

# **Policy Manual**

## **Philosophy on Human Resource Management**

Case Western Reserve University's mission focuses on excellence in teaching, research, and scholarship. The university believes success in this mission depends on the collective efforts of a diverse workforce made up of individuals committed to excellence in service and performance. In keeping with this commitment, the university establishes guidelines for policy formulation and administration which:

- Emphasize the integrity of the university community through a unified institutional effort;
- Support and promote individual development for the betterment of the community;
- Recognize individual contribution at all levels and appreciate innovative effort and accomplishments, and;
- Encourage open communication and shared stakeholding to accomplish the mission.

The university takes pride in its tradition of leadership and innovation. The HR policies share this progressive character, providing foundation for a mutually supportive environment distinguished by equal opportunity and sound business practices.

It is necessary to change these policies from time to time to reflect changes in the workforce, employment trends, economic conditions and state and federal legislation. However, any changes in policy will be consistent with the university's approach to:

- Employ talented individuals whose creativity and imagination will support and contribute to achieving the university's mission;
- Communicate university standards and expectations;
- Value diversity;
- Assure equal employment opportunity and a workplace where relationships are based on mutual respect;
- Treat all faculty, staff, and students in a professional, non-discriminatory manner;
- provide safe, effective working conditions and accommodations, and;
- provide competitive salaries and benefits.

## **Purpose of the HR Policy Manual**

The Human Resources Policy Manual is a central reference to all university employee relations policies. Each policy is a guideline to be used with discretion, understanding, and management in the spirit in which the policy is written. It is intended for use by individuals who have supervisory responsibility for Case Western Reserve University employees (compensated and non-compensated). The contents are available to any member of the Case Western Reserve University community.

**Cross Reference Guide** to updated policies.

It is important that supervisory staff understand and support each university policy. Therefore, every effort is made to include sources for certain policy guidelines (such as other university policies and positions as well as government requirements or legislation). Information regarding policy implementation will be found in accompanying procedures.

These policies apply to employees as designated. Faculty may wish to review the Faculty Handbook, as referenced. In some instances, additional and more detailed provisions are described there. Student employees may wish to review the Employment Handbook for Students, as referenced, for additional information.

The specific policies that follow promote the philosophy of the university with regard to standards of excellence; terms of employment; employee development; and employee services. These policies and procedures will be reviewed on a regular basis and may be revised as necessary and appropriate to reflect the dynamics of the university. Changes will be communicated to all Case Western Reserve University employees, and new or revised policies will be distributed to individuals with supervisory responsibility.

Under no circumstances are the statements contained in these policies to be considered a contract of employment, an obligation, or guarantee on the part of the university.

**Policy Manual Table of Contents**

I. Standards of Excellence

1. Affirmative Action and Equal Employment Opportunity
  - a. Sexual Harassment Complaints Procedure
2. Communications and Expectations
3. Conflict of Interest
4. Ethics
5. Excellence in Leadership
6. Safety and Security
  - a. Handling Safety and Security Situations Procedure
7. Work Environment
8. Productivity
9. Attendance
  - a. Attendance Procedure
10. Consensual Relationships
11. Non-Retaliation/Protection for Whistleblower
12. Confidentiality
13. Relationships in the Workplace

II. Employment

1. Employee Classifications and Status
2. Individuals Who are not Case Employees Procedure
3. Alternative Work Arrangements
  - a. Alternative Work Arrangements Procedure
4. Employment Decisions
5. Search Committees
6. Employment Planning and Responsibility
  - a. Staff Employment Procedure
  - b. Relocating New Employees Procedure
7. Pre-employment Requirements
8. Position Requirements
  - a. Exposure to Human Bloodborne Pathogens Procedure
9. Temporary Employment
  - a. Temporary Employment Procedure
10. Employment Orientation Period
  - a. Employment Orientation Procedure
11. Re-employment of Former Employees
12. University Closings for Holidays and Other Events
  - a. Holiday and University Closing Pay Practice
  - b. Work Week and Pay System
13. Payroll Procedures
14. University Employee Records
  - a. Employee Records - Change in Personal Information Procedure
15. Term Employment
16. Reorganization
  - a. Reorganization Procedure
17. Emergency Preparedness and Workforce Coverage

### III. Employee Development

1. Internal Employment Opportunities
  - a. Internal Employment Opportunity Procedure
2. Performance Management
  - a. Performance Management Procedure
3. Positive Corrective Action
  - a. Positive Corrective Action Procedure
4. Employee Resource Center
5. Employee Recognition

### IV. Compensation and Benefits

1. Compensation Philosophy
2. Overtime
  - a. Overtime Procedure
3. Staff Salary Plan
  - a. Staff Salary Changes, other than Performance Management Procedure
4. Health and Welfare Coverage
5. Retirement Planning

6. Vacation Days
7. Educational Advantages
  - a. Tuition Benefits Procedure
8. Absence and Leaves for Personal Medical, Family Medical, Parenting, and Family Military Service Member Reasons Under the Family and Medical Leave Act
  - a. Administering Leaves for Personal Medical, Family Medical, Parenting, and Family Military Service Member Reasons Under the Family and Medical Leave Act
9. Sick Days During Absence for Personal Medical, Family Medical, and Parenting Reasons (faculty and senior staff, benefits categories 0,1)
10. Sick Days During Absence for Personal Medical, Family Medical, and Parenting Reasons (exempt and nonexempt staff, benefits categories 2,3)
11. Other Leaves of Absence
  - a. Other Leaves of Absence Procedure
12. Campus Amenities
13. Adoption Leave
14. Paid Parental Leave

V. Employee Services

1. Employee Assistance Program
2. Employee References
3. Employment and Wage Verification
4. Grievances
  - a. Staff Grievance Procedure
5. Emergency Salary Advance
  - a. Emergency Salary Advance Procedure
6. Deterrents to Workplace Violence
7. Courtesy Parking Stamp

Glossary

Index

Procedural Forms

**COMING SOON**