WKU

College of Health and Human Services

Staff Handbook

2019

Staff Handbook– CHHS

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Welcome

Welcome to the College of Health and Human Services! We are delighted to have you as part of the CHHS team! Although you may be new to the College, this handbook is designed to place a lot of valuable information at your fingertips to help provide a seamless transition into your new position. I encourage you to take the time to read through this manual and to familiarize yourself with the procedures and the resources that are available to you as an employee of the College of Health and Human Services (CHHS) and WKU.

Currently operating as the largest college on campus, CHHS has a great number of employees servicing the students of CHHS. I encourage you to step outside of your department to meet other faces and contacts not only within our college but also within WKU. Partnering with colleagues in other departments and colleges strengthens the pride for our school and better equips us to be knowledgeable about all facets of this wonderful institution. As Aristotle once said, "The whole is greater than the sum of its parts". Together, as a team, we can embody the missional role of WKU: prepare students of all backgrounds to be productive, engaged, and socially responsible citizen-leaders of a global society.

We each have a specific role that will help support the mission of WKU. Identifying your unique talents is the first step in your new role. Once you know your talents and the tasks at hand, you will then know how to strategically target your tasks. Talent can evolve and mature overtime. The pruning of your talents is essential to success at WKU. I encourage you to take the time to invest in yourself with the resources WKU provides. Training sessions, Staff Leadership, All College meetings, and Staff Council meetings are some of the activities we provide on campus for staff development.

I also want to invite you to stop by my office and say hello. I thoroughly enjoy meeting new members of CHHS and putting faces with names. My office is in Academic Complex Room 208.

Again, let me extend you a warm welcome and wish you nothing but the best as you begin your career at CHHS and WKU!

Sincerely,

Dennis K. George, Ph.D.
Interim Dean, College of Health and Human Services

Handbook Format

The CHHS Staff Handbook contains pertinent policies and procedure, training tools, and helpful links. Every CHHS employee is highly encouraged to submit to the Staff Development Committee new ideas or changes to the Employee Handbook. This document will be reviewed each year for necessary revisions.

Vision Statement

To be the college of choice that equips students, staff, and faculty to be innovative and transformative through exemplary programs and opportunities in health and human services.

Mission Statement

To inspire the discovery and application of knowledge in health and human services.

About the College

Healthcare expenditures in the US continues to rise at very high annual rates, making it the largest industry in the country. The need for healthcare professionals in a myriad of areas was growing exponentially. In response to that need, a new college was proposed by then Provost, Dr. Barbara Burch, after faculty in several departments indicated it would be beneficial for certain departments to be together under one umbrella. This collaboration of health and human service related departments to form a new college made perfect sense and the timing was right.

The WKU School of Health and Human Services was created as an initial step in a process that would lead to establishing a full-fledged college. The school was created in recognition of the growing importance of health and human service-related educational programs in the overall mission of the university. Programs initially included in the school were allied health, nursing, public health, and social work, which were previously in Ogden College, as well as communication disorders, physical education & recreation, and consumer & family sciences, which had previously been academic departments in the College of Education. Dr. David Dunn served as the interim dean of the School of Health and Human Services.

The school proved to be a good stepping stone and the WKU Board of Regents approved the change to the College of Health and Human Services in August 2002. Dr. John Bonaguro was hired as the founding Dean of the college, and in the fall of 2003, students in the academic programs under the school officially became part of CHHS. At the time of its inception, approximately 2,000 students and 85 faculty and staff members migrated into the college from other areas. Dr. Bonaguro served as the Dean of CHHS until his retirement in 2013. In March 2013, Dr. Neale Chumbler accepted the position of the Dean of CHHS and served until spring 2018. Currently, Dr. Dennis George serves as the interim dean of CHHS.

Structure of CHHS

As illustrated on the organizational chart below, all CHHS employees report to the Dean through their respective Department Head or Director (i.e., their immediate supervisor). Any concerns, issues, or questions should first be posed to your immediate supervisor. Thereafter, if the issue is unresolved, please bring the issue to the next managerial level. If you are unable to contact your immediate supervisor in an emergency, please contact any level of management for assistance.

Supervisors are responsible for the day-to-day oversight of their own particular areas. In the rarest of circumstances, however, members of the management team have authority to enforce policy and standards for all CHHS staff members, if the immediate supervisor is not available or accessible for a time sensitive issue.

WKU College of Health & Human Services

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│ CHHS Board of│──────────│  Human Services     │──────────│     CHHS     │
│ Stakeholders │          │  Dr. Dennis George  │          │Administrative│
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                    │ Associate Dean,  │ Associate Dean │
                    │   Research       │                │
                    │ Dr. Vijay Golla  │ Dr. Danita Kelley │
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| Department of Allied Health — Dr. Terry Dean | South Central Kentucky Area Health Education Center — Mrs. Lucy Juett | Department of Communication Sciences & Disorders — Dr. Jean Neils-Strunjas | School of Nursing — Dr. Mary Bennett | Department of Social Work — Dr. Patricia Desrosiers | School of Kinesiology, Recreation & Sport — Dr. Ron Ramsing | Institute for Rural Health — TBD | Department of Applied Human Sciences — Mr. Travis Wilson | Department of Public Health — Dr. William Mkanta | Department of Physical Therapy — Dr. Beth Norris (interim) |

Operating Hours

CHHS follows the WKU Regular Schedule of 8:00 am - 4:30 pm Monday through Friday. Please refer to the following policy if alternative arrangements are requested: https://www.wku.edu/policies/docs/115.pdf.

During the summer, official university hours fluctuate, and these hours are adjusted accordingly year-by-year for those months.

Holidays

WKU typically observes seven holidays each year and one extended break. These holidays are only paid to FT Regular Employees unless work is completed during these times, such as special projects or coverage needed during the holiday.

The observed holidays are typically as follows:
- Independence Day
- Labor Day
- Presidential Election Day (every four years)
- Thanksgiving – three days
- Winter Break – two weeks
- New Year's Day
- Martin Luther King, Jr.'s birthday (observed)
- Memorial Day

Visit the WKU Human Resources webpage for summer work hours and the annual holiday schedule: https://www.wku.edu/hr/tools/holidays.php

Employee Benefits and University Policies

Full information on WKU benefits and eligibility requirements are available on the Human Resources Benefits website at https://www.wku.edu/hr/benefits/. The following links can be helpful for all new employees:
- New Employee link: https://www.wku.edu/hr/careers/newtowku.php
- Employee Forms link: https://www.wku.edu/hr/tools/forms.php
- IT Helpful Links & Info: https://www.wku.edu/it/employees/

Employee Classifications

CHHS employs 3 classifications of staff with varying levels of University benefits eligibility, as follows:
- **Full-Time Exempt Employee:** An exempt position is paid salary and is ineligible for overtime compensation. These positions are regarded as benefits eligible.
- **Full-Time Non-exempt Employee:** A full-time non-exempt position is eligible for overtime compensation at a rate of one-one-half times their regular hourly wage. These positions are regarded as benefits eligible.

- **Part-Time Non-exempt Employee:** A part-time non-exempt position is paid hourly and is eligible for overtime compensation. Part-time employees that are anticipated to work an average of 30 hours or more per week for six months or longer are eligible for benefits. All part-time positions have: the ability to purchase a Faculty/Staff parking permit (unless also a student), tuition waver benefits after a six-month period of employment, and enrollment in the Kentucky Employee Retirement System (KERS) after working 100 or more hours per month for a 1-year period.

WKU and Human Resources Policies

WKU maintains a number of policies available for review at http://www.wku.edu/policies/. Of particular interest to a new employee are the Human Resources policies. All employees are expected to review these policies and bring any questions to their immediate supervisors.

Disability Policies

WKU encourages employees who have a disability that may affect job performance to disclose such to the Office of Equal Opportunity / Affirmative Action / University ADA Services in Wetherby Administration Building. Once disclosed, Equal Opportunity Office (EOO) employees can help determine if any action or accommodations should be discussed with supervisors. Please review these procedures and policies at https://www.wku.edu/eoo/.

Payroll Information

Full-time and part-time employees receive pay via direct deposit to their chosen bank. Changes to direct deposit routing can be made by visiting the Payroll Office, located in Wetherby Administration Building, room G-10.

WKU's payday schedule policies for each classification can be found within the *Payroll Handbook* located at https://www.wku.edu/finadmin/payroll/.

Time Reporting

Reporting time is a multi-step process for all employees, but the process differs for part-time staff and full-time staff. A summary list of steps required are listed below for each employee classification.

Part-Time Staff: Bi-Weekly Timesheets

Part-time staff print and turn in the bi-weekly timesheet to the appropriate personnel every two weeks. Enter the first and last dates of the bi-weekly time period at the top of the page.

Timesheets should be submitted prior to leaving on the last day of your work week to make sure they are received before 10:00 a.m. on the following Monday. Timesheets can be accessed through this link: https://www.wku.edu/hr/compensation/timekeeping.php

Full-Time (Non-exempt) Staff: Time Reporting

Current full-time support staff (Non-exempt from OT) are paid semi-monthly (on the 15th and on the last working day of the month). If leave has been taken during a pay period, full-time support staff are required to complete Semi-Monthly Timesheets and Leave Reports in TopNet. The Semi-Monthly Timesheet is a paper record of time worked that must be kept on file for all non-exempt full-time staff for a minimum of three years. These completed timesheets are due to your respective Manager by the end of the day on the 15th and last day of each month. The Semi-Monthly Timesheet is for recordkeeping only. In addition to the time sheet—all non-exempt employees are required to submit vacation or sick leave taken through TopNet. This must be submitted at the end of each month. The Semi-Monthly Timesheet can be found at
https://www.wku.edu/hr/compensation/timekeeping.php.

Note: All new Full-time (Non-exempt) staff hired will be paid bi-weekly (every other Friday). Staff must complete a Green Recap Sheet provided by WKU Payroll and fill out a bi-weekly timesheet on the link for the timesheets.

Full-Time (Non-exempt) Staff: Overtime and Flexible Schedules

Occasionally employees may be asked to work hours beyond their regular schedule. Overtime is compensated by monetary pay and/or the utilization of a temporary flexible work schedule and is only available to non-exempt employees. Employees should discuss the appropriate compensation method with their supervisor and have any questions resolved before overtime is accumulated. Supervisor approval of overtime is required in advance. Overtime will be calculated based on the actual hours recorded and credited to the employee as measured by the CHHS time clock system or agreed upon with your supervisor. The supervisor may grant the employee the opportunity to utilize a temporary flexible work schedule as means of compensation. The employee is expected to use the flexible work schedule option within the same week.

Permanent or temporary adjustments to schedules differing from normal operating hours (i.e., a flexible schedule) will be considered a case-by-case basis with the employee's direct supervisor. When a flexible schedule is determined reasonable for an employee, it will be documented with the employee's supervisor and Department Head/Director.

All overtime and make-up time for hours missed must be approved in advance. Requests should be made via email and will be approved or denied likewise.

Full-Time (Exempt) Staff: Time Reporting

Full-time staff (exempt from OT) are either paid monthly on the last working day of the month or are paid semi-monthly. Full-time exempt staff are not required to submit a timesheet, but are required to submit vacation or sick leave taken through TopNet.

Full-Time Staff: Vacation/Sick Time Policy

Vacation leave with pay is earned by all regular full-time employees. Vacation leave may be used

for any personal reason. Leave may only be taken at times agreed upon by the employee and his/her supervisor and must be approved in advance. For more information on vacation leave please visit: https://www.wku.edu/policies/docs/130.pdf.

Medical leave with pay is earned by all regular full-time employees except for faculty and athletic coaches. Medical leave may be used for illness or injury of the employee or illness or injury of the employee's immediate family or for death of a member of the employee's immediate family (please refer to Bereavement policy). For more information on medical leave please visit: https://www.wku.edu/hr/benefits/healthandwellness/fmla.php.

Full-Time Staff: Submitting TopNet Leave Report

Leave time should be approved by the employee's supervisor and reported through the TopNet leave reporting system no later than the last day of the following month in which the leave was used. For more information on reporting vacation or medical leave in TopNet please visit: https://www.wku.edu/hr/compensation/leavereportsontheweb_updated.pdf

Policy Enforcement & Discipline

Violations of University, divisional, or departmental policies and standards will be evaluated by the appropriate supervisor on a case-by-case basis taking into account all available extenuating circumstances. For further information visit: https://www.wku.edu/policies/docs/151.pdf

Attendance and Punctuality

WKU's Human Resources policy *4.8000 – Standards of Conduct* defines excessive absences or tardiness as inappropriate conduct which will result in disciplinary action up to and including termination of employment. For more information on this policy visit: http://www.wku.edu/policies/docs/148.pdf

Medical Absences and HIPAA

According to federal HIPAA laws, employees are not required to divulge details of medical situations. Employees are encouraged to refrain from excessive or descriptive information about illnesses.

Other employees and managers may not discuss the specifics of medical absences with other non-managerial employees, even if details are known.

Absence Notification

- You are required to notify your immediate supervisor as soon as possible if you will be unavailable for work for any reason.
- If you are absent from your job two or more consecutive work days without notifying your immediate supervisor, you will be considered to have voluntarily quit and employment may be terminated.

- An employee deemed to have excessive absences may be required to provide a medical excuse for absences thereafter.
- Requests for time off should be made in as much advance as possible and will be evaluated on a case-by-case basis. If denied, the employee is expected to work as scheduled.

Tardiness

- You are required to notify your immediate supervisor as soon as possible if you will be tardy. Notifications of impending tardiness are expected at least 15 minutes prior to the start of a shift.
- You are considered tardy when not ready to begin work when your scheduled shift begins. This excludes arrangements made with your immediate supervisor prior to your scheduled shift.
- Employees deemed habitually tardy may be subject to disciplinary action.
- Employees may be required to use vacation time for tardiness.

Your immediate supervisor will evaluate violations and determine if such are excessive on a case-by-case basis based upon your previous attendance and punctuality, impact upon co-workers, and other extenuating circumstances.

Attendance and Responsibilities during Adverse Weather Conditions

All employees are expected to adhere to the university's *4.2600 – Attendance During Adverse Weather Conditions* policy (http://www.wku.edu/policies/docs/116.pdf) when weather conditions are poor.

Employees should also become familiar with the university policy *0.2010 – Severe Weather Warnings* https://www.wku.edu/emergency/weather.php.

WKU Email and Calendar

CHHS utilizes WKU's Exchange email and calendar system (Outlook) as the main means of communication and meeting scheduling. All employees are expected to routinely check their Exchange email accounts while working. Employees are encouraged to use their personal calendar to document all meetings and absences from work. Personal information can be protected by using the "Private" designation in Exchange. Some departments utilize a shared calendar to indicate when a person is not at work.

Desk Phone and Voicemail

All full-time staff, and most part-time staff, are issued a direct phone line and voicemail for that line.

Instructions for configuring your voicemail greeting, away messages, and so forth may be found at https://www.wku.edu/it/telephone/. Received voicemail messages will route to your Exchange email account. For those wishing to listen to messages privately, it is recommended to use

headphones or a mobile device.

Dialing numbers on main-campus only requires a "5" + the last four digits of the person's phone number. Regional campus codes are "1" for Glasgow, "2" for Owensboro, and "5" for Elizabethtown-Fort Knox. For example, a person with the number 270-745-7000 could be reached from any campus phone by instead dialing 57000. To call a phone number off campus from a campus phone, you must first dial "9" then "1", then area code, before entering the phone number.

Cellular Phone Discounts and Allowances

WKU maintains discount contracts with some major cell phone carriers. If you currently utilize, or switch to, one of these carriers, you may be entitled to a discount based on your employee status.

WKU has an extensive policy regarding cell phone allowances for those employees who are routinely on call or otherwise considered a critical contact. The CHHS does not approve Cell Phone Allowances other than those paid by grant resources.

Keys

Every employee is issued either a key card or physical keys granting them access to any area needed based on The Key Request. The employee must have a form filled out by the **Building Coordinator**. If an employee loses his/her key card or keys, the supervisor should be contacted immediately. All employees are to return every issued key on their last day of employment with CHHS. The form can be accessed through this link: http://www.wku.edu/accesscontrol/documents/key-request.pdf. Access Control will notify the employee when the key(s) is/are ready.

WKU ID Card

WKU issues WKU ID cards to all employees and students. In order to obtain an initial WKU ID Card, the new employee must bring a memo from their hiring department to the WKU ID Center located in DSU Room 2125. There is no charge for this first ID card, but if lost or stolen there is a minimal replacement fee.

Parking and Transportation

Employee Parking

Employee parking permits can be obtained online at https://wkuparking.t2hosted.com/cmn/auth.aspx by using your WKU NetID and password. Parking permits can be paid for in full or may be set up as a payroll deduction. Please visit http://www.wku.edu/transportation/parking/index.php for more information on employee parking and a map of faculty and staff parking areas.

Departmental Passes

Departmental passes are available to departments that have employees that need to travel around campus. It allows you to park in any parking zone for up to two hours and park in designated loading zones for 15 minutes. If you are interested in obtaining a departmental pass for your department, please visit
http://www.wku.edu/transportation/service_request/department_service.php

Shuttle Schedule

Transit services are provided, free of charge, to students, faculty, staff, and visitors. The shuttle has various routes to and around main campus and South Campus as well as routes that transport passengers to various shopping, recreational, and housing centers in town. Please visit
http://www.wku.edu/transportation/transit/index.php to get a detailed list of schedules and routes.

Visitor Parking

If you have a visitor that is coming to campus, there are specific places that they are allowed to park. Please visit http://www.wku.edu/transportation/maps/index.php to find this map.

WKU Approved Driver List

Prior to operating a WKU vehicle or leasing a vehicle for WKU business, an employee must be added to the WKU approved drivers list. To get added to this list, employees must complete an application and submit a copy of their driver's license to their supervisor, who will forward to Risk Management. More details and information can be found at:
https://www.wku.edu/finadmin/insurance/approved_driver_application.php and at
https://www.wku.edu/finadmin/insurance/.

While operating any university vehicle, or personal vehicle for work purposes, employees must adhere to all laws and regulations related to traffic and parking. Failure to comply with these laws and regulations could endanger the safety of yourself and others and may require disciplinary action.

In the event a university vehicle is involved in an accident, please report it to your immediate supervisor promptly. A Vehicle Accident Report must be submitted to the appropriate university officials within 24 hours. The accident report form can found under the "Insurance (Property and Vehicle)" tab at https://www.wku.edu/finadmin/forms/.

WKU Property Accountability

CHHS employees, depending upon their job description, are issued a variety of tools, devices, and other equipment necessary to complete his/her job. An employee is responsible for keeping up with the location of these items and keeping them in good repair. Daily wear-and-tear is expected, and many items will be maintained under warranty. Replacement of lost equipment or equipment damaged outside of warranty coverage may be charged to you.

All WKU-issued equipment, including, but not limited to tools, ID badges, keys, mobile devices, laptops, and desktops, remains the sole property of WKU and must be returned immediately upon the end of your employment. Refer to: http://www.wku.edu/policies/docs/163.pdf. See HR policy 3.5601 – University Property Accountability.

Employee Conduct

As members of CHHS, it is everyone's responsibility to maintain a neat, clean, orderly, and pleasant atmosphere for all employees. Refer to: https://www.wku.edu/policies/docs/105.pdf.
See HR policy 4.2303 – Employee Relationships / Employment of Relatives

Professional Development and Creativity

CHHS and WKU value and support professional development and creativity for all employees. The following are examples of benefits available to staff. Talk to your supervisor about additional development opportunities in your field.

Tuition Waivers

Employees should become familiar with the tuition waiver policy found at this link: https://www.wku.edu/policies/docs/140.pdf. This policy has provisions for attending classes at WKU or at other Kentucky state universities. For each semester in which an employee intends to take classes and utilize the waiver, an online request form must be submitted by the below listed deadline (https://intranet.wku.edu/php/prod/wkuforms/source/WKUFormsCreateInst.php?form=TWFE1).

Tuition Waiver Deadlines	
Spring Term	January 15
May Term	May 1
Summer Term	May 1
Fall Term	August 15
Winter Term	December 15
On Demand Classes – The tuition waiver for On Demand classes can be submitted at any time throughout the year.	

Training

WKU encourages its employees to earn additional training, certifications, and degrees that can not only assist them in doing their jobs better, but also expand their education and knowledge base. Compensation and reimbursements may be available for qualifying events. For more information regarding compensation for education and special training, please visit https://www.wku.edu/policies/docs/123.pdf. Please discuss all training opportunities with your immediate supervisor to determine if CHHS will provide compensation for the certification in question. If travel is needed, please refer to the CHHS Travel Guidelines section.

CHHS Travel Guidelines

For Faculty/Staff Considering Travel

1. Each faculty and staff member must fill out the Employee Travel Authorization Form for every trip (or blanket travel) prior to travel regardless if funding is requested. Please see WKU Finance & Administration Travel Expenses & Reimbursement Policy (3.1014). http://www.wku.edu/finadmin/travel/
2. Timeliness of Travel Authorization Requests
   a. Domestic travel funding requests must be submitted at least 15 days prior to making travel arrangements to ensure funding is approved. Employees need to fill out the Employee Travel Authorization Form located in the e-signature forms. Under normal circumstances, the Department/School will communicate acceptance or rejection of travel funds to employee within 14 days.
   b. International travel requests must be approved by Academic Affairs, and therefore, must be submitted at least 30 days prior to making any travel arrangements. If the form is approved at the Dean's level, the form will be forwarded to Academic Affairs for final approval at which time travel arrangements can be made. Under normal circumstances, the Department/School will communicate acceptance or rejection of the travel funds to the employee within 14 days.

   Faculty and staff are urged to utilize early purchase discounts, low-cost fares, or other available discounts for travel and lodging.
3. Travel for Presenting Research and Creative Activities
   a. Funding is provided for one WKU Faculty/Staff member per refereed paper. Co-authored or multiple authored papers may share the allocation.
4. The following funding will be given preference:
   a. Individuals who are actively engaged in research as evidenced by published refereed journal articles, books, external grant submissions, or proceedings.
   b. Clinical individuals seeking required CEUs for their current position.
   c. Individuals who seek travel funds for professional development, administrative purposes, or continuing education purposes must clearly articulate how the travel relates to enhancement of teaching, service, research abilities, professional competence, or clinical expertise. The purpose of the travel should be related to and reflect department or college programs and objectives. An explanation of all travel must be detailed in the "Purpose of Trip" section of the Employee Travel Authorization Form.
5. For individuals who are requesting mileage, etc., in the blanket trips section of the Employee Travel Authorization Form, a written explanation for the purpose of the travel is also required in the "Purpose of Trips" field.
6. Once the form is completed by the faculty/staff member, it should be sent to the Department Head/School Director who must complete the funding approval section and forward it to Deirdre Greene. Deirdre Greene, as proxy for the Dean, will approve the form. Once the form is approved or denied at the Dean's level, the form will be sent back to the faculty/staff member for his or her records (or forwarded to Academic Affairs for International Travel). If travel is approved without the use of university funding, the Department Head/School Director will indicate in the funding approval and notes sections that the individual is approved to travel at his or her own expense.

7. In general, CHHS and department/school funding is not to exceed $2,000 each Fiscal Year per employee, regardless of the funding source* (i.e. State, DELO, and Foundation), except under special circumstances. In this case, a written justification must accompany the Employee Travel Authorization Form and be approved by the Dean before travel arrangements can be made. Conference registration fees are not included in the $2,000 maximum.

8. Out-of-State travel reimbursement will only be reimbursed for the cost of the most economical form of transportation.

9. Requests for reimbursement for expenses 60 days after return date or longer will not be accepted.

10. Department/Schools will be responsible to ensure that the Individual Travel Voucher (please see WKU Finance & Administration Travel Expenses & Reimbursement Policy, 3.1014) does not exceed what was approved on the Employee Travel Authorization Form.

*NOTE: The $2,000 maximum does not include blanket travel authorizations or travel funded by research grants and external funding (i.e., FUSE, QTAGs, RCAP, etc.). The office staff assigned to this task will track the total development spent and submit totals to the department head to determine what amount to approve on the travel authorization Form.

Online Employee Services

WKU maintains a number of employee services, information, and tools in TopNet under the employee services tab (http://topnet.wku.edu). Employees may view information such a benefits, deductions from paychecks, leave balances (sick and vacation time), pay stubs, tax forms, tuition waivers, and more.

Awards and Recognition

CHHS approved and initiated the Dean's Merit Award in March of 2016. This award recognizes, CHHS approved and initiated The Dean's Merit Award. This award is to recognize superior performance and exemplary job performance. Merit Award

Full-Time Staff Teaching Policy

After being deemed qualified to teach a course, and receiving approval from their supervisor, a Full-Time Exempt Staff member may teach for WKU on a part time basis. Per WKU Policy 1.5170, Full-Time Exempt Staff may not be compensated during their normal work schedule unless leave time is taken, or their work schedule has been re-arranged with their immediate supervisor's approval. Please refer to the full policy for more details at http://www.wku.edu/policies/docs/68.pdf.

Emergencies

If you feel in danger due to a person acting aggressive, offensive, or otherwise belligerent, please call WKU Police (Emergency = 911, non-emergency = 270-745-2548).

Sexual Misconduct/Assault and Title IX

Western Kentucky University prohibits sexual misconduct/assault in any situation. Any person who believes s/he has been harmed may file an anonymous complaint with the university administration (https://www.wku.edu/eoo/titleix/fileanincidentreport.php). Additionally, all employees are required by WKU policy to report any alleged or possible sexual misconduct or assault involving WKU faculty, staff, or students. Any suspected incident must be reported to the appropriate administrators within twenty-four hours (https://www.wku.edu/eoo/titleix/coordinatordeputies.php). For information on the responsibilities of WKU faculty, staff, and students related to sexual misconduct or assault, please visit the Title IX website at http://www.wku.edu/eoo/titleix/index.php.

All WKU employees are required to complete Title IX training. See your supervisor for additional information.

Reporting Accidents

WKU strives to promote a safe and healthy work environment. To accomplish this, it is necessary for all employees to make a conscious effort to be aware of safety and health procedures as well as hazards at all times. Our goal is to avoid accidents altogether, and to this end, the following safety regulations must be followed at all times:

- If an injury occurs---regardless of the level of severity---it must be reported immediately to management.
- All unsafe conditions must be reported immediately to management.
- All work areas must be kept clean and free of hazards.
- Horseplay and practical jokes are prohibited, as they often lead to injury.
- Use any job-related tools and equipment correctly. If you are unfamiliar with the tools or equipment, consult management for the correct procedures.
- When lifting, bend knees and keep the back straight. If the item is too heavy, get help before proceeding.

All accidents are to be reported immediately to ensure correct treatment and proper handling of a catastrophic situation. If you see an accident occur, be sure to remember what happened, how it happened, and any other information that would be helpful in the treatment of the injured individual. Management will complete an Employee Accident/Near Miss Investigation Report (https://www.wku.edu/hr/safety/workerscomp.php) and may advise the employee to complete a Workers' Compensation claim. This is for the protection of the employee to ensure proper benefits are provided to the employee.

Building Emergency Action Plans (BEAP) and Building Coordinators

Each main campus building has emergency egress routes, action plans, and equipment in place for emergency situations. There are procedures for each building to handle emergency situations such as earthquakes, bomb threats, and active shooters. All employees should review the BEAP plans for their building, as well as any other building in which you will spend any significant time. Please review the plans at https://www.wku.edu/ehs/beap/.

Each main campus building has a Building Coordinator in which all facilities service requests for the building can be sent through. This includes heat/air issues, lighting, general construction issues and requests, and renovations. For a list of all Building Coordinators visit https://www.wku.edu/facilities/.

Employee Performance Appraisals

Supervisors at WKU are required to create annual performance appraisals, review them with employees, and submit them to the university. Performance appraisals are not disciplinary meetings. Problems and issues are dealt with in individual meetings, so a performance appraisal should not include surprise punitive matters. The purpose of a performance appraisal is to help the employee grow in the specific position he/she occupies, as well as developing as a professional. Many of the suggestions and feedback discussed are the opinion of a supervisor providing advice to help the employee mature and grow in his/her chosen field and/or at WKU. Performance appraisals are intended to be constructive and positive with an eye on professional development.

Performance appraisals are not to be shared by the supervisor with an employee's co-workers. It is highly advised employees keep the specific details private.

Support Staff Performance Appraisals

Human Resources requires a standardized annual performance appraisal form (http://www.wku.edu/hr/appraisals.php) be submitted for full-time and part-time support staff. These forms are due in February of each year, for the previous year. Criteria includes:

1. Extent to which the employee understands and applies principles and polices of job.
2. Extent to which the employee understands the equipment and technology of the job.
3. Ability to plan and organize work.
4. Ability to manage several projects simultaneously.
5. Accuracy and timeliness.
6. Attendance and promptness.
7. Professional judgment.
8. Attitude toward work.
9. Follows applicable safety standards.
10. Relationship with supervisor and co-workers.
11. Relationships with customers.
12. Communication skills.
13. Contributions to team efforts.

In addition, each support staff have three primary (core) job duties upon which he is likewise scored on the same scale. These do not necessarily match between employees and positions depending on individual assigned tasks and duties.

Scoring in these areas comes from the employee's immediate supervisor based upon observations made during the course of the year, compliments, comments, or complaints gathered from co-workers, clients, and other management, and from conversations held with the employee over the

year. Each category is rated "Exceeds Expectations," "Meets Expectations," or "Needs Improvement." These are considered for the previous year, and prior rankings from other evaluations are irrelevant for scoring. This reflects the employee's performance for one year. A notation of "Needs Improvement" reflects that there are improvements that could be made to better their performance.

The performance appraisal form serves as an official declaration of goals and professional development. Trainings the supervisor wishes the employee to attend or receive over the coming year are listed, as well as any goals or specific job duties not explicitly stated in the employee's general job description.

Reverse Performance Appraisals

Reverse Performance Appraisals are available to provide employees the opportunity to provide performance feedback pertaining to their immediate supervisors.

Executive/Administrative/Professional/Managerial

Executive, administrative, professional, and managerial staff must complete a narrative performance appraisal that is signed by both the employee and the supervisor. The final appraisal should be submitted as a PDF to human.resources@wku.edu.

Job Description Forms

All full-time and part-time staff have a job description on file. This document includes expectations and requirements of the individual's position. Job descriptions shall be reviewed annually and updated to account for any changes in specialization or duties coinciding with the annual performance appraisal. Updated copies will be provided to the employee during the performance appraisal process. If you do not have a current copy of your job description, please contact your supervisor.

Lunch, Dinner, and Breaks

Refer to WKU's Human Resources policy *4.8100 Meal and Rest Periods* (http://www.wku.edu/policies/docs/150.pdf) for timing and frequency of meals and breaks. Meal times are unpaid. Break times are paid.

Breaks are allowed as per the *4.8100 Meal and Rest Periods* policy (http://www.wku.edu/policies/docs/150.pdf). There is not a set time for these breaks, and they are typically utilized for visits to campus restaurants for snacks or drinks, visits to restroom facilities, or otherwise taking a few minutes away from normal work tasks. Break times can fluctuate per employee daily, but should be communicated to their supervisor.

WKU Computer Programs

Active Directory

WKU has a shared network that is retained and maintained within our IT Division. It is backed up daily and more secure than saving documents locally on an individual computer (C Drive). The network has many different drives available to all or some employees. You will have access automatically to:

- The WKU Shared Drive –this is seen by all WKU Employees;
- A CHHS Shared Drive—seen by all CHHS Employees;
- A Department Shared Drive—only available to the employees within your department;
- Custom Shared Drives—drive that are created to be seen by individuals that come from different areas but need shared information; and
- Personal Drive- Only accessible to you. You must keep in mind that all information stored on any WKU Drive is the property of WKU and can be seized at any time.
- Secure Drive -- ONLY accessible from campus, the secure drive adds an extra layer of protection. It's meant for more confidential documents: 800 numbers, student info, budget information, etc.

myWKU Internet Portal

https://my.wku.edu Log into the portal using your net ID and password. The portal provides quick access to most WKU Applications and will use an automatic sign-in. It is highly suggested to use this for your homepage.

Email

While at your work station you will use Outlook for all email and calendar programs. Training is available through this link (Outlook). You will be able to access your email while at another work station though Microsoft Exchange **(**https://email.wku.edu/owa**)**

Banner

Banner is the main database of WKU. There are three areas of Banner for which you may need training, depending upon the position responsibilities: Student, Class Scheduling, and Finance. To schedule training for the area(s) needed, have your supervisor contact Mary Nunn (mary.nunn@wku.edu) for Finance and Jennifer Robbins (jennifer.robbins@wku.edu) for Student or Class Scheduling. Access will not be granted until training is completed.

TopNet

TopNet is the main secure, web interface to the Banner ERP system. TopNet is accessible anytime, anywhere and provides student, faculty, staff, retirees, alumni and affiliates with access to all academic and administrative records. Students can register, check grades, financial aid, billing accounts, transcripts, and much more. *Advisors who need additional training, please contact Advising and Career Development Center (ACDC).*

InfoView

The WKU InfoView system (formerly ASA Reports) is an operational reporting system that is accessed through a web client (infoview.wku.edu). WKU InfoView contains reports primarily oriented towards departments and advisors, but the system also processes finance reports linked from Banner and other reports linked from TopNet.

If your position requires access to [WKU Infoview](), you must receive training first. Contact Jennifer Robbins at (270) 745-8812 for additional information. [More information at: https://www.wku.edu/its/infoview/.]()

Students

Academic Center for Excellence (ACE) and Advising and Career Development Center, DSU 2001

The Academic Center for Excellence (ACE), housed within the Advising and Career Development Center, is a student success center with advisors specifically trained for CHHS. . The mission of the ACE is to provide resources to students in CHHS that will help them attain their educational, career and life goals. This mission is fulfilled through improved academic advising, retention efforts, student recognition events, technology assistance, and various developmental programming. [http://www.wku.edu/ace]()

There are several video tutorials now located on their website ([www.wku.edu/ace]()). The tutorials include, but are not limited to, making an Appointment, iCAP audits, and registration on TopNet.

CHHS Advising Mission Statement: To provide current and prospective students in the CHHS with timely and accurate information regarding coursework and career/internship opportunities to foster success in academics and career. To recognize advising as an important responsibility in keeping with the CHHS core values of scholarship, service, excellence, diversity, integrity, professionalism, lifelong learning, collaboration, and accountability.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, affords certain rights to students concerning their education records. *FERPA* provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. *FERPA* applies to all institutions which receive federal funds under any program administered by the Secretary of Education. [http://www.wku.edu/registrar/ferpa.php]()

Interactive Curriculum & Academic Progress (iCAP)

iCAP is an acronym for Interactive Curriculum and Academic Progress for undergraduate students. Students can obtain personalized, interactive audits displaying progress toward a selected degree. An audit shows all the requirements needed to fulfill a major, minor or concentration and displays the transfer and WKU courses that have been used to satisfy those requirements. Students can run "What-If" audits to compare their coursework against other majors. More information and

video tutorials are available at www.wku.edu/registrar/icap/index.php.

- **How does iCAP work?**
  - iCAP filters all courses (in-progress, completed, and transferred) through degree, major, minor, and concentration requirements. Courses that do not fulfill degree requirements or are not articulated to a course needed for a requirement are listed under the General Electives section.
- **Should students still see an advisor?**
  - iCAP does not replace academic advisors. Advisors will use the iCAP audit as an advising tool; however, students are urged to take a copy of the audit to their advisor. An advisor can answer questions a student may have concerning courses, waivers, and exceptions. Also, advisors must lift advising holds so students may register for classes.
- **What should a student do if he or she believes iCAP is not applying a course(s) correctly?**
  - Students should see their advisor if they feel a course should count toward their major, minor, or concentration. Transfer courses that do not have an equivalency with a WKU course will fall into the General Electives area of the audit. Advisors or departments may require a course description and/or syllabus of the transferred course(s) before the courses are allowed to count toward the degree.
- **Who can use iCAP?**
  - Almost all WKU undergraduate students are now on iCAP. Exceptions include the following:
  - Students using coursework taken prior to 1990 must use a manual undergraduate degree program.
  - Students with a current undergraduate degree program on file in the Office of the Registrar should continue to follow the requirements within the degree program.

Changing/Adding a Major/Minor/Concentration

Changes in major, minor and/or faculty advisor can be made through TopNet with the Change of Major/Minor/Advisor Form.

- The student logs into TopNet and access Student Services then Student Records. Click the change major/minor/concentration/advisor link.
- The student will complete the information on the form, through a series of drop down boxes, confirm and submit the form.
- If the change requires departmental signature, the student will be asked to print out the form. The Department Head/School Director or authorized person assigns an advisor according to the student's major and concentration, if applicable, and signs the form.
- The department then sends the completed form to Academic Advising.
- Academic Advising will update the student's record and return the completed form to the academic department of the student's new major.
- Students who have an approved undergraduate degree program on file in the Office of the Registrar may change their major(s) and/or minor(s) by submitting either:
  1. A revised Undergraduate Degree Program with appropriate signatures <u>OR</u>
  2. An Undergraduate Degree Program Change Form with appropriate departmental approval**.**

Forms

Audit Permission Form

- A student can sign up to audit a class without special permission prior to the first day of the term. After that time, the instructor must grant a student permission to audit a class by signing the course audit form.
- This form may be obtained from the Registrar's Office.
- The form must be returned to the Registrar's Office prior to the deadline for changing from credit to audit, which is printed in the Registration Guide.

iCAP Undergraduate Degree Exception Form

- This form is to be completed when hours appear in the wrong place or should count elsewhere in the iCAP degree audit.
- For more information regarding this form or iCAP, contact the respective Degree Certification Officer listed on the Registrar's website (https://www.wku.edu/registrar/staff/).
- Visit the Registrar's website for this form (https://www.wku.edu/registrar/icap/icap_documents/undergraduate_exception_form.pdf).

Overload Approval Form

- This form is used for students who want to enroll for more than 19 credit hours in one semester.
- This form may be obtained from the Registrar's Office.

Request to Change or Extend Catalog Term/Year

- The "catalog term" is the student's initial term of entry to WKU (please review catalog term rights printed on the form).
- Changing a catalog term affects major, minor, concentration, and general education requirements.
- If it is determined by student/advisor that the student would benefit from changing the catalog term, then this form should be signed and approved by the student, advisor, and department head before being submitted to the Registrar's Office.
- This form may be found online at: https://www.wku.edu/registrar/icap/icap_documents/change_term.pdf
- For more information regarding this form and iCAP contact the respective Degree Certification Officer as listed on the Registrar's website (https://www.wku.edu/registrar/staff/).

Student Schedule Exception Appeal

- This form is used for any schedule changes made after the official period for Drop/Add or Withdrawals.

- This form may be obtained from the Registrar's Office.
- This form must be submitted on <mark>YELLOW</mark> paper for current term and <mark>PINK</mark> paper for previous terms.

Use of Transfer Courses in iCAP

- This form is used to articulate how transfer courses apply to majors and minors.
- Students and advisors should complete this form together after careful review of the iCAP audit. The student is responsible for providing catalog or course descriptions of the transfer courses.
- This form helps the Registrar's Office to know where to apply transfer credits into CHHS programs. Be specific to prevent students from taking the same courses twice!
- The form should be approved and signed by the advisor and department head and returned to the Registrar's Office.
- This form can be found at: https://www.wku.edu/registrar/icap/icap_documents/request_for_course_substitutions.pdf

Withdrawing from the University

It is occasionally necessary for a student to withdraw from the university after the scheduled withdraw period. There are three different types of withdrawal: medical, military, and other. Each has a specific form and requires specific paperwork. The forms and more detailed instructions can be found on the Registrar's website (https://www.wku.edu/registrar/withdrawal.php).

Classes

Course Catalog

Course offerings must be entered into Banner (the Course Catalog) by a designated person within the department/unit from which the course is associated. Training through the Office of the Registrar must be obtained in order to gain access to the Banner Schedule of Classes Program. Contact Megan Meador to set up training. The step by step process is located on the Registrar's website (https://www.wku.edu/registrar/documents/schedule_classesmanual.pdf).

Affiliation Agreements

Some of our programs have Clinicals or Externships associated within their degrees. Before a student goes into the community for a placement, an Affiliation Agreement must be in place. This is a contract of expectations and liability between WKU and the Placement Agency. The Affiliation Agreements folder can be found at S:\CUSTOM-SHARED\AFFILIATION-AGREEMENTS.

The basic process for affiliation agreements is to generate a contract with a facility in which a student has expressed interest in visiting. The original version of the affiliation agreement is sent to the Dean's office for Dr. Danita Kelley to sign. After Dr. Kelley signs the document, it will be returned to the department/school and the department/school is responsible for sending the agreement to the facility for their signature. Once the department/school receives the fully executed agreement back, they are to send a copy to the Dean's office.

If a facility decides they would prefer to use their own agreement, they can send a copy to us. It will be reviewed by legal counsel. If approved, Dr. Kelley will sign and it will be returned to the department/school. If the Dean's office cannot agree to all terms, revisions will be suggested. If the facility accepts the revisions, the agreement will be fully executed.

The affiliation agreement process is also in a Word document named Affiliation Agreement Process- Revised 10-21-10. The exact location is S:\CUSTOM-SHARED\AFFILIATION-AGREEMENTS\UNIFIED.

WKU Hiring Procedures

WKU uses Interview Exchange for all new hires and reclassifications. This is a web based hiring program that encompasses all aspects of the approval, advertising and hiring process for faculty and staff. CHHS has a training manual for this process located at S:\COLLEGE-SHARED-CHHS_INTERVIEW EXCHANGE

All hiring procedures, including Interview Exchange tutorial documents, and the step-by-step hiring process can be found on HR's website: www.wku.edu/hr/hiringofficials/hiringprocess.php Once the Interview Exchange process has been completed and an offer has been accepted or letter of agreement has been signed, the hiring department is responsible to initiate the following:

Full-Time Faculty and all Staff

All hiring procedures can be found on HR's website: https://www.wku.edu/hr/hiringofficials/hiringprocess.php.

- Email Patty Booth for applicant 800#. Provide a DOB and address for the applicant.
- Initiate background check request here.
- Submit EPAF (Electronic Personnel Action Form)

1. Notify your employee they will receive two emails from employment@wku.edu . One email is a request consent for the background check and the other is a request to complete section 1 of the I-9 employment eligibility form.
    a. The background check must be completed before the expected hire date. No one can begin employment without a completed background check. Email notification will be sent to the department head/director when the background check is completed.
    b. Section 1 (employee section) of the I-9 must be completed on or before the first day of employment.
2. The new employee is to visit Human Resources on the first day of employment to:
    a. Provide identification for completion of I-9 section 2 (a list of acceptable documents is provided to employee when they complete section 1)
    b. Complete tax forms/direct deposit (voided check is needed)
    c. *** *Contact Jo Ann Malott (5-5934) in Human Resources with any questions*. ***
3. Request access for WKU IT forms and programs
    a. Instructions https://td.wku.edu/TDClient/Requests/ServiceDet?ID=161
    b. If needed, a phone and line can be ordered through IT Client Portal.

Part-Time Faculty

All hiring procedures can be found on HR's website:
https://www.wku.edu/hr/hiringofficials/hiringprocess.php.

1. All Part-Time Faculty are required to apply through Interview Exchange for the position they would like to be considered for.
2. With this information, you can prepare a packet with a credentialing form, original transcript, VITA and submit to CHHS Dean's Office.
3. Request a WKU ID to be created: (contact Sherry Merkling – HR, 270-745-6383), **make sure to ask Sherry to allow an email to be created and inform part-time faculty member that the university email account is to be used for all university related correspondence.**
4. Request a background check: Part-Time Faculty position # FP9999- HERE
5. Request access for WKU IT forms and programs HERE
6. Through this process, IT will send FERPA and Agreement Forms to the faculty member.
7. After the preceding has been completed, you can add the faculty member to Banner class and prepare the Electronic SIA (Special Instruction Assignment), which is the working contract for the part-time faculty. Contact the part-time faculty member to explain the process.
8. Send the Part-Time Faculty Member this link for new employees: https://www.wku.edu/hr/careers/newtowku.php
9. Order course books through bookstore: https://www.wku.edu/wkustore/faculty_textbook_requests.php
10. Check ***Master list of Part-Time Faculty** to see if all forms have been submitted. Go to the Academic Affairs Forms page: https://intranet.wku.edu/php/prod/HR/ptf/PTF_MAINT_RO.php. Log in with your Net ID. Search for your employee.

Graduate Assistants

Detailed information about graduate assistantships and required paperwork can be found on the Graduate School's website (https://www.wku.edu/graduate/aid/ga/details.php).

1. The prospective Graduate Assistant will fill out a departmental application (if applicable) and submit to departmental office staff.
2. A responsible person (in most cases the Faculty Supervisor) will check for eligibility (per Grad Studies).
3. Faculty Supervisor and Prospective Graduate Assistant will fill out the Graduate Assistant and submit for approval to Department Head.
4. The contract is sent to Deirdre.greene@wku.edu for Dean's Office approval and then forwarded to Grad Studies with a copy retained in S:\CUSTOM-SHARED\CHHS-GRADUATE-ASSISTANT-INFO
5. An EPAF is prepared by the Office Staff and submitted through the appropriate approval queues. *If granting a tuition waiver, the dollar amount must be included in the contract. Graduate Studies will not allow "full or partial" as amounts.* ***If the tuition amount changes at any point during the contract period, a new contract must be completed and submitted***

to Graduate Studies. Initiate a background check request AT LEAST 10 DAYS BEFORE START DATE (HR will initiate electronic I-9). HERE

6. New GAs must go to Human Resources on or before the first day of employment with original verifying documents to complete the I-9, tax forms and direct deposits.
7. International graduate assistants must first report to the Office of International Programs (OIP) with immigration documents and instructions for receiving a social security number.

For step-by-step HR hiring procedures, see HR's website: https://www.wku.edu/hr/hiringofficials/hiringprocess.php and select the Hiring Graduate Assistants.

Student Workers

If a department has a student worker opening, a Job Vacancy Form (https://www.wku.edu/financialaid/forms.php) should be submitted to the Student Employment Office. This listing will remain on the website until the department informs Student Employment it has been filled. When the department has selected a student for hire the Student Employment Request form needs to be completed. This form is located under the Employee Services tab in TopNet. Student Employment will initiate the background check and will email the I-9 forms as well. Students must have a completed FAFSA on file. *You can contact Student Employment at 270-745-5513 to check on the progress of the employment process.*

WKU Finances

WKU is supported financially by many different income sources. All of the spending on campus must follow rules and guidelines listed in the Discretionary Spending Policy. In addition to tuition and state funding, most departments have the following additional funding resources:

- **Division of Extended Learning and Outreach (DELO):** Departments/Schools can provide resources to offer programs that are managed by WKU DELO. These funds are treated as State Funding and must follow State Funds policy.
- **WKU Foundation Funding:** This is money received through donations from citizens and corporations and falls under the Foundation Funds policy.
- **Grants:** Internal (WKU funded) and External (funding provided from an entity outside of WKU). All grant funding is considered State funding and must follow State funds policy unless the grant guidelines specifically states otherwise. However, grant funding is often awarded for very specific purposes according to the project it is funding. Spending must be consistent with the grant budget provided by Office of Sponsored Programs (OSP). The grant's Principle Investigator is responsible for the grant budget. For assistance, contact the CHHS Grant Accounts Specialist (jo.scruggs@wku.edu).

Each department within CHHS has at least one designated employee that is assigned the task of tracking the Budgets. In order to effectively perform these duties, Budget Employees must first attend several trainings to gain access.

- **Banner Finance Training**: Banner is the main database of WKU. Within this program are several financial functions that will be used on a daily basis.
  - Have your supervisor contact Mary Nunn with ITS Security to schedule training. Access will not be granted until training is completed.

- **Banner Finance Reports:** (bank statement) usually runs 6 weeks behind actual balance.
  - o Have your supervisor contact Mary Nunn with ITS Security to schedule training. Access will not be granted until training is completed.
- **Procurement Card:** Procurement credit cards (Pro cards) are a tool for making purchases related to WKU.
  - o PNC – Expenses from charge cards will appear on the PNC website. The budget associate will assign the appropriate index and account for which the charge is budgeted. https://www.pncactivepay.com.
  - o Have your supervisor contact pcard.admin@wku.edu to request your training. Once trained, you will receive your user name and password.
- **Hospitality Card:** This card is used mostly to purchase food. A Hospitality Card request form must be completed and submitted to Deirdre Greene, http://www.wku.edu/chhs/documents/chhs_forms/food_purchase_form-081209.docx
  - o Email your request to deirdre.greene@wku.edu
- **InfoView Training**: InfoView is the software that can run reports of data contained in Banner such as Payroll
  - o Have your supervisor contact Jennifer Robbins with ITS Security to schedule training. Access will not be granted until training is completed.
- **Quicken Training**: WKU does not have a formal financial program used for reconciling and Banner usually cannot reconcile until 4-6 weeks after the actual expense. The CHHS has adopted Quicken for this use.
  - o Contact Deirdre Greene or Jo Ellen Scruggs in the Dean's Office for training.
- **TOPSHOP Training:** Topshop is the WKU web-based purchasing portal for all regular purchases.
  - o User Manual: http://www.wku.edu/finadmin/purchasing/documents/topshopguide2016.pdf
  - o Have your supervisor contact Pam Davidson with Accounts Payable to schedule training. Access will not be granted until training is completed.

Purchasing

- **Printing Services**
  - o For paper, letterhead, envelopes, and business cards: http://www.wku.edu/printing/. The vendor will automatically charge the index number provided with the order.
  - o *Ashlee Tilford* in Purchasing is the only person authorized to sign copier leases. The vendors will not remind you of when your contract expires, so keep track of the expiration date (the vendor requires a 30-day cancellation notice).
- **Furniture**
  - o Furniture can only be purchased through an approved vendor. See the Planning, Design, & Construction (PDC) department.
  - o Before purchasing new items, make an appointment or email the Department of Surplus for used furniture. (Likewise, unneeded furniture that is still in good condition can be picked up by the Surplus office for redistribution in the University. *Link to Pick Up Request form*)

Accounting

- **Inter-Accounting:** When an expense is charged to one Index but really belongs on another—use an Inter Account to reimburse the expense
https://intranet.wku.edu/php/prod/Forms/InterAccount.php

- **Budget Transfer:** When an expense is to remain on an Index, but another unit is going to pay for it—use a Budget Transfer.
https://www.wku.edu/it/banner/documents/budget-transfer-manual.pdf
https://www.wku.edu/finadmin/forms/budget-transfer-tutorial.php.

- **Professional Development Indexes:** In addition to our Development Funds within each department, some employees may have individual development Indexes. Funds are considered State Funds and must be spent according to The Discretionary Spending Policy and the Academic Affairs Development Award Guidelines:
https://wku.edu/academicaffairs/budgets/documents/professional_development_award_guidelines.pdf

- **Grants:** As part of their normal workload, WKU faculty, and some professional staff members, are required to engage in research or creative activities in their field of expertise. Faculty and staff are encouraged to seek funding for these activities (grant); they may pursue internal (WKU funded) and external sources for project funding. All grants are given an index number from which the funds are tracked in Banner. The office staff will assist the faculty/staff in making purchases and hiring students/graduate assistants using the grant index. Some office associates are required to assist in tracking faculty's grant budget in Quicken. For assistance, contact the CHHS Grant Accounts Specialist (jo.scruggs@wku.edu).
    CHHS has a Standard Operating Procedure (SOP) for each type of grant and other incentives for research. See the CHHS Research webpage for a list of SOPs and more information on grant funding.

- **Foundation Accounts/Scholarships:** These funds solely derive from donations. Follow the "Foundation" guidelines of the Discretionary Spending Policy for these funds:
http://www.wku.edu/policies/finadmin_policies/policy31101_discretionary_spending.pdf
The WKU Foundation has a different system for accounting of these funds that can be found here: http://wkufoundation.com/WKUFForms.htm

Miscellaneous

Poster Printing

If you need a poster to be printed contact keanan.stewart@wku.edu.

Room Scheduling

All CHHS rooms are available for scheduling on Astra
(https://astra.wku.edu/AstraSchedule/Portal/UserPortal.aspx)

Mail and Package Delivery

It is permissible to have the occasional package delivered to your WKU work address. For example, you may want a surprise present for a significant other to show up here rather than at your home.

However, this should be the exception, and WKU resources should not be routinely used to deliver your mail. Situations will be evaluated case-by-case to determine if utilization has become excessive.

Move Requests

To have furniture moved, submit an online Move Request form. The form can be found under Inventory Control here: https://www.wku.edu/recycling/surplus/request/

Post Office

- For UPS or FedEx pickup: http://www.wku.edu/finadmin/shipping/
- A copy of the postal codes for the university can be found here: http://www.wku.edu/postal/mailstop.php
- Information on how to send bulk mail can be found here: http://www.wku.edu/postal/mailstop.php