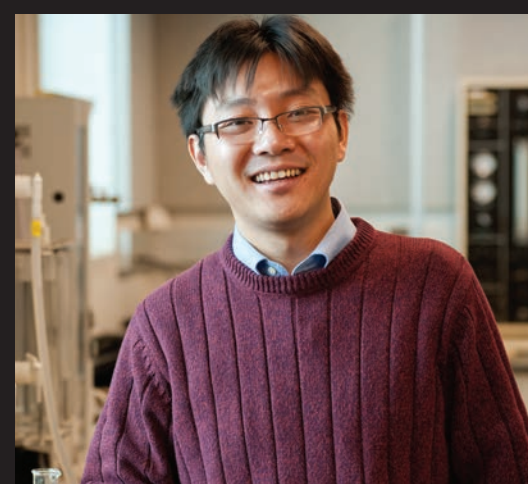




Employee Guidebook

Getting Started at SIUe



Welcome to SIUE

Welcome to SIUE. We are committed to the recruitment, development and success of our faculty and staff. As an employee of the “e,” you play a critical role in helping SIUE develop professional and community leaders. We hope you will find the New Employee Guidebook to be a helpful resource in learning more about working at SIUE. In addition, you will be invited to new employee orientation where we will discuss SIUE’s mission, vision and values, and how you can contribute to the success of our University. If you have any questions, please feel free to visit us online at siue.edu/human-resources or call us at 650-2190.

*Office of Human Resources
Southern Illinois University Edwardsville*

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The purpose of the **New Employee Guidebook** is to help new employees become familiar with Southern Illinois University Edwardsville including the mission, vision, values, policies, processes, services and benefits available. The information, policies and procedures provided in this document do not alter, abridge or abrogate any rights or responsibilities created by virtue of any applicable law, statute, rule, regulation, collective bargaining agreement or policies of the Board of Trustees of Southern Illinois University and shall be interpreted consistently with the existence and exercise of such rights and responsibilities. Additional information may be found on the Office of Human Resources website: siue.edu/human-resources.



The SIUE Community

One of the best ways to get to know SIUE is to immerse yourself in the SIUE community. Throughout the year, you will find a variety of campus activities, events and functions that offer a great opportunity to network, get involved and get to know the people at SIUE.

Volunteer Initiatives – From robotics competitions and science fairs, to Preview SIUE and commencement ceremonies, there are numerous ways for you to get involved and show your support for the SIUE community.

Arts and Entertainment – SIUE Mainstage, Metcalf Experimental Theater, *Arts & Issues* Series, musical performances and art shows — throughout the year, you can enjoy world-class entertainment.

Athletics – Come cheer for the Cougars! SIUE participates in NCAA Division I athletics and is a member of the Ohio Valley Conference, an affiliate member of the Missouri Valley Conference (men's soccer) and an associate member of the Southern Conference (wrestling).

Recreation – With 2,660 acres surrounding the SIUE campus, you are surrounded by a beautiful landscape and a variety of recreational opportunities, including nature trails, bike paths and The Gardens at SIUE. You will also find a bowling alley, indoor and outdoor pools, observatory for viewing the stars, museum, and a variety of special exhibits throughout the year.

Celebrations – A variety of campus events bring together students, staff and faculty. Be sure to attend Springfest, Welcome Week, Employee Appreciation Day, Annual Chancellor's Walk, and Commencement in May and December.

Charitable Initiatives – Each year, many SIUE employees offer their support through financial contributions. SIUE Day is a fundraising initiative aimed at providing a convenient opportunity for members of the SIUE family and community to help support the institution's efforts. State and University Employees Combined Appeal (SECA) Charitable Fund Drive is another initiative that provides all employees the opportunity to donate to the charitable causes of their choice.

Sustainability Initiatives – SIUE is an innovator in sustainability initiatives that lead to social justice, economic prosperity and ecologic integrity. The Sustainability Advisory Group develops and implements sustainable curricula, policies and practices – including green roofs, bike share program and water-bottle filling stations – for all members of the University community. You are encouraged to do your part, too.

Washington Monthly ranks SIUE among the Top 40 master's universities for our contributions to the public good.





About SIUE

Founded in 1957, SIUE is a fully accredited public institution — beautifully situated in Edwardsville, Ill., on 2,660 acres just 25 miles from St. Louis. SIUE also has campuses in East St. Louis, with community outreach programs and a charter school, and in Alton, with the School of Dental Medicine.

Total Students

Nearly 14,000

Full-time Employees

More than 2,500

Seven Academic Units

College of Arts and Sciences

School of Business

School of Dental Medicine

School of Education, Health and Human Behavior

School of Engineering

School of Nursing

School of Pharmacy

SIUE is the second largest employer in the region.

Mission, Vision, Values

Mission

Southern Illinois University Edwardsville is a public comprehensive university dedicated to the communication, expansion and integration of knowledge through excellent undergraduate education as its first priority and complementary excellent graduate and professional academic programs; through the scholarly, creative and research activity of its faculty, staff and students; and through public service and cultural and arts programming in its region.

Vision

Southern Illinois University Edwardsville, as a premier Metropolitan University, will be recognized nationally for the excellence of its programs and development of professional and community leaders.

Values

Recognizing public education as the cornerstone of a democracy, SIUE carries out its mission based on certain fundamental, shared values. We value:

Citizenship

- Social, civic and political responsibility — globally, nationally, locally, and within the University
- Active partnerships and a climate of collaboration and cooperation among students, faculty, staff, alumni and the larger community
- Sustainable practices in environmental, financial and social endeavors

Excellence

- High-quality learning within and beyond the classroom
- Continuous improvement and innovation
- Outstanding scholarship and public service

Inclusion

- A welcoming and supportive environment
- Openness to the rich diversity of humankind in all aspects of university life
- Respect for individuals, differences, and cultures
- Intellectual freedom and diversity of thought

Integrity

- Accountability to those we serve and from whom we receive support
- Honesty in our communications and in our actions

Wisdom

- Creation, preservation, and sharing of knowledge
- Application of knowledge in a manner that promotes the common good
- Life-long learning

Working at SIUE

New Employee Orientation

New employee orientation is mandatory for all new employees. The orientation provides a unique opportunity to understand SIUE's mission, culture and values. Representatives from the various functional areas of the University present on the role all employees play in meeting the institution's vision of empowering individuals to achieve their full potential. New employee orientation will help you see where you fit in SIUE's organizational structure and learn about policies, procedures, available benefits and services, and how you can help in the promotion of diversity in the workplace. Orientation also focuses on how you can provide quality service to students and the impact such service has on student success. Details about the next available orientation can be obtained by calling the Office of Human Resources at 650-2190.

Ethics

As a condition of employment, all employees are required to comply with the State Ethics Act as amended. The State Ethics Act covers, but is not limited to, restrictions on accepting gifts or Gift Ban, political activities during work, lobbyist activity and service on boards and commissions, employment by outside vendors of ex-State employees who were formally involved in procurement decisions, protection for "whistle blowers," and communication on procurement activities. The law requires that each employee complete annual ethics training conducted by the University. For a description of the Act's requirements and additional information, please visit siue.edu/human-resources. Employees seeking further information may contact the SIUE ethics officer at 650-2190.

Equal Opportunity

The University is committed to equal opportunity and affirmative action in all aspects of employment practices. All personnel policies, practices and procedures are administered without regard to an individual's age, color, disability, gender, marital status, national origin, race, religion, sex, sexual orientation or veteran status. Employees are expected to be aware of the University's commitment to equal opportunity and to comply with these policies and procedures. To access additional information concerning SIUE's affirmative action plan, contact the Office of Equal Opportunity, Access and Title IX Coordination at 650-2333 or visit siue.edu/eoa.

Employment Eligibility Verification (I-9 Form)

The Immigration Reform and Control Act (IRCA) of 1986 requires employers to complete and maintain an employment eligibility verification form (I-9 Form) for each employee to ensure that they are legally authorized to work in the United States. This form must be completed at the Office of Human Resources no later than the employee's first day of employment. It is the responsibility of the hiring unit to make arrangements for the completion of the I-9, which is a required federal form. Employees will need to bring identification to complete an I-9 form. Types of acceptable documentation can be found on the form at siue.edu/human-resources. If you have questions about how to complete the I-9 form, contact the Office of Human Resources at 650-2190.



PDQ Position Description Questionnaire

A Position Description Questionnaire (PDQ) outlines the duties, responsibilities and expectations of your position. The PDQ is also used in assessing employee job performance during annual performance reviews. Employees and supervisors will meet to discuss and sign the PDQ on the employee's first day of work.

Attendance

Attendance at work is an essential function of all positions at the University. Employees are expected to be at their respective assigned workstations and ready to work each day from the appointed starting time until the appointed ending time. Employees are expected to maintain consistent and regular attendance. In the event of an absence, an employee must make a reasonable effort to immediately notify the supervisor prior to the beginning of the workday. If the absence is to continue beyond the first day, the employee must notify the supervisor on a daily basis unless other arrangements have been made. Any employee who is absent three or more consecutive workdays without notifying the supervisor will be considered to have abandoned his or her job. Departments may have specific attendance policies, so be sure to discuss your work schedule with your supervisor.



Working at SIUE

Time Sheets

The State Officials and Employee Ethics Act (ILS 430) mandates that state employees periodically submit time sheets documenting the time spent each day on official state (University) business to the nearest quarter hour. Time sheets act as a record of attendance and overtime hours worked, and are certified by the employee and supervisor, upon their signature. Time sheets document the date and time an employee worked, paid absences such as vacation and sick days, or unpaid absences. Detailed information can be found at siue.edu/human-resources in the Frequently Asked Questions.

Legal and Designated Holidays

The University will be closed and all employees will be excused, except in emergencies and for necessary operations, on the following holidays: New Year's Day, Memorial Day (as determined by the law of the State of Illinois), Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and five holidays to be designated by the Chancellor before July 1 of each year. When a holiday falls on a Saturday, the day preceding it will be recognized as a holiday. When a holiday falls on a Sunday, the day following the holiday will be recognized as a holiday. Employees who normally work other than a Monday-Friday schedule, and who are not scheduled to work on a recognized holiday, will receive, as necessary operations permit, either (1) the scheduled day

off nearest the recognized holiday, or (2) an additional day's pay at the regular rate. Any other holiday or emergency time off shall be subject to the discretion and approval of the Chancellor. For a list of the current paid holidays, please see Holiday & Administrative Closure Schedule at siue.edu/human-resources/benefits.

Confidentiality Agreement

All new employees who work with sensitive and confidential information including, but not limited to, social security numbers, home addresses, phone numbers, rates of pay, retirement, health insurance and medical documentation, discipline matters, garnishment and bankruptcy, withholdings, and other personal information are required to complete a confidentiality agreement form and forward it to the Office of Human Resources, Campus Box 1040. The form can be found at siue.edu/human-resources.

Inclement Weather and Other Special Conditions

The general policy of the University is to remain open for programs and operations as scheduled. In the event of emergency closure, due to weather or other special conditions, arrangements for pay or time off will be determined in accordance with respective employment contracts and University policies including the University's inclement weather and other special conditions policy. Since safe transportation to and from the campus depends on many

factors, such as distance, specific road conditions in home areas, etc., individuals are urged to exercise discretion and sound judgment with regard to travel.

When extreme conditions are judged to exist, all or parts of the campuses of the University may be closed for a specified period of time. Announcements regarding the closure or delayed opening of all or parts of the University will be made on local radio and television stations. Employees may also receive text messages (e-Lert service), or may check the SIUE website or work voice mail for information relevant to a University closure. Every attempt will be made to make a decision by 5 a.m. regarding closure.

For the complete inclement weather policy and other special conditions, please visit

siue.edu/misc/inclement.shtml.

Emergency Notification System (e-Lert)

The SIUE e-Lert is a text messaging service that is used to quickly notify faculty, staff and student cell phones when an urgent situation, such as a bomb threat or hostile intruder, occurs or when the University closes due to inclement weather. While there is no cost to register for the alerts, standard rates may apply if your cell phone plan does not include text messaging. Visit siue.edu/emergency/elert.shtml to sign up for the service.



Compensation and Benefits

State Employees Group Insurance Program

Employees who are eligible and choose to participate in the State Employees Group Insurance Program have access to health, dental and vision benefits on their first day of work. This coverage also extends to the employee's dependents. To get further information about eligibility and more detailed information about the benefits offered to employees of SIUE, please visit siue.edu/human-resources.

Employees can view an employee benefits presentation at siue.edu/human-resources. Additional information about benefits offered can be obtained at the Illinois Department of Central Management Services' website at state.il.us/cms.

Pay Schedules

The University has scheduled pay dates for employees. Generally, hourly employees are paid bi-weekly on the Friday following the weeks worked. Salaried employees are generally paid semi-monthly on the 16th and last business day of the month. For a schedule of current year pay dates, please visit siue.edu/human-resources.

Electronic Funds Transfer (EFT)

As a condition of employment, it is mandatory for all employees to designate a financial institution (e.g., a bank or credit union) that will accept electronic fund transfer of paychecks, for the purpose of having their paychecks electronically deposited and notify the Office of Human Resources of such designation. It is understood, however, that the University may refuse EFT to employees for reasons including, but not limited to, repeated wage garnishments or offsets against their wages, provided that such refusal shall not be arbitrary or capricious.

Salary Deferral (Optional)

Fulltime employees with nine-, 10- or 11-month contracts who are paid on a semi-monthly basis may elect to be paid over the calendar year (12 months). However, the election must be made before the first day of employment for the academic year for which the employee is paid. Once the decision is made to elect salary deferral, that decision is irrevocable for the academic year. Employees may not opt out of salary deferral during the year and may not opt in after the year has started. For further assistance, see Salary Deferred Guidelines at siue.edu/human-resources.

The necessary salary deferral forms can also be found on the Human Resources website.



U.S. News & World Report Best Colleges of 2017 lists SIUE among the top 15 public Regional Universities Midwest for the 13th consecutive year.

More Benefits

Employee Assistance Program

The Employee Assistance Program (EAP) is a free, voluntary and confidential program that provides problem identification, counseling and referral services. Full-time and part-time (50 percent or greater) employees and their eligible dependents, regardless of whether they participate in the State Employees Group Insurance Program, have access to the EAP. All calls and counseling sessions are confidential, except as required by law, with the employee's written consent being required before information is disclosed. Employees have access to counseling services that assist them with a variety of concerns, including but not limited to, anger management, conflict at work or home, domestic violence, elder-care issues, parenting issues, financial concerns, legal issues, pre- and post-natal concerns, problems with alcohol or drugs, and stress. Visit siue.edu/human-resources for more information.

Tuition Waiver

The Office of Human Resources approves and processes waivers of tuition for civil service, faculty, administrative staff and professional staff employees. The dependents of

seven-year employees, retirees and persons who are on layoff or were involuntarily terminated (except for cause) are also eligible for waiver of tuition. The spouse or the dependent of a deceased employee, same sex domestic partner and civil union partner also qualify for tuition waiver benefits.

Civil service employees may attend any state of Illinois university covered by the Civil Service System through an inter-institutional waiver. Employees requesting to attend a University other than SIUE are required to complete the inter-institutional waiver form. For additional information and to review tuition waiver policies for employees, dependents, retirees and others, please visit siue.edu/human-resources.

Employee Discount Program

SIUE employees have access to many discounts for a variety of goods and services such as automobile rental, computer hardware and software, intercollegiate and professional sporting events, restaurants, hotels, wireless phone service, and many more. For a complete list of employee discounts and instructions on how to access them, visit siue.edu/human-resources.

Total Compensation (Worklife)

SIUE knows that its employees are its most valuable resource. An employee's total compensation package includes:

- gross earnings
- amount the University pays into your State Universities Retirement System (SURS) account
- employer amounts paid for your health, life and dental insurance (if selected)
- value of any tuition waiver(s) used by yourself or your dependent(s)
- paid time off for holidays
- amount of vacation and accruable sick leave earned

The Office of Human Resources also has several worklife balance initiatives. These initiatives seek to support the University's values of citizenship, excellence, integrity, inclusion and wisdom. For more details about various work life initiatives that you may partake in and help to develop, visit siue.edu/human-resources.

Personal Resources

Wellness

From annual flu shots offered through Health Service to the department fitness challenge, SIUE offers a variety of initiatives to promote wellness. Both family and individual memberships are available to the Fitness Center. The Wellness Center offers fitness assessments and personal trainers.

Banking

SIUE Credit Union provides low-cost services and is conveniently located on Lewis Road on the SIUE campus.

Dining

Several dining options are available on campus: Fixin's Restaurant, Center Court Dining, Auntie Anne's Pretzels®, Starbucks Coffee®, Chic-fil-A Express®, Kaldi's Coffee, Pizza Hut®, Sweete's, Freshens and Skywalk Café.

Other Resources

Lovejoy Library
Center for Spirituality and Sustainability
University Bookstore
Union Station
Summer Camps
Early Childhood Center



Campus Resources

SIUE Cougar Card

For safety, security and identification purposes, University employees are required to carry on their person their University-issued ID card at all times, including after hours and weekends if on University property. The SIUE Cougar Card also can be used as a prepaid meal plan card, or as a swipe card for SIUE building admittance. The Cougar Card is obtained in the Service Center located on the first floor of Rendleman Hall (Room 1309). The employee will be required to show a copy of their employment contract before an ID card is issued. If you need further assistance, contact the Service Center at 650-2080 or servicecenter@siue.edu.

Electronic Identification (E-ID)

The E-ID provides employee access to various web-based services and software including Blackboard, email, personal web pages, advisor track and CougarNet.

Get your E-ID

- online: siue.edu/e-id
- email: techhelp@siue.edu
- call: 650-5500

System Account Request Form (SARF)

Employees requesting a computer account or modifying account access will need to complete the system account request form. Employees must have a computer account established before access to any systems listed on the form, such as Banner and Cascade, can be created. Fiscal officers need to sign and

approve the SARF. In addition to completing the SARF, the hiring unit needs to request the systems access level needed, such as view only or update. The SARF is available at siue.edu/its/forms/pdf/sarf.pdf.

CougarNet and Blackboard

CougarNet (Banner Self-Service) allows employees to view and edit personal and employment information online. Employees are able to use their E-ID and password (or University ID and PIN) to access CougarNet to change telephone numbers, addresses and W4 information; give consent to electronically receive annual W-2 forms; and make direct deposit allocation to one or more financial institutions. Employees are also able to view payroll and benefits information pertaining to retirement, health, flexible spending, earnings and deductions history, pay statements, or leave balances.

Blackboard is a course management system used by faculty members to communicate with each other, as well as with students, in a virtual learning environment. Faculty members can use Blackboard to supplement a course with online handouts and electronic reserves or to deliver a completely online course.

For more details about CougarNet and Blackboard, call Information Technology Services at 650-5500 or visit siue.edu/its.

SIUE is second in the region for the number of LEED buildings on university campuses. All new campus construction is Leadership in Energy and Environmental Design (LEED®) certifiable by the U.S. Green Building Council. The new Art and Design Building is rated LEED Gold and the Science Building and Lukas Annex are rated LEED Silver.

AIS Access

(Fiscal Officer/Delegates Only)

The University's Administrative Information System (AIS) is the financial system in which accounting information is recorded. Employees who have the responsibility to manage accounts and budgets are fiscal officers (FO). Fiscal officers may also delegate another employee to perform FO duties and they are known as delegates. FOs and delegates must complete AIS training before they are granted access to the system. A new FO or delegate must complete a request form and an attestation statement at siue.edu/its/ais and forward it to Administrative Accounting, Box 1002. For training, visit siue.edu/its/ais.

P-Card Access (P-Cardholder/Manager/Approver Only)

Fiscal officers may request an employee to become a P-cardholder or a P-card approver/manager. Fiscal officers should complete a departmental card manager agreement and/or approver agreement form. The forms are available at siue.edu/purchasing and must be signed and sent to Purchasing to initiate P-card training. Employees are required to complete training before access is granted to the P-card system. Contact the P-card administrator at 650-3255 schedule a training session.

Keys

As a new employee, you may be required to have access to keys so as to carry out your job duties. Key Control oversees the distribution of keys to all SIUE buildings for all employees. Due to security reasons, University door keys cannot be sent through the mail and must be picked up at the Bursar's office located on the first floor of Rendleman. Once the keys are available, the employee will be contacted by the Bursar's office. Key pickup is between the hours of 8 a.m. and 4 p.m. Lost keys pose a risk to University personnel and property and must be reported immediately to University Police and Key Control. Approved employees who require after-hours access to the buildings may obtain exterior keyless entry using their SIUE ID card as a swipe card. Information about card swipe access can be found at siue.edu/facilities. If you have questions, contact Facilities Management at 650-3711. You can view a copy of the "Interior Access – Lockout Policy" at siue.edu/facilities.

Parking

Employees who park vehicles on University property must register their vehicle and purchase and display an SIUE parking hang tag for the appropriate parking lot.

Employees may purchase a blue or green parking hang tag. Depending on an employee's work location, other parking lot choices may be available. For additional information on parking hang tag costs and parking services visit siue.edu/parking.

Motorist Assist Program

Through the motorist assist program, parking service agents and University police offer a variety of 24/7 assistance including jump starts, tire assistance, lockouts and de-icing.

Name Badges (Optional)

Individual departmental units have the option of acquiring name tags for their employees. This serves as a way to identify personnel in customer service and security sensitive settings, or when attending professional meetings. Contact Purchasing at 650-3255 to inquire about obtaining a name badge.

Telecommunication Services

As a new employee, your job may involve the use of the phone system. In order to obtain a new phone number, change your phone extension screen display, reset the extension's voicemail, request an authorization code, or access telephone dialing and voicemail instructions, visit siue.edu/its. If you have additional questions, call Information Technology Services at 650-5500.



School of Dental Medicine Employees

Email and computer access can be obtained by calling the School of Dental Medicine IT office at 474-7088.

Parking tags can be purchased in the business affairs office in Building 273, Room 1103. Call 474-7100 for more information.

Voicemail and phone access code set up starts with your supervisor/director/chair. Contact the business affairs office at 474-7100 for more information.

Employee's Quick Guide to Campus Resources

SIUE's prefix is 650

Department	Email/Website	Telephone
Alestle	alestlelive.com	3530
Arts and Issue Series	artsandissues.com	5774
Athletics	siuecougars.com	2871
Bank of Edwardsville	cougarbanking.com	655.0780
Bookstore	siue.edu/muc/bookstore.shtml	3345
Bursar	siue.edu/bursar	3123
Dining Services	siue.edu/muc/dining	3043
Disability Support Services	siue.edu/dss	3726
Educational Outreach	siue.edu/educationaloutreach/	3210
Employee Discount Program	siue.edu/humanresources/benefits/discounts.shtml	2190
Gardens at SIUE	siue.edu/gardens	3070
Health Service	siue.edu/healthservice	2842
Human Resources	siue.edu/humanresources	2190
Information Technology Services (ITS)	siue.edu/its	5500
General Counsel (Legal)	siusystem.edu/general-counsel/index.shtml	2514
Lovejoy Library	siue.edu/lovejoylibrary	4636
Office of Equal Opportunity, Access & Title IX Coordination	siue.edu/ea	2333
Parking Services	siue.edu/parking	3680
Police	siue.edu/police	911 or 3324*
Safe Zone (LGBT Resources)	siue.edu/lgbt	+ See Ally List on website
Service Center		2080
SIUE Credit Union	siuecu.org	3760
Sustainability	siue.edu/sustainability	2441
Telecommunication Services	siue.edu/its/network/index.shtml	3373
The Center for Spirituality and Sustainability	siue.edu/religion	3246
Vadalabene Center (Campus Recreation)	siue.edu/maps/tour/vc.shtml	2348
WSIE-FM	wsieradio.com	2228

*Non-Emergency Number

+ siue.edu/lgbt/safezoneallies.shtml

For SIUE's full directory, visit siue.edu/search.

Getting Started at SIUE Checklist

On Your First Day

- ☐ Get your University ID number from Human Resources
ID# (8#####) _____
- ☐ Obtain your work email account EID from ITS
EID _____
- ☐ Review and sign your PDQ with your supervisor
- ☐ Obtain your Cougar Card from the Service Center
- ☐ Purchase a parking tag

In Your First Two Weeks

- ☐ Secure keys and access cards
- ☐ Learn your department's time reporting process
- ☐ Attend New Employee Orientation

Within Your First Six Months

- ☐ Meet with supervisor to discuss job performance and expectations (ask about probation)
- ☐ Choose retirement plan State University Retirement System (SURS)



Office of Human Resources

Campus Box 1040

Edwardsville, Illinois 62026-1040

siue.edu/human-resources

Phone: 618.650.2190 | Fax: 618.650.2696 | Email: webmasterhr@siue.edu

