

Personnel Policy and Procedure Manual

Welcome to the Prevention Research Center! This Employee Handbook is to be used as a guide to provide a safe, healthy and courteous workplace environment for all PRC employees.

Prevention Research Center Team Structure

PRC operates in the spirit of *teamwork*. All employees are considered important team members. Everyone brings different strengths to the team and all contributions are valued. Our ability to work together, problem solve, and share in the mission is our greatest asset. Together we set goals and create visions. The PRC Team consists of faculty, staff, and students from numerous academic departments.

Day-to-day Operations

Office Hours

The official business hours of PRC are 8:15 am to 4:45 pm, Monday through Friday. Full-time university employees are required to work a 7.5 hour day and are allowed one hour for lunch. The specific hours worked by an employee may be different than the PRC official business hours to meet the demands of certain projects, deadlines, grants, events, and/or team needs. Furthermore, overnight travel within WV or in other states may be required for some employees. PRC team members will always be notified in advance if hours change or if travel is needed. The PRC strives to accommodate the needs of its employees, thus flex-time is an option. Schedules must be approved by the Director or Deputy Director in advance.

Personnel Processing

On your first day, please see Susie Martin the Office Administrator in room 3820B for specific directions on personnel processing. Be sure to have a photo ID and social security card available on your processing day. Please see Kathy Kirk, the Senior Office Administrator, in room 3841 for additional employee forms.

Below is a list of who to see to get some of the basic items you will need as a new employee. (If you are part of the T2R2 team please see Kim Host.)

Item

Key to office
TID for Long-Distance Calls
E-mail Account
Timesheets
Mailbox

Contact Information

Crystal Toth (CMED)
Susan Martin
Crystal Toth
Kathy Kirk
Georgia Mullens

PRC Office Policy for Graduate Assistants

PRC Philosophy: The PRC values highly the opportunities that we can provide to graduate students. We believe that GAs are junior colleagues. Consistently, PRC faculty and staff will work closely with each GA to maximize the fit between PRC project needs, and student professional development and career goals. The PRC commits to an intellectually challenging, positive, and collegial work environment. All GAs will receive mentoring and supervision by one or more faculty/staff, depending on project needs and student educational level, experience, and interests. We expect all GAs to demonstrate high levels of performance, a strong work ethic, and team spirit. We encourage independence, initiative, and innovation.

Work schedules

PRC Graduate Assistants (GAs) are required to work 20 hours per week when WVU classes are in session. GAs will submit a schedule at the beginning of each semester for approval. GAs are expected to show up on time and keep schedule changes to a minimum.

During University breaks (Thanksgiving, Christmas, Spring Break, etc.) GAs will not be expected to work. Please check the WVU **academic** calendar for exact dates (available at: <http://www.hr.wvu.edu/holidays.cfm>).

GAs will be required

- to report to their supervisor or other designated staff person when arriving and leaving;
- to make voice contact (no messages) with their supervisor when they will not be in the office at the scheduled time;
- to attend meetings (as scheduled).

Failure to comply with this policy will result in disciplinary action.

Sick Leave

GAs are required to make up hours missed for sick leave within 2 weeks.

Annual Leave

After a GA has worked for PRC for 2 consecutive semesters he/she is entitled to one week of paid summer vacation time to be approved by the supervisor, dependent on project deadlines.

In the event that a GA needs additional time off, all hours **MUST** be accumulated in advance. Additional time must be approved by supervisor at least 2 weeks in advance. Approval from the supervisor will depend on project deadlines.

Parking

Parking is very limited at WVU and on the Health Sciences campus. There is an annual parking fee for space in Lot 81 (known as “the pit”). You may pay the fee up front or arrange for payroll deduction. Shuttle service is provided from the pit to and from HSC. Contact Cathy Patterson located in Room G350 on the ground floor of HSC-S to obtain a permit. Parking Management (293-5502) is located at 3040 University Avenue in the PRETE building.

Office Keys

Contact Crystal Toth in the Department of Community Medicine to get your office key.

Work Space

Every employee has a designated work area. Since space is at a premium at the HSC, respect for space restrictions is important. Your supervisor will assign work space during your first day of work. All stations are equipped with supplies, computers, printers or printer access, and Internet access.

Supplies/Equipment

General office supplies (pens, pencils, disks, paper, etc.) are available to all PRC members. When you need supplies, please inform Georgia Mullens in room 3820; the Director must approve other equipment. Remember, misuse of supplies can become costly, so please be prudent.

Communications

The PRC has identified a number of mechanisms to ensure communication and accountability, particularly around data issues. These will be discussed with employees as needed.

Lunch

Lunch time and location is determined by the individual, but should be taken between the hours of 10:30 am and 2:30 pm.

Breaks

Breaks are determined by the individual. At the present time, we don't monitor breaks – use your best judgment. Employees are permitted one ten minute break in the morning and the second ten minute break in the afternoon.

After Hours Work Policy and Security Issues

No one is to be in the office after 6:30 p.m. without supervisor approval. Supervisor approval is also required for weekend hours. If you plan to work in the evening or on the weekend, make sure to let someone know where you are and how long you plan to spend in the office.

When you leave for the day

- Make sure to turn your computer off.
- Make sure to lock confidential files.
- Make sure all office doors are locked.

GroupWise

When you will be away on business please make sure to note this on your GroupWise calendar and e-mail Geri Dino, Susie Martin and your supervisor. When you wish to use Annual Leave please note the dates on your GroupWise calendar (and remember to get prior approval from you supervisor).

Using your GroupWise calendar is very important. It helps us keep track of where everybody is. Please see Georgia Mullens to get proxy to the PRC calendar. This helps staff keep track of deadlines. For personal information please use the task section.

Absence from Work

Employees must inform or request permission from their supervisor in person or by phone (no messages) regarding late arrival, early departure, annual leave, or other schedule changes. An employee may send an e-mail if the request is made in advance (not the same day). Employees are expected to notify all relevant personnel of changes in arrival, departure, and annual leave. If the supervisor is unavailable, the employee must inform the Director, Associate Director, or Co-PI, (in that order).

Time Sheets

All employees must complete time sheets and have them signed by their supervisors. Time sheets must be turned in to the Susie Martin, the Office Administrator, by the 15th/16th, and the 30th/31st of each month.

Paychecks

Employees are paid twice a month. If a month has thirty calendar days, payday will be on the 15th and the 30th of the month. If a month has thirty-one calendar days, payday will be on the 16th and 31st of the month. If the scheduled payday occurs on the weekend, the paycheck will be issued on the preceding Friday. Please see the Administrative staff for specific directions on financial processing.

Travel

All employee travel must be pre-approved by the PRC Director. Employees seeking pre-approval must: (a) submit a proper 'request for travel' form, (b) provide a brief summary of the reason for the travel, and (c) provide an estimate of the cost. Request for travel should be submitted at least 1 month in advance (more notice if time permits) on the required travel authorization form. The Director will approve or deny travel within a week of submission. If for some reason the PRC cannot approve a travel request and the employee wants to pay for it on her/his own, the Director may support time out of the office. The PRC Director will decide who may attend conferences using PRC funds. The PRC will not support travel for projects unrelated to PRC functions.

All WVU employees, students and grad students who drive a WVU vehicle, rental vehicle, or personal vehicle while on WVU business are required to take a computer-based online driver safety training course. Please visit the EH&S website <http://www.wvu%7Eehs/> and click on Driver Safety Training in the upper right hand

corner. Once completed send your name and the date that you completed the course to Crystal Toth at ctoth@hsc.wvu.edu or 293-0760.

Travel Reimbursement and Expense Reimbursement

All purchases must have prior approval from Susie Martin. In order to be reimbursed for PRC-related purchases, or travel and expense reimbursement, employees must complete the appropriate reimbursement form and provide proper back-up and justification for the purchase, travel or general expense (i.e. original receipts, invoices, etc.). The completed paperwork is submitted to the PRC Office (see Georgia Mullens). (ALL FORMS ARE LOCATED IN PRC OFFICE ROOM 3820-A IN THE FILE HOLDER BESIDE THE FAX MACHINE.)

If forms are not complete or back-up material not furnished, they will be returned for completion and collection of back-up materials. Completed paperwork should be resubmitted to Georgia Mullens. All receipts must be signed. If you used a Procurement card for any portion of the travel you must submit copies of receipts to Georgia Mullens.

Procurement Card

If it is determined you will need a Procurement card please see Kathy Kirk for forms. Before you receive your card, an online training class on procedures and allowable expenses must be taken. Please pay close attention to the rules. It is your responsibility to adhere to rules of usage. If these rules are not followed, the Procurement card may be revoked.

Dress and Grooming Codes

All employees are expected to be suitably dressed and groomed during working hours or when representing the PRC or the University. We request that you present a professional, competent, and courteous image consistent with School of Medicine policy.

Behavior, Equal Employment Opportunity, and Affirmative Action Policy

Generally, employees are expected to comply with state and federal laws and regulations related to individual rights, business operations and procedures, health and safety, conflict of interests; and to comply with Board of Trustees (BOT) and University regulations, rules, and policies and procedures. Employees will be treated with respect and dignity (by supervisors and other employees) and are entitled by statute and policy to file a grievance for work-related disputes without fear of retaliation.

All PRC team members are expected to:

- Work their scheduled hours
- Be punctual
- Behave in a civil, courteous, and professional manner
- Treat others with respect
- Avoid behavior that might be construed as sexual harassment
- Avoid behavior that might be construed as discriminatory

According to WVU policy, those in positions of supervisory authority have a special responsibility to discourage sexual harassment and all forms of discrimination. Those in violation of this policy are subject to disciplinary action that may include sanctions as severe as discharge of an employee or expulsion of a student. In addition, acts of sexual harassment and/or discrimination that constitute sexual battery or other violations of criminal law will be referred to the appropriate authorities for prosecution. All faculty and supervisory staff are urged to become familiar with the University's policy on discrimination and sexual harassment as outlined in the University Affirmative Action Plan. For more information, please visit www.wvu.edu/~socjust.

If you are concerned about or have problems related to PRC personnel, we encourage you to speak with your immediate supervisor and/or the PRC Director. The Director has an "open door" policy.

Complaint Procedures

Any applicant for employment, current or former employee, or student at WVU may file a discrimination complaint with the Affirmative Action/Equal Employment Opportunity (AA/EEO) Office. For other issues of harassment or discrimination, individuals may contact WVU's Office of Social Justice. For more information visit the web-site: www.wvu.edu/humanres/employmentandrecruitment.shtml#aaeo.

Solicitation

Solicitation and selling of products and articles on University property, owned or leased, is prohibited except by organizations and groups directly affiliated with and recognized by WVU, and authorized by written approval of the Institution's President or designee.

University Property

According to WVU policy, University programs, personnel, time, titles and property, including equipment, systems, vehicles, information, supplies, and office space, are to be used in conducting authorized business of the University and PRC. All equipment must be tagged and logged as required per CMED policy.

Confidentiality

Private information protected under policy or law, such as research subject files and records; certain financial records; personnel files; patient information; student information; and mailing lists are to remain confidential. Such information may be disclosed, viewed or copied only with proper authorization and must be disposed of in a manner which retains this confidentiality. Furthermore, none of the above information or any other product of PRC may be taken out of the office without explicit permission from the Director. Willful disclosure, viewing, or copying of private information without authorization may result in disciplinary and/or legal consequences. PRC takes the issue of confidentiality very seriously.

Security

Employees are responsible for securing the office, room, equipment and keys assigned to them for work-related reasons. WVU police check the building daily to ascertain security. Please make sure you lock the door, turn off computers and other equipment, and turn off

lights, especially if you are the last person to leave the office. Also, costs incurred by PRC as the result of unauthorized or misuse of university property, such as but not limited to personal telephone calls, will be recovered from the responsible employee.

Evacuation Plan

The School of Medicine has designated the Area 80 parking lot behind the Health Sciences Center (across from Chestnut Ridge Hospital) as the rallying point for faculty/staff located in the rear of the building. Core Administrative staff will check to see that everyone has left of the office area. Please be sure to follow the rules for clearing the building. Roll call will be taken.

At the time of the alarm, faculty, staff, and students should evacuate the building immediately and meet in Area 80 parking lot near the ropes course fence. Elevators are not to be used. Turn off all lights and take keys, purses, and appropriate clothing. Lock the office/labs doors. If faculty, staff or students are not in close proximity to their office/labs, they are NOT to go to their office/lab for personal belongings before exiting the building. Remain at the designated rallying point until the 'all clear' has sounded. It is important that everyone follow the rules when the fire alarm sounds. This is for your safety and is required by WVU.

Drug-Free Workplace Policy and Procedures

All employees of the PRC and WVU, including faculty, classified and non-classified staff, administrators, and student employees, must comply with the Drug-Free Workplace Act of 1988 (Public Law 100-690 Title V, Sub-title D, 41 U.S.C. 701 et. Seq.). Visit the drug-free workplace policy and procedure web-site at: www.wvnet.edu/drugfree.shtml.

Prohibitions

- The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace.
- Reporting for work under the influence of a controlled substance is prohibited.

Consistent with WVU policy, every employee shall abide by the terms of this policy and notify their supervisor of a conviction on drug or alcohol related charges resulting from any activity occurring in the workplace or on any University property no later than five days after such conviction. Any employee found in violation of this provision is subject to disciplinary actions, including dismissal, and may be required to participate in drug abuse assistance or drug rehabilitation programs.

No-Smoking Policy

Smoking tobacco is prohibited in all buildings and facilities of the University. Smoking is also prohibited in any motor vehicle owned, leased, or otherwise operated by the University.

Other

Communications

All members of PRC have access to phones, fax and e-mail. Phone T.I.D. numbers and e-mail accounts will be assigned to each team member.

The main number for PRC is 304-293-8612.

The fax number for PRC is 304-293-8624.

The office mail box is in the main office (room 3820). mail will be posted once in the morning and once in the afternoon. Put outgoing mail (on or off campus) in the tray in front of the mail box in the main office or drop it off in the CMED mail room. Please ask administrative staff for a copy of the Campus Directory.

PRC Website Maintenance

PRC Webmaster: Alex Lubman

PRC Web Team: Leesa Prendergast, Georgia Mullens

The PRC Webmaster is responsible for keeping the PRC website current and error free to the extent possible. This will be accomplished through periodic (at least monthly) updates and 'gentle' scans. The webmaster will perform thorough reviews of the website bi-annually, following mid-year and final PRC Information System reporting.

The PRC Leadership will be responsible for providing information to keep the PRC web site current. PRC Leadership will be given the opportunity at monthly Leadership Team meetings to provide suggested changes/edits to the website. In addition to Leadership Team meetings, suggested updates/changes can be submitted to the Webmaster at any time. The PRC Leadership is encouraged to submit updates regarding new funding awards, project highlights, personnel changes, news and upcoming events.

The Associate Director of Community Development will review posted updates and will approve (in advance) atypical requests for postings to the PRC web site.