



SUPERVISOR'S HANDBOOK

A Quick Reference Guide to Personnel Policies

BYU–Idaho Human Resources
240 Kimball Building
Rexburg, Idaho

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For more information see: www.byui.edu/hr/

Brigham Young University–Idaho is owned and operated by The Church of Jesus Christ of Latter-day Saints. Its mission is to:

1. Build testimonies of the restored gospel of Jesus Christ and encourage living its principles.
2. Provide a quality education for students of diverse interests and abilities.
3. Prepare students for lifelong learning, for employment, and for their roles as citizens and parents.
4. Maintain a wholesome academic, cultural, social, and spiritual environment.

Past President of BYU–Idaho, David Bednar, stated: “...several fundamental principles that should be at the heart of all we are and do at BYU–Idaho. Our planning and decisions and programs and activities should be focused upon and give emphasis to these basic principles.”

Seven Guiding Principles for BYU–Idaho:

1. True teaching is done by and with the Spirit of the Holy Ghost

Quotation: “All truth, spiritual as well as secular, is manifested through the spirit of the Holy Ghost. The Holy Ghost is a revelator, a teacher, a comforter, and a sanctifier. To create an environment where the Holy Ghost can teach, everything done at BYU–Idaho must be in harmony with the principles of the restored gospel of Jesus Christ.”

2. Every person at BYU-Idaho is a teacher

Quotation: “Everyone at BYU–Idaho – faculty, staff, students, ecclesiastical leaders, and so forth has a responsibility to impact others for good. Each interaction with a student or colleague is a potential teaching and learning opportunity.”

3. The most effective teaching and learning experiences occur “one by one”

Quotation: “BYU–Idaho is uniquely positioned as an institution of higher education to show and lead the way in applying the principle of “one by one.” This university is legendary for the individualized and nurturing attention given to students by the faculty and staff...”

4. More students must be blessed

Quotation: “All worthy youth of the Church deserve a BYU–Idaho experience, yet an increasingly smaller percentage of them will ever have that opportunity.... It will be necessary for us at BYU–Idaho to serve ever better the thousands of students we have on campus while simultaneously reaching out to bless the lives of tens of thousands of young Latter-day Saints throughout the world. We must learn how to assist and bless institute students and other LDS youth in Rhode Island and Rome while effectively serving our students on campus in Rexburg.”

5. Righteous sociality is essential to individual development

Quotation: “Participation in all types of wholesome activities – spiritual, academic, social, and cultural – promotes the positive interactions that bring about a righteous sociality capable of enduring throughout eternity.”

6. Service provides opportunities for growth

Quotation: “Only those individuals who lose themselves in meaningful service to others can ever discover who they really are. True service both blesses the one being served and provides unparalleled opportunities for personal growth and development to the one doing the serving.”

7. A BYU–Idaho experience must be affordable for students and families

Quotation: “The efforts to provide unique teaching and learning experiences at BYU–Idaho are of no avail if only an elite group, academically and economically, can ever come here. The cost of a BYU–Idaho experience must be kept within reasonable and affordable limits.”

(Reference: David A. Bednar, “Inaugural Response,” Brigham Young University–Idaho, February 27, 1998)

Church Educational System Honor Code

Brigham Young University, Brigham Young University–Hawaii, Brigham Young University–Idaho, and LDS Business College exist to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. Members of the faculty, administration, staff, and student body at BYU, BYU–H, BYU–I, and LDSBC are selected and retained from among individuals who voluntarily live the principles of the gospel of Jesus Christ. Observance of such is a specific condition of employment and admission. Those individuals who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct, except church attendance. All who represent BYU, BYU–H, BYU–I, and LDSBC are to maintain the highest standards of honor, integrity, morality, and consideration of others in personal behavior. By accepting employment, continuing in employment, or continuing class enrollment, individuals evidence their commitment to observe the Honor Code standards approved by the Board of Trustees “at all times and... in all places” (Mosiah 18:9).

Honor Code Statement for BYU–Idaho Employees

We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men.... If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things. (Thirteenth Article of Faith).

As a matter of personal commitment, the faculty, administration, staff, and students of Brigham Young University, Brigham Young University–Hawaii, Brigham Young University–Idaho, and LDS Business College seek to demonstrate in daily living on and off-campus those moral virtues encompassed in the gospel of Jesus Christ and will:

1. Abide by the standards of Christian living taught by The Church of Jesus Christ of Latter-day Saints. This includes graciousness and consideration for others and the observance of high principles of honor, integrity, and morality.
2. Be honest in all behavior. This means to refrain from cheating, plagiarizing, or knowingly giving false information.
3. Live a chaste and virtuous life. This includes abstinence from all sexual relations outside the bonds of marriage.

4. Obey, honor, and sustain the law.
5. Comply with all of the employing unit's regulations. This includes compliance with rules relating to campus organizations and to the use of the employing unit or off-campus housing or other facilities.
6. Use clean language.
7. Respect others. This includes:
 - a. Not physically or verbally abusing any person and not engaging in conduct which threatens or endangers the health or safety of others; and
 - b. Not obstructing or disrupting the study of others, the performance of official duties by officers or employees, the teaching, research, disciplinary, administrative or other functions of the university or other authorized activities on the premises of the university.
8. Respect property rights. This includes refraining from theft, concealment, damage, or misuse of the property of others.
9. Abstain from alcoholic beverages, tobacco, tea, coffee, and substance abuse. This includes refraining from the possession, use, or distribution of any narcotic or dangerous drug (as defined by applicable law), except as prescribed by a licensed medical practitioner.
10. Participate regularly in church services.
11. Observe BYU-Idaho standards of dress and grooming. See dress and grooming standards.
12. Observe high standards of taste and decency. This includes refraining from disorderly, lewd, indecent, or obscene conduct or expression.
13. Help others to fulfill their responsibilities under this Code.

Specific policies embodied in the Honor Code include the continuing employee and student ecclesiastical endorsement requirements (refer to these policies for more detailed information).

(Reference: BYU-Idaho Policies and Procedures, www.byui.edu/hr/)

(Please Note: The Dress and Grooming Standards are part of the BYU–Idaho Honor Code)

Dress and Grooming Standards for BYU–Idaho Employees

Employees of BYU–Idaho are expected, in matters of dress and grooming, to observe high standards of modesty, taste, and propriety. Observance of these standards is a specific condition of employment. These standards apply to all employees while they are on the job. Except when circumstances make it impractical to do so, student employees should dress and groom themselves according to these same standards.

Inasmuch as employees occupy a position of role model for the students, a more formal appearance is expected in certain areas of dress and grooming than is expected of students. The attire and grooming of both men and women should always be modest, neat, clean, and consistent with the dignity of a representative of BYU–Idaho and The Church of Jesus Christ of Latter-day Saints. Clothing must be modest in fabric, fit, and style.

1. Male Employees. Male employees are expected to wear a shirt and tie with dress slacks. In areas where shirts, ties, and dress slacks are not appropriate for the work environment, the division chair or director reporting directly to a vice president, and in consultation with that vice president, will determine satisfactory attire, including the wearing of uniforms where appropriate. Extreme or immodest clothing styles are unacceptable. These include such styles as tight-fitting trousers and shirts unbuttoned below the collar button. Jeans are not appropriate professional attire.

Beards are not acceptable. Mustaches are not encouraged, but if worn, should not extend beyond or below the corners of the mouth. Long or bushy sideburns are not acceptable. Men's hair styles should be clean, neat, and trim. Hair that covers part of the ear is not encouraged. Hair must, in any case, be cut and styled so that it leaves the major portion of the ear uncovered and visible. Hair must be above the collar in the back. Earrings and other body piercing are not acceptable. Shoes should be worn in all public campus areas.

2. Female Employees. Women should wear dresses or blouses and skirts with hemlines below the knee. This is the expected dress standard in the majority of circumstances. Dresses or skirts above the knee or those with slits above the knee are considered immodest and inappropriate. Women should wear appropriate hosiery. Extreme or immodest clothing

styles are unacceptable. Excessive ear piercing (more than one per ear) and other body piercing are not acceptable. Shoes should be worn in all public campus areas.

Dress slacks and pant suits may be worn occasionally. Dress slacks or pantsuits must meet the following definition: “A coordinated pantsuit or dress slacks and top that complement each other with similar dressy-style fabric, design, and appropriate pattern. This could be a two- or three-piece outfit of a dressy nature that is appropriate for meeting the public.” This definition does not include casual type slacks with casual sweaters or blouses.

The wearing of dress slacks was approved strictly to relieve possible economic burdens and for extreme weather conditions. Jeans of any color or fabric are not appropriate professional attire. In areas where dresses or skirts are not appropriate for the work environment, the division chair or director who reports directly to a vice president, and in consultation with that vice president, will determine satisfactory attire, including the wearing of uniforms where appropriate.

3. Safety Clothing. In those situations where dress standards may require modification for safety reasons, e.g. working with machinery or chemicals, the department should follow OSHA’s approved safety clothing guidelines. For those situations requiring safety clothing, approval should be obtained from the department head and the appropriate vice president. Where specific safety clothing or uniforms are required by management, it will be provided by the department in question.
4. Dress Standards Enforcement. Supervisors have the responsibility of maintaining dress and grooming standards in their departments. They are also responsible to interpret, as appropriate for the circumstances in which their employees work, the meaning and terms of the dress and grooming standards.

(Reference: BYU–Idaho Policies and Procedures, www.byui.edu/hr/)

(Please Note: Personal salary information is expected to be strictly confidential)

Philosophy (for Non-Faculty Employees)

BYU–Idaho, under the direction of the President of the Church and the Board of Trustees, adopts a conservative, yet fair, philosophy regarding the salaries of its employees. BYU–Idaho has been asked to keep employee salaries at approximately the “market average” for each particular job. As a result, some people in Rexburg and in the surrounding area will be paid *higher* than employees at BYU–Idaho and others will be paid *lower*. Salaries are designed to be fair and generous, but are generally not going to be identical to industry leaders.

Also, BYU–Idaho is required to manage the affairs of the University in an economical manner and to comply with recognized business practices. As a result, some job assignments at BYU–Idaho will be compensated higher than others. This is not an expression of an employee’s personal worth, only a reflection of average market values for various positions.

Establishment of Salary Ranges (for Non-Faculty Employees)

Each non-faculty and non-student job at BYU–Idaho has a *Job Description* which is kept on file in the Personnel Services Office. Each *Job Description* has been evaluated and assigned a point value by the *Job Evaluation Committee* here on campus. Point values are established using the nationally recognized *Hay System* which rates each job on a rigorous and detailed scale. Some of the items considered when rating jobs are:

- Job duties
- Level of accountability
- Supervisory duties
- Education required for the position
- Experience required for the position
- Human relations skills required for the position
- Budget

After a point value for the job is determined, a salary range is established. The salary range is calculated by combining the *Hay point* and the *market average for that job*. Salary surveys are performed each year to determine the *market average* for the various jobs at BYU-Idaho.

Each employee is expected to give their full measure of time, talent, and loyalty to the University. **Any activity, work pattern, or other commitment that may adversely affect or influence University employees or employment, in terms of productivity, time worked, or improper influence is in conflict with his or her basic obligations.**

Some examples of conflicts of interest include:

1. Using University positions to influence business transactions for personal benefit.
2. Engaging in business activities during work hours that are not part of the assigned duties.
3. Engaging in a private business that provides goods or services to the University.
4. Using University personnel, equipment, supplies, or space for church, civic, business, or other activities without reimbursing the University.
5. Accepting gifts or favors from businesses which provide goods or services to BYU–Idaho, including traveling or being housed at a vendor’s expense.
6. Displaying merchandise, soliciting co-workers, distributing literature, or participating in fund raising for personal interests on campus.
7. Exerting influence on, or being a part of, any business transaction involving the University from which the employee or a relative could receive benefit or gain of any kind.
8. Taking time from work for the performance of routine church duties.
9. Being paid extra for performing additional work during the same hours as the regular work hours.

Employees are expected to complete and sign a **Conflict of Interest Disclosure Statement** annually. They are also expected to talk to the immediate supervisor any time a conflict arises that may interfere with work.

To view the entire policy see: www.byui.edu/hr/
Click on “Policies and Procedures”

Faculty Members: Please refer to the “Faculty Conflict of Interest” Policy

BYU–Idaho seeks to provide an environment where each person can be successful in fulfilling their employment commitments and responsibilities. Employees voluntarily accept University standards and conditions of employment and are responsible for their personal conduct and work performance.

When a concern regarding employee conduct or performance arises, the action taken will depend on the nature of the issue. Consequences may range from informal counsel to immediate discharge. Reasons for concern include, but are not limited to:

- *Misconduct* - a violation of BYU–Idaho Honor Code standards or other policies regarding conditions of employment. Employees are to maintain the highest standards of honor, integrity, morality, and consideration for others.
- *Insubordination* – a refusal or failure to follow a reasonable directive of a superior.
- *Unsatisfactory performance* – unacceptable work, poor attitude, incompetence, or carelessness.
- *Unacceptable behavior* – unexcused absences, excessive tardiness, sleeping or wasting time on the job, leaving without permission, or excessive breaks.

Supervisors should review the entire “Discipline and Discharge” policy and counsel with Human Resources before taking action towards formal discipline or discharge.

To view the entire policy see: www.byui.edu/hr/
Click on “Policies and Procedures”

Faculty Members: Please refer to “Faculty Disciplinary Procedures”

Full-time employees are eligible for several different types of leave to accommodate personal needs. **Employees receive approval through their supervisor prior to taking leaves, except in case of an emergency or illness. In such cases, the employee should notify the supervisor as soon as possible, generally within four hours after the work shift begins.** Each supervisor should manage leaves fairly and consistently for employees in their area. Key points to remember are:

(Listed in alphabetical order)

Annual Leave (i.e. Vacation)

1. Provides paid time off for rest, renewal, personal needs, family time, etc.
2. Cannot be used until earned (accrues at the end of each full pay period; available to use the following pay period).
3. Scheduled during regular working months for employees who work less than 12 months during the year.
4. Consider employee's preference whenever convenient; however, vacation should be scheduled at times that will not unduly interfere with day-to-day operations.
5. Encourage employees to take at least 5 consecutive days off at least once a year.

Family and Medical Leave (FMLA)

1. Provides an employee up to 12 weeks of *unpaid* leave (if the employee does not have vacation or sick leave to use) during a 12-month period for a serious health condition involving hospitalization, hospice, or a medical care facility; or continuing treatment by a health care provider, for:
 - a. themselves, if unable to perform his or her job
 - b. birth of a child (right expires one year after birth)
 - c. adoption of a child (right expires one year after adoption)
 - d. care of a spouse, parent, or child (son or daughter under 18 years old)
2. Must have been employed for at least 12 months and worked at least 1250 hours during the 12-month period preceding the commencement of the leave request.
3. Accrued vacation and sick leave must be used prior to taking leave without pay.
4. Supervisor may request medical certification to support a claim for leave.
5. Spouses who are both employed by BYU-Idaho are entitled to a total combined 12 weeks of FMLA leave (rather than 12 weeks each).

6. Employees may be returned to the position he or she held when the leave began, or to an equivalent position. Return to work requires certification from the employee's health care provider that the employee is able to resume work. Employees must be able to perform the essential functions of the position.
7. No guarantee of employment following leaves longer than 12 weeks.
8. Leaves beyond 12 weeks must be justified and are granted at the sole discretion of the University.
9. Requires specific written approval from the University for the leave to be designated as family medical leave.

Funeral Leave

1. Provides paid time off to make arrangements for and/or attend the funeral of a close relative (spouse, parent, child, brother, sister, grandparent, grandchild, in-law) or any other relative who, at the time of death, was living in the home of the employee. Supervisors may grant up to three days of funeral leave, where the employee's involvement is needed in making funeral arrangements, travel, etc. Time beyond three days is recorded as vacation.
2. Provides paid time off to attend the funeral service of relatives not listed above. Supervisors may grant up to one day, if needed. Time beyond one day is vacation.
3. Attendance at funerals of those other than close relatives or fellow employees must be approved in advance by the immediate supervisor. Funeral leave may be granted for leaves of less than four hours; any time over four hours is vacation.

Holidays

1. Provides paid time off for the following holidays:
 - New Year's Day (First day of January)
 - Civil Rights Day (Third Monday in January)
 - Presidents' Day (Third Monday in February)
 - Memorial Day (Last Monday in May)
 - Independence Day (Fourth of July)
 - Pioneer Day (Twenty-fourth of July)
 - Labor Day (First Monday in September)
 - Thanksgiving (Fourth Thursday and Friday in November)
 - Christmas Day (Twenty-fifth of December)
2. When holidays fall on Sunday, the holiday will generally be observed on the following Monday.
3. When holidays fall on Saturday, the holiday will generally be observed on the preceding Friday.
4. Employees on "leave without pay" the day prior to a holiday will not be paid for the holiday.

Jury Duty

1. Provides paid time off for employees who are called to jury duty or subpoenaed as a witness in a court trial.
2. Time off to take care of personal matters is considered vacation.

Leave Without Pay

1. Generally intended to cover leaves for military service, mission leaves, family medical leave, etc.
2. Not intended to be used to preserve vacation and sick leave.
3. Provided to employees for special needs.
4. Should not extend longer than one month for reasons outside those listed above.
5. No guarantee of re-employment following leaves of more than one month unless the leave is for military service or covered by the Family Medical Leave Act.

Military Service

1. Provides unpaid leave for employees called to active duty to serve with the U.S. armed forces.
2. Employees returning within 90 days from an honorable release of military service will generally be reinstated in a position of like seniority, status, and pay.

Missionary Service

1. Provides unpaid leave for employees who wish to serve a mission.
2. Employee is not guaranteed work upon return from missionary service.
3. Employee has up to two months following the mission to be re-employed.
4. Re-employment allows missionary service to count as retirement benefit credit.

Public Service

1. Campaigning for public office must not interfere with employment duties.
2. Employees must resign before taking office in positions that require full time.
3. Employees must reimburse the University by the amount of compensation received for part-time service as they continue to receive pay from the University.
4. Continuing activities (committees, etc.) beyond those regularly assumed, such as a legislative session for a legislature, must be arranged so as not to interfere with the employee's regular working schedule.

Sick Leave

1. Provides paid time off for short and long term illness.
2. Is to be taken only as needed for sick leave reasons.
3. May be used within reasonable limitations to care for immediate family members living in the employee's home, and for doctor and dentist visits for themselves and members of their immediate family with pre-approval.
4. Frequent, unsubstantiated use of sick leave will result in discipline.

Snow Leave

1. Provides paid time off when extreme or adverse weather conditions delay an employee's arrival to work or need to leave prior to the end of the work shift.
2. Is limited to four hours per day and forty hours in a calendar year. Time beyond the four hours/day may be taken as leave without pay or vacation.
3. Employee must notify supervisor of delays in getting to work as soon as possible.
4. Determination as to whether or not the leave is necessary is made by the supervisor.

Temple Ordinance Workers

1. Provides one hour each week of paid time off for employees who serve as official, set-apart temple workers.
2. Time taken beyond the one hour must be recorded as annual leave.

To view the entire policy see: www.byui.edu/hr/
Click on "Policies and Procedures"
Click on "Leave Policy"

Exiting Employees

The **Employee Exit Form** provides a **thorough checkout for all employees** and ensures return of all University property and correct issue of final pay. Supervisors are to give the form to employees upon receiving written notice regarding end of employment. The employee should bring the completed form to Human Resources on, or before, the last day of work. The **Employee Exit Form** is available from Human Resources or at:

<http://www.byui.edu/hr/>

Failure to complete this process may result in charges to the employee's personal account.

Frequently used Personnel forms located on the Human Resources website:

- Application for Employment
- Benefits Forms (from DMBA website)
- Checklist for New Hires
- Conflict of Interest Disclosure Form
- Employee Exit Form
- Exemplary Employee Award (Guidelines)
- Exemplary Employee Award (Nomination Form)
- Offer Letter (Sample)
- Personnel Requisition Form
- Performance Review Form
- Professional Development Request
- Request to Take a Class During Working Hours
- TIAA-CREF Change in Allocation

To view the forms website see: www.byui.edu/hr/
Click on “Forms and Checklists”

The job evaluation process serves two ultimate objectives:

1. To ensure employees are paid appropriately for their assigned job duties.
2. To ensure compliance with the Fair Labor Standards Act (FLSA).

Ensuring Employees are Paid Appropriately

The Hay evaluation system is the University's tool for determining the relative value of jobs in relation to others on campus. Market surveys are used in conjunction with the Hay system to determine the dollar value (and corresponding salary range) of jobs in relation to the market. Each employee's salary would fall somewhere within the salary range for their particular position.

Further, salary ranges relate to the responsibilities, duties, and skills **required to successfully perform the job** and not to the specific qualifications of the person currently occupying the job.

Any change in major duties assigned to a position should be coordinated with Human Resources to assess any possible impact on the position's salary range.

Ensuring Compliance with the FLSA

The FLSA is a federal law that was enacted by Congress in 1938. The law sets minimum wage, overtime pay, and other standards for workers who are covered by the act. Jobs are classified according to the law as either "exempt" or "non-exempt" from the standards of the FLSA. Administrative and faculty employees are **exempt** from the act; staff employees are **non-exempt**.

Employees in **non-exempt** jobs record their hours worked and are paid overtime at 1½ times their normal salary for hours worked over 40 in a given work week. Employees in **exempt** jobs are expected to work a typical 40 hour work week or more – whatever is necessary to fulfill their job requirements – and are not paid overtime.

Process for Evaluating Jobs

1. Update the Job Description. The supervisor and the incumbent are primarily responsible for updating the job description since they are the most familiar with the job. Updating job descriptions should be coordinated between the department and Human Resources.

2. Review and Audit. Human Resources works with the supervisor and/or incumbent in clarifying job duties and in helping with any other aspect of updating the job description. Human Resources may conduct job audits or “shadow” the job as a means of understanding the complexities of certain job duties or for understanding the job as a whole.
3. Job Evaluation Committee. Positions are evaluated by the Job Evaluation Committee using the nationally recognized Hay evaluation system. This committee consists of directors from each vice president’s area of campus and representatives from Human Resources.
4. Evaluation Results. The University follows a practice of awarding a 5% pay increase to employees whose jobs are evaluated at a higher level than was previously assigned.

New Employee Checklist

Employee Assignments

- _____ Complete Employment Paperwork
 - Personnel Action Request (PAR)
 - W-4, Employee's Withholding Allowance
 - I-9, Employment Eligibility Verification
 - Direct Deposit Form and Voided Check
 - New Employee Spotlight
 - Employee Dependents
 - Acknowledgment of Conditions of Employment
 - Employee Information Usage Agreement
 - Conflict of Interest Disclosure Statement
 - Work-Related Injury Reporting
 - CES Remembrance Fund Application and Beneficiary Form

- _____ Complete New Employee Orientation, which includes the Benefits Orientation – *Human Resources, 240 Kimball, ext. 1130*
- _____ Set up employee network ID (Net ID) allowing access to payroll notification (pay stub), personal account, email, calendaring, etc. – *Human Resources, 240 Kimball, ext. 1130*
- _____ Request office keys online at www.byui.edu/PhysicalFacilities/
- _____ Have official employee portrait taken, schedule with *Jeff Smith, 356 McKay, ext. 1203*
- _____ Obtain a BYU-Idaho employee ID card at the *ID Center, 162B Manwaring Center, ext. 1012*
- _____ Notify the Safety Officer of your arrival. You will be enrolled for the required Fire Safety Training online at www.byui.edu/Safety/fireprevention.htm *Eric Harmston, 355 TFO, ext. 2457*
- _____ Obtain a parking permit at *University Parking Services, 150K Kimball, ext. 3266*
- _____ Complete FERPA agreement to obtain access to student data – *Delaina Scholes, 190 Kimball, ext. 1033*

Hiring Department Assignments

- _____ Explain appropriate Dress and Grooming Standards (Policy 2-2 D) for specific area and work assignments
- _____ Provide safety training for work assignment and review of work area, including exits and safety/first aid stations or supplies
- _____ Outline job duties and responsibilities for the new employee, including specific departmental practices or procedures
- _____ Review time and attendance reporting practices
- _____ Provide training on copy machine use and locations, including DocuTech, Copy Spot, and University Press services
- _____ Provide training on University mail services, including pick-up and deliver times and locations
- _____ Authorize cash fund and signature authority for financial forms to new employee (where applicable) by contacting the Accounting Office
- _____ Authorize access to: I-Series/AS 400 (*Randy Goodman, 170 Kimball, ext. 1086*), the use of credit cards and/or purchasing cards (*Valerie Gutierrez, 290 Kimball, ext. 1144*), and long distance calling cards (*Peggy Gibson, 130 Kimball, ext. 1039*)

Additional Contact Information

- Cell Phones – Johnnie Cahoon, ext. 1048
- Faculty Webpages – Bob Reed, ext. 2149
- Software Problems – See department's CSR
- Software Training – See Instructional Technology
- Telephone System – Mary Ivie, ext. 2406
- Time and Attendance Policies – See Human Resources

Overtime Payments

- Generally, overtime is not permitted at the University.
- If overtime is warranted, it must be approved **before** it occurs.

Exempt Employees (Administrative and Faculty Employees)

- Exempt employees are expected to work the time necessary to accomplish their assigned responsibilities.
- Exempt employees are **not paid overtime**.

Non-Exempt Employees (Staff Employees)

- According to Federal law (FLSA) non-exempt employees must be paid overtime at **time and one-half rates** for any time worked in excess of the standard 40-hour week.

Workweek

- The workweek at BYU–Idaho begins at 12:01 a.m. on Saturday and ends at 12:00 midnight the following Friday.

Workweek Adjustments

- If it becomes necessary to require a **non-exempt** person to work more than the standard eight-hour day, it is desirable, when possible, **to adjust the workweek rather than pay time and one-half**.

Compensatory Time Off

- **Non-exempt** employees may be given hour-for-hour compensatory time off in lieu of cash overtime payments if the time off is given **in the same work-week** that the overtime is worked. Each workweek must stand alone.
- **Exempt** employees are expected to give whatever time is necessary to complete work assignments. They are not to track hours for purposes of taking compensatory time off. If an exempt employee has been required to work an extraordinary amount of time over a long period, the supervisor may choose to give the employee time off. However, time off should not be hour-for-hour or at any set ratio.

Paid Holidays and Other Leaves

- Days absent from the job for vacation, sick leave, or holidays do not count as time worked during the week for the purpose of computing overtime pay.

Working on Holidays

- An employee who is **required to work on a holiday which occurs during the normal workweek (M-F)** will be given time off **on another working day in the same workweek.**
- If an employee, required to work on a holiday, cannot be given time off in that workweek, the employee will be (1) paid for the time worked on the holiday, (2) **plus an additional eight hours.**
- See exception for Labor Day weekend.

Labor Day Weekend Exception

- When full-time, part-time, or temporary employees are required to work Saturday or Monday on the Labor Day weekend for school start-up, **the hours worked on those days will be paid at time and one-half (full-time employees would also receive their regular holiday pay).**
- Full-time employees may be given the **option** of taking another day off **during that week** for the holiday rather than receive time and one-half pay.
- **This exception does not apply to employees whose job duties already require weekend and holiday shifts.**

On Call

- In order to be considered working overtime an employee must be at his or her workstation, or the place he or she is required to work.
- Being “on call” does not constitute an overtime situation unless the employee has restrictions placed on them such as distance from work, response time to calls, etc.

To view the entire policy see: www.byui.edu/hr/
Click on “Policies and Procedures”

Faculty Working Hours

Faculty members are expected to be available during each workday to prepare, teach, consult with students, meet with advisees, and provide support to the University by attending meetings, forums, devotionals, college/department and campus-wide faculty meetings, fulfilling committee assignments, etc. While no set working hours exist, full-time faculty will be working a 40-hour week or more.

Non-Faculty Working Hours

Non-Exempt (Staff) full-time employees normally work from 8 a.m. to 5 p.m., Monday through Friday, except where other work schedules are required. All full-time schedules include a one-hour meal period. A 10-minute rest period for each four hours of continuous work is appropriate. Overtime is not encouraged and must be approved in advance by the immediate supervisor.

Non-Exempt (Staff) part-time employees are scheduled according to the needs of the work area. Non-exempt employees are required to report all time worked and all time taken off. Non-exempt employees are to be paid for hours actually worked.

Exempt (Administrative) employees are expected to work the time necessary to accomplish their assigned responsibilities. It is expected that they will work from 8 a.m. to 5 p.m. (8 hrs. per day) or longer. Exempt employees are not paid overtime.

Pay Periods

Paychecks are distributed semi-monthly on the 23rd for the 1st-15th pay period and on the 8th for the 16th-31st pay period. When payday falls on a weekend or holiday, paychecks will be available on the previous workday.

Employees have a variety of opportunities available to them for professional development. Supervisors should encourage employees to take advantage of opportunities to learn and grow to enhance their work performance and/or prepare for future opportunities.

Professional Development Options

1. Tuition waiver for up to six credits each semester (courses at BYU-Idaho) for full-time employees (four credits for part-time employees).
2. Tuition waiver for non-credit courses through BYU-Idaho Continuing Education.
3. Professional development assistance for advanced degrees or degrees not offered through BYU-Idaho.
 - Administrative and Staff Employees: See the “Professional Development” policy on the Human Resources website (www.byui.edu/hr/).
 - Faculty Employees: See “Professional Development for Faculty” on the Human Resources website (www.byui.edu/hr/).

Other Educational and Training Opportunities

Sponsor: Human Resources

Training Programs

- Spirit of Ricks (required of all new employees)
- Every Employee a Teacher
- Effective Supervision
- Interviewing Job Candidates
- Conflict Resolution, Managing Change, etc.

Sponsor: Campus Departments/Offices

- Department-specific training (e.g. Accounting, Purchasing, and Travel all offer training on their processes and procedures)
- Instruction and Technology Department (technology-related training courses – see their web page on the internet for more information)
- McKay Library (check-out privileges for books, videos, etc.)
- On-line training (available on the internet from many campus departments, as well as from off-campus websites)

Recruiting and Hiring for Non-Faculty Positions

BYU-Idaho is owned and operated by The Church of Jesus Christ of Latter-day Saints. The University reserves the right to hire qualified and worthy members in good standing with the Church. Within the context of its religious preference, BYU-Idaho will not permit unlawful discrimination based upon race, color, sex, age, national origin, religion, or disability.

A hiring supervisor must submit a *Personnel Requisition Form* to request approval from President's Council to hire in an existing position (replacement) or to hire in a new position (approved in annual budget review). The form is available at:

<http://www.byui.edu/hr/>

Human Resources is responsible for advertising openings and will conduct preliminary screening interviews based on the qualifications identified in the approved job description. An HR coordinator will then review applications with the hiring unit and assist in selecting candidates for further consideration. Only applicants meeting the minimum qualifications will be referred to the hiring unit for interviews. Recruitment from within the University community is encouraged.

The hiring unit will conduct interviews with their top candidates and will counsel with Human Resources regarding a final selection. Employment offers can only be made after receiving clearance from Human Resources. After an offer is accepted, the hiring unit will notify the other final candidates of the decision.

Faculty Members: See the “Hiring for Approved Positions (Faculty)” Policy for information on the recruiting and hiring of faculty employees.

Quick Facts

- The University **prohibits sexual harassment** against all persons involved in the campus community.
- The University also **prohibits unlawful gender-based discrimination and inappropriate gender-based behavior** in the workplace or in an academic setting.
- Sexual harassment, unlawful gender-based discrimination, and inappropriate gender-based behavior **perpetrated by students**, not acting in the capacity of a University employee, **is also covered by this policy.**
- **Administrators, deans, chairs, directors, managers and supervisors are responsible for the University's Sexual Harassment Policy within their area of responsibility. However, they should contact the Human Resources office for assistance in resolving these problems.**

Inappropriate Behaviors

The following is a **list of examples** of inappropriate gender-based behavior. These behaviors, if severe and pervasive, could rise to the level of unlawful sexual harassment. These examples are not intended to be all inclusive:

- Repeated stereotypical gender-based remarks
- Sexually oriented joking, flirting, or comments
- Unwelcome touching or any touching of a sexual nature
- Verbal or physical abuse
- Graphic sexually oriented comments about an individual's body
- Derogatory or demeaning comments concerning gender
- Any perceived disrespectful behavior attributable to gender
- Offensive or crude language
- Display of objects or pictures which are sexual in nature
- Persistent and unwanted attempts to change a professional and/or academic relationship into a personal one.

Reporting Procedures

Complaints of sexual harassment and inappropriate gender-based behavior may be made to:

- The offender's line management (who works with Human Resources to resolve the issue)
- The Human Resources office (Kimball 240) at 496-1130
- The Honor Code office (Kimball 270) at 496-1120 (for student-related complaints)

Investigation Procedures

An adequate, reliable, and impartial investigation will be undertaken in a prompt and equitable manner by the Human Resources office and appropriate line management upon notification of alleged sexual harassment, unlawful gender-based discrimination, or inappropriate gender-based behavior.

If the behavior involves faculty, administrative, staff, student employee, or a campus visitor as the alleged perpetrator, the investigation will be conducted by the Human Resources office. (Where the alleged perpetrator is a **student employed** by the University and the alleged act occurred in the workplace, the investigation will be coordinated between Human Resources and the Honor Code office.)

When the alleged perpetrator involves a student whose alleged misconduct is not related to employment, the investigation will be handled through the Honor Code office according to the same general investigation principles applicable to University personnel and third parties.

Disciplinary Sanctions

Any violation of this policy by faculty members, administrators, staff, campus visitors, or students may result in disciplinary sanctions including termination of employment, suspension, separation from the University, being physically banned from the campus, and/or such other penalties, sanctions and impositions as may be appropriate and available to the University.

In addition to any individual sanctions levied, BYU-Idaho will take the reasonable and necessary steps to correct the discriminatory effects on the aggrieved and on others, as appropriate, and to prevent the recurrence of the actions leading to the complaint.

No Retaliation

Retaliation against an individual who has filed a complaint of unlawful sexual harassment will be considered a separate violation of policy and the retaliating person may be subject to disciplinary sanctions. Encouraging others to retaliate also violates this policy.

To view the entire policy see: www.byui.edu/hr/
Click on "Policies and Procedures"

The University provides worker's compensation benefits to employees as required by state law. An employee who is injured or becomes ill because of and in the course of employment may be eligible for those benefits, including medical treatment. All full-time, part-time, temporary, and student employees are eligible for worker's compensation benefits.

Responsibilities of the Injured Employee

Always visit the Student Health Center before any other medical facility, unless it is closed or the injury requires ambulatory or emergency service.

- Notify medical staff that the injury is work related.
- Inform his/her supervisor of the injury or illness immediately.
- Provide doctor's notices (i.e. work limitations/restrictions, return to work authorization) to the Human Resources office.

Responsibilities of the Supervisor

- Complete the "Work Related Injury/Illness Report" form immediately. This form is located on the Safety Office website at www.byui.edu/Safety/Injury.htm.
- Assign appropriate light duty work as necessary to help employees during the recovery period.
- Ensure clean and safe work environments at all times, train employees on safety techniques and equipment, and enforce safety precautions as necessary.

Use of Accrued Leave Due to Lost Time

- Sick leave can be used to cover the first five days of lost time from work. Beginning with the sixth calendar day, worker's compensation will begin paying for $\frac{3}{4}$ of the lost time. Employees may continue using accrued leave to supplement their compensation so as to receive a full pay check.
- Employees whose leave extends beyond 14 calendar days will receive worker's compensation pay for the first five days off work. This pay is granted regardless of other pay the employee received by using sick leave.
- Time not used with accrued leave (i.e. sick leave or vacation) should be recorded as leave without pay with a notation that the employee is on worker's compensation.

- Employees will accumulate vacation and sick leave while on leave without pay for work injuries. If the time off is more than 45 calendar days, the employee should apply for long-term disability. The employee will not continue to receive vacation and sick leave accumulation while on disability for work-related injuries.
- Employees such as faculty members and others hired on a contract basis who continue to receive their contracted pay even though they are off for on-the-job injuries are not eligible to receive lost time wages under worker's compensation.

Procedural Information to Remember

- Payment of medical bills is dependent on timely reporting of work related injuries.
- Injuries not reported within 60 days will likely be denied payment through worker's compensation.
- Doctor's notes are required for injuries resulting in lost time from work, and should be sent to the Human Resources office.
- Leaves due to work-related absences will be counted against an employee's 12-week family medical leave.
- **Employees who claim a work related injury or illness must follow the procedures as outlined in the Work Related Injury or Illness Reporting Procedure form.** This form can be found on the Safety Office website.

To view the entire policy see: www.byui.edu/hr/
Click on "Policies and Procedures"

Employees have the right to present employment concerns to management and to have those concerns addressed in a fair and objective manner.

Points to Remember

1. As a general rule, complaints should be received and resolved at the lowest administrative level possible and resolved as quickly as is reasonable.
2. Complaints should be filed within two months of the concern.
3. Complaint resolution starts with the immediate supervisor. If unresolved, the employee may file the complaint in writing to the next line manager above the supervisor. If not resolved at this level, the employee may continue to file the written complaint up to the vice president level.
4. Complaints that cannot be resolved at the vice president level may, at the written request of the employee, be presented to the Personnel Council.
5. An employee should not suffer any form of retaliation for having submitted a work-related concern.
6. A complete record of work-related concerns that cannot be resolved at the supervisor level will be maintained by the Human Resources office.

Refer to the “work-related concerns” policy on the Human Resources webpage for additional details.

To view the entire policy see: www.byui.edu/hr/
Click on “Policies and Procedures”

Faculty Members: See the “Faculty Grievances” policy.

Work-Related Injury or Illness Reporting Procedure

The following procedure must be followed whenever full-time, part-time, temporary, and student employees are injured on the job or become ill due to their work responsibilities as defined in the University's worker's compensation policy statement:

1. The employee must notify his/her supervisor immediately of all work-related injuries or illnesses, regardless of the apparent severity.
2. Employees who sustain a serious or life threatening injury or illness should seek treatment at the Madison Memorial Hospital emergency room. All other work-related injuries or illnesses must be treated at the BYU–Idaho Health Center during normal business hours. If the Health Center is closed, employees may seek initial treatment from Madison Memorial Hospital or Community Care.
3. Employees who work or travel outside the Rexburg area and sustain a work-related injury or illness should report directly to the nearest available hospital or general-care facility if treatment is required.
4. Treatment from medical facilities other than those listed above and from specialized medical professionals such as ophthalmologists, chiropractors, and physical therapists may occur, but only after a referral from the initial treating physician.
5. In any event, the Safety Office at BYU–Idaho shall be notified as soon as possible so proper documentation can be promptly prepared. A report form must be completed for every work-related injury or illness regardless of severity. This report form can be found at www.byui.edu/safety/injury.htm or by calling (208) 496-2457.

Employees who receive treatment from medical specialists without a referral from a designated provider as indicated above will be responsible for paying the medical bills for non-referred treatments, unless otherwise indicated by the University's claims adjuster.

Guidelines for work-related travel (away from home) **for non-exempt** (eligible for over-time) personnel:

1. Travel during normal work hours, including Saturday and Sunday, is considered work time.
2. Travel outside normal work hours, if the employee is required to drive or do other work while traveling, is considered work time.
3. Travel outside normal work hours when traveling as a passenger does not count as work time.
4. Travel for one-day assignments to another city is considered work time, along with the time spent working or attending meetings. Normal meal periods may be deducted from work time if the employee is free to use the time as he/she wishes.

To view the entire policy see: www.byui.edu/hr/

Click on “Policies and Procedures”

Click on “Travel Time”