NOTICE

This handbook contains general information about your employment with The University of Virginia’s College at Wise, and outlines policies and procedures that affect your daily work. It does not include specific provisions of the policies and procedures, nor does it create any employee rights or benefits. **The handbook is not a contract, nor is it an invitation to contract. Nothing in this handbook is intended to create or imply any contract rights.**

Discrimination on the basis of race, sex, color, national origin, religion, age, or political affiliation, or against otherwise qualified persons with disabilities is prohibited in all aspects of employment with the Commonwealth of Virginia.

The University of Virginia’s College at Wise does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veterans status, national origin, religion or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquiries may be directed to the Director of Human Resources at the Resource Center, 1 College Avenue, Wise, VA 24293. Telephone: 276-328-0240.
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INTRODUCTION TO THE EMPLOYEE HANDBOOK

Whether you are new to The University of Virginia’s College at Wise, or are a continuing employee, this Employee Handbook is written to help you develop a satisfying career in service to the College by outlining the basic elements of the employment relationship between you and UVa-Wise.

This Handbook is designed for you as a Classified or University staff employee of The University of Virginia’s College at Wise. The Employee Handbook contains basic information related to your employment and refers you to the Department of Human Resource Management policies for specific details. These policies are found at the web site of the Department of Human Resource Management (DHRM). Supervisors, managers, and human resource staff will also find information here that is useful to their work with employees.

The official policies of the Department of Human Resource Management, some of which are discussed in this handbook, are revised frequently as the need arises. If any statements in this handbook differ from policy as contained in the Policies and Procedures Manual, the Manual governs.

This handbook is a combination of the “Employee Handbook,” (published by the Department of Human Resource Management) available on the internet at:
http://www1.dhrm.virginia.gov/office/ahrs/eehandbook.html and information contained in the UVa-Wise Faculty Handbook, information from the University of Virginia and policies/information unique to The University of Virginia’s College at Wise.

As policies, laws, and other conditions change, the “Employee Handbook” will be revised. In case of any discrepancy between the “Handbook” and DHRM policies, the policies are authoritative. Updates for this handbook will be periodically distributed via email to staff and supervisors. Employee will be asked to keep their personal copies updated. It is also recommended that employees cross reference the University of Virginia’s policy site: http://www.hr.virginia.edu
QUICK REFERENCE TO KEY WEBSITES

http://www.dhrm.virginia.gov/ Department of Human Resource Management (DHRM) home page


http://www.dhrm.virginia.gov/compensation.html Employee Compensation

http://www.dhrm.virginia.gov/programs.html Employee Programs

http://www.dhrm.virginia.gov/employeerelations.html Employee Relations

http://www.dhrm.virginia.gov/employmentandcareers.html Employment and Careers

https://secure.doa.virginia.gov/payline/ Department of Accounts Payline
http://www.edr.virginia.gov/index.htm Department of Employment Dispute Resolution

http://www.varetire.org/ Virginia Retirement System

http://www.uvawise.edu/human_resources/index.html UVa-Wise Office of Human Resources Website

http://www.hr.virginia.edu University Human Resources home page

http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-benefits/ University Human Resources Benefits

http://www.uvawise.edu/hr/benefits/health-insurance UVa-Wise Benefits home page

HERITAGE AND MISSION

CHAPTER ONE

1.1 History
The University of Virginia’s College at Wise, formerly Clinch Valley College of the University of Virginia, is the only four-year, state-supported college in far Southwest Virginia and is a public liberal arts college of the University of Virginia.

Situated on 396 acres in Wise County, Virginia, UVa-Wise is an incredible example of the determination and perseverance of the Southwest Virginia region. Before the College was created, there were no public colleges in Virginia west of Radford. Higher education was simply out of reach for most residents of Virginia’s mountains.

When local residents made their case to the University of Virginia for establishing a college in Wise, the Commonwealth of Virginia supported the cause by offering $5,000 to open, staff, and operate the two-year school for one year. Another $5,000 was appropriated for the second year, if there was to be a second year.

Local citizens donated over $6,000 to furnish and equip the classrooms. Wise County donated property and two sandstone buildings, remnants of the county poor farm, to house the first classes. All of this happened in the winter of 1954. In September of that same year, Clinch Valley College opened its doors to 100 freshmen.

The first classes of graduates went on to become some of the region’s most successful professionals. As more graduates of the two-year college expressed their preference to stay closer to home to complete their baccalaureate degrees, the College began the process to become a senior institution. The College first granted Bachelor of Arts degrees in June 1970. Bachelor of Science degrees were first awarded in 1973. Bachelor of Science in Nursing degrees were first awarded in 1996. Approximately 6,000 students have received baccalaureates in one or more of the College’s academic disciplines.

The small college once nicknamed “Poor Farm University” is now a vibrant senior institution. Perhaps the most significant event in the College’s recent history is its adoption of a new name. After extensive research and consultation with the College’s many constituencies, the College’s governing board decided a name change was needed to more accurately reflect the institution’s association with the University of Virginia. On July 1, 1999, following passage of legislation by the Virginia General Assembly, Clinch Valley College became The University of Virginia’s College at Wise.

In recent years, UVa-Wise has broadened its outreach. In 1998, the College forged a sister institution agreement with Istanbul University, Turkey’s oldest and largest institution of higher learning. An agreement was reached with Dumlupinar University in Kutahya, Turkey in 1999. Cooperative programs beneficial to the students and faculty of the institutions will be developed, including mutual exchanges. A third sister institution agreement with the University of Seville in Spain was signed in December 2000.

1.2 Mission Statement
The University of Virginia’s College at Wise, a public liberal arts institution, provides students with learning experiences that offer opportunities to develop the insight, competence, sensitivity, and integrity necessary for living enriched lives and for enriching the lives of others. Established in 1954 as a college of the University of Virginia, it is guided by the values of citizenship and
altruism. Proud of its Appalachian heritage, the College continues to honor its commitment of
service to Southwest Virginia, the nation, and the world. The College is guided by a legacy of
teaching and scholarly excellence and by a dedication to quality in both the arts and sciences and
professional programs. Above all, The University of Virginia’s College at Wise is a diverse
community of people who believe that information can be transformed into knowledge and that
teaching and learning create a foundation for wisdom.

1.3 Desired Accomplishments and Goals
Teaching and learning at The University of Virginia’s College at Wise are transformational
experiences.

- Students gain the skills necessary to continue to educate themselves.
- Students are prepared to assume responsibility of citizenship.
- Students learn to appreciate and respect diverse cultures.
- Students discover the importance of being involved in the community.
- Students understand the value of education.
- Students acquire an international perspective.
- Students value honor and integrity.
- Students develop leadership skills.

The University of Virginia’s College at Wise is nationally recognized for academic excellence in
the liberal arts and specialized programs of study and is the college of choice for Southwest
Virginia students.

- The College is a community of learners supported by all constituents, faculty, staff and
  students.
- The College attracts and retains a talented faculty.
- The College provides resources necessary for the continued professional growth and
development of the faculty.
- The College recruits a talented, culturally and geographically diverse student body.
- The College’s staff believes in its mission, supports its programs, and genuinely cares
  about its students.
- The College combines the natural beauty of Southwest Virginia with state-of-the-art
campus facilities.
- The College offers nationally recognized science and technology programs, which have a
  strong foundation in the liberal arts.

The University of Virginia’s College at Wise has built a strong sense of community and
improved the quality of life for the region.

- The College is the cultural center for the region.
- The College is an engine for economic growth.
- The College continues to strengthen the quality of K-12 education in Southwest Virginia
  in partnership with local schools.
- The College is a leader in environmental stewardship.
The College plays an integral role in improving access to and the quality of healthcare in the region.

2.1 The University Rector and Board of Visitors
In 1819 an act of the General Assembly of Virginia established the University as a public corporation with the name “The Rector and Visitors of the University of Virginia”. The governing body of this corporation is styled the “Board of Visitors”. The sixteen members of the
Board of Visitors are appointed by the governor and confirmed by the Senate of Virginia for four-year terms. Thirteen must be from the commonwealth at-large and eleven must be alumni of the University. The board may appoint a full-time student at the University as a nonvoting member of the board for a one-year term.

The duties and powers of the board are exercised in order to carry into effect the Statement of Institutional Purpose of the University. The major powers and duties of the Board are as follows: to preserve the ideals and traditions of the University, especially to encourage and maintain the Honor System; to establish general educational policy; to establish any additional center, branch, college, or school and to present such action to the state government for its approval, if necessary; to authorize the creation or discontinuation of degrees; to elect a rector, president, comptroller, general counsel, secretary, assistant secretary, and members of the faculty (except those appointments vested in the president); to determine the salary ranges, insurance, retirement programs, and other benefits of faculty; to grant leaves of absence and approve tenure and promotions of faculty members; to establish named chairs; to regulate and govern the discipline of students and the renting or rooms and dormitories; to approve general policy governing student scholarships and loans; to fix tuition charges and other fees; to issue revenue bonds to finance student facilities; to approve regulations for use of automobiles by students; to care for and preserve University property, including the sale or purchase of real estate; to grant easements and exercise the power of eminent domain; to approve the annual budget; and to formulate and revise long-range plans. Finally, on nomination from and concurrence of the President, the Board of Visitors elects the vice presidents of the University and the Chancellor of UVa-Wise, all of whom are responsible directly to the President.

UVa-Wise is an integral part of the University of Virginia and is therefore subject to the rules, regulations, and policies enacted by the University’s Board of Visitors. In 1997-98 the Board of Visitors took action that established the UVa-Wise Committee as a regular, standing committee of the Board.

2.2 President of the University
The President of the University shall be the chief executive and academic officer of the University. The President shall be a member of the Administrative and Professional Faculty of the faculty of the College and of each of the schools of the University. The President also shall be the chief executive and academic officer of the University of Virginia’s College at Wise.

2.3 The College Board
The College Board serves in an advisory capacity to the Board of Visitors, the Chancellor and the President concerning the management and development of the College. Members of the Board are chosen by the Board of Visitors and include at least two members of the Board of Visitors. The Rector of the University and the President of the University are ex-officio members.

2.4 The Chancellor
The Chancellor, as the chief local administrative officer of the College, reports to the President and is responsible to the President, the College Board, and the Board of Visitors. The Chancellor is a member of the Administrative and Professional Faculty and the Academic Faculty; is
responsible for operating the College in conformity with the purposes and policies determined by the College Board and the Board of Visitors; acts as advisor to the College Board and Board of Visitors, and recommends policies and programs, including educational programs and new degrees, that will best promote the interests of the College; determines the internal administrative officers. The Chancellor is authorized to suspend any faculty member at any time for proper cause, in accordance with appropriate procedure, after consultation with other affected administrative officers.

2.5 The Vice Chancellors
The Provost and Vice Chancellor for Academic Affairs is the chief local academic officer of the College and acts in the Chancellor’s absence. The Provost is responsible for the development, implementation, and assessment of all academic policies and programs, as well as for academic planning and budgeting. The Provost participates in College administration and policy development as a senior member of the Chancellor’s Cabinet, serves as chair/senior staff to select committees of the College and the Board, and represents the College with external constituencies. Additionally, the Provost maintains cooperative working relationships with administration of local community colleges in Virginia and Kentucky. Reporting to the Provost are the Academic Dean, the Center for Teaching Excellence, the Registrar, and the Director of Library Services.

The Academic Dean reports to and is responsible for support of the Provost and Vice Chancellor for Academic Affairs. Reporting to the Academic Dean are the Director of International Programs and the Director of the Honors Program. The Academic Dean is charged with providing academic leadership necessary to realize the College’s commitment to the highest standards of excellence in teaching, scholarship, creative activity and service. The Academic Dean collaborates with the Provost in the development, implementation, and assessment of all academic programs and policies, as well as the recruitment, development and evaluation of faculty and academic administrators. The Academic Dean also serves as the Director of Summer College.

The Vice Chancellor for Finance and Administration reports to the Chancellor and is responsible for financial management and budget preparation of the College and for management of service units that support the mission of the institution. The Vice Chancellor for Finance and Administration oversees the functions of: facilities planning, construction and operation, procurement and contract management, dining services, the bookstore, campus police, economic development, intercollegiate athletics, human resources, management of the David J. Prior Convocation Center, the Southwest Virginia Higher Education Center, the Southwest Virginia Technology Development Center, budgeting and financial management. The Vice Chancellor for finance and Administration also serves as the college’s legislative liaison officer.

The Vice Chancellor for Development and College Relations reports to the Chancellor and is the principal fund-raising and external relations officer; oversees alumni relations, media relations, and development/fund-raising activities; manages the professional and support staff of the development office; develops plans, programs, and strategies to achieve established fund-raising, marketing, and public relations objectives of the College; and coordinates the activities of the University of Virginia’s College at Wise Foundation, Inc.
The **Vice Chancellor for Enrollment Management and Student Life** reports to the Chancellor and directs the operation and administration of the offices of admissions, financial aid and the advising center. The Vice Chancellor for Enrollment and Student Life will implement and manage student recruitment and retention programs; develop programs and policies to manage new student orientation, on-campus residential life, student organizations, minority affairs, intramurals and recreation, Greek life, career development, counseling and health services, the student judicial process and services for commuter and non-traditional students. The Vice Chancellor of Enrollment Management and Student Life ensures that all enrollment management and student life policies and procedures are in compliance with all College, state, and federal guidelines.

The **Associate Vice Chancellor for Information Services** reports to the Provost and is responsible for overseeing the Offices of Information Technology and Institutional Research and for promoting innovative and effective applications of technology for both academic and administrative purposes. The Associate Vice Chancellor for Information Services must ensure a safe, secure, and stable computing environment; explore ways that technology can improve learning; raise the technology skill level of faculty, staff, and students; and steer the College through federal, state and University of Virginia policies relevant to technology in higher education. In addition, he or she must direct and conduct institutional research to provide information to support institutional and academic planning and decision-making.

The **Associate Vice Chancellor for Strategic Planning & Projects** serves as the College’s strategic planning officer. The Associate Vice Chancellor coordinates special projects for the Chancellor’s office; serves as co-director of the Appalachian Prosperity Project (a joint initiative with the University of Virginia); assists in policy and organizational development; prepares various state and university reports and serves as the College’s FOIA officer. A member of the Administrative and Professional Faculty and Senior Staff, the Associate Vice Chancellor prepares presentations, position papers, and College Board and Board of Visitors’ materials at the request of the Chancellor.

The **Associate Vice Chancellor for Compliance and Conduct** reports directly to the Chancellor and serves as the principal institutional official responsible for oversight of the Office of Compliance and Conduct and the administration of policies, procedures, and accurate data collection to ensure compliance with Title IX of the Education Amendments of 1972 and The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as amended by the 2013 Reauthorization of Violence Against Women Act. The Associate Vice Chancellor for Compliance and Conduct oversees the student conduct system and Student Code of Conduct, as well as the Threat Assessment Team with responsibilities including assessment, intervention and response to potential threats of violence on campus.

**2.6 The Chancellor’s Cabinet**

The Chancellor has delegated authority to four Vice Chancellors and the Provost, who have responsibility for administering the major functional areas at the College. In addition to the Vice Chancellors and Provost, members of the Cabinet include the Associate Vice Chancellor for Strategic Planning and Projects; Associate Vice Chancellor for Compliance and Conduct, Associate Vice Chancellor for Information Services, Academic Dean, the Directors of Athletics,
Library Services, News and Media Relations, and Human Resources; Registrar; Chair of the Staff Senate; Chair of the Faculty Senate; and President of the Student Government Association.

2.7 The Council of Chairs
The Department Chair is both an academic leader responsible for leading the department in carrying out its academic mission and an administrator responsible for effectively managing the routine activities of the department. Within the department, the duties of the Chair include, but are not limited to, holding departmental meetings, scheduling classes, supervising department assessment activities, directing faculty searches, evaluating faculty performance, assigning and supervising advisors for students majoring in that department, assisting students in their progress toward graduation, leading development and implementations of curricular changes, and administering the departmental budget. Traditionally, Department Chairs are tenured faculty. If the position must be filled by a non-tenured faculty member, the title Department Coordinator will be used. Chairs serve three-year terms at the pleasure of the Provost and may be re-appointed. The appointment process begins with a departmental vote in which departmental faculty nominate a person to be Chair. The nomination goes to the Provost, who makes a recommendation to the Chancellor.

The Council of Chairs is chaired by the Provost and Vice Chancellor for Academic Affairs and is comprised of the academic Department Chairs, the Academic Dean, and the Director of Library Services. The group has responsibility for the planning, implementation, and evaluation of the educational program. The functions of the Council of Chairs are to:
1. Develop education goals consistent with the approved institutional mission;
2. Formulate priorities of program activities;
3. Coordinate implementation of educational plans and programs;
4. Implement the Virginia Assessment Program;
5. Advise the Provost and the Academic Dean about other educational matters; and
6. Study the impact of new issues on the academic program and recommend policy concerning those issues.

2.8 SACSCOC Accreditation Liaison
The Southern Association of Colleges and Schools Commission on Colleges recommends that each member organization appoint an Accreditation Liaison to assist the organization in fulfilling its responsibilities. At UVa-Wise the Accreditation Liaison is the Academic Dean. While the CEO—in this case, the Chancellor—continues to receive all official communications, the Accreditation Liaison receives them also and, according to ASCSCOC, has the following responsibilities:
1. Ensuring that compliance with accreditation requirements is incorporated into the planning and evaluation process of the institution.
2. Notifying the Commission in advance of substantive changes and program developments in accord with the substantive change policies of the Commission.
3. Familiarizing faculty, staff, and students with the Commission’s accrediting policies and procedures and with particular sections of the accrediting standards.
4. Serving as a contact person for the Commission staff. This includes encouraging institutional staff to route routine inquiries about the Principles of Accreditation and accreditation policies and processes through the Accreditation Liaison.
5. Coordinating the preparation of the annual profiles and any other reports requested by the Commission.
6. Serving as a resource person during the decennial review process and helping prepare for and coordinating reaffirmation and other accrediting visits.
7. Ensuring that electronic institutional data collected by the Commission is accurate and timely.
8. Maintaining a file of all accreditation materials.

2.9 Academic Departments
Teaching and research are conducted by faculty members organized into departments:

2.9.1 Business and Economics
The Department of Business and Economics offers the Bachelor of Arts and Bachelor of Science degrees with majors in accounting, business administration, and economics. Faculty teach courses in economics, accounting, business computing, business education, business statistics, commercial law, finance, marketing, military science, strategy and management. The department’s Bachelor of Arts degree is well suited for pre-professional study in law or public administration. Both the Bachelor of Arts and Bachelor of Science degrees prepare students for careers or graduate school in economics, accounting, finance, marketing, management, business administration, or business education.

2.9.2 Communication Studies
The Department of Communication Studies a major that incorporates coursework from the diverse specialty areas of the discipline. These include rhetorical studies, journalism, public speaking, media studies, film, and interpersonal, business and professional communication. The major in communication, journalism, media studies or related areas. Students are encouraged to participate campus publications, radio and television productions, and theatre. Internships in the areas of the student’s interest are also encouraged.

2.9.3 Education and Teacher Certification
State-approved programs leading to certification to teach in the elementary and secondary schools in Virginia. Are offered. Each student enrolled at the College who elects to meet requirements for teacher certification must be admitted to the Teacher Education Program and must complete the appropriate prescribed program of studies which includes the general education requirements, requirements for one of the majors offered by the College, specific teaching endorsement requirements, professional studies requirements, and the teaching internship. Students seeking certification in elementary education, special education, or health and physical education must choose the Bachelor of Arts in Liberal Arts and Sciences.

2.9.4 History and Philosophy
The Department of History and Philosophy offers a history major for the Bachelor of Arts degree. It also offers minors in both history, philosophy, and religious studies, which are
open to all students. Students who have studied history and/or philosophy at UVa-Wise have successfully pursued many different careers including law, private business, journalism, government service, and teaching. The department also offers courses supporting the general education requirements and oversees the Appalachian Studies and Women’s Studies minors.

2.9.5 Language and Literature
The Department of Language and Literature offers majors in English Literature, French, Spanish, Hispanic and Hispanic-American Studies, and Foreign Studies leading to the Bachelor of Arts degree. Majors are offered in Foreign Studies with a concentration in French, German or Spanish. The department offers minors in English, French, German, Hispanic and Hispanic-American Studies, and Spanish.

2.9.6 Mathematics and Computer Science
The Department of Mathematics and Computer Science offers courses in mathematics, computer science and software engineering leading to majors in mathematics, computer science, management information systems and software engineering. Minors may be earned in mathematics and computer science. The department also provides general education courses designed for students majoring in other disciplines, particularly the sciences.

2.9.7 Natural Sciences
The Natural Sciences Department offers Bachelor of Arts and Bachelor of Science degrees in Natural Science with majors in biochemistry, biology, chemistry, environmental science and medical technology/clinical laboratory science. It offers minors in biology, chemistry, earth science and physics. Pre-professional studies are available in dentistry, forestry, medicine, pharmacy, physical therapy and veterinary medicine.

2.9.8 Nursing
The Department of Nursing offers a four-year Bachelor of Science in Nursing degree. The department collaborates with health care institutions and agencies throughout southwest Virginia to provide clinical learning experiences. The goal of the program is to prepare baccalaureate graduates to practice competently in the community and the healthcare delivery system.

2.9.9 Social Sciences
The Department of Social Sciences offers Bachelor of Science degrees with majors in administration of justice, psychology, and sociology and a Bachelor of Arts degree in government with concentration in foreign affairs and political science. Minors are available in administration of justice, government, pre-law, psychology, and sociology. The department also offers courses supporting the general education component of the College.
2.9.10 Visual and Performing Arts
The Department of Visual and Performing Arts offers the Bachelor of Arts degree in Liberal Arts and Sciences with majors in art, music and theater. Minors are available in art, music and theater. The department also offers courses supporting the general education component of the College.

2.10 Departmental Coordinators
The Provost, with the advice of the department chair and Academic Dean, determines which departments with multiple disciplines require a coordinator. In consultation with the Provost and Academic Dean, the department chair selects a faculty member in a specialized departmental discipline. Selection is based on factors such as seniority, credentials, experience, and rapport with faculty in the discipline. The faculty member selected is then appointed by the Provost and will receive a stipend each semester in which he/she serves. The stipend is the same regardless of the discipline. Responsibilities of program coordinators are assigned by the chair and typically include:

1. Assisting with chair in scheduling classes in their discipline
2. Assisting in editing catalog copy
3. Recommending adjuncts
4. Assuming responsibility for assessment of their discipline
5. Assuming responsibility for program review of their discipline
6. Developing and/or revising curricula, may include proposing new programs
7. Assuming responsibility for developing and maintaining advising sheets and brochures
8. Assisting the chair in assigning workloads and helping to replace members temporarily absent
9. Assuming responsibility for student placement (i.e. foreign language, mathematics)
10. Assisting the chair in student recruitment, screening and recognition
11. Managing a budget in some cases and
12. Performing other duties as assigned by the chair.

2.11 The Honors Program
The Peake Honors Program offers academically-motivated students further opportunities for engagement and growth through participation in intensive, interdisciplinary courses and enriching out-of-class activities. Students completing the program not only gain the skills associated with advanced study, but also earn the distinction of graduating “With College Honors.”

2.12 Summer College
The Summer College is an extension of the regular academic year with course offerings that meet the academic needs of resident degree students, teachers, and other professionals. The Academic Dean serves as the Director of Summer College

2.13 Center for Teaching Excellence
The Center for Teaching Excellence (CTE) was established to enhance the quality of public education and serves as the outreach arm of the UVa-Wise Department of Education. It provides outreach, continuing education, and professional development for PK-12 educators through workshops, training and coursework. The Center assists professional school personnel in the
acquisition, understanding, and use of knowledge in their academic disciplines; developing and effectively using pedagogical skills and competencies in their instruction; addressing and successfully meeting the Standards of Learning established by the State Board of Education; and addressing and successfully meeting the legislative mandates set forth by the federal and state government. Opportunities for teachers include including college classes, online classes, and intensive institutes. The Center currently serves over 2,500 educators each year who are employed in over 100 Virginia public school divisions.

2.14 **Graduate Medical Education Consortium**
The College houses the Southwest Virginia Graduate Medical Education Consortium. GMEC improves access to high quality primary care for citizens in 13 countries and three cities in Southwest Virginia. GMEC is a non-profit corporation advised by a local board of physicians and health administrators and managed through contract with the University of Virginia’s College at Wise. GMEC creates and supports medical teaching sites in rural and underserved communities by linking local physicians with primary care residency programs in Virginia, Tennessee, North Carolina, Kentucky and West Virginia. GMEC also works—often in partnership with other rural health organization—to create economic development opportunities for health infrastructure to grow in the region. GMEC not only recruits and retains healthcare professionals, but works with regional educators to home-grow students who will return as medical practitioners.

2.15 **Consortia**
The College is a member of two consortia: the Southwest Virginia Higher Education Center and the Southwest Virginia Public Education Consortium.

**The Southwest Virginia Higher Education Center** (SVHEC) was created by the Virginia General Assembly to strengthen the economy of the region through education and training of the current and future workforce. Through its college and university partners (Emory and Henry College, Old Dominion University, Radford University, The University of Virginia, UVa-Wise, Virginia Intermont, Virginia Tech, and Virginia Highlands Community College) the SVHEC coordinates the development and delivery of undergraduate and graduate degree programs and professional development courses. Located on the campus of Virginia Highlands Community College near Exit 14 off Interstate 81 in Abingdon, the SVHEC is an 89,000 square foot, high-technology learning center for college and university programs and regional economic development events. The facility also houses the A. Linwood Holton Governor’s School for gifted and talented secondary school students.

**The Southwest Virginia Public Education Consortium (SVPEC)** was created by the Virginia General Assembly in 1992 and is a partnership of sixteen school districts and nine higher education institutions including the Southwest Virginia Higher Education Center. The purposes of the Consortium are to collaborate on regional programs that address area educational needs and to provide enhanced educational opportunities and technical assistance to local public school teachers. The Consortium coordinates the development of educational opportunities, but does not offer any degrees or certificates. The offices of the Consortium are located on the campus of UVa-Wise. Additionally, the College hosts the Summer Scholars and Upward Bound Programs in the summer and the offices of the Pro-Art Association and Healthy Appalachian Institute.
STAFF GOVERNANCE

CHAPTER THREE

The role of staff at The University of Virginia’s College at Wise has evolved over the years into a body of professionals interacting with students, faculty, administration, and the community to enable the College to accomplish its goals and mission. With their dedication to education,
service, dependability, and courteous nature, the staff serves as ambassadors of the College, promoting a caring and nurturing environment which encourages lifelong learning.

3.1 Classified Staff
Classified staff are salaried non-faculty employees hired prior to July 1, 2006 who do not elect to participate in the University Staff Human Resources Plan. Classified staff positions may be either restricted or non-restricted. Employees have no guarantee of employment for a particular term, and may be terminated in accordance with the policies of the Department of Human Resource Management.

3.2 University Staff
University staff are salaried, non-faculty employees hired on or after July 1, 2006 and those salaried, non-faculty and administrative and professional faculty electing to participate in the University Staff Human Resources Plan.

There are three classifications of University Staff:

- **Operational & Administrative (O&A):** University Staff employees performing office, laboratory, student and library support; building construction and maintenance; equipment services; public safety; and other operational responsibilities. O&A staff employees are typically non-exempt employees under the provision of the Fair Labor Standards Act, and therefore are eligible for overtime.

- **Managerial & Professional (M&P):** University Staff employees who manage a division or subdivision of a major academic unit and/or exercise significant knowledge, discretion and independent judgment gained through advanced education or experience. This category includes coaches and assistant coaches on individually negotiated contracts. M&P staff are typically exempt employees under the provisions of the Fair Labor Standards Act, and therefore not eligible for overtime.

- **Executive & Senior Administrative (E&SA):** University Staff employees on limited term appointments having significant administrative responsibilities and duties and exercising independent discretion, and having the ability to commit the University to a long term course of action.

3.3 Staff Senate
Recognizing the need for a voice and representation within the College, the Staff Senate was established in the fall of 2002. While promoting and supporting the mission of The University of Virginia’s College at Wise, the purpose of the Staff Senate shall be to facilitate two-way communication between senior administration and staff that allows employees to voice concerns and hear from senior administration regarding those issues.

The Staff Senate derives its authority from the Staff and Chancellor. According to the Bylaws, it exists to strengthen communication between and among staff members, faculty and students by recommending ways to improve procedures and employee relations, promote safety, and service to their constituents, Senior Staff, and all College departments, advising the Chancellor on
matters related to general college concerns, and promoting and supporting the mission of the College at Wise.

The Staff Senate is comprised of elected representatives from each Senior Administrative division. Membership will consist of full-time classified non-probationary employees. Representation from each division is based upon the total number of employees per division, and will be reviewed yearly. Representative terms of office should be for three years, with additional one year option and with turnover of no more than one-third of the complete Senate occurring each May. Serving as an ex-officio (non-voting) member of the Senate in an advisory capacity, the Director of Human Resources will formally coordinate the election process each year.

The Staff Senate elects the following officers: Chair, Vice Chair, Secretary, Treasurer, and Communications Officer. Officers will be elected annually and may be re-elected within their term.

Days and times of regular Staff Senate meetings will be selected by the majority vote, for the upcoming academic year, at the July meeting. Special meetings may be called by the Chair when deemed necessary. All Staff Senate meetings are open to the public. Exceptions must be in accord with the Virginia Freedom of Information act.

3.4 The Committee System
The Staff Senate shall maintain three standing committees.

The Social and Program Committee will establish social events and informative programs to bring the staff together on a regular basis. These may include potluck dinners, holiday celebrations, retirement events, etc.

The Employee Relations Committee will focus on staff orientation, employee concerns, communications, handbook, etc.

The Communications Committee will assist with social media, newsletter, etc.

The Staff Senate and each committee will keep minutes of all meetings and maintain records of actions taken. Minutes of all meetings are made available to Senate members.

3.5 Website
The Staff Senate will maintain a web page on The University of Virginia’s College at Wise website. Minutes from all Staff Senate meetings, monthly newsletters, the Bylaws, and general information regarding the Staff Senate will be available at https://www.uvawise.edu/uva-wise/administration-services/finance-administration/human-resources/staff-council/.

GENERAL CONDITIONS OF EMPLOYMENT

CHAPTER FOUR

4.1 Hours of Work
A full-time classified or University staff employee works a schedule of 40 hours per week. Classified or University staff employees working a schedule of 20-31 hours per week are part-
time. There is no classified or University staff employment for a schedule of less than 20 hours per week.

For most jobs, an unpaid lunch break of 30 to 60 minutes is required. Your supervisor will schedule this for you. In addition, departments may provide two 15-minute breaks, one morning and one afternoon, which are part of the paid day. These breaks are optional and may not be used to cover missed time or to extend the lunch period.

Work breaks, or rest periods such as “coffee breaks,” are privileges granted by department supervisors and should not exceed fifteen minutes in the first half of the shift. Such breaks may be shortened or eliminated if work schedules do not permit them. Breaks are intended as rest periods and if not taken cannot be added to another break or used to extend lunch periods, offset lateness or early departure from work, or shorten the 40-hour work week. Work breaks for part-time employees should be granted at the discretion of the supervisor but generally should not be more frequent than one break per four-hour shift.

The standard workday is 8 hours. Unless otherwise indicated, official statements including policy and handbook references to “workday” mean an 8-hour period. If you work an alternate schedule, remember that official statements generally assume 8-hour days.

1. Some departments have established flexible work hours to better meet their business needs. Normally, administrative offices must ensure adequate coverage during core business hours. In most cases, flexible schedules maintain a 40-hour workweek. Ask your supervisor if one of those schedules applies to you or is an option available to you.

2. Your department may permit alternate work schedules in some cases. An example of an alternate schedule is four 10-hour days per week. Based on its business needs, a department may decide not to permit alternate schedules, or may decide to discontinue them at any time.

The normal established hours of work at UVa-Wise are from 8:00 a.m. to 5:00 p.m., including a one hour lunch period, Monday through Friday. Departments may elect to adopt a different work schedule within UVa-Wise’s standard work week, due to their need to be open or closed earlier or later than these hours or some other unique situation.

Most non-exempt employees (those covered by the Fair Labor Standards Act) may work only those schedules that maintain a 40-hour workweek. For certain employees in law enforcement, the Fair Labor Standards Act (FLSA) permits arrangements, such as 28-day cycles, which do not require a 40-hour workweek. In these cases, the calculation of overtime is based on the alternative work cycle.

With agency approval, exempt employees (those not covered by the FLSA) may work a two-week schedule that results in 80 work hours in two weeks.
4.2 Attendance
You are expected to report to work in accordance with the work schedule assigned by your supervisor, and you are responsible for letting your supervisor know as soon as possible if you expect to be late or absent. Failure to notify your supervisor appropriately may result in disciplinary action including termination.

4.3 Hiring Requirements
Employees hired into certain positions must complete a Statement of Personal Economic Interests as required by the Code of Virginia. Human Resources will notify you when you need to complete this statement.

All employees must meet certain conditions of employment. Additionally, the College may require a background check which could include pre-employment tests and/or drug tests.

4.3.1 Criminal Background Checks
The College conducts criminal conviction checks on all applicants who have been recommended for hire. All criminal convictions must be disclosed on the application for employment. Convictions are reviewed on a case-by-case basis, considering the nature of the position, the seriousness and date of the conviction, and the honesty of the applicant in completing the application form. The applicant will be required to complete a form, which authorizes the University to have a criminal conviction check performed. If the applicant does not complete the form, or if the results of the investigation are unsatisfactory, and official offer will not be extended. The Commonwealth of Virginia Application for Employment requires information concerning law violation convictions including moving traffic violations. Applicants are required to disclose all such convictions (which have not been overturned) including those that occurred under a name other than the name on the application form. Arrests, as opposed to convictions, should be noted on the application. Convictions disclosed on the application form will not be used to influence the selection process if they are not considered by the University to be related to the duties of the position.

4.3.2 Drug Testing
Applicants selected for certain safety-sensitive jobs such as that require a Commercial Driver’s License (CDL), must consent to pre-employment alcohol and/or drug testing as a condition of employment.

4.4 Information About Your Paycheck
Electronic direct deposit is mandatory for all salaried and wage employees who began employment or were re-employed after July 1, 1997. Employee Self-Service (SSTL) allows employees to access information associated with their employment at UVa-Wise. Employees can update their address, change bank accounts for direct deposit, update federal tax withholding (W-4 form), and record timesheet information. In addition, employees can view pay slips for every payday and annual W-2 forms. Finally, employees can view information associated with their positions at the College, including salary, job title, and supervisor. Tax liens and garnishments are honored as directed by state and federal law. An employee will be charged a fee for processing certain garnishments. See the Commonwealth Accounting Policies and Procedures
4.5 Probationary Period
Classified and University staff employees serve a probationary period of one year from their employment or re-employment date. This is a trial period during which the agency and employee learn whether the employee is suited for the job. This time may be extended if the employee experiences absence(s) of more than 14 consecutive days and for certain other reasons. Except to make up for the employee’s absence, the probationary period may not be extended for more than six additional months. If you are selected for a position that requires certification following completion of a prescribed training program, you must complete a new probationary period.

The state’s grievance procedure is not available to probationary employees. However, if you believe you have been discriminated against in any condition of employment based on race, color, religion, national origin, sex, age, disability, or political affiliation, you may file a discrimination complaint through your agency’s human resource department, with the Office of Equal Employment Services section of DHRM, or with the federal Equal Employment Services section of DHRM, or with the federal Equal Employment Opportunity Commission, [http://www.dhrm.virginia.gov/employeerelations.html](http://www.dhrm.virginia.gov/employeerelations.html).

During your probationary period and throughout your employment with the Commonwealth, you should consult your agency Human Resource office for assistance with any workplace issue. The UVa-Wise Human Resource Office will provide guidance and referral to other resources as needed.

4.6 Overtime
Some positions involve occasional or periodic overtime work; employees must work overtime as required by their supervisors. Employees are designated as covered by the federal Fair Labor Standards Act (“non-exempt”) or not covered (“exempt”). Agencies determine the exempt or non-exempt status of each employee using FLSA guidelines and based on the type of work done. For non-exempt employees, payment of overtime hours worked must comply with the Act.

Non-exempt employees are normally paid overtime at time and one-half their regular rate for hours worked over 40 during a workweek. The College may elect to grant overtime leave instead of overtime pay. In this case, the employee must be notified in advance. UVa-Wise staff employees sign the Conditions of Employment Agreement as a condition of being hired. Overtime leave hours do not expire, and there is a maximum number of overtime leave hours an employee may accrue. Thus, an employee must take paid time off to avoid exceeding his or her agency limit. Employees receive pay for accrued overtime hours when leaving state service and at certain other times specified in policy.

Exempt employees typically are not compensated for working overtime. However, in unusual circumstances, agencies may choose to provide straight-time compensatory leave or pay.
The standard workweek at UVa-Wise is 12:01 a.m. Monday to 11:59 p.m. of the following Sunday.

4.7 Office Closings
When weather conditions or an emergency situation forces late openings, early closings, or full-day closings of the College, employees may be paid for these periods. Decisions regarding such closings will be made by the Chancellor, after consulting with his/her advisors.

4.7.1 College Inclement Weather Policy
Winter weather in the mountains can often necessitate schedule changes. When severe conditions exist, the decision to alter the class schedule will be made by appropriate administrative officers. An announcement will be made on the College’s inclement weather line at 376-4SNO and www.uvawise.edu, as well as area radio and television stations at the earliest possible time. When classes are cancelled and offices are closed, essential personnel will work to meet the needs of the residence hall students.

Sometimes weather patterns change very quickly and force us to alter our schedule with little advance notice. In the event of extremely fast-breaking weather, we will first put an announcement on the 376-4SNO number, and we will inform the broadcast stations beginning with these four:

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<td>WISE</td>
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<td>WAXM</td>
<td>93.5 FM</td>
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<td>WIFX</td>
<td>94.3 FM</td>
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<tr>
<td>WCYB</td>
<td>Channel 5</td>
<td>Bristol</td>
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Given the variability of the weather in the Southwest Virginia mountains, there will be occasions when classes will not be canceled even though conditions in some surrounding areas may make travel hazardous. When weather conditions in the immediate area permit classes to be held, the College will be open on a snow schedule. This decision will be made at the earliest possible time and will be announced on the UVA-WISE hot line 376-4SNO, on our website www.uvawise.edu and regional television and radio stations. The approved snow schedule for classes is as follows:

<table>
<thead>
<tr>
<th>M-W-F Classes</th>
<th>Block</th>
<th>Regular Schedule</th>
<th>Snow Schedule</th>
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30
Please note that if classes are on a snow schedule on Monday, Wednesday, or Friday, then the Convocation period is canceled. Additionally, please note that Tuesday and Thursday classes on a snow schedule are only 60 minutes in length.

The safety of our faculty, staff, and students is of the utmost importance. When the College is operating on a delayed schedule or during any other severe weather conditions such as flooding, commuter students should use their best judgment about whether it is safe to drive from their homes. Commuter students also should use their best judgment on whether to leave the College early on days when snow begins to fall during the school day.

Addendum to Inclement Weather Policy -- Transportation Difficulties for UVa-Wise Staff Members (Non-essential) When weather conditions create transportation difficulties that result in late arrival of an employee to work, lost time need not be applied to leave balances nor should the employee otherwise experience loss of pay provided the arrival is within a one-hour grace period beginning at the scheduled time to report. In the case of extreme inclement weather later arrivals will not be charged against leave balances if, in the judgment of the departmental head or designee, such lost time was justifiable in consideration of weather conditions, place of residence, or other pertinent factors. Compensatory leave will not be credited to employees who report at their normal time under these conditions. Approved by Cabinet, February 5, 2003
Higher Education Center at Abingdon

Except in the case of extreme weather conditions, classes at the Higher Education Center in Abingdon will be cancelled only by the individual instructors. Closing of the Wise campus does not automatically result in cancellation of Abingdon classes, but does cancel those originating from the Wise campus on interactive television. Notices about Abingdon classes are available on the Higher Education Center's Information Line (276) 619-4308 and from the HEC website at www.swcenter.edu.

Classes held in public schools will not be held if the public school system is closed.

4.7.2 Designated Personnel
Certain personnel may be "designated" by their agencies as being required to work during authorized closings. They may earn compensatory leave or pay for hours worked during periods of closing.

4.8 Telecommuting
The College may designate certain positions and certain employees for telecommuting (teleworking). This practice enables employees to conduct some of their work from their homes or from another site other than the central workplace.

State agencies are encouraged to develop telecommuting and alternative work schedule arrangements where high standards of employee performance and service delivery can be maintained.

4.9 Outside Employment
As a state employee, your obligation to your state job is considered to be your primary duty. An employee must receive approval from the College before taking on an additional job, including self-employment. An employee who already has other employment when he or she enters state service or moves from one agency to another must inform the hiring manager and seek approval to continue the other employment. An employee may be disciplined for outside employment that occurs during work hours or that is deemed to affect work performance.

4.10 Alcohol and Other Drugs
The College intends to maintain a workplace free from the adverse effects of alcohol and other drugs. Employees are forbidden to use these substances at the workplace or to come to the workplace while under the influence of these substances. In addition, employees are expected to notify their supervisors if they are convicted of violating any criminal drug law, either within or outside the workplace, or if they are convicted of violating any alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace. Violation of policies related to these matters can result in serious disciplinary action including termination.

Because of the nature of the work, some positions require drug testing before a final employment offer is made. Some positions may also require ongoing random drug testing and/or as-needed drug or alcohol testing.
The College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by any employee (faculty or staff) on its property or as any part of its activities. Under local, state, or federal law, those individuals who violate this policy are subject to the full range of criminal penalties including fines and imprisonment. In addition to criminal penalties, violators of this policy may be subject to College disciplinary action up to and including termination.

The use of alcohol by employees while on College owned or controlled property, including meal periods and breaks, is absolutely prohibited except when authorized by the College for approved College functions. Authorization is obtained through the office of the Chancellor. No employee will report to work while under the influence of alcohol or illegal drugs.

The University of Virginia’s College at Wise is dedicated to providing a healthy, comfortable, and productive learning environment for faculty, staff and students. Smoking and/or the use of other tobacco forms pose a significant health risk to individual members of the campus community. All members of the campus community are responsible for abiding by the smoking policy outlined below.

The College prohibits smoking in all campus buildings, residence halls, seating areas/stands of outdoor athletic facilities, and poor vehicles. Smoking will also be prohibited within 25 feet of entrances to campus buildings and the seating areas/stands of outdoor athletic facilities.

In order to comply with federal law and state policy, the College requires that an employee notify a supervisor in writing of any criminal drug statute conviction no later than five days after such a conviction. The College must notify any federal contracting agency within ten days of having received notice that an employee engaged in the performance of such contract has had a criminal drug statute conviction for a violation occurring in the workplace. The College will impose sanctions on or require satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted. Violations of these rules by an employee will be reason for evaluation/treatment for a substance use disorder or for disciplinary action up to and including dismissal. This policy applies to all employees (full-time, part-time, students, etc.).

4.11 Safety and Security in the Workplace
As an employer, the College makes every effort to ensure a safe and healthy workplace for its employees as well as for customers, business colleagues, and visitors. Harassment (sexual or other), threats of violence, and violent acts will not be tolerated in the workplace. Violation of policies related to these matters can result in serious disciplinary action including termination.

The College promotes a safe environment in which to learn and work by strictly prohibiting threats or acts of violence by or against member of the College including, but not limited to the following:

- Intentionally causing physical injury to self or another person;
- Engaging in behavior that creates a risk of physical injury to self or another person (e.g., stalking);
- Brandishing or using a firearm, weapon or other device in violence of law or College policy;
• Intentionally damaging property;
• Threatening to cause injury to self or another person, or to damage property; or
• Other conduct prohibited by law or College policy (e.g., harassment).

The College prohibits threats and acts of violence on college property and within College facilities. In addition, the College prohibits threats or acts of violence at any college-sponsored event; while engaged in college business, educational or athletic activities; and while traveling in College vehicles. The College also will evaluate any conduct may impact an employee’s relationship with the College community.

All state employees are covered by the Virginia Worker’s Compensation Act. In addition, the Workers’ Compensation section of the Department of Human Resource Management offers services such as training and consultation in workplace safety and loss control.

You should consult your Human Resource office if you have concerns in this area. Incidents of workplace violence should be reported immediately through appropriate channels in your agency.

4.12 Layoff and Severance
Business needs, including economic constraints, may require an agency to re-configure or reduce its workforce.

The layoff policy for University Staff employees adopts the State’s DHRM Policy 1.30 – Layoff, found at [http://www.dhrm.virginia.gov/hrpolicy/policy.html](http://www.dhrm.virginia.gov/hrpolicy/policy.html) except:

- The notice period has been increased to give University Staff, except for Executive & Senior Administrative Staff, a 60-day notice of layoff, rather than the current state policy of 14-day notice.
- Executive & Senior Administrative Staff are governed by the terms of their appointments.
- Restricted employees are eligible for layoff benefits only if (a) the position held immediately prior to the position being discontinued was a full-time salaried non-restricted classified or university staff position, and (b) there was no break in service between the full-time non-restricted classified or university staff position and the restricted position.

Employees may be identified for layoff using a number of factors, including business needs, job functions, and employees’ length of continuous state service. Severance benefits are based on salary and length of continuous state service and may sometimes be used by eligible employees for enhanced retirement. Restricted employees (those paid from non-continuing sources of funds) and part-time employees should check these policies and consult their Human Resource offices to find out whether they are eligible for layoff and/or severance benefits.

The College may experience variations in work flow which make temporary staff reductions advisable. Policy 1.65, Temporary Work Force Reduction, explains how agencies should implement these short-term reductions and defines the rights of employees during such actions.

4.13 Statement of Public Accountability
State agencies are public institutions supported by the Commonwealth of Virginia, a public employer committed to serving the interests of the taxpayers and accountable to them for the
effective use of public funds. Therefore, it is the policy of the Commonwealth that employees are not paid for time that they do not work, unless they use leave time, such as annual leave or sick leave, accrued under human resource policies. You will be placed on Leave Without Pay, and your paycheck for that pay period will be reduced, if you are absent from work for personal reasons or because of illness or injury, even for periods of less than one day, if you do not use accrued leave because (1) you do not request use of accrued leave or your request is denied, (2) your accrued leave has been exhausted, or (3) you request leave without pay.

If your position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), there will be no deductions from your compensation for periods of absence from work of less than one day, except for the reasons and circumstances specifically described in the preceding paragraph or for infractions of safety rules of major significance.
Compensation

CHAPTER FIVE

Your total compensation includes both your salary and the state's benefits package. In addition to salary, Classified and University staff employees are eligible to receive several kinds of paid time off, group health insurance (with a state contribution to the premiums for full-time employees), state-supported membership in the Virginia Retirement System, life insurance, short- and long-term disability coverage (for VSDP participants) and others. Many of these benefits are explained in this Handbook, and the Benefits Administrator in your agency's Human Resource office can give you detailed information.

Classified positions are assigned to approximately 300 roles (titles) within about 60 career groups and seven occupational families. Each role is assigned to one of nine pay bands. Both the employee and the job are assessed for pay purposes using specified factors. Various pay practices are used to establish your original salary and to guide the movement of your salary during your career.

University staff positions have been evaluated by the University of Virginia, with each position assigned to a specific market range. The College uses these pay ranges as one factor in consideration of pay decisions. Each pay range is segmented into thirds, illustrating the relationship between pay levels and employee qualifications, experience and individual performance contributions. Typically, an employee’s base pay will be within the lower and upper references of the established market-based range.

The pay practices are intentionally designed to attract, motivate, develop and retain qualified employees as well as support the University Staff career development model and performance management process. University Human resources (UHR) in collaboration with the Schools/Departments will manage pay for all full- and part-time salaried University and Classified Staff using this process. (The focus of pay practices is on all forms of cash compensation and not the employer-sponsored benefits.)
The University of Virginia’s College at Wise is committed to a performance management system that fosters and rewards excellent performance. Effective performance management aligns the efforts of supervisors and employees with departmental and College goals, promotes consistency in performance evaluation, helps employees to perform at their best, and is conducted with fairness and transparency. The employee, the supervisor, and the College are critical members of a partnership that ensures performance planning, assessment, coaching and career development.

In short, Performance Management is a collaborative, ongoing process between a supervisor and an employee to plan for, develop, and evaluate the employee’s work. It focuses on what employees do and how they do it.

At UVa-Wise, performance management also includes opportunities to discuss and plan for employee career development. All University Staff and Classified Staff will participate in the performance process using the Lead@ performance software found at www.hr.virginia.edu. General Faculty may participate in the process and this is dependent on the guidelines set forth in the various Vice Chancellor areas.
BENEFITS & PROGRAMS

CHAPTER SEVEN

7.1 Retirement Programs

7.1.1 VRS Retirement Plan

Classified employees are covered by the state’s defined-benefit retirement program. Upon retirement, the Virginia Retirement System (VRS) provides monthly retirement benefits for eligible, qualifying employees, who may choose among a variety of retirement options. In addition, VRS administers other programs, including short-term and long-term disability programs (through the Virginia Sickness and Disability Program), life insurance, and deferred compensation. For more information, contact your Benefits Administrator or VRS.

The Commonwealth of Virginia requires all full-time and part-time (benefit eligible, greater than 20 hours) State employees to participate in VRS, unless they are eligible and participate in the Optional Retirement Plan (ORP). All full-time and part-time salaried University Staff Managerial & Professional, Faculty, Research Associate, and Research Scientist employees must participate in either the Optional Retirement Plan (ORP) or the Virginia Retirement System (VRS). All full-time and part-time salaried University Staff Operational & Administrative employees must participate in the Virginia Retirement System (VRS). Once a retirement program is elected, the decision is irreversible. VRS is a “defined benefit” plan that provides retirement benefits based on years of service, age, and your average final compensation at retirement using a formula.

Please see ORP and VRS Hybrid Comparison for a side by side comparison.

If you were previously a VRS Plan 1 or VRS Plan 2 member and did not take a refund, then you will remain a VRS Plan 1 or Plan 2 member if you enroll in the Virginia Retirement System. If you were in VaLORS, then you will remain in VaLORS as long as you remain in a VaLORS covered position. Most employees hired on or after January 1, 2014 with no previous VRS service credit and elect to participate in VRS will be covered automatically under the VRS Hybrid Plan.

VRS Plan 1, VRS Plan 2, and VRS Hybrid Plan Comparison Guide

For more information go to www.varetire.org or VRS Retirement Program

7.1.2 Optional Retirement Plan

All full-time and part-time salaried University Staff Managerial & Professional, Faculty, Research Associate, and Research Scientist employees must participate in either the Optional Retirement Plan (ORP) or the Virginia Retirement System (VRS). All full-time and part-time salaried University Staff Operational & Administrative employees must participate in the Virginia Retirement System (VRS). The retirement program selected affects the AD&D, disability and life insurance benefits, so careful
consideration should be given to this decision. *Once a retirement program is elected, the decision is irreversible.*

Please see [ORP and VRS Hybrid Comparison](#) for a side by side comparison.

The ORP is a “defined contribution” plan in which retirement benefits are based on employer contributions plus earnings of the account balance over the course of the participant’s working years. In a defined contribution plan, the value of the retirement benefits may change, depending on investment gains or losses.

### 7.1.2.1 ORP Vesting

Newly hired employees and those who become ORP eligible who elect the ORP will be subject to a two year “cliff” vesting schedule with the exception of new hire transfers (no break in service) from another Virginia higher ed institution in the ORP will not be subject to the two year vesting. By definition “vesting” refers to ownership of the employer’s contribution to retirement. By law and by definition, the employee is always 100% vested in any money they contribute directly to their own retirement plan. Cliff vesting transfers ownership in full to the employee after a specific period of service. Employees have no right to any of the employer contributions if they leave before the two year period ends, other than by death or involuntary separation due to causes other than job performance or misconduct, as determined by the University. Two years after their date of hire, they have access to the full fund balance when they separate service. These vesting provisions permitted by law apply only to the University’s ORP and not the VRS hybrid retirement plan, which is subject to its own vesting requirements.

Go to [ORP Retirement](#) for more information.

### 7.2 Insurance Coverage and Income Replacement Programs

#### 7.2.1 Group Life Insurance -

Employees are offered group life insurance plans based on the retirement plan chosen, whether Virginia Retirement System (VRS) or Optional Retirement System (ORP).

#### 7.2.2 VRS Life Insurance

All classified state employees are enrolled in the group life insurance plan administered by the Virginia Retirement System (VRS) at no cost to the employee. This plan provides life insurance and accidental death and dismemberment insurance during your employment. Minnesota Life Insurance Company is the third-party administrator for the VRS life insurance.

University staff (O&A) are automatically enrolled in the Group Life Insurance plan administered by the VRS, while the University staff (M&P) may choose VRS or the optional retirement plan (ORP).
If you participate in VRS, the amount of your life insurance coverage for death from natural causes is your annual salary rounded to the next highest thousand, then doubled. The benefit for accidental death is double the natural death benefit. If you choose the optional retirement plan, the amount of your life insurance is dependent upon the plan you choose.

Through a plan also administered by VRS, active insured employees may purchase optional life insurance for themselves, their spouses, and their minor children. Premiums are paid through payroll deduction. In some cases, some coverage may be continued into retirement. Human Resources can provide additional information on Optional Life Insurance.

### 7.2.3 ORP Life Insurance

**Group Term Life Insurance with Accidental Death & Dismemberment (AD&D)**

Salaried, benefits eligible employees receive the equivalent of their annual salary in group life insurance coverage, provided by The Standard. This coverage also includes accidental death and dismemberment (AD&D) insurance, identity theft protection, will preparation, and beneficiary assistance.

**Supplemental Life with Accidental Death & Dismemberment (AD&D)**

Salaried, benefits eligible employees may purchase supplemental life. See additional information about this benefit below:

- **Employee coverage:** Purchase additional coverage in multiples of salary, increments of 1x, 2x, 3x or 4x, up to the $500,000 maximum, with guarantee issue required over 3x salary
- **Spouse coverage:** available in increments of $25,000 up to maximum $100,000, may not exceed employee’s coverage, with guarantee issue required for requests over $50,000
- **Dependent Child(ren):** Coverage for $10,000 up to age 26

Rates vary according to age

**Additional Life and AD&D Coverage Highlights**

Since The Standard Life Insurance program is a group term plan, insurance coverage stops the day you terminate employment for reasons other than retirement. The insurance may be converted to an individual policy with The Standard if application is made within 31 days of coverage termination.
7.2.4 Health Insurance
The UVa Health Plan offers three health options for participants, Choice Health, Value Health, and Basic Health. All options are administered by Aetna and provide a broad scope of hospital and medical services offered by a carefully selected network of hospital and professional providers, including primary care physicians (PCP). All options allow you direct access to physicians and specialists. In other words, it is not necessary for UVa Health Plan members to have a referral from their PCP to see a specialist. In fact, you do not have to select a PCP, although a relationship with a PCP is encouraged. To receive the maximum benefits available, all hospital and medical care must be performed by participating network providers. It is the member’s responsibility to be sure that all preauthorizations are in place before receiving medical services. Contact Aetna’s Member Service at 1.800.987.9072 to check on the status of an authorization or claim.

**UVA Health Plan 2017 Monthly Premiums**
Aetna: 888-872-3862 [www.aetna.com](http://www.aetna.com)

<table>
<thead>
<tr>
<th>Option</th>
<th>Basic Health</th>
<th>Value Health</th>
<th>Choice Health</th>
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</thead>
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<td>$57.25</td>
<td>$106.25</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
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<td>$253.25</td>
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<tr>
<td>Employee + Spouse</td>
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<td>$289.25</td>
</tr>
<tr>
<td>Family</td>
<td>$60</td>
<td>$172</td>
<td>$505.50</td>
</tr>
</tbody>
</table>

7.2.4.1 Eligibility

In order to be covered under the UVa Health Plan, an employee must be a salaried employee of the University of Virginia who is either regularly scheduled to work at least twenty hours per week (50% effort), a Health System employee who works 40 hours a week or who has signed a Medical Center Flexible Staffing Contract or a wage employee who has averaged at least 30 hours of service per week during their 12-month measurement period. Part-time salaried classified employees who work at least 20 hours per week (50% effort) but less than 30 hours a week (75% effort) are eligible to be covered under the Plan but are required to pay both the employer and employee portion of the health plan premium. Part-time salaried Faculty, University Staff, and Research Associates who participate in the UVa Health Insurance Program are entitled to receive a 50% subsidy toward the cost of the employer portion of the health insurance premium. A salaried employee of the University of Virginia who works at least 30 hours a week (75% effort) will pay the Employee Cost of the health insurance.

Those persons eligible to be dependents on the plan are legally recognized spouses in the Commonwealth of Virginia who have no access to affordable health care coverage of minimum value as defined by the Affordable Care Act
through his/her employer and children through December 31st of the year in which they turn 26. Children include biological children, step children, adopted children, and foster children. Other children for whom you are the legal guardian with permanent custody who are unmarried, live with you 100% of the time in a parent-child relationship, and are declared as a dependent on your federal tax return can remain on the health plan through December 31st of the year in which they turn 26.

Coverage for dependent children who are incapable of self-support due to a mental or physical handicap may continue beyond age 26 if proof of the handicap is furnished to and approved by the Claims Administrator prior to the dependent’s 26th birthday and they are unmarried, live with you 100% in a parent-child relationship, and are declared as a dependent on your federal tax return. Contact Aetna Member Service at 1.800.987.9072 for more information and forms.

Wage employees are only eligible to enroll in the Basic Health option for wage employees. See Benefits for Temp & Wage Employees for more information.

### 7.2.4.2 Enrollment Rules and Coverage Effective Date

Coverage begins on the first day of the first full month of employment, if an enrollment is submitted within 60 days of employment. A spousal affidavit must be completed during your initial enrollment in order for your spouse to be covered on your health plan. The affidavit does not apply to the UVa Dental Plan or Davis Vision. **Dependent documentation is required when any dependent (spouse and/or children) is enrolled, whether it be during the initial enrollment, subsequent to a mid-year qualifying event, or during open enrollment.** If an employee’s first day of work is the first working day of the month, coverage begins on that day when the employee’s application is submitted within 60 days of employment. Changes in membership may only be made at the annual Open Enrollment, or subsequent to a valid mid-year qualifying event. Events that constitute a mid-year qualifying event include:

- marriage, divorce, or annulment
- birth or adoption/placement for adoption
- loss of dependent eligibility (only acceptable reason is when employee loses permanent custody of “other child”)
- employment status of employee, dependent, or spouse which affects eligibility to participate in the employer’s health and dental plan
- commencement of or returning from an unpaid leave of absence
- judgment, decree, or order changing legal custody
- cost and/or coverage changes in employee’s, dependent’s or spouse’s health plan
- entitlement to or loss of eligibility for Government-sponsored programs; or
- death of spouse or dependent

Any coverage changes you make must be consistent with the Mid-Year Qualifying Event. For example, if you get married, you may change your Employee Only coverage level to Employee Plus Spouse or Family, but you may not switch your coverage option from Choice Health to Value Health.

Changes in membership must be received in the University Human Resources Benefits Division within 60 days of the qualifying event or within the same plan year as the mid-year qualifying event and are effective the first of the month following receipt of the form (on-line or paper) unless they are terminating due to ineligibility. Those enrollment changes are effective the first of the month following the qualifying event. Applications for changes due to birth or adoption of a child that are received within 60 days of the event are applicable for the newborn or adopted child on the date the birth or adoption occurs and the premium change, if appropriate, is effective the first of the month in which the birth or adoption occurs. Changes to other family members are effective the first of the month following receipt of the form. If you submit an application more than 60 days after the date of birth or adoption but within the same plan year, the coverage will be effective the first of the month following receipt of the application. Applications not submitted on a timely basis will be processed when the next open enrollment period occurs if crossed over into the next plan year.

Any ineligible dependents found on the UVa Health Plan will be terminated on the last day of the month in which they became ineligible. Changes in the employee’s coverage category to match this termination of dependent’s coverage are subject to IRS Section 125 Regulations. Employee-participants with ineligible dependents enrolled on their policy will be responsible for the costs of incurred claims and may be suspended from the Plan for up to three (3) years.

**Supporting mid-year qualifying event documentation for employees requesting changes in Benefits@ due to mid-year qualifying events must be uploaded into Benefits@ in order to submit the request. Contact Human Resources at 276-328-0142 for more information.**

7.2.5 Prescription Drug Program

Prescription drug coverage is provided under the UVa Health Plan as a covered benefit for employees and their eligible dependents.

7.2.5.1 Prescription Benefits for Choice Health and Value Health

The Outpatient Prescription Drug program is administered by Catamaran and covers certain medically necessary prescription drugs dispensed by licensed pharmacies with mandatory generic substitution. For enrollees with diabetes, the program also covers insulin, glucose meters, syringes, and lancets. **For all**
prescriptions, if a generic drug is available, only the allowance for the generic is covered. If the physician prescribes a brand name drug, you must pay the brand costsharing as well as the difference between the price of the generic and the cost of the brand name drug, which can potentially be a significant member expense, unless the brand is approved by medical necessity appeal with Catamaran.

Tier 2 and Tier 3 drugs purchased at a retail pharmacy have an annual deductible of $100. After that, the prescription copayments for tier 1 drugs are $6 for a 30-day retail supply and $14 for a 90-day mail order supply. The prescription coinsurance for a 30-day retail supply of a tier 2 drug is 20% of the cost of the drug with a minimum payment of $30 and a maximum payment of $125. A 90-day mail order supply of a tier 2 drug is 15% of the cost of the drug with a minimum payment of $60 and a maximum payment of $325. The prescription coinsurance for a 30-day retail supply of a tier 3 drug is 20% of the cost of the drug with a minimum payment of $60 and a maximum payment of $175. A 90-day mail order supply of a tier 3 drug is 15% of the cost of the drug with a minimum payment of $120 and a maximum payment of $375.

If you fill a generic script at a pharmacy with a “$4 generic program”, remember to present your UVa Health Plan Prescription Drug member ID card. The pharmacy will charge you the lower $4 copayment. It will also check your prescription history at Catamaran for potentially dangerous drug-to-drug interactions and allow your expenses to be applied to your deductible. Catamaran Member Services Department is available 24 hours a day, 365 days a year at 1.877.629.3123. Catamaran’s website provides access to coverage, drug pricing, and pharmacy locations.

7.2.5.2 Prescription Benefits for Basic Health

The Outpatient Prescription Drug program is administered by Aetna and covers certain medically necessary prescription drugs dispensed by licensed pharmacies with mandatory generic substitution. For enrollees with diabetes, the program also covers insulin, glucose meters, syringes, and lancets. For all prescriptions, if a generic drug is available, only the allowance for the generic is covered. If the physician prescribes a brand name drug, you must pay the brand costsharing as well as the difference between the price of the generic and the cost of the brand name drug, which can potentially be a significant member expense.

All prescription drugs have a combined prescription/medical annual deductible of $2,000 for employee only and $4,000 for employee plus spouse, employee plus child(ren) and family coverage. After that, the prescription copayment is 20%.

If you fill a generic script at a pharmacy with a “$4 generic program”, remember to present your Aetna member ID card. The pharmacy will charge you the lower
$4 copayment. It will also check your prescription history at Aetna for potentially dangerous drug-to-drug interactions and allow your expenses to be applied to your deductible.

Aetna Pharmacy Management is available Monday – Friday 9am-7pm (EST) at 1.888.792.3862. An on-call pharmacist is available 24 hrs/day, 7 days/wk, 365 days/yr. Aetna’s website provides access to coverage, drug pricing, and pharmacy locations.

For more information regarding Prescription benefits go to UVA Health Plan Prescription Drug Plan

7.2.6 UVa Dental Plan

The UVa Dental Plan offers two options: Basic Dental and Enhanced Dental. Both options are administered by United Concordia and provide a broad scope of dental services offered by a carefully selected network of dentists. When United Concordia participating dentists are used, participants receive the maximum benefits available. Members may be balance-billed and incur more expenses if non-participating dentists are used. A current listing of network dental providers can be found at the United Concordia website. For more information go to UVA Dental Plan

Basic Dental features include:

- $1,000 in coverage per person each calendar year for dental benefits
- In-network coverage is 100% of the allowable charge for diagnostic and preventive services including two cleanings annually
- After a $50 deductible is satisfied annually, in-network coverage for primary and periodontal services is 80% of the allowable charge and 50% for complex restorative services

Enhanced Dental features include:

- $2,000 in coverage per person each calendar year for dental benefits
- In-network coverage is 100% of the allowable charge for diagnostic and preventive services including two cleanings annually
- After a $50 deductible is satisfied annually, in-network coverage for primary and periodontal services is 80% of the allowable charge and 60% for complex restorative services
- $1,000 lifetime maximum per person for orthodontia care. Coverage for orthodontia services is 50% of the allowable charge. The orthodontia benefit is separate from the annual maximum dental benefit.

UVA Dental Plan 2017 Monthly Premiums and Contact Information

United Concordia: 866-215-2354
Dental Provider finder: https://www.unitedconcordia.com/tuctcc/clients.jsp?id=13
### 7.2.7 Aetna Vision Discount Program

Aetna Vision Discount Program is automatically provided under the UVa Health Plan as a covered benefit. Enrollees have access to Aetna Vision Discount Program, a national network of vision care professionals comprised of optometrists, opticians, and national vision chains. Discounted prices are charged to participants when they use providers in the Aetna Vision Discount Program network. Note that some providers may offer promotional sales that are less expensive than the Aetna Vision discount. Members are advised to ask about specials a provider may be offering. For more information go to Aetna Discount Vision Plan.

### 7.2.8 Davis Vision

The optional vision program is a fully-insured, employee paid vision insurance program administered by Davis Vision and includes these benefits: eye examination, spectacle lenses, frames, and contact lenses. Contact lenses purchased from the Davis Vision Formulary at independent network provider offices include fitting and follow-up charges. Retail locations and optometrists affiliated with these locations do not offer the Davis Vision Formulary or the Davis Vision Eyeglass Collection options. This vision insurance plan is optional coverage and is not included as part of your health plan benefits. Those enrolled in the UVa Health Plan will continue to receive the Discount Vision Plan as part of their UVa Health Plan benefits. Participation in the UVa Health Plan is not necessary to enroll in the optional vision insurance offered by Davis Vision.

For more information about Davis Vision including educational videos on the world of eyecare please visit, Davis Vision website.

### Davis Vision 2017 Monthly Premiums and contact information

Davis Vision: 800-804-6115
Davis Vision Provider finder [www.davisvision.com](http://www.davisvision.com)

<table>
<thead>
<tr>
<th>Option for Coverage Level</th>
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<tbody>
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<td>Employee + Child(ren)</td>
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<tr>
<td>Employee + Spouse</td>
<td>$11.61</td>
</tr>
<tr>
<td>Family</td>
<td>$18.06</td>
</tr>
</tbody>
</table>
7.2.9 Extended Coverage—COBRA

Under a Federal law called the “Consolidated Omnibus Budget Reconciliation Act” (COBRA), you and your eligible covered dependents may continue your group health benefits under the Plan when your coverage is lost due to a “Qualifying Event.” You and your spouse and/or dependent children must apply for coverage under COBRA following the Qualifying Event. Then, you must make monthly payments in order to keep your coverage. Qualifying events include:

- Your employment terminates
- Your working hours are reduced, i.e., you become a part-time employee,
- You experience a termination or reduction in hours while you are disabled (as determined by the Social Security Administration),
- You divorce, or your marriage is annulled,
- Your dependent child no longer qualifies as a dependent,
- Death

For more information, go to COBRA website. Human Resources will assist you with any qualifying events.

7.3 Faculty and Employee Assistance Program

Faculty and Employee Assistance Program (FEAP) is a free, confidential resource for University of Virginia and UVa-Wise employees and immediate family members to help address personal issues such as marital or relationship problems, child/adolescent issues, eldercare, personal finance/budget concerns, substance abuse, depression, or job related stress. FEAP will work with you to develop a “plan of action” to resolve the problems. FEAP can help you find solutions that will enable you to cope with problems and enjoy life, both at home and at work, more fully. You may schedule individual appointments with a FEAP consultant to confidentially discuss your specific concerns. Call 434.243.2643 to schedule time with a FEAP consultant or visit their website at http://www.medicalcenter.virginia.edu/feap/home.html. You may also contact UVa-Wise Human Resources for more information regarding this benefit.

7.3.1 Wellness Program—Hoo’s Well

The University of Virginia and UVa-Wise care about your health. When you’re healthy, you have the energy and focus to do your best work. We want to help you stay healthy. That’s why we’ve invested in comprehensive wellness programming that helps you know more about your current health status and how to make improvements. Hoo’s Well provides strategies to support better health and well-being through every stage of life.

Contact Aetna’s ActiveHealth at 855.231.3715 or visit www.hooswell.com for more information.
7.4 Disability
When you become employed as a full-time or part-time salaried state employee and are enrolled in VRS, you are enrolled in the Virginia Sickness and Disability Program (VSDP). You must complete one year of continuous employment before becoming eligible for short-term and long-term disability coverage for non-work related illnesses or injuries.

7.4.1 Short-Term Disability-VSDP

VSDP Income Replacement—Non Work Related Disabilities
Date of Hire after July 1, 2009

<table>
<thead>
<tr>
<th>Months of State Service</th>
<th>Workdays of Income Replacement at 100%</th>
<th>Workdays of Income Replacement at 80%</th>
<th>Workdays of Income Replacement at 60%</th>
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<td>13 to 59</td>
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<td>60 to 119</td>
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<td>180 months or more</td>
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VSDP Income Replacement—Non Work Related Disabilities
Date of Hire before July 1, 2009

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<th>Months of State Service</th>
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<th>Workdays of Income Replacement at 80%</th>
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<td>180 months or more</td>
<td>25</td>
<td>75</td>
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7.4.2 VSDP Long-Term Disability

You may be eligible for long-term disability benefits if your medical condition is expected to extend beyond 125 workdays of short-term disability. Benefits cover those in a return-to-work program who can work 20 or more hours a week but cannot perform their full duties at their regular schedules and those who are unable to work at all or only up to 20 hours a week.

Long-term disability provides an income replacement of 60 percent of your annual compensation, including any salary increases applied during your short-term disability. Payments are adjusted if you receive payments or income from other sources or other disability programs.
Reed Group is the third party administrator for your VSDP short-term and long-term benefits. Call Reed Group at 1-877.928.7021 to initiate a claim. UVa-Wise Human Resources will assist you with your claim. For more information go to VSDP STD and LTD.

7.4.3 Short-Term Disability--ORP

By selecting the Optional Retirement Plan you will have Short-Term Disability and Long-Term Disability with The Standard Insurance Company. If employees are unable to return to work before short-term disability benefits are exhausted their position will no longer be held to return to work. If employees are able to return to work at the University after the short-term disability benefits have expired it must be through the competitive hiring process.

For University Staff (excluding faculty who elected to switch to University Staff), in the ORP STD plan, salary will be continued on a graded schedule that phases benefits over time with the intention of easing the transition to Long Term Disability where the end income of the STD is nearer to the income replacement level of the LTD. The ORP disability plan has a 5 business day waiting period before the benefit coverage begins. For University Staff, incidental use of leave for short-term absences of less than five days, such as two sick days for the flu or one day off to care for a sick child, will be charged to the University Staff leave program balance.

University Staff (excluding faculty who elected to switch to University Staff)

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Waiting Period</th>
<th>100% of Salary</th>
<th>80% of Salary</th>
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<tr>
<td>Immediate</td>
<td>5 days</td>
<td>25 Workdays (200 hours)</td>
<td>Through the 180th calendar day of disability</td>
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</tbody>
</table>

7.5 Long Term Disability--ORP

Members who participate in the ORP are eligible to receive income replacement benefits in the event they become totally disabled from The Standard Disability Benefit Plan. Total disability is defined by The Standard as the “inability of the employee, by reason of sickness or bodily injury, to engage in any occupation for which the employee is reasonably fitted by education, training or experience.” The benefit begins at the end of the STD period and continues for the duration of the disability or until normal Social Security retirement age.

The plan provides a Monthly Income Benefit that is equal to 66-2/3percent (offset by any social security or workers’ compensation benefits) of the covered member’s monthly salary, but not to exceed $20,000 monthly. The plan also includes an annual 3 percent cost-of-living increment and continued contributions to the Optional Retirement Plan.
The University pays the total cost of this insurance. Since the program is a group term plan, insurance terminates on the day on which active service terminates. The insurance may be converted to an individual policy with reduced benefits if application is made within 31 days of coverage termination.

7.6 Long-Term Care Insurance

The Commonwealth of Virginia offers long-term care insurance to eligible state employees, retirees, and certain family members under a contract awarded to a third-party vendor. Long-term care typically provides assistance when necessary to accomplish normal activities of daily living, such as eating, dressing, and getting in and out of bed. This is an optional benefit which you may choose to purchase through payroll deduction.

If you are enrolled in VRS Plan 1, VRS Plan 2, or the Hybrid Retirement Plan and participate in the Virginia Sickness and Disability Program (VSDP), you are covered under the Basic VSDP Long-Term Care Plan at no cost to you. The maximum daily benefit amount is $96 with a lifetime maximum of $70,080.

Members with VSDP LTC call 1-800-761-4057 to start a claim.

You have the option of purchasing additional coverage through the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program. In addition to enrolling yourself, you can include your spouse, adult children, parents, parents-in-law, step parents, step parents-in-law, grandparents, grandparents-in-law, step grandparents and step grandparents-in-law who are between the ages of 18 and 79.

Most medical insurance plans do not cover long-term care services such as nursing home care or at-home care to assist with bathing, eating or other activities of daily living. The Voluntary Long Term Care Program helps with these costs, which could quickly deplete savings and retirement income.

You are eligible to enroll in the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program if:

- State employee or faculty member who works at least 20 hours a week;
- School instructional or management employee or political subdivision employee who works at least 20 hours a week, provided your employer has elected to participate in the program;
- Deferred member who is vested (you have at least five years of service credit)
- Retiree receiving a VRS-administered benefit; or
- Retiree of a Virginia public college or university.

This long-term care insurance plan is overseen by the state’s Department of Human Resources Management. For more information go to Long Term Care Resources
7.7 Workers’ Compensation

If you incur a work-related injury or illness, you may be eligible for benefits under the Workers' Compensation Act. In addition, the Commonwealth provides employees covered by the Virginia Personnel Act benefits to replace lost income and to compensate for certain permanent losses to the body. Workers' Compensation benefits include a return-to-work program to help employees resume productive activity. Procedures and benefits may vary depending on whether you are in the Traditional Sick Leave program or in the Virginia Sickness and Disability Program (VSDP). The College’s Human Resource office can provide more detailed information.

It is important to report a work-related injury as soon as possible. Human Resources can help you with this process.

The following section contains general information, supervisor responsibilities, and employee responsibilities pertaining to workers compensation.

7.7.1 Workers Compensation, General Information

The Virginia Workers’ Compensation Act (“the Act”) was enacted on March 21, 1918, and became effective on January 1, 1919. The Act was originally modeled on Indiana’s statute. Virginia was the thirty-seventh state to pass a workers’ compensation law.

The Act provides a no-fault remedy for workers who are injured in their employment. “No-fault” simply means that the injured worker does not have to prove that their work injury was someone else’s fault in order to receive workers’ compensation benefits for an on-the-job injury. However, the worker must establish the conditions for compensability set out in the Act before he or she can recover benefits.

When compensability of a work-related injury is established, the employer becomes liable for payment of the benefits in the Act. Generally, employers secure this liability by purchasing workers’ compensation liability insurance. In cases where the employer has his insurance, benefits are generally paid by the insurance company directly to the injured worker. Today, over three million workers, approximately 98 percent of Virginia’s workforce, are covered by workers’ compensation insurance.

The Act has been amended numerous times since its enactment. These statutory changes, together with changes in the prevailing social and economic milieu, have required modifications to the Commission and its operations throughout the decades.

From its inception, the Act was intended to provide a comprehensive benefit structure for injured employees. It provides wage loss benefits as well as reimbursement for medical expenses related to the compensable injury. The Virginia Workers’ Compensation Commission administers the provisions of the Act generally, and acts as an adjudicator where a dispute arises between the parties as to workers’ rights or employers’ obligations.

University and Classified Staff are responsible for conducting their work assignment in a safe and healthful manner in order not to expose themselves or colleagues to risks of bodily harm. When employees are injured while on the job from a risk not shared by the
general public, or if they feel ill and suspect their illness is due to their work, it is their responsibility to report the injury and follow the guidelines below. Managed Care Innovations investigate each claim before making a determination. If the employee disagrees with the decision, they have the option of filing an appeal with the Commission.

**7.7.2 Workers Compensation, Supervisor Responsibilities**

Every injured employee or his representative shall immediately on the occurrence of an accident or as soon thereafter as practicable, give or cause to be given to the employer a written notice of the accident.

The notice shall state the name and address of the employee, the time and place of the accident, and the nature and cause of the accident and the injury. The UVa-Wise HR Office has an incident form for convenience for filing the written notice of injury.

The employee shall not be entitled to physician’s fees nor to any compensation which may have accrued under the terms of this title prior to the giving of such notice, unless it can be shown that the employer, his agent or representative had knowledge of the accident or that the party required to give notice had been prevented from giving notice by reason of physical or mental incapacity or the fraud or deceit of some third person.

No compensation or medical benefit shall be payable unless such written notice is given within thirty days after the occurrence of the accident or death, unless reasonable excuse is made to the satisfaction of the Commission for not giving such notice and the Commission is satisfied that the employer has not been prejudiced thereby.

No defect or inaccuracy in the notice shall be a bar to compensation unless the employer shall prove that his interest was prejudiced thereby and then only to such extent as the prejudice.

**7.7.3 Workers Compensation, Employee Responsibilities**

Report your injury/illness to your supervisor immediately.

If you receive bills for medical care and/or prescriptions related to your injury, contact the billing organization and inform them that the injury was work-related. The bills should be sent to:

MCI, Division of Risk Management  
P.O. Box 1140  
Richmond, VA 23208-1121  
804-649-2288

Work excuses from your worker’s comp provider must be turned in to your supervisor in order for the disability period to be listed as worker’s comp leave. The UVa-Wise HR Office should also receive the work excuse notices and should help to coordinate services received.
To Receive Worker’s Compensation Benefits:

All accidents must be reported immediately to your supervisor, but in no case, later than 2 working days after the accident. If you fail to properly report an accident and complications emerge at a later date, you may not be entitled to compensation.

Be sure to contact Human resources for a list of workers compensation physicians. You will be responsible for medical costs if the injury/illness is not approved as Worker’s Comp.

Failure to follow the prescribed treatment of your physician may result in the cancellation of all compensation.

If your injury or illness is accepted as compensable under the Worker’s Compensation Act, your salary, compensation, and medical care costs will be paid. If it is determined that your injury or illness is not a result of your work, you will be held responsible for both the time lost from work and your medical care costs.

7.8 Time-Off Benefits, Paid and Unpaid
The Commonwealth provides paid leave time to employees for a variety of reasons. The various types of leave are outlined below. Refer to the specific policy for more detailed information. In general, all leave must be scheduled in advance and approved by your supervisor. Ask your supervisor about your agency policies and procedures for scheduling, taking, and reporting leave.

7.9 Classified Staff

7.9.1 Annual Leave
Annual Leave is earned (accrued) at the end of each completed pay period, at a rate set according to your total amount of state salaried service; new full-time employees start by accruing four hours per pay period. Classified employees who work less than 100% but at least 50% accrue at a rate proportionate to the percentage worked.

You can carry accrued annual leave hours forward from one year to the next up to the carryover limits, which are also based on state service. When you separate from state service or experience certain other status changes, you will receive payment for unused annual leave, up to established payout limits. Annual Leave is available for personal uses such as vacation. Ask your supervisor ahead of time for approval to use this leave.

7.9.2 Sick Leave
Traditional Sick Leave is not available to employees hired on January 1, 1999, or later. Traditional Sick Leave is granted at the rate of five hours per completed pay period regardless of length of service. Payout limits and other provisions are explained in Policy 4.55.
Eligible employees may use up to 33% of their available sick leave balance for absences for family illness or disability that are covered by FMLA.

7.10 University Staff

7.10.1 University Staff Leave
The University Staff Leave Plan combines three types of leave - annual, sick, and family/personal - into a consolidated leave program, giving employees more flexibility in how they use their time off. In many cases, University Staff will be able to use their accumulated leave bank for more vacation days. No one will lose time already accrued. Classified staff who switch to University Staff status can bring their accrued annual leave into the new system. For A&P Faculty who switch to University Staff status, the number of annual leave days could be higher than their current allotment, depending on the years of employment.

University Leave is allotted at the beginning of each new plan year (begins with the first day of the pay period which includes January 1 (known as Pay Period 1) and ends on the last day of the pay period preceding Pay Period 1 of the following year). New hires or re-hires will receive leave for the leave plan year in which they are (re)hired at a pro-rated rate based on the date of hire or re-hire. Part-time salaried employees earn leave at a rate proportionate to their part-time status (hours worked).

For each employee, the entire annual accrual will be available for use at the start of each leave year, prior to actually accruing the hours. This provides employees with maximum flexibility in their use of leave time. If an employee leaves the University during the course of the year, the time used and the time accrued are reconciled. Leave accrued, but not used, is paid to the employee in the pay period following the last day of employment. Leave used but not accrued is either subtracted from the employee’s final paycheck, or invoiced through Accounts Receivable if the amount owed to the University exceeds the net amount of the final paycheck.

There is only one type of leave, so all leave is available for carry forward.

In the University Staff Leave Plan the maximum number of days that could be carried forward is equal to one year’s accrual amount. The carry-forward hours serve as the beginning balance on to which the next year’s annual leave time is added.

For those Classified staff who move into the University Staff HR Plan with annual leave balances in excess of the employee’s carryover limit in the leave plan, the excess amount will not be lost. The excess balance will be retained in a separate leave bank that will remain available for use or for payout upon termination.

The University Staff leave program will pay University Staff for those “use-or-lose” hours at 50 percent of their value once the amount of annual leave goes beyond the maximum hours allowed for carry forward. To receive this cash-out, employees must
have used a minimum of 10 days during the leave year. This minimum usage requirement is intended to encourage employees to take some time off to relax and rejuvenate.

Go to University Leave Plan for more information on this type of leave.

The University Staff Leave Plan continues other categories of leave from the State system, including: Compensatory & “Comp Special” Leave, Recognition Leave, Civil and Work-Related Leave (was Administrative Leave), Educational Leave, Emergency/Disaster Leave, Leave to Donate Bone Marrow or Organs, School Assistance and Volunteer Service Leave, Leave Without Pay, and Military Leave. These types of leave do not “accrue” an as employee entitlement but are available for use as needed. For example, if an employee must serve on jury duty or volunteers for the Day of Caring, that time is allowed in addition to the University Staff Leave Plan and is not deducted from leave.

7.11 Other Types of Leave

7.11.1 VSDP Leave
VSDP Family and Personal Leave and VSDP Sick Leave amounts are granted to Classified employees in the Virginia Sickness and Disability Program at the beginning of the leave year. VSDP Leave is allotted at the beginning of each new plan year (begins with the first day of the pay period which includes January 1 (known as Pay Period 1) and ends on the last day of the pay period preceding Pay Period 1 of the following year). Hours remaining from the previous year do not carry over. Length of state service (shown in months) determines the amount of these types of leave. The VSDP Employee Manual provides further information. UVa-Wise employees who are University Staff employees hired after July 1, 2006 do not have VSDP Family and Personal and VSDP Sick Leave amounts under this program, since the University Leave Plan combines the sick and family/personal into the consolidated leave program (see 7.5.1 University Staff Leave).

7.11.2 Leave Sharing
Employees may donate annual leave hours they have accrued to help other employees who are eligible to receive the leave and who are experiencing Leave Without Pay. Employees covered by the Traditional Sick Leave policy may request to receive Leave Sharing donations when they are in a Leave Without Pay status because of their own personal illness or injury or because of the illness or injury of a family member for which the employee is using Family and Medical Leave (FMLA). Employees covered by the Virginia Sickness and Disability Program may request to receive Leave Sharing donations when they are in a Leave Without Pay status because of a family member's illness or injury for which the employee is using Family and Medical Leave. The agency continues to make its contribution to the health care premium for the time covered by FMLA leave.

If you want to donate leave or request to use donated leave, you should consult the UVa-Wise Human Resource office.
Leave Sharing may be used when leave balances have been depleted and either an employee has an illness or injury or a family member covered by the Family Medical Leave Act has an illness or injury. Employees participating in short-term disability programs receive benefits for personal injury or illness and are not eligible for leave sharing for these reasons; however, these employees may participate in leave sharing for a family member.

Go to Leave Sharing Program for more information on this benefit.

7.11.3 Family and Medical Leave
The Commonwealth complies with the federal Family and Medical Leave Act (FMLA) in providing leave with or without pay to eligible employees for situations defined in that Act. State policies and procedures apply to many situations covered by FMLA. Because FMLA is a designation rather than a separate type of leave, an employee may also use other kinds of leave while in FMLA leave status. An eligible employee on FMLA leave continues to receive the state contribution to health insurance, and FMLA provides reemployment rights to employees under certain conditions. Employees may use up to 33% of their traditional sick leave or available VSDP sick leave to cover absences for family illness or disability covered by FMLA.

The purpose of FMLA is to provide employees with up to 12 weeks of unpaid family and medical leave for their own serious health condition or the serious health condition of an eligible family member. Family and Medical Leave provides up to 26 weeks of unpaid leave to care for a covered military service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

Employees must have been employed at least 12 months in the past seven years and have worked 1250 hours in the previous 12 months to qualify for FMLA.

Go to FMLA for more information on this benefit.

7.11.4 Compensatory and Overtime Leave
Compensatory (comp) leave is to provide employees with paid leave as compensation for working beyond their normal scheduled hours but not actually working more than 40 hours in a workweek. Compensatory Leave is earned on an hour-for-hour basis and it expires 12 months from the date it was earned. Types of compensatory leave earning types include work on an official office closing day or holiday.

Overtime Leave is to provide employees with paid leave as compensation when actually working more than 40 hours in a workweek. The standard workweek for UVa-Wise is 12:01 a.m. Monday through 11:59 p.m. Sunday. The rate of overtime leave is one and one-half hours of leave for every hour actually worked over 40 in any workweek. Overtime compensation will be provided as paid leave (overtime leave) or as time and one-half overtime pay. Overtime leave does not have an expiration date. Employees may not have
an overtime leave balance in excess of 240 hours, unless the employee holds a non-exempt public safety, emergency or seasonal position, in which case his or her overtime leave balance shall not exceed 480 hours. Go to Overtime Leave for more information.

Accrued compensatory or overtime leave may be used to provide paid time off from work for any purpose.

7.11.5 Civil and Work Related Leave (was Administrative Leave)
Provides paid leave for employees to appear in court, to serve on state councils, to resolve work related conflicts, to attend administrative hearings, and to interview for other University positions as well as jobs in other State agencies. Go to Administrative Leave for more information.

7.11.6 School Assistance and Volunteer Service Leave
As an employer, the Commonwealth supports employees' responsibilities to their children and communities through Community Service Leave with up to 16 hours of paid leave per leave year. Parents are encouraged to participate in school activities through the high school level. All employees are encouraged to volunteer through community organizations to perform direct services in child development and to provide voluntary "hands-on" services as part of an organized community service project. See School Assistance and Volunteer Service Leave for more information on this leave type.

7.11.7 Military Leave
Employees who are members of the Commonwealth's militia (including National Guard) are granted paid military leave while providing military service when called forth by the Governor. Employees who serve in the National Guard, Naval Militia, or in a branch of the military reserve are entitled to as much as 15 days of paid military leave for federally funded training or active duty per federal fiscal year. Employees called for more than 15 days of active federal duty in a federal fiscal year may use accrued leave balances in order to remain on the state payroll. Employees who exhaust their leave balances or who choose not to use them for military duty may be placed on Military Leave Without Pay.

In compliance with federal requirements, employees are guaranteed reinstatement to their original position or a comparable position for up to five years of cumulative military service, with certain exemptions to the five-year cap. If you are a member of the National Guard or a military reserve unit, you may want to review your benefits under the Uniformed Services Employment and Reemployment Act (USERRA). Some state benefits continue for all or part of a term of military leave.

Provides up to 120 hours (15 days) of paid leave for employees called to active duty or for military training.*

*Employees called to Active Military Duty who will be in a leave without pay status should provide their department with a military Leave and Earnings Statement (LES) as soon as possible. Pursuant to Executive Order 44 (2003), State employees called to active duty military service in the Armed Forces of the United States and on LWOP-
military are eligible to receive Active Military Supplement pay if their gross military salary plus allowances is less than their University base salary. The employee will receive payment of the difference. The department should send the LES to UHR – Leave Center to determine if Active Military Supplemental pay is due.

Go to Military Leave for more information.

7.11.8 Emergency/Disaster Leave
Employees with specific, needed skills may receive up to 80 hours of paid leave to give requested assistance in officially-declared disaster areas, typically in cases of large-scale flood, fire, ice storm, or a similarly destructive natural event. To qualify for this leave, the services provided must not be within the regular job duties of the called employees. In addition, employees who are the victims of major disastrous events in officially declared disaster areas, such as destruction of their primary residence, are sometimes eligible for paid leave under this policy. Employees called to provide emergency service through active duty in the military or National Guard are covered by the Military Leave Policy.

Go to Emergency/Disaster Leave for more information.

7.11.9 Educational Benefits Program
Employees may be allowed leave time to take courses related to their work. This may be with full, partial, or no pay, and/or tuition payment. After completing one year of hire, all employees are eligible to receive $2,000 per calendar year to further their education. Additional financial assistance may be available from individual departments. Go to Educational Benefits for more information.

7.11.10 Leave to Donate Bone Marrow or Organs
Employees may use up to 30 workdays in a calendar year to donate their bone marrow or an organ and to recover from the procedure. Go to Bone Marrow or Organ Donations for more information.

7.11.11 Leave Without Pay
In certain situations you may ask for or need to be placed in a Leave Without Pay (LWOP) status. This status preserves some benefits of employment and permits reinstatement of other benefits if you return to paid status. LWOP does not separate you from state service and many benefits are not affected, especially if the period of LWOP is not long. In order to avoid unintentional LWOP, you should learn to manage your paid leave carefully. Employee-initiated LWOP must be approved by the College.

Leave Without Pay may be Unconditional (reinstatement to the pre-leave position is guaranteed) or Conditional (reinstatement will occur only if the pre-leave position remains available).

Go to LWOP for more information.
7.12 Holidays

As mandated by state law, the following days are generally observed as paid holidays for state employees:

New Year's Day (January 1)
Lee-Jackson Day (Friday before the third Monday in January)
Martin Luther King Day (third Monday in January)
George Washington Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Columbus Day (second Monday in October)
Veterans Day (November 11)
Thanksgiving Day (fourth Thursday in November)
The day after Thanksgiving Day
Christmas Day (December 25)

The Governor or the President of the United States may designate additional holiday time.

When a holiday falls on Saturday, it will be observed on the preceding Friday; when a holiday falls on Sunday, it will be observed on the next Monday. If a holiday falls on an employee's scheduled day off, other than a weekend, the employee will be granted up to 8 hours of compensatory leave. If an employee is required to work on a holiday, the employee may be eligible for pay plus compensatory leave.

The College observe a different holiday schedule, but the number of paid holidays is the same for all agencies. Regardless of the schedule worked, full-time classified and University staff employees receive 8 hours of Holiday Leave for a full-day state holiday. If you work an alternate work schedule, talk with your supervisor or Human Resources office about holiday leave.

See Holiday Schedule for the 2017 UVa-Wise Holiday schedule.

7.13 Employee Service and Recognition Programs

The College provides service awards for Classified and University staff employees in increments of 5 years. In addition, the University provides service awards to Classified and University staff employees for every 10 years of service.

Recognition awards may be given to Classified and University staff employees. These awards may be monetary or additional leave with pay days. Awards are subject to certain limits, as outlined by the College.

Go to Reward and Recognition for more information.
7.14 Employee Suggestion Program Suggestion
The Employee Suggestion Program (ESP) was created to recognize and reward employees for ideas that improve the efficiency or effectiveness of state government. If you make a suggestion through ESP that saves time, money, or resources, or will improve productivity or safety, and that is outside of your ability to implement in the normal course of your job, you may be eligible for an award. If your suggestion is adopted, you may receive a certificate and either cash or paid leave time. Your Agency ESP Coordinator can give you more information about this program. Please contact Stephanie Perry at 276-328-0240.

7.15 Savings Program

7.15.1 Premium Conversion and the Reimbursement Account
These programs are subject to regulations established by the Internal Revenue Service (IRS). You will find more detailed information from Human Resources.

a. Premium Conversion
This feature reduces your net cost by allowing you to pay your portion of your health insurance premium with pre-tax salary.

b. Medical and Dependent Reimbursement Accounts (Flexible Spending)
Employees are eligible to enroll in the medical and/or dependent care reimbursement program, which allows payment of certain out-of-pocket expenses with pre-tax dollars.

The Flexible Spending Account Program allows you to pay for certain expenses on a pre-tax basis. This means that your money goes farther. For example, if you put aside $5,000 for day care expenses in a Dependent Daycare Reimbursement account, you get to spend the whole $5,000 on day care. If you take the $5,000 in pay, you will only have roughly $3,500 left after taxes to spend on day care!

For most individuals whose adjusted gross income is greater than $25,000, this program may be more beneficial than the federal dependent care tax credit – consult a tax professional for an assessment of your personal situation. The Full FSA (FSA Medical Reimbursement Account) can also help offset the cost of out-of-pocket health care expenses such as copayments, deductibles, coinsurance, and certain over-the-counter medications.

Go to Flexible Spending Account for more information.

7.15.2 Tax-Deferred Savings Program (TDSP)

The University of Virginia offers supplemental retirement programs that allow employees to defer income and invest for the future. Employee contributions will be matched at 50 percent up to a maximum of $40.00 per month. Both plans are open to all employees who can contribute the monthly minimum of $20. All eligible newly hired or re-hired salaried state employees will have $40 per month automatically deferred to the 403(b) Plan with Fidelity Investments unless you actively enroll in a 403(b) or 457 plan within 60 days of your date of hire or waive the benefit. Employees who are enrolled
automatically will receive a $20 per month match to the Cash Match Plan with Fidelity Investments.

**Important for VRS Hybrid members:** Employees participating in the VRS Hybrid plan and a TDSP are only eligible to receive the TDSP Cash Match if they contribute the full 4% Optional Voluntary Contribution in their defined contribution.

The 2016 IRS maximum contribution is $18,000. If you are 50 years or older you may defer $24,000. Employees who have been employed with the University for at least 15 consecutive years may be eligible for an additional catch-up of up to $3,000. Employees may participate in both the 403(b) and Commonwealth 457(b) and can contribute the maximum to both.

**Available plans include:**

- Tax-deferred 403(b) available with either TIAA-Cref or Fidelity.
- Roth (403(b)) available with either TIAA-Cref or Fidelity.
- Commonwealth 457 Plan available with ICMA-RC.

**Difference between Tax-deferred Savings Program 403 (b) and Roth 403(b)**

The traditional 403(b) is “pre-tax;” meaning you invest your money before you pay taxes on your gross income. When you withdraw the money during retirement, you will pay taxes at the rate in place at that time. Roth contributions differ from traditional “pre-tax” 403(b) contributions in that Roth contributions are “after-tax.” This means you invest money in the Roth out of your net income, after you have already paid taxes out of your paycheck, unlike the other retirement options we offer. You don’t get a tax savings on your contributions currently, but when you are eligible to take distributions from your Roth account (presumably when you are retired) the money is not taxable, including all of the accumulated earnings on the Roth contributions (some qualifications apply. See details for further information).

You have the option to designate all or a portion of your future 403(b) contributions, with Fidelity and/or TIAA-CREF, as Roth contributions, or designate a new contribution amount separate from your existing retirement portfolio. The 2016 annual limits on contributions are the same, regardless of whether the contributions are on a pre-tax or a post-tax basis: a maximum of $18,000 or $24,000 for someone age 50 and over. However, the impact on your taxes and on your paycheck will differ depending on whether you contribute to retirement pre-tax or post-tax.

Go to [TDSP Programs](#) for more information.

**7.16 Wellness Program**

The University of Virginia cares about your health. When you’re healthy, you have the energy and focus to do your best work. We want to help you stay healthy. That’s why we’ve invested in
comprehensive wellness programming that helps you know more about your current health status and how to make improvements. Hoo’s Well provides strategies to support better health and well-being through every stage of life.

Contact Aetna’s ActiveHealth at 855.231.3715 or visit www.hooswell.com for more information.

7.17 Work/Life Programs
Work/Life Programs are designed to improve balance between work and personal life. The state offers a number of Work/Life programs to state employees. These services and programs may vary by agency.

7.17.1 Faculty and Employee Assistance Program (FEAP)
Faculty and Employee Assistance Program (FEAP) is a free, confidential resource for University of Virginia academic and medical center employees and immediate family members to help address personal issues such as marital or relationship problems, child/adolescent issues, eldercare, personal finance/budget concerns, substance abuse, depression, or job related stress. FEAP will work with you to develop a “plan of action” to resolve the problems. FEAP can help you find solutions that will enable you to cope with problems and enjoy life, both at home and at work, more fully. You may schedule individual appointments with a FEAP consultant to confidentially discuss your specific concerns. Call 243.2643 to schedule time with a FEAP consultant or visit their website at http://www.medicalcenter.virginia.edu/feap/home.html. Go to Work/Life Programs for more information.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)  
CHAPTER EIGHT

The policies described in this section apply to all faculty and staff of The University of Virginia’s College at Wise.

8.1 Equal Employment Opportunity (EEO)
The Commonwealth is committed to providing equal employment opportunity for all employees and job applicants regardless of their race, color, religion, sex, age, national origin, disability, and political affiliation. Employment discrimination based upon these traits is unlawful under both state and federal law. Equal opportunity extends to all aspects of employment including hiring, transfers, promotions, training, termination, working conditions, compensation, benefits, and other terms and conditions of employment. The Commonwealth
complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of unlawful discrimination, including harassment and retaliation.

8.2 Harassment
Harassment is any unwelcome verbal, written, or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, color, national origin, age, religion, disability, marital status, or pregnancy that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an employee’s work performance; or (3) affects an employee’s employment opportunities or compensation.

8.3 Retaliation
Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under the Commonwealth’s EEO policies.

8.4 Violations and Enforcement
Unlawful discrimination in any form is a serious offense that will not be tolerated in state employment. The Department of Human Resource Management’s Policies and Procedures Manual sets forth the relevant policies of the Commonwealth. If you believe you are a victim of unlawful discrimination, several avenues of redress are available to you, including processes within the College, the grievance procedure, and the state and federal discrimination complaint processes.

Supervisors or employees found to have engaged in unlawful discriminatory conduct are subject to disciplinary action, including termination.

DHRM’s Office of Equal Employment Services (OEES) is responsible for enforcing policies concerning equal employment opportunity. This office investigates and resolves complaints of unlawful employment discrimination. If you wish to submit a complaint or allegation, you may obtain the needed forms from the College’s Human Resource office, by contacting the OEES, or from the DHRM web site. Employees may also file complaints under the Grievance Procedure or directly with the federal Equal Employment Opportunity Commission.

8.5 Non-Discrimination Policy
Consistent with federal and state law, the College does not discriminate in any of its programs, procedures, or practices on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, or veteran status. The College operates equal opportunity and affirmative action programs for faculty, staff, and students. UVa-Wise is an Equal Opportunity/Affirmative Action Employer.

The Office of Human Resources is responsible for the enforcement of the College’s non-discrimination obligation. A faculty member, staff employee or student having a complaint of prohibited discrimination may file a discrimination complaint with the UVa-Wise Human Resources Director, Resource Center, Room 102, UVa-Wise, 1 College Ave., Wise, VA 24293, telephone 276-328-0240 or directly to the Office of Equal Opportunity Programs, The University
of Virginia, PO Box 400219, Charlottesville, VA 22904-4219, telephone 434-924-3200. Complaints are to be submitted in accordance with and are subject to the standards of the “University of Virginia Discrimination Complaint Procedures.” The Section 504 Coordinator and the College's Americans with Disabilities Act (ADA) Coordinator is Whitney Wells, Zehmer Hall, UVa-Wise, Wise, Virginia 24293, 276-328-0177. Students, faculty, and staff may direct questions and concerns regarding accommodations for persons with disabilities to the ADA Coordinator.

8.6 Equal Employment Opportunity Policy
Consistent with federal and state law, it is the policy of The University of Virginia’s College at Wise not to discriminate in the administration of any of its educational programs or activities, or with respect to admission or employment, on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation or veteran status. The College follows the University of Virginia’s affirmative action and equal opportunity programs for faculty, staff, and students consistent with resolutions of the Board of Visitors and with federal and state requirements.

To carry out this policy, the College takes affirmative action to ensure that all applicants for employment, and all College employees are considered equitably in personnel actions such as hiring, compensation, benefits, transfer, promotion, demotion, layoff, return from layoff, and training and apprenticeship programs.

The University has specific policies and procedures to implement this general policy. The Policy on Discriminatory Harassment states that such harassment in any form is unacceptable behavior and will not be tolerated. The Discrimination Complaint Procedures are available to any faculty member, staff employee, or student having a complaint of prohibited discrimination.

A complainant may file a discrimination complaint with the Equal Opportunity Officer. The Human Resources Office is responsible for the enforcement of the College’s non-discrimination obligation, including dissemination of the policy. The College is committed to equal opportunity and affirmative action. A copy of the Equal Opportunity Plans, including the Equal Employment Opportunity Policy, the Non-Discrimination Policy, the Policy on Discriminatory Harassment, and the Discrimination Complaint Procedures, is available for review in the Human Resources Office, Resource Center, UVa-Wise, 1 College Ave., Wise, VA 24293, 276-328-0240.

8.7 Discriminatory Harassment
As an employer and institution of higher learning, UVA-Wise seeks to discharge its legal responsibilities and serve its diverse and talented community through fair and responsible application of this Policy. This Policy does not allow curtailment of censorship of constitutionally protected expression, nor does it attempt to address behaviors that do not constitute discriminatory harassment. Offensive workplace behavior that does not violate this Policy should be addressed by the appropriate supervisor or office.

8.7.1 Definition
Discriminatory harassment is contrary to College policy and may also be illegal. The College defines discriminatory harassment as:
1. Conduct that conditions a person’s employment, enrollment as a student, or participation in College activities on that person’s age, color, disability, sex (including pregnancy), national or ethnic origin, political affiliation, race, religion, sexual orientation, or veteran status, unless otherwise permitted or required by applicable law; or
2. Employment or academic decisions made in retaliation for a person’s unwillingness to submit to such conduct, or benefits or privileges provided as a result of such submission; or
3. Conduct of any type (oral, written, graphic or physical) directed against a person because of his or her age, color, disability, sex (including pregnancy), national or ethnic origin, political affiliation, race, religion, sexual orientation, veteran status, or participation in a College, state, or federal discrimination investigation AND which also unreasonably interferes with the person’s work or academic performance or participation in University activities, or creates a working or learning environment that a reasonable person would find threatening or intimidating.

A person must be in a position of authority to act on behalf of the College (for example, a supervisor with respect to an employee, or a faculty member with respect to a student) for parts 1 or 2 above to be applicable. Part 3, however, does not require that a person misuse College-delegated authority, and applies whenever such conduct by any person while on College grounds or during College activities interferes with work or academic performance or participation in College activities, or creates a working or learning environment that would be threatening or intimidating to any reasonable person under the same circumstances. Nothing herein overrides existing College policy, or circumscribes the authority of the College to establish policy that is not otherwise contrary to law.

8.7.2 Responding to Harassment
If you believe you are experiencing treatment that violates this Policy, you may take the following steps:
1. If possible, clearly tell the harasser to stop. Make a note of what happened, what you did, and when.
2. If you cannot or do not wish to confront the harasser, or your efforts did not stop the conduct, you may contact your supervisor, the department chair, or a faculty advisor for help.
3. You may also contact the Office of Equal Opportunity Programs at any time whether or not you have taken the above steps. EOP is the office responsible for receiving and addressing discriminatory harassment complaints. You may seek informal help or information from EOP, or you may file a formal complaint. Information on the complaint process is provided below.
4. Regardless of whether you have done any of the above you may contact a state or federal office authorized to receive complaints of discrimination. EOP can provide information on how to contact these offices.
Note: The College maintains a fair and responsive method for reporting and addressing complaints of discrimination, but your assistance is critical to helping the College learn of and address problem behavior.

8.7.3 Supervisor Responsibilities
Supervisors are responsible for communicating the College’s Policy on Discriminatory Harassment to employees, and for taking action when they observe or hear of incidents that violate this Policy. A supervisor must:
1. Be receptive and open to concerns of harassment. Know and be able to explain the College’s policy and employees’ or students’ options.
2. Take action suitable to the circumstances, which may include among other things, talking to persons involved or witnesses, examining other evidence, or arranging for training.
3. Contact EOP or Human Resources for assistance or to refer matters that have not been resolved.
4. Make sure that persons who have raised concerns of discriminatory harassment in good faith are not subject to retaliation.
5. Monitor situations that have been addressed, and follow-up if necessary.

Note: Supervisors who do not appropriately handle reports or incidents of discriminatory harassment, or do not refer them to EOP, will be subject to disciplinary action.

8.7.4 Formal Complaint Process
Formal complaints of discriminatory harassment may be filed with the Office of Equal Opportunity Programs. EOP’s procedures for processing harassment complaints are described in the brochure entitled “Discrimination of Complaint Procedures,” which is also available on the website at www.virginia.edu/eop/

EOP requires that complaints be in writing and made within 300 days of the last allegedly discriminatory action, but both requirements may be waived at EOP’s discretion under appropriate circumstances.

EOP will:
1. Respond to every complaint of discriminatory harassment;
2. If investigations are conducted, act impartially considering the interests of all parties;
3. To the extent practicable, protect the privacy of all parties and the confidential nature of the complaint; and
4. In the case of formal complaints that are not resolved through negotiation, issue a report to both parties, the Chancellor and the relevant Vice Chancellor containing findings and conclusions, and recommending appropriate actions depending upon the circumstances.

8.7.5 Remedies
If it is determined that discriminatory harassment is occurring or has occurred, the University may take any or all of the following actions: making sure that the discriminatory conduct stops; imposing disciplinary action up to and including termination of employment
or dismissal from the University; other corrective action such as counseling or training; and steps such as reinstatement, hiring, reassignment, promotion, training, back pay or other benefits as are necessary.

8.8 Sexual Misconduct/Harassment
The University of Virginia’s College at Wise strives to provide a working and educational environment for all faculty, staff and students that is free from sexual misconduct/harassment. Sexual harassment, sexual assault and other acts of sexual misconduct are forms of sex discrimination prohibited by Title IX. The prohibition against gender discrimination applies regardless of whether the activity is conducted on campus, off campus, in transit, or if sponsored at other locations.

UVa-Wise does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually-based or not and include dating violence, domestic violence, and stalking. The College reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

8.8.1 Definitions

**Accused:** an individual who is named as the perpetrator of an incident of sexual misconduct/harassment.

**Complainant:** an individual who has experienced an incident of sexual misconduct/harassment.

**Effective Consent:** words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity.

Effective consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the accused student knows or reasonably should have known of such incapacitation. Effective consent must be obtained by the person who wants to engage in a specific sexual activity before initiating such sexual activity. Effective consent to one form of sexual activity does not necessarily imply consent to other forms of sexual activity. After effective consent has been established, a person who changes his or her mind during the sexual activity should communicate by using words or clear action, his or her decision to no longer proceed with the sexual activity, at which time the sexual activity must cease. An example would be a verbal “no” even if it may sound indecisive or insincere should be treated as a withdrawal of consent. Effective consent cannot be provided by any individual who is under the influence of alcohol and/or drugs.
**Interim Measures:** actions taken to support and protect the complainant in the context of the College’s commitment to provide a reasonably safe and non-discriminatory environment for all students and employees

Such measure may include:
- a directive that the parties refrain from having contact with one another, directly or indirectly, whether in person or via electronic means
- directing appropriate College officials to alter accommodations concerning academics, campus housing, and/or College employment

**PERK Kit:** a Physical Evidence Recovery Kit used by emergency room personnel to collect evidence from a victim of sexual assault

If an incident involves a sexual assault, the complainant should consider seeking medical attention as soon as possible at a local emergency room to have a PERK kit completed to preserve evidence should the complainant choose to file a police report. No law enforcement charges are required in order to have a PERK kit collected, however the complainant must use his/her legal name.

PERK kits are available upon request with Campus Police and The Center for Student Development for a complainant to take to a local hospital. Campus Police retains the PERK Kit results as evidence until the disposition of the case and a destruction order is issued by a circuit court judge.

**Rape:** the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim (FBI’s Uniform Crime Reporting).

**Sexual Assault:** an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system.

A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Sexual Harassment:** conduct, including physical contact, advances, and comments in person and/or via phone, text message, email, or other electronic medium, that is (1) unwelcome; (2) based on sex or gender-based stereotypes; and (3) is so severe or pervasive that it unreasonably interferes with a person’s academic performance or equal opportunity to participate in or benefit from College programs or activities.

Sexual harassment produces a hostile environment and may include, depending upon the facts:
- persistent and unwelcome efforts to develop a romantic or sexual relationship
- persistent and unwelcome commentary about an individual’s body or sexual activities, including telling lies or spreading rumors about a person’s sex life
- threats to engage in the commission of a sexual act with another person
- stalking or cyberstalking
- engaging in indecent exposure
- acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature, including but not limited to:
  - name-calling, whistling or making cat calls
  - gestures with hands or through other body movements
  - touching a person’s clothing, hair or body such as massaging, hugging, kissing, groping, pinching, stroking, squeezing, licking, fondling, etc.
- telling sexual jokes or stories
- asking personal questions about sex life, fantasies, preferences, or history
- turning work/class discussions to sexual topics
- paying unwanted attention to someone, such as staring, following, blocking a person’s path, etc.
- displaying sexually-suggestive visuals such as drawings, pornography, screen savers, calendars, cartoons, etc.

### 8.8.2 Reporting an incident

A complainant is encouraged to immediately report an incident to a responsible employee of the College (i.e. an employee who has the authority and/or duty to report to the Title IX Coordinator, including Campus Police and student employees such as Resident Advisors (RAs)). The Title IX Coordinator is responsible for accepting and processing all sexual misconduct/harassment complaints.

**Reporting to Campus Police:** Campus Police may be contacted by calling 276-328-0190 during regular business hours, 276-328-3756 after hours, or 911 at any time. Reporting an incident is a separate step from choosing to prosecute. When a report is filed with Campus Police, a complainant is not obligated to pursue either criminal or campus charges. Campus Police will maintain a written report which will be available should the complainant choose to pursue charges immediately or at a later date.

The Title IX Coordinator will meet with the complainant to explain the process, support and/or immediate interventions available to the complainant (e.g., referrals to appropriate law enforcement agencies; referrals for medical treatment; and/or referrals for counseling in The Center for Student Development and/or off campus agencies). As appropriate, discussion would also include potential interim measures.

The Title IX Coordinator will also discuss with the complainant options for pursuing on- or off-campus criminal charges, on-campus sexual misconduct proceedings, student conduct charges, or no charges at all. **Please note, however, that the Title IX Coordinator is required to initiate an investigation through the campus sexual misconduct adjudication process which may result in taking reasonable action in response to results of that investigation. This investigation will be conducted and completed within sixty (60) days, in accordance with federal guidelines.**
### 8.8.3 Campus Counseling and Support

Counseling Services and Health Services are available in the Center for Student Development where professional staff can provide assistance and support for incidents of sexual misconduct/harassment. The CSD is located on the lower level on Cantrell Hall or can be reached at 276-376-1005.

In the residential communities, the Resident Advisors are student leaders in the halls who can listen and provide referral information. An on-duty professional Residence Life staff member is also available 24-hours per day, seven days per week, and can provide contacts for students to counselors and other agencies in the community for help.

Campus Police can also provide assistance 24-hours per day, seven days per week [(276-328-0190 or 276-328-COPS weekdays in the office) and (276-328-3756 for after-hours non-emergency situations); always call 911 for an emergency].

### 8.8.4 On- and Off-Campus Resources

#### On-Campus

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>Cantrell Hall-First Floor</td>
<td>276-376-1005</td>
</tr>
<tr>
<td>Health Services</td>
<td>Cantrell Hall-First Floor</td>
<td>276-376-1005</td>
</tr>
<tr>
<td>Campus Police</td>
<td>Cantrell Hall-First Floor</td>
<td>276-328-2677 or 911</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>Cantrell Hall- Second Floor</td>
<td>276-328-0131</td>
</tr>
<tr>
<td>Multicultural Affairs</td>
<td>Cantrell Hall-First Floor</td>
<td>276-376-1005</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Cantrell Hall-First Floor</td>
<td>276-328-0214</td>
</tr>
</tbody>
</table>

#### Off-Campus

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norton Community Hospital</td>
<td>100 Fifteenth Street NW, Norton VA 24273</td>
<td>276-679-9600</td>
</tr>
<tr>
<td>Mtn. View Regional Medical Center</td>
<td>310 Third Street, N.E., Norton VA 24273</td>
<td>276-679-9100</td>
</tr>
<tr>
<td>Lonesome Pine Hospital</td>
<td>1990 Holton Avenue, Big Stone Gap VA 24219</td>
<td>276-523-3111</td>
</tr>
<tr>
<td>Wise County Police Department</td>
<td>501 West Main Street, Wise VA 24293</td>
<td>276-328-9369</td>
</tr>
<tr>
<td>Family Crisis Support Services (FCCS)</td>
<td>P.O. Box 692, Norton VA 24273</td>
<td>276-679-7240, 1-877-348-3416</td>
</tr>
<tr>
<td>FCCS Sexual Assault 24-hour crisis hotline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Violence and Sexual Assault Hotline</td>
<td></td>
<td>1-800-838-8238</td>
</tr>
<tr>
<td>Victim Witness Program</td>
<td>206 East Main Street #245, Wise VA 24293</td>
<td>276-328-4421</td>
</tr>
<tr>
<td>Magistrate</td>
<td>5607 Patriot Drive, Wise VA 24293</td>
<td>276-328-8947</td>
</tr>
<tr>
<td>Wise County Behavioral Health Services</td>
<td>3169 2nd Avenue East, Big Stone Gap VA 24219</td>
<td>276-523-8300</td>
</tr>
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<tr>
<td>Legal Aid Society</td>
<td>16932 West Hills Drive, Castlewood VA 24224</td>
<td>276-762-9354</td>
</tr>
<tr>
<td>U.S. Department of State</td>
<td>Non-immigrant visa cases:</td>
<td></td>
</tr>
<tr>
<td>Bureau of Consular Affairs</td>
<td>Immigrant visa inquiries:</td>
<td></td>
</tr>
</tbody>
</table>

### 8.8.5 Additional Information
For additional information, please visit the Compliance website at [www.uvawise.edu/compliance](http://www.uvawise.edu/compliance).

The Title IX Coordinator and Director of Diversity & Inclusion Initiatives at The University of Virginia’s College at Wise is Tabitha Smith, whose office is located in Cantrell Hall, 1 College Avenue, Wise, VA 24293. The Title IX Coordinator’s core responsibilities include overseeing the College’s response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and grievances. Contact Tabitha Smith at 276-328-0131 or tsh5d@uvawise.edu.

### COLLEGE POLICIES

#### 9.1 Conflict of Interest Policy
Faculty members are public officials whose professional activities may create situations in which their private or personal interests are potentially in opposition to their official responsibilities. A faculty member must be sensitive to the potential for conflict of interest situations and act in a manner to minimize their effects.
As a matter of state law and College policy, it is the responsibility of faculty members to avoid being in a position of authority over a spouse, a member of the immediate family or an individual sharing the same household who also is employed by the College. A faculty member and his or her spouse or another member of the immediate family may both be employed by the College, so long as the faculty member does not exercise any control over the employment conditions and activities (such as initial appointment, retention, promotion, tenure, salary, leave of absence, grievance advantage) of the spouse or relative. Furthermore, the state Conflict of Interests Act permits dual employment of spouses or other immediate family members, in the following limited circumstances: (a) if both the employee and the family member are in teaching, research, or administrative support positions; (b) if the Board of Visitors finds that it is in the best interests of the institution and the Commonwealth for such dual employment to exist; and (c) if the Board of Visitors ensures that neither the employee nor the family member supervises, evaluates, or otherwise participates in personnel decisions regarding the other.

As a matter of sound judgment and professional ethics, faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal interests in terms of their dealings or relationships with students. It is the responsibility of faculty members to avoid being placed in a position of authority - by virtue of their specific teaching, research, or administrative assignments - over their spouses or other immediate family members who are students at the College. It is also the responsibility of faculty members to avoid engaging in sexual relationships with or making sexual overtures to students over whom they are in a position of authority by virtue of their specific teaching, research, or administrative assignments. In this context, the term "faculty members" broadly includes all full-time and part-time College personnel who hold positions on the academic or general faculty, as well as all teaching fellows, graders, and coaches. These professional constraints derive from AAUP ethical standards and the College's policy prohibiting conflict of interests, in order to ensure that the evaluation of students is conducted fairly and without any perception of favoritism or bias. Equally compelling is the interest in avoiding potential harm to students as well as the liability that could occur, for example, if facts regarding a sexual relationship or sexual overture are demonstrated that support a legal claim of sexual harassment by either party.

The Conflict of Interests Act also currently contains other pertinent provisions. For example, a College employee may be allowed to have a contract with another state agency if the contract is awarded through a competitive process and the employee discloses the employee's personal interest in such a contract to the administrative head of that agency. Except under extraordinary circumstances, the College does not buy goods or services from faculty or staff members. Should an occasion arise where such a purchase appears to be in the best interest of the College, the department should contact the Vice Chancellor for Finance and Government Relations and the Provost. An employee is prohibited from soliciting or accepting money or any other item of value for performing official duties, except the compensation or expenses paid by the College. Under the Act, an employee of the College may not use for his own economic benefit confidential information not available to the public and acquired by reason of his/her position.

In accordance with the Act and the Ethics in Public Contracting section of the Virginia Public Procurement Act, College employees must not accept personal gifts of any kind, including food and beverages travel, and tickets to sporting and cultural events, from firms with which the College
does business. Gifts of goods or services to the College or to an employee cannot influence the selecting of a vendor to provide goods or services to the College. Offers of incentives, free goods and services, gifts, and coupons should be reported to the Vice Chancellor for Finance and Administration and the Provost.

The technical details of these and other conflict of interests situations are set forth in the *University of Virginia Policies and Procedures Manual* and in the *Code of Virginia*, which should be consulted by all faculty members who may be involved in any such situation. Failure to abide by the conflict of interest principles described above can have serious consequences. Violations of the employment-based restrictions contained in the State Conflict of Interests Act may lead to civil, and if willful, criminal penalties, as well as termination from state employment. Breaches of professional ethics standards (e.g., an abuse of the faculty member's authority over students) may also prompt disciplinary action.

**9.2 Fraudulent Transactions**
A deliberate action to obtain an unauthorized personal benefit is a fraudulent transaction. This might include misappropriation of cash or property, unauthorized use of College property, unauthorized use of College employees to perform non-College business, or use of the College telephone system for personal long distance telephone calls. All personnel are responsible for reporting any fraudulent transactions to the Campus Police, the Associate Vice Chancellor for Finance and Governmental Relations, and the Provost.

**9.3 Solicitation of Grants and Contracts**
All solicitations of grants and contracts must be made in the name of "The Rector and Visitors of the University of Virginia" and authorized by one of the officials designated to sign sponsored program documents on behalf of the College. When processed in this way, the College is legally and financially responsible for fulfilling the contracted requirements of the sponsoring agency. **Faculty members are not authorized to sign contracts on behalf of the College. Only the Chancellor is authorized to do so. An unauthorized person signing a contract in the College's name may be held personally liable for the contract.**

All grant and contract solicitations must be cleared through College administrative channels before submission to a potential funding agency. The channels include the principal investigator who is proposing the research, the Department Chair, the Academic Dean, the Provost, and the Chancellor. The Academic Dean and the Provost are responsible for certifying that the proposal is consistent with the educational and research objectives of the department and the College, that the faculty time allocated is appropriate, and that the various resources available to conduct the proposed research activities are adequate. Once approved by the Provost, a proposal must be reviewed and approved by the Grants Accountant before being presented to the Chancellor. The Chancellor signs the proposal on behalf of the College, only after all of these steps have been followed.

Once a grant or contract has been awarded, the award document will be reviewed by the appropriate administrative channels to be sure that the grant or contract does not contain any restrictions or obligations that are contrary to College policies and procedures. It will then be accepted by the Chancellor on behalf of the College. All award documentation must be forwarded to the Grants Accountant upon receipt.
9.4 Patent Policy
As a condition of employment, the College requires all persons engaged in research to sign the Patent Policy Agreement. This agreement specifies the rights and obligations of both parties when a patentable product is produced in the course of research activities for which an employee has been compensated by or through the College or has used facilities owned, operated, or controlled by the College. The policy of the College is to consider and, where appropriate, assist in the patenting and commercial development of discoveries or inventions that are the product of College research. This policy is intended to provide incentive for creative intellectual effort, to ensure that the respective interests of the faculty member, the College, any supporting sponsor, and society are considered and protected through the development of fair contracts and procedures; to assist the researcher and the College to realize tangible benefits from inventions or discoveries; and to advance and encourage further research.

The faculty member is responsible for timely and responsible disclosure of potentially patentable inventions and discoveries. At present the policy provides that the inventor will receive 15 percent of the gross royalties that accrue from inventions for which the College obtains a patent. The College assigns patents to a patent management firm, such as the University of Virginia Alumni Patents Foundation, which negotiates licensing agreements and royalty rates. The College will normally relinquish any claim to an invention or discovery that is judged not to be a product of College-sponsored research. The University of Virginia Policies and Procedures Manual outlines the Patent Policy in much greater detail.

9.5 Copyright Policy
The College is committed to maintaining traditional incentives for scholarly work and its dissemination while protecting, within the framework of copyright law, the rights of individuals and the College. Faculty members may write and produce copyrightable materials, copyright those materials, and receive royalties that result from their use. Such materials include, but are not limited to books, articles, artwork, computer software, film and videotape. Faculty members shall retain all rights related to copyright ownership of materials that they have prepared on their own initiative.

The Copyright Act of 1976 provides that when a person is employed by someone else to produce a copyrightable work, the employer, not the work's creator, is the author for copyright purposes. Generally, the College will claim an interest in such works only when their creation was part of administrative duties or a specific assignment made by a chair, dean, or other College administrator. A faculty member's general obligation to produce scholarly works does not constitute such a College assignment. Students who are not College employees own any copyrightable works developed in connection with course work.

Any potentially valuable, copyrightable materials in which the College may have an interest should be reported by the author through the Department Chair and the Academic Dean to the Provost, who is responsible for administering the copyright policy.
9.6 Copying of Copyrighted Material
Federal copyright law restricts the degree to which a copyrighted item may be reproduced. For example, a single copy may be made for teaching, research, or classroom preparation purposes. Multiple copies may be made provided each copy includes a notice of copyright and if such copying meets certain tests of brevity, spontaneity, and cumulative effect. An explanation of these terms is given in the *University of Virginia Policies and Procedures Manual*. In general, short items - articles, illustrations, poems - may be copied if there is too little time before they are to be used to request permission for their use from the copyright owner. Such copying should be limited to a single copy per student per semester with a limit of nine instances of multiple copying for one course during a semester. Such copying should not be repeated semester after semester.

At the request of a faculty member, the library may copy and place on reserve excerpts from copyrighted works if the library follows the guidelines of the copyright policy. The librarians may be consulted about these guidelines. Restrictions of the copyright law also apply to materials reproduced by the Print Shop.

A faculty member who wishes to request permission to use copyrighted materials in a way that lies outside these guidelines should seek permission of the copyright owner. Detailed procedures may be obtained from the college librarians.

9.7 Governmental Relations
Any faculty member is free to communicate with members of the General Assembly or Congress, or other elected officials, but in doing so must be careful to distinguish personal opinion from the position or policy of the College. In particular, a faculty member must avoid expressing such an opinion on College letterhead.

State law and directives from the Office of the Governor require the College to designate official spokesmen to represent its positions to the General Assembly and to coordinate its legislative proposals through the governor's secretaries. The Chancellor and his designees are the spokespersons.

9.8 Press and Communications
The College communicates its activities openly to the public, principally through mass media and on the College web site. The Office of College Relations releases news and videotape about the College to the print and electronic media. Media requests for information should be directed to College Relations. An exception to this policy is sports information, which is handled by the Sports Information Director in the Athletics Department.

Departments and/or faculty who have news regarding conferences and events, recently published books, new research, awards, student accomplishments, or other information of public interest should inform the Office of College Relations. The director will provide advice and consultation in planning external communications and media contacts. Please contact the Director at least three weeks in advance for assistance with press releases, printed programs, posters and other promotional materials needed for campus events.
The Vice Chancellor for Development and College Relations, or his designee, is the official spokesperson representing the College in all emergency situations. The Chancellor has responsibility for the College's compliance with the Virginia Freedom of Information Act. All FOI requests should be forwarded immediately to the Executive Assistant to the Chancellor, who serves as the compliance officer. Faculty members are free to communicate with the media as private citizens in matters not directly related to the College.

9.9 Work Stoppage by Staff
Section 40.1-55 of the Code of Virginia provides that any employee who engages in a strike (by abstaining, impeding, or suspending activity of the employing agency) in concert with two or more other employees is considered automatically to have terminated employment. Such a person is not eligible for re-employment by the state during any part of the next twelve months.

9.10 Purchase Orders/Requisitions
State statutes and policies control the procurement of all supplies, equipment and services. College Services implements all guidelines and procedures for carrying out these statutes and policies. Please contact your department secretary and/or College Services for these guidelines and procedures. Purchases made without proper approval and procedure could prevent the vendor from being paid through the use of state funds and require the individual placing the order to be held liable for payment to the vendor.

9.11 Reimbursement of Expenses
With prior authorization, certain expenditures that a faculty member may make are reimbursable. These include travel expenses on College business, authorized relocation or moving expenses, and some petty cash expenditures. Reimbursement for Christmas cards, club membership, parking lot rental fees and parking tickets/fines are prohibited regardless of the source of funds. Other types of expenditures, such as gifts and flower arrangements, are allowed from local funds under special circumstances with appropriate approval.

9.12 Travel Policies
  9.12.1 Travel Requiring Advance Approval of the Vice Chancellor
Anyone proposing travel which will require reimbursement from a state account must prepare an estimate of the total cost including all costs associated with transportation, lodging, meals, associated gratuities, conference registration, and training or course fees. All travel require pre-approval from area Vice Chancellor.

9.12.2 Out of Country Travel
All out-of-country travel must have prior approval before departure. This involves completion of the appropriate form which details the travel destination, cost of the travel and source of funding, the reason for the travel, and the expected benefit of the travel to the College. This form is available in the office of the Provost. It must be signed by the Provost and the Chancellor. The request form will then be forwarded to the Provost’s office at UVa for approval.
9.12.3 Meal and Lodging Expenses
Travelers should limit meal expenses to reasonable, moderate costs, and request government rates at hotels. Travelers should select lodging in the economy class. Cost of meals will not be reimbursed unless the travel requires the traveler to be away from home overnight as evidenced by a hotel bill. Maximum rates of reimbursement of in-state and out-state lodging and meals are set by the Commonwealth of Virginia and reimbursement shall be in accordance with applicable regulations.

9.12.4 Payment of Travel Expenses
Travel expenses for official College business may be paid through various methods to the degree that they have been previously approved and the availability of funds. Airline tickets may be charged to the Bank of America Purchasing Card, or paid by the traveler and then reimbursed on the Travel Reimbursement Claim form. Airline tickets may not be charged to the College. Conference registration fees may be charged to the Bank of America Purchasing Card, not to the Bank of America Travel Card. Some expenses can be directly billed to the College. Staff members may obtain a Bank of America travel card to pay for ground transportation, registration fees, meals, etc. by completing an application with the Accounting Office. The expense voucher must be presented for payment within 8 days from completion of the trip, or in the case of continuous travel, within 8 days of the last date of travel. Expenses must be itemized and supported by receipts or paid bills covering hotel accommodations, automobile rentals, and transportation. The billing procedure usually allows time for filing travel reimbursement forms and receipt of the reimbursement check before the Bank of America bill becomes due. Additional information regarding travel guidelines may be obtained from the UVa-Wise Office of Accounting Services and the University of Virginia Policies and Procedures Manual.

9.13 Use of College Vehicles
When approved by the department head, faculty and staff who have a valid operator’s permit may use College vehicles when traveling on official College business. Under certain conditions, students may also operate College vehicles when pre-approved by the Campus Police and when traveling on official College business. All users are responsible for operating the vehicle in a safe and courteous manner, abiding the law, for all traffic citations incurred while the vehicle is assigned to them, for damages resulting from misuse, abuse, or negligence, for reporting needed repairs and maintenance to Fleet Management, and for reporting accidents to the State Police and Campus Police. Use of a state vehicle for personal business or pleasure or transporting hitchhikers is strictly prohibited. Currently, vehicle request procedures are being updated. Please contact Procurement Services, Fleet Management at 328-0101 or 328-0143 for procedures and forms.

9.13.1 Vehicle Safety Belt Policy
All College personnel must wear safety/seat belts at all times while operating College/State vehicles/equipment in or on which such belts are provided. Removal, cutting, or to any other way render safety/seat belt systems inoperable is strictly prohibited. This policy is entirely for the benefit of users, and its sole aim is to reduce injuries in the case of an accident. The safety and protection of persons will more than compensate for the inconvenience of “buckling up.”
Persons who are ticketed for failure to wear a safety belt may be denied further use of College or State vehicles or equipment, regardless of the impact this may have on the person’s continued employment or association with the College.

9.14 Use of College Equipment
The following policy statements address the use of College-owned equipment by faculty, staff, and students for personal or commercial purposes; and the use of such equipment by individuals and organizations that are not part of the College community. The intent of this policy is to ensure that any extracurricular use of equipment is consistent with the purpose, mission, and goals of the College.

“College community,” as used herein, includes the College, its departments, service units, affiliated or related organizations and foundations, faculty members, staff members, students, groups of students, and institutionally approved student organizations.

The administrative head of each unit of the College, or the head of a subunit when so delegated, is responsible for the control and accountability of use of all equipment assigned to the unit and for assuring that use of equipment is consistent with this policy and the purpose, mission, and goals of the College.

College equipment may not be used by College faculty, staff, or students for personal purposes unrelated to the College’s mission or for commercial purposes. Likewise, College-owned and provided consumable materials and supplies may not be used for such personal purposes or commercial purposes.

Personal activities related to teaching, scholarship and research, or public service promote the College’s mission. Accordingly, faculty, and staff members may be granted the privilege of occasional and reasonable use of college equipment in connection with their personal academic pursuits and professional development, provided the College incurs no unreasonable costs for materials and supplies, maintenance, and repairs. Approval of these situations are made on a case-by-case basis.

Use of College equipment by individuals and organizations not part of the College community is not permitted unless the responsible unit head approves a user request form. Such a form may be approved only when the use meets one of the following criteria:

- The use is in connection with approved College-sponsored activities, events, or services.
- The use is part of a contractual agreement between the College and a government agency, a private business, or another educational institution; and the agreement has been reviewed for consistency with College policy relative to competition with the private sector and unrelated business income by the administrative head of the related unit.
- The use is by official visitors to the College and is appropriate to the purpose of the visit.
- The use is in connection with a public service activity and the equipment does not exist elsewhere or is not reasonable otherwise available to the user.
The unit head responsible for the equipment may establish a user fee, when appropriate, with the approval of the Office of Accounting Services and the Provost.

College-owned equipment may be taken home by College faculty, staff, or students for College business only with the approval of the appropriate unit head.

Faculty members must also distinguish between their general obligations as scholars to produce and disseminate knowledge and their personal interests when using College resources such as College letterhead, postage, secretarial time, long-distance telephone service, photocopying services, computer facilities and other supplies, equipment, or services that the College normally provides to support professional activities. Professional ethics are the best guide to maintaining this distinction.

9.15 Extracurricular Use of College Property

In general, College space, playing fields, and other facilities are available to any group of students, academic or administrative department, or College related organization or foundation for any use if employed in a matter which is consistent with goals of the College, which is not unlawful, which does not discriminate, which does not violate College policies and procedures, and which does not disrupt academic activities, scheduled events, College functions, and other normal pursuits that take place in the property. Specific rules for the use of particular buildings have been developed (for example, the Chapel of All Faiths).

The Greear Gymnasium, however, may be rented to un-sponsored, non-College groups (if the other general policies are followed) under contractual arrangements approved by the Director of Athletics when such use will not interfere with other functions of the College, as determined by the Chancellor or Chancellor's designee.

College facilities may be used - subject to the University of Virginia Policies and Procedures Manual guidelines and other space restrictions - for religious purposes by College students, groups of students, student organizations, faculty members, or staff members. However, College property may not be used for regular and routine meeting purposes by a religious congregation.

College space may be used by a non-college group as long as the group is sponsored by a College group and executes a use of space agreement. Individual students, faculty, or staff members may not act as sponsors for non-College groups for the purpose of using College facilities.

College space can and should be reserved. Information on availability and user fees may be obtained and reservations may be made through the Special Events office at 276-376-4522. In cooperation with those who have reserved the space, specific rules may be promulgated to govern conduct at a given event in order to prevent disorder or other interference with the activity and to prevent physical harm to the property or participants.

Please refer to the University of Virginia Policies and Procedures Manual for additional guidelines.
9.16 Staff with Managerial Responsibility
On occasion, staff members may be invited to assume managerial responsibility for a program, center, department, or school. Managerial responsibility would include the supervision of other staff members, students, and full-time and part-time staff. Should staff members accept managerial positions, they are responsible for assisting employees in understanding their work assignments, the Standards of Conduct, and the goals, objectives, and performance standards of their position. As supervisors, staff members should be aware of unsatisfactory work performance or behavior on the part of employees and attempt to correct the performance or behavior immediately. *The University of Virginia Policies and Procedures Manual* includes policies related to collection of cash, procurement of goods and services, travel and moving expenses, solicitation of gifts and investments. Personnel in the Office of Accounting Services can also be a source of guidance in financial matters.

Staff members assuming managerial roles should also become familiar with and work within the financial policies and procedures of the College and state laws and regulations. Staff members assuming managerial responsibilities may be evaluated by College administration on their management of personnel and financial resources. Failure to manage personnel and financial resources in compliance with College policy and state regulations may result in the release of managerial responsibilities or legal action.

9.17 Use of College Logos
The Rector and Visitors of the University own all names, nicknames, indicia, and logos identified with the College. Any commercial use of the College indicia in any manner shall be approved and governed by the Chancellor. The use of the College seal is determined by the Chancellor’s office.

9.18 Rights and Responsibilities of Faculty and Staff with HIV Disease
The College has adopted this policy for all academic division faculty and staff in response to the epidemic of infection with Human Immunodeficiency Virus (HIV), the agent that causes Acquired Immunodeficiency Syndrome (AIDS).

All College policies relating to HIV disease foster the same goals: (a) to provide education, information, and counseling concerning the causes, effects, transmissibility, and treatment of HIV disease; (b) to safeguard the personal rights of individuals with HIV disease; (c) to promote a safe environment for all members of the College community; and (d) to comply with the requirements of applicable federal and state laws relating to HIV disease.

There are three components to this policy: (a) education, information, and counseling programs; (b) provisions to safeguard the rights of faculty and staff with HIV disease; and (c) standards to govern personnel and other administrative actions involving HIV-positive status.

The College will periodically review and, when appropriate, revise or update this policy as warranted by advances in scientific and medical understanding of HIV pathophysiology, new epidemiological perspectives on HIV-related diseases, and evolving social policy and legal thought.
The College recognizes that, as a result of the fear, anger, and anxiety some people feel in reaction to AIDS, some employees who are either known to have or suspected of having HIV disease may be subjected to emotional, verbal, or physical abuse by other employees. The College will provide counseling and education to employees engaging in such behavior as may be necessary and appropriate in the circumstances. The College will also take such administrative and disciplinary action as may be appropriate under applicable personnel policies and procedures.

The College will not, on the basis of HIV disease, restrict the access of HIV-positive faculty or staff to any College academic, athletic, recreational, administrative, or social facilities or functions.

College faculty and staff with HIV disease, whether symptomatic or asymptomatic, will be allowed and encouraged to work at their usual jobs in an unrestricted manner as long as they are physically and mentally able to do so.

9.19 Pets on Campus
Pets are not permitted in College buildings by state law. Pets may be walked outdoors on campus grounds, but must be appropriately leashed or caged and under the control of and accompanied by their owners. Pets must not be left unattended. Pet owners must be clean up after their pets while on campus. Pet owners shall be held responsible for any personal injury or property damage inflicted by their pets.

Exceptions to this policy are limited to service animals; animals under the control of and used by academic departments for academic departments for approved teaching and/or research purposes.

The police have the right to pick up and hold unattended pets and any pet, whether or not under an owner’s control, constituting a public hazard or nuisance. Pets creating a nuisance may be banned from campus by the College Police.

The Office of Housing & Residence Life promulgates and administers policies governing pets in residential facilities.

9.20 University Code of Ethics
Approved October 2, 2004 by the Board of Visitors of the University of Virginia

1. We perform our public responsibilities, services and activities ethically, competently, efficiently and honestly, in keeping with University policy and applicable law.
2. We expect that all necessary and proper controls safeguarding public resources are in place and observed, with periodic auditing of functions and departments by the State Auditor of Public Accounts and/or the University Auditor who shall report directly to the Board of Visitors' Audit and Compliance Committee.
3. While in the service of the University, we conduct ourselves free of personal conflicts or appearances of impropriety, mindful that our exercise of authority on behalf of the University has been delegated fundamentally for the public good. Conflicting interests or influences are promptly disclosed to our superiors and appropriate steps are undertaken to promote the integrity of University business and other transactions.
4. We do not accept anything of value offered in consideration of performing our public duties, other than the compensation, benefits and reimbursement of expenses duly authorized by the University or otherwise permitted by law. We do not accept any favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties, or when acceptance thereof may reasonably be perceived as an impropriety in violation of University policy or state law. University procurements of goods or services are undertaken only by authorized personnel and, when competitive principles apply, decisions are made impartially and objectively in accordance with established policy and state law.

5. We preserve and respect the confidentiality of University records, including patient and student records. We do not externally disclose confidential records or other nonpublic information without appropriate authorization, and any confidential record or information we access as a result of our position or duty is neither exploited for personal benefit nor misused for any unauthorized purpose.

6. We are committed to the principles of federal and state law guaranteeing equal opportunity and nondiscrimination with respect to University services, programs, activities and employment, and we support an environment that respects the rights and opinions of all people which, in the words of our founder, promote “the illimitable freedom of the human mind.” Complaints of discrimination, harassment and retaliation are investigated and when warranted appropriate corrective action is taken and disciplined in accordance with University policy and applicable law.

7. Our communications on behalf of the University with all persons, including co-employees, clients, customers, patients, students, guests and vendors, are conducted professionally and with civility.

8. We do not condone dishonesty in any form by anyone, including misuse of University funds or property, fraud, theft, cheating, plagiarism or lying. We encourage and expect reporting of any form of dishonesty, and our managers and supervisors to appropriately investigate such reports. We also expect that the police and/or State Auditor of Public Accounts will be notified when circumstances reasonably indicate fraud or theft of University funds.

9. We strive for continuous improvement in our performance of public duties for the University, mindful of the public cost to our activities which must be reasonable and appropriately authorized.

10. We bring to the attention of supervisors and managers, the University auditor or other responsible University office, any violation of these principles or circumstances reasonably indicating that a violation has occurred or may occur. Such reporting in good faith in order to promote the ethical integrity of operations is expected and encouraged by the University, and retaliation by any University employee as a result against the person making such good faith report shall be subject to disciplinary action. We appropriately investigate all such reports and, when warranted by the facts, require corrective action and discipline in accordance with University policy and state law.
9.21 Computing Policies

9.21.1 Software Copyright Policy
Most software available for use on computers at the College is protected by federal copyright laws. In addition, software is normally protected by a license agreement between the purchaser and the software seller. The software provided through the College for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.

It is the policy of the College to respect the copyright protection given to software owners by federal law. It is against College policy for faculty, staff, or students to copy or reproduce any licensed software on College computing equipment, except as expressly permitted by the software license. Also, faculty, staff, and students may not use unauthorized copies of software on college-owned computers or privately-owned computers housed in college facilities.

Unauthorized use of software is regarded as a serious matter and any such use is without the consent of the College and subject to disciplinary action.

9.21.2 Computer Usage Policy
This policy applies to all computing and communications facilities and equipment purchased or leased with College funds. Everyone within the College community who uses College computing and communications facilities has the responsibility to use them in an ethical, professional and legal manner. This means that users agree to abide by the following conditions: the integrity of the systems must be respected; privacy of other users must not be intruded upon at any time; users must recognize that retain data are confidential and must limit their access to such data to uses in direct performance of their duties; the rules and regulations governing the use of facilities and equipment must be respected; not one shall obtain unauthorized access to other users’ accounts and files; the intended use of all accounts, typically for research, instruction, and administrative purposes, must be respected; and users shall become familiar with and abide by the guidelines for appropriate usage for the systems and networks that they access.

Access to College computing and communications equipment and facilities may be revoked for reasons including, but not limited to, attacking the security of the system, modifying or divulging private information such as file of mail contents of other users without their consent, modifying or destroying College data, or using the national networks in a manner contrary to the established guidelines. Revocation of access may be done at any time by College administrators in order to safeguard College resources and protect College privileges and protect College privileges. If abuse of computer systems occurs, those responsible for such abuse will be held accountable and may be subject to disciplinary action.
9.21.3 Retention of Computer Files
The College regards electronic mail and voice communications as vehicles for delivery of information and not as mechanisms for the retention or archiving of such information. It is the responsibility of the individual sender and/or receiver of such messages to determine which information should be retained or archived. Records should be retained in accordance with the College policy on records retention and disposition and the Code of Virginia. Records that are retained by an individual, even if they are retained on an electronic medium, are subject to the Virginia Freedom of Information Act and the Privacy Act. Current electronic technology is not considered acceptable for permanent (archival) storage. Thus, documents to be archival should be stored on an appropriate medium such as paper or microfilm.

9.21.4 Data Security
Computer information is often sensitive and care should always be taken to prevent unauthorized access or misuse. College computing and networking systems must be used in accordance with all applicable laws and college policies. Faculty have a responsibility to encourage students to comply with security guidelines to protect college computing assets and to help prepare students for the workplace.

Faulty, students, and staff are responsible for protecting their data files using removable media such floppy disks, magnetic tape, or Zip cartridges. In the event of a catastrophic failure of a desktop system, Computer Services will restore the system as closely as possible to the pre-failure state but may have to use backup media to recover personal files. More than one backup copy of important files is recommended. The University of Virginia policy laces data protection responsibility with the owner of the data.

Only properly licensed software may be installed on computers used on the UVa-Wise campus. Faculty and staff should discuss software plans with Computer Services before purchases are made.

9.21.5 Regulation of Weapons, Fireworks, and Explosives
This section applies to all University of Virginia personnel, students, trainees, or volunteers and the general public while on University property or while attending a sporting, entertainment or educational activity.

9.21.6 Definitions
The following words and terms when used in this section shall have the following meanings unless the context clearly indicates otherwise:
“Firework” means any combination of explosives and combustibles, set off to generate colored lights, smoke and/or noise.
“Law enforcement officer” means any sworn law enforcement officer who has the duty and obligation to enforce the penal or traffic laws of the Commonwealth of Virginia, or any portion thereof, as certified by his appointing authority and including, but not limited
to, any person appointed pursuant to Code of Virginia sections 4.1-100, 9.1-101, 15.2-1609, 15.2-1700, 23-232, 29.1-200, 30-34.2:1, 52-1, 53.1-1, 53.1-143, 66-25.3; any attorney for the Commonwealth as provided in Code of Virginia section 18.2-308(B)(9); any conservator of the peace exempt from the Code of Virginia section 18.2-308(A) pursuant to section 18.2-308(C)(4); and any sworn federal law enforcement officer or agent and any law enforcement agent of the Armed Forces of the United States who is authorized to carry a weapon by federal law and who is within his or her territorial jurisdiction or who is contracted with the University to provide services within the University’s territorial jurisdiction and who is on-duty and/or providing services to the University.

“University” means the University of Virginia, including its College at Wise and its Medical Center.

“University Medical Center” means the hospital and all other buildings that make up the Medical Center such as facilities used for administrative, clinical, or lab activities.

“University property” means any land, buildings, or vehicles that the University owns or leases or that is under its control.

“Weapon” means any firearm including any pistol, revolver, rifle, shotgun, air-pistol, paint-ball gun or other instrument designed or intended to propel a bullet, cartridge or other missile of any kind including a bow or cross-bow; or any dirk, bowie knife, switchblade knife, ballistic knife, butterfly knife, sword, machete, or other bladed weapon with a blade longer than four inches in length, razor slingshot, spring stick, metal or lexan knucks, blackjack; or any flailing instrument consisting of two or more rigid parts connected in such manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as throwing star or oriental dart.

9.21.7 Weapons, Fireworks and Explosives Prohibited

- The safety of the University community is promoted by the reasonable regulation of weapons, fireworks and explosives.
- Members of the University Community. The possession, storage or use of any weapon by any University student, faculty, employee, trainee, or volunteer, except a law enforcement officer, on University property is prohibited.
- General Public and Visitors. The possession, storage or use of any weapon by the general public or visitors, except a law enforcement officer, on University property in academic, administrative, athletic, entertainment, or student residence buildings, child care or dining facilities, the University Medical Center, or while attending sporting, entertainment or educational activities is prohibited.
- Exceptions. In the following circumstances, the Chief of the University Police Department, or his designee, may authorize in writing a person to possess, store or use a weapon: (i) educational or artistic display, parade, or ceremony in connection with a University-sponsored activity (unloaded or disabled only and with other specified safeguards, if appropriate); (ii) official military or ROTC activities; (iii) University contracted protection or security details; (iv) any University-approved training, course, or class; or (v) University personnel, other than law enforcement
officers, required to possess a weapon as part of their official duties. A request for permission pursuant to one of the above exceptions shall be addressed in advance to the Chief of the University Police Department where it will be evaluated on a case-by-case basis in accordance with state and federal law, university policy and the safety of the university community.

- Fireworks and other explosives. Except as approved by authorized University personnel or otherwise authorized by applicable University policies and procedures, the possession, storage, or use of any firework or other explosive or any lethal combustible chemical or combination of chemicals on University property or while attending sporting, entertainment or educational activities is prohibited.

9.21.8 Persons Lawfully in Charge

In addition to University personnel responsible for the management or supervision of University property and activities, University police officers are lawfully in charge of University property for purposes of forbidding entry upon or within, or prohibiting remaining upon or within University property while possessing weapons or other devices, instruments, fireworks, explosives or combustible chemicals in violation of this chapter. University personnel or students who violate this chapter also may be subject to disciplinary action. The provisions of this chapter apply regardless of whether a person has a concealed weapon permit.
10.1 Standards of Conduct


Policy 1.60, Standards of Conduct, provides guidance to employees and supervisors by outlining (1) standards of appropriate conduct; (2) behavior that is unacceptable; and (3) corrective actions that agencies may take to address behavior and employment problems. The standards apply to full-time and part-time classified and non-probationary employees (generally, those covered by the Personnel Act). In addition, agencies may refer to the Standards of Conduct in evaluating the behavior of employees not covered by the Personnel Act. The Standards of Conduct also explain procedures for imposing suspensions either during investigation of employee behavior or as part of the discipline.

The Standards of Conduct policy addresses workplace conduct or behavior and outlines a three-tier system based on the seriousness of the behavior and the corresponding agency response. While discipline or even termination may be required, the goal of the Commonwealth is always for the employee to be a constructive, contributing member of the work force. Therefore, _progressive discipline_ is recommended, so that minor and/or first offenses generally receive such corrective actions as counseling or low-level disciplinary action. Major and/or repeated offenses generally should result in more severe consequences, including an official Written Notice and, in the most serious cases, termination. The policy explains the importance of _due process_ and how it is applied, especially when suspension, termination, disciplinary demotion, or disciplinary transfer may result. Due process gives the employee an opportunity to respond to the allegations before discipline is imposed.

Note that although Policy 1.60 describes a variety of actions that may be addressed through the disciplinary process, the list of actions in the policy is not all-inclusive. Listed actions are intended as examples of the levels of severity of possible infractions. Supervisors and managers should become familiar with the Standards of Conduct, and should review them carefully when applying any disciplinary action. Policy 1.60, Standards of Conduct, can be found in its entirety in DHRM’s on-line policy manual at http://www.dhrm.virginia.gov/hrpolicy/policy.html.

As with all workplace issues, you should refer to the College’s Human Resource office if you have questions or concerns about the Standards of Conduct, or about situations.

Non-probationary employees may challenge disciplinary actions through the Employee Grievance Procedure, which is administered by the Department of Employment Dispute Resolution (EDR). Detailed information on these procedures is available from EDR.
11.1 Employee Relations Issues
The Department of Employment Dispute Resolution (EDR) is available to advise employees on work-related problems, use of the grievance procedure, and mediation. It also assists employees and managers in exploring options for resolving work-related conflicts. See http://www.edr.virginia.gov/

As a classified employee, you will have access to the State Grievance Procedure after you have completed your Probationary Period. This procedure allows you to bring your concerns to the attention of upper management. For example, you may believe that a policy was misapplied, or there may be a dispute between you and a co-worker or supervisor.

Before seeking dispute resolution through the Grievance Procedure, you may choose the less formal alternative of mediation. The Commonwealth Mediation Program for state employees is a voluntary process whereby trained mediators work with the parties in strict confidentiality to resolve work-related conflicts. You may learn if your agency utilizes this program by calling your Human Resource staff or EDR.

Policy 4.05, Civil and Work-Related Leave provides for employees to use a reasonable amount of work time to pursue these remedies. Resolution step meetings, grievance hearings, and meetings with DEDR counselors may generally be charged to Civil and Work-Related Leave.
12.1 Budgeting Process
The College Budget Office has primary responsibility for planning, coordinating, and participating
in the preparation and submission of the College budget and the biennial budget requests to the
State. Schedules, minimum standards, formats, procedures and expenditure/revenue estimation
criteria are promulgated by the College Budget Office in conjunction with the University of
Virginia Budget Office and the Department of Planning and Budget. This office is also responsible
for coordinating budget matters on behalf of the College with the State Council of Higher
Education for Virginia. Participation on the part of managers at all levels and persons who are
responsible for specific accounts is an integral part of this process.

12.2 The Bookstore
The Bookstore, located in Slemp Student Center, offers a full line of textbook services, supplies,
and general books as well as other educational supplies, special orders and books in print searches.
A ten percent discount is available to faculty and staff members, excluding textbooks and food
items, on merchandise maintained in stock. Textbook orders are placed through the bookstore prior
to each semester, utilizing a form which is available on-line on the UVa-Wise website’s forms
directory. Textbook adoption forms are sent to faculty midway through each semester to enable
the bookstore to contact used book vendors and publishing companies in time to receive, price,
and shelve books before classes begin. If a book order is on file, the bookstore will buy books back
from students during Vendor Buy-Back at the end of each semester. The bookstore is wholly
owned and operated by the College.

12.3 Information Services

12.3.1 Major Resources
The Computer Services Department maintains the Technical Assistance Center (Help
Desk) located on the first floor of Smiddy Hall. The Technical Assistance Center is staffed
between the hours of 8 a.m. and 5 p.m. Anyone needing technical assistance should call
376-4509 or visit the Technical Assistance Center.

A modern computer network links all academic and administrative buildings providing
high speed access from computer labs and all faculty offices. Campus computers run
Windows 2007 predominantly.

All computer labs have a standard set of applications consisting of MS Office and web
browsing software for World Wide Web access and email service. Services provided
include Internet access, email and application software in computer labs. Specialized
software unique to academic discipline may also be found in some labs, in addition to
multimedia software.

12.3.2 Computing and Connectivity
UVa-Wise is connected to the Internet via a 200MBPS link via the LENOWISCO fiber optic broadband network. This high speed network provides Internet services and teleconferencing for UVa-Wise operations at the Southwest Virginia Higher Education Center in Abingdon, VA. High speed data network connections are available in all residence halls (one port per room occupant). Most all administrative and academic buildings have access to the College wireless network for both open and secure access.

Campus electronic mail can be accessed through computers and other mobile devices via https://webmail.uvawise.edu/ through your Internet browser. Moodle is our campus’ online learning software available at https://moodle.uvawise.edu/. Student information links to all web-based systems, online registration tools and other resource are available from our UVa-Wise campus portal at https://my.uvawise.edu/.

UVa-Wise also has a number of general and discipline-oriented computer lab facilities available across campus. For more information on these labs, configurations and locations, please visit the Office of Information Technology website at http://www.uvawise.edu/it.

12.3.3 Electronic Mail
Computer Services provides an electronic mail (email) system that allows users to communicate with other email users both on campus and around the world via the Internet. Campus email accounts can be accessed four ways.

1. Computers attached to the campus network (LAN) which are located in faculty and staff offices and computer labs.

2. Off-campus access through an Internet Service Provider (ISP). This convenient method avoids toll or long distance calls by allowing the user to access the campus email system with a local call to their ISP's dial up service.

3. Web based email access using a standard web browser. This method is especially useful for students in computer labs and for faculty on travel. If you can get to a computer with Internet access, you can check your email and send email from this page. The UVa-Wise email page prompts for user id and password then displays your messages. Any valid email account on the UVa-Wise mail server can be accessed through this screen. For your own privacy, be sure to close the email window when you have finished working with your email so it cannot be viewed by the next person using the computer.

4. Dial-in access via dedicated email host lines on 376-1046. These lines allow access for sending and receiving email using a set-up similar to local ISP's.

To set up an email account contact the IT Help Desk at 276-376-4509.

12.3.4 Media Services
The College’s Media Services Department centrally located in Zehmer Hall provides audio and visual service such as TV/VCRs, slide projectors, overhead projectors, tape duplication
and special equipment such as data and video projectors, computer scanning, videotaping of conferences, seminars and colloquiums and more.

Satellite conferences and video teleconferencing is available. Classes from other schools and universities are offered with the distance education equipment. One-on-one instruction is available for many of the classroom education equipment. A TV studio and other special use classroom are available for those with multi-media needs.

12.3.5 The College Webmaster
The College Webmaster maintains the college web site and sets up shares for faculty, staff, and students wanting to place pages on the College server. The Webmaster also provides training on web page development and related topics through the Instructional Development Center, as well as individual consulting sessions per appointment. Departments and faculty members are responsible for maintaining their own sites on the college web page. Training sessions and individual consulting sessions are available to help faculty and staff in this effort through the Webmaster. To request a share on the web site, or for general questions regarding web services, please contact the College Webmaster via e-mail at webmaster@uvawise.edu or via phone: 376-1075.

12.4 Cultural Activities
The College demonstrates its commitment to the fine arts by supporting a variety of cultural and artistic experiences. Pro-Art Association sponsors concerts, plays, dance performances and lectures. Other activities include the Fine Arts Series, the Dock Boggs Festival, and the Cohen Lectures. The Lilyan Cohen Memorial Concert Endowment Fund provides funds to subsidize the appearance of musical groups on the campus. The Office of Student Activities and Intramurals also provides a variety of activities and concerts. In addition, the Department of Visual and Performing Arts sponsors several choirs and ensembles which faculty are welcome to participate.

12.5 The Office of Development and College Relations

12.5.1 Development
The Development Office fosters and nurtures the College’s overall relations with individual and corporate and foundation donors; structures approaches to individuals for solicitation of annual, major and planned gifts, life income gifts, and bequests for the benefit of any area of the College, and performs a variety of functions which enhance the fundraising capabilities of the College. All fundraising efforts are to be coordinated through the Development Office and must be approved in advance by the Vice Chancellor for Development and College Relations.

12.5.2 The University of Virginia’s College at Wise Foundation, Inc.
Established July 10, 1992, the Foundation’s purpose is to aid and support the academic, athletic, and student life programs of the College through the solicitation and disbursement of funds from private sources. The relationship between the Foundation and the College is governed by the Charter and Bylaws which are consistent with guidelines established by the Board of Visitors of The University of Virginia for university-related foundations.
12.5.3 The Highland Cavalier Club
The Highland Cavalier Club is a committee of the UVa-Wise Foundation. Its purpose is two fold: to provide aid for qualified student-athletes and to improve the overall quality of programs in intercollegiate athletics.

12.5.4 College Relations
The Office of College Relations works to broaden the College’s recognition through media coverage of College programs and events and through interviews with campus experts. As the College’s chief contact with local, state and national media, the Office develops news releases about upcoming events and about faculty, staff and student achievements. College Relations maintains contact with regional daily and weekly newspapers, radio and television stations and releases news and information to media on a daily basis.

College Relations also assists in the production of admissions literature, the alumni magazine and other brochures, posters and specialty items used to promote special events. The office assists in the design and placement of paid advertising for special events and arranges for professional photographic services as needed. A major consideration for all internal and external publications is graphic consistency and correct use of the College’s logo and identity elements. Please contact the director for assistance with logo usage.

Additionally, College Relations works with the College’s webmaster to maintain the website located at www.uvawise.edu and with Media Services to provide information seen on Adelphia Cable Channel 55.

Faculty who would like publicity for their work or for upcoming events should contact the Office of College Relations at 328-0130 or email Kathy Still at kls7ad@uvawise.edu. For announcements of special events, please contact the Office of College Relations at least three weeks in advance.

12.5.5 The University of Virginia’s College at Wise Alumni Association
The Alumni Association of the University of Virginia’s College at Wise established in 1969. It is a private foundation, under the direction of a forty member volunteer Board of Directors. The Alumni Association owns and operates Alumni Hall, a meeting facility located near the main campus entrance at 9320 Coeburn Mountain road on Darden Drive.

Today, the Alumni Association has over 8,700 members and is growing annually. The Alumni Association Board of Directors meets 8 times a year, holds an annual retreat, assists in the planning of activities, events, reunions and Homecoming for alumni and our current students. If you are interested in becoming more involved in your alma mater, we would love to hear from you.

Our Mission
The mission of the University of Virginia’s College at Wise Alumni Association is to aid, strengthen, and expand the work and development of The University of Virginia’s College at Wise, through the involvement of alumni.

Our mission is accomplished through a variety of activities and events.

- Developing Alumni clubs and an Alumni travel program.
- Developing a strong base of support through accurate record keeping of the Alumni database.
- Event planning for Alumni regional gatherings, reunions and Homecoming activities.
- Fundraising through special events such as the Alumni phonathon, Community Spring Swing, Cavalier Alumni $elebration and Super Raffle.
- Developing future alumni giving through event and activities with the current student body and graduation class.
- Gathering and editing information for publication in the UVa-Wise Magazine and Alumni website.
- Assisting with recruitment of prospective students by sharing the story of our college’s history and experiences.

12.5.6 Special Events
The Office of Special Events manages the College’s master calendar and oversees special dinners, receptions, luncheons and other functions which highlight cultural, educational, and athletic programs and express appreciation to donors for their gifts and other forms of support. The Director of Special Events serves as events manager for the Chancellor and the Development Office.

12.6 Keys
Key control is one of the most important phases of any security program. Without proper key control locks provide little deterrent to unauthorized or illegal entry into a facility. Therefore, it is essential that UVa-Wise provide guidance and regulation on the issuance, accounting, control, and return of all keys. Facilities Management (FM) is authorized to make and issue keys for the College’s Master Keyed System. Unless specifically approved by FM, keys manufactured or duplicated by a vendor or through any other source are strictly prohibited.

12.6.1 Code of Virginia
No person shall knowingly possess an unauthorized key or duplicate key to property owned or leased by the UVa-Wise. Violation will constitute a Class 3 misdemeanor of the State Code reproduced below:

18.1-503. POSSESSION OR DUPLICATION OF CERTAIN KEYS:
   a. No person shall knowingly possess any key to the lock of any building or other property owned by the Commonwealth of Virginia, or department, division or agency thereof, without receiving permission from a person duly authorized to give such permission to possess such key.
   b. No person, without receiving permission from a person duly authorized to give such permission shall knowingly duplicate, copy, or make a facsimile
12.7 Library Services
The John Cook Wyllie Library (http://lib.uvawise.edu) is open Monday-Thursday from 8 a.m. to 10 p.m.; Friday from 8 a.m. to 5 p.m.; Saturday from 1 to 5 p.m.; and Sunday from 1:30 to 10 p.m. Closed for Thanksgiving and Christmas, the library is open during most other holiday periods, including the breaks between semesters. Special hours of operation will be posted in the library during these periods, and for the summer session.

12.7.1 Circulation Policies
Staff at UVa's College at Wise need their campus ID card to check out materials. Staff may borrow material for 3 weeks. If another patron has not requested the material, it may be renewed by calling the Circulation Desk. Staff may place a hold on material to prevent it being renewed. Books loaned to staff may be recalled if requested by a student or faculty member. Requested material need to be returned promptly.

Staff member’s spouses and children will be issued a library borrower’s card upon request and completion of the appropriate form. The loan period is three weeks with renewal privileges. Any staff dependents enrolled in courses at UVa-Wise must abide by the same library rules as other students.

12.7.2 Other Services to the Staff
A brochure entitled Information and Services is available from the Library or posted on the Library’s website. The brochure describes the facilities and services available at the Library. This section highlights services described in the brochure.

Access to Library Online Resources
All online resources are available to staff on any staff computer on campus.

Most online resources can now be accessed from off campus as well. Off campus access to Library’s VIVA databases is available only to registered students, faculty and staff of the college. In order to access restricted resources, you must first establish an account on the University's proxy server. From the library Home Page, click on "Off Campus Access" and then “Off Campus Access Instructions” to establish your proxy account.

Access to the Library’s online catalog and online ILL request form is available from off campus. Please remember that books requested through ILL will have to be picked up at the Wyllie Library in Wise; articles will be available electronically.

Interlibrary Loan
Interlibrary Loan Service allows you to obtain material that is not held by the Wyllie Library. You may submit your request either online or on a paper ILL form. You must include your campus email address on your
ILL requests. Articles may be retrieved online through Document Delivery and books can be retrieved at the Circulation Desk. Staff patrons are limited to 5 requests per week.

Although the Library processes requests promptly, please allow 10 working days to receive the material. Loan periods are set by the lending library, therefore, there is a charge of $0.25 per day per item for overdue ILL materials. Requests for articles must comply with copyright law. Abuse of ILL services may result in suspension of user privileges.

Reference Services
Professional librarians are available to assist with research. Access to Indexes and databases, many of them full-text, is provided through VIVA, the Virtual Library of Virginia. In addition, the Library provides access to Full-text articles through databases such as Newsbank and ProQuest. Direct Access to electronic journals is also available through the Library’s online Catalog (WEBCAT).

12.8 Campus Police and Parking
UVa-Wise strives to maintain a safe and secure environment for students, faculty, staff and the general public and create an atmosphere that encourages learning. The Campus Police Department is a professional, full-service department providing all of the services normally provided by local police, plus many services unique to an academic institution.

The UVa-Wise Campus Police Department consists of seven full-time officers trained in law enforcement. All officers are state certified through the Department of Criminal Justice Services, and are empowered to enforce all state and local laws. The Department maintains 24 hour, seven day a week constant contact with the College community. Officers are responsible for a full range of public safety services, including all crime reports, investigations, medical and fire emergencies, and traffic control. The Campus Police also enforce laws regulating underage drinking, the use of controlled substances, weapons and all other incidents requiring police assistance. The Department maintains an ongoing relationship with the Virginia State Police, Wise County Sheriff’s Department, and the Town of Wise Police Department which includes assistance in criminal investigations in and out of the College jurisdiction and sharing information.

The College, as with any other public or private entity, cannot assure or guarantee a crime-free living or working environment. Even though UVa-Wise takes many common sense precautions for safety, it is the responsibility of members of the College community to act in a security-conscious manner to avoid actions which jeopardize their security as well as the security of others. Individuals can reduce risk by thinking about personal safety and taking practical precautions such as not leaving valuables in open areas or unattended, locking car and room doors when absent, walking on lighted pathways, walking with friends or utilizing the escort service available by request in the evenings. Any suspected criminal or suspicious activities or other emergency situations should be reported immediately to the campus police by calling 328-COPS (2677) or 328-0190.
All faculty and staff who bring a motor vehicle or bicycle onto the UVa-Wise campus must register that vehicle within two working days and receive a parking decal from Campus Police located in Cantrell Hall. A copy of parking rules and regulations are provided annually upon vehicle registration. Parking decals are issued for vehicles, motorcycles, and bicycles and are valid from August 15 through August 14. Each individual vehicle must display the current, valid UVa-Wise parking decal on the back of the rearview mirror. All faculty and staff parking lots on campus are designated for vehicles displaying red decals.

Failure to display a current parking decal will result in a parking fine of not less than $20, and/or being towed at the owner's expense. Parking fines are paid at the Cashier's Office in Crockett Hall during normal business hours. Unpaid fines may be deducted from employee's paychecks. A person who is fined for a parking or decal violation has five working days in which to appeal the fine with the Campus Police. Lost or defaced decals must be replaced with a new parking decal issued at the Campus Police office in Cantrell Hall. A fee is charged for replacement decals.

12.9 Post Office
The Campus post office, located in the C. Bascom Slemp Student Center, operates daily from 8 a.m. to 5 p.m. It is closed during all recognized College holidays when the College is closed. The post office is open for business during federal holidays when the College is open and operating, but only campus mail is distributed.

Delivery of all business mail is provided through this service. Faculty and staff are not to receive personal mail through the College, and all faculty should have a private mailing address. Faculty or staff living on campus can receive personal UPS packages, but they must be picked-up at the post office. UPS and Federal Express shipping is for College business only. Shipping of personal items should be taken off campus. The outgoing mail is picked up at various distribution centers once a day and deliveries are made to the same locations once a day, usually in the early afternoon. The post office offers UPS and stamp service at the window for students. The post office also provides an information disbursral system (campus mail) which allows faculty, staff and students to promote College activities through the mail boxes. Advertising for commercial purposes, chain letters, disbursement of non-College sponsored activities, and political advertising are prohibited.

12.10 Printing Services
Printing needs ordinarily are accomplished in the College Print Shop, located in the Human Resource Center. When programs, flyers, invitations, certificates and other items are needed, faculty should contact the Print Shop well in advance of the date when an item is needed. All printing is charged to a departmental budget and therefore must have prior approval from the appropriate department head.

12.11 The Registrar’s Office
The Registrar administers the registration process, provides the faculty with class enrollment information, records student grades, and maintains student academic records. This office also publishes the official schedule and description of courses and degree programs, and academic
requirements. The Registrar is responsible to the Academic Dean for maintaining suitable liaison with the faculty as they establish and modify the educational program by faculty action.

After the departments determine what courses are to be taught, the Registrar assigns classroom space and prepares the class schedule. The Registrar is responsible for final scheduling and assignment of unused classrooms. Any rescheduling of classrooms requires approval of this office. An individual faculty member may not change the time or meeting place of a class without approval of the appropriate Department Chair and the Registrar.

The grades used to record academic progress are assigned by the faculty member teaching that course. The grading system is defined in the *UVa-Wise Catalog*. Faculty are responsible for fair grading policies and prompt submission of grades to the College Registrar. No grade may be changed after it is submitted to the Registrar without the approval of the Department Chair and the Academic Dean. Only errors of calculation or transcription are authorized justifications for a change of grade.

**12.12 The Weldon Cooper Center for Public Service**

The University of Virginia’s Weldon Cooper Center for Public Service applies resources of the University to public problems and opportunities for government, public officials, businesses and the citizens of Virginia. Activities include research and compiling statistical data on demographics, economy and government; technical assistance in policy formulation and problem solving; seminars and conferences for public officials and civic leaders; and publications of social and economic data and public affairs of the state. The office is located in the Resource Center.
13.1 Commonwealth of Virginia Campaign
The Commonwealth of Virginia Campaign is the voluntary employee charitable giving program that raises funds for numerous non-profit health and humanitarian organizations throughout the state, the nation, and the world. Contributions are tax deductible and can be made in lump sum or by payroll deduction. Each agency has a CVC Coordinator who can provide further information. This is the only charitable giving program authorized by the Commonwealth to operate within the state workplace.

13.2 Electronic Mail, Computer, and Telephone Use
Many jobs provide access to computer equipment and the Internet so that employees can perform their work tasks. The Use of Internet and Electronic Communications Policy Systems and Social Media, expresses the general guidelines for use of these systems and provides for agencies to adopt more specific guidelines that may be suitable to their needs. In general, the equipment and systems should be used for business purposes. Personal use should be limited to minor occasions. Users should expect their system use to be monitored. Certain specified Internet uses, such as transmitting obscene, discriminatory, or fraudulent material, are strictly forbidden at all times.

Telephone use should follow a similar pattern. The telephone is provided so that employees can conduct state business. Personal use should be limited and does not include long distance calls. Lengthy or frequent personal phone calls may constitute an abuse of work time and may result in disciplinary action under the Standards of Conduct.

13.3 Gifts, Gratuities, and Rewards
As a state employee, you are in a position of public trust. Therefore, you may not accept gifts, gratuities, favors, or rewards for any services you perform in connection with state employment other than from the agency where you work. Likewise, it is unlawful for employees to solicit, offer, or accept money or anything of value in exchange for appointment or selection to a position at a higher salary, or for special privilege with any state agency. Violation of this policy will be handled through the Standards of Conduct, up to and including termination.

13.4 Intellectual Properties
While employed by the state, many employees work on projects or develop materials that also have worth outside of state government. The Code of Virginia (§ 2.2-2822) and policies developed by institutions of higher education also address these matters. You may obtain information and guidance related to intellectual property from your agency Human Resource staff.

13.5. Nepotism
The Code of Virginia (§ 2.2-3106) prohibits (as a conflict of interests) supervision by an employee of a member of his or her immediate family. Immediate family includes the spouse and any other person residing in the same household as the employee who is a dependent of the employee or of whom the employee is a dependent. (See the Conflict of Interests Act in the Code of Virginia, § 2.2-3100 and following.)
13.6 Personal Appearance
As an employee of the Commonwealth, you should come to work dressed and groomed appropriately for your working conditions. Your agency may apply more specific requirements for dress and grooming based on their business needs.

13.7 Political Activity
State employees may not campaign for themselves or for anyone else during work hours, nor can they use state equipment or resources for political activities. Further, no employee is to be rewarded or discriminated against in any way for participating or not participating in political activities outside of the workday and work place. Before beginning any political activity, you should determine whether such activity violates the Virginia Conflict of Interest Act.

The political activities of employees in state agencies that are funded in whole or in part by federal loans or grants are subject to the conditions of the Hatch Act, a federal law limiting political activities of government employees. If you are in a position that receives any federal funds, you may not:
1. stand as a candidate for any public or political party elective office in a partisan election (one in which any candidate runs as representative of a political party whose presidential candidate received electoral votes in the preceding presidential election);
2. directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value for political purposes; or
3. use official authority or influence to interfere with, or to influence, the results of an election or nomination for office.

13.8 Privacy of Records
Your personnel record, maintained by the College, is property of the Commonwealth.

The Virginia Freedom of Information Act (FOIA) provides that an employee may have access to information contained in his or her personnel records with the exception of reference letters and mental and medical records when the treating physician has indicated that a review of such records might be injurious to the employee’s health. The contents of an employee’s personnel file may be disclosed to third parties only as provided in the Virginia Freedom of Information Act, the Privacy Protection Act, and the Personnel Records Disclosure Policy.

If you apply for credit of any kind that will require a credit check or other investigation, you may give written authorization to the Human Resource office to release the needed information.

13.9 Smoking
The Commonwealth of Virginia promotes a productive and cooperative working environment. No special rights are granted to smokers or nonsmokers. Employees must strive to assure that any personal habits do not interfere with the effective production of work, and must adhere to regular break times.

13.9.1 UVa-Wise Smoking Policy
*Effective June 1, 2012*
The University of Virginia’s College at Wise is dedicated to providing a healthy, comfortable, and productive learning environment for faculty, staff, and students. Smoking and/or the use of other tobacco forms pose a significant health risk to individual members of the campus community. All members of the campus community are responsible for abiding by the smoking policy outlined below.

The College prohibits any tobacco product use in all campus buildings, residence halls, seating areas/stands of outdoor athletic facilities, and College-owned vehicles. Tobacco product use is also prohibited within 25 feet of entrance to campus buildings, residence halls and the seating areas/stands of outdoor athletic facilities.

For the purposes of this policy “tobacco product” is defined as any substance containing tobacco leaf including but not limited to: cigarettes, cigars, blunts, bidis, pipe tobacco, hookah tobacco, chewing tobacco, dipping tobacco snuff, nicotine vapor products (e.g. electronic cigarettes), alternative nicotine products and any other items containing or reasonably resembling tobacco or tobacco product. “Tobacco product use” includes smoking, chewing, dipping, or any other use of tobacco products.

The policy does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco addiction.

Adopted by the Chancellor and Senior Staff, July, 2014

13.10 Communications

13.10.1 Newsletter
UVa-Wise Weekly publishes articles on events, news, and other information of interest to the employee.

Faculty and staff can submit items to the Office of College Relations, which can include announcements of lectures, awards and publications.

UVa-Wise Weekly is published once a week by the Office of College Relations during the academic year and is distributed by email, and social media to students, faculty, staff, retirees and community members. For more information, send email to Lanna Lumpkins lml8r@uvawise.edu

13.10.2 University of Virginia’s College at Wise Human Resources Website
The University of Virginia’s College at Wise Office of Human Resources Website may be accessed at http://www.uvawise.edu/uva-wise/administration-services/finance-administration/human-resources/

13.11 Unemployment Compensation
Any former employee has the right to file for unemployment compensation benefits at any Virginia Employment Commission or any employment commission office in his/her state of residence upon separation from College employment. Entitlement to benefits is determined by the officers of the Virginia Employment Commission based on information received from the College and the former
College employee. Should either employer or former employee disagree with the Commission's determination, an appeal may be timely filed and a hearing held at the Virginia Employment Commission office where the claim originated.

The hearing process affords each party the opportunity to present additional evidence and testimony. A written decision is mailed to all parties within two weeks after the hearing. Weekly benefit amounts are based on the former employee's earnings of the two highest quarters during the first four of the last five completed calendar quarters. The maximum benefit amount changes each year. All claim forms received from the Virginia Employment Commission by departments must be promptly forwarded to Human Resources for completion. This office is responsible for administering routine separation information and presenting the University's position in disputed claims before the Employment Commission.

Department representatives may be required to testify in hearings on behalf of the Departments and employees are encouraged to discuss any concerns with the Stephanie Perry, Director of Human Resources.
14.1 Emergency Preparedness
The UVa-Wise Crisis Management Team is tasked with the planning as well as the external and internal communication for UVa-Wise in the event of a crisis or emergency situation. Emergency protocol information sheets are posted in campus buildings and residential facilities. For more information about UVa-Wise emergency response planning and preparedness, visit www.uvawise.edu/emergency.

14.2 Campus Notifications
Please take a moment to familiarize yourself with these UVa-Wise campus notification methods. Be sure that you take any notification from Campus Police or College personnel seriously. Note that the notification systems are tested periodically with advance notice provided to the campus community.

- **UVa-Wise Emergency Siren** – The College has an emergency siren that will sound in the event of a campus emergency. Please listen to the siren and the following loudspeaker announcement from Campus Police.

- **UVa-Wise Electronic Mail** – College email is one of the first places to look for alert notifications and instructions on what to do in the event of an emergency.

- **UVa-Wise Emergency Alert System (phone/text message)** – This system allows for phone and/or text messages to registered numbers. Visit http://home.uvawise.edu/alertsystem to update your information.

- **UVa-Wise Web Site** – Emergency notifications and additional information will be posted on the UVa-Wise main web site at www.uvawise.edu.

- **UVa-Wise TV Channel 55** - Emergency notifications and additional information will be posted on the local UVa-Wise Comcast television channel.

*NOTE:* Your contact information will NOT be used for any other use than campus emergency notifications (dangerous situations, weather warning events, and text messages will include College closure notifications.

14.3 Lockdown/Shelter in Place
In the event that the campus is in lockdown, no one is permitted to leave the campus. Do NOT go to your vehicle, do NOT leave buildings, do NOT go to class/meetings, etc.

Immediately seek shelter in the nearest secure location, lock and barricade doors, and stay behind solid objects away from the door and windows. Stay quiet and calm. Minimize noise that may draw attention to your location – turn off lights, computers and radios, and put cell phones on vibrate.
If you have knowledge of an incident or assailant, call 911 when it is safe and provide as much detailed information as possible, including location, description, etc.

Follow all directions of authorities; do not challenge law enforcement.

14.4 Threat Assessment Team
In accordance with requirements outlined in the Code of Virginia (23-9.2:10), UVa-Wise has established a Threat Assessment Team for education and the prevention of violence on its campus. The UVa-Wise Threat Assessment Team (TAT) serves to assess and to intervene regarding any individual whose behavior may potentially pose a threat to self, others, or the campus community. The team will plan and respond to potential threats or any act of violence in an attempt to prevent a critical incident and to maintain the safety of those involved as well as the safety of the campus community. For more information, visit www.uvawise.edu/threat_team.
I. **Purpose of Organization**
The purpose of the Staff Senate, by authority derived from the Staff and Chancellor, shall be to strengthen communication between and among staff members, faculty and students by:

1. Recommending ways to improve procedures and employee relations, promote safety, and service to our constituents, to the Senior Staff and all College departments.
2. Advising the Chancellor on matters related to general college concerns, specifically those affecting the Staff.
3. Promoting and supporting the mission of The University of Virginia’s College at Wise.

II. **Membership**
A. Qualifications and Representation
   1. Membership will consist of non-probationary Staff. The number of representatives per division has been established on the total number of employees per division. The ratio will be reviewed annually in April.
   2. The Director of Human Resources shall serve as an ex-officio (non-voting) member of the Senate in an advisory capacity.
B. Conduct and Responsibilities of Representatives
   1. A representative wishing to resign from the Senate should notify the Chair and Secretary of the Senate.
   2. Representatives will be released from normal work duties to attend the monthly Senate meetings and to perform any additional official Senate business.
   3. Representatives must strive to keep their constituents informed of Senate issues and actively solicit the views of the constituents to present to Senate.
   4. Senate representatives should maintain a high level of confidentiality concerning issues brought to them by staff members.

III. **Elections**
1. Representative terms of office should be for three years, with additional 1 year option, and with turnover of no more than one-third of the complete Senate occurring every May.
2. The Director of Human Resources should formally coordinate the election process.

IV. **Election Procedure for Offices**
1. Elections of available Senate seats will be held in May of each year.
2. A joint meeting of incoming and outgoing Senate members will be held in late June. The purpose of this meeting will be to provide an orientation for new members. The incoming Senate will elect officers in July after orientation meeting.
3. Senate members are ineligible for re-election until they have been off the Senate for 1 year. Those members filling a vacated space will serve the remaining term are eligible for re-election. 
4. Candidates for any office will be given an opportunity to make a presentation to Senate prior to the election and can be re-elected within their term.

V. Officers
A. The officers of the Senate consist of a Chair, Vice Chair, Secretary, Treasurer, and Communications Officer.
B. The Chairperson will:
   1. Preside at meetings
   2. Prepare an Agenda for each meeting
   3. Call special meetings when deemed necessary
   4. Serve on the Chancellor’s Cabinet
   5. Oversee the Senate’s activities and communications
   6. Represent the Senate in other capacities as necessary
C. The Vice Chairperson will assume the duties of the Chairperson when necessary and will be the principal assistant to the Chairperson, update Human Resources Staff Senate webpage and oversee standing committees.
D. The Secretary will:
   1. Keep minutes of all meetings and distribute them to Senate members
   2. Ensure that correspondence relating to Senate matters is accomplished
   3. Maintain an active membership roster
   4. Relay minutes, meeting information, etc. to the Director of Human Resources for posting electronically
   5. Keep record of roll in accordance with attendance policy
E. The Treasurer will:
   1. Keep an accurate and current record of all expenditures
   2. Process and submit invoices for payment
   3. Reconcile project reports monthly
   4. Give a financial report at the monthly Staff Senate meetings
   5. Report financial activity periodically to Senate
F. The Communications Officer will:
   1. Gather and edit information for quarterly staff newsletter relevant to staff
   2. Consult with the Director of Human Resources prior to printing of publication
   3. Coordinate with the Print Shop for printing and will provide them an electronic copy
   4. Publish and distribute the newsletter quarterly
   5. Maintain social media websites and coordinate with Office of College Relations for various media postings.

VI. Definition of Quorum
A quorum of the staff Senate shall consist of a majority of the staff Senate.

VII. Standing Committees
The Staff Senate shall maintain three standing committees. Chairs of Standing Committees will appoint representatives to external committees after soliciting input from Senate members. 

**Social & Program Committee** – This committee will establish social events and informative programs to bring the staff together on a regular basis. These may include potlucks, holiday celebrations, retirement events, etc.

**Employee Relations Committee** – This committee will focus on staff orientation, employee concerns, communications, handbook, etc.

**Communications Committee** – This committee will assist with social media, newsletter, etc.

**VIII. Amendment of Bylaws**

Approval of amendments to the bylaws requires a two-thirds vote of the staff Senate members. Bylaws may be amended at the regular meeting of the Senate provided the amendment has been introduced to the Senate at the previous regular meeting.

**IX. Attendance Policy**

Senate members shall attend Senate meetings. Missing two consecutive Senate meetings without contacting the Senate may result in replacement/removal of the representative.

Roberts Rules will govern proceedings unless specifically addressed in the bylaws.
### 2017 UVa-Wise Holiday Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
</tr>
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<tbody>
<tr>
<td>Monday, January 2</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>Friday, March 3</td>
<td>Spring Break Day (Lee-Jackson Day, observed)</td>
</tr>
<tr>
<td>Monday, May 29</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>Monday, July 3</td>
<td>Additional time granted by the Governor</td>
</tr>
<tr>
<td>Tuesday, July 4</td>
<td>Independence Day</td>
</tr>
<tr>
<td>Wednesday, November 22</td>
<td>Additional time granted by the Governor (4 hours for the day before Thanksgiving; 4 hours for Christmas eve)</td>
</tr>
<tr>
<td>Thursday, November 23</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Friday, November 24</td>
<td>Day after Thanksgiving Day</td>
</tr>
<tr>
<td>Thursday, December 21</td>
<td>Martin Luther King, Jr. Day, observed</td>
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<tr>
<td>Friday, December 22</td>
<td>George Washington Day, observed</td>
</tr>
<tr>
<td>Monday, December 25</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Tuesday, December 26</td>
<td>Additional time granted by the Governor</td>
</tr>
<tr>
<td>Wednesday, December 27</td>
<td>Labor Day, observed</td>
</tr>
<tr>
<td>Thursday, December 28</td>
<td>Columbus Day, observed</td>
</tr>
<tr>
<td>Friday, December 29</td>
<td>Veteran’s Day, observed</td>
</tr>
<tr>
<td>Monday, January 1, 2018</td>
<td>New Year’s Day 2018</td>
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</tbody>
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Supervisors are encouraged to adopt a liberal leave policy during holiday periods to accommodate employee requests, as long as essential services continue to be provided. We recognize that due to business necessity some departments may be required to be open and will not be able to observe scheduled holidays. In those instances, essential college employees who must work on a holiday should be given adequate advance notice for personal planning purposes. Questions regarding the provision of essential customer services should be directed to your respective vice chancellor.

Should the Governor grant further additional holiday time during the year, Human Resources will disseminate this information. If you have questions regarding this schedule, please call Stephanie Perry at ext. 0240 or Francene Meade at ext. 0142.