TABLE OF CONTENTS

PART 6. PERSONNEL POLICIES

Sec. 6-001. Definitions.

SUBPART 6-1
EMPLOYMENT POLICY

Sec. 6-101. Statement of Principles.
Sec. 6-102. Equal Employment Opportunity.
Sec. 6-103. Authority Retained by the Board.
Sec. 6-104. Authority to Hire Employees.
Sec. 6-105. Requirement that there be a Sufficient Unencumbered Balance.
Sec. 6-106. Reporting Requirement regarding University Staffing Levels.
Sec. 6-107. Prior Notification to Board Regarding Nominees for Vice Presidential Appointments.
Sec. 6-108. Authority to Take Corrective Action with Employees.
Sec. 6-109. Authority to Terminate Employment.
Sec. 6-110. Policy in Regard to Non-Continuance of Employment.
Sec. 6-111. Summary of the Termination and Appeal Procedure.
Sec. 6-112. Requirement of Board Approval for Collective Bargaining Agreements or Individual Employment Contracts.

SUBPART 6-2
HIRING POLICY

Sec. 6-201. Statement of Principles.
Sec. 6-202. Moving Expenses.

SUBPART 6-3
PERSONNEL TRANSACTIONS, CAREER DEVELOPMENT, APPRENTICESHIP PROGRAM, INTERIM ASSIGNMENTS, AND MODIFICATION OF WORK ASSIGNMENTS

Sec. 6-301. Statement of Principles.
Sec. 6-302. Combined Personnel Transactions.
Sec. 6-303. Promotions/Job Transfers.
Sec. 6-304. Apprenticeship Program.
Sec. 6-305. Interim Assignments.
Sec. 6-306. Exceptions.

SUBPART 6-4
NEPOTISM AND FAVORITISM

Sec. 6-401. Employment of Family Members.
SUBPART 6-5
LEAVES OF ABSENCE

Sec. 6-501. General Provisions Relating to Leaves of Absence.
Sec. 6-502. Types of Leaves of Absence.

SUBPART 6-6
POLITICAL ACTIVITY

Sec. 6-601. Statement of Principles.
Sec. 6-602. Conflict Between Political Activities and Obligations to the University.

SUBPART 6-7
PAID DAYS OFF: SICK TIME, SHORT TERM DISABILITY, PERSONAL DAYS,
FUNERAL/BEREAVEMENT DAYS, JURY DUTY, VACATION, HOLIDAYS,
AND PAID MILITARY DUTY

Sec. 6-700. Statement of Principle.
Sec. 6-701. Accrual and Use of Sick Time, and Short Term Disability.
Sec. 6-702. Advancement of Paid Sick Time.
Sec. 6-703. Paid Personal Days.
Sec. 6-704. Funeral/Bereavement Days.
Sec. 6-705. Vacation.
Sec. 6-706. Holidays with Pay.
Sec. 6-707. Jury Duty.
Sec. 6-708. Military Duty Pay.

SUBPART 6-8
INSURANCES

Sec. 6-801. Group Health, Dental and Vision Coverage.
Sec. 6-802. Group Term Life Insurance and Long-Term Disability Plan.

SUBPART 6-9
MEDICAL EXAMINATIONS

Sec. 6-901. Required Examinations – President, Vice Presidents, and Academic Deans.
Sec. 6-902. Other Required Examinations.
Sec. 6-903. Costs and Purposes of Examinations.
SUBPART 6-10
TUITION BENEFITS

Sec. 6-1001. Tuition Benefits Program.

SUBPART 6-11
RETIREMENT

Sec. 6-1101. Retirement Plans.
Sec. 6-1102. Notice of Retirement.
Sec. 6-1103. Emeritus Policy.

SUBPART 6-12
CONSULTING ACTIVITIES

Sec. 6-1201. Outside Consulting Activities.
Sec. 6-1202. Scope of this Subpart.

SUBPART 6-13
EXERCISE OF RIGHTS AS CITIZENS

Sec. 6-1301. Rights as Citizens.

SUBPART 6-14
TAX SHELTERED ANNUITY PROGRAM

Sec. 6-1401. Definition.

SUBPART 6-15
KENDALL COLLEGE OF ART AND DESIGN
OF FERRIS STATE UNIVERSITY

Section 6-15001. Definitions.

6-151
Employment Policy

Sec. 6-15101. Statement of Principles.
Sec. 6-15102. Equal Employment Opportunity.
Sec. 6-15103. Authority Retained by the Board.
Sec. 6-15104. Authority to Hire Employees.
Sec. 6-15105. Requirement That There Be a Sufficient Unencumbered Balance.
Sec. 6-15106. Requirement of Board Approval Before Exceeding Established Staffing Level.
Sec. 6-15107. Prior Notification to Board Regarding Nominees for Vice Presidential Appointments.
Sec. 6-15108. Authority to Take Corrective Action with Employees.
Sec. 6-15109. Authority to Terminate Employment.
Sec. 6-15110. Policy in Regard to Continuation of Employment.
Sec. 6-15111. Requirement of Board Approval for Collective Bargaining Agreements or Individual Employment Contracts.

6-152  
Hiring Policy

Sec. 6-15201. Statement of Principles.
Sec. 6-15202. Moving Expenses.

6-153  
Personnel Transactions, Career Development, Apprenticeship Program, Interim Assignments, and Modification of Work Assignments

Sec. 6-15301. Statement of Principles.
Sec. 6-15302. Combined Personnel Transactions.
Sec. 6-15303. Promotions/Job Transfers for Administrative Support Positions.
Sec. 6-15304. Apprenticeship Program.
Sec. 6-15305. Interim Assignments.
Sec. 6-15306. Exceptions.

6-154  
Nepotism and Favoritism

Sec. 6-15401. Employment of Family Members.

6-155  
Leaves of Absence

Sec. 6-15501. General Provisions Relating to Leaves of Absence.
Sec. 6-15502. Types of Leaves of Absence.

6-156  
Political Activity

Sec. 6-15601. Statement of Principles.
Sec. 6-15602. Conflict Between Political Activities and Obligations to the University.
6-157
Sick/Short-Term Disability Leave, Funeral Leave, Vacation, and Holidays

Sec. 6-15701. Accrual and Use of Sick/Short-term Disability Leave.
Sec. 6-15702. Funeral Leave.
Sec. 6-15703. Vacation.
Sec. 6-15704. Holidays With Pay.
Sec. 6-15705. Jury Leave.
Sec. 6-15706. Military Duty Pay.

6-158
Insurances

Sec. 6-15801. Group Health, Dental and Vision Coverage.
Sec. 6-15802. Group Term Life Insurance and Long-Term Disability Plan.

6-159
Medical Examinations

Sec. 6-15901. Required Examinations – President, Vice Presidents, and Academic Deans.
Sec. 6-15902. Other Required Examinations.
Sec. 6-15903. Costs and Purposes of Examinations.

6-1510
Tuition Benefits

Sec. 6-151001. Tuition Benefits for Full-time Employees.
Sec. 6-151002. Tuition Benefits for the Spouse and/or Dependents of Eligible Employees.

6-1511
Retirement

Sec. 6-151101. Retirement Plans.
Sec. 6-151102. Notice of Retirement.
Sec. 6-151103. Emeritus Policy.

6-1512
Consulting Activities

Sec. 6-151201. Outside Consulting Activities.
Sec. 6-151202. Scope of this Subpart.
6-1513
Exercise of Rights as Citizens

Sec. 6-151301. Rights as Citizens.

6-1514
Employee and Student Dignity

Sec. 6-151401. Employee and Student Dignity.
Sec. 6-151402. Consensual Relationships Between University Employees and Between University Employees and Students.
Sec. 6-151403. Importance of Free and Open Discussion.

6-1515
Tax Sheltered Annuity Program

Sec. 6-151501. Definition/Scope.