employee Benefits 25
8.2 - Total Compensation 25
8.3 - Health Insurance Plans 25
8.4 - Health Insurance Coverage After Separation of Service 26
8.5 - Tax-Deferred Annuity Program 26
8.6 - Unemployment Insurance 26
8.7 - Employees – Education Benefits 26
8.8 - Employee Assistance Program 26
8.9 - Dependents – Tuition Remission Program 27
8.10 - Sabbatical Leave 27

SECTION 9 TIME AND ATTENDANCE

9.1 - Work Schedules 29
9.2 - Lunch Break 29
9.3 - Vacations 29
9.4 - Holidays 30
9.5 - Attendance/Tardiness 30
9.6 - Annual Leave 30
9.7 - Use of Annual Leave 31
9.8 - Request for and Approval of Annual Leave 31
9.9 - Leave Year 31
9.10 - Accrual Rates for Annual Leave 31
9.11 - Maximum Accumulation for Annual Leave 32
9.12 - Sick Leave 32
9.13 - Accrual Rates for Sick Leave 32
9.14 - Maximum Accrual for Sick Leave 32
9.15 - Use of Sick Leave 32
9.16 - Family and Medical Leave of Absence 33
9.17 - Donated Leave Policy 34
9.18 - Maternity Leave 34
9.19 - Personal Leave 34
9.20 - Bereavement Leave 34
9.21 - Military Leave 35
9.22 - Jury Duty/Subpoena 35

SECTION 10 HIRING AND PERFORMANCE STANDARDS

10.1 - Job Descriptions 36
10.2 - Job Postings 36
10.3 - Probationary Period 36
10.4 - Identification Cards 36
10.5 - Employment Applications and Other Forms 37
10.6 - Reference, Credit and Background Verification 37
10.7 - Accuracy of Personal Information 38
10.8 - Employment Eligibility 38
10.9 - Personnel Records 38
10.10 - Access to Personnel File 38
10.11 - Licenses, Certificates, Registration, Permits 39
10.12 - Performance Appraisals 39
10.13 - Immigration, Work Permit Documentation 39
10.14 - Parking 39
10.15 - Transfer and Promotion 39
10.16 - Rehire of Former Employees 40
10.17 - Records Management and Retention 40
10.18 - Intellectual Property 41
10.19 - Trademarks and Brand Licensing 41
10.20 - Bulletin Boards 41

SECTION 11 SEPARATION FROM EMPLOYMENT

11.1 - General Guidelines 42
11.2 - Resignation 43
11.3 - Non -Renewal/ Reappointment 43
11.4 - Layoff 43
11.5 - Elimination of Position 43
11.6 - Resignation through Abandonment 43
11.7 - Discipline 44
11.8 - Involuntary Termination 44
11.9 - Return of Property 45
11.10 - Death 45
11.11 - Retirement 45
11.12 - Unemployment Compensation 45

Letter from the Office of Human Resources 46
Campus Resources 47
Employee's Statement and Acknowledgment Form 49
Notes Page 51

Delaware State University
SINCE 1891
Making our mark on the world

WELCOME TO DELAWARE STATE UNIVERSITY

SECTION 1

INTRODUCTION

1.1 DELAWARE STATE UNIVERSITY WELCOMES YOU!

Welcome to Delaware State University (also referred to within as the University). As the University continues to grow, it is important that we have systems and business processes in place to ensure that Delaware State University is a great place to work.

Delaware State University maintains policies that are designed to help us do just that. The objective of this Handbook is to provide you with Delaware State University's general policies and procedures. The Handbook outlines some important information regarding work standards, programs and benefits available to eligible employees. Please read the Handbook thoroughly and retain it for future reference. You are expected to know, understand and follow the information in this Handbook.

The policies stated in this Handbook are subject to change at the sole discretion of Delaware State University, as are all other policies, procedures, or programs of Delaware State University.

The practices, policies, plans and benefits contained in this Handbook apply to all employees, subject to agreement with any applicable Collective Bargaining Agreement(s). If the terms of this Handbook differ from a Collective Bargaining Agreement, the terms of the Collective Bargaining Agreement shall apply to those employees covered by the agreement.

From time to time, you may receive updated information concerning changes in policy. Because employment laws and business needs vary from state to state and location to location, some Delaware State University policies or procedures may differ from those in this Handbook. Please consult the Office of Human Resources, your department administrator or supervisor for more detailed guidance or if you have any questions regarding any of Delaware State University's policies.

Our Employee Handbook is for you. We welcome any questions or comments you may have regarding its contents today or in the future.

We wish you much success in your position and hope that your employment relationship with Delaware State University will be a rewarding experience.

1.2 DELAWARE STATE UNIVERSITY MISSION STATEMENT

Delaware State University is a public, comprehensive, 1890 land-grant institution that offers access and opportunity to diverse populations from Delaware, the nation and the world. Building on its heritage as a historically black college, the University purposefully integrates the highest standards of excellence in teaching, research and service in its baccalaureate, master's and doctoral programs. Its commitment to advance science, technology, liberal arts and the professions produces capable and productive leaders who contribute to the sustainability and economic development of the global community.

1.3 DELAWARE STATE UNIVERSITY VISION STATEMENT

As one of America's most highly respected Historically Black Colleges and Universities, Delaware State University will be renowned for a standard of academic excellence that prepares our graduates to become the first choice of employers in a global market and invigorates the economy and the culture of Delaware and the Mid-Atlantic Region.

1.4 CORE VALUES

Community, Integrity, Diversity, Scholarship and Outreach

1.5 OFFICE OF HUMAN RESOURCES MISSION STATEMENT

The Office of Human Resources is committed to provide superior service that will recruit and retain a diverse workforce to accomplish the goals and objectives of the University. We will accomplish this by meeting our principles and standards of excellence in every interaction with our internal and external customers.

1.6 DELAWARE STATE UNIVERSITY SENIOR ADMINISTRATION

The Senior Administration consists of the following:

President
Provost and Executive Vice President of Academic Affairs
Vice Provost for Academic Affairs
Vice President of Finance
Vice President of Human Resources
Vice President of Institutional Advancement
Vice President for Legal Affairs
Vice President of Student Affairs
Vice President of Strategic Enrollment
Director of Governmental Affairs
Associate Vice President of Facilities
Chief of Staff
Athletic Director

1.7 DELAWARE STATE UNIVERSITY FUNDAMENTAL POLICIES AND PRACTICES

Employment Expectations

Delaware State University expects all employees to conduct themselves in accordance with all legal requirements and University policies that apply to their position. Each member of our staff must adhere to the basic rules outlined below:

- **Compliance with Legal Requirements**
  We must abide by the letter, as well as the spirit, of applicable laws and regulations.

- **Adhere to Ethical Standards**
  We must adhere to the highest ethical standards of conduct at all times.

- **Respect for Students**
  All students are entitled to a quality education and to be treated with dignity and respect. We must respect students' privacy and confidentiality and comply fully with all relevant federal and state laws and regulations.

- **Respect for Other Employees**
  All employees are entitled to be treated fairly and respectfully. Discrimination based on race, color, religion, gender, national or ethnic origin, sex, gender identity, genetic information, veterans' status, familial, age, disability, marital status, domestic or sexual violence victim status, or sexual orientation is strictly prohibited, as is sexual harassment.

- **Adherence to Proper Business Practices**
  We must conduct our business activities on the basis of fair competitive practices. All purchases of services and supplies must be from qualified and reliable sources and be based upon objective factors.

- **Maintenance of Accurate Records and Documents**
  All Delaware State University records, documents, and reports must be accurate, complete and in compliance with the University's requirements. Maintaining the confidentiality of such records is the responsibility of all Delaware State University employees.

- **Protection of Occupational Safety**
  To ensure a safe work environment, we must abide by all laws and regulations regarding safety on the job.

- **Maintenance of a Drug and Alcohol Free Workplace**
  The illegal use, sale, purchase, transfer, possession or presence in one's system of drugs is strictly prohibited. Similarly, the use, sale, purchase, transfer, possession or presence in one's system of alcoholic beverages while on duty is prohibited.

- **Misuse of Confidential Information**
  Faculty, staff and students must not misuse confidential information. This includes attempting to gain access to confidential information to which they have no authorized access, keeping and sharing confidential information they have received or come across by accident, and/or sharing confidential information to which they have authorized access.

- **FERPA**
  The Family Educational Rights and Privacy Act (FERPA) protects student education records. Student education records must not be disclosed under any circumstances unless the student's expressed consent has been obtained.

- **Civility in the Workplace**
  Faculty, staff and students are expected, at all times, to interact with one another in a respectful and civil manner and to conduct themselves in a way that does not intentionally disparage or defame others, seek to impose emotional or physical harm, and values each individual's opinion, perspective and their respective contribution to the University community.

- **Academic Freedom**
  Consistent with provisions of the Collective Bargaining Agreement between the Board of Trustees of Delaware State University and the University's Chapter of the American Association of University Professors (AAUP), and respective department standards and policies, AAUP unit members shall enjoy full academic freedom in the content of teaching, the selection of textbooks, the methods of instruction, and the conduct of the classroom. Such freedom shall not permit the unit member to deviate from departmental selection of the primary textbook for multiple section courses.

1.8 EMPLOYMENT POLICY STATEMENT

Delaware State University hopes that your employment relationship is successful and gratifying. If your employment is not governed by a Collective Bargaining Agreement or a separate contract containing specific terms, then your employment is "at-will." This means that each party has the absolute right to terminate the relationship at any time, with or without cause, with or without prior notice, at the option of Delaware State University or you, the employee. While the University expects to abide by the policies and procedures described in this Handbook, the Handbook does not constitute or contain a contract or a promise of any kind and can be changed without consideration or notice.

Please understand that only the President of Delaware State University or his or her designee has the authority to enter into any agreement for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. Further, any agreement between an employee and Delaware State University shall not be enforceable unless it is in writing and signed by the employee and the President or his or her designee.

1.9 OFFERS OF EMPLOYMENT

The Office of Human Resources, in consultation with a hiring supervisor, is responsible for negotiating salary offers and confirming all terms of an employment offer on behalf of the University. All offers of employment will be issued in writing from Human Resources. An employment offer is not deemed official until issued in writing from Human Resources.

SECTION 2 EMPLOYMENT STANDARDS

2.1 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Delaware State University is an equal opportunity employer. It has been and will continue to be a fundamental policy of the University to provide equal employment opportunities to all employees and applicants for employment without regard to race, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any complaint process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, placement, promotion, demotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits and training.

Delaware State University fully complies with the requirements of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, the Rehabilitation Act of 1973, and all other applicable federal, state, and local statutes, ordinances, and regulations.

2.2 RESPECTFUL ATMOSPHERE

Each Delaware State University employee is unique in his or her own way. Interests, work styles, communication skills, habits and personal preferences all make up who we are and vary in scope and intensity.

Being respectful to one another and creating an atmosphere of respect is an important part of our University. We are all working together toward a common goal to continue to make Delaware State University successful, so we can enjoy a job well done, a great place to work and a competitive University in which our students can learn.

2.3 DIVERSITY

Having a diverse workforce provides extraordinary benefits, innovations, problem solving and interpersonal relationships. In accordance with our Policy and Procedures: Equal Opportunity, Harassment and Nondiscrimination, we review our hiring practices, work environment, promotional opportunities and policies to ensure we promote fair and equal treatment among all employees.

2.4 POLICY AGAINST HARASSMENT

It is Delaware State University's policy that all individuals have the right to work in an environment that is totally free of harassment. Delaware State University expressly prohibits any form of unlawful harassment based on race, color, religion, sexual orientation, gender, national origin, age, disability, marital status, veterans' status or status in any other group protected by federal, state or local law. Harassment in any form whether verbal, physical or visual is strictly against Delaware State University policy. Improper interference with the ability of the University's employees to perform their expected job duties is not tolerated. This policy also applies to other parties, such as students and agents of entities that provide services to Delaware State University.

- **Sexual Harassment**

  Sexual harassment is characterized by verbal, visual or physical conduct of a sexual nature when submission to such conduct is made a term or condition of an individual's employment. Sexual harassment can take subtle forms and may vary from situation to situation. Sexual harassment exists when submission to or rejection of such conduct is used as the basis for employment decisions, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates a hostile or offensive work environment. Such activity may include, but is not limited to, the following:

  - Sexually suggestive touching
  - Grabbing, groping, kissing, fondling
  - Lewd or sexually oriented comments or jokes
  - Foul or obscene language
  - Staring, stalking
  - Suggestive or sexually explicit visual images such as posters, calendars, photographs, graffiti, cartoons or electronic data
  - Unwanted or offensive letters, poems or correspondences
  - Sexual gestures or intimations
  - Offensive email or voice mail messages or similar offensive conduct through any social media
  - Sexually oriented or explicit written or verbal remarks
  - References to sexual conduct, or gossip regarding sex, one's body, sexual activities or deficiencies
  - Questions about one's sex life or experiences
  - Repeated requests for dates
  - Sexual favors in return for employment or continued employment or threats if sexual favors are not provided
  - Sexual assault or rape
  - Any other conduct or behavior deemed inappropriate by Delaware State University.

- **Complaint Procedure**

  Every Delaware State University employee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers.

  If an employee feels that he or she is the subject of any job-related harassment or believes that he or she has been treated in an unlawful or discriminatory manner, the incident should be immediately reported to the Office of Title IX. It is also possible for employees to notify a supervisor, for students to notify an administrative advisor or faculty member, or any member of the community may contact Public Safety. These individuals will in turn notify the Office of Title IX. The University website also includes a reporting form which may be used to initiate a complaint.

  Delaware State University will conduct a prompt and thorough investigation of all complaints. No employee will be penalized for reporting a complaint or participating in an investigation of harassment.

  If the University determines that an employee is guilty of discriminating against or harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

2.5 RETALIATION

The University is committed to maintaining a work environment free from any form of unlawful discrimination or harassment.

In an effort to foster such an environment, and in conformity with all federal, state and local laws, the University strictly prohibits any form of retaliation against an employee who makes a good faith complaint or reports conduct prohibited by law or regulation. Delaware State University encourages all employees to cooperate with any internal investigation of any matter and to provide honest, truthful and complete information to the best of the employee's ability. Accordingly, any employee who participates in an internal investigation is protected from retaliation, pursuant to the University's policy regarding this matter.

The University encourages its faculty, staff and students to make good faith disclosures related to any misconduct, violation of a policy, procedure, or Rule of Conduct, to the appropriate University office or official. A disclosure or report is made in good faith whenever the person holds a "reasonable" belief that a violation of Delaware State University policy, procedure or Rule of Conduct has occurred, or holds a reasonable belief that an action taken is prohibited by law or regulation. In other words, if another person in the same or similar position could conclude that a violation occurred, the belief is reasonable and should be reported. A report is not made in good faith if it is based on information known to be false, or if it intentionally or negligently ignores or overlooks information that would disprove the violation, is made with the purpose of falsely maligning another Delaware State University employee, and/or is otherwise made for an improper purpose.

Retaliation may exist when action is taken against a person who made the initial complaint or action is taken against a person or persons who participated in the investigatory process. The "action" that forms the basis for retaliation can take many forms, and includes, but is not limited to, any action or conduct that deprives the individuals of employment opportunities or otherwise adversely affects the individual's status as an employee for the work environment. Any employee found to have retaliated against another employee in violation of this policy is subject to discipline, up to and including termination from employment. Retaliation, in the context of this policy, is any adverse employment action taken by any supervisor/manager/director/administrator against an employee because the employee has lodged a complaint of harassment or discrimination. Such conduct will itself give rise to appropriate corrective action.

If you feel that you have been harassed, discriminated against, or are aware of an occurrence of harassment or discrimination, you have the right and a duty to report the perceived policy violation to the Office of Title IX and/or the Office of Human Resources, so that appropriate action may be taken.

The University urges any employee to contact the Office of Human Resources if he or she believes that an employment action is based in whole or in part on the reporting of conduct prohibited by Delaware State University policies, procedures, Rules of Conduct and/or participating in any work-related investigation. An employee who believes that he or she is subject to retaliation for complaining about unlawful discrimination, harassment, or for participating in an investigation involving a claim of discrimination or harassment ("Whistle Blowing") may also file a complaint with the Office of Title IX. Delaware State University takes all complaints of retaliation very seriously. The Office of Human Resources and the Office of Title IX will work together to investigate all complaints in a timely manner and will take appropriate steps to address claims of retaliation when substantiated. Employees who observe any act that could be construed as retaliation should also contact the Office of Human Resources and/or the Office of Title IX to report the conduct.

2.6 DISABILITY ACCOMMODATION

Delaware State University is an equal opportunity employer. The University complies fully with the Americans with Disabilities Act of 1990. Discrimination on the basis of a person's disability is strictly prohibited. The University endeavors to provide reasonable accommodations to known disabilities. Employees who have disabilities and would like to request some form of accommodation should advise their supervisor and the Office of Human Resources.

Harassment of any type against persons with disabilities is strictly prohibited and will not be tolerated. Any employee who believes that he or she has been subject to such harassment should contact the Office of Human Resources. Any such complaint will be fully investigated, and appropriate action will be taken. Employees who engage in harassment will be subject to discipline up to and including termination.

2.7 UNIVERSITY INVESTIGATION AND INTERNAL HEARINGS

Delaware State University may, from time to time, conduct internal investigations and/or hold Student Code of Conduct Hearings, Grievance Hearings, Employee Disciplinary/Termination Hearings or Labor Arbitrations in accordance with applicable University policy and/or applicable Collective Bargaining Agreements.

All employees are required to cooperate with University authorities in any of these proceedings. Such cooperation includes, but is not limited to, preparation time and attendance at the proceedings. Employees and members of the faculty who are asked to provide information or attend proceedings will be permitted to do so during working hours.

Employees and members of the faculty must provide honest, truthful and complete information to the best of their knowledge. Failure to cooperate is a violation of this policy and will result in discipline, up to and including termination of employment. Employees and members of the faculty who cooperate to the best of their ability will not be subject to any form of retaliation.

Any employee who believes that he or she is experiencing retaliation as a result of his or her participation should contact the Office of Human Resources.

2.8 DRUG-FREE WORKPLACE

Employees are expected and required to report to work on time and in appropriate mental and physical conditions for work. Each employee is responsible to help ensure that Delaware State University remains a drug-free, healthful, safe and secure work environment.

The University prohibits the unlawful sale, possession, purchase, manufacture, distribution or dispensing of controlled substances, including illegal drugs, on University premises or while conducting University business off premises. Violations of this policy will result in disciplinary action, up to and including discharge from employment, and may have other legal consequences. Employees must, as a condition of employment, abide by the terms of this policy and report to the University any conviction under a criminal drug statute for violations occurring on or off University premises while employed by the University. A report of a conviction must be made to the Office of Human Resources within five days after the conviction.

Delaware State University is committed to protecting the health and safety of its employees, students and visitors by ensuring the safe and productive operation of the campus. To further these interests, the University has adopted the following drug-free awareness policy in accordance with the Federal Drug Free Workplace Act.

- No employee shall engage in the manufacturing, distribution, sale, possession or use of illegal drugs. Unauthorized prescription drugs, alcohol or illegal drugs while on the premises are strictly prohibited.

- All employees should know that the dangers of drug abuse in the workplace can create unsafe conditions as well as jeopardize the health and safety of all employees and students.

- As a condition of continued employment, the terms and conditions of this policy must be adhered to at all times.

- Delaware State University reserves the right to have employees tested for drugs and other controlled substances in accordance with applicable laws. The University may ask an employee to submit to a drug or alcohol test whenever it reasonably believes that the employee may be under the influence of drugs or alcohol at work, in violation of The Drug-free Workplace or Drug and Alcohol Abuse policies. This includes, but is not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity; unusual, bizarre or erratic conduct on the employee's part that suggests impairment or influence of drugs or alcohol; an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury; or excessive and unexplained absenteeism or tardiness.

- If an employee tests positive for drugs or alcohol under this policy, the employee is subject to disciplinary action up to and including termination.

- Nothing in these policies prohibits or in any way limits the lawful use of prescription and non-prescription drugs. However, an employee must inform his or her immediate supervisor or the Office of Human Resources if he or she is using a prescription or non-prescription drug, which at current prescribed dosage, could impair work performance or pose a risk of harm to the employee, to others or to property. It is the employee's responsibility to determine from his or her physicians if the medication can impair work performance or pose such a risk.

- If the lawful use of prescription or non-prescription drugs does limit or otherwise impair the employee's ability to perform the essential functions of his or her position or otherwise creates a safety risk, the Office of Human Resources will meet with the employee to determine whether or not a reasonable accommodation is available. Employees who have questions regarding this policy are encouraged to contact the Office of Human Resources for a determination as to whether an accommodation is available.

Delaware State University reserves the right within the limits of applicable law to conduct searches of Delaware State University property including lockers, desk drawers, cabinets, closets, bags, packages and vehicles parked on Delaware State University property to detect evidence of the presence of illegal substances.

2.9 TOBACCO-FREE AND SMOKE-FREE CAMPUS

Delaware State University recognizes its responsibility to promote the health, welfare and safety of students, faculty, staff and others on campus property and participating in campus-sponsored activities. In an effort to foster a healthier and more productive living/learning environment, and in keeping with the University's commitment to green policies, Delaware State University has established a smoke-free and tobacco-free environment. No person is permitted to use tobacco products at any time on any University property. This applies to students, employees, visitors, vendors and attendees at any campus events, including conferences and sporting events. Tobacco use is prohibited in all buildings, facilities, residential housing, indoor and outdoor spaces, and the grounds owned by Delaware State University. This policy applies to parking lots, walkways, University vehicles and also private vehicles parked or operated on Delaware State University property. Students, employees and visitors will need to leave the campus property in order to use tobacco. Organizers of public events such as conferences, meetings, cultural events and sporting events are responsible for communicating the University tobacco-free policy to attendees at said events.

2.10 GAMBLING IN THE WORKPLACE

Delaware State University employees shall not engage in gambling activities during work hours and are prohibited from using University equipment or facilities in carrying out such activities.

2.11 CONFLICT OF INTEREST AND GIFTS

An employee of the University shall be considered to have a conflict of interest if such person has existing or potential financial or other interests that impair or may reasonably appear to impair such person's independent judgment in the discharge of his or her responsibilities to the University. Employees are prohibited from using their positions, or knowledge gained in their job, in such a way that may cause a conflict of interest between the individual's interest and the University's interests. All employees shall disclose to their supervisor any possible conflict of interest at the earliest practical time. Employees engaged in activities that constitute a violation of this policy shall be subject to a review and evaluation of these activities by the Office of Human Resources. A determination will be made and a course of remedial action will be outlined in order to secure good-faith compliance with this policy, if deemed necessary.

University employees may occupy positions in which they directly or indirectly influence the expenditure of large amounts of money. In order to avoid a conflict of interest, University employees must be extremely cautious with respect to gifts. Even though no wrongdoing is intended, the knowledge that a University employee accepted a gift from those who do business with the University could be misinterpreted. Employees may not accept any gift that is intended to influence the conduct of business with Delaware State University.

2.12 POLITICAL ACTIVITIES

Delaware State University does not restrict its employees from engaging in political activity or holding of public office so long as the activities do not interfere (in any way deemed significant by the University) with the performance of duties and responsibilities as assigned by the University. The employee must disclose activities undertaken in a personal capacity and not as a representative of Delaware State University upon knowledge of intent to participate in the activity. Such activities, like any other personal, nonofficial undertaking, must be done on the individual's own time and should not interfere with University duties.

Employees may contribute their own funds to political parties, groups, candidates, or expend funds on behalf of the above parties, groups, candidates or issues, subject only to state and federal laws that regulate political contributions. Employees may not use University resources or facilities in connection with such political activities.

If elected or appointed to an office that would interfere (in any way deemed significant by 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.

2.13 USE OF THE DELAWARE STATE UNIVERSITY NAME

Employees are permitted to use the letterhead and name of the University in the identification of professional affiliation in the conduct of official University business and in scholarly and professional research activities. Employees are not authorized to use the University letterhead or name and are not to imply Delaware State University endorsement when engaged in private or public activities or personal business. Faculty and staff personnel are not authorized to use Delaware State University postage or bulk mailing permits for private or personal documents or to use University employees in the preparation of such documents. An employee found to violate this provision shall be subject to disciplinary action.

2.14 COMMUNICATIONS WITH MEDIA

Employees must not interact or impart information to the media on any issues involving the University. All media queries should be directed immediately to the Department of Marketing and Communications or the Office of the General Counsel.

2.15 EMPLOYMENT OF RELATIVES (NEPOTISM) OR SIGNIFICANT OTHERS

Nepotism – is the practice of showing favoritism toward one's family members or friends in economic or employment terms.

"Close relative" is defined as a spouse, domestic partner, parent, child, sibling, grandparent, parent-in-law, sister-in-law, brother-in-law, uncle, aunt, niece, nephew, cousin, grandchild, foster parent, foster child, foster grandchild or functional equivalent of the above. Delaware State University also recognizes that the employment of an individual who has a consensual or romantic relationship with his or her supervisor can create an actual or potential conflict of interest.

The University seeks the best possible qualified persons who are judged to be competent and qualified for vacant positions being recruited or promotions. Relatives may be employed by Delaware State University provided that each employee meets the required standards. The University does not allow close relatives to supervise one another. The direct or indirect involvement of an employee in any institutional decision, such as hiring, promotion, retention, compensation or other condition of employment which may benefit a family member or those whose personal situations constitutes a family or other intimate relationship is strictly prohibited.

Conformity with this regulation requires that the facts about kinship be stated on the employment application. All supervisors are responsible for ensuring that close relatives do not work under their supervision.

2.16 EXECUTING CONTRACTUAL AGREEMENTS

Employees may not sign (execute) any contract purporting to be made on behalf of Delaware State University unless the employee has delegated signature authority to do so. All signature authority must be delegated in writing with specific limitations delineated by the President of the University.

If an employee signs a contract without the proper written authority from the President, he or she will be subject to disciplinary action, up to and including termination of employment with the University. Also, any contract signed by an individual without proper contracting authority may become the personal obligation of that individual.

If you receive any legal documents, including court orders and subpoenas, warrants, summons, or correspondence from any government or law enforcement agency, or any attorney, immediately contact the Office of the General Counsel after receiving the legal document. Failure to comply could result in disciplinary action, up to and including termination of employment.

2.17 SOCIAL MEDIA

Delaware State University's social media policy provides the University's guidelines and principles for communicating online using existing and future social media technologies. Delaware State University acknowledges the positive opportunities social media and networking can bring to the University. Delaware State University also recognizes the potential liability and risks that can come with the use of such technology. Social media is about sharing and collaborating; the State of Delaware legislature has deemed social media the new "Public Square." However, statements published to social media by students and/or employees may negatively reflect on Delaware State University. This policy does not prevent collaboration, sharing, or the constitutional right of freedom of speech nor does it restrict employee rights to engage in labor-related protected activities such as expressing opinions regarding workplace satisfaction or dissatisfaction, wages, hours or work conditions. Rather this policy is meant to reduce the University's liability, while maintaining the integrity of our guiding principles, mission, vision and goals with regard to the personal and professional use of social media.

The social media policy applies to all students and University employees with regard to the professional and personal use of multimedia, social networking websites, podcasts, blogs, wikis and all current and future forms of social media. For more details regarding the University's social media policy, see Delaware State University Policy 4.16 Social Media Policy.

2.18 LOBBYING

Delaware State University employees are prohibited from engaging in any lobbying activity. You must be specifically authorized to undertake any lobbying activities on behalf of the University, including attempts to influence the passage or defeat of legislation. Under federal law, employees who engage in any lobbying activity with federal government officials are subject to registration and reporting requirements. Activities subject to scrutiny include meetings and communications with government officials, as well as the preparation, planning, and research for lobbying. Similar restrictions apply to the lobbying of state and local government officials.

SECTION 3 STANDARDS OF PERFORMANCE AND CONDUCT

3.1 GENERAL EXPECTATIONS OF DELAWARE STATE UNIVERSITY EMPLOYEES

Delaware State University expects all employees to abide by certain standards of performance and conduct. The University has certain expectations regarding the conduct and job performance of each employee that are necessary for the orderly conduct of business. Employees who do not adhere to these standards or fail to meet the expectations for their position may be subject to disciplinary action.

Employees shall report for their assignments regularly and promptly. It is also expected that employees will follow scheduled meal and break periods.

Employees must record their time in accordance with the established procedure (use of time clock or if applicable, designated sign-in sheets in specified departments).

An employee shall not exchange with a fellow employee an assignment, annual leave, or their scheduled work hours (or any portion thereof), without prior approval of an authorized supervisor/department director or administrator.

Employees are expected to perform assigned duties satisfactorily. If an employee feels that an instruction is unreasonable, the employee will perform the task and then raise the issue with his or her supervisor or the Office of Human Resources.

Employees are required to promote safe and sanitary conditions throughout the University and observe all existing safety regulations, so as to avoid accidents to students/co-workers, themselves, or others. If any employee feels his or her health or safety is in jeopardy, the employee should bring it to the attention of the immediate supervisor.

If an employee's performance, work habits, conduct, or demeanor become unsatisfactory in the judgment of Delaware State University, based on any University policy, rule, or regulation, he or she will be subject to disciplinary action up to and including discharge.

3.2 INAPPROPRIATE CONDUCT

Types of behavior and conduct that Delaware State University considers inappropriate include, but are not limited to, the following:

- Falsifying employment or other Delaware State University records
- Violating Delaware State University's Sexual Harassment policy
- Establishing a pattern of excessive absenteeism or tardiness
- Fighting or using obscene, abusive or threatening language, or gestures
- Engaging in excessive, unnecessary or unauthorized use of Delaware State University's supplies for personal reasons
- Stealing from co-workers, students or visitors
- Disregarding safety or security regulations
- Carelessness, negligence or maliciousness in the performance of work
- Possession of weapons or explosives
- Sleeping while on the job
- Possessing, using, offering or selling intoxicants or drugs on Delaware State University premises or while conducting University business off premises
- Engaging in insubordination, including but not limited to, refusal to follow a work assignment from a supervisor, and/or failing to maintain confidentiality of Delaware State University, and/or employee/student information.

3.3 VIOLENCE IN THE WORKPLACE

Delaware State University is committed to providing a safe, healthful workplace that is free from violence or threats of violence. For purposes of this employment standard, workplace violence is any violent or potentially threatening behavior that arises from or occurs in the workplace that affects University faculty, employees, students and visitors.

The University does not tolerate behavior, whether direct or through the use of University facilities, property or resources, that:

- Is violent
- Threatens violence
- Harasses or intimidates others, including stalking or bullying behavior
- Interferes with an individual's legal rights of movement or expression
- Disrupts the workplace, the academic environment or the University's ability to provide service to the public.

Violent or threatening behavior can include physical acts, oral or written statements, harassing telephone calls, gestures and expressions, or behavior such as stalking or bullying. Individuals who engage in any conduct prohibited by this standard may be banned from University property, and may be subject to discharge or other disciplinary actions, arrest and/or criminal prosecution. This policy applies to all work locations including offices, work sites, vehicles and field locations.

The University takes reports of threatening or violent workplace incidents seriously. Employees, supervisors and managers should contact Campus Police at x7911 immediately to report any threats that they have witnessed, received, or have been told that another person has witnessed or received.

Any employee who receives a protective or restraining order that lists a Delaware State University campus as a protected area is required to provide the Office of Human Resources and Campus Police with a copy of the order and any information requested by Delaware State University to identify the individual subject to the order. For example, if an employee has received a restraining order prohibiting a former spouse or partner from coming to the workplace, the employee must provide Human Resources and Campus Police with a copy of the order and a recent picture of the spouse, partner or person if possible.

3.4 WEAPONS ON CAMPUS

Delaware State University prohibits students, members of the faculty, employees (other than Delaware State University certified police officers as authorized by their position), contractors, vendors, and any other visitors (other than law enforcement personnel authorized to carry weapons) to our campus from possessing, carrying or using weapons on property owned by or under the control of the University.

For the purpose of this policy, "weapons" means: The use, possession, sale, or storage of articles and substances that endanger a person's health and/or safety. This includes, but is not limited to, firearms (e.g. guns, pistols, rifles, stun guns, air rifles, pellet guns, etc.), fireworks, knives, weapons, ammunition, gunpowder, explosives or other material containing flammable substances, as well as replicas of any such articles or substances. Such articles will be confiscated by Campus Police.

Individuals who engage in any conduct prohibited by this policy may be removed from University property, and may be subject to discharge/expulsion or other disciplinary actions, arrest and/or criminal prosecution. This policy applies to all work locations including offices, classrooms, work sites, vehicles and field locations.

3.5 ARREST AND CONVICTION BY A LAW ENFORCEMENT AGENCY

Any Delaware State University employee who is convicted by a law enforcement agency for a criminal offense at anytime, anywhere, may be subject to immediate dismissal upon conviction. In accordance with applicable laws, upon arrest and while awaiting trial, employees may be suspended without pay or placed on administrative paid leave subject to the outcome of the case. If the employee is found not guilty or the charges are dismissed, he or she may be fully restored to previous employment at the discretion of the University.

3.6 COOPERATION WITH STANDARD LAW ENFORCEMENT AGENCIES

Delaware State University requires a full cooperation with law enforcement agencies. In accordance with applicable laws, Delaware State University reserves the right to refer any drug-related or criminal activity incident on or off University property to the authorities.

3.7 DRESS CODE

Delaware State University's dress code is dictated by the location in which the employee works. All attire should be appropriate for a business/professional setting. Clothes that are too tight, too short, provocative or revealing are prohibited (such as miniskirts, plunging necklines, skin-baring clothing, controversial slogans, shorts, halter tops, and crop tops), and sweatshirts, tee-shirts, denim jeans, and sneakers are prohibited from the workplace.

Appropriate attire such as slacks, blouses, skirts with jackets and comfortable shoes must be maintained. Managerial personnel must always be dressed in traditional business wear. Delaware State University will consider accommodations to its Dress Code policy in accordance with applicable laws, if necessary. Employees whose attire fails to meet the above guidelines shall be referred to the Office of Human Resources.

3.8 SOLICITATION AND DISTRIBUTION

In the interest of maintaining a proper business environment or preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time or to those on work time in any working areas unless approved by authorized University personnel. The use of email to distribute literature or printed material of any kind, selling of merchandise, solicitation of financial contribution, or any other cause that is unrelated to University business is also prohibited.

Soliciting of any sort, for any reason, is prohibited in working areas during working hours. Work hours are defined as any time an employee is expected to perform job duties.

Employees found in violation of this policy and thereby neglect work, or interfere with the work of others, may be subject to disciplinary action up to and including termination.

3.9 OUTSIDE EMPLOYMENT

A full-time professional position at Delaware State University is expected to be the employee's primary job. Full-time professional employees are required to report immediately, in writing, employment with any person or organization other than the University. Such a report must include self-employment and outside consulting on a full-time or part-time basis.

- Employees are required to provide this report to their respective senior-level administrator. It will be the responsibility of the senior-level administrator to serve as an informed source of advice and guidance to the employee, to determine whether the outside employment may conflict with the employee's responsibilities at the University.
- Upon determination of a reasonable probability of a conflict, the administrator shall take necessary steps to resolve the situation in collaboration with the Office of Human Resources.
- All correspondence concerning the outside employment shall be forwarded to the Office of Human Resources and will be a part of the employee's personnel file.

If employment outside the University is approved and later appears to generate conflict of interest or interferes in the performance of University duties, the University reserves the right to require the employee either reduce or discontinue such employment within thirty (30) days.

SECTION 4 CONFIDENTIAL RECORDS

4.1 CONFIDENTIAL INFORMATION

In the course of conducting business, all employees become privy to certain information that is highly confidential. Employees handling such information must properly secure the information according to management's direction.

Delaware State University considers all information regarding its employees, policies, procedures, financial affairs and business practices to be proprietary and confidential. This information should never be disclosed by an employee to any outside person or organization without first receiving express authorization from the President or his or her designee.

Protecting Delaware State University's proprietary, confidential information and materials is an ongoing responsibility for each employee. The University values our successful student relationships and is aware of our obligation to provide superior security measures in planning promotional and marketing plans. During employment, employees may acquire information regarding Delaware State University's students and/or other employees. As such, employees are strictly prohibited from disclosing proprietary and confidential information related to our students/co-workers and/or removing student/employee materials from the premises without express authorization from authorized University personnel.

As part of the pre-employment and continued employment, all Delaware State University employees are required to read and sign a Confidentiality Agreement, which will be distributed by the Office of Human Resources. Under no circumstances should any employee discuss or divulge Delaware State University or student/employee confidential information without approval from an appropriate manager. If you are asked for sensitive, proprietary or confidential information, refer the requesting party to your department director.

The disclosure of confidential information to others who do not have legal right to the information may violate the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and/or other federal and state laws. Any employee who misuses or otherwise improperly discloses confidential information will be subject to disciplinary action up to and including discharge of employment.

4.2 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 affords certain rights to students concerning their education records. FERPA provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. FERPA applies to all institutions that receive federal funds under any program.

4.3 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

HIPAA addresses the ease of information sharing through electronic record-keeping. Designed to protect individuals from an inappropriate dissemination of their medical information, the act defines what can be shared, what cannot be shared without permission and what the patient can access of his or her own medical records.

SECTION 5 INFORMATION TECHNOLOGY

5.1 UNIVERSITY COMMUNICATIONS AND COMPUTER SYSTEMS

As an employee of Delaware State University, access to computers and/or other technology will be provided to you as your job responsibility dictates. When you are using University information systems, it is important that you adhere to applicable policies, which will be given to you as a condition of use.

Most communication services and equipment have toll charges or other usage-related expenses. Employees should be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each business communication.

All communication services and equipment, including the messages transmitted or stored by them, are the sole property of the University and may be opened, reviewed and/or retained by the University in the normal course of business. Therefore, employees should not use a Delaware State University address (physical or electronic) to receive personal communications. Any employee who chooses to use Delaware State University communication systems and equipment for personal reasons must limit the usage in a manner that does not interfere with the employee's job duties. Communication systems may not be used to solicit or recruit for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations.

Please refer to the Delaware State University Acceptable Use Policy which is located on the University website under Information Technology.

5.2 INTERNET USAGE AND COMPUTER GAMES

Delaware State University's computer systems are the University's property and access is provided to employees as needed to facilitate job performance. Employees or members of the faculty should not use the internet for personal business during working time.

When using the computer system, employees should not download, create, forward or send materials in violation of any University policy. Any employee who uses the computer for improper purposes shall be subject to disciplinary action, up to and including discharge. Any employee who receives materials on his or her computer system that he or she believes violate a University policy should contact the Office of Information Technology or the Office of Human Resources.

5.3 VOICE MAIL, EMAIL AND EMAIL LISTS

As with any other communication system, the voice mail and electronic mail systems are provided to enable Delaware State University employees to conduct University business and to perform their duties. As such, employees should not have an expectation of privacy with regard to any voice mail or electronic messages (including mail) created, sent or received. The University encourages the exchange of information between members of its community. In order to foster such communications, the University permits the use of its computer servers by its various schools, colleges, programs and administrative departments for various electronic mail distribution lists related to the academic mission and/or administrative objectives of Delaware State University.

Communication systems are not to be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. Employees and faculty members are advised that voice mail and electronic mail messages are not private or confidential. To the extent permitted by applicable law, Delaware State University reserves its right to review, audit, intercept, access and disclose all messages created, sent, received or stored using the University's voice mail or electronic mail systems for any legitimate University business purpose including, but not limited to, investigations into whether or not the University's resources are being used in violation of University policies or for illegal purposes. The contents of voice mail or electronic mail created, sent, received, or stored using the University's voice mail or electronic mail systems may be accessed or disclosed to or by Delaware State University without the permission of the employee.

Any employee or faculty member who violates this policy or uses the voice mail or electronic mail systems for improper purposes may be subject to disciplinary action up to and including discharge.

5.4 WORKPLACE SURVEILLANCE AND SEARCHES

Delaware State University may authorize the use of reasonable surveillance and search measures as necessary to ensure a safe and appropriate work environment or in compliance with University policies and applicable law. Subject to legal requirements, the University reserves the right to inspect and search all work areas, desks, computers, University-owned cell phones, file cabinets, lockers, lunch boxes or other containers leaving University premises, as well as personal vehicles in University parking lots or public streets within campus boundaries or any other area within University control. In addition, all records contained in computers (including voice mail and email) and storage devices (including removable media) are open to inspection by the University in accordance with University policies, subject to applicable legal requirements.

SECTION 6 SAFETY

6.1 FIRE PREVENTION

Each employee plays an important role in our fire prevention program. Employees should immediately report all potential fire hazards to their supervisor.

Employees should familiarize themselves with the University Fire Prevention policies and procedures within their areas, including the Campus Risk and Safety Plan, which is readily accessible through the Office of Enterprise Risk Management and Administration for Delaware State University. For more information, please contact the Risk and Safety Manager or designee of the General Counsel.

During an active fire alarm, employees must evacuate immediately. During an evacuation, employees are required to cooperate and follow the directions of Campus Police and/or emergency personnel.

6.2 INFECTION CONTROL

Infection control is everyone's responsibility. Infections acquired at Delaware State University or brought to the University from the community are potential hazards for all persons having contact with the University. Effective measures are developed by the facility in order to prevent, identify and control such infections. Employees are encouraged to practice good personal hygiene such as frequent hand washing to limit the potential for infections and utilize the appropriate personal protective equipment as required within the employee's job location and/or responsibilities.

6.3 DISASTER

A disaster requiring use of Delaware State University's facilities may be generally defined as any civilian or military incident that may require the use of University premises. Consult the University's Emergency Procedures Guide for detailed procedures to be followed by employees.

6.4 CHILDREN IN THE WORKPLACE

Delaware State University prohibits the presence of children in the workplace except for official University activities involving children, such as holiday parties and Take Your Child to Work Day. Even under these circumstances, parents must supervise children closely. Employees with dependent children are expected to make regular arrangements for proper care of their children while they are at work. Violation of this policy is subject to possible disciplinary action.

6.5 PETS IN THE WORKPLACE

Delaware State University prohibits the presence of pets in the workplace. This policy does not apply to service animals, pursuant to the Americans with Disabilities Act. Violations of this policy are subject to possible disciplinary action.

6.6 EMERGENCY CLOSINGS – INCLEMENT WEATHER

This policy applies to all Delaware State University full-time and part-time employees including faculty and establishes guidelines for the University during periods of extreme weather conditions or other emergency situations.

The University shall remain open except under the most extreme weather conditions. The decision to alter the normal calendar of Delaware State University and/or excuse or dismiss employees from work due to extreme weather conditions rests solely with the President and/or Provost upon advice of the Senior Administrative Council.

6.7 NOTIFICATION OF CAMPUS CLOSURES

It will be the responsibility of the Office of the Provost to direct the Department of Marketing and Communications when to issue appropriate announcements regarding University cancellations or early dismissals.

Those notifications and other inclement weather-related University actions will be made according to the Delaware State University Emergency Procedures Guide.

All other severe weather conditions affecting campus operations will be managed in accordance with the procedures set forth in the Delaware State University Emergency Procedures Guide.

6.8 EMERGENCY CLOSURE OF UNIVERSITY

In the event of an emergency closing of the University due to emergency situations, the President, or his or her designee, will make an announcement. No other University official is authorized to announce an emergency closing or to excuse personnel from the performance of their responsibilities. In the event of an emergency closure of the University, only employees designated as essential should report to work.

6.9 ESSENTIAL EMPLOYEES

Support operations directly involved with maintaining the health and safety of Delaware State University students are considered essential. These essential support operations include University Dining Services, Facilities Management, Student Housing and Public Safety. Information Technology is also considered essential because of the need of Delaware State University to operate continually. It is the responsibility of the AVP, directors and managers of these respective units to designate essential personnel required to report for work and to notify such persons. It is also the responsibility of these AVPs, directors and managers to develop appropriate reporting and work assignment procedures for the essential personnel. These procedures must be communicated to the Department of Marketing and Communications so that this information can be included in public announcements.

6.10 WORK-RELATED INJURIES AND WORKERS COMPENSATION

In the event an employee is injured on the premises, it must be reported immediately to his or her supervisor. The supervisor is responsible for ensuring that the employee completes the Delaware State University Accident/Incident form within 24 hours of the accident/incident.

Reporting false information regarding an injury or failure to report an injury may result in disciplinary action up to and including termination.

An employee may be entitled to Workers' Compensation benefits if he or she has a work-related injury or illness. Delaware State University will provide these benefits in accordance with applicable laws. For more information, please refer to the University's Worker's Compensation Policy, Risk and Safety Management Policies and Procedures, section 7-12.

6.11 VEHICLE REGISTRATION AND PARKING

Employees may park their vehicles in the paid parking lots surrounding Delaware State University or Lots 1 and 16 at no cost. All vehicles require a decal from Public Safety. Vehicles that do not have a visible parking decal will be towed at the owner's expense. Employees should remember to lock their cars at all times and remove all valuables.

SECTION 7 PAYROLL POLICIES

7.1 PAYROLL PERIODS

Employees are paid bi-weekly and are required to present their valid I.D. card to obtain their first paycheck. Direct deposit accounts must be established during the pre-employment process (as instructed by the State of Delaware requirements for employment).

You can view your paycheck (gross amount earned, various deductions, etc.), by logging on to the State of Delaware Employee Self-Service ePay website at www.employeeselfservice.omb.delaware.gov. If you have difficulty logging in, please contact the website help desk at 866-751-7833.

7.2 DIRECT DEPOSIT

The University requires direct deposit for all new employees.

7.3 PAYROLL DEDUCTIONS

Certain deductions are made from your paycheck as required by law, in accordance with employee benefit plans, or as authorized by you. These deductions may include the following:

- Social Security (FICA)
- Federal Income Tax
- State Tax and City Tax
- Other deductions required by law

Employees are required to complete the withholding tax forms and keep them current on file with the Payroll Office. Employees may elect to have other optional payroll deductions.

7.4 CATEGORIES OF EMPLOYMENT

Each position at Delaware State University is categorized in terms of hours of work and status under the Fair Labor Standards Act (FLSA). Your category of employment determines your eligibility for benefits and for overtime pay. Please direct any questions regarding your category of employment to the Office of Human Resources.

- **Full-Time and Part-Time Employees**
  A full-time employee is required to work at least 35 hours weekly. A part-time employee is any individual who regularly works less than 30 hours per week. Eligibility for benefits varies depending on the number of hours worked in a work week.

- **Exempt and Non-exempt Employees**
  Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws.

  NON-EXEMPT employees receive overtime pay under the specific provisions of federal and state laws and any applicable Collective Bargaining Agreement.

  EXEMPT employees are excluded from specific provisions for federal and state wage and hour laws mandating overtime pay, and generally do not receive overtime pay.

7.5 VOLUNTARY DEDUCTIONS

Voluntary deductions may be arranged for your convenience, but will not be made without your written authorization. Examples of voluntary benefits or services deductions include:

- Health Benefit Contributions
- Life Insurance
- 403(b) Contributions (Tax Deferred Annuity)
- 457(b) Deferred Compensation Plan

7.6 TIMEKEEPING

Employees are responsible for accurately recording the time they work — meaning the time spent on the job performing assigned duties. Altering, falsifying, or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Non-exempt employees should accurately record the time they begin and end their work. Non-exempt employees should also record the beginning and end time of any split shift or departure from work for personal reasons. This information should be transferred to their time sheet for submission to the Payroll Office.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Supervisors will review and then execute the time record before submitting it for payroll processing. Also, if corrections or modifications are made to the time record, the supervisor must verify the accuracy of the changes by initialing the time entries.

Non-exempt employees should receive approval from their supervisor before performing overtime work. Continued performance of overtime work without prior supervisory approval will result in disciplinary action, up to and including termination.

Time sheets are due the Monday after pay day. Failure to comply with timekeeping procedures can lead to disciplinary action, up to and including termination.

SECTION

8

EMPLOYEE BENEFITS PROGRAM

8.1 EMPLOYEE BENEFITS

This section of the Handbook highlights some features of our benefits program. Our benefits are described more fully in summary plan description booklets, with which you are provided once you are eligible to participate in these programs.

In accordance with applicable laws, Delaware State University reserves the right to, at any time, amend, substitute, modify, revoke, suspend, change or terminate any and/or all terms and benefits, without having to consult or reach agreement with anyone, at anytime, with or without notice. Whenever an amendment is made to the University's benefits programs, the plan administrator (State of Delaware) will notify plan participants of all approved amendments or plan terminations.

For more complete information regarding any of our benefits programs, please contact the Office of Human Resources.

The Delaware State University benefits program is available to all full-time employees and their eligible dependents. The University will pay a portion of the costs of employees' core benefits insurance. Employees will share in the cost of their health care coverage by paying a bi-weekly premium for themselves and their covered dependents.

Once an individual becomes eligible, he or she can be enrolled in the following optional benefits:

PLAN	PROVIDER	PLAN	PROVIDER
Health Care Coverage	Highmark of Delaware ◆ First State Basic ◆ Comprehensive PPO AETNA HMO ◆ CDH Gold	Dental Coverage	Delta Dental Dominion Dental
		Life Insurance	Reliance Standard
Short Term Disability	The Hartford	Long Term Disability	The Hartford

SUPPLEMENTAL BENEFITS:

Plan	Provider
Health Insurance	Aflac
Life Insurance	Securian

8.2 TOTAL COMPENSATION

An employee's total compensation includes: 1) annual base salary; 2) the value of all non-salary benefits, such as health, dental, vision, life, long-term disability insurances, paid time off such as vacation and sick leave time, time off during University closing dates, educational assistance, and tuition waivers for dependents.

8.3 HEALTH INSURANCE PLANS

Health insurance is available to employees who are working on a regular schedule for 30 hours or more per week. Eligible employees must complete an authorization enrollment form within 30 days of the date of appointment. Failure to comply with this requirement may deem the employee ineligible to enroll in any health option until the next open enrollment period. Eligible Delaware State University employees will receive medical coverage effective the first day of the following month after completing 90 days and dental and vision coverage 30 days after the date of hire.

8.4 HEALTH INSURANCE COVERAGE AFTER SEPARATION OF SERVICE

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides eligible employees and their qualified beneficiaries the opportunity to continue health insurance coverage under certain circumstances including, but not limited to:

- Resignation
- Termination of employment
- Death of the employee
- Reduction in the employee's hours
- Employee's divorce or legal separation; and
- Dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the company's group rate plus an administration fee. Contact the Office of Human Resources for more details.

8.5 TAX-DEFERRED ANNUITY PROGRAM

There is a tax-deferred annuity program available to all employees. Contact the Office of Human Resources for information.

8.6 UNEMPLOYMENT INSURANCE

Employees of Delaware State University are covered by the Delaware Unemployment Insurance Law. No deductions are made from an employee's salary for this coverage.

8.7 EMPLOYEES – EDUCATIONAL BENEFITS

All full-time benefited employees may take up to nine (9) credit hours of undergraduate courses or six (6) credit hours of graduate courses per semester tuition free after the completion of the 90-day probationary period for classified and AAUP employees and 6 months for professional employees.

Employees may attend classes scheduled during a lunch period as approved by their supervisor. However, any work time missed must be made up.

Employees who register for courses beyond those provided tuition free will be required to pay the ordinary costs associated with attendance in those courses.

Attendance in all courses is subject to University policies, procedures, and Collective Bargaining Agreements.

8.8 EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistance Program (EAP) is available to any employee enrolled in the State of Delaware health benefits option. This program is provided to help employees if and when they are faced with problems that are overwhelming or when they are unable to cope and/or resolve their problems alone. This program offers confidential assessment and counseling services for employees and members of their established household. Examples of the areas professional counselors can assist with include feelings of being overwhelmed, marriage and family difficulties, parent/child conflicts, dealing with aging parents, emotional issues, drug and alcohol problems, career decisions, personal and job stress, grieving the loss of a loved one, enhancing communication skills, and improving coping skills. Professional counselors will also make legal and financial referrals if needed.

The EAP allows the employees to seek assistance on a confidential, non-information-sharing basis. Employees and covered members of their household are entitled to up to five visits per calendar year, at no cost.

8.9 DEPENDENTS – TUITION REMISSION PROGRAM

- Eligible employees may request 50% tuition remission per semester.
- Tuition remission can only be used in the fall and spring semesters for full-time undergraduate students who have been accepted by the University's Admissions Office.
- All eligible employees must have completed two years of full-time continuous service prior to the beginning of classes for the semester in which the tuition remission is granted.
- A dependent child is defined as: A legal dependent of the employee who has been claimed on his or her most recent federal tax return.
- The dependent child must not declare independent financial status for the academic semester in which the tuition remission is granted.
- The dependent child must be a full-time matriculated undergraduate student at the beginning of the academic semester and must maintain full-time status throughout the semester in which the tuition remission is granted. Full-time status is defined as a minimum of 12 credit hours per semester. If the student does not maintain full-time status (minimum of 12 credit hours) throughout the entire semester, the student will lose eligibility for the semester and will be billed for the number of credit hours completed.
- The employee must complete the Request for Tuition Remission Program form available in the Office of Human Resources. The completed form must be returned to the Office of Human Resources forty-five (45) days prior to the beginning of the classes in which the dependent child is enrolled.
- The dependent child will not be eligible once he or she becomes 25 years old.
- The Tuition Remission Program is only for undergraduate programs.
- Only one dependent child is eligible for the tuition remission program in any semester.
- A dependent child is only eligible for the tuition remission program for 4 years.
- If the student is receiving scholarships/grants from Delaware State University resources, the 50% tuition remission will be prorated so the combined scholarship/grant and 50% tuition remission would not generate a credit balance on the student's account.
- All union employees, please refer to the applicable Collective Bargaining Agreement.

8.10 SABBATICAL LEAVE

The purpose of Sabbatical Leave shall be for professional study, work on publications, educational travel, travel combined with study, research, or other purposes which in the opinion of Administration will improve the academic quality and/or institutional effectiveness of Delaware State University.

Sabbatical Leave applies to administrators and professional/technical staff who shall be eligible for Sabbatical Leave at the completion of seven or more continuous years of service at Delaware State University. A Letter of Request for Sabbatical Leave must be submitted to the Provost by February 1 of the calendar year of the requested leave. Full-year Sabbatical Leaves will normally start July 1, but must be completed by June 30. See Delaware State University Policy 04-40 Sabbatical Leave for more details.

SECTION 9 TIME AND ATTENDANCE

9.1 WORK SCHEDULES

Delaware State University is a 24-hour, 7-day-per-week operation. Employees are assigned to work shifts based upon student needs and departmental schedules.

Employees may be rotated as needed, subject to terms of any applicable collective bargaining agreements. The work week begins Sunday at 12:01 a.m. and ends Saturday at 12:00 midnight.

All employees are required to perform tasks as assigned. Work assignments are made on the basis of facility needs. While every consideration is given to individual preference, employees may be reassigned as needed.

Faculty and non-teaching unit members of the AAUP will have their work schedules determined in accordance with the Collective Bargaining Agreement.

9.2 LUNCH BREAK

Employees working a full tour are entitled to meal periods, which will be scheduled by their supervisor.

Union employees working thirty-five or forty (35 or 40) hours per week are entitled to a one (1) hour lunch period per day and two (2) 15-minute breaks per the Collective Bargaining Agreement.

Faculty and non-teaching unit members of the AAUP will have their work schedules determined in accordance with the Collective Bargaining Agreement.

9.3 VACATIONS

Vacation time will be approved and scheduled according to Delaware State University policy in a manner that maintains its operating efficiency, while giving due consideration to the desires of University employees.

The following vacation guidelines apply to all employees:

- Employees must submit vacation requests to their supervisors/department directors at least (4) weeks in advance.
- Each department will prepare and maintain a department vacation schedule detailing days available, taken, and remaining for each employee of the department.
- Vacation will be paid at the current rate of pay at the time such vacation is used.

Faculty and non-teaching unit members of the AAUP will have their work schedules determined in accordance with the Collective Bargaining Agreement.

9.4 HOLIDAYS

Delaware State University employees are eligible for eleven (11) paid holidays. The following paid holidays will be observed:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Election Day *(in even number years only)*
Good Friday	Thanksgiving Day
Easter Monday	The Friday after Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

Additionally, Delaware State University campuses will close for winter recess December 24 through January 1. All employees and students will be off during this period.

When a holiday falls on a Saturday, it is observed on the preceding Friday; when it falls on a Sunday, it is observed on the following Monday.

Delaware State University recognizes the requests of employees to be absent from work to observe religious holidays. Employees wishing to take time off for this purpose may request to use a personal or vacation day. The University will accommodate these requests in accordance with applicable laws.

9.5 ATTENDANCE/TARDINESS

It is the policy of Delaware State University that all employees maintain timely and regular attendance to ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization. Employees will be held accountable for adhering to their workplace schedule. Excessive tardiness and poor attendance disrupt the productivity and flow of the work environment. Punctuality and satisfactory attendance is essential to accomplish the objectives of the University.

An employee who is absent for more than three consecutive days, without notification, is considered to have abandoned his or her job. The department may terminate the employee's service immediately. Job abandonment is a voluntary termination.

Faculty and non-teaching unit members of the AAUP will have their work schedules determined in accordance with the Collective Bargaining Agreement.

9.6 ANNUAL LEAVE

All Delaware State University employees are entitled, during each year of employment, to annual leave with pay. To the extent permitted by impending work conditions, each employee will be allowed to use annual leave for rest and relaxation to assist in maintaining maximum efficiency and productivity. Annual leave shall be earned, accrued, and used as herein described.

Faculty and non-teaching unit members of the AAUP will have their work schedules determined in accordance with the Collective Bargaining Agreement.

9.7 USE OF ANNUAL LEAVE

University supervisors are expected to encourage the use of annual leave in a timely manner. When employees can be spared from their duties, annual leave will be granted as requested, to the extent of the employee's available balance.

Annual leave may also be used when emergencies arise. An emergency is defined as an unforeseeable situation over which the employee has no possible control, and which prevents the employee from being on duty during the entire period of absence.

Denial of the use of annual leave will be based on factors that are reasonable, equitable, and that do not discriminate against any employee or group of employees.

Supervisors have the primary responsibility for determining when and the extent to which annual leave will be granted, as well as the responsibility of requiring that annual leave be taken under certain circumstances.

Faculty and non-teaching unit members of the AAUP will have their work schedules determined in accordance with the Collective Bargaining Agreement.

9.8 REQUEST FOR AND APPROVAL OF ANNUAL LEAVE

It is the prerogative of the administrator concerned to make the final decision as to when leave is to be used. For this reason, the use of annual leave is subject to the approval of the appropriate supervisor. Retroactive approval may be given when circumstances warrant. It is not to be assumed, however, that a mere report of absence will necessarily result in favorable action. Failure to secure the proper approval may result in the period being charged to absence without pay. Periods of annual leave should be recorded on the time report.

Faculty and non-teaching unit members of the AAUP will have their work schedules determined in accordance with the Collective Bargaining Agreement.

9.9 LEAVE YEAR

The leave year is defined as the period July 1 through June 30. Employees who begin work after the start of a leave year will have their leave pro-rated on a monthly basis for that part of the leave year.

Faculty and non-teaching unit members of the AAUP will have their work schedules determined in accordance with the Collective Bargaining Agreement.

9.10 ACCRUAL RATES FOR ANNUAL LEAVE

Senior-level administrators (Vice Presidents, Executive Assistant(s) to the President, and Academic Deans) shall earn twenty-two (22) leave days per year.

Professional employees with less than five (5) years of service shall earn fifteen (15) leave days per year.

Professional employees with five (5) or more years of service shall earn twenty-two (22) leave days per year.

All union employees please refer to the applicable Collective Bargaining Agreement.

9.11 MAXIMUM ACCUMULATION FOR ANNUAL LEAVE

Professional employees, except where otherwise directed by the President, are allowed to accumulate and carry forward leave up to a maximum of that which would be earned in the last twenty-four (24) months as follows:

Employment Longevity	Maximum Carry-Forward Limit
Less than 5 years	30 days
5 or more years	44 days

When an employee separates from employment, the employee will be paid for accumulated and unused annual leave at his or her current rate of pay up to a maximum of those days earned in the preceding twelve (12) months plus ten (10) days. Employees must work 15 days of the month in order to accrue leave for the year. Vacation will only accrue for those months during which the employee is actually at work and/or on paid leave for a total of fifteen (15) days during the month.

9.12 SICK LEAVE

Employees are entitled to sick leave when confined to their homes or to a hospital because of illness. This leave is available when an employee is unable to work because of physical disability, when afflicted with a contagious disease, or when necessary for medical, dental, optical examinations or treatment.

9.13 ACCRUAL RATES FOR SICK LEAVE

Sick leave is earned at the rate of fifteen (15) days a year and accrued at 1-1/4 days per calendar month for all employees.

All union employees please refer to the applicable Collective Bargaining Agreement.

9.14 MAXIMUM ACCRUAL FOR SICK LEAVE

Sick leave may be accrued from year-to-year to a maximum of sixty (60) days. At the end of the fiscal year, each professional employee who has accumulated sick leave in excess of sixty (60) days shall have the excess days converted to annual leave at the rate of one-half (1/2) day of annual leave for each one day of sick leave.

When employees retire, they will be paid for all accumulated and unused sick leave at their current rate of pay up to a maximum of sixty (60) days.

All union employees please refer to the applicable Collective Bargaining Agreement.

9.15 USE OF SICK LEAVE

In cases of sick leave in excess of three (3) consecutive working days, supervisors require employees to present a physician's certificate. Failure to comply with the provision may result in disciplinary action.

Abuse of use of sick leave may render an employee unsuitable for continued service.

All union employees please refer to the applicable Collective Bargaining Agreement.

9.16 FAMILY AND MEDICAL LEAVE OF ABSENCE

In compliance with applicable federal and state laws (e.g., the Family Medical Leave Act), an employee with twelve (12) months or more of tenure with Delaware State University who has worked at least 1,250 hours in the preceding year may be eligible for unpaid, job-protected leave for up to a maximum of twelve (12) weeks for the following reasons:

- To care for a newborn child, or for the adoption or foster placement of a child (beginning within twelve (12) weeks of the birth, adoption or placement);
- To care for his or her minor or disabled child, spouse, parent or spouse's parent with a serious health condition;
- For his or her own serious health condition that makes the employee unable to perform the essential function of his or her job.

In accordance with applicable laws, married employees may only be entitled to a combined total of twelve (12) work weeks of family and medical leave time in most circumstances.

Eligibility for leave will be calculated on a rolling twelve (12) month period measured backward from the date that an employee's first family or medical leave begins.

All leave taken pursuant to state and federal family leave laws will reduce an individual's twelve (12) week leave entitlement. Employees will be required to apply all accrued and unused vacation and/or sick days to all leaves covered by this policy. Medical disability (i.e., short-term or long term disability leave) will also be counted against leave time.

Although taking leave will not result in loss of any employment benefits that accrued prior to the start of the leave, employees will not accrue benefits such as vacation and sick time during any leave period. In addition, performance evaluation dates will be advanced to account for the leave period.

An employee who requests leave due to his or her own serious health condition or the serious health condition of the employee's immediate family member will be required to provide Delaware State University with written certification from a health care provider. The University, at its own expense, has the right to request that the employee obtain a second and third medical opinion. Furthermore, Delaware State University may request recertification at monthly intervals. During leave, an employee may be required to report on the leave status and return to work date.

During the leave covered under this policy, Delaware State University will continue to make health insurance contributions on behalf of the employee. Employees will be required to continue their contributions to maintain their health insurance coverage. If an employee does not return to work at the conclusion of his or her leave, the University reserves the right to take all necessary steps to recover the cost of providing health insurance coverage for the employee or his or her family members during the period of the leave to the extent allowed by the law.

Upon completion of the leave and in accordance with applicable laws, the employee will be reinstated to the same or an equivalent position unless he or she would have been affected by a layoff or reduction in force had he or she not taken leave, with no loss in salary, benefits, or other terms and conditions of employment.

If the need for the family and medical leave is foreseeable based on an expected birth, placement for adoption or foster care or planned medical treatment for a serious health condition of the employee or of a family member, an employee must provide Delaware State University with at least thirty (30) days advance notice before the leave is to begin. When the need for leave is not foreseeable, employees are required to provide notices as soon as practicable. Furthermore, the University may request recertification at reasonable intervals.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the department's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Failure to return to work at the end of a FMLA will be treated as a decision by the employee to have abandoned his or her job and may result in disciplinary action up to and including termination.

9.17 DONATED LEAVE POLICY

The purpose of this policy is to aid employees suffering from a catastrophic illness by enabling them to draw upon sick leave donated by other employees. Employees may donate sick leave directly to other specified employees suffering from a catastrophic illness. They may also donate to a leave bank which eligible employees may draw upon.

Catastrophic Illness — Donated leave may be used by a recipient only for "catastrophic illness." Catastrophic illness means any illness or injury to an employee which is diagnosed by a physician and certified by a physician as rendering the employee unable to work for a period greater than six calendar weeks. Prior to receiving donated leave time, the requesting employee will have been employed by the University for at least 12 months. The Office of Human Resources will manage the Donated Leave Program.

9.18 MATERNITY LEAVE

Delaware State University offers a maternity leave program for all full-time employees for the birth of their children. Under this program it is expected that the employee will follow the advice of a physician as to the length of time to be worked during pregnancy and furnish such information in writing to the Office of Human Resources.

A request for maternity leave carries with it the intention to return to full-time University employment when the period of temporary disability ends. Employees taking maternity leave shall have their life insurance and their individual share of health insurance (where applicable) continued by the University in accordance with Family and Medical Leave Policy/ Procedure.

9.19 PERSONAL LEAVE

Throughout the year, as personal, urgent, and compelling circumstances may occur, permission for personal leave may be allowed.

Each professional employee shall be entitled to three (3) personal leave days in each fiscal year. If additional leave days are needed, they shall be charged against annual leave. For union employees, please refer to the current Collective Bargaining Agreement.

9.20 BEREAVEMENT LEAVE

In the event of the death of an immediate family member, full-time employees will be eligible for up to three (3) days paid bereavement leave. For purposes of this policy "immediate family" is defined as: mother, father, foster parents, husband, wife, father-in-law, mother-in-law, sister, brother, son, daughter, grandparents, grandchildren, stepparent, stepchild and foster children. Additional days without pay may be granted if special circumstances warrant. If more time is needed, accrued annual leave may be used for this purpose.

Bereavement leave will be paid at an employee's base rate. The amount of the payment will be based on the number of hours in an individual's work schedule.

The employee must notify their supervisor of a need for bereavement leave as soon as practical. All union employees please refer to the applicable Collective Bargaining Agreement.

9.21 MILITARY LEAVE

Leaves of absence without pay for military or reserve duty will be granted to eligible employees in accordance with applicable federal and state law. If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should submit copies of your military orders to your supervisor or the Office of Human Resources as soon as practicable. You will be granted a military leave of absence, without pay, for the period of military service in accordance with applicable federal and state laws. Delaware State University does not discriminate against employees based on their military participation.

All union employees please refer to the applicable Collective Bargaining Agreement.

9.22 JURY DUTY/SUBPOENA

Delaware State University understands that employees may be requested to serve on a jury, and the University does not discriminate against employees for fulfilling their jury duty commitment. Immediately upon receipt of a notice to serve, employees must provide their supervisor with a copy of the summons.

Many times jurors will receive a fee per day for transportation. If this occurs, employees do not need to turn the money in to Delaware State University and their regular wage will not be reduced for the day based on this income.

If an employee's jury duty ends before the time that the employee was scheduled to be at work, the University expects the employee to be present at work for the remainder of the work day. Certificate of compliance as a juror must be returned to the Office of Human Resources once the employee has completed his or her jury duty.

The above jury duty policy also applies to employees who are subpoenaed to appear in court in which they are not a party to the litigation.

SECTION 10 HIRING AND PERFORMANCE STANDARDS

10.1 JOB DESCRIPTIONS

You will be given a copy of your job description from the Office of Human Resources at the time of your employment.

Every position falls into one of three categories: Professional, classified and faculty. The majority of Delaware State University's employees are designated union employees, all of whom are covered by Collective Bargaining Agreements.

10.2 JOB POSTINGS

Delaware State University may post open positions on its bulletin boards, the University website, the University enewsletter and other relevant higher education websites. However, all vacant union positions shall be posted in accordance with the Collective Bargaining Agreements. The job postings generally contain information about the position, including a brief job description. Employees interested and qualified in a posted position should submit their paperwork to the Office of Human Resources.

Applications are considered based upon factors including, but not limited to, the requirements of the position as well as the applicant's qualifications, performance evaluations and seniority.

Special consideration may be given to applications submitted by current Delaware State University employees; however, the University will ultimately make its hiring decisions based on a variety of legitimate, non-discriminatory factors including, but not limited to, relevant experience.

10.3 PROBATIONARY PERIOD

All employees must serve a probationary period following appointment or promotion. This allows for adjustment to a new job and permits the employee to demonstrate his or her capabilities for fulfilling the job requirements. The length of the probationary period varies according to the position's classification (professional titles 6 months, and classified titles 90 days) and may be extended on a case-by-case basis. For union employees, please refer to the current Collective Bargaining Agreement.

The designation of this probationary period does not constitute an obligation on the part of Delaware State University to retain the employee until the end of the probationary period or for any period of time. Both during and after the probationary period, employment with Delaware State University is voluntary or "at-will" for professional employees and, therefore, may be terminated by either party at any time, for any or no reason. For union employees, please refer to the current Collective Bargaining Agreement.

10.4 IDENTIFICATION CARDS

Upon employment, an Identification Card (Official Badge) is issued, which must be worn at all times while on site. Identification cards are not transferable and must be returned to the Office of Human Resources upon an employee's separation from service. Lost I.D. cards must be reported to the Office of Human Resources immediately. Replacement cards will be issued for a fee of $50.00.

10.5 EMPLOYMENT APPLICATIONS AND OTHER FORMS

Delaware State University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. New employees are asked to complete the following forms and/or furnish to Delaware State University the following items as part of the pre-employment process:

- Employment Application
- W-4 Employee's Withholding Allowance Certificate
- I-9 Employment Eligibility Form and Supporting Documents
- Authorization for Direct Deposit
- Conflict of Interest Policy Acknowledgment Form (4:12)
- Criminal Background Check and Disclosure Forms
- Current Driver's License
- Drug Free Workplace Certification
- Emergency Contact Form
- Employee Profile Sheet
- Employee Verification Forms
- Job Description and Acknowledgment
- National Student Clearinghouse Form
- Official Transcript
- Resume

Current employees may be required to update or execute any of the above forms. Any employee who misrepresents information on the above forms, or who fails or refuses to complete the above forms or provide Delaware State University with requested documentation, may be subject to discipline, up to and including termination from employment.

10.6 REFERENCE, CREDIT AND BACKGROUND VERIFICATION

To ensure that individuals who work at Delaware State University are well-qualified and have a strong potential to be productive and successful, employment references of all applicants will be checked for accuracy. Results of completed reference checks are confidential between the University and the persons or entities providing the information.

Delaware State University conducts criminal background checks on applicants for employment. In addition to conducting a criminal background check, the University maintains discretion to obtain a consumer, consumer credit, or investigative consumer report for employment purposes, regarding an applicant or employee's prior employment, military records, education, credit standing, character, general reputation, and criminal record to the extent permitted under state laws. Any candidate for employment, as well as any current employee who is being evaluated for promotion, reassignment, or retention may be subject to a background or credit check. An individual subject to such a check will be notified in writing, and the check will only be conducted with the individual's written authorization. If a background or credit check will be a factor in an adverse action with respect to any individual, the University will notify the individual of its decision not to offer employment.

Information received through the background process will not necessarily disqualify the applicant from further consideration or eventual hiring. The results of any check will be considered in light of surrounding circumstances, including, and without limitation to: the nature and gravity of the incident(s) reported, the time that has passed since the incident(s), remedial actions taken by the individual, and the nature of the position and the potential impact of the incident(s) on the person's ability to perform the duties of the job safely and appropriately.

10.7 ACCURACY OF PERSONNEL INFORMATION

All employees are expected to provide truthful, complete and accurate information in connection with their employment by Delaware State University. Any falsification or misrepresentation of information in connection with application materials is a serious offense and grounds for termination from employment or for non-selection of an applicant. University employees must notify Human Resources within five days of a plea of guilty or nolo contendere or conviction for a felony, or any drug-, alcohol- or sex-related offense. Failure to disclose on an application or report any such conviction is likewise grounds for disciplinary action up to and including termination from employment. Supervisors should notify Human Resources immediately upon being informed of any such felony plea or conviction.

Falsification of any information, including providing false or dishonest information regarding another employee, is grounds for disciplinary action up to and including termination from employment.

10.8 EMPLOYMENT ELIGIBILITY

The Immigration Reform and Control Act mandates that Delaware State University verify the identity and work eligibility of all employees. Therefore, within three work days of the start of employment, all employees must provide the Office of Human Resources with proof of employment eligibility and identity, and sign the I-9 form.

Any individual who fails to provide necessary, original unexpired documentation to Human Resources within three days of hire will be suspended without pay pending termination. The Office of Human Resources has a list of documents that establish identity and/or employment verification.

10.9 PERSONNEL RECORDS

The Office of Human Resources creates and maintains an "official personnel file" for each employee. The official personnel file includes information maintained by the University relating to employment. The Office of Human Resources is responsible for establishing procedures to maintain the personnel files, protect the confidentiality of the personnel files and for an employee or authorized person to review the personnel file.

Personnel records must be maintained accurately at all times. It is the responsibility of the employee to notify the Office of Human Resources immediately of any of the following changes:

- Name
- Marital status
- Home address and telephone number
- Birth of a child, addition/change of dependents
- Change of tax dependents
- Change of dependents for health insurance coverage, credit program and group life insurance
- Change of beneficiary for pension
- Emergency contact
- Educational degrees, as required
- Certifications and/or licenses.

Employees are required to complete the forms to effect the status changes mentioned above. In accordance with our EEO policy, this information will not be used as a basis for any employment-related decisions. Delaware State University maintains the confidentiality of personnel information in accordance with applicable laws.

10.10 ACCESS TO PERSONNEL FILE

Access to the information contained in the file is restricted. With reasonable notice, employees may review their personnel file once per year by contacting the Office of Human Resources during normal business hours. The review must take place in the office and in the presence of an individual employed in the Office of Human Resources.

All inquiries or requests for personal information must be sent to the Office of Human Resources.

10.11 LICENSES, CERTIFICATES, REGISTRATION, PERMITS

Certain specified job titles require a valid license, certification, registration, and permit. Current copies of these documents must be submitted to the Office of Human Resources at the time of hire. Renewed documents must be submitted to the Office of Human Resources prior to expiration of any documents. Second copies of these new documents must be accessible in an employee's work area. Failure to submit the requisite documents may result in disciplinary action including, but not limited to, suspension without pay pending submission of same or dismissal.

10.12 PERFORMANCE APPRAISALS

Employee performance will be formally evaluated and discussed with the employee's supervisor on an annual basis. The employee will receive a copy of the performance appraisal and will have an opportunity to discuss it with his or her supervisor.

10.13 IMMIGRATION, WORK PERMIT DOCUMENTATION

All employees who are not U.S. citizens must comply with all applicable laws governing their employment and continued employment and inform their department head and the Office of Human Resources of any change(s) in status which would alter their entitlement to employment. Failure to comply may result in termination.

10.14 PARKING

Employees may park their cars in the paid parking lots surrounding Delaware State University or Lots 1 and 16 at no cost. All vehicles require a decal from Public Safety. Employees should remember to lock their cars at all times and remove all valuables.

10.15 TRANSFER AND PROMOTION

If an employee wishes to apply for a transfer, he or she must notify his or her immediate supervisor and Human Resources before applying for a transfer. An employee may apply for a transfer from one position to another, provided that:

- The employee has completed six months of continuous service in his or her current position and;
- The employee meets the minimum qualifications and experience for the vacant position.

If the employee has between six months and one year of service in his or her current position, he or she must have the transfer approved in writing by the immediate supervisor. If an employee has less than six months service in a position, he or she is eligible for an interdepartmental transfer. Time limitations may be waived only with the written approval of both the department head and the Office of Human Resources to ensure that both departments can manage operational needs of the University.

The University may exercise involuntary transfers of employees at the approval of the Office of Human Resources. Also, the University may demote an employee when the supervisor and department head, with approval from the Office Human Resources, has demonstrated a lack of qualifications for the position held and the employee meets qualifications for a lower-level position, or the employee is unable to perform at a satisfactory level.

If an employee is transferred without a break in service, the employee carries forward to the new department the current balance of earned sick leave and vacation leave.

Generally, a promotion is an appointment to a title carrying a higher level of responsibility with an increase in the rate of pay. When practical, vacant positions may be filled by promoting qualified Delaware State University employees. However, the University reserves the right to fill any and all vacancies with outside personnel. As with all other personnel decisions, the University makes promotion decisions without regard to protected characteristics.

All union employees please refer to the applicable Collective Bargaining Agreement.

10.16 REHIRE OF FORMER EMPLOYEES

Employees may be rehired any time after separation of employment and if the employee previously left the University in good standing.

If an employee is rehired after six months update of employment separation, she/he will be required to complete a background verification and all employment documents as a newly hired employee. Before an offer of employment is extended to a former employee, the Office of Human Resources will verify rehire eligibility of the employee before an offer of employment is extended.

No former employee who was dismissed for criminal acts may be rehired by the University. Former employees dismissed for performance or misconduct may be considered for rehire on a case-by-case basis. All former employees must be evaluated prior to being retained as consultants, vendors or contractors.

10.17 RECORDS MANAGEMENT AND RETENTION

Delaware State University recognizes the need for orderly management and retrieval of all official records and a documented records retention and destruction schedule that is consistent with state and federal regulations. Information is an important asset of the University. All employees possess information that must be managed appropriately throughout its entire life cycle, including proper creation, receipt, use, distribution, storage, protection, retention, and final disposition. Knowing what information to keep, what to destroy, and when and how to destroy it promotes efficiency, saving, confidentiality and legal compliance.

It is the policy of the University that all staff adhere to the comprehensive records management program which ensures all University records are properly and securely managed, replaced (in the case of vital records), disposed of, preserved and/or archived.

Delaware State University requires that records be retained for specific periods of time, and has designed official repositories for their maintenance. These records must be managed according to procedures that are outlined in the Document Retention Policy. The University is committed to the effective retention of records to preserve its history, ensure that critical records are available to meet business needs, comply with legal requirements, optimize the use of space, minimize the cost of record retention, and ensure that outdated and useless records are disposed of accordingly.

10.18 INTELLECTUAL PROPERTY

Delaware State University strives to support its faculty, staff, and students by pursuing the commercial development of intellectual and tangible research property resulting from University research. The early transfer of such knowledge and rights is consistent with the University's mission of creating new knowledge and facilitating its application to the benefit of the public. The University has established policies and guidelines that provide incentives for faculty, staff, and students while protecting the integrity of research (see Delaware State University Policy 2-03: Conflict of Interest Policy (COI) for Researchers). The University provides a number of administrative and legal services to inventors and authors to effectively and efficiently purpose intellectual property rights and technology transfer.

The University's policy requires that all Intellectual Property, except certain Works as detailed in the Copyrights Section of this Policy, which are conceived or reduced to practice or developed by University faculty, staff, or students in the course of employment at the University, or result from work directly related to professional or employment responsibilities at the University, or from work carried out on University time, or at University expense, or with the substantial use of University resources, shall be the property of the University. University faculty, staff, or students employed by the University who discover or invent or develop Intellectual Property while associated with the University must cooperate with the University in defining and establishing the rights to such Intellectual Property. This obligation extends to any Intellectual Property, whether or not made on University time with or without use of University facilities (See Delaware State University Policy 5-06 Intellectual Policy).

10.19 TRADEMARKS AND BRAND LICENSING

Delaware State University owns and controls the use of all names, seals, symbols, logos, other marks associated with the University as well as landmark photographs and video footage of University landmarks. Accordingly, any use of the University's name, seal, or insignia must receive prior approval from the Department of Marketing and Communications. This also includes such things as the use of the University's name or logo on T-shirts, cups, watches, and all other paraphernalia.

Any variation or modification to a Delaware State University trademarked symbol or logo is illegal, regardless of its intended use. Requests for proposed uses should be submitted to the Department of Marketing and Communications. The University's seal, symbol, and logo are its trademarks and use beyond what is permitted by the University policy are prohibited and subject to legal action. All commercial use of the University marks is restricted to official licensees.

10.20 BULLETIN BOARDS

Bulletin boards are located in several areas of each facility and contain federal and state-mandated documents. These bulletin boards also contain important notices to all employees. Be sure to check the bulletin boards for necessary information and special notices.

The Office of Human Resources, Department Head, or Dean must approve all bulletin board documents prior to posting; without such approval, no items may be posted.

SECTION 11 SEPARATION FROM EMPLOYMENT

11.1 GENERAL GUIDELINES

An employee's tenure with Delaware State University may cease by way of retirement, resignation, dismissal, layoff, expiration of appointment, abolishment of position, non-renewal of contract, non-renewal of special contract or grant appointment, or death. Unless otherwise governed by an employment contract that includes a specified employment term, employment at Delaware State University is "at-will." Therefore, each party has the absolute right to terminate the employment relationship at any time, for any or no reason, with or without good cause, and with or without notice. The statements below do not change the "at-will" status of employment.

11.2 RESIGNATION

If an employee resigns from Delaware State University, the Office of Human Resources must be notified immediately so that an exit interview can be scheduled. The University also hopes that employees will provide us with valuable information regarding their decision to leave. The following is what can be expected upon notification of leaving.

- If a professional employee chooses to leave Delaware State University, he or she is expected to provide a minimum of four-weeks notice of resignation; a union employee must provide a minimum of two-weeks notice;
- An employee must provide Delaware State University with a written resignation letter containing the date of resignation and the amount of notice given. Employees must submit their resignation notices to their respective department head who will then forward the notice to the Office of Human Resources for acceptance and processing;
- An employee may be given an exit survey to complete and an opportunity to discuss it with a representative from the Office of Human Resources. The discussion usually takes place on or around the last day of employment. Cooperation and honest answers on the exit survey are essential in helping Delaware State University learn about an individual's experience at the University and how it can do things better;
- Vacation days are accrued according to completed months worked for the current year. Employees leaving Delaware State University with accrued but unused vacation days will be reimbursed for those days in accordance with University leave policy;
- An employee must return all Delaware State University property including but not limited to keys, laptops, phones, uniforms, and identification cards;
- An employee must satisfy all delinquent obligations he or she has with the University;
- An employee must provide a forwarding address, telephone number and email if available; and
- Employees will be provided with all of the exit information regarding topics such as COBRA, remaining pay, and benefit termination.

11.3 NON-RENEWAL/REAPPOINTMENT

Written notice of non-renewal/reappointment shall be given to at-will employees not later than thirty (30) days prior to the expiration of the fiscal year, and for employees paid by grant funds thirty (30) days prior to the expiration of the actual grant.

11.4 LAYOFF

Regular employees who are laid off may apply for available vacant positions for which they qualify and may be considered for reassignment.

11.5 ELIMINATION OF POSITION

A position may be eliminated due to budgetary retrenchment, reorganization, or when the best interest of the University will be served. Elimination of a position requires the written approval of the President.

11.6 RESIGNATION THROUGH ABANDONMENT

A resignation through abandonment is assumed when the employee fails to report to work as scheduled for three (3) consecutive working days without notifying the immediate supervisor of the compelling reason(s) for the absence.

11.7 DISCIPLINE

It is policy of Delaware State University to require employees to follow and to adhere to reasonable and practical rules of performance and conduct. If an employee's performance or conduct falls outside of accepted standards, the employee will be subject to disciplinary action and/or counseling. Such action may include verbal warnings, written warnings, probation, suspension and/or termination of employment. Responsibility for initiating and administering disciplinary action lies with each employee's supervisor and the Office of Human Resources.

When appropriate, management may use progressive discipline to address employee performance or conduct issues. The appropriateness of using progressive discipline lies with the discretion of management or the Office of Human Resources. Progressive discipline involves applying disciplinary actions that may progress from less serious to more serious actions, based upon the initial severity of the employee's behavior and other facts of a situation, such as employee's overall work history and the repeated nature of pattern of misconduct or unsatisfactory performance. Progressive discipline may range from corrective counseling to discharge from employment. The number of steps may vary, and steps may be repeated or skipped. The specific disciplinary actions are taken, and the order in which disciplinary actions are taken depends on the nature and severity of the performance deficiency or behavior and the employee's work history.

Nothing contained in these guidelines is intended to alter the at-will employment relationship between the University and its employees or to create legally enforcement contractual rights.

All union employees, please refer to the applicable Collective Bargaining Agreement.

11.8 INVOLUNTARY TERMINATION

Employees shall be discharged without prior notice and without prior corrective procedures for any of the following:

- Intoxication or use of illegal drugs
- Fighting
- Refusal to work
- Theft
- Willful destruction of property
- Gross insubordination
- Gross misconduct
- Conviction of a felony charge by a court of proper jurisdiction, provided the felony is relevant to the position
- Falsification of work records
- Use of undue influence to gain or attempt to gain promotions, leave, favorable assignment, or other individual benefits
- Falsification, fraud, or omission of relevant information on an application for a position
- Acts which endanger the safety, health, or well-being of another person, or which are of sufficient magnitude that the consequence causes, or acts to cause, disruption of the work or gross discredit to the University.

Employees may face immediate discharge for any of the following:

- Careless, negligent, or improper use of property
- Failure to report to work without notification as required by University policy
- Unauthorized or improper use of any type of leave
- Releasing confidential information without proper authority
- Sleeping on the job
- Violation of, or failure to comply with, a managerial order or published rule or regulation of the University.

Other offenses requiring disciplinary action, with potential cause for involuntary termination of employment, include, but are not limited to:

- Uncivil conduct
- Tardiness
- Unauthorized absence from the job
- Failure to maintain satisfactory and harmonious working relationships with the public or other employees
- Smoking in unauthorized areas
- Foul or abusive language
- Inefficiency, incompetence, or negligence in the performance of duties.

11.9 RETURN OF PROPERTY

On or before an employee's last day of employment, he or she must return to the University all items under his or her possession or control that are owned by the University to Human Resources, including, but not limited to, any equipment, tools, or personal property; all written business information which is of a confidential or proprietary nature [e.g., manuals, reference guides, etc.}; and corporate credit cards, keys, and uniforms. If circumstances prevent an employee from returning all University property, the employee's supervisor must take all reasonable steps to secure the property from the employee and return the items to Human Resources. Failure to return such items to Human Resources may result in a delay of issuing vacation pay owed to the employee. If applicable, the employee must also ensure that all unused travel advances or stipends are returned, reimbursed, or refunded to the University. The University retains discretion to deduct the value of any property not returned, or any outstanding amount owed by the employee to the University, from his or her final paycheck.

11.10 DEATH

Delaware State University requests that all employees inform their families that if the employee passes away while employed at Delaware State University, a family member should contact the Office of Human Resources. The Office of Human Resources will advise families of employees as to what benefits may be due to the estate of the employee and where claims may be made for such benefits.

11.11 RETIREMENT

Employees planning to retire are recommended to advise the Office of Human Resources six months in advance so pre-retirement counseling can be arranged.

Once the Office of Human Resources is notified, the office will begin the process of verifying service by initiating an electronic Pension Application (Pen-App). The Office of Pensions verifies the employee's service and sends a confirmation email back to Human Resources after creditable service is confirmed.

The Office of Human Resources requires the employee to provide the following personal documents:

- Birth certificate (or federal identification-compliant Delaware driver license or identification card) for the employee, spouse, and eligible dependent(s)
- Signed Social Security card for the employee, spouse, and eligible dependent(s)
- Marriage certificate, death certificate, or divorce decree, as applicable
- Signed Medicare card showing Parts A and B coverage for the employee, spouse and dependent(s), if enrolled in Medicare.

11.12 UNEMPLOYMENT COMPENSATION

University employees are covered under the State of Delaware Unemployment Compensation Law. Under this law, unemployment insurance benefits are paid to eligible employees who become totally or partially unemployed through no fault of their own.

The amount of benefits and the duration of payments are determined by the Unemployment Compensation Board.

LETTER FROM THE OFFICE OF HUMAN RESOURCES

The guidelines outlined in the Employee Handbook are intended to help you and your fellow employees work together more efficiently. If you have questions concerning your employment that are not answered here, feel free to discuss them with your supervisor, department head, or the Office of Human Resources.

As we update University policies to adapt to the changing needs of our students and employees, Delaware State University, in its sole discretion, may modify, alter, delete, suspend, or discontinue any part or parts of the policies in this Employee Handbook at any time, with or without prior notice to its employees. Unless otherwise specified, any such change to the Employee Handbook shall apply to existing as well as future employees. Any changes to the Employee Handbook will be reflected in future notices and revised editions of the Handbook.

All employees are invited to visit the Office of Human Resources to obtain additional information regarding the guidelines and benefits of Delaware State University.

Thank you,

Office of Human Resources

CAMPUS RESOURCES

OFFICE OF HUMAN RESOURCES

The Office of Human Resources is committed to the management of the employee benefits program, staff recruiting and retention, employment policies, training and development, labor relations, staff classification and compensation, diversity and inclusion with the values, vision and mission of Delaware State University. This office also coordinates other benefits, such as the State of Delaware retirement plan, flex plan, workers compensation, and educational benefits.

Regular Hours of Operation

Monday – Friday:	8:30 a.m. – 4:30 p.m.
Saturday – Sunday:	Closed

The Office of Human Resources is located on the second floor of the Claibourne D. Smith Administration Building.

For more information, please call 302–857–6261 or visit our website at *https://www.desu.edu/about/administration/human–resources.*

WILLIAM C. JASON LIBRARY

Regular Hours of Operation

Sunday:	2 p.m. – 10 p.m.
Monday – Thursday:	8 a.m. – Midnight
Friday:	8 a.m. – 5 p.m.
Saturday:	12 p.m. – 5 p.m.

The library is closed when the University is closed. A Delaware State University Photo ID is required in order to use any resources at the William C. Jason Library. For more information, please visit the Library website at *https://www.desu.edu/academics/library.*

DELAWARE STATE UNIVERSITY BOOKSTORE

The Bookstore carries old and new textbooks and study aids. In addition, it sells general supplies, gifts, campus living items, clothing and health and beauty supplies. Purchases can also be made online 24 hours a day and 365 days a year at *www.dsu.bkstr.com*. For more information, please visit the Delaware State University Bookstore website at *www.dsu.bkstr.com.*

Regular Hours of Operation

Monday	8:30 a.m. – 5 p.m.
Tuesday	8:30 a.m. – 6 p.m.
Wednesday	8:30 a.m. – 6 p.m.
Thursday	8:30 a.m. – 5 p.m.
Friday	8:30 a.m. – 4 p.m.
Saturday	10 a.m. – 4 p.m.
Sunday	Closed

The Delaware State University Bookstore is located in the Martin Luther King Jr. Student Center on the first floor.

WELLNESS AND RECREATION CENTER

Regular Hours of Operation

Summer Hours

Monday – Friday:	7 a.m. – 8 p.m.
Saturday – Sunday:	2 p.m. – 6 p.m.

Fall Hours

Monday – Friday:	7 a.m. – 10 p.m.
Saturday – Sunday:	12 p.m. – 6 p.m

The Wellness and Recreation Center is located next to the Outdoor Sports Complex.

WELLNESS AND RECREATION POOL

Regular Hours of Operation

Monday – Friday:	7 a.m.–9 a.m. and 3 p.m.–7 p.m.
Saturday – Sunday:	12 p.m. – 5 p.m.

The pool is located inside of the Wellness and Recreation Center on the first floor.

OUTDOOR SPORTS COMPLEX

Regular Hours of Operation

Dawn to Dusk

The Outdoor Sports Complex is located between the Martin Luther King Jr. Student Center and the Wellness and Recreation Center.

For more information, please visit: *www.desu.edu/student–life/wellness–recreation/wrc–hours.*

ID OFFICE

The Identification Card must be on the employee at all times. If a replacement card is ever needed, it may be issued for a minimal fee. The ID Office is located in the Claibourne D. Smith Administration Building on the first floor.

Regular Hours of Operation

Monday – Friday:	9 a.m. – 4:30 p.m.
Saturday – Sunday:	Closed

The ID Office is located on the first floor of the Claibourne D. Smith Administration Building.

CAMPUS RESOURCES

DINING FACILITIES

For more Information, as well as daily menus, visit the Food Service–Dining website at *www.desu.edu/student–life/housing–dining/food–service–dining.*

VILLAGE CAFÉ

Regular Hours of Operation

BREAKFAST

Monday – Friday:	7 a.m. – 9:15 a.m.
Saturday – Sunday:	Closed

CONT. BREAKFAST

Monday – Friday:	9:15 a.m. – 11 a.m.
Saturday – Sunday:	Closed

LUNCH

Monday – Friday:	11 a.m. – 1:30 p.m.
Saturday – Sunday:	Closed

The Village Café is located across from the child lab playground and next to the campus dorms.

CONRAD CAFÉ

Regular Hours of Operation

BRUNCH

Saturday – Sunday:	11 a.m. – 4:30 p.m.

LUNCH

Monday – Friday:	12 p.m. – 4:30 p.m.

DINNER

Monday – Friday:	4:30 p.m. – 8 p.m.
Saturday – Sunday:	4:30 p.m. – 7:30 p.m.

LATE NIGHT

Monday – Friday:	8 p.m. – 10 p.m.

The Conrad Café is located in the Conrad Hall Building.

GRILLE WORKS

Regular Hours of Operation

Monday – Friday:	8:30 a.m. – 11 p.m.
Saturday:	12 p.m. – 11 p.m.
Sunday:	Closed

The Grille Works is located in the Martin Luther King Jr. Student Center Building on the first floor.

CHICK-FIL- A

Regular Hours of Operation

Monday – Friday:	11 a.m. – 11 p.m.
Saturday:	12 p.m. – 7 p.m.
Sunday:	Closed

The Chick–Fil–A is located in the Martin Luther King Jr. Student Center Building on the first floor.

POD AT THE HUB

Regular Hours of Operation

Monday – Thursday:	8:30 a.m. – 8 p.m.
Friday:	8:30 a.m. – 4 p.m.
Saturday:	Closed
Sunday:	5 p.m. – 9 p.m.

The POD at the Hub is located in the Martin Luther King Jr. Student Center Building on the first floor.

SUBWAY AT THE HUB

Regular Hours of Operation

Monday – Thursday:	11 a.m. – 8 p.m.
Friday:	11 a.m. – 4 p.m.
Saturday:	Closed
Sunday:	5 p.m. – 9 p.m.

Subway at the Hub is located in the Martin Luther King Jr. Student Center Building on the first floor.

THE MARKET PLACE

Regular Hours of Operation

Monday – Friday:	8:30 a.m. – 4 p.m.
Saturday – Sunday:	Closed

The Market Place is located in the Administration Building on the first floor.

EMPLOYEE'S STATEMENT AND ACKNOWLEDGMENT FORM

I have received a copy of the Delaware State University Employee Handbook. I understand that the information in this Handbook represents guidelines only and that Delaware State University reserves the right to modify this Handbook, amend or terminate any policies, procedures, or employee benefit programs whether or not described in this Handbook at any time. This Handbook and the policies contained in this Handbook supersede all previous Delaware State University policies and handbooks.

I understand that I am responsible for reading the Handbook, familiarizing myself with its contents, and adhering to all Delaware State University policies and procedures, whether set forth in this Handbook or elsewhere. If there is anything in this Handbook that I do not understand, I will request an explanation from the Office of Human Resources.

I further understand and agree that Delaware State University's policies and practices do not create an express or implied contract or a covenant of any type between Delaware State University and me. I acknowledge that unless governed by a separate contract, my employment with Delaware State University is "at-will" and, therefore, my employment and compensation are for no fixed term and may be terminated by Delaware State University at any time, with or without cause or notice, for any or no reason. Likewise, I may resign at any time.

I further understand that only the President or his or her designee has the authority to enter into an agreement guaranteeing employment for any specified period of time. I further understand that any such agreement, if made, shall not be enforceable unless it is in a formal written agreement signed by both me and the President or his or her designee.

Print Name of Employee	Employee's Signature Date
Print Name of Human Resources Representative	Human Resources Representative's Signature Date

NOTES

Delaware State University

SINCE 1891

Making our mark on the world

It All **MATTERS.**

Delaware State University

Making our mark on the world