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# WELCOME TO CAMPUS SERVICES



It is a pleasure to welcome you to Emory University's Campus Services. You are joining an exceptional organization that values the contributions of every team member, and where we are committed to your professional development. With over 800 employees, Campus Services is the only division that connects with every person who comes to campus – from parking, transportation, custodial, maintenance, police and fire safety, to construction, renovations, and landscaping – our employees have an enormous responsibility to provide exceptional services to Emory.

Campus Services works to create an environment that inspires the discoveries of tomorrow. We strive to be the service providers of choice for students, staff, faculty and administrators on the Emory campuses. *We are committed to doing the right thing, the right way, for the right reasons* – it is our culture. This is possible because of you and your commitment as highly skilled professional who takes pride in your work.

I am happy to welcome you into the Campus Services family.

**Matthew Early**  
**Vice President**  
**Campus Services**



# NEW EMPLOYEES

## ONLINE ORIENTATION

Newly hired employees should have completed a variety of activities through the online orientation prior to their first day of employment, including:

- ⇒ Completion of required documentation: personal information verification, and I-9, W4, and G4 forms. Each of these sections requires an electronic signature that is stored and tracked through a database.
- ⇒ Reviewing and reading important, required information: Policies, Trust Line, Health and Safety.
- ⇒ Reviewing the benefits and services available to employees. Employees are given the option to sign-up for an in-person benefits session through the web site. New employees have 31 days from their date of hire to enroll in their benefits. Failure to enroll within the 31-day window will result in the employee having to wait until the annual benefits enrollment period, typically held in the fall of each year, to select coverage.

If you would like to watch the online orientation video or any additional HR videos, you can view the on the HR link:

<http://www.hr.emory.edu/eu/hrreps/hrvideos/hrvideos.html>

# NEW EMPLOYEES

## EMORY NETWORK ID

During the pre-hire process, you were given a Emory Network ID (NetID). This **NetID** (also called your username) and **password** will be used for access to all of your online information (Self-Service login, email login, etc.) so it is important that you remember it. You should **never share your password**. You will use it whenever you see an image like the one below:

**Enter your Emory NetID and password to continue.**

NetID:	<input type="text"/>
Password:	<input type="password"/>

You should change your password to something you can remember after getting a temporary password. You can do this by going to Emory's IT page and clicking on the password reset tool on the following link: <http://it.emory.edu/index.html>.


The Self-Service login is where you will go to enroll in benefits, access your personal information and view your paycheck. It is on the top left corner on the Human Resources page.

The NetID and password are also used to access your Emory email account. If you work on an Emory computer, you will login into the computer using your NetID and password. Once your home screen opens, you will go into Microsoft Outlook to access your email account. If you do not work on an Emory computer, you can log into your email account on any Emory computer or your home computer by using the following link: <http://email.emory.edu/owa/>. Enter your NetID and password, and you have access to your Emory email account.

You can contact IT support with any issues at 404-727-7777.



# **BENEFITS**



***OUR PURPOSE IS  
TO CREATE AN  
ENVIRONMENT  
THAT INSPIRES THE  
DISCOVERIES OF  
TOMORROW.***

# BENEFITS

## BENEFITS ELIGIBILITY

Regular full-time or part-time employees scheduled to work 20 hours or more per week are eligible for benefits.

Full-time temporary positions on a six-month or longer assignment are eligible for health, dental, vision and life insurance, but not disability.

If you elect coverage, your dependents are also eligible for health, dental, vision and life insurance coverage. Eligible dependents include:

- **Your legal spouse.**
- **Your Same-Sex Domestic Partner (SSDP):** Another adult of the same sex who is engaged with you in a spouse-like relationship characterized by mutual dependency. If you choose to cover a same-sex domestic partner, you will pay the same cost and receive the same coverage as you would for a spouse. Covering a domestic partner will result in additional tax liability (imputed income). If your relationship ends, you will need to notify the Benefits Department (Family Status Change).
- **Your legal child(ren):** Child includes your natural, adopted or foster child(ren), stepchild(ren), your SSDP's child(ren) or any child for whom you have legal custody. They are eligible if:
  - ⇒ Up to age 26
  - ⇒ Overage 26 if totally and permanently disabled and financially dependent on you (must be covered prior to age 19)

### Dependent Verification Eligibility

When you first enroll, or if you change coverage mid-year due to a qualified IRS [Family Status Change](#), you may be required to provide [documentation](#) substantiating the eligibility of your dependent(s) within 31 days of the change or enrollment. If documentation is not received within 31 days, you will be mailed a letter requesting the documentation within a given deadline.



# BENEFITS

## BENEFITS ENROLLMENT

Eligible new employees can enroll through Self Service anytime during the **first 31 days of employment**. If you do not enroll during your first 31 days of employment, you will not receive coverage. Your next opportunity to enroll will be during the annual enrollment.

Annual enrollment is held in the fall of each year. During this time, current benefits-eligible Emory employees have an opportunity to review benefit elections and make changes for the upcoming plan year. Campus Services hosts benefits enrollment meetings during this time to inform employees of changes to benefit plans. Benefits open lab sessions are also held during this time to allow employees a chance to enroll in the in plans.

Benefit changes are normally allowed only during annual enrollment due to IRS regulations. However, if you experience a qualifying **Family Status Change**, you can make benefit changes mid-year as long as you make the change **within 31 days** of the event by contacting your Benefits Specialist.

Some common Family Status Changes include:

- ⇒ Marriage
- ⇒ Divorce, legal separation or annulment
- ⇒ Birth of a child
- ⇒ Placement of a foster child or a child for adoption with you, or assumption of legal guardianship of a child
- ⇒ Change in your spouse/SSDP's or dependent's employment status that affects benefit eligibility, including termination or commencement of employment, or change in worksite
- ⇒ Death of your spouse/SSDP or dependent
- ⇒ Change in your employment that affects benefits eligibility (working at least 20 hours per week)
- ⇒ Loss of eligibility for a dependent

# BENEFITS

## BENEFITS PLANS

### Medical Plans:

Emory employees can choose from two different medical plans– **HSA plan** and **POS plan**. The **HSA plan** is a consumer-driven medical plan with a Health Savings Account, puts you in charge of how your health care dollars are spent. The **POS plan** is a conventional medical plan where members pay co-pays for some services (co-pays are fixed fee amounts that you pay at the time you receive services).

### Dental Plan:

Emory employees can choose from two types of dental plans: the Aetna Traditional Dental (PPO) or the Aetna Dental Maintenance Organization (DMO).

### Vision Plan:

Emory offers employees an optional vision plan through **EyeMed Vision Care**. The plan includes routine eye exams and equipment (lenses, frames, contacts, etc.).

### Flexible Spending Account (FSA):

A Flexible Spending Account (FSA) is funded with money you contribute on a pre-tax basis. You can use FSA funds to pay for qualified out-of-pocket health care costs for you and eligible dependents or dependent day care charges. According to IRS regulations, you must enroll each year during annual enrollment if you want to participate in either FSA. Emory offers both a Healthcare Flexible Spending Account and Dependent Day Care Flexible Spending Account.

### Health Spending Account:

Employees who select the [HSA Plan](#) can receive, earn and save pre-tax contributions through a Health Savings Account (HSA). The HSA is funded in three ways — by Emory's annual contribution, your participation in various wellness activities (incentives), and through optional contributions you make to the HSA.

# BENEFITS

## BENEFITS PLANS

### **Life Insurance:**

Emory provides basic life insurance at no cost to you. For 2016, the value of the basic life insurance benefit is increasing to 1x annual base salary, with a minimum of \$10,000 and a maximum of \$50,000. Enrollment is automatic, but you must select beneficiaries.

### **Long Term Disability:**

Emory offers a Long Term Disability benefit to provide an income in the event you become disabled due to an injury or illness that is not work-related. With LTD coverage provided by Emory, you can receive a benefit equal to 60% of your base salary in the event you are unable to work due to a non-work-related injury or illness.

### **Short Term Disability:**

Emory offers a Short Term Disability (STD) benefit to provide an income in the event you become disabled due to an injury or illness that is not work-related. STD coverage provides a benefit equal to 60% of your base salary for a period of up to 180 days, if your claim for benefits is approved. A waiting period of the length of time between your last day actively at work and the point in which you'd be eligible to begin receiving your STD benefit is required. Emory offers the choice of four waiting periods: 15, 21, 30 or 60 days.

### **Accidental Death & Dismemberment:**

Accidental Death & Dismemberment (AD&D) insurance provides coverage for non-job related accidental dismemberment or accidental death. You must have coverage for yourself in order to purchase coverage for your spouse/SSDP or child(ren).

### **Prepaid Legal Services:**

MetLife's Group Legal Plan through Hyatt Legal Services provides personal legal services available to meet your needs. Attorneys are available for both telephone and office consultations.

# BENEFITS

## RETIREMENT PLANS

### **403 (b) Saving Plans:**

Emory's 403(b) Savings Plan is a tax-deferred retirement plan which allows eligible employees to contribute a percentage of pre-tax pay, and receive a basic contribution and matching contribution from Emory. Contributions and investment earnings in a 403(b) grow tax-deferred until withdrawal (assumed to be retirement), at which time they are taxed as ordinary income. Employees can make contributions through Vanguard, Fidelity Investments or TIAA-CREF.

### **403 (b) Roth:**

The 403(b) Roth allows individuals to save for retirement by contributing after-tax dollars. At the time of distribution (in retirement), the withdrawal of your contributions are tax free; however, the earnings on any contributions are taxed unless your account has been open at least five years and you have reached age 59½. Employees can make contributions through Vanguard, Fidelity Investments or TIAA-CREF.

### **457 (b) Deferred Compensation:**

Participation in this plan is limited to employees earning 125% or more of the IRS annual highly compensated limit (\$143,750 for 2014). With the 457(b) Deferred Compensation plan, participants may defer their compensation into the investment funds that they select. Contributions into the 457(b) are exempt from federal and state income taxes, but FICA taxes are withheld. Although the investments are directed by the participant, the funds are owned by Emory until the time of distribution. Employees can make contributions through Vanguard, Fidelity Investments or TIAA-CREF.

# BENEFITS

## EDUCATIONAL BENEFITS

### **Courtesy Scholarship:**

The Courtesy Scholarship is a grant that covers tuition exclusively (not textbooks, fees or other miscellaneous charges). It is made available to Emory employees and their family members who apply and are admitted for enrollment in academic programs at Emory University. The percentage of tuition covered depends on your years of service. Regular full-time employees who have completed 1 year of consecutive service are eligible to enroll in undergraduate, graduate or professional level courses up to 5 credit hours per academic session (for the purposes of this policy, 36 hours or more is considered regular full-time). Regular part-time employees working at least 20 hours per week and completing 2 years of consecutive service are eligible to enroll in undergraduate, graduate or professional level courses up to 4 credit hours per academic session.

**Elizabeth Barrett, Courtesy Scholarship Administrator**

**404-727-1202**

### **Tuition Reimbursement:**

Emory provides a Tuition Reimbursement Program to eligible employees for enrollment in job-related or career path directed coursework at educational institutions other than Emory University. Regular active employees who work at least 20 hours or more per week are eligible to participate in the Tuition Reimbursement Program. Employees may begin participation at the beginning of the applicable institutional academic session following the date of employment in an eligible status.

**Rita Calderon, CS Benefits Specialist**

**404-727-7613**

# BENEFITS

## PERSONAL DEVELOPMENT

### **Faculty Staff Assistance Programs (FSAP):**

FSAP provides professional counseling, consultative, and educational services designed to enhance the health, performance and well-being of individuals and organizational units. FSAP employs a holistic model in service delivery, which supports collaboration and promotes community. The program serves as a resource for faculty, staff, physicians, leaders, and their family members. Services are provided by licensed professionals who maintain strict confidentiality in the delivery of consulting and clinical interventions. For more information about FSAP, go to: <http://www.fsap.emory.edu/>.

Faculty Staff Assistance Programs  
201 Dowman Drive  
Atlanta, GA 30322  
404-727-6123

### **WorkLife Resource Center:**

The Emory WorkLife Resource Center promotes and strengthens the work-life culture for Emory University faculty, staff and graduate students. The Center integrates a wide range of practices, programs and processes that sustain individuals and families within the Emory WorkLife Resource Center provides faculty, staff and graduate students with programs and resources to help manage life's often overwhelming challenges. For more information about the WorkLife Resource Center, go to: <http://www.worklife.emory.edu/>.

WorkLife Resource Center  
1599 Clifton Road, Suite 5.316  
Atlanta, GA 30322  
404-727-8000



# BENEFITS

## PROFESSIONAL DEVELOPMENT

### **Learning & Organizational Development**

The Learning & Organizational Development Department fulfills the mission of Emory University by offering a variety of learning opportunities, including open enrollment courses, customized workshops, performance consulting and facilitation services. They offer many programs and courses employees can take to meet their professional needs and interest.

### **Emory Continuing Education (ECE):**

Emory Continuing Education offers a wide range of certificate programs and open enrollment courses (including fully online and hybrid options) for both professional development and personal enrichment. Areas of study include management fundamentals, information technology and web design, paralegal, financial planning, communications, human resources and project management, foreign languages and English as a Second Language, test preparation, health coach and much more. Classes are held at ECE's Executive Park location, main campus, and Alpharetta.

### **Career Counseling Services**

FSAP offers individual career counseling for faculty, staff and physicians who are seeking to enhance or change careers. Counseling can assist in exploring career values, establishing professional goals, and identifying information to make informed and educational decisions related to your career path. Services can include career interest and aptitude inventories, assistance with resume/vitae building, mock interviews, and professional image development.

# BENEFITS

## PROFESSIONAL DEVELOPMENT

### ***Campus Services (CS) Professional Development***

**Technical Training Program** – CS has a Technical Training Center located at the Briarcliff location, where Operations & Maintenance staff are provided a variety of technical classes to increase knowledge and skill level. Supervisory approval is required prior to attending any technical class. Contact the Assistant Director of Human Resources, **Avril Occilien-Similien**, if you are interested in attending any of these training classes.

**Computer Classes** – Computer classes are held every fall and spring. Classes range from beginner computer classes to intermediate levels of Microsoft Office. Please contact with the CS Training & Communications Specialist, Traci May, regarding which classes are available and how to enroll. Supervisory approval is required prior to attending any classes.

**Leadership Development Programs**– CS provides leadership development programs for frontline staff (PATHWAY) and for current leaders (BRIDGES and INFLUENCE). These programs offer valuable knowledge and understanding of leadership competencies.

**Career Consultation**- Our most valuable resource is our employees and we want to assist with growth and job satisfaction. CS offers consultations with employees interested in discussing options for career growth. During these consults, a combination of programs are recommended to help employees potentially develop their career. You can schedule a career consultation with **Avril Occilien-Similien** or **Traci May**.





# **POLICIES & PROCEDURES**



***WE ARE HIGHLY SKILLED  
PROFESSIONALS WHO  
TAKE PRIDE IN OUR WORK.***

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### Time & Attendance Policy

*Policy 2.53 - <http://policies.emory.edu/2.53>*

To provide timely and accurate payment of wages to employees, the Payroll Department requires employees to adhere to strict standards of accurate time keeping and attendance.

### ***FM Time and Attendance Policy:***

All employees are expected to arrive at work and begin work by their designated start time and remain on duty until the end of their scheduled work shift/day. This policy is designed to provide attendance expectations, outline the appropriate procedures to follow for scheduled and unscheduled absences, and identify consequences for those employees who do not meet attendance and punctuality expectations. The policy is not intended to supersede University regulations or policies and should be read in conjunction with university regulations, policies and procedures.

### ***Procedures:***

#### ***1. Clock In/Clock Out***

- Clocking-in up to seven (7) minutes after the scheduled start time will not result in a tardy. Beginning a shift eight minutes or more after the scheduled start of the shift is considered a late arrival or tardy.
- Authorization to clock out prior to end of a scheduled work shift must be obtained from the supervisor in advance in order to ensure proper coverage is arranged.
- Supervisors may use their discretion to determine if an employee can make up missed time for arriving late or leaving early, and if the unscheduled absence will impact the employee's attendance record.

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### CS Time and Attendance Policy (cont.):

- Only in certain circumstances will employees be allowed to use accrued sick time to cover time missed due to a late arrival/tardiness.
- Employees must not accrue overtime by clocking in/out eight (8) minutes before/after their scheduled work hours unless it is approved in advance by their supervisor.

### 2. *Call-In*

- An employee who is unable to report to work for his/her scheduled work shift is required to call his/her Supervisor prior to the start of the scheduled shift. For instances of consecutive days of absence, the employee is required to call the supervisor each day until either the employee returns to work, a leave of absence is approved, or confirmation from the supervisor that daily calls are no longer necessary.
- If unable to speak with the supervisor, a voice message should be left which includes the reason for not reporting to work, e.g., personal illness, personal emergency. Note: Use of sick leave is outlined in Emory University Policy 4.34 and Policy 4.33.
- Absences of three (3) or more consecutive days due to an illness or injury require a medical release from the employee's healthcare provider in order to return to work. The statement from the healthcare provider must confirm the dates of absence from work as well as the return to work date, and any applicable restrictions.
- Absences may be covered under the Family and Medical Leave Act
- An employee who fails to call his/her supervisor for three (3) consecutive scheduled work shifts is subject to separation from employment due to job abandonment in accordance with Emory University Policy 4.65 – Separations from Employment.

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### CS Time and Attendance Policy (cont.):

#### 3. *Breaks & Meal Periods*

- Supervisors will provide their direct reports with the break/lunch times for their respective work groups(s).
- Employees are expected to take breaks and lunch as assigned by or agreed upon with their supervisor.
- Breaks other than meal periods must be no longer than fifteen (15) minutes and may occur twice during a regular 8-hour work shift.
- With advance supervisor approval, break periods can be used to extend the meal period. Fifteen-minute break times are forfeited if not taken.

#### 4. *Requesting Leave*

- Requests to use accrued leave should be submitted to and approved by the employee's supervisor at least five (5) days in advance of the leave.
- Supervisors may use their discretion to take into consideration unusual circumstances and approve requests submitted with less than five (5) days' notice.

#### *Guidelines for Absences*

An absence is considered scheduled when requested and approved at least five (5) days in advance. An absence is considered unscheduled when it is not requested and approved at least five (5) days in advance. This includes "call-ins", tardiness, or leaving the workplace before the end of scheduled work shift. Supervisors may take into consideration the mitigating circumstances of an unscheduled absence.

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### CS Time and Attendance Policy (cont.):

An **unscheduled absence** is time away from work that is not requested and approved at least five (5) days in advance. This includes "call ins", tardiness, or leaving the workplace before the end of scheduled work hours.

**Pattern of Absences:** Unscheduled absences occurring on a predictable basis.

- 1) The day before or after a scheduled holiday, vacation, or personal day
- 2) On a desirable day off, a specific day of the week, or a weekend
- 3) A specific or unique work day
- 4) As sick leave or vacation time off is accrued (get a day, take a day)

Although the specific action taken in each instance will be determined at the discretion of the appropriate Director/Asst. Director, the chart below illustrates the actions likely to be taken due to employee absences:

Steps	Type of Action	Action Likely to be Taken
1	Coaching Conversation	Employee's attendance record will be reviewed with the employee to determine contributing problems and possible solutions.
2	Verbal Warning	Employee's attendance record will be reviewed with the employee to determine contributing problems and possible solutions. This discussion will be recorded in a written memo, a copy of which will be maintained in employee's personnel file.
3	Written Warning	Employee's attendance record will be reviewed with the employee to determine contributing problems and possible solutions. This discussion will be documented and a copy of the written warning will be maintained in employee's personnel file. In the CSB, an "Unsatisfactory" or "Needs Improvement" for Dependability/Delivering Results competency should be given to the employee unless the supervisor is provided with documentation explaining the absences to Director/Assistant Director's satisfaction.
4	Final Warning	Employee's attendance record will be reviewed with the employee to determine contributing problems and possible solutions. This discussion will be documented and a copy of the suspension will be maintained in employee's personnel file. In the CSB, an "Unsatisfactory" or "Needs Improvement" rating for Dependability/Delivering Results competency should be given to the employee unless the supervisor is provided with documentation explaining the absences to Director/Assistant Director's satisfaction.
5	Termination	Employee's attendance record will be reviewed with the employee to discuss excessive absences. This discussion will be documented and a copy of the termination letter will be maintained in employee's personnel file.

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### **Time & Record Keeping Policy**

*Policy 4.60 - <http://policies.emory.edu/4.60>*

#### ***Non-Exempt Employees (Bi-Weekly)***

Employees who are paid on a bi-weekly basis (in a non-exempt status) track their time using Kronos, an automated time and attendance system that uses the telephone for recording hours worked. Each department has at least one timekeeper who is responsible for the time and attendance system. The timekeeper reviews each employees' time, corrects errors, enters missing information, and approves the pay period. Timekeepers can also print out reports for supervisors to review their employees' time for that pay period.

#### ***Exempt Employees (Monthly)***

Employees who are paid on a monthly basis (in an exempt status) track their leave using the Exempt Leave Tracking System in Self-Service. Managers of exempt employees also review and approve leave requests for using the system.

#### ***Daily Time Reports (DTRs)***

Some Campus Services employees are required to complete Daily Time Reports (DTRs). DTRs are completed by employees and serve as a record of work performed during the day. Time spent working against a particular work order is recorded on the DTRs, which are used for billing purposes. Your supervisor can assist you with any questions you may have regarding DTRs.

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### Leave Policies:

#### *Leave Request*

Campus Services employees are required to complete and submit in advance a Leave Request form. According to Emory University and Campus Services policy, leave requests must be turned in five working days in advance for vacation and three working days in advance for floating holidays. Leave Request forms for non-exempt employees can be obtained from your supervisor or it can be submitted online at: <https://apps.hr.emory.edu/timecard/>. Exempt employees must use the online Leave Tracking Tool to request time off at: <https://apps.hr.emory.edu/Leave/>.

The most common types of leave request are:

- Sick Leave
- Vacation Leave
- Bereavement Leave
- Holiday Leave
- Jury Duty Leave
- Military Leave

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### **Sick Leave:**

*Policy 4.33 - <http://policies.emory.edu/4.33>*

### ***Non-Exempt Employees (Bi-Weekly)***

Regular biweekly (nonexempt) employees who work at least 20 or more hours per workweek are eligible for sick leave benefits. Temporary employees, with the exception of rehired retirees, do not accrue sick leave. Employees shall not be compensated for accrued sick leave balances upon termination.

### ***Reasons for leave***

An employee must use accrued sick leave:

- when unable to perform job duties as a result of personal illness (includes accident or injury, pregnancy and childbirth, or other medical conditions);
- when the employee's appointment with a health care provider cannot reasonably be scheduled during non-work hours; An employee may use up to six (6) work weeks of accrued sick leave to adopt a child.

An employee shall not be allowed leave without pay for one of the reasons set forth above unless the employee has exhausted all sick leave.

An employee may elect to use accrued sick leave, vacation leave, or leave without pay:

- To care for a Care Recipient who is disabled as a result of illness, accident or injury, pregnancy and childbirth, or other medical conditions requiring the presence of the employee.

Biweekly employees accrue sick leave on a per-pay-period basis based on actual hours worked. Accrual rates will be based on no more than 80 hours per pay period.



# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### Sick Leave:

*Policy 4.34 - <http://policies.emory.edu/4.34> (Monthly)*

### **Exempt Employees (Monthly)**

Regular monthly (exempt) staff employees who work at least 20 or more hours per workweek are eligible for sick leave benefits. Temporary employees, with the exception of rehired retirees, do not accrue sick leave. Employees shall not be compensated for accrued sick leave balances upon termination.

### **Reasons for Leave**

An employee must use accrued sick leave:

- when unable to perform job duties as a result of personal illness (includes accident or injury, pregnancy and childbirth, or other medical conditions);
- when the employee's appointment with a health care provider cannot reasonably be scheduled during non-work hours; An employee may elect to use up to six (6) work weeks for adoption or placement of a foster child. This includes related agency and legal appointments, travel time and a bonding period following the adoption.

A monthly employee shall not be allowed leave without pay for one of the reasons set forth above unless the employee has exhausted all applicable sick leave. An employee may elect to use accrued sick leave, vacation, or leave without pay:

- To care for a Care Recipient who is disabled as a result of illness, accident or injury, pregnancy and childbirth, or other medical conditions *requiring the presence* of the employee.

Monthly employees accrue one day of sick leave per month.

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### **Vacation Leave:**

*Policy 4.100 - <http://policies.emory.edu/4.100> (Bi-Weekly)*

### **Non-Exempt Employees (Bi-Weekly)**

Emory, concerned about the well-being of employees, views vacation leave as a benefit that enhances the employee's work and personal life balance. Supervisors are encouraged to manage vacation leave as a means of increasing productivity and employee morale.

Regular biweekly (nonexempt) employees who work at least 20 or more hours per workweek are eligible for vacation leave benefits. Temporary employees, with the exception of rehired retirees, do not accrue vacation leave. Biweekly employees accrue vacation leave per pay period based on the employee's actual hours worked, years of service and paid status (refer to the Vacation Leave Chart for Biweekly Employees). Accrual rates will be based on no more than 80 hours per pay period. A maximum of 320 vacation leave hours may be accrued. Upon reaching that maximum accrual, the employee will not accrue additional vacation leave until some of the accrued vacation leave has been used.

Upon termination, the biweekly accrual amount shall be credited to the employee's vacation leave account on the last day of each eligible pay period and may be utilized no earlier than the first workday of the following pay period. Regular biweekly employees with a minimum of six (6) months of consecutive service who terminate employment will be paid his/her regular rate of pay up to 240 accrued unused hours in one lump sum payment after termination. Regular biweekly employees who have completed less than six (6) consecutive months of service will not be compensated for accrued unused vacation leave at termination. Accrued, unused vacation time may not be used to extend an employee's termination or retirement date.

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### **Vacation Leave:**

*Policy 4.101 - <http://policies.emory.edu/4.101> (Monthly)*

### ***Exempt Employees (Monthly)***

Emory, concerned about the well-being of employees, views vacation leave as a benefit that enhances the employee's work and personal life balance. Supervisors are encouraged to manage vacation leave as a means of increasing productivity and employee morale.

Regular monthly (exempt) staff employees who work at least 20 or more hours per workweek are eligible for vacation leave benefits. Temporary employees, with the exception of rehired retirees, do not accrue vacation leave. Monthly employees accrue vacation leave monthly based on years of service. A maximum of 320 leave hours may be accrued. Upon reaching that maximum accrual, the employee will not accrue additional vacation leave until some of the accrued vacation leave has been used.

Monthly employees accrue vacation leave in any month in which he/she is in a paid status for at least 15 consecutive calendar days of the month.

Monthly employees with a minimum of six (6) months of consecutive service who terminate employment will be paid their regular rate of pay up to 240 accrued unused hours in one lump sum payment after termination, provided they have utilized the exempt leave tracking system. Exempt employees who do not utilize the exempt leave tracking system will not be paid for accrued unused hours. Employees who have completed less than six (6) consecutive months of service will not be compensated for accrued unused vacation leave at termination. Accrued, unused vacation time may not be used to extend an employee's termination or retirement date.

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### **Bereavement Leave:**

*Policy 4.23 - <http://policies.emory.edu/4.23>*

Emory is concerned about the well-being of its employees and views bereavement leave as a benefit that assists employees during times of need. Regular employees who work at least 20 or more hours per workweek are eligible for paid bereavement leave.

Bereavement leave may be granted for:

- Attendance at a funeral or comparable service.
- Related travel time.
- Time necessary to conduct arrangements or other necessary business.

Absence may be compensated for up to five days per occurrence for an immediate family member identified as grandparent, parent, step-parent, legal guardian, parent-in-law, spouse, same-sex domestic partner, child, step-child, grandchild, legal ward, sibling, and any other individual residing in the employee's home.

In the event of the death of any other relative, absence may be compensated for up to three days per occurrence

Absence may be compensated at the supervisor's discretion for an employee to attend the funeral of a close friend. The amount of time granted depends on the relationship the individual has with the deceased, the individual's level of responsibility for the arrangements, travel time needed, status of work in the employee's department, and other relevant circumstances.

Should additional time off be required in excess of bereavement leave the employee may request vacation, floating holiday, or holiday leave.

A supervisor may request documentation for verification.

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### Holidays:

*Policy 4.25 - <http://policies.emory.edu/4.25>*

Paid holiday leave is provided to regular employees and to rehired retirees who work at least 20 hours per workweek and temporary exempt employees.

The University observes the following holiday schedule:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving and the day after
- Christmas Eve
- Christmas
- New Year's Eve
- Floating Holidays (2)

The specific dates for the observance of official holidays will be announced each year.

In addition to the ten official holidays observed annually, floating holidays must be used per calendar year from January 1 to December 31 by eligible University employees. Floating holidays are prorated for regular part-time employees based on standard hours worked.

Floating holidays are available at the beginning of each calendar year. Any employee hired on or before June 30 receives two floating holidays; an employee hired on or after July 1 receives one floating holiday. Floating holidays may be used to cover full or partial-day absences. They must be taken in the calendar year in which given. Under no circumstances will these days be carried over to the next calendar year, nor may be paid out if not taken upon termination of employment.

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### Jury Duty:

*Policy 4.26 - <http://policies.emory.edu/4.26>*

Jury duty leave is provided to **all Emory employees**. Employees who are summoned to serve during the regular workweek on a jury, or for witness service where the employee is subpoenaed and is not the defendant or plaintiff will receive their regular rate of pay for judicial hours away from work.

An employee who is summoned to serve on jury duty or subpoenaed witness service must notify the appropriate supervisor when the summons or subpoena is received. A copy of the summons or subpoena must be submitted to the supervisor.

An employee on jury duty is expected to report to work, where reasonable conditions exist, for all or part of the scheduled workday(s) that he/she is not engaged in jury service. **Staff who are on jury duty and are scheduled for work on night shifts the same workday should be protected from loss of pay for the entire 24-hour period.**

If the employee is the defendant or the plaintiff in a court proceeding, they will not qualify for jury duty leave.

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### **Military Leave:**

*Policy 4.75 - <http://policies.emory.edu/4.75>*

Emory provides military leave to leave-eligible employees in accordance with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) and Georgia law. USERRA provides guidelines for employees who elect military leave and for the prompt reemployment of employees who left employment to perform military training or service in one of the Uniformed Services and have completed such service under honorable conditions.

The Uniformed Services include the Armed Forces, the Army National Guard, and Air National Guard when engaged in active duty for training, inactive duty training or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

A person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in a Uniformed Service shall not be denied initial employment, reemployment, retention in employment, promotion, or any benefit of employment by an employer on the basis of that membership, application for membership, performance of service, application for service or obligation.

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### **Inclement Weather:**

*Policy 4.42 - <http://policies.emory.edu/4.42>*

This policy is intended to ensure that essential University facilities and functions remain operational during inclement weather without jeopardizing the safety of employees.

### ***Campus Services Inclement Weather Policy***

This procedure is intended to ensure that the staff in Campus Services (CS) is prepared to safely operate and serve during severe weather and emergency conditions, in order for University facilities and functions to remain operational, without jeopardizing the safety of students, patients, faculty, staff and visitors.

This procedure goes into effect whenever the University closes due to an event that is predicated by unsafe conditions or when the Vice President of Campus Services or his/her designee deems it appropriate. The University hotline, 404-727-1234 will have a recorded announcement to notify employees of a closing or late opening for University employees and students by **5:00am**.

In Campus Services every staff member performs important services or work. During extraordinary times of inclement weather or emergency conditions when the University is closed or the VP for Campus Services declares an inclement weather event, some positions require on-site presence to continue operations of patient care, student support and research functions.



# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### **Inclement Weather (cont.):**

*Policy 4.42 - <http://policies.emory.edu/4.42>*

The Critical Functions List will be used to determine the number of employees by job task needed to be on site during an inclement weather event. It is the responsibility of each department to have employees identified and ready to report to work to meet the staffing requirements of the Critical Functions List .

To ensure continuous service in support of this procedure all jobs are categorized into one of three service levels:

**Essential Service:** jobs that are required to maintain services and operations for the safety and health of those persons in the Emory community who must remain on campus. Essential service employees:

- Serve as the first line of communication for every event and are identified below under communication actions.

**Reserve Service:** jobs that are not immediately required to provide service but function as “Delayed Service”, until such time that they may be upgraded to “Essential Service” based on the needs within each department of Campus Services.

- Category assigned at the time of each event
- Report to or remain at work

**Off Campus Service:** jobs that can be delayed until event conditions have passed or jobs where the employee can work from home.

- Do not report to or remain at work

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### Family & Medical Leave Act (FMLA):

*Policy 4.73 - <http://policies.emory.edu/4.73>*

FMLA allows eligible employees to take up to 12 workweeks of unpaid, job-protected leave under the Family and Medical Leave Act ("FMLA") in a rolling 12-month period for specified family and medical reasons. In addition, eligible employees may qualify for up to 26 workweeks of unpaid job-protected leave under the FMLA in certain situations related to a covered family member's service in the Armed Forces. Employees cannot waive their rights under FMLA.

#### ***To be eligible for FMLA leave, an employee must:***

- Have worked at least 12 months for Emory (need not be consecutive);
- Have worked at least 1,250 hours for Emory over the preceding 12 months (these hours must be actual hours worked, not to include holidays, sick leave and vacation leave); and
- Work at a location where there are at least 50 Emory employees within 75 miles

#### ***FMLA leave should be requested for the following reasons:***

- Birth of the employee's child, or to care for the employee's newborn child;
- Placement of a child with the employee for adoption or foster care;
- To care for a Care Recipient (employee's spouse, same-sex domestic partner, parents-in-law, child, adult child without other care support, or parent) with a serious health condition;
- Because of the employee's own serious health condition resulting in a period of medical incapacity of more than 3 consecutive, full calendar days, and any subsequent treatment or period of incapacity related to the same condition.
- To care for a U.S. service member or veteran with a serious injury or illness incurred or aggravated in the line of duty while on active military duty if the employee is the spouse, son, daughter, parent or next of kin of the service member or veteran.

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### Family & Medical Leave Act (FMLA) (cont.):

*Policy 4.73 - <http://policies.emory.edu/4.73>*

- A qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a member of a regular component of the U.S. Armed Forces who is deployed on active duty to a foreign country or to international waters, or is a member of the National Guard or Reserves who is deployed to a foreign country or international waters. Qualifying exigencies include the following:
  - Short-notice deployment
  - Military events and related activities
  - Care of the parent of a service member when the parent is incapable of self-care
  - Financial and legal arrangements for the service member
  - Counseling
  - Rest and recuperation of the service member ( leave taken by an employee in connection with any rest and recuperation leave of a service member is limited to a maximum of 15 days).
  - Attending to certain post-deployment activities, including attending arrival ceremonies , reintegration events, and other official ceremonies sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member.

Additional activities that the employer and employee shall agree qualify as an exigency and as to which both the timing and duration of such leave are agreed to by the employer and the employee. **An employee must complete an online Leave of Absence Request Form for a medical leave to his/her department management as soon as practicable on the Self-Service page.**

Eligible employees may receive up to 12 workweeks of unpaid leave during any "rolling" 12- month period, measured backward from the date that any FMLA leave is to be used. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### Medical (Non-FMLA):

#### *Policy 4.77 - <http://policies.emory.edu/4.77>*

An employee may request a medical leave of absence for a serious health condition which renders them unable to perform the functions of their jobs, an on the job injury, or an illness contracted while on the job. A serious health condition is defined as any illness, injury, impairment, or physical or mental condition. Eligible employees include regular full-time employees and regular part-time employees who work at least 20 hours per workweek, and who are otherwise ineligible for Family Medical Leave Act (FMLA) leave for their own serious health condition or have exhausted FMLA leave. **An employee must complete an online Leave of Absence Request Form for a medical leave to his/her department management as soon as practicable on the Self-Service page.**

Authorization from a health care provider must be sent to Human Resources, Employee Relations and must contain the following information:

- The date on which the serious health condition began.
- The probable duration of the condition.
- The appropriate medical facts about the condition.
- A statement that the employee is unable to perform the functions of his/her job.

When seeking non-FMLA medical leave, employees may be required to provide second or third medical opinions and periodic re-certifications may also be required. When an employee is medically unable to request leave or to provide medical confirmation, department management should request assistance from Employee Relations, Human Resources.

A statement from a health care provider verifying the current status of an employee's serious health condition may be required at any time during a medical leave.

Before an employee may return to work from a medical leave, the employee must present documentation from a health care provider to resume all job duties and responsibilities.

Failure to comply with the foregoing requirements may result in delay or denial of leave or reinstatement from leave.

# POLICIES & PROCEDURES

## TIME AWAY FROM WORK

### **Paid Disability Leave:**

#### ***Short Term Leave/Long Term Leave***

The Emory Disability Insurance Plan is designed to replace a part of your income when you are unable to work due to pregnancy, accidental injury, illness or disease that is not work-related. You are eligible for coverage under the Plan only if you satisfy the requirements, enroll in the Plan, and make the required contributions under the Plan. Disability benefits are payable after you have been unable to work for a specific period of time and you have exhausted all of your accrued leave.

- ⇒ **Short Term Disability** is available to regular full-time or half-time employees. Employees may elect a 15-, 21-, 30-, or 60-day elimination period. Benefits are 60% of the employee's base salary.
- ⇒ **Long Term Disability** is automatically available to regular full-time or half-time employees. There is a one-year waiting period for this benefit. Benefits are 60% of the employee's base salary, not to exceed \$15,000. Payment begins after 6 months of disability.
- ⇒ **Parental Leave** is where Emory University staff has access to paid parental leave. The [Parental Leave Policy](#) provides three weeks of paid leave to eligible fulltime university staff, post-doctoral fellows, and librarians who experience the birth or adoption of a child on June 1, 2016 or later. Paid parental leave allows both parents the time to bond with their new child while also providing them with a financial cushion during this very important time in their lives. If both parents are eligible staff employed by Emory University, each parent is eligible to receive paid parental leave.

# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### Driving Emory Vehicles Policy:

*Policy 4.84 - <http://policies.emory.edu/4.84>*

All Emory employees who operate Emory owned or leased vehicles must comply with Emory's policies and all applicable laws for the safe operation of motor vehicles. The following items should be placed in the glove compartment of each vehicle:

- ◆ Current auto ID card verifying insurance coverage
- ◆ Emory's instructions on how to report an auto accident. Please remember that all accidents must be reported to your HR department within **24 hours**. This includes accidents involving vehicles leased from Enterprise or other rental companies. While it is necessary to call the Emory Office of Quality & Risk at 404-778-7933, an editable accident reporting form will need to be completed and emailed back to them in an event of an accident.
- ◆ A worksheet to assist the driver in obtaining important information at the scene.

Employees must be at least 18 years of age, have at least two years of driving experience, have and insurable driving record and possess a valid Georgia.

### ***Campus Services Driving Policy***

To ensure all Campus Services (CS) employees whose job involves the operation of an Emory-owned or leased vehicle comply with Emory's policies and all applicable laws for the safe operation of motor vehicles. This procedure is intended to supplement Emory University policy and provide detailed information pertinent to CS. It should be read in conjunction with University regulations, policies and procedures.

*Emory employees who drive Emory vehicles are required to:*

1. Obtain a valid Georgia (or State of residence (US) driver's license for the class of vehicle to be driven on the job within 30 days of employment if for other than a standard Class C license.

# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### Driving Emory Vehicles Policy (cont.):

*Policy 4.84 - <http://policies.emory.edu/4.84>*

2. Maintain a valid Georgia driver's license if only a Class C license is required.
3. Sign a form authorizing a check of their driving record every two years.
4. Successfully complete the Online Driver Safety Course every **five** years.
5. Report all traffic citations, criminal charges relating to the operation of motor vehicles, and/or changes in license status to their supervisors within **72** hours.
6. **Hiring departments** are responsible for **maintaining** the driving records of their employees.
7. Operate Emory owned or leased vehicles for Emory business or activities only.
8. Report any and all damage to an Emory vehicle to their supervisor, regardless of whether or not a citation is issued.

### *Denial of Driving Privileges*

Driving privileges may be denied or suspended and a decision regarding employment status may be made under the following circumstances:

1. Failure to sign the required form authorizing a check of the employee's driving record.
2. One of the following convictions during the previous three year period:
  - a. reckless driving
  - b. driving while impaired or under the influence of alcohol or drugs
  - c. homicide by vehicle, negligent homicide or involuntary manslaughter

# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### Driving Emory Vehicles Policy (cont.):

*Policy 4.84 - <http://policies.emory.edu/4.84>*

- d. fleeing or attempting to elude police officers
  - e. driving without a license or while license is suspended or revoked
  - f. hit and run or failure to stop after an accident
3. Three moving convictions during the previous two year period.
  4. Two at fault accidents during the previous two year period.
  5. Failure to obtain a passing score following a repeat of the Defensive Driving Course.
  6. When the department head, in consultation with the Human Resources Division and Risk Management, determines that an employee should no longer operate Emory vehicles.
  7. Failure to report an accident involving an Emory owned, leased or rented vehicle to your supervisor **within 24 hours**.
  8. Failure to report traffic violations, criminal charges relating to the operation of motor vehicles and changes in license status to your supervisor **within 72 hours**.
  9. Operating a University owned or leased vehicle outside the scope of the destination and business related activity.
  10. Operating a University owned or leased vehicle under the influence of alcohol or drugs.

Failure to report any and all traffic incidents may result in disciplinary action, up to and including termination.



# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### Driving Emory Vehicles Policy (cont.):

*Policy 4.84 - <http://policies.emory.edu/4.84>*

When the decision is made to suspend/remove an employee's driving responsibilities:

- The employees will have up to **60 calendar days** to resolve the matter.
- During this period, the employee may also apply for vacant non-driving positions via Emory's open recruitment process.
- If the employee is **unable** to resolve the matter within **60 calendar days** and has not secured a non-driving position, he/she may request a personal leave of absence for up to **90 calendar days**. This leave will allow the employee to remain in an inactive employment status with Emory while he/she continues to pursue other job opportunities.
- At the end of 90 days if the employee is **unable to secure a new non-driving position**, he or she will be terminated.

**CS** will no longer accommodate employees who have their driving privileges suspended. All employees who are **required** to drive in fulfillment of their job duties will be asked to sign an acknowledgement of their driving responsibilities.

### Supervisors are required to:

- Report all employee traffic incidents to CS Human Resources (CS HR) within twenty-four (24) hours of notification by the employee.
- Submit a copy of the citation along with the employee's driver's license and a signed and dated Driving Consent Form to CS-HR.
- Maintain their employee driving records

# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### **Tobacco Free Environment:**

*Policy 4.113 - <http://policies.emory.edu/4.113>*

Emory University recognizes the serious health implications of both direct use of tobacco products and indirect exposure to the use of tobacco products. In order to create an atmosphere that is consistent with Emory's mission and commitment to improve the health and wellness of members of the Emory community, Emory University and Emory Healthcare (collectively "Emory") prohibit the use or sale of tobacco products in or on Emory owned or Emory leased property effective January 1, 2012

Effective January 1, 2012, the use of tobacco products is prohibited in or on all Emory property.

Compliance with this policy is the responsibility of all members of the Emory community. Members of the Emory community (faculty, administrators, management, staff, and students) are invited to assist in the implementation of this policy by respectfully informing tobacco users of this policy.

Repeated violations of this policy may result in disciplinary action under the Student Code of Conduct, Emory Human Resources Policies and Procedures, or other applicable Emory regulations or policies. Emory visitors are expected to comply with Emory's tobacco free environment.

# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### **Substance Abuse/Drug-Free Workplace:**

*Policy 4.66 - <http://policies.emory.edu/4.66>*

Emory University is committed to the health and well-being of its staff, faculty and students. It is widely recognized that alcohol and drug misuse and abuse can be detrimental to one's overall physical and emotional health, academic and/or professional performance, as well as adversely impact family, friends and co-workers. This type of misuse and abuse may also contribute to unsafe practices in the workplace.

As a recipient of federal grants and contracts, Emory adheres to the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1988.

Additionally, as an administrator of certain state-funded financial aid programs for students, Emory adheres to Georgia's Drug-Free Postsecondary Educational Act of 1990. Emory has therefore established certain standards for staff, faculty and students pertaining to alcohol and other drugs.

This policy is also designed to convey the University's care and concern for its members and their well-being, given that alcohol and other drug misuse on college campuses is a major public health concern. In order to foster professional and academic achievement, personal success and wellness, and to promote the safety of the community, the University has adopted the following tenets to guide the prevention of alcohol and other drug misuse:

- Emory University complies with and upholds all applicable federal, state, and local laws related to alcohol, illicit drugs and controlled substances. Violations of such laws that come to the attention of University officials may be addressed within the University or reported to law enforcement agencies or other governmental entities, or both.

# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### Substance Abuse/Drug-Free Workplace (cont.):

- The University strives to create an environment that supports individuals who choose not to use alcohol and individuals who choose to use alcohol legally and in moderation. The illegal sale, distribution or use of alcohol on University premises, while performing job-related duties, or while representing the University in an official capacity is not permitted, except as otherwise expressly set forth in this policy.
- The University encourages individuals with prescription medications to safely and legally use such medications in compliance with their prescriptions. The misuse of prescription medication or other controlled substances is not tolerated.
- The sale, distribution or use of illegal drugs on University premises, while performing job-related duties, or while representing the University in an official capacity is not permitted.
- The University seeks to create an environment of personal development and a supportive community. It supports individuals seeking services for alcohol, tobacco and/or other drug misuse and makes confidential services available to them at no cost.
- In instances where individuals are found to be in violation of the University's Alcohol and Drug Abuse Policy, the University's response will stress individual accountability, personal development, and connection to appropriate health services, as well as the effect on impacted parties and the community.
- Emory is a Tobacco-Free Campus. The use or sale of tobacco products in or on Emory- owned or Emory-leased property is prohibited. See Policy 4.113 Tobacco-Free Environment for more information (<http://policies.emory.edu/4.113>), including resources for tobacco cessation.

# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### **Substance Abuse/Drug-Free Workplace (cont.):**

*Policy 4.66 - <http://policies.emory.edu/4.66>*

Emory University is committed to the health and well-being of its staff, faculty and students. Emory adheres to the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1988. Emory has therefore established certain standards for staff, faculty and students pertaining to alcohol and other drugs.

Emory prohibits the unlawful possession, use, distribution, dispensation or manufacture of alcohol or illegal drugs on Emory-owned property or at Emory-sponsored activities. Additionally, Emory holds the expectation that all of its staff, faculty and students, as well as all Emory-sponsored organizations, will comply with all applicable federal, state or local laws pertaining to the use, possession, manufacture or distribution of alcohol or illegal drugs.

Any member of the staff, faculty or student body who violates these standards of conduct and behavior shall be subject to progressive disciplinary actions and penalties. These may include expulsion from Emory academic programs, termination of employment and referral to the appropriate federal, state or local authorities for prosecution in the courts. Emory further specifies that, as a condition of employment, all of its staff and faculty will: 1) abide by the terms of this policy statement; and 2) notify, as appropriate, their supervisor, administrator, department head, dean or vice president of any criminal drug statute conviction for any violation occurring in the workplace no later than five days after such a conviction.

# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### **Substance Abuse/Drug-Free Workplace (cont.):**

Emory prohibits the unlawful possession, use, distribution, dispensation or manufacture of illegal drugs on Emory-owned property or at Emory-sponsored activities. Emory further prohibits the possession, use, distribution, dispensation or manufacture of alcohol on Emory-owned property or at Emory-sponsored activities, except as otherwise expressly permitted by this policy. Additionally, Emory holds the expectation that all of its staff, faculty and students, as well as all Emory-sponsored organizations, will comply with all applicable federal, state or local laws pertaining to the use, possession, manufacture or distribution of alcohol or illegal drugs.

Any member of the staff, faculty or student body who violates these standards of conduct and behavior shall be subject to progressive disciplinary actions and penalties. These may include expulsion from Emory academic programs, termination of employment and referral to the appropriate federal, state or local authorities for prosecution in the courts.

Emory further specifies that, as a condition of employment, all of its staff and faculty will: 1) abide by the terms of this policy statement; and 2) notify, as appropriate, their supervisor, administrator, department head, dean or vice president of any criminal drug statute conviction for any violation occurring in the workplace no later than five days after such a conviction.

Violation of this policy will result in disciplinary action, up to and including immediate termination, or, at the University's discretion, an opportunity to participate in and successfully complete an appropriate substance-abuse program in lieu of disciplinary action. Supervisors and managers should consult with Employee Relations on policies related to the implementation of disciplinary or substance-abuse referral procedures.

# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### Substance Abuse/Drug-Free Workplace (cont.):

#### Applicability

All Emory University full-time, part-time and temporary faculty, staff, and students are hereby notified that this policy will apply to all activities conducted on University-owned property and to all other University-sponsored events. This policy is distributed annually to all Emory University faculty, staff, and students.

Emory University permits the purchase and use of alcoholic beverages with University funds under certain conditions but expects individuals and organizations to take measures to prevent alcohol and drug misuse. To the extent the University approves the serving of alcohol at a University-sponsored event, faculty and staff members may consume alcohol at that event in moderation without violating this policy. The University expects that individuals and organizations will take responsibility for complying with the policy as outlined. This policy provides minimum expectations regarding alcohol and other drug prevention and services; individuals and organizations are encouraged to utilize best practices and to develop additional steps to support community safety.

#### Substance Use

The use of illegal drugs on Emory premises or in Emory-owned or leased vehicles is prohibited and will result in disciplinary action up to and including termination. Faculty and staff are discouraged from the use of illegal substances at any time. Use of illegal substances or abuse of legal substances off work time, that results in impairment at work, will result in disciplinary action or, at the discretion of the University, an opportunity to participate in and successfully complete an appropriate substance-abuse program.

The use of alcohol at work is not permitted (except under certain circumstances as specified above) and alcohol consumption off work, which results in impairment at work, will result in action described in the Impairment Section below.

# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### Substance Abuse/Drug-Free Workplace (cont.):

Faculty and staff who are taking legally prescribed and/or over-the-counter medications and report to work impaired to an extent that it affects job performance, safety or the efficient operation of work will be subject to action described in the Impairment Section below.

#### Alcohol on the Breath

Having alcohol on the breath at work raises questions concerning a faculty or staff member's competence and will not be tolerated for any faculty or staff members working in safety-sensitive positions (e.g., driving a motor vehicle, rendering animal care, etc.).

Additionally, other select work areas may prohibit alcohol on the breath. Faculty and staff should check with a supervisor regarding the application of this policy in their work areas.

#### Impairment

The direct supervisor is responsible for taking appropriate action when a faculty or staff member demonstrates impairment.

The supervisor is requested to utilize the [Impairment Checklist](#) in determining evidence of impairment. The focus of the checklist is on impairment behavior and is not utilized for any diagnostic purposes.

Upon evidence of impairment, the supervisor should follow the steps delineated below:

1. **DOCUMENT** the observed behaviors, preferably with another supervisor present. A completed, signed, and dated [Impairment Checklist](http://www.hr.emory.edu/eu/docs/impairment-checklist.pdf) (<http://www.hr.emory.edu/eu/docs/impairment-checklist.pdf>) can serve as documentation.



# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### Substance Abuse/Drug-Free Workplace (cont.):

**2. CONFRONT** the faculty/staff member in private about the observed behaviors and convey to the individual that in the supervisor's judgment, he/she appears to be impaired.

**3. DO NOT** allow the faculty/staff member to continue to work or return to work until cleared by the Faculty Staff Assistance Program (FSAP) or other designated facilities.

**4. DIRECT** or **Transport** (to ensure safety of the employee) the faculty/staff member as soon as possible to FSAP or a designated facility for assessment and evaluation.

**5. CONTACT** Employee Relations to apprise them of this situation and seek consultation. Employee Relations, FSAP and the supervisor will consult promptly to determine the best immediate course of action for the employee (e.g., transport to FSAP or another facility). If a leadership-facilitated referral is made to FSAP, the employee will be asked to sign a release of information form to authorize FSAP to exchange appropriate information with the referring resources. Thereafter, Employee Relations and FSAP will consult regarding the referral of an allegedly impaired employee. Consultations will also occur if the faculty/staff member is not cleared to return to work.

There are occasions when for-cause alcohol or drug testing will be requested of the employee. This type of request is discussed during the consultation with Employee Relations, FSAP and the supervisor who has documented impairment behavior.

NOTE: Falls, slips or injuries could be an indication of impairment. Leaders who have concern about faculty or staff should consult with FSAP and Employee Relations for direction in managing their staff safely.

# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### Substance Abuse/Drug-Free Workplace (cont.):

#### Resources for Education, Consultation and Counseling

The University sponsors several programs that provide information and professional services for its faculty, staff and students on matters related to the misuse and abuse of alcohol and drugs. These programs provide education, consultation, assessment, counseling and referral in a professional environment that respects individual confidentiality and integrity. The University maintains the Faculty Staff Assistance Program (FSAP) (404.727.4328) for faculty, staff and their immediate household family members who are benefits eligible. A brief description of FSAP follows. Please visit FSAP's website ([www.fsap.emory.edu](http://www.fsap.emory.edu)) for additional information.

#### EMORY FACULTY STAFF ASSISTANCE PROGRAM (FSAP)

The Emory Faculty Staff Assistance Program (FSAP) provides confidential, professional services for staff, faculty and leadership regarding the abusive effects of alcohol and other drugs. These services, which are provided at no cost, include education, consultation, assessment, counseling, the provision of referral resources, and clinical case management. Use of FSAP does not jeopardize an individual's employment or opportunities for promotion. Faculty and staff members are encouraged to seek assistance from FSAP before alcohol and drug problems lead to on-the-job impairment.

Clinical assessment can certify an individual's need to be placed on leave from work based on a Fitness-for-Duty Evaluation, which is coordinated by FSAP. FSAP clinicians will work in collaboration with Employee Relations to coordinate the leave.

#### Leadership-facilitated Referrals

If a faculty or staff member demonstrates impairment behavior, a leadership-facilitated referral to FSAP will occur. The supervisor will consult Employee Relations about this referral, which may result in a fitness-for-duty evaluation. In addition, the supervisor, Employee Relations and FSAP will utilize a triage team approach at the time of the referral to review the documented impairment behaviors and determine appropriate next steps.

FSAP or a designated facility will determine whether or not a faculty or staff member is impaired and will consult with Employee Relations on next steps.

# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### **Substance Abuse/Drug-Free Workplace (cont.):**

With leadership-facilitated referrals, authorization from the employee for the release of information from FSAP will be discussed when the initial referral is made. Next steps after the initial assessment may entail a comprehensive fitness-for-duty evaluation, intensive treatment, etc. These types of intervention may necessitate an employee's absence and/or restrictions from work, which may require leave time. Please note that no specific health information will be released without the faculty/staff member's authorization to do so.

If a faculty/staff member is impaired at work, it may be necessary to transport this individual to the nearest emergency room for immediate medical attention or safety procedures, including a comprehensive evaluation and treatment recommendations, and a return-to-work assessment, if the staff member is eligible to return. The faculty/staff member should not be allowed to drive a vehicle during this transport.

Emory recognizes substance abuse as a treatable condition. Faculty/staff with this problem will normally be encouraged to participate in an appropriate treatment program. FSAP is available to assist faculty and staff with referrals and the development of a rehabilitation and long-term follow-up plan.

### **Alcohol and Drug Awareness Programs**

Periodically Emory will inform faculty, staff and students about the dangers of drug and alcohol abuse in the workplace, its policy of maintaining a drug-free workplace, available drug counseling, rehabilitation and the Faculty Staff Assistance Program, as well as penalties that may be imposed for drug or alcohol abuse violations.

# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### **Progressive Discipline:**

*Policy 4.63 - <http://policies.emory.edu/4.63>*

The Progressive Discipline process is designed to be constructive and corrective and to promote employee success. It gives employees the information necessary to understand what aspect of work performance, attendance or behavior is unacceptable, identifies the improvements that are expected, and provides the opportunity for employees to demonstrate the expected improvements. The goal is to improve performance, attendance, or behavior of employees and to assist employees in taking ownership of their performance, attendance, or behavior.

Nothing in this policy and procedure, however, requires management to utilize any particular step or series of steps in disciplinary action. Management may impose any level of discipline, including dismissal, whether or not this is the employee's first unacceptable work performance, attendance or behavior and whether or not a less serious form of discipline has been imposed for any prior performance, attendance, or behavior issues.

Corrective discipline may include oral discussion, written warning, suspension without pay, investigatory suspension and/or discharge. It is the discretion of the University to bypass steps and proceed with termination of employment, depending on the issues or concerns. The employee has the right to appeal any disciplinary action through the University Procedure for Handling Complaints and Grievances (Not Involving Discrimination).

# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### Uniform Policy:

Uniforms are provided for Campus Services employees whose position requires that they wear a uniform. These employees must wear their uniforms at all times while on the job. It is the responsibility of the employee to maintain his/her uniforms and to assure that his/her uniforms and accessories are neat and clean. Shirts are to be tucked in and appropriate footwear should be worn at all times. It is the responsibility of the supervisor when new or replacement uniforms are needed to maintain his/her uniform wardrobe. All other employees should wear appropriate work attire.

There are three departments that require many employee to wear uniforms:

- Facilities Management (FM)
- Emory Police Department (EPD)
- CS Finance & Business Operations (Transportation & Parking Services)

Those who are required to where a uniform must discuss the uniform policy with there supervisors. Facilities Management employees can access to FM Uniform Policy on the Campus Services webpage or by going to the link below:

[http://campserv.emory.edu/administration/hr/uniform\\_policy\\_revised\\_030714.pdf](http://campserv.emory.edu/administration/hr/uniform_policy_revised_030714.pdf)

# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### **Equal Opportunity & Discriminatory Harassment:**

*Policy 1.3 - <http://policies.emory.edu/1.3>*

Emory University is an inquiry-driven, ethically engaged, and diverse community dedicated to the ideals of free academic discourse in teaching, scholarship, and community service. Emory University abides by the values of academic freedom and is built on the assumption that contention among different views is positive and necessary for the expansion of knowledge, both for the University itself and as a training ground for society at large. Emory is committed to the widest possible scope for the free circulation of ideas.

The University is committed to maintaining an environment that is free of unlawful harassment and discrimination. Pursuant to the University's commitment to a fair and open campus environment and in accordance with federal law, Emory cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law. Emory University welcomes and promotes an open and genuinely diverse environment.

This policy shall apply to persons who are employees and students of Emory University, vendors, contractors, guests, patrons, and other third parties participating in any Emory-sponsored event or program, whether on or off campus, and to such persons in other situations in which the respondent is acting as a member of the Emory community.

# POLICIES & PROCEDURES

## WORKPLACE CONDUCT

### Performance Management:

*Policy 4.21 - <http://policies.emory.edu/4.21>*

The performance management process offers a planned opportunity for the employee and supervisor to meet and mutually identify, discuss and document the demonstrated job performance and expectations.

### ***Campus Services Feedback & Development Process***

The Feedback & Development process is designed to identify strengths and opportunities for the employee and to develop a plan for continued growth within Campus Services. The focus of this process is to establish Roles, Responsibilities, & Expectations, set goals, and develop the employee. Each employee is encouraged to document his/her achievements for the year and identify areas in which he/she would like to develop skills. A discussion of employee development goals is part of the process and the employee and supervisor are expected to make every effort to ensure the employee has the opportunity to achieve his/her goals. We encourage employees and supervisors to meet on a regular basis to discuss the employee's progress and to identify additional training needs.



# POLICIES & PROCEDURES

## HEALTH AND SAFETY

### Work Place Health & Safety:

*Policy 4.93 - <http://policies.emory.edu/4.93>*

Emory maintains several major programs related to occupational, environmental and personal safety and health. Human Resources and Employee Health Services/Workers' Compensation have the responsibility for administering a self-insured workers' compensation program and a health and safety program. The program is administered in compliance with the Georgia Workers' Compensation Act.

Human Resources and The Workers' Compensation Department has primary responsibility for:

- evaluating and treating the initial injury
- accident investigation and prevention
- discussing the facts with the employee and supervisor
- case management
- coordinating efforts for returning an injured employee to work
- determining compensability or non-compensability of each claim
- dealing with issues of subrogation

Employees who are injured on the job must promptly notify their supervisor and report to the **Employee Health and Workers' Compensation department located at EUH, HB53 and ECLH, WWORR, 6th Floor**. The employee must fill out an **Accident/Injury Report on the Self Service page as soon as practicable**.

The priority of the health and safety program is to prevent occupationally related injury and illness.

Workers' Compensation provides a loss-of-earnings benefit and pays for authorized medical and related expenses when an employee loses time from work due to a work-related accident, injury or illness.





**EMORY**  
UNIVERSITY

Policies & Procedures

**VIII-Employee Relations**  
**Standards of Conduct**

Policy 4.62

**Human Resources**

Employee Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**POLICY**

Emory University ("Emory") pursues excellence and insists on high standards of conduct and performance. The rules expressed in the following sections are designed to maintain the positive environment which Emory strives to provide for all employees. Application of uniform and consistent standards is Emory's objective.

Listed below are some of the rules and regulations of Emory. Types of behavior and conduct that Emory considers inappropriate and which could lead to disciplinary action up to and including an unpaid suspension or termination of employment without prior warning, at the sole discretion of Emory, include, but are not limited to, the following: Failure to follow Emory's policies or procedures.

- Failure to follow established standards for requesting or reporting absences.
- Neglect of duty or failure or refusal to perform job-related duties and assignments.
- Inappropriate handling or disclosure of confidential information or records.
- Inappropriate, disruptive, discourteous or irregular behavior adversely affecting students, employees, patients, or visitors.
- Violation of the Solicitation Policy.
- Acts of physical misbehavior or acts of violence, including provoking or participating in fighting or making threats.
- Performance of duties in an irresponsible, careless, reckless, or unsafe manner or behavior not conducive to a safe and healthful work environment, which includes not adhering to the no-smoking policy.
- Noncompliance with Emory's commitment to equal employment opportunity and affirmative action.
- Commission of acts of discrimination or discriminatory harassment.
- Plea of nolo contendere or conviction for an illegal act, committed on or off the job, which adversely impacts job performance, attendance or the reputation of Emory.
- Unauthorized access, inappropriate use, or abuse of Emory's equipment or property, such as, but not limited to, copiers, computers, computer software, internet access, e-mails, fax machines and telephones.
- Sleeping on the job.
- Gambling or playing games during work hours.
- Violation of safety or security regulations.
- Refusal to cooperate with an Emory investigation.
- Tape-recording meetings or phone calls without authorization.
- Failure to obtain or maintain, within a designated time, licensure or certification credentials necessary for continuation in the job.
- Unlawful manufacture, distribution, sale, possession, or use of any controlled substance or illegal drugs regardless of where or when the conduct occurs.
- Misuse, defacement or destruction of Emory, student, employee, patient, or visitor property.
- Falsification of forms, time and attendance records, or other official records or documents, including employment, promotion or transfer documents.
- Theft or unauthorized possession, removal, destruction, or use of property belonging to Emory or a student, employee, patient, or visitor.
- Possession of firearms, weapons, explosives, or dangerous materials on Emory property unless authorized.
- Misappropriation of departmental or organizational funds.
- Non-exempt employees working overtime without advance approval from supervisor.
- Behavior harmful to the reputation and mission of Emory University. Non-exempt employees working overtime without advance approval.
- Consensual romantic or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party.



## **CAMPUS SERVICES CONFIDENTIALITY STATEMENT**

It is the policy of Emory University that any personal, financial, payroll and health related information is strictly confidential and/or proprietary information.

I understand that, in the course of my work, I may learn information which is confidential under federal and state law or which is considered confidential and/or proprietary by Emory, including but not limited to medical information, financial information, and employee and payroll information. I agree to keep confidential all such information, whether verbal, written or computerized, which I learn in the course of my work at Emory. I will not discuss personal medical history with anyone not immediately concerned with or involved with a the situation. I will not discuss organizational information with anyone who does not have a business need to know. In addition, I will not discuss confidential matters or organizational information in public areas (such as elevators, cafeterias, etc.). I will not access or attempt to access any information unless the information is relevant to my job and I am clearly authorized to access it. I understand that the logon ID, computer password, time and attendance identification number and other credentials (hereinafter 'credentials') assigned to me by Emory are to be used solely by me in connection with my authorized access to information. I understand that use of my credentials by anyone other than myself is strictly prohibited. I will not share my credentials with anyone and I will take all necessary steps to protect the confidentiality of my credentials.

I understand that the Emory University ([xxxx@emory.edu](mailto:xxxx@emory.edu)) electronic mail, including e-mail is Emory property and subject to organizational review and should be used only for business purposes. I also understand and certify that the use of my electronic or digital signature to authenticate documents is the equivalent of my handwritten signature on the documents.

I understand it is my responsibility to read and to abide by any and all policies and procedures regarding the use and distribution of information owned by Emory currently in effect or which may be implemented or revised from time to time. I understand that information access will be monitored and any violation of Emory's policies and procedures will be reported to the appropriate individual(s) and may result in disciplinary action against me including termination of employment or other affiliation(s) with Emory, as well as prosecution to the fullest extent of the law.

I understand that upon my separation, termination or non-affiliation with Emory University, I must delete any and all confidential and/or proprietary information stored on my personal media devices or in my other e-mail accounts.

**I HAVE READ THE ABOVE CONFIDENTIALITY STATEMENT AND I AGREE TO COMPLY FULLY WITH ITS TERMS**

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date





**EMORY**  
UNIVERSITY

Policies & Procedures

**VIII-Employee Relations**  
**Standards of Conduct**

Policy 4.62  
Staff Only

**Human Resources**

Employee Signature \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



# CS DEPARTMENTS



***WE ARE COMMITTED TO  
DOING THE RIGHT THING,  
THE RIGHT WAY, FOR THE  
RIGHT REASONS.***





# SENIOR LEADERSHIP TEAM



**Craig Watson**  
Assistant Vice President  
Public Safety Department



**Matthew Early**  
Vice President  
Campus Services



**Lisa Underwood**  
Associate Vice President  
Finance & Business Operations



**Sarah Lu**  
Assistant Vice President  
Real Estate



**Todd Kerzie**  
Associate Vice President  
Facilities Management



**Charlie Andrews**  
Associate Vice President  
Planning, Design & Construction

# VICE PRESIDENT OF CS

## MATTHEW EARLY



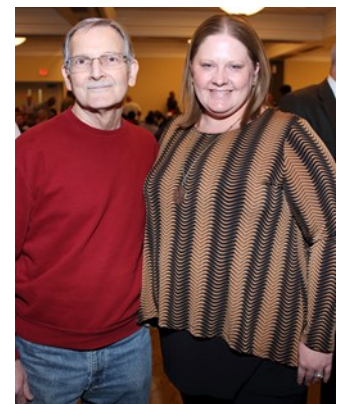
Matthew Early, Vice President for Campus Services at Emory University, oversees a division of over 800 employees in Planning, Design and Construction, Facilities Management, CS Finance & Business Operations and Police and Fire Safety. He is a professional civil engineer and a 1987 graduate of the U.S. Naval Academy in Annapolis, MD. He holds a Master of Science degree in engineering, with a minor in construction management from the University of California-Berkeley, and a Master of Business Administration from the University of La Verne.

Before joining Emory, Matthew worked for Columbia University in New York as Vice President of Facilities Operations where he was accountable for providing a full range of facilities services to the over 13 million square feet of campus. Prior to Columbia University, Matthew retired from the U.S. Navy after serving 20 years. Stationed in Florida, Hawaii and Italy, Matthew fulfilled various positions from Deputy Officer in Charge of Construction to a Public Works Officer as a Civil Engineer Corps (CEC) Officer. Matthew played an integral role in implementing GIS alternate energy projects, revamping maintenance processes to reduce critical backlog and implementing LEED construction standards at Columbia University and various Naval commands.

Matthew is committed to an environment of excellence. This commitment applies to all forms of interaction internal and external to Campus Services. Since arriving at Emory in 2010, Matthew has supported initiatives which include workforce assessment and training, increased contractor accountability, and increased transparency from leadership to workforce to customers. Matthew is dedicated to continuing the Campus Services commitment to growing Emory University's campus in a way that is environmentally sensitive, while maintaining its beauty.

*If you need to schedule an appointment with Matthew, please contact:  
**Jaqueline Linzer**, Executive Administrative Assistant to the VP of CS  
404-727-2197.*

***CHARLIE ANDREWS,  
ASSOCIATE VICE  
PRESIDENT  
PLANNING, DESIGN &  
CONSTRUCTION***



# PLANNING, DESIGN & CONSTRUCTION

## Our Organization

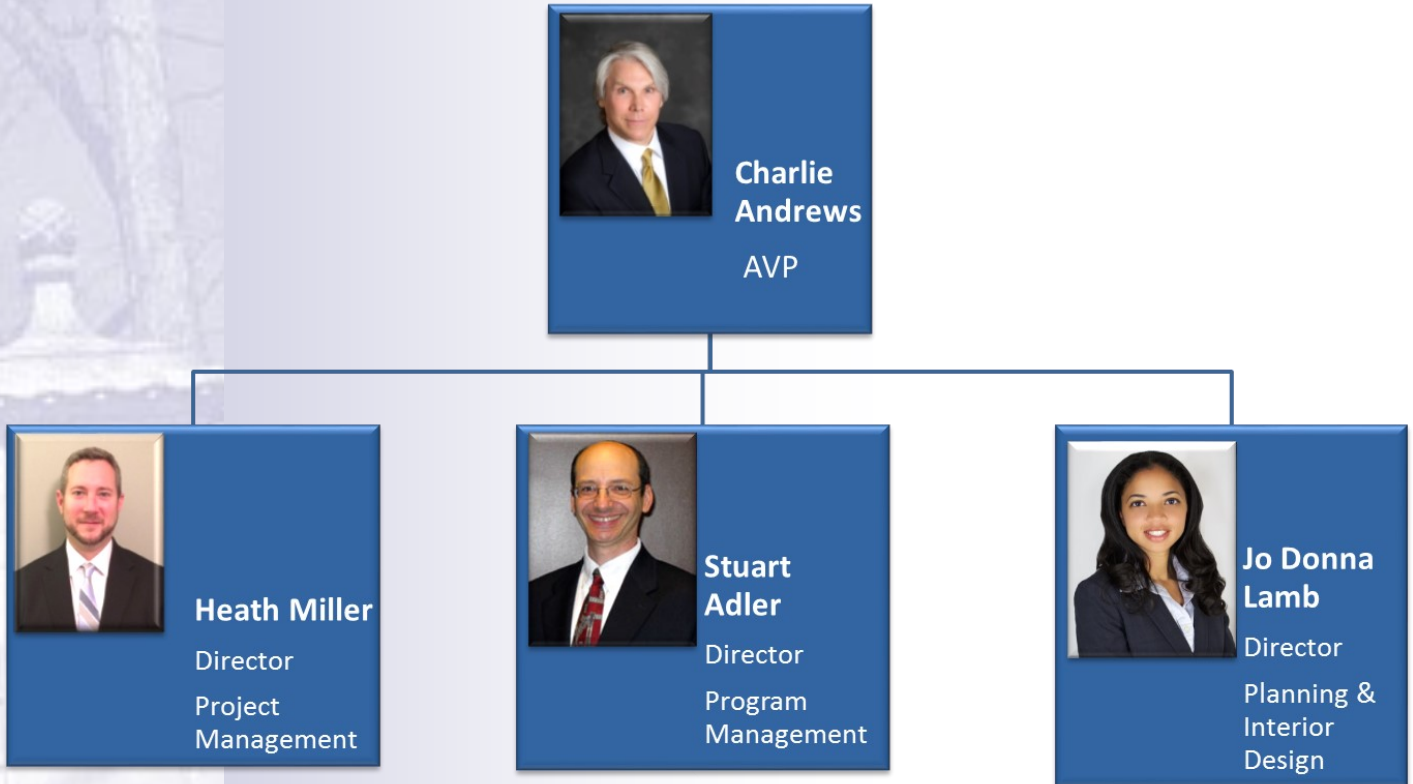
As a unit within the Campus Services Department, the office of Planning, Design and Construction (PDC) ensures that an appropriate level of stewardship for the Emory campus physical environment and infrastructure is applied to the ongoing design and development of the Emory campus. As a result of this integrated commitment, Emory is held as a model for sustainable development in higher education across the country.



Such a commitment to sustainable and environmentally conscious development demands a thorough and responsible understanding and translation of Emory's current and futures needs as a leading academic institution. Our staff of project managers, interior and graphic designers integrate their specialized areas of expertise into cohesive planning principles to ensure the delivery of projects that facilitate the University's growth and development while meeting the University's strategic sustainability goals.

# PLANNING, DESIGN & CONSTRUCTION

## PDC ORGANIZATIONAL CHART



# PLANNING, DESIGN & CONSTRUCTION

## PDC RESPONSIBILITIES

### Project Management:

- Project Planning
- Project Approvals
- Team Selection
- Project Coordination
- Design Project Management
- Procurement
- Schedule Management
- Budget Management
- Value Management
- Construction Administration
- Occupancy and Close Out



***Oxford Road Building***

### Interior Design:

- Programming



***Longstreet Means Residence Hall***

- Space Planning
- AutoCAD Assistance
- Procurement
- Furniture Installation & Coordination
- Furnishings & Finishes Selections
  - ◊ Paint/ Wall covering
  - ◊ Carpet
  - ◊ Window Treatment
  - ◊ Furniture/Fixtures (FFE)
  - ◊ Artwork
- Capital Budgeting
- Completed > \$7 million

# PLANNING, DESIGN & CONSTRUCTION

## PDC RESPONSIBILITIES

### Graphic Art:

- Maps and diagrams (2D and 3D)
- Presentation materials
- Event signage, banners, and graphics
- Sign planning and wayfinding consultation; maintaining Emory signage standards
- Exterior and interior campus sign additions and changes
- Exhibitions and displays
- Printed materials including brochures, posters, newsletters and other communications
- Advertisements and promotions of events/activities
- Environmental graphics and decorative graphics inside buildings
- Building inscriptions, memorials, and donor recognition



*Graphic Display in Woodruff Library*

# PLANNING, DESIGN & CONSTRUCTION

## SUSTAINABILITY INITIATIVES

### Green Building

According to the Southface Energy Institute, the construction, operation and maintenance of buildings produce close to 48 percent of all U.S. greenhouse gas emissions, making green building one of the most important things an institution can do to reduce its carbon footprint and impact on air quality. In 2001, Emory adopted the U.S. Green Building Council's LEED (Leadership in Energy and Environmental Design) standards as a guiding principal in all new major construction projects. Currently, all construction projects must at a minimum meet LEED Silver Certification.

### Emory's LEED buildings

The University holds the distinction of having one of the largest inventories by square footage of LEED-certified building space among campuses in America. Many buildings on campus have attained LEED certification ranging from Certified to Gold levels, including the first certified Gold LEED-EB (existing building) in the country, the Goizueta Business School in 2004, and the first LEED-certified building constructed in the Southeast in 2000 (Whitehead Biomedical Research Building).

### What is LEED building?

The LEED program was established by the [United States Green Building Council \(USGBC\)](#) to promote environmentally friendly, whole building design practices. By establishing these standards for green building, the demand for materials and supplies that are resource conscious will increase, thus, causing manufacturers to respond with more green products in the market place. Designers are encouraged to think in new and different ways to help create buildings that will conserve energy, water, and the project site's natural environment.

LEED certified buildings meet certain high standards for indoor air quality, energy and water conservation. A percentage of the materials are recycled, renewable or locally-sourced materials.



# PLANNING, DESIGN & CONSTRUCTION

## SUSTAINABILITY INITIATIVES

### **Green Space**

Emory University is a campus abundant with natural beauty, open spaces, trees and plant life. In fact, Emory's campus includes some of the most biodiverse forest inside Atlanta's I-285 perimeter. In 2004, Emory committed to:

Leave roughly half of the University's 700 acres of land undeveloped, supporting the protection of the Wesley Woods, Baker, and Lullwater forests.

Beginning in 2003, a University policy has required that campus land suffer "No-Net-Loss-of-Forest-Canopy," ensuring every time a tree is removed, trees be replanted to maintain the same forest canopy.

### **Lullwater Preserve**

Right in the middle of Emory's campus, Lullwater Preserve offers acres of green space with trees, lawns and a lake for community members to enjoy. The estate is home to an English Tudor mansion where the University president lives with, by all appearances, at least 175 wildlife species as neighbors.

### **Emory's Forest Management Plan**

Emory is committed to restoring and maintaining the connectivity of Emory's forests, particularly the natural corridor along South Peachtree Creek from Wesley Woods, through Harwood Forest and the Lullwater Preserve, within the context of its Piedmont origins.

# PLANNING, DESIGN & CONSTRUCTION

***AND WE HAVE FUN!***



# **FACILITIES MANAGEMENT**

***TODD KERZIE,  
ASSOCIATE VICE  
PRESIDENT  
FACILITIES MANAGEMENT***



# FACILITIES MANAGEMENT

## FACILITIES MANAGEMENT ORGANIZATION

We are a recognized provider of a safe, well maintained, sustainable community; we provide infrastructure support and professional services to facilitate achievement of Emory's vision and strategic plans.



# FACILITIES MANAGEMENT

## Energy & Utilities

Energy & Utilities is responsible for:

- Providing vision, leadership and direction in developing short and long term energy strategies to achieve the University's energy and carbon reduction goals.
- Engineering Services for project & design reviews
- Environmental / Safety liaison & Compliance



Utility Services:

- Ensures high quality, reliable and affordable utilities through the oversight of the utility company.
- Steam Plant
- Central Chillers
- High Voltage
- HVAC / Controls / Refrigeration
- Plumbing / Pipe Services



# FACILITIES MANAGEMENT

## Maintenance Control—Facility Operations

Operations and Maintenance (O&M) is responsible for:

- Preventative and corrective building maintenance.
- Physical appearance of building exterior and interior spaces
- Maintaining building operational systems



Maintenance Control-Facility Operations:

- Zone Maintenance
- Electricians
- Plumbers
- Carpenters
- Mechanics
- Paint Shop



# FACILITIES MANAGEMENT

## Work Management Center



*Jackie Langham, Manager  
Bridgette Jackson, Icilda Walker-  
Street, Bettye Payne & Peggy Burns*

The Work Management Center is the “hub” of Campus Services.

They process approximately 70,000 work requests per year.

Work requests are issued to perform routine, urgent and emergency maintenance requests throughout the university.

Work requests are submitted by email, phone or over the website.

The Work Management Center partners with the zone supervisors to provide exemplary customer service to the Emory community.

Their phone number is **404-727-7463**.

# FACILITIES MANAGEMENT

## Building & Residential Services

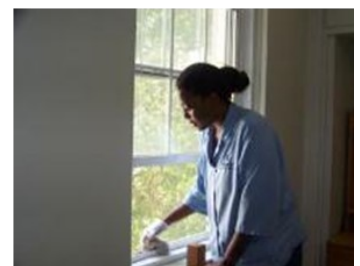
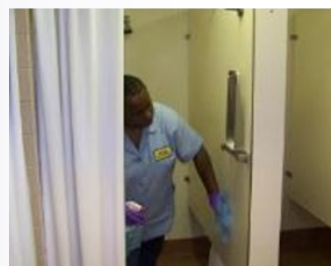
Building & Residential Services (BRS) is responsible for maintaining a clean environment:

- Classrooms
- Residential Halls, Houses
- Dining Facilities
- Research Labs
- Clinical Areas
- Common areas & offices.



BRS provides cleaning services 24 hours a day, 7 days a week:

- Leaders in environmentally conscious behavior
- Committed to reducing the impact on the environment using “green cleaning” methods and products.





# FACILITIES MANAGEMENT

## Exterior Services & Sustainability

Exterior Services & Sustainability is responsible for:

- Operational and programmatic services that support Emory's sustainability vision and goals.
- Short and long range land use management
- Waste Diversion
- Auxiliary Services



Broad array of services:

- Grounds & Landscaping
- Roads & Hardscape Maintenance
- Staging / Moving & Special Events
- Recycling / Waste Management
- Shredding
- Surplus Property Management
- Pest Control



# FACILITIES MANAGEMENT



***T- TOGETHER***  
***E- EVERYONE***  
***A- ACCOMPLISHES***  
***M- MORE***



# CS FINANCE & BUSINESS OPERATIONS



## *LISA UNDERWOOD, ASSOCIATE VICE PRESIDENT CS FINANCE & BUSINESS OPERATIONS*



# CS FINANCE & BUSINESS OPERATIONS

## CS Finance & Business Operations Departments

Campus Services Finance and Business Operations (CSFBO) Division supports business and operations within Campus Services as well as across the campus.

CSFBO is made of up five departments, listed with leadership below:

- **Transportation and Parking**
- **Finance**
- **Learning & Development**
- **Human Resources**
- **Information Technology**



**Lisa Underwood**

AVP



**Adele Clements**

Senior Director  
Transportation &  
Parking



**Tim Lawson**

Senior Director  
Finance



**Avril Occilien-Similien**

Director  
CS Learning &  
Development



**Jackie Owen**

Director  
Human Resources



**Joan Wang**

Director  
Information  
Technology

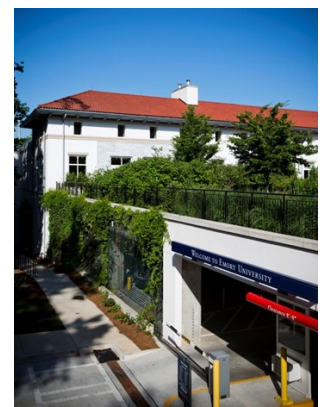
# CS FINANCE & BUSINESS OPERATIONS

## Transportation & Parking Services

Transportation and Parking Services supports and promotes the academic, research, business, and service objectives of Emory University and Emory Healthcare through effective and proactive parking and transportation operations, facilities, and programs.

The main services offered by this department include:

- Robust commute alternative programming and support  
Over 50% of the Emory community participates in a commute alternative program (transit, carpool, vanpool, cycling, park/ride, etc.)
- Operation of an extensive campus shuttle system  
Emory's system carries over 3.3 million passenger trips per year on 97,000 hours of service.
- Parking services and operations, both permitted and visitor  
16,000 parking spaces across campus located within 14 parking decks and various surface lots
- Parking enforcement programming
- Motorist Assist services
- Support for campus events
- Managing the university fleet including annual inspections



# CS FINANCE & BUSINESS OPERATIONS

## CS Finance

CS Finance provides financial and business process planning, reporting, review and guidance to all of Campus Services in conjunction with the Emory Community.

The main services offered by this department include:

- Financial and process analysis
- Budget development reporting and tracking
- Contracts administration
- Utilities administration
- Accounts payable
- Payroll processing
- Customer billing and invoicing oversight
- Service agreement oversight
- Procurement/Warehouse tracking of all orders/distribution of merchandise



# CS FINANCE & BUSINESS OPERATIONS

## CS Learning & Development

The CS Learning & Development department is responsible for the assessment of training needs, coordination, delivery and tracking of training classes for all Campus Services departments. They provide informational resources for CS employees' professional and career development. The communications function develops and maintains effective methods for distributing materials and information, both internal and external to the organization.

The main services offered by this department include:

- ⇒ Computer Skills
- ⇒ Driver Safety
- ⇒ Diversity Awareness
- ⇒ Environment, Health & Safety
- ⇒ Compliance Training
- ⇒ Leadership Development
- ⇒ New Employee Onboarding
- ⇒ Technical Training



# CS FINANCE & BUSINESS OPERATIONS

## CS Human Resources

The CS Human Resources department provides HR services and support to Campus Services which promote a work environment that is characterized by fair treatment of staff, open communications, personal accountability, trust, and mutual respect. We seek to provide solutions to workplace issues that support and optimize the strategic goals of Campus Services and Emory University.

The main services offered by this department include:

- Recruitment
- Employee Recognition
- Employee Relations
- Absence Management
- Performance Evaluation
- Salary Administration
- Organizational Planning





# CS FINANCE & BUSINESS OPERATIONS

## CS Information Technology

The Campus Services Information Technology (CS/IT) department strives to maximize the use of technology to support data-based decision making for best practices and robust business decisions while serving and building strong relationships with internal and external customers.



The main services offered by this department include:

- Applications
  - ⇒Support application
  - ⇒Manage database
  - ⇒Analyze Business Flow
  - ⇒Provide technical training
- Development
  - ⇒Mobile application
  - ⇒Web based applications
  - ⇒Specialized programs and interfaces
- Space Planning
  - ⇒Room numbering and evacuation plans
  - ⇒Campus GIS map
  - ⇒Manage construction maps and plans
- Systems support



# **PUBLIC SAFETY DEPARTMENT**



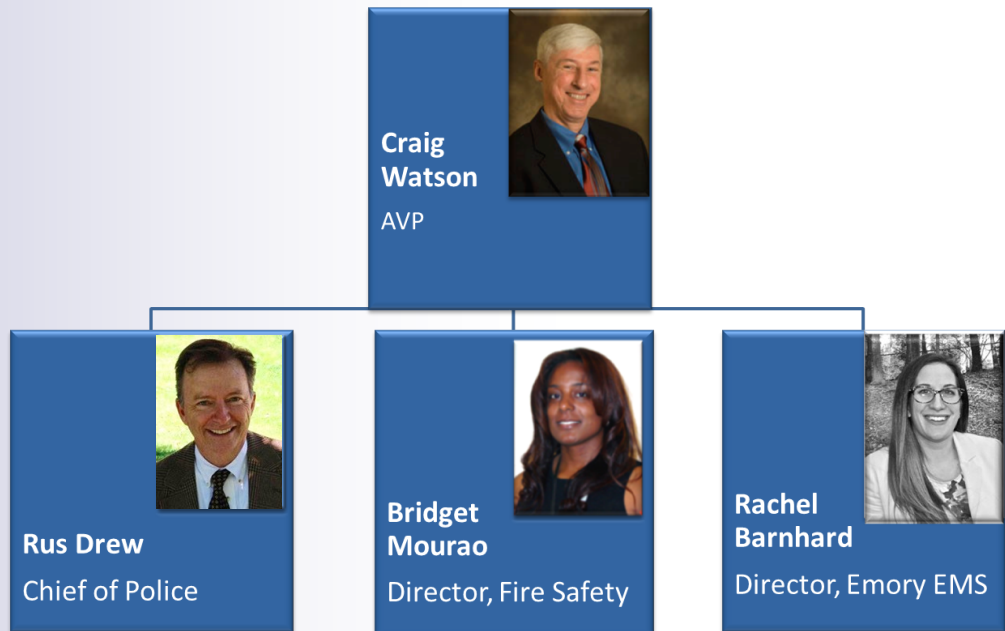
## ***CRAIG WATSON, ASSISTANT VICE PRESIDENT PUBLIC SAFETY DEPARTMENT***



# PUBLIC SAFETY DEPARTMENT

## Public Safety Department Mission

The Emory University Public Safety Department, a division of Emory Campus Services, provides a variety of services to the Emory community. We learned long ago that we cannot accomplish our goal without the cooperation and assistance of other members of the community. This is one way of helping you get to know us, just as we hope we will get to know you.



"It is the Mission of the Public Safety Department to provide professional Police, Fire Safety, and Emergency Medical Services in partnership with the community we serve."

The Emory University Police Department provides complete law enforcement services to the Emory Community which includes the Atlanta Campus, Midtown Campus, and Oxford College. The Atlanta campus includes the main academic campus, Emory University Hospital, Yerkes Primate Center, and extensive medical research and treatment centers. The Emory community includes approximately 14,000 students and 28,000 employees.

The Public Safety Department has jurisdiction both on and off Emory property and works in conjunction with the DeKalb County Police Department, the Atlanta Police Department, the City of Oxford Police Department, and other law enforcement agencies, to provide law enforcement services to the greater Emory community.

# PUBLIC SAFETY DEPARTMENT

## EPD Divisions

The Public Safety Department consists of Emergency Medical Services, the Police Department (Uniform Services, Special Services and Oxford College), Fire Safety and Electronic Security.



## Emergency Medical Services

Emory Emergency Medical Service (EEMS) is a student-operated, volunteer EMS agency that serves Emory University and the surrounding community during the academic year. Established in 1992, EEMS is the only fully operational collegiate EMS agency in Georgia. In order to staff EEMS, there is an annual in-house EMT Course that prepares students for certification and licensure at the Advanced EMT level. EEMS also has a strong commitment to community outreach and education, including teaching CPR and first aid classes. For more information, visit [www.emory.edu/eems](http://www.emory.edu/eems).



## Police Uniform Services

The Uniform Services Division is responsible for the provision of uniform police services to the Clifton Road and Emory Midtown campuses, EMS services on the Clifton Road campus, and record management responsibilities for the department. Uniform police staff provides emergency and non-emergency response service 24 hours a day. Community Service Officers provide facility security services, stranded motorist assistance, and assist with safety escorts.

## Department

# PUBLIC SAFETY DEPARTMENT

## Special Services



The Special Services Division is responsible for Police Communications, Access Control, Crime Prevention and Community Relations services, and the Criminal Investigations Division. The police communications center receives emergency and non-emergency requests for service and dispatches appropriate personnel to respond to

those requests. They monitor the department's emergency phone lines, radios, and the Blue-light phone system on campus. They also monitor over 450 alarm systems across campus and operate the emergency siren and text message system. The Crime Prevention and Community Relations unit provides a variety of crime prevention, personal safety and risk reduction programming throughout the year for staff and students at the Clifton Road, Oxford College and Grady campuses. They also manage the Police Cadet program, which hires Emory students as part-time employees to assist with programming and special events on campus. The Criminal Investigations unit provides investigative services for crimes reported as occurring at the Clifton Road, Emory Midtown, and Oxford campuses; as well as providing dignitary protection services and assisting with case management services for the University Threat Assessment Team.

## Oxford College

The Oxford College Division provides uniform police services and parking registration services for the Oxford College Campus. In addition to emergency response and patrol functions, officers provide facility security services, safety escorts, stranded motorist assistance and a variety of other community service functions. They also provide crime prevention and community relations programming in coordination with staff from



# PUBLIC SAFETY DEPARTMENT

## **Electronic Security**

The Electronic Security Division is responsible for security across the campus. Access control and the lock shop provide security of all buildings on all of Emory's campuses.

## **Fire Safety**

The Fire Safety Division of the Public Safety Department provides Fire Safety support and education services to the community. The Director of Fire Safety coordinates fire safety plans for all buildings and residence halls, develops evacuation plans, conducts fire drills, assists in construction planning, and serves as a liaison with local fire department representatives. The Director of Fire Safety also provides fire safety/education programs for the community. For additional information about available services please visit our web site at [www.epcs.emory.edu/fire](http://www.epcs.emory.edu/fire).



## **How to Contact the Public Safety Department**

### Public Safety---Atlanta Campus

404-727-6111 Emergency  
404-727-6115 Business Office  
Blue-light, call box, and elevator phones

### Public Safety ---Midtown Campus

404-686-2597 Emergency Service  
404-686-1184 Business Office

### Public Safety ---Oxford Campus

770-784-8377 Emergency  
Blue-light, call box, and elevator phones

### Web Address

[www.emory.edu/EPD](http://www.emory.edu/EPD)





# **REAL ESTATE**

## ***SARAH LU, AVP OFFICE OF REAL ESTATE SERVICES***



# REAL ESTATE

## **Office of Real Estate**

Office of Real Estate Services is responsible for overall real estate strategy, including planning management, enterprise-wide leasing strategies, acquisition and disposition of real estate assets, and the development and operation of non-academic real property at Emory University.

## **Scope of Work**

- Acquisitions
- Commercial Leasing
- Dispositions
- Easements
- For-rent
- Lease portfolio management
- Payment and collection of rents
- Payment of appropriate property taxes
- Purchases and Sales
- Record keeping of real estate files
- Third party real estate; Medical Office, Conference Center and Hotel, Cellular Technologies, Banks and Automated Teller Machines

## **Leasing**

Office of Real Estate Services assists Emory University departments who are looking for off campus space to accommodate their needs that cannot be met on campus by identifying potential locations and negotiating the lease.

## **Property Management**

Office of Real Estate Services maintains 36 residential Emory owned properties available for rent managed by two Property Management Companies. These houses are within walking distance to the Main Campus. A one year lease is required.



# CONTACT INFORMATION

## Important Contact Information

### **Benefits**

<http://www.hr.emory.edu/eu/>

Contact: Rita Calderon  
1599 Clifton Road Atlanta GA 30322  
404-727-7627

### **Compensation**

Contact: Kelli Howell-Robinson  
CS Building A  
404-727-1893

### **CS Communications**

[csccommunications@emory.edu](mailto:csccommunications@emory.edu)

Contact: Traci May  
CS Building B  
404-712.2465

### **CS Work Management Center (CS Customer Service)**

[cscsc@emory.edu](mailto:cscsc@emory.edu)

Contact: Jackie Langham  
CS Building B  
404-727-7465

### **Public Safety Department**

[www.emory.edu/EPD](http://www.emory.edu/EPD)

1784 North Decatur Road Atlanta GA 30322  
404-727-6111

### **Employee Development**

Contact: Avril Occilien-Similien or Traci May  
CS Building A & B  
404-712-9091 or 404-712-2465

### **Employee Relations**

Contact: Jackie Owen and Teara Strickland  
CS Building A  
404-712-4565

### **Faculty Staff Assistance Program (FSAP)**

<http://fsap.emory.edu>

1762 Clifton Road Ste. 1100 Atlanta GA 30322  
404-727-4328

# CONTACT INFORMATION

## **Office of Equity and Inclusion**

<http://OIEI.emory.edu>

Contact: Maurice Middleton  
404-727-9867

## **Parking Services**

**Email:** [parking.emory.edu](mailto:parking.emory.edu)

1945 Starvine Way (Clairmont Campus) Atlanta GA 30033  
404-727-7275

## **Recruitment**

Kelli Howell-Robinson  
CS Building A  
404-727-1893

## **Technical Support (IT)**

[help@emory.edu](mailto:help@emory.edu)

404-727-7777

## **Tuition Reimbursement & Courtesy Scholarships**

<http://www.hr.emory.edu/eu/>

Contact: Rita Calderon  
1599 Clifton Road Atlanta GA 30322  
404-727-7627

## **Worker's Compensation**

Contact: Chiquita Shaver  
CS Building A  
404-727-9468

## **Workplace Accommodations**

Contact: Chiquita Shaver  
CS Building A  
404-727-9468

## **WorkLife Resource Center**

<http://www.worklife.emory.edu/>

Contacts: Aaronnette McFarlin & Mary Ellen Eady  
1599 Clifton Road, Suite 5.316 Atlanta GA 30322  
404-727-8000



This *Staff Handbook* represents a profile of Campus Services (CS) and a brief summary of CS Human Resources policies, procedures, benefits, and services at the time of its publication. Full details of each policy can be found on the Emory University Human Resources web site at [policies.emory.edu](http://policies.emory.edu) and on the CS Human Resources Department web site at <http://www.campserv.emory.edu/administration/hr/policies.html>. Specific benefit plan provisions are described in greater detail in each program's *Summary Plan Description*.

Emory University reserves the right to adopt, change, or terminate any policy at any time. Emory reserves the right to terminate, suspend, withdraw, amend, or modify the benefit plans in whole or in part at any time. Further, Emory reserves the right to terminate or modify coverage for any group of employees, active or retired, and their dependents or a class of dependents, at any time.

Information completed on all employment forms must be accurate (forms include, but are not limited to, skills inventory, medical history, work permit, criminal history, job application). Continuation of employment is subject to, among other things, the availability of funds or sufficient work.

Nothing contained in any written Human Resources policies, manuals, handbooks, publications or other transmittals of Emory shall constitute or imply a contract of employment between Emory and any employee of Emory. Further, nothing stated or said, whether orally or in writing, to an employee of Emory shall constitute or imply a contract of employment between Emory and the employee. Emory reserves the right to terminate the employment of an employee at any time with or without cause and to modify terms and conditions of employment, including (without limitation) schedule, salary, and benefits.

**Signature of this form acknowledges the receipt and review of the CS Staff Handbook, which contains information not limited to the Mission, Values, Vision (MVV) statement, Standards of Conduct, Confidentiality Statement, Emory and CS policies and procedures, and job expectations.**

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(Employee Signature)

(Date)

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(Employee Name - PRINT)

