



Carlson School of Management Employee Handbook

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WELCOME TO CARLSON

Welcome from the Dean

Dear new staff member,

Welcome to the Carlson School of Management and congratulations on your new position at the University of Minnesota. This is an exciting place to work, and I hope that you will enjoy being a part of the University's diverse, engaged, and stimulating community.

As a staff member, you will play a critical role in helping achieve the University's goal of becoming one of the top three public research institutions in the world. The University's commitment to excellence – through its exceptional students, faculty and staff, organization, and innovation - provides a framework for attaining this goal.

The University is one of the largest employers in the state, providing tuition benefits, career services, multicultural resources, comprehensive accommodations for employees with disabilities, and a commitment to workplace excellence. You are encouraged and empowered to contribute to the success and transformation of both the University and the Carlson School through participating in a variety of governance and committee opportunities.

During your time here, I hope that you will take pride in the Carlson School's international reputation for excellence. The Carlson School provides world-class business education programs that are shaping the future of work, leadership, and global collaboration. We have many areas of excellence: our preeminent faculty, a premiere undergraduate experience, an internationally prominent MBA portfolio, an exceptional array of international study programs, innovative interdisciplinary research and teaching, and an impressive Executive Education portfolio.

If you previously worked in the business world, you will likely find that working in higher education is a uniquely satisfying experience. Through your work here, you may have opportunities to participate in creating new knowledge, in helping business professionals be more effective, and in developing the next generation of leaders. You will probably interact with faculty members, graduate and undergraduate students, student workers, as well as other staff members from throughout the school and University. Depending on your role, you also may work with the public as well as the school's friends, benefactors, board members, and alumni.

As you can see, our Carlson School community consists of many diverse groups. We strive to create a welcoming environment that is based on fairness, respect, and inclusiveness. To facilitate this, decisions at all levels are characterized by transparency of process, fairness in process and outcomes, and regular, consistent communication.

I hope that you enjoy working here. I challenge you to go beyond the boundaries of your role as you contribute to our environment of academic excellence. Again, welcome to the Carlson School staff!

Sincerely,

Alison Davis-Blake,

Dean and Investors in Leadership Distinguished Chair in Organizational Behavior

Welcome from the Assistant Dean of Administration

Here at the University of Minnesota and the Carlson School of Management, we use many clichés when we speak about our employees. You'll hear “the backbone of the school”, “the lifeblood of the University”, the “foundation for our future success”. After a while people have a tendency to say, “Yeah, right.”

Why do these phrases seem overused to us? I am convinced it's simply because they are true. The Carlson School of Management is not the buildings or the endowments. Rather, the Carlson School is ultimately the work we do-- that mix of teaching, research, and outreach that is the reason for the existence of the school. And that work is done by people like you and me.

You may be directly involved in that work, or you may not. Whether you are directly interacting with students or providing support services in a back office, you are contributing to the mission of the school. You are joining a complex organization that is the heart of an international community of scholars, alumni, benefactors, faculty, staff, and students. Welcome.

Many of us work here because we passionately believe in the value of public higher education to our community, our nation and, ultimately, our world. Many of us also really like working here. I belong to both those groups and I hope you will, too.

I am delighted to welcome you to the Carlson School of Management.

Carolyn Chase
Assistant Dean of Administrative Services

INTRODUCTION TO CARLSON

University of Minnesota Mission

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world.

Carlson School of Management Mission

The mission of the Carlson School of Management is to discover transformative knowledge about the issues faced by organizations and managers in a dynamic global economy and to create exceptional learning and career opportunities by facilitating an engaged and integrated community of scholars, students, and practitioners.

Carlson School of Management History

The Carlson School of Management was founded in 1919 in response to requests from business people in the Twin Cities to establish a business school at the University of Minnesota. From the beginning, members of the business community worked in partnership with the school's faculty and students by providing classroom speakers, internships, employment opportunities, and scholarships. In that first year, 14 faculty members instructed 88 students. Since then, the school has undergone five name changes and been housed in five locations.

Today, the Carlson School has nearly 5,000 students, 50,000 alumni, six degree programs, 106 tenure-track and 30 full-time instructional faculty members. Since its founding, the Carlson School has been an active player in one of the country's most vibrant business communities, and the generosity of many business partners has helped the school grow over the years. Most notable among these benefactors is Curt Carlson, successful entrepreneur, alum, and namesake of the school. Key milestones in its history include:

- 1919 – Founded as the University of Minnesota School of Business
- 1920 - Became a member of the Association to Advance Collegiate Schools of Business (AACSB)
- 1929 – First “Tomato Can Loving Cup Award” was given to recognize an outstanding graduating senior who performed the most distinctive service to the Carlson School. The award, which is still given today, now comes with a scholarship to the Carlson School’s MBA program after the recipient has gained two years of work experience.
- 1937 – First MBA degree conferred
- 1948 – PhD business program founded
- 1960 – Part-time MBA program founded
- 1963 - Received accreditation from AACSB and became one of the first 20 business schools in the nation to receive this distinction.
- 1981 – Executive MBA program founded
- 1986 – Curtis L. Carlson, Minnesota entrepreneur and founder of the Carlson Companies, gave the University of Minnesota a \$25 million gift, which at the time was the largest single gift ever given to a public university. In his honor, the prestigious School of Management was renamed the Curtis L. Carlson School of Management.
- 1988 – First study abroad program was launched in Lyon, France. Now all Carlson School undergraduates are required to have an international experience.

- 1993 – Curtis Carlson gives another personal gift of \$10 million to the Carlson School to drive the building of a freestanding business school.
- 1998 – The Curtis L. Carlson School of Management building is dedicated.
- 2004 – Herbert M. Hanson, Jr., and his wife Barbara, pledged \$10 million toward the construction of a new undergraduate facility.
- 2006 – Dean Alison Davis-Blake is named the first female dean of the Carlson School.
- 2008 – The Carlson School’s new undergraduate facility, Herbert M. Hanson, Jr., Hall, is opened and welcomes a freshman undergraduate class of 450 students.

Over the years, Carlson School scholars, students, alumni, and business professionals have created an environment that supports and actively promotes research. Together, they’ve built a reputation for creating new knowledge and solving real-world challenges. Today, the Carlson School is recognized as a center for high-quality, breakthrough business research.

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UNIVERSITY POLICIES AND PRACTICES

www1.umn.edu/regents/polindex.html

Code of Conduct

The Code of Conduct applies to the following members of the University of Minnesota community:

- Members of the Board of Regents
- Faculty and Staff
- Any individual employed by the University, using University resources or facilities, or receiving funds administered by the University
- Volunteers and other representatives when speaking or acting on behalf of the University

The Code of Conduct is intended to reflect other Board and University policies and procedures. It does not create any additional or different rights or duties of a substantive or procedural nature.

The University holds itself and community members to the following standards of conduct:

1. Act Ethically and with Integrity.
2. Be Fair and Respectful to Others.
3. Manage Responsibly.
4. Protect and Preserve University Resources.
5. Promote a Culture of Compliance.
6. Preserve Academic Freedom and Meet Academic Responsibilities.
7. Ethically Conduct Teaching and Research.
8. Avoid Conflicts of Interest and Commitment.
9. Carefully Manage Public, Private, and Confidential Information.
10. Promote Health and Safety in the Workplace.

Conflict of Interest

The conflict of Interest policy applies to the following members of the University of Minnesota community:

- All Faculty and Staff
- Individuals with responsibility for design, performance, or reporting of University research

The following principles shall assist covered individuals and the University in addressing individual conflict of interest:

1. The University encourages covered individuals to engage in professional and business interaction with public and private entities. However, such professional activities can create conflicts of interest or the appearance of conflicts of interest that must be addressed.
2. Disclosure of potential significant conflicts is essential to allow for review by the University.
3. The University's review process shall assist covered individuals and the University in avoiding or controlling risks to the University's integrity and reputation, while at the same time protecting and furthering the interests of covered individuals, the University, and society in the activities supported by sponsored research and contributions.
4. Covered individuals shall not engage in activities in which there is an actual conflict of interest.

Nepotism and Personal Relationships

A University member shall not directly influence the University employment (e.g., hiring, promotion, supervision, evaluation, and determination of salary) or academic progress (e.g., grading and advising) of any other University member with whom he or she has a personal relationship.

Background Checks

Background checks are required for all Senior Administrative positions and positions within the Information Technology department. Please see your Human Resources representative for additional information.

The University uses a system of background verification checks to reduce the risk of making an inappropriate hire or being unaware of important job-relevant information for those hired.

The objectives of this program are:

- To minimize University risk by ensuring that unit hiring practices include conducting appropriate background checks, when needed.
- To comply with federal and/or state regulations requiring background checking be conducted for specified positions.
- To ensure compliance with privacy regulations by centralizing the request, receipt, evaluation, interpretation, and maintenance of background check reports within the Office of Human Resources.
- To provide information that will help units make informed hiring decisions.

Outside Consulting and Other Commitments

Outside commitments by University employees may be beneficial as long as they do not interfere with employment responsibilities, compete with coursework offered by the University or services offered by the employee's unit. These commitments also must not exceed the time limits allowable for outside consulting by eligible faculty and academic professional and administrative (P&A) employees. Faculty and P&A employees are required to follow the reporting and prior approval rules for outside consulting. The full policy is at the web address listed below. Please contact your HR Representative for further questions.

http://www.policy.umn.edu/groups/ppd/documents/procedure/OutsideConsulting_proc1.cfm

Drug-Free Workplace

Drug and alcohol abuse affects the health, safety, and well-being of all employees and students and restricts the University's ability to carry out its mission. Therefore, the University of Minnesota:

1. Prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by employees on all campuses and at all facilities of the University or as part of the University's activities; and
2. Prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace.

Employees who violate the prohibition against illicit drugs and alcohol are subject to discipline up to and including dismissal, consistent with existing policies and contracts. Possible discipline includes suspension or warnings, and also may include required completion of an appropriate treatment or rehabilitation program. Sanctions will reflect the particular violations and their severity. Referral for criminal prosecution may occur where appropriate.

Job Posting

If you need to fill a position within your department, please refer to your Department Administrator for job posting instructions.

Employee Classifications

Student

Student employees are those individuals registered for classes who hold employment in non-academic student positions and undergraduate teaching and research assistant positions.

Bargaining Units

University employees that have exclusive representation by a collective bargaining unit and elected union representation. The American Federation of State, County and Municipal Employees (AFSCME) is the current designated union representation for these employees.

Civil Service

The University civil service employee group includes exempt and non-exempt staff whose work supports the academic and administrative functions. Staff members perform work that includes, but is not limited to, the following: business operations, information technology, student services, service/maintenance, purchasing, and accounting.

Professional and Academic

Professional and Academic (P&A) are exempt employees that are engaged in either teaching or administrative activities of the University.

Faculty

Faculty are regular (tenured/tenure track) employees engaged in teaching, research, and service activities of the University.

Temporary and Casual

The University of Minnesota (University) shall provide for non-academic appointments that are (1) short-term, 67 workdays or less (temporary) or (2) characterized by schedules that are variable, intermittent, on-call, and consistently 14 hours a week or less (casual). These positions may be filled by current employees, students from other institutions or outside applicants.

Employment Verification

The University of Minnesota offers an automated employment verification service that allows employees to have employment and salary verified within a matter of minutes! This service is provided through a secure, third-party product called The Work Number (www.theworknumber.com). This fast, secure service is used for mortgage applications, reference checks, loan applications, apartment lease applications, or any reason you may have to verify your University of Minnesota employment information.

Probationary Period

Probationary periods are specific to job classification. Contact the Carlson School Office of Human Resources for information regarding probationary periods.

<http://www1.umn.edu/ohr/policies/governing/index.html>

Flexible Work Arrangements

Types of flexible work arrangements can include flex-time, compressed work weeks, job sharing, telecommuting and reduced time/part time schedules. The availability of these arrangements varies across jobs and work units.

Please refer questions about these policies and concerns to your direct supervisor.

EQUAL EMPLOYMENT OPPORTUNITY

EEO/Affirmative Action

The Carlson School of Management is in full support and practices the Equal Employment Opportunity and Affirmative Action policies of the University of Minnesota. Consistent with its academic mission and standards, the University of Minnesota is committed to achieving excellence through diversity. As a community of faculty, staff, and students engaged in research, scholarship, artistic activity, teaching and learning, or activities which support them, the University fosters an environment that is diverse, humane, and hospitable. As an institution, the University is a global enterprise which serves the state, the nation, and the world through its outreach and public service, and in partnership with community groups.

The goals of the University are to:

- 1) provide equal access and opportunity to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation;
- 2) advocate and practice affirmative action including the use of recruiting and search processes to enhance participation of racial minorities, women, persons with a disability, and Vietnam era veterans;
- 3) establish and nurture an environment that actively acknowledges and values diversity and is free from racism, sexism, and other forms of prejudice, intolerance or harassment, for men and women, faculty, staff, and students from varying racial religious, and ethnic backgrounds, and of varying sexual orientations, as well as people with disabilities; and
- 4) provide equal educational access to members of under-represented groups, and develop affirmative action admission programs where appropriate to achieve this goal.

Sexual Harassment

Sexual harassment by or toward a member of the University community is prohibited. Sexual harassment is defined by the University of Minnesota as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement in any University activity or program;
- 2) submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting this individual in any University activity or program; or
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program.

A violation of this policy may lead to disciplinary action up to and including termination of employment or academic dismissal.

BENEFITS

Health Benefits

www1.umn.edu/ohr/benefits/index.html

The University is committed to offering a competitive and comprehensive health package that includes medical, pharmacy, dental and flexible spending accounts to its employees.

Retirement Savings Plans

www1.umn.edu/ohr/benefits/retiresave/index.html

Faculty Retirement Plan

The Faculty Retirement Plan is for faculty members and professional administrative and academic (P&A) staff in select classifications with appointments of at least nine months between 67% and 100% time.

Minnesota State Retirement System (MSRS)

Members of the civil service and non-faculty bargaining unit employees participate in the Minnesota State Retirement System retirement plan. Participation is mandatory and begins the first day of employment.

403(B) Retirement Savings Plan

All faculty and staff members who are paid on a continuous basis are eligible to participate in the Optional Retirement Plan. The Optional Retirement Plan is a voluntary retirement savings/investment plan covered under section 403(b) of the Internal Revenue Code.

Its tax deferral feature allows eligible employees to make contributions into their retirement account on a before-tax basis. This means an employee may reduce the salary amount that is taxable under both state and federal income taxes and delay paying taxes on contributed money as well as on gains, dividends, and interest. Tax deferral can allow eligible employees' savings to accumulate faster than an after-tax savings program.

Contributions are deducted directly from your paycheck, so it is convenient and easy to build your retirement nest egg. You can choose from more than 250 investment options, ranging from aggressive growth mutual funds to conservative interest-bearing accounts from four top investment firms: Fidelity, Securian, Scudder, and Vanguard. The participating investment companies waive sales charges and account maintenance fees for University of Minnesota participants.

457 Deferred Comp Plan

Faculty and staff members who are paid on a continuous basis are also eligible to participate in the 457 Deferred Compensation Plan. The 457 Deferred Compensation Plan is a tax deferred retirement plan that is funded exclusively by employee contributions.

It allows you to set aside a portion of your salary on a pre-tax basis to supplement your mandatory retirement plan and social security. You will not pay any federal state income taxes on the amounts you contribute or on your earnings until the funds are withdrawn from your account.

You may participate in both the University's 457 Plan and its Optional Retirement Plan in the same calendar year and simultaneously contribute the maximum amount permissible to both plans.

The 457 Deferred Compensation Plan does not permit loans to be taken from the Plan and restricts withdrawals while employed unless a participant has an unforeseeable emergency. However, unlike the Optional Retirement Plan, distributions from the 457 Plan are not subject to penalty for early withdrawal before age 59.

Tuition Benefits

REGENTS SCHOLARSHIP PROGRAM

The University of Minnesota is pleased to offer eligible faculty and staff the opportunity to continue their education by providing tuition benefit programs to offset costs.

The Regents Scholarship Program provides tuition dollars to eligible faculty, P&A, civil service, and bargaining unit staff for University of Minnesota courses taken for academic credit.

The program and procedures are found at: <http://www1.umn.edu/ohr/policies/benefits/regents/index.html>

Employee Discounts

www1.umn.edu/ohr/benefits/discounts/

A complete list of employee discounts is available online.

Minnesota Employee Recreational Services Council (MERSC)

<http://www.mersc.org>

USave

The USave Program provides University employees with variety of savings opportunities. Proof of University employment is required, either with a UCard or a pay stub.

All discounts offered through the USave program, whether they are listed here or with MERSC, are given without any endorsement or guarantee from the University of Minnesota. The University is not liable for businesses not honoring discounts.

U Card Faculty and Staff Checking

<http://www1.umn.edu/ucard/>

Metropass

<http://www1.umn.edu/pts/metropass.htm>

Discounts for Local Attractions, Movie Tickets, & Metro Transit Tickets

<http://www.coffman.umn.edu/tickets.php>

TIME OFF

Family and Medical Leave of Absence (FMLA)

The Family and Medical Leave Act (FMLA) allows employees to balance their work and family life by taking reasonable unpaid leave for a serious health condition; for the birth or adoption of a child; or for the care of a child, spouse, or parent who has a serious health condition.

FMLA allows employees to take a leave while ensuring that they will have a job when they return to work. The leave is **without pay** but with continuation of the University's contribution to benefits including medical, dental and life insurance, and retirement benefits.

During an FMLA leave, an employee will be required to use first all accrued sick leave for which they are otherwise eligible, as determined by respective rules, contracts or policy, and then any accrued vacation leave in excess of ten days. The use of sick and vacation leave occurs at the same time as the FMLA leave.

Employees are eligible if they have worked at the University for at least 12 months **and** worked at least 1,250 hours in the 12 months preceding the beginning of the leave. Eligible faculty and staff are able to use up to a total of 12 weeks of leave in any fiscal year with proper medical documentation for the following types of absences:

- An employee's own serious health condition
- The serious health condition of an employee's immediate family member
- Caring for a newborn or newly-placed adopted child or foster child

An employee returning to work following a family and medical leave will be able to return to the same job or an equivalent position. Any benefits, seniority, etc., in place immediately before the leave will be reinstated provided that the employee returns to work within 30 days following the leave end date.

Parental Leave

Employees who qualify can request a paid parental leave for the birth or adoption of their child. If your spouse or same-sex domestic partner gives birth or adopts a child, you may also qualify for a paid parental leave. Parental leaves for University employees range from two weeks to six weeks depending on your employee group.

Employee Group	Biological Mother	Biological Father	Adoptive Parent
Faculty and P&A Employees	Six weeks paid leave	Two weeks paid leave, four weeks unpaid leave	Two weeks paid leave, four weeks unpaid leave
Civil Service and Bargaining Unit Employees	Two weeks or 10 days paid leave, plus up to 20 days of accumulated sick leave	Two weeks or 10 days paid leave	Two weeks or 10 days paid leave

Policies, rules and contract language governing parental leave vary by employee group. For more details about eligibility for and length of parental leave, please contact the Carlson Human Resources Department.

Medical Leave

Injury, illness, or pregnancy can leave you unable to work. The University provides a variety of programs that may allow you to continue your benefit coverage, and all or part of your salary, while you are unable to work. Some of these programs offer salary replacement.

Below is a list of the programs available at the University.

- Sick time
- Accrued vacation
- Vacation donated through the Vacation Donation Program
- Faculty disability insurance
- Short-term disability insurance
- Long-term disability insurance
- Workers' compensation insurance
- Approved unpaid time off
- Family and Medical Leave Act

Due to the numerous differences in leave benefits per employee classification, it is recommended that employees contact the Carlson Human Resources Department as soon as you know you'll be on leave.

Occupational Illness and Injuries/Worker's Compensation

Worker's compensation is a mandatory insurance program provided by the University of Minnesota which provides for payment of medical expenses and lost wages for employees who suffer work-related injuries or illness. This system may also provide permanent disability benefits for those who qualify.

An employee with work-related injuries or illness must immediately notify their supervisor. The supervisor will complete a First Report of Injury, which will initiate the worker's compensation claims process.

For further information contact the Carlson Human Resources Department.

Military Leave

The University's military leave policies cover current regular employees including faculty, academic professional and administrative staff (93xx, 96xx, 97xx), professionals in training, graduate assistants, civil service and bargaining unit staff who are members of:

- The Minnesota National Guard and Reserve
- An armed forces branch of the United States military (Army, Navy, Air Force, Marines, Coast Guard)

In addition, any current employee who volunteers or who is ordered into active military service as part of a presidential call-up is covered under the University's policies.

Eligible employees may get up to 15 working days of paid military leave in any calendar year, and up to an additional five years of unpaid military leave. Earned vacation time may also be used once the 15 working days of paid leave are exhausted.

Once an employee receives military orders, they should provide a written request for leave and meet with their supervisor or responsible administrator. Written orders should be brought to the meeting so that a copy can be made for inclusion in the employee's personnel file.

Voting and Jury Duty

VOTING

Every employee who is eligible to vote in an election has the right to be absent from work for the purpose of voting during the morning of the day of that election, without penalty or deduction from salary or wages.

- Only those employees who specifically request time off to vote are covered by this provision.
- The University does not close down for any time.

Disclaimer: Please refer to UofM website for most current policies when web address is referenced

- The amount of time off granted should be reasonable based on time needed to travel to and from the polls, register, and vote.
- The provisions of this statute only apply to working hours occurring before noon on election day.

JURY DUTY

The University of Minnesota provides eligible employees paid time off for jury duty. Each employee group has different eligibility requirements and process for requesting leave. Please contact the Carlson Human Resources Department with questions.

Bereavement Leave

The University allows employees to use accrued sick and vacation leave to take time off when a death occurs in an employee's immediate family.

Policies, rules and contract language governing bereavement leave vary by employee group. For more details, read the policy for your employee group.

Personal Leave

The University provides the opportunity for employees to request unpaid leaves of absence from their jobs. If you request a leave, you must submit a written request to your supervisor or administrator in advance of taking the leave. Departments have full authority to approve or deny a personal leave of absence.

Policies, rules and contract language governing unpaid personal leaves of absence without pay vary by employee group. For more details about unpaid leaves of absence by employee group—including eligibility, approval process, and reinstatement to your position upon returning from a leave of absence, review the policy for your employee group.

Holidays

Religious Holidays

The University of Minnesota permits absences from work for employees to participate in religious observances.

These absences must be arranged with the employee's supervisor who is encouraged to accommodate the employee's request to the extent it is practicable in their unit. Employees are responsible for giving supervisors at least two week's notice of the proposed absence.

Employees may request this time as either:

1. Paid vacation;
2. Time off without pay; or
3. The option to make up equivalent time by arrangement with the employee's supervisor.

Vacation Time

AFSCME CLERICAL OR TECHNICAL

Eligibility and Accrual

Employees with an appointment of 50% time or more are eligible to earn vacation.

Employees earn vacation with pay at the rates listed in the table below. The maximum amount of unused vacation an employee may accrue is two (2) years worth at the employee's current earning rate.

Hours of Service	Years of Service (100% FT Equivalent)	Accrual Rate (minutes per hour)	Approximate Monthly Accrual Rate for FT Equivalent
0 – 10,400	0 – 5	3.000	1 day(s)
10,401 – 16,640	6 – 8	3.750	1.250
16,641 – 24,960	9 – 12	5.250	1.750
24,961 – 41,600	13 – 20	5.650	1.875
41,601 – 52,000	21 – 25	6.000	2.000
52,001 – 62,400	26 – 30	6.375	2.125
62,401+	31+	6.750	2.250

CIVIL SERVICE

Eligibility and Accrual

Full- and part-time Civil Service employees on continuing or temporary appointments who are employed in one administrative unit on a prearranged and assigned schedule of 50% time or more are eligible to earn vacation.

Employees earn vacation with pay at the rates listed in the table below. The maximum amount of accumulated vacation time may not exceed the total amount of vacation that may accrue within two (2) work years.

Hours of Service	Years of Service (100% FT Equivalent)	Accrual Rate (minutes per hour)	Approximate Monthly Accrual Rate for FT Equivalent
0 – 10,400	0 – 5	3.000 minutes	1 day(s)
10,401 – 16,640	6 – 8	3.750	1.250
16,641 – 24,960	9 – 12	5.250	1.750
24,961 – 41,600	13 – 20	5.650	1.875
41,601 – 52,000	21 – 25	6.000	2.000
52,001 – 62,400	26 – 30	6.375	2.125
62,401+	31+	6.750	2.250

Full-time V-class employees earn an additional 1.385 minutes of vacation time (in lieu of overtime) for each straight-time paid hour of service. For more details on V-class vacation, see Civil Service Rules, Rule 11, Section 2.

ACADEMIC

Eligibility and Accrual

Employees with a 67% or greater, 12-month (A term) appointment, earn vacation, pro-rated accordingly. Vacation accrues for a total of eleven months at the rate of one day per half-month of service. Vacation is not accumulated beyond one year's total accrual of 22 days unless special permission is granted. Vacation days will expire if not used within one year of the month in which they were accrued.

Sick Time

AFSCME CLERICAL OR TECHNICAL

Eligibility and Accrual

Employees (including those on temporary appointments) who are employed in one department on a 50% time or greater appointment shall accumulate sick leave with pay at the rate of three minutes per straight time hour paid to a maximum of eighty hours per pay period.

CIVIL SERVICE

Eligibility and Accrual

Full-time and part-time employees on continuing or temporary appointments who are employed in one administrative unit on a prearranged and assigned schedule of 50% time or more shall accumulate sick leave with pay at the rate of three minutes per basic straight-time paid work hour.

ACADEMIC

Academic employees do not accrue sick leave. All academic employees, including graduate assistant and professionals-in-training, may be absent with pay because of illness, injury, or other disability of the employee, employee's child, spouse, or immediate family member for up to two weeks by informally notifying the responsible administrator/supervisor. Sick leave is available to part-time employees at their current percentage of appointment. If, in the judgment of the responsible administrator/supervisor, there is excessive use of Informal Sick Leave, the employee may be required to submit a health care provider's certificate to verify the illness, injury, or other disability of the employee or the employee's child. An academic employee with teaching responsibilities who takes a leave of two weeks or less shall make reasonable efforts to ensure that classes are taught by others or made up later.

Personal Holiday

In addition to the holidays designated by the University of Minnesota each year, Civil Service and Bargaining Unit employees can take additional time off called a **Personal Holiday**. The holiday time must be taken during the fiscal year between the dates of July 1 and June 30. To be eligible, an employee must begin his/her employment prior to May 1 of the current fiscal year. See your policy, linked below, for other eligibility guidelines.

You can choose the day on which to take your personal holiday time. To request permission to take your personal holiday, follow the same procedure you would for regular vacation.

School Conference and Activity Leave

University employees can take up to 16 hours each year of unpaid leave to visit their child's school, child care or attend other educational activities that cannot be scheduled during non-work hours. Paid vacation or compensatory time may be used to cover this leave. Employees should submit a request for leave in advance to their supervisor or responsible administrator. (Minnesota Statute 181.9412)

How a Leave May Affect Your Benefits

Before requesting a personal leave of absence, you may want to learn more about how your benefits might be affected. Some benefits will end while you are on leave, while others you may be able to continue.

BASIC BENEFITS DURING AN UNPAID PERSONAL LEAVE OF ABSENCE

During an unpaid leave of absence, the University discontinues its contribution toward the cost of your medical, dental, and life insurance benefits. You have the option to continue these benefits and your flexible spending accounts (health care and/or dependent care), *but you will be responsible for paying for the full cost of the coverage*. Once you return to active employment, you will again receive the University's contribution, if eligible.

CONTINUATION OF BENEFITS WHILE ON AN UNPAID PERSONAL LEAVE OF ABSENCE

You may continue all, some, or none of your benefits while on an unpaid leave of absence. If you choose to continue some or all of your benefits, you will be directly billed for the cost of the coverage.

FURTHER INFORMATION

If you have any questions regarding continuation of benefits, please contact the Employee Benefits Service Center at 612-624-9090 or 800-756-2363.

SALARY ADMINISTRATION

Payroll

The University of Minnesota has one biweekly pay cycle. Biweekly payroll is paid on a 10 day delayed basis every other Wednesday.

Employees have the option of receiving their earnings by check or by direct deposit into a member bank of the employee's choice. Paychecks or direct deposit stubs are distributed by Payroll Services to distribution points on each payday.

Overtime Pay

Non-exempt employees are eligible for overtime pay. Overtime is the time worked in excess of 40 hours per work week on one or more jobs. Overtime worked at the request of the supervisor may be compensated for either by pay or by time off.

All employees shall be paid at the rate of time and one-half for work in excess of 40 hours per work week on one or more jobs.

Compensatory Pay

Instead of being paid for overtime, employees may choose to take compensatory time off at a later date at the rate of time and one-half. An employee may use compensatory time within a reasonable period after a request to do so unless the use would unduly disrupt the operation of a department.

Departments have full discretion to reasonably restrict the amount of compensatory time off that can be accumulated and the length of time a compensatory time-off balance can be carried forward, except that the maximum limits imposed by statute will be strictly followed.

Direct Deposit

The Carlson School of Management encourages employees to sign up for Direct Deposit by logging into the University of Minnesota Employee Self-Service Website www.hrss.umn.edu.

PERFORMANCE MANAGEMENT

Annual Non-Academic Performance Review Process

Carlson's annual non-academic performance review process seeks to ensure fair and equitable treatment for employees by ensuring that Carlson employees are evaluated in a consistent manner. The review process is a five step process that involves both the employee and supervisor feedback.

Step 1 – Employee Input (EI) Form

Employees are required to complete an employee input form which allows them the opportunity to express how they have performed in their position during the past year.

Step 2 – Employee and Supervisor Review of EI Form

After completing the employee input form, the employee and supervisor will meet to discuss the EI form. This meeting allows for the any gaps in accomplishments to be addressed as well as provide additional insight for the supervisor's performance review of the employee.

Step 3 – Performance Appraisal

At this step the supervisor will complete a performance appraisal of the employee's job performance during the past calendar year. The supervisor will utilize the employee input form to ensure a fair equitable appraisal of the employee's performance.

Step 4 – Non-Academic Performance Review Process Summits

The Dean and Carlson HR representatives will conduct summit meetings with departments to ensure that appraisal ratings and justifications accurately meet the criteria for each rating.

Step 5 – Review of Performance Appraisal

Supervisors will meet with their employees to discuss their performance appraisal after each non-academic performance review process summit is complete.

Annual supervisor training is provided for the review process. Please contact the Carlson School Human Resources Department for additional details about the performance review process.

Merit Pay

Civil Service and Administrative Professional and Academic (P&A) Staff may receive annual increases on a merit pay based system. Increases are calculated based upon annual performance review ratings. Please contact the Carlson School Human Resources Department with questions regarding this policy.

EMPLOYEE DEVELOPMENT

Leadership Series

The Human Resources Department offers all employees additional training through the Leadership Series program. Announcements are sent out to all Carlson School employees with information about upcoming sessions. Sessions are free to those interested.

Insights Training

The Human Resources Department offers “Insights” training to departments as a team building, managing, and communication workshop. Please contact the HR Department for additional information.

University Development Programs

The University of Minnesota Organizational Effectiveness Department offers many development programs and workshops to faculty and staff. For a list of current programs available, please refer to the Organizational Effectiveness website: <http://www1.umn.edu/ohr/training/index.html>

Professional Development

Staff members receive an annual set amount of professional development funds. Please work with your supervisor if you are interested in any external training.

WORK ENVIRONMENT

Bulletin Boards

Posting information is allowed on the public bulletin boards located on the lower, first, and second levels. Students are encouraged to post in the student lounges. Materials may **not** be posted with paste, glue, adhesive backing, or similar means; however, the use of staples and tape is permissible. Facilities Management will remove all materials from these bulletin boards during semester breaks.

A Building Services manager can give assistance on posting information in the public areas for special events. Materials posted not related to Carlson School functions or not scheduled in classrooms will be removed without warning. Violators may be billed for the costs of clean up or repairs resulting from inappropriate posting or use of adhesives; violators may lose future distribution privileges.

Posters, flyers and signs are **not allowed**, (unless approved by a Carlson School Building Services manager) in or on:

- atrium area and pillars
- bathroom doors and stalls
- classroom and breakout room areas
- elevators
- main entrance windows
- public area doors and walls
- stairways

In accordance with the policy of each University building, the Union shall be granted posting rights for Union meeting notices and other official Union publications on specifically designated Department bulletin boards at mutually agreeable locations. Space shall be designated on those bulletin boards which will be exclusively for Union materials.

Dress Code

Dress code at the Carlson School is department specific. Refer questions about dress code to your direct supervisor.

Emergency Preparedness

The University of Minnesota is committed to a culture of safety. Please visit <http://www1.umn.edu/prepared/> for in-depth information regarding emergencies on campus.

TXT-U

TXT-U is the University of Minnesota's emergency notification text messaging system. Students, faculty, and staff can stay informed about critical campus safety information by registering to receive TXT-U messages. To register for TXT-U please visit <http://www1.umn.edu/prepared/txtu/>.

As a general practice, the University of Minnesota does not close unless the health, safety, and security of University personnel and students is seriously brought into question. When this does happen, either because of severe weather conditions or other emergencies, the Executive Vice President and Provost is responsible for initiating closing procedures for the campus.

OFFICIAL ANNOUNCEMENTS

All official University announcements will be made exclusively through University Relations. The radio is the primary source of information on University closings. The University community is expected to listen to radio announcements for closing information. Calling University offices will not guarantee that the latest or most accurate information is provided to the caller.

University Relations will contact the wire services and the following media outlets:

Radio K-AM	770	WCCO-TV	4
WCCO-AM	830	KSTP-TV	5
KFAN-AM	1130	KMSP-TV	9
KSTP-AM	1500	KARE-TV	11
MPR	91.1/99.5	Star Tribune	
KEEY-FM	102.1	Pioneer Press	
WMNN-AM	1330	Minnesota Daily	

As well, information will be posted on the University home page: www.umn.edu

Workplace Threats and Violence

Contact 9-1-1 **immediately**, if your workplace experiences any threats or violence. The 911 operator will be able to dispatch your emergency to the proper university and city of Minneapolis officials.

GENERAL

Use of Equipment

PERSONAL USE OF EQUIPMENT AND SERVICES

University equipment and services such as computers, copiers, printers, fax machines, tools, and data networks accessing electronic mail and institutional, college, or departmental computer systems should not be used for solicitation or for purposes not authorized by the Board of Regents, one's sole monetary gain, excessive personal data, or excessive personal messages.

PERSONAL LONG-DISTANCE TELEPHONE CALLS

University telephones shall not be used for personal long distance calls, unless charged to an individual's residence telephone or personal credit card. In addition, charges for personal calls from an off-campus phone through the operator to any University number or credit card are not allowed.

PERSONAL MAIL

University interoffice mail services should not be used by employees for personal mail or solicitation of funds. Sending or requesting receipt of personal mail is an example of misuse of University interoffice mail services.

Business Travel Expense

Employees (faculty and staff) traveling on University business are expected to choose the least costly method of transportation and lodging that meets the traveler's scheduling and business needs. Use of the University's preferred travel agencies and vendors is recommended. Employees are responsible to ensure that travel expenses are valid University business-related, in accordance with University policies and procedures and are a prudent use of public and University funds. All travel expenses incurred by employees must be substantiated and documented in accordance to University policy and applicable federal and state laws.

In accordance with Minnesota Statute 15.435, Section 20, whenever University funds (regardless of whether those funds originated from private donors, state or federal grants, contracts or appropriations or from any other source) are used to pay for airline travel for University employees, any credits or other benefits issued by the airlines must accrue to the benefit of the University and may not be used by the University employee for personal travel.

The University guideline for domestic lodging is that the nightly lodging rate does not exceed 150% of the lodging rate for that city as referenced on the US Government General Services Administration (GSA) website (www.gsa.gov). The guideline does not apply to conference travel, where the traveler is paying a pre-negotiated rate that is offered by the conference.

For more information about this policy, please visit the following website:
<http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/Travel.cfm>

Cell Phone Policy

University employees who meet the eligibility requirements will be given a predetermined amount of supplemental compensation to cover the approximate monthly cost of **either** a cell phone or cellular PDA, but not both. The eligibility requirements will determine which supplemental amount an employee will receive.

University employees who qualify for and receive supplemental compensation will be responsible for acquiring and maintaining their equipment. In addition, contracts entered into by qualifying employees will be **personal** contracts that are the responsibility of the employee, not the University.

For those who qualify, this policy authorizes a \$65 monthly supplemental taxable compensation for cell phones, **or** a \$130 per month supplemental compensation for cellular PDAs, such as Blackberry or Treo. The payments will be spread across pay periods. Employees who receive monthly supplemental compensation may not also receive reimbursements for any cell phone or cellular PDA expenses.

For further information, please refer to the Cellular Device Business Expenses policy at:
http://www.policy.umn.edu/groups/ppd/documents/policy/cellulardevice_pol.cfm

EMPLOYEE ACKNOWLEDGEMENT FORM

This employee handbook has been prepared for overview information of the policies, philosophies, practices and benefits of the Carlson School of Management. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to your supervisor by the due date.

I, _____, have received and read a copy of the Carlson School of Management Employee Handbook. I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me by the Carlson School of Management. I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the policies, practices, benefits and expectations of the Carlson School of Management.

I understand that the Carlson School of Management Employee Handbook is not a contract of employment and should not be deemed as such.

Employee Name (Printed)

Date

Employee Signature

Due Date



Office of Human Resources
Carlson School of Management
University of Minnesota

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Minneapolis, Minnesota 55455-0438
carlsonschool.umn.edu/ohr