

# **Chapter Four:**

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## **Staff of Cumberland University**

- Position Classification
- Application, Recruitment, and Hiring
- New Staff Orientation
- Schedule and Attendance
- Performance Evaluation
- Professional Conduct
- End of Staff Employment
- Personnel File

**POSITION CLASSIFICATIONS**

Staff positions are grouped in classifications stating the structure line (Executive, Administrative or Support), type of employment, position status and category. Nothing in this Handbook creates an express or implied contract of employment.

### TYPES OF EMPLOYMENT

There are three (3) types of staff employment at Cumberland: regular, restricted appointments and term.

1. Regular - Most positions are considered to be "regular." They are ongoing positions with no defined ending date for the position and no specified term. That does not mean a regular position cannot end; rather, it means there is no current expectation that the position will end at a defined time.
2. Restricted Appointments - A restricted appointment is funded in whole or in part by revenues accepted under special conditions, such as grants, or which are identifiable as non-continuing in nature.
3. Term - "Term" positions are assignments for a specific, time-limited duration of a period of from three months up to one year. Staff in term positions are not eligible for most employment benefits, nor do they have access to progressive discipline and grievance resolution procedures. Although a position may exist for a specified period, staff who accept term appointments are not guaranteed employment for the entire period; they are employed for indefinite periods within the limit of the appointment. There are no guarantees of continued employment, either within the term period or when the period ends.

### TYPES OF POSITION STATUS

There are three (3) types of position status at Cumberland: full-time core, part-time core and temporary/seasonal.

1. Full-Time - Positions with a regular work schedule of 40 hours (five working days) or more per week.
2. Part-Time - Positions that are established with a regular work schedule of less than 40 hours per week.
3. Temporary/Seasonal - Positions that are established with a regular work schedule of no more than 40 hours per week, on a temporary basis or for a seasonal period.

### TYPES OF CATEGORIES

Staff positions at Cumberland University are grouped into job categories for a number of purposes, such as administering salaries and benefits, and creating various information and reports. According to the Fair Labor Standard Act (FLSA) guidelines, staff positions are categorized as either "exempt" or "non-exempt".

## **APPLICATION, RECRUITMENT AND HIRING**

Cumberland University does not accept applications for employment of Staff Positions except at those times when a search has been authorized. The Human Resource Office will inform all

inquiring individuals of this policy. All applications and/or resumes will be maintained in active status for three (3) months. After that time, the individual must reapply.

If information is misrepresented or omitted from an application form or resume, or if misleading information is given by an applicant during the interview process, Cumberland University reserves the right to revoke or withdraw any offer of employment or to terminate employment.

These policies and procedures will be followed in the application, recruitment and hiring of employees within the Administrative Staff and Support Staff. The President of the University, as authorized by the Board, may appoint his/her Senior Executive Administrative Team (Administrative Officers, Executive Line) as necessary within the context of fiscal limitations without faculty and/or staff committee input.

### POSTING OF EMPLOYMENT OPPORTUNITIES

In an effort to encourage promotion and transfer from within, the University will send notices of employment opportunities at Cumberland University as positions become available prior to public announcements. Such notices will be sent by Campus Memos, electronically, and/or telecommunication voice mail. A staff member who has completed the orientation period may apply for transfer or promotion as opportunities arise.

### TRANSFERS/PROMOTIONS

- transfer - Any move to a position with a different division/department is considered a position transfer.
- lateral transfer - Any move to a position within the same division/department, having the same or similar title and pay grade, is considered a position lateral transfer.
- promotion - A move within or outside the division/department is considered a promotion if it places an individual in a higher pay grade, even if the actual salary is not increased.

### RECEIVING APPLICANTS - Vacant, Established Positions

When a staff vacancy occurs within a division and/or department, the following steps/procedures should be followed:

- a. A Request To Recruit Form should be completed and submitted to the Human Resource Office, accompanied by the resignation, discharge, retirement or other documentation of incumbent, if available. Request To Recruit Forms are available in the Human Resource Office.
- b. The Job Description, on file in the Human Resource Office, will be reviewed and revisions made, if needed, by the supervisor. Revisions made to Job Descriptions must be approved by the Director of Human Resources and the President.
- c. The Request To Recruit Form and a copy of the Job Description will be submitted to the President of the University by the Director of Human Resources for the authorization to search. At the time of such authorization, the hiring supervisor and the Director of Human Resources will work together in completing the following:

1. An explanation of salary range will be given to the hiring supervisor. A hiring supervisor will not, at any time, change the salary range, for any reason, unless authorized in writing by the President of the University.
2. The announcement of the employment opportunity will be made to the University, using the procedure stated previously, for promotion or transfer from within.
3. In addition to posting within the University, advertisement of employment opportunities may be sent to newspapers and publications by the Director of Human Resources, after consultation with the Director of Human Resources. Cost of advertising will be charged to the hiring division or department. Advertisements for positions on the Executive level may be placed in national publications; Administrative positions in publications with statewide distribution; and Support and Physical Plant positions in local publications.
4. Applications and/or resumes will be received and acknowledged by the Human Resource Office. Copies of such applications will be forwarded to the hiring supervisor for consideration.
5. If a hiring supervisor wishes to consider an individual whose application has not been received by the Human Resource Office, he/she must contact the Human Resource Office. All individuals who are considered for a staff position must complete an application or submit a resume.

#### CREATING NEW STAFF POSITION

Before a position can be filled, it must formally exist within the University, having classification, status and budgetary approval. To create a new staff position, the following procedures should be followed.

- a. A written proposal will be submitted by the Executive Member of the requesting division/department to the President of the University for consideration. A detailed Job Description must accompany the proposal.
- b. The Director of Human Resources will review the proposed position, establishing classification and status. All documentation must be forwarded to the Human Resource Office for establishment consideration.
- c. At the time of establishment by the President, steps to recruit applicants will follow the procedures set forth in the Vacant, Established Position section.

#### INTERVIEWS

The goal of an interview is to determine whether an applicant is qualified to perform the duties of the position. The Director of Human Resources will make available for review a copy of a pre-employment Inquiry Guide to the hiring supervisor and/or other appointed interviewers.

1. As qualified applicants are referred, hiring supervisors begin conducting interviews. Not all applicants are necessarily interviewed; however, the group of individuals interviewed should be representative of the applicant pool for the position, and should be sufficient in scope so that the most qualified applicants are given due consideration.

2. Depending on the type of position and/or request by the hiring supervisor, a search committee may be formed or a number of individuals may become involved in the interview and selection process.
3. Hiring supervisors (and other interviewers if appropriate) should explain the nature of the position, its essential job requirements, and ask questions that can establish whether the applicant can satisfactorily perform those requirements. Interviewers should ask only job-related questions; personal questions are not relevant or appropriate.
4. The Human Resource Director will be available to provide the applicant/candidate with benefit and policy information.
5. Any interview notes by all interviewers and paperwork on all applicants are subject to audit and will be kept on file in the department for two (2) years from the date of hire.

### CHECKING REFERENCES

- a. Hiring supervisors may elect to have the Human Resource Office check prior work references and provide that information with referrals, or supervisors may check references directly. References must, however, be checked prior to an offer of employment.
- b. Supervisors who choose to check references directly should use the same criteria for asking relevant reference questions as they use when conducting interviews.

### OFFERS OF EMPLOYMENT

Once interviews have been conducted and references checked, the hiring supervisor may select the best-qualified applicant for the position and receive appropriate administrative approval to make an offer of employment.

- a. Following this selection and approval, the Director of Human Resources will make an offer of employment. The offer will be in the form of a standard letter stating:
  1. Position and Title
  2. Annual Salary or Hourly Rate
  3. Effective Date of Hire
  4. Length of Orientation Period
  5. Note that the offer of employment does not create a contract of employment for a specified term and that employment is terminable at the will of either party.
- b. Verbal or written offers of staff employment are not contracts for guaranteed employment. Individuals who accept regular staff positions are employed for an indefinite period of time; employees can quit at any time, and Cumberland can end the employment relationship at any time. There is no guarantee or implication of "permanent" staff employment.
- c. The Human Resource Office will also notify all other interviewed candidates, in the form of a standard letter, that they have not been selected.
- d. Hiring a minor. . . Federal and state laws restrict the nature and amount of work that persons under the age of 18 can perform. Supervisors who are considering hiring a minor must contact the Human Resource Office to ensure compliance with all child labor laws.
- e. Hiring a Cumberland University student. . . Student employment by Cumberland University is a form of financial aid intended to assist students in financing their education

at Cumberland University. Individuals who are presently at Cumberland University primarily as students may not normally hold full-time, core staff positions.

- f. Hiring an international applicant. . . Individuals who hold citizenship in countries other than the United States are subject to special conditions related to employment. Eligibility to work in the U.S. depends on an individual's visa status. Supervisors who are considering hiring a foreign national applicant must contact the Human Resource Office to ensure that all legal and policy requirements are met.

## **NEW STAFF ORIENTATION**

Orientation is the introduction of new staff employees to their jobs, co-workers, and the University. The overall goal of orientation is to help new employees learn about their new work environments and assist new employees in reaching acceptable performance levels as soon as possible.

All newly hired staff must report to the Director of Human Resources on the first day of employment for the Personnel Session. The purpose of this session will be to give the new staff employee an introduction to Cumberland University, its traditions, mission, organization and operations. New staff employees will also be given an overview of resources, staff policies and benefits. Necessary post-employment forms will be completed at this time.

HIRE DATE/ANNIVERSITY DATE

The hire date is the beginning date of regular employment with Cumberland University and is used to determine such things as the eligibility date for various benefits, years of service, and the rate at which vacation and sick days are accrued.

All employees of Cumberland University have September 1 as their anniversary date.

### ORIENTATION PERIOD

All new staff employees will serve a ninety (90) day period of orientation and evaluation. In the event that a new staff member's performance or conduct does not meet expectations during the Orientation Period:

1. Under most circumstances, the immediate supervisor will inform, in writing, the staff member of what is unacceptable and what must be done to meet expectations. Issues of serious misconduct or unacceptable performance may warrant immediate discharge without written notice.
2. If the staff member's performance or conduct is not meeting the expectations of the University's requirements, the supervisor may choose to extend the period of orientation. Extension should not be more than one (1) month. Extending the orientation period does not postpone the eligibility for benefits.
3. If a staff member's performance or conduct does not improve to a satisfactory level after written notice with or without an extension of the orientation period, or if there are significant issues of misconduct, the supervisor may request the termination of the employment relationship.
4. Upon termination, the new staff member will receive two (2) weeks notice of such termination, unless the President of the University deems the continued presence of the staff member to be a substantial threat to the welfare of the University. In that case, the staff member will be terminated effective immediately, without any type of severance pay.
5. No employees, including employees who have completed the probationary period, are guaranteed employment of any specified or permanent duration. In addition, just as employees are free to resign their employment at any time, the University retains the right to terminate the employment relationship, regardless of whether the employee has completed the orientation period.

## **SCHEDULES AND ATTENDANCE**

### CU WORK WEEK

The concept of a workweek for pay purposes evolved as public policy in the federal Wage and Hour Law. The provisions of this law remain applicable to Cumberland University.

The official University work week for staff begins at 12:00 midnight Sunday and ends at 11:59 p.m. the following Saturday, regardless of an individual work schedule.

### CU WORK SCHEDULE

Work hours and schedules vary throughout the University, depending upon the services provided by each area. The regular business hours for the University are 8:00 am to 4:30 pm, Monday through Friday, or 40 hours each week. Supervisors are expected to arrange

appropriate lunch and rest breaks that meet the needs of the employee, the employee's co-workers, the operations of the department, and requirements of state and federal law.

Supervisors have the authority to rearrange work schedules to meet the operating needs of the department, including changing the schedule and/or requiring approved overtime. The operating requirements of the department must be the primary consideration in establishing temporary work schedule changes and requiring overtime. To the extent possible, supervisors are expected to consider the personal needs of staff in making decisions about changing work schedules.

### ATTENDANCE

Cumberland University depends heavily upon its staff to carry out the work of the institution; therefore, reliable, consistent attendance is an important requirement of all staff positions.

Cumberland University understands that employees need time away from work both for scheduled time off such as vacations and for unscheduled time such as occasional illness. If an employee will be late or miss work due to an unscheduled absence, he/she should call the supervisor in advance, or within the first hour of the department's operation. This notice allows the supervisor to adjust department work assignments. Unless the employee is medically unable to do so, the employee should speak directly with the supervisor. If the absence is for more than one day, the employee should call in each day.

Failure to notify the supervisor of an unscheduled absence or late arrival may result in disciplinary action. If an employee is absent for three consecutive days without notifying and receiving approval from the supervisor, the University will consider the employee to have abandoned the position without proper notice and will terminate the employment, effective the last day of work.

Whenever possible, employees should schedule medical and dental appointments for themselves or for family members at times that do not cause absence from work. If an employee must miss work for a scheduled medical or dental appointment, he/she should notify the supervisor and request the time off. Accrued sick time may be used for medical or dental appointments.

For information about other types of medical leave, or absences covered by the Family & Medical Leave Act (FMLA), refer to Chapter Six: Cumberland University Leaves.

From time to time, employees may need unscheduled time off for a non-medical or emergency reason. Supervisors may accommodate infrequent requests by authorizing unpaid time off or by allowing the employee to use accrued vacation time. Absences due to incarceration for conviction of a crime or circumstances of a similar nature is not considered authorized time off. Such absences of three (3) days or more shall result in termination of employment.

An employee who is often tardy or absent, who frequently asks to leave work early, or displays a pattern of attendance problems (often late or absent on Mondays or Fridays, or has a disproportionate number of "emergencies") may be subject to disciplinary action, up to and including discharge.

Once the workday has begun, an employee should not leave the worksite except for authorized reasons, such as a scheduled rest or lunch break. Employees should obtain permission to leave the worksite or the campus for personal reasons and may be required to document the time away from work. As a matter of courtesy, employees should communicate their absence to co-workers whose work may be affected by the absence.

Leaving the worksite without permission or improperly documenting time away from work may result in disciplinary action.

### INCLEMENT WEATHER

In the event of extreme, adverse weather conditions, Cumberland University may be closed. Area radio and television stations will be notified prior to 6:00 am whenever possible. In addition, the automated switchboard announcement will reflect the decision if the University will be closed. If on-campus classes are canceled, the students, faculty and staff should assume that off-campus classes will not meet. All faculty, staff and students are expected to exercise personal discretion regarding their safety whether the University is closed or open.

## **PERFORMANCE EVALUATION PROCESS**

From the first day of employment, effective communication between a supervisor and a staff member is the basis of a successful employment relationship. Employment-related counseling by a supervisor is a routine and desirable aspect of work to help answer questions and provide guidance, to touch base about work issues, and to make sure that the staff member is clear about how to meet the supervisor's expectations.

A uniform performance evaluation process, including guidelines for appropriate documentation, has been developed. All evaluations and counseling documentation are maintained in the employee's Personnel File, located in the Human Resource Office.

Any employee, whether full-time or part-time, is entitled to a periodic review of his or her work with their supervisor. A very important function of the supervisor is to convey to employees how well they are doing in their work and what changes and/or improvements may be expected.

Staff, full and part time, of Cumberland University will be evaluated annually during the month of August. Evaluation Forms and the current rating guide are available in the Office of Human Resources.

### APPEAL PROCESS

The employee has five (5) working days following delivery of the annual evaluation to the employee to submit an appeal to the Director of Human Resources.

The appeal must be in writing and state the reason(s) that the employee believes expectations/objectives or the evaluation should be changed, with supporting documentation as appropriate. A copy will be given to the employee's evaluating supervisor, as well as the evaluating supervisor's superior.

The Human Resource Director will review and discuss the appeal with the employee, the evaluating supervisor, and the evaluating supervisor's superior, either together, separately, or both. Subsequent to this discussion, a written decision by the Human Resource Director, noting corrective action(s), if appropriate, will be given to the employee, the evaluating supervisor, and the evaluating supervisor's superior, within ten (10) working days. Copies of the decision will be kept in both the employee's and supervisor's personnel file in the Human Resources Office.

The Appeals Process will be conducted in the manner outlined above, unless the process is altered by or with the approval of the President.

## **PROFESSIONAL CONDUCT**

Cumberland University has a strong commitment to excellence, depending on its members to uphold the highest professional standards, Cumberland also strives for an environment of trust, unquestioned integrity, and a genuine concern for the welfare of the organization and of others.

Issues of poor performance or misconduct, compromise both the individual and the organization. For this reason, Cumberland expects professional conduct to meet high standards at all times. Because of this expectation, any performance or conduct issues that arise, that do not warrant immediate discharge, requires dedicated attention, through a process of progressive discipline. Nothing in this progressive discipline policy prohibits Cumberland University from taking disciplinary action at any level. In addition, employment can be terminated at any time, with or without prior progressive disciplinary actions.

Progressive Discipline (PD) incorporates a sequence of steps intended to help supervisors and staff members overcome work-related shortcoming, strengthen job performance, and maintain a successful employment relationship. PD suggests that actions to modify behavior become progressively more severe as the employee continues to show improper behavior.

At the discretion of the University, employees may be given opportunities and help, as appropriate, to correct deficiencies before being dismissed or otherwise disciplined. Following the progressive sequence ensures that both the nature and the seriousness of the problem have been clearly communicated to the employee. Not all steps in the PD procedure

have to be followed in every case. The idea is to impress on the offender the seriousness of the problem and the determination to see that the behavior is changed.

Progressive Discipline is not applicable in every instance where disciplinary action is warranted. Certain conduct and the violation of some rules are so extreme that outright discharge is the only reasonable remedy. For example, actions that involve dishonesty, sexual and/or harassment of students, violation of the law, or material risks to University operations or to the safety or well being of oneself or others are grounds for immediate termination of employment. These violations include, but are not limited to, theft, intoxication, providing alcohol to a minor, inappropriate behavior with a minor, willful destruction of university property, threatening or hitting another person on University time or premises, dishonesty or falsification, violation of harassment policies, and unauthorized possession of firearms on campus.

#### STEP ONE: VERBAL CAUTION

The immediate supervisor should meet informally with the staff member to discuss the problem, the seriousness and actions needed to constructively correct the violation(s). A summary of the verbal caution should be documented and a copy provided to the staff member. Documentation of the Verbal Caution should be maintained in the Departmental File.

#### STEP TWO: WRITTEN REPRIMAND

If performance or conduct does not improve to an acceptable level within the time frame established in the Verbal Caution ----- or if additional performance or conduct concerns arise ----- a Written Reprimand should be initiated. This formalizes a discussion between the immediate supervisor and a behavior that is inconsistent with the University policies and/or expectations. If requested by the immediate supervisor, his/her superior may be present during this formal discussion.

A copy of the written reprimand must be given to the staff member and he/she will sign, as an acknowledgment that they received a copy. At this time the staff member will be placed on probation and the written reprimand documentation, and the verbal caution documentation forwarded to the Human Resource Office to be retained in the staff member's personnel file. \*\* The staff member will be instructed that he/she has five (5) working days to submit a written response, if they so desire, to be placed in the personnel file.

If performance or conduct improves to an acceptable level and the problem does not recur for three (3) months, and no other performance or conduct actions are required during that time, the matter should be considered resolved and the probation suspended. Documentation of such suspension of probation will be placed in the personnel file and a copy given to the staff member. The Written Reprimand will remain in the personnel file.

#### STEP THREE: FINAL WARNING

If performance or conduct does not improve to an acceptable level within the time frame established in the Written Reprimand -----or if additional or serious performance or conduct concerns arise ----- a Final Warning will be given. A formal meeting will be held with the staff member, his/her immediate supervisor, the superior within the structure line/chain of command and the Director of Human Resources, if necessary. Documentation of the Final Warning, and any additional attachments, should state how the staff member continues to fall short of

expectations, what must be accomplished in order to meet expectations, and the time frame for achieving expectations. It should document the fact that failing to reach the necessary level of performance or conduct within the established time frame may result in discharge.

The staff member should receive a copy of the Final Warning Documentation and should sign as acknowledgment of receipt. At this time the staff member will be placed on strict probation and the Final Warning documentation forwarded to the Human Resource Office to be retained in the staff member's personnel file.

If performance or conduct improves to an acceptable level and the problem does not recur for 6 months, and if no other performance or conduct-related actions are required during that time, the matter should be considered resolved. Documentation of such suspension of probation will be placed in the personnel file and a copy given to the staff member. The Final Warning will remain in the personnel file.

#### STEP FOUR: DISCHARGE

If performance or conduct does not improve to an acceptable level within the time frame established in the Final Warning-----or if additional or serious performance or conduct concerns arise ----- discharge action may be taken.

Documentation will be submitted to the Director of Human Resource for termination request. The President of the University, upon review of the staff member's personnel file, will make the final decision as to the discharge.

The discharge as approved by the President of the University will be documented for the staff member's personnel file and a letter of termination will be given to the member at the time of discharge. In the event that the member is not available to receive the termination letter, the Director of Human Resource will certify mail the letter to the last known address. The discharge will be effective immediately.

If the President of the University deems the necessity for a panel, a Termination Review Panel will be formed. Members of this panel will include the President, the Director of Human Resources and three (3) additional employees of Cumberland University, who have no direct authority over the staff member .

#### APPEAL of Progressive Discipline Actions

Staff members who have completed the initial orientation period and feel that the performance, conduct actions or discharge taken are not consistent with the University or departmental policy and practice have the right to appeal the action. More information is available in the Grievance and Conflict Resolution chapter. This Grievance Process is not available if the staff member chooses to resign, even if the resignation is in lieu of a discharge, since the staff member initiated the action.

## **END OF STAFF EMPLOYMENT**

An employment relationship between a staff member and an organization may end for a number of reasons, or no reason at all, most often because people retire or they resign for personal or professional reasons. Employment may also end due to position elimination, discharge, or death.

### **RESIGNATION**

To allow the University to plan for a transition in staff with minimal disruption of service, appropriate written notice of resignation is required.

Hourly and Support line staff should submit a two weeks written notice. Executive and Administrative line staff are expected to submit at least one month written notice. Failure to submit appropriate written notice may affect consideration for future employment at Cumberland University.

Notice of resignation is expected to be a "working" notice, thus allowing the opportunity to train a replacement. For this reason, it is seldom possible, and special approval by the President of the University is needed, to allow a resignation notice period to be taken as vacation time or other paid time off. No separating employee has a right to receive severance pay.

### **INVOLUNTARY TERMINATION**

Cumberland University seeks to avoid the need to reduce the number of positions, but the need can occur from time to time. It is the philosophy of the University to avoid Position Elimination whenever possible.

Except in cases of an emergency or other immediate circumstances, as determined by the President, elimination of a staff position under this policy shall be effective at the end of the fiscal year or the restricted appointment period.

In the cases of emergency or other immediate circumstances, as determined by the President, elimination of a staff position will be as follows:

At minimum, Hourly and Support line staff will be given two weeks notice of layoff or position elimination; Executive and Administrative line staff will be given one month notice.

The University may elect to offer comparable pay in lieu of notice. In addition, staff will be paid any accrued, unused vacation time.

### DISCHARGE

Sometimes the employment relationship does not work out. Just as employees may terminate their employment with the University at any time, for any reason, so may the university terminate the employment of any of its employees.

### FINAL PAYCHECKS

Final paychecks for staff members who are ending employment will be available on the last workday of the month.

If the terminating staff member has items that belong to Cumberland - or has an outstanding financial obligation to Cumberland, which was incurred while as a staff member - the actual cash value of the items or financial obligation may be withheld from the final paycheck, pending return of the items or payment of the obligation.

## ~~RELATIONSHIPS WITH STUDENTS~~

~~Employees of Cumberland University are expected to maintain professional relationships with CU students. Employees of Cumberland University must avoid any conduct with students that may present a conflict of interest, or that may contribute to any violation of the Student Conduct Codes (printed in the Cumberland Student Handbook). Romantic relationships with students, who may have their academic career influenced by the faculty and/or staff member, are prohibited.~~

~~Failure to exercise one's professional judgement in avoiding such relationships may result in disciplinary action, up to and including discharge.~~

~~For purposes of this policy, "employee" is defined as a full or part time faculty member, adjunct faculty member, and/or full or part time staff member.~~

## RELATIONSHIPS WITH STUDENTS

Employees of Cumberland University are expected to maintain professional relationships with Cumberland University students. Employees of Cumberland University must avoid any conduct with students that may present a conflict of interest, that may contribute to any violation of the Student Conduct Codes (printed in the Cumberland Student Handbook) and/or raise concerns over ethics or professionalism. Such relationships with students, including but not limited to, romantic relationships, sharing living quarters, and/or socializing with students, who may or may not have their academic career influenced by the faculty and/or staff member, are prohibited. Employees must bear the burden for establishing the appropriateness of any relationship with students if called into question.

Failure to exercise one's professional judgement in avoiding such relationships will result in disciplinary action, up to and including immediate termination of employment.

For purposes of this policy, "employee" is defined as a full or part time faculty member, adjunct faculty member, term faculty member, and/or full, part time, term, or temporary staff member.

## **PERSONNEL FILE**

Federal and state laws require the collection and retention of detailed personnel information. The Human Resource Office houses a separate file on each employee of Cumberland University, faculty and staff, in a separate and secured file cabinet accessible only to those with a legitimate need to review the information.. These files are maintained for information that : (1) is employment-related; (2) relates to compensation, including benefits; (3) concerns disciplinary action; and (4) provides general personnel data. Information regarding an employee's health or request for medical leave will be maintained in a separate and secured file cabinet accessible only to those with a legitimate need to review the information.

The personnel files are the property of the University. The files may be reviewed by the employee, their immediate supervisor, the Executive member in charge of area of position, and/or the President of the University with a legitimate need to have access to the information contained.. The employee, upon request, may review his/her files by contacting the Director of Human Resources for an appointment.

