University Handbook Updates Released in New Format

Human Resources has released handbook updates in a new format that allows for more search capabilities. The handbook can also be downloaded in a fully searchable PDF version. You can access the University Handbook at [www.handbook.usi.edu](https://handbook.usi.edu/). Below are the revisions to the University Handbook effective August 2020.

* Item III: Conditions of Employment
  + Updated language to dates of notification, based off contract type, in the case of non-reappointment
  + Updated language to state that consideration for continuous appointment is contingent upon the completion of no less than six years of full time service instead of seven years.
  + Removed statement that faculty members who are serving a probationary period may not submit applications for promotion until the final year of probation.
* Item III: Outside Services Performed by Faculty Members
* Updated language that faculty member’s compliance with general rules governing engagement in outside services for which there is payment or reimbursement shall be the joint responsibility of the individual faculty member and his/her department chair instead of dean, and the provost.
* Updated language to include that consulting is permitted provided the faculty member’s full time obligation to the University is met.
* Added language stating the academic activities of students and postdoctoral scholars must be free from the personal commercial and consulting interests of the faculty member.
* Added language stating if a faculty member serving as a consultant to an outside agency or company requires the use of University facilities and/or equipment for purposes of the consultantship, such usage shall only be with permission of the department chair or dean.
* Added language that preferential access to research results, materials or products generated from University teaching or research activities may not be provided to an outside entity for personal financial gain.
* Added language that confidential information acquired through conduct of University business or research activities may not be used for personal gain, or to grant unauthorized access to others; confidential information includes any information that comes into your possession as a result of your employment by the University that is not broadly available to the general public.
* Removed statement that these guidelines are based upon an agreement of the state universities reached in 1966. It is interpreted to mean that appropriate outside activities should normally not exceed an average of one day a week during the period when a member of the teaching faculty is on the payroll; in conformity with the spirit of this policy, extra compensation shall total to no more than 20 percent of regular compensation during any academic year or during any summer session in which a member of the teaching faculty is employed full-time by the University.
* Updated language that commercial activities, private employment, or other outside work for reimbursement not related to the University assignment shall not be undertaken without documentation and specific authorization by the department chair instead of the department chair and dean.
* Added language that in the event that a question arises about the conflict of outside work with effective service to the University, the faculty member is responsible for consulting with their respective department chair and dean. The decision by the dean, subject to review by the provost, shall be final on this point.
* A.1: Historical Background
  + Language change to Mission and Vision
* A.2: Organizational Chart
  + Updates to organizational chart structure
* A.5 : Great Lakes Valley Athletic Conference (GLVC)
  + Update to schools included in the conference
* B.1: Equal Opportunity Statement:
  + Updated protected class information
  + B.3: Employee Categories:
  + Updated to state that there are five employee categories to include faculty, administrative, support, casual and seasonal.
* B.4: Employee Groups: Faculty:
  + - Removed language pertaining to semester length employees.
    - Removed language stating pay rate schedules are available in the Office of the Provost
    - Updated language to state that part time faculty are employed on an academic year basis and carry a teaching load equivalent of fewer than twelve semester hours and work fewer than 29 hours per week.
* B.5 Employee Groups: Administrative/Support Staff
* Updated language to state that Temporary Administrators can remain temporary for a period of two years.
* Temporary administrators receiving an assignment beyond two years shall no longer be considered a temporary employee but shall be considered a Regular Full-Time Administrator or Regular Part-Time Administrator, based upon the number of hours worked.
* Updated to state that Temporary full-time support staff employees are in non- exempt (overtime eligible, hourly paid) positions are to be employed for six months or less.
* B.9: Employment of Minors:
  + Updated language to reflect state law regarding employment of minors
* B.11: Outside Employment
  + Updated to include that authorization for outside employment must come from the immediate supervisor instead of director
* B.12: Nepotism:
  + Updated language to include seasonal employees
* B.14: Sponsored Employment-Based Nonimmigrant and Permanent Residence Policy
  + New policy
* B. 17: Promotion or Transfer
  + Updated information on how to apply for open positions
  + Added USI Employment website opportunities
* B.21: Exit Interview
  + Added language that payroll deadlines may impact when exit interviews can be scheduled
* C.1: Benefit Programs and Eligibility
* Updated benefits across all benefits summary tables (Faculty, Administrative, and Support) to include voluntary hospital indemnity, voluntary accident, and voluntary critical illness coverage.
* C.2: Health Insurance Programs
* Updated definition of “children” to remove children who are dependent on the parent during the waiting period before adoption.
* Updated language to state that marital status changes and the addition of dependents must be reported with 31 days of qualifying event in order for coverage to be effective on the date of change.
* C.4: Life Insurance
* Updated to include that the University offers “Additional” term life insurance
* Removed language that states the amount of insurance reduces to the lesser of $5,000 or 25 percent at age 80.
* C.5: Disability Benefits
* Updated name from Public Employees Retirement Fund (PERF) to Indian Public Retirement System (INPRS) throughout the policy.
* C.6: Retirement Policy
* Updated to state the early retirement benefit period may not start earlier than July 1 or January 1 following the attainment of age 60 or later than July 1 following the attainment of age 65.
* Updated to state early retirement may begin with any fiscal, academic or calendar year following attainment of age 60.
* C.7: Retirement Plans
* Updated throughout policy to read TIAA instead of TIAA-CREF
* Updated to read that credit for prior participation and immediate eligibility to participate based upon prior participation are both contingent on the receipt of acceptable proof of such participation by the Executive Director of Human Resources or the Benefits Manager within 60 calendar days of the first day of employment.
* Updated to include that the Public Employee’s Retirement Fund (PERF) is now the Indiana Public Retirement System (INPRS).
* All references to PERF throughout the policy were changed to INPRS.
* Updated to state that all employees of the University participate in the Social Security program with the exception of students who qualify to participate in the student worker program and some foreign nationals.
* Updated to include that beginning January 1, 2020 the University is offering a post- tax 403 (b) Roth option.
* C.10: Banking Options
* Updated Evansville Teacher’s Federal Credit Union phone number to 800-800-9271.
* C.11: Fee Waivers and Course Enrollments
* Updated the fees that receive a percentage waiver to include all mandatory fees, all program fees. all lab fees, all transportation and parking fees, student activity fees, counseling service fees, and online learning fees. Also states that if the fee is not one of the fees listed above , then it is not eligible for the fee waiver.
* Updated to state that Section 117 of the Internal Revenue Code authorizes educational institutions to provide qualified tuition reduction for its employees, eligible retirees, and certain associated individuals (spouses and dependent children). Section 117 allows fee waivers for undergraduate level courses taken by eligible employees and retirees (along with spouses and dependent children) to be excluded from taxable income.
* Updated to state Section 117 allows fee waivers for graduate level courses taken for credit toward an undergraduate degree to qualify for exclusion.
* Updated to state Section 117 allows fee waivers for graduate level courses taken by an eligible employee who is a teaching or research assistant to be excluded from taxable income.
* Updated to include that Section 127 of the Internal Revenue Code authorizes employers to provide educational assistance programs for employees and retirees. Section 127 allows an eligible employee or retiree to receive fee waivers of up to $5.250 per calendar year for graduate level courses not taken for credit toward an undergraduate degree to be excluded from taxable income. Fee waivers above the $5.250 limit are treated as taxable income.
* Updated to include that Section 127 educational assistance is an employee/retiree benefit; therefore, fee waivers for graduate level courses taken by a spouse or dependent child of an eligible employee or retiree are treated as taxable income to the associated employee or retiree, unless the graduate level course is taken for credit toward an undergraduate degree.
* Updated to include that the above tax treatment is only applicable to courses taken at University of Southern Indiana.
* Updated language to state that eligible employees, employed by the first day of class and enrolled in courses at the University of Southern Indiana may receive a waiver of full fees for undergraduate and graduate courses.
* Updated language to state that spouses of eligible employees may receive a waiver of 75 percent of student fees (as listed in a-g of the policy) for undergraduate and graduate courses.
* Updated language to state that dependent children of eligible employees may receive a waiver of 75 percent of student fees (as listed in a-g of the policy) for undergraduate and graduate courses . Dependent children will receive a maximum of 75 percent of applicable tuition and fees even if more than one parent is a benefit-eligible employee at the University.
  + Removed Children’s Learning Center from the policy
* C.13: Children’s Learning Center
  + Removed policy
* E.1: Salaries and Compensation
  + Added la: nguage that it is University practice to allow qualified support and administrative staff to teach graduate or undergraduate courses. However, internal employees are not given preference for teaching appointments based on their current employee status. A full-time staff member shall not teach more than 6 credit hours per semester, unless Provost and respective Vice President approval is granted.
  + Removal of language stating maximum salary that can be earned during the summer term is 30 percent of the academic year base salary and that the maximum number of hours compensated during any one summer session is six.
* F.1: Sexual Misconduct and Relationship Violence Policy
  + Replaced policy with updated Sexual Harassment Policy
* F.2: Equal Opportunity and Non-Discrimination Policy
  + Updated policy to incorporate regulations by Department of Education
* F.3: Tobacco-Free Policy
  + Updated what is considered tobacco under this policy
* F.15: Priorities for Use of University Buildings and Facilities
  + Added that classroom space is released for campus reservations after one week in the Summer sessions
  + Various formatting changes
  + F.20: University Communications and News Media Policy
  + Updated policy title
* F.22: Campus Solicitation Policy
  + Various language and formatting changes
* F.29: Posting/Chalking Policy
  + Various changes
* F.44: Background Checks for Faculty and Staff
  + Added language that in rare circumstances the Executive Director of Human Resources, in consultation with the President, may make an offer of employment contingent upon completion of satisfactory background check results.
  + Removal of information regarding required criminal background checks every 5 years for faculty and staff in child access positions.
* F.48 Child Protection Policy
  + Updated the process including how to conduct sex offender registry checks and removing requirement of criminal history check every five years for all employees or volunteers working/volunteering with minors.
* F.50: Alcohol Policy at Sponsored Events
  + Added Screaming Eagles Arena to list of buildings or venues in this policy
  + Minor formatting changes
* G.13: Creative and Print Services
  + Reformatted policy with updated headers
  + Various language changes

Thank you for keeping up to date with University policies and procedures.