

**SECTION V**

**PERSONNEL BENEFITS**  
**AND**  
**MISCELLANEOUS INFORMATION**



## **A. GROUP LIFE INSURANCE**

Group term life insurance is offered through the flexible benefits program to all full-time and part-time faculty members, except for temporary employees in their first year of service and employees with a visiting classification. Faculty members may choose one of the following options: 1) \$10,000; 2) \$50,000; 3) \$100,000; 4) two times the annual base salary; or 5) four times the annual base salary. The University pays the cost of insurance up to two times the annual base salary. Faculty members who choose the four times the base salary option pay the difference between the University's funding and the cost of their selection. Proof of insurability is necessary for more than \$400,000 of insurance. The maximum coverage is \$600,000.

Group life insurance is cancelled upon termination of service, except that the full amount or a portion thereof may be converted to an individual policy. A faculty member must apply to the insurance company and make appropriate payment within 31 days of separation from the University. Application forms are available from the Benefits Office.

(Rev. 11/94; 1/99)

## **B. MEDICAL INSURANCE**

The University pays toward the cost of Blue Cross/Blue Shield traditional plans, Health Maintenance Organization (HMO), Total Health Plus, and Principal Health Care insurance for full-time faculty, and regular part-time faculty members who desire to participate. The faculty member pays the difference between the University's funding and the actual cost of the plan selected.

If application for this coverage is made within 30 calendar days of entering the employ of the University, the policy becomes effective the first of the following month. If application is not made within 30 days of employment, the application cannot be considered until a "group reopening" is scheduled. This usually occurs in the spring of each year and is consistent with the flexible benefits enrollment period. Should a member of the Plan leave the employ of the University, membership may be continued by making payments directly to Blue Cross and Blue Shield of Delaware or by transferring to the new employer's group.

The University provides hospital and medical-surgical insurance for faculty members age 65 or older at benefit levels equal to those available to full-time faculty members under the age of 65.

(Rev. 2/91)

### **B.1 DENTAL PLAN**

The University provides dental insurance for eligible employees and their families, if selected under the flexible benefits program. Minimal guidelines for the plan include 100 percent coverage for diagnostic and preventative procedures; 80-20 percent co-pay (\$25 deductible) on restorative, oral surgery, endodontics, and periodontics (\$1,750 annual maximum per person); and 50-50 percent co-pay on orthodontics up to \$1,750 lifetime per family member.

## **C. TOTAL DISABILITY INSURANCE**

To provide continuing income in the event of total disability to eligible faculty members, a group disability program is provided. There is no cost to the individual for the base coverage. Individuals may choose a higher option at their expense through the flexible benefits program. Because a six-month waiting period is required before TIAA disability income begins, there is a transition from University employment and salary continuation based on service. The following schedule applies:

Employee's UD Service	Salary Continuation
1st and 2nd year	8 weeks at base salary plus 16 weeks at 60% base salary
3rd and 4th year	12 weeks at base salary plus 12 weeks at 60% base salary
5th and 6th year	16 weeks at base salary plus 8 weeks at 60% base salary
7th and 8th year	20 weeks at base salary plus 4 weeks at 60% base salary
9 years and over	24 weeks at base salary (100% salary)

(Rev. Benefits Office, 9/97)

#### D. FEDERAL SOCIAL SECURITY

All employees of the University (United States citizens) participate in the Federal Social Security Program. Full-time registered students are exempted by a state/federal agreement. Cost to the individual, matched by the University, is scheduled by Federal law as a percentage of a designated base salary, and deductions for the appropriate amount are taken from each salary check. In addition to retirement, disability, and survivor benefits, the Social Security Program provides hospitalization and medical-surgical benefits after retirement.

#### E. UNIVERSITY PROGRAMS FOR RETIREMENT

##### 1. Retirement Programs

- a. Teachers Insurance and Annuity Association (TIAA)/College Retirement Equities Fund (CREF) and Fidelity Investments

Participation in the University Retirement Program is mandatory at age 35 for full-time and part-time faculty members. Those under age 35 when employed are required to enroll at the beginning of the contract year following their 35th birthday. Those who are age 35 or older when employed are required to enroll at the time of hire. These requirements are not applicable to temporary faculty members. (Rev. 11/95, Office of Employee Relations to reflect Collective Bargaining Agreement).

Participation with University contributions is optional for eligible persons under age 35. (Rev. 11/95, Office of Employee Relations to reflect Collective Bargaining Agreement).

If participating in TIAA/CREF, the individual may contribute by payroll deduction (non tax-deferred contribution) or payroll reduction (tax-deferred contribution). If participating in Fidelity Investments, all employee contributions are tax-deferred. Employee contributions may be between 4 percent and 11 percent of annual base salary and may be limited further by Internal Revenue Service regulations. The University will contribute 11 percent of the annual base salary. (Rev. 11/95, Office of Employee Relations to reflect Collective Bargaining Agreement)

Nine-month faculty and chairpersons may contribute on earnings from summer supplemental contracts. The University will also contribute, providing the individual has elected this option. Individual and University percentage contributions are the same as to the regular base plan during the academic year.

The individual's maximum tax-deferred contribution is generally 11 percent plus an additional fixed amount per annum in accordance with IRS limitations. Participants may allocate all contributions (including University contributions) to TIAA/CREF and/or Fidelity Investments.

Eligibility criteria, salary designations, and contribution percentages described above also pertain to the Fidelity Investments option. Faculty who participate in Fidelity Investments may choose from among all funds offered by the company. Eligible faculty may participate concurrently in both the TIAA/CREF and Fidelity Investments programs.

(Rev. 2/91)

b. Supplemental Retirement Programs

A form of TIAA/CREF contract, entitled "Supplemental Retirement Annuity," (SRA) and the voluntary Fidelity Investment Option are also available to University faculty. These programs are designed for employees who wish to set aside voluntary tax-deferred funds (within Internal Revenue Service limitations) in addition to their other retirement programs. These plans permit lump sum cash settlements in addition to other retirement options.

(Rev. 2/91)

c. Delaware State Employees' Pension Plan

University faculty who are not eligible for the University Retirement Program (TIAA/CREF), may be grandfathered in the State of Delaware Pension Plan. A mandatory personal contribution of 3 percent of monthly earnings in excess of \$500 up to the monthly social security base and 5 percent thereafter shall be paid to the State Employees' Retirement Fund. The University also makes contributions for each faculty member who participates in the program.

d. Agricultural Extension Retirement Plan

Agricultural Extension staff members holding cooperative appointments with the U. S. Department of Agriculture and drawing 51 percent or more of their salary from Extension funds participate in the Federal Retirement Plan and in the University Retirement Plan (unless grandfathered in the State of Delaware Pension Plan). Additional information may be obtained from the Benefits Office and the Cooperative Extension System.

2. Other Benefits for Retired Employees

The "University of Delaware Benefits for Retired Employees" brochure, which is published annually by the Benefits Office, enumerates the benefits available to retiring University faculty whose primary retirement plan is TIAA/CREF/Fidelity Investments. To be eligible for retirement, faculty must meet one of the following age and service conditions:

- age 65 and 5 years service
- age 55 and 15 years service
- any age and 30 years service

The following benefits and privileges apply to those faculty who meet these requirements and elect to retire from the University.

a. Separation Payment

Faculty electing retirement shall receive a separation payment at the rate of one week (1/52 of annual base salary) for each year of University service. (Rev. 9/96, VP for Administration)

b. Life Insurance and Death Benefit

i. Life Insurance

At the time of retirement, eligible retiring faculty may continue a portion of their group

life insurance coverage at full cost. Coverage is renewable term insurance which decreases in amount as the retiree reaches various age brackets (Rev. 10/96)

ii. Death Benefit

The University will provide a \$5,000 death benefit for each retiring faculty member.

c. Health Care Coverage

i. Medical Benefits

Blue Cross/Blue Shield and Principal Health Care programs may be continued after retirement without a lapse in coverage. If the retired faculty member is under age 65, coverage continues at the same cost as if he/she remained on the University payroll. Family plans are offered if retirees are under age 65. At age 65, spouses and retirees each receive funding toward individual Blue Cross or Principal plans which are supplemental to Medicare. There is no cost for the Medicare supplement to the retiree or spouse (if both are over age 65). The surviving spouse of a deceased retiree is also entitled to continued coverage.

ii. Dental Benefits

At the time of retirement, eligible retiring faculty have a one-time opportunity to join the Retiree Dental Expense Assistance Plan. Retirees pay the full cost for dental plan coverage. (Rev. 10/96, 7/99)

iii. Blood Bank

Blood Bank membership may be continued for retired faculty members without a lapse in coverage.

iv. Annual Physical

If the retired faculty member continues enrollment in HMO, Total Health Plus, or Principal Health Care, an annual physical is provided as part of plan coverage.

d. Educational Benefits

i. Course Fee Waiver

Eligible retired faculty (spouse or dependent child) are entitled to enroll in two courses per semester up to a maximum of six courses per calendar year. Each fee waiver covers one course up to four credit hours. The value of the fee waiver benefit for graduate courses is considered taxable income. (Rev. 10/96)

ii. Tuition Remission

The spouse and/or biological or adopted children of faculty members who retire are eligible for tuition remission.

iii. Cooperative Tuition Exchange

A retired faculty member may enroll in one course per semester at Delaware State University or Delaware Technical and Community College at no cost.

e. **University ID Card**

ID cards are available to retired faculty. The card provides full library privileges and enables participation in recreational and cultural events at faculty rates, as well as use of Carpenter athletic sports facilities. In addition, a gold parking sticker will be issued without cost if the retired faculty member presents his/her ID card to Public Safety.

f. **University Transit Services**

Retired faculty may travel by University bus and without cost within the Newark area and off-campus to regularly scheduled destinations.

**F.1 PHYSICAL EXAMINATION**

The University assists full-time faculty members in meeting the cost of one physical examination per year by their own physician up to a cost of \$150 (\$75 for part-time faculty). This benefit includes fees for laboratory tests, if required as a part of the annual physical examination, optical examinations, optical fittings, hearing examinations, and hearing aid fittings. Those who wish to participate should obtain the necessary forms from their departmental secretaries. Temporary faculty members with less than one year's service and visiting faculty are not eligible for this benefit.

**F.2 WELLNESS**

The University provides up to \$50 per fiscal year for full-time faculty members (\$25 for part-time faculty) towards the costs of specified wellness activities offered by the Colleges of Nursing, Human Resources, and Physical Education, Athletics, and Recreation. This includes, but is not limited to: physical assessments, stress management programs, locker fees, nutrition counseling, biometric measurements, and fitness classes. Those who wish to participate should contact the Wellness Center at 112 Carpenter Sports Building (831-8388) or enroll through the sponsoring college. Temporary faculty members with less than one year's service and visiting faculty are not eligible for this benefit.

**G. BLOOD BANK**

The University makes available, at no cost to the individual, membership in the Blood Bank of Delaware. Full-time and regular part-time faculty are eligible to enroll in the Blood Bank, except for temporary faculty in their first year of service and visiting faculty.

**H. RENTAL HOUSING**

The University owns a limited number of faculty dwellings that are available on a rental basis to members of the faculty and staff. The lease on these properties follows the academic calendar and ends on June 30th. There is opportunity to renew the lease at year's end. Application for housing should be made to the Office of Real Estate and Risk Management. (Rev. Office of the Senior Vice President, 11/95; editorial update 3/98)

**I. FINANCIAL ASSISTANCE PLANS FOR RESIDENTIAL PURCHASES**

**1. Mortgage Loans**

The Trustees of the University have made available a sum of money for the financing of residential mortgages to assist in recruiting and relocating highly qualified faculty and professionals by obtaining appropriate housing within the vicinity of the University. This program has been replaced by the Home Purchase Assistance Program for those qualified faculty and professional members whose hiring date is after June 30, 1998. All full-time faculty and professionals required to relocate, by reason of their employment with the University, are eligible to make application for mortgage loans immediately upon employment. All other full-time faculty and professionals are eligible after two years of employment. Some of the provisions of the program are as follows:

1. The mortgage rate of interest will be contingent upon the source of funds available at the time a mortgage is approved.
2. The term of the mortgage will not exceed 30 years.
3. The mortgage may be up to 90% of the appraised value of the property or 90% of the purchase price, whichever is less and may not exceed 3.25 the applicant's contract salary for a residence purchased in Delaware and 3.0 times the applicant's contract salary for a residence purchased outside of the State.
4. Eligible faculty and professionals may receive only one University mortgage during their employment with the University. The program is not designed to provide funds for renovation or for refinancing property currently owned by an eligible member.
5. The property on which a University mortgage is secured is to be the primary residence of the eligible employee, except that:
  - a. In the event of a legal separation or divorce of an eligible employee holding a University mortgage, and his/her minor children continue to occupy the mortgage property as their primary residence, if payments are made in a timely manner, the University mortgage may continue until maturity, or until the faculty/professional ceases to be an employee. When the faculty/professional ceases to be an employee, or when minor children no longer occupy the mortgaged property as their primary residence, or when the last minor child of the eligible employee reaches eighteen years of age, the mortgage is to be repaid within 180 days.
  - b. In the event of the total disability of an eligible member holding a University mortgage, and he/she has been employed by the University for ten or more years, the University mortgage may continue until maturity, if payments are made in a timely manner and if the mortgaged property continues to be the primary residence of the employee. When the mortgaged property no longer is the primary residence of the eligible employee, the mortgage is to be repaid within 180 days.
  - c. In the event of the death of an eligible employee holding a University mortgage and his/her spouse and/or minor children continue to occupy the mortgaged property as their primary residence, the University mortgage may continue until maturity, if payments are made in a timely manner. When the spouse and/or minor children no longer occupy the mortgaged property as their primary residence, or the spouse remarries, the mortgage is to be repaid within 180 days.
6. In the event of the retirement of an eligible employee holding a University mortgage, and if he/she meets the age and service requirements for University retirement benefits, the University mortgage may continue until maturity, if payments are made in a timely manner, and if the mortgaged property continues to be the primary residence of the eligible employee. When the mortgaged property no longer is the primary residence of the eligible employee, the mortgage is to be repaid within 180 days.
7. Except as described under 5. and 6. above, if a mortgage holder ceases to be a full-time employee of the University, or no longer occupies the mortgaged property as a primary residence, the options on settlement of the mortgage are as follows:
  - a. if less than five years of service, the mortgage must be satisfied within 90 days from date of change in employment status or date eligible employee no longer occupies property as primary residence;
  - b. if more than five years of service and



- i. termination is involuntary, the mortgage must be satisfied within 90 days from date of separation or within one year of notice of termination or change in employment status, whichever is greater;
  - ii. termination or change in employment status is voluntary, the mortgage must be satisfied within 180 days from date of separation or change in employment status;
  - iii. eligible employee no longer occupies property as primary residence, the mortgage must be satisfied within 180 days from date eligible employee no longer occupies property as primary residence.
8. If the mortgagor ceases to be eligible for a mortgage and does not satisfy the mortgage under the options stated under 7. above, the interest rate on the University mortgage may be increased to the maximum rate of interest then lawful in the State of Delaware, or other appropriate action may be taken by the University including and without being limited to foreclosure and transfer of the deed.
  9. Mortgages considered jumbo mortgages by the bank community, currently defined as \$275,000 and above and adjustable periodically, will be charged an interest rate of 0.4% above the normal rate.

For further details and information, contact the Office of the Treasurer at 831-8964.  
(rev. 9/94; 3/98; 2/99; 3/00)

## 2. Neighborhood Mortgage Assistance Program

The University of Delaware will make available funds for mortgage assistance to eligible employees who choose to purchase homes in specific targeted neighborhoods within the City of Newark. The program's primary purpose is to assist in stabilization of traditional family neighborhoods as described below.

All full-time employees are eligible to make application for mortgage assistance immediately upon employment.

The University will make a \$5,000 cash loan at settlement to be forgiven at the rate of \$1,000 for each full year the eligible employee maintains the house as his/her primary residence, with the stipulation that the purchaser must remain an eligible employee for two years from the date of settlement. Because the loan will be forgiven provided the employee retains his/her eligibility, employee will realize taxable income of \$1,000 per year for five years and will be liable for income and wage taxes thereon.

### *PROGRAM PROVISIONS*

1. Any first mortgage must be granted by a banking institution or other firm regularly in the business of lending for home purchases and performing credit reviews. The University's loan will be secured by a second mortgage on the house.
2. Except as provided for in Provision 3 below, the borrower must remain an employee of the University for two years from the date of the settlement or repay the remaining unforgiven loan balance even if continuing to reside in the house.
3. In the event of the retirement, total disability or involuntary separation from employment for other than just cause, the loan may continue until forgiven if the mortgaged property continues to be the primary residence of the former employee.
4. The property must be the primary residence of the eligible employee, except that:

- In the event of a legal separation or divorce of an eligible employee holding a University loan, if his/her spouse and/or minor children continue to occupy the mortgaged property as their primary residence, the University loan may continue until forgiven.
  - In the event of the death of an eligible employee holding a University loan, and his/her spouse and/or minor children continue to occupy the mortgaged property as their primary residence, the University loan may continue until forgiven.
  - In the event of sabbatical leave, home may be rented for up to one year to single occupant or family.
5. Interest shall accrue at the rate of 8% per annum, beginning 30 days from the date an employee leaves the University's employ within two years or ceases to use the property as his or her primary residence (or the primary residence of his or her spouse) within five years.
  6. No more than \$5,000 shall be made available per home purchase, regardless of the number of eligible employees planning to reside in the home.
  7. An employee may participate in the program one time only.
  8. As a condition of the loan, home owner agrees to grant the University the first opportunity to purchase property.
  9. Eligibility for this program does not affect eligibility for any other program the University may offer regarding primary residence purchases. See the Mortgage Loans policy and the Home Purchase Assistance Program.
  10. The University of Delaware reserves the right to alter the terms and target neighborhoods as deemed appropriate to the goals of the program or to terminate the program at any time.
  11. The \$5,000 loan will be provided at settlement by check made out as instructed by lender (mortgage provider). Funds may be applied to down payment and/or settlement costs.

*NOTE: Area banks may offer additional programs that may provide additional favorable terms to employees. Employees seeking a mortgage may wish to contact local banks for further information.*

**Properties included in the Neighborhood Mortgage Assistance Program:**  
**East Park Place Area**

- |                   |                    |
|-------------------|--------------------|
| • East Park Place | • Wollaston Avenue |
| • Courtney Street | • Waterworks Lane  |
| • Ashley Road     | • Manuel Street    |
| • Kells Avenue    | • Academy Street   |

**Properties on the streets listed below bounded by the east side of Haines Street to west side of S. Chapel bordered on the north by E. Cleveland and the south by Chambers Street.**

- |                        |                         |
|------------------------|-------------------------|
| • Haines Street        | • Chapel Street         |
| • Chambers Street      | • Choate Street         |
| • Benny Street         | • Linden Street         |
| • Lovett Avenue        | • Center Street         |
| • Continental Avenue   | • New Street            |
| • East Delaware Avenue | • East Cleveland Avenue |

#### **Cleveland Avenue Area**

- East Cleveland Avenue from North College to Chapel Street, Prospect Avenue and Wilbur Street.

For additional information, contact the Treasurer's Office (831-8964).

(Policy approved, Office of the Treasurer, 1997)

### **3. Home Purchase Assistance Program**

The Board of Trustees has established a new program to replace the University's current mortgage program for faculty and professional staff hired after June 30, 1998. In so doing, it continues to assist in the recruitment and retention of faculty and administrators. This new program, called the Home Purchase Assistance (HPA) program, provides a one-time \$5,000 payment to be paid at settlement on the purchase of a primary residence. Key elements of the HPA program are set forth below:

Effective July 1, 1998, all full-time faculty and professionals hired after June 30, 1998 may receive home purchase assistance in the form of a one-time \$5,000 payment to be paid at settlement on the purchase of a primary residence within reasonable commuting distance of work location.

- Full-time faculty and professional staff hired before July 1, 1998, who have not used the University mortgage program, will have the option of using the existing University mortgage program or the new HPA program, effective immediately.
- The HPA supplemental cash payment will be taxable income to the employee in the year paid and federal and state taxes will be withheld as appropriate. The law requires federal (28 percent) and state (5 percent) income taxes be withheld irrespective of an employee's actual tax bracket. FICA/FICM tax of 7.65 percent must also be withheld unless the FICA threshold has been reached. The net cash available to employees will be \$2,967.50.
- If an employee itemizes deductions on his or her income tax return, mortgage points paid generally are deductible, and the employee can adjust withholding tax from regular salary to reflect estimated tax liability. Employees are encouraged to consult a tax advisor to determine the tax treatment appropriate to their individual circumstances.
- No more than \$5,000 shall be made available per home purchase, regardless of the number of eligible employees owning and residing in the home.
- Full-time faculty and professional staff electing the HPA program may also take advantage of the Neighborhood Mortgage Assistance Program if he/she meets that program's qualification criteria.
- Detailed administrative procedures are available with HPA application forms in the University Treasurer's Office (831-8964).

(Policy approved, Board of Trustees, 12/97)

## **J. COURSE FEES, WAIVERS - RESIDENT RATES**

All regular full-time faculty, their spouses, or dependent children may enroll in two courses each semester or session, up to a total of six courses per calendar year without payment of fees. Part-time faculty are limited to three courses per calendar year. Such enrollment may not displace a paying student from the class or add appreciable costs to the University. Details are contained on the request form. Additional courses may be taken upon payment of fees. Full-time faculty, their spouses, and dependent children are considered as in-state students for fee purposes from the date of employment.

(Rev. 2/91)

### **J.1 TUITION REMISSION PROGRAM**

The University offers a Tuition Remission Program for eligible full-time employees. Two tuition remission requests are permitted for each eligible employee. The student may be either a spouse or a

dependent child of the eligible employee. Tuition remission applies to full-time undergraduate students in the fall or spring semesters only. The student must be matriculated, i.e., officially accepted by the University Admissions Office. Under this program the student may take 12 to 17 credit hours (see limitations in #5 below) at no charge in each semester.

This policy is subject to the following conditions:

1. The employee must be on the active payroll at the end of the late registration period (free drop/add) for the semester in which the tuition remission is granted. This is usually the first two weeks into the semester.
2. The spouse must be legally married to the employee at the beginning of the semester in which the tuition remission is granted.
3. The dependent child is defined as a natural child, or a legally adopted child of the employee or spouse, who has been claimed by the employee as an exemption for Federal Income Tax purposes on the employee's most recent Federal Tax Return.
4. The dependent child shall not declare independent financial status for the academic year in which the tuition remission is granted.
5. The spouse or dependent child must be enrolled as a full-time matriculated undergraduate student at the end of the late registration period and must maintain full-time status throughout the semester in which the tuition remission is granted. Full-time status is defined as a minimum of 12 credit hours per semester.

If the student does not maintain full-time status throughout the semester, the student will lose eligibility for the tuition remission program for that semester and will be billed for the number of credit hours taken.

6. The employee must complete the "Request for Tuition Remission Program" form which is available from the Benefits Office. The completed form must be returned to the Benefits Office prior to the end of the late registration period for the semester (free drop/add).

#### **K. UNIVERSITY FACILITIES AND EQUIPMENT**

Although colleges and departments may occupy a particular building or section of a building, other classes and activities will be assigned to these facilities as space requirements dictate. Assignment of office space is made by the Office of Facilities Management in response to requests initiated by the department chairperson and approved by the University Provost. Classrooms and seminar rooms are assigned and scheduled by the Scheduling Officer in the Registrar's Office.

Office and building keys are issued free to authorized users and should be requested on a "Key Authorization Form" available in departmental offices. Authorized users are responsible for security of the keys and should not duplicate them or lend them to unauthorized persons. As a security precaution, keys should not be labeled as to the locks they open. When keys are no longer in use, they should be returned to the locksmith. In the event of loss of keys, Lock and Hardware Services should be notified immediately.

The following office furnishings are issued to each faculty member and charged against the University Equipment Account: 1 desk, 1 filing cabinet, 1 waste basket, 1 desk chair, 1 side chair, and 1 unit of bookshelves. Faculty members are asked not to move furniture from one office to another without notifying the Office of Facilities Management and the department chairperson.

In general, University buildings are open Monday through Friday from 7:30 a.m. to 10:00 p.m. and on Saturdays 7:30 a.m. to 12:00 noon. For buildings where general admittance is customary after usual

closing hours (Library, etc.), hours are posted. Persons desiring to use a building outside regular hours should make their needs known to the Department of Public Safety at ext. 2682.

Safety shall be a major concern of all faculty and professionals. Each activity must be planned and conducted with the safety of individuals considered. Sound safety principles and procedures shall be established and followed in all classrooms and laboratories. Each faculty member has the responsibility of safety associated with activities under his or her direction. The Office of Occupational Health and Safety may be consulted on all matters concerning safety.

If a fire occurs, it is important that the Director of Occupational Health and Safety be notified immediately, even if no appreciable damage results. He or she will make sure that the fire extinguishers are recharged, insurance reports filed, and hazardous conditions corrected to reduce the chance of recurrence.

University property shall not be removed from the campus or from the building to which it is assigned without appropriate authority.

Equipment not in use shall be at the disposal of an equipment administrator, designated by the President, who shall maintain a current inventory of all equipment and shall have authority to make such rules as are needed to obtain maximum sharing of such equipment. No new equipment may be purchased without the approval of the equipment administrator indicating that usable surplus does not exist or that similar equipment cannot be shared with other units.

#### **L. SMOKING POLICY**

Except for student housing and other residential areas, the University of Delaware declares the interior of all University-owned or occupied buildings, University-owned vehicles, and at least one entrance to each building to be smoke-free. Smoking will be permitted outside one designated entrance for those buildings with more than one entrance. The smoking/non-smoking designation for each entrance shall be determined by the Unit Head of that building, in conjunction with the Assistant Director of Facilities Management, Grounds Division. Compliance with this policy is the responsibility of all members of the University community.

(rev. 4/95)

#### **M. POST OFFICE AND MAIL SERVICE**

The University operates an internal center for the distribution of regular mail to the campus received from the U. S. Postal Service. All material received in the U. S. mails will be distributed to the designated office or person. Concurrently, the University operates its own campus distribution service, commonly referred to as the "Campus Mail." This service provides for the in-house distribution of University business and printed matter of importance and relevance to approved University programs and services. In this context, the Campus Mail system, as a part of the University's facilities, is restricted service. It is not available for the personal use of University employees or students, or for the personal use, private gain or use by non-University groups, or for the advertisement of programs not sponsored by the University.

Regulations regarding the hours and use of the center are available from the Campus Mail Division.

#### **N. UNIVERSITY BOOKSTORE**

The University Bookstore, owned and operated by the University, is located in the Student Center. Its primary function is to obtain and sell textbooks and other materials needed in the academic program. Book and supply requirements must be submitted to the Bookstore on the proper forms at the requested time. Also, the Bookstore offers nonrequired titles in cloth and paper bindings. Other articles include art objects, greeting cards, magazines, and records.

## **O. GRAPHIC COMMUNICATIONS**

The University's Graphic Communications Center provides for the printing and "Quick Copy" of necessary materials for various academic and service units of the University. Graphic Communications is a service restricted to use by the various units of the University. All units of the University are charged for the services received. This service is not to be used by employees or students for their personal affairs.

All requests for duplicating of printed copy by "Quick Copy" or other printing systems that will ultimately be used for internal distribution to faculty, staff, or students will be printed on white mimeo paper stock in lieu of the more expensive watermark bond paper.

Graphic Communications is to be used for all work within their equipment capability in preference to an outside vendor for both printing and "Quick Copy" work.

## **P. TELEPHONE SERVICE**

The University has a direct dial (Centrex) telephone system. This service permits the user to receive calls directly from the outside or to place calls to the outside without the assistance of a switchboard attendant.

University users should inform as many people as possible of their Centrex numbers so that they may be called directly when in their offices.

Telephone installation is arranged in response to a written request from the appropriate department head, approved by the Dean of the college to the telephone services supervision. The University attempts to provide access to telephone service for all full-time faculty members. It is not feasible to have separate telephones in every office, so several faculty members may have to share in the use of one instrument or line. The University Telephone Services Office is open from 8:00 a.m. to 4:30 p.m. Monday through Friday, except on holidays.

Instructions concerning the use of University telephones are given in the University telephone directory issued by Telephone Services. Calls on University business should not be made on a home telephone or later billed to the University, for the University cannot accept charges for the taxes involved. Personal long distance calls should not be made from University telephones.

## **Q. PARKING ON CAMPUS**

University parking facilities, although limited, are adequate to accommodate authorized vehicles in the areas specified in the vehicle regulations. All University employees and commuting students are required to register vehicles that are to be parked on campus, except at metered spaces. Parking lots are color coded, and variable annual parking charges are related to the type of lot. Individual reserved spaces are provided for faculty with severe physical handicaps and may be obtained on payment of the appropriate fee by all University employees. Unregistered vehicles or vehicles parked in violation of parking rules are subject to towing at owner's expense.

Bus service is provided on a frequent basis between the Delaware Field House, main campus areas, and north campus while classes are in session. Use of the bus is encouraged to reduce congestion and pollution.

## **R. LIABILITY INSURANCE AND INDEMNIFICATION**

The University, along with its employees and students, are all generally protected by comprehensive liability insurance, including contractual liability, from the consequences of negligence in the performance of official duties.

In addition, an employee or agent will be indemnified by the University against expenses, judgments, and fines reasonably incurred as a result of any lawful actions taken in good faith and not opposed to the best interests of the University. This includes errors and omissions of a professional nature. A copy of the complete Indemnification Policy is contained in Chapter 3 of the Trustee Bylaws.

The University maintains automobile liability insurance that applies to University owned vehicles and will automatically cover the liability of any employee, student, or other person while driving or using these vehicles on authorized University business.

With respect to liability for accidents involving other vehicles (such as those personally owned or leased by employees, students, or parents) on official University business, the University's insurance provides excess coverage. This coverage would apply only to the claims which exceed the vehicle owner's insurance (which is considered primary insurance for the owner, driver, and the University) and the driver's insurance (which is secondary if the driver is other than the owner). All persons using private vehicles on University business or in University-supported activities should be advised of the need to carry adequate automobile liability coverage under their own insurance policies. Limits of at least \$500,000 per person, per occurrence for bodily injury and \$250,000 per occurrence for property damage are suggested. In the event an employee is in the practice of regularly using his or her personal vehicle for University business, it must be declared on any application or information solicitation from the insurance carrier.

The University has been asked by the State Insurance Commissioner to remind all drivers of State insured vehicles (which includes those owned by the University) that use of the vehicle for other than official business could be termed unauthorized, which would result in no insurance coverage under the State policy for the person operating the vehicle.

The University assumes no responsibility for loss or damage to personal property. Employees are urged to carry personal property insurance to cover items of value. This coverage is often included in Homeowner's Policies.

Personally owned or leased aircraft may not be used on University business without the specific prior written approval of the University Provost. A certificate of Aircraft Liability Insurance should be submitted and approved by the Associate Treasurer for Financial Services prior to use of the aircraft.

## **S. PUBLICATIONS**

The campus newspaper *Update* is issued regularly for all University employees, and includes daily calendars of campus events. Various reports, including the President's Annual Report, the Financial Report, and University catalogs and bulletins are issued periodically.

Students publish a student newspaper, *The Review*, twice weekly during the academic year. The Blue Hen is the annual student yearbook sold on a subscription basis.

## **T. NOTARIES PUBLIC**

University documents and forms will be notarized without charge by any of the University notaries public. These are located in the following offices:

- Benefits
- Bob Carpenter Center
- Cashier's Office
- Dean of Agricultural Sciences
- Disbursing/Purchasing
- Foreign Student and Scholar Services
- Registrar's Office at the Student Services Building
- Vice President for Student Life
- Vice Provost for Research
- University Secretary

Although intended primarily for University business, these notaries will also furnish personal notary services, for which they must make the legally required charges.

(rev. 6/95)

## **U. UNIVERSITY OF DELAWARE BLUE AND GOLD CLUB**

The Blue and Gold Club of the University of Delaware was organized and is maintained by the staff and alumni of the University to promote and perpetuate amity and understanding among the members of the "University of Delaware family." Current and former faculty, professionals, and staff of the University are eligible for regular voting membership with payment of annual dues. The club offers members opportunities to meet socially and professionally at luncheon and dinner meetings and at special events. It will also provide other services that may be desired by the membership. Club facilities are at 44 Kent Way. Applications may be obtained at the Blue and Gold Club or by calling 831-2582.

## **V. ID CARD**

1. All employees are issued University identification cards that entitle them to the use or rights and privileges extended at the bookstore, library, recreation facilities, drama, and film presentations. All employee ID cards are authorized by the Personnel Records Office (PRO) and issued by the ID Office.
2. The following personnel classes are eligible for ID Cards (Rev. 6/95):
  - 202 - Full-time professional
  - 203 - Part-time professional
  - 205 - Off-campus professional
  - 208 - Post Doctorate
  - 210 - Department Chairs
  - 211 - Full-time faculty
  - 212 - Part-time faculty
  - 215 - Off-campus faculty
  - 217 - Visiting faculty
  - 218 - Visiting professionals
  - 219 - Adjuncts
  - 230 - Full-time salaried staff
  - 231 - AFSCME #439
  - 233 - Other hourly
  - 234 - AFSCME #3472
  - 236 -Part-time salaried staff
  - 240 - Bartol faculty
  - 241 - Bartol salaried staff
  - 242 - Bartol professionals
  - 243 - Bartol post-doctorals
  - 270 - full-time limited term researcher
  - 271 - part-time limited term researcher



3. Affiliate identification cards are available to those persons who are part of the University community but who are not regular University employees. This group may include Military Sciences, consulting physicians, consultants, visiting scholars, Credit Union, and research interns. Other affiliate cards may be approved by PRO on an individual basis.
4. Spouse identification cards for faculty or professional and salaried staff are available for a nominal fee.
5. The ID card is the property of the University of Delaware and becomes void when employment ceases.
6. All employees must return the ID Card to PRO when employment terminates. All spouse ID cards must also be returned.
7. The ID Card is not transferable.
8. Lost or stolen cards must be reported immediately to the ID Systems Office and the Public Safety Office.

#### **W. USE OF UNIVERSITY FACILITIES BY ON-CAMPUS GROUPS**

The physical facilities of the University of Delaware have been provided to enable the institution to carry out its responsibilities of education, research, and public service.

Recognizing that the University of Delaware cannot honor all of the many requests it receives from campus groups and individuals for the use of facilities in support of numerous activities, the following policies are established:

1. Those activities within the broad definitions of education, research, and public service that the University initiates, have priority over all other uses of the institution's physical facilities. University, in this context, means a college, division, department or other official administrative or service unit.
2. When space is available, a campus-affiliated group may be granted the use of University facilities provided the activity is sponsored by a college, division, department or other official administrative or service unit, or a recognized employee organization, and provided the group agrees to observe the policies and procedures governing the use of University facilities.
3. The use of University facilities by campus groups or individuals shall not interfere with or prevent the use of the facilities for the regular instructional program or for other scheduled activities.
4. Campus groups or individuals using University facilities must compensate the University for the rental of space, where applicable, and for all expenses resulting from the activities including custodial service, labor, security, conference arrangements or other costs.
5. The use of University facilities solely for fund-raising purposes shall be limited to those activities whose income benefits the entire State. Any exceptions must be approved by the Director of Alumni and University Relations. The University will maintain control over all income used in connection with fund-raising activities and will collect and disburse all income.
6. University facilities may not be used by campus groups or individuals to raise money for private purposes.

7. The University may refuse the use of its facilities to campus groups or individuals that otherwise would be eligible where the proposed activity would require an unreasonable amount of University supervision or service or where there is a question concerning the safety of the participants or propitious use of University property.

#### **W.1 POLICIES COVERING USE OF UNIVERSITY FACILITIES**

The following additional policies covering the use of University facilities can be found in the *University Policy and Procedures Manual*, Facilities Section:

1. Use of University Facilities by Off-Campus Groups
2. Use of Academic Facilities by Outsiders
3. Guidelines for the Use of University Facilities for Activities in Support of a Political Party or Political Candidates
4. Guests and Visitors Use of the Student Center
5. Use of Carpenter Sports Building by University Groups
6. Off-Campus Use of University Property by University Personnel

#### **X. DISRUPTIVE BEHAVIOR**

A university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication. The rules it has should be conceived solely for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends. In such a community, criticism and dissent play an essential role, and must be tolerated and encouraged. On the other hand, a distinction must be drawn between those who would attempt to bring change through the use of nonviolent tactics, and those who would bring it through violence. Physical harassment, violence, or threat of violence to anyone on the university premises, destruction of or damage to property, obstruction and disruptive behavior, however, are not acceptable tactics in such an environment, for they constrain others from pursuing their educational goals and are in conflict with the academic ideal that conflicts should be resolvable by reason and civil interchange. Disruptive behavior is defined as any act that prevents the accomplishment of any lawful activity, process or function of the university. To insure that these principles are workable in practice, the scholarly community must be organized so as to generate freely given consent and loyalty and provide for the relief of grievances. The views of all participants in the academic enterprise must enter into the process of consensus, and opportunities for change must be open. Nevertheless, the concept that a small group can impose its will on the majority by the use of force or intimidation is the very antithesis of what is proper in a university environment.

With respect to specific enforcement of the general policy against disruptive behavior, any faculty member so charged shall be entitled to a hearing before the Faculty Welfare and Privileges Committee before formal action is taken by the University. He or she shall be entitled to the safeguards described in the *Handbook for Faculty* (Section III-Academic Freedom). Disposition of these cases by the committee may range from dismissal of the charges to a recommendation to the President that the faculty person's contract be terminated. Charges of disruptive behavior against a faculty member may be brought by any voting member of the faculty.

With respect to specific enforcement of the general policy against disruptive behavior, any student charged with such behavior is entitled to a hearing before the appropriate judicial body, with the safeguards and rights of appeal described in the Student Rights and Responsibilities Statement. If the disruptive behavior by a student is, in the opinion of the Vice President for Student Life or the designated representative, of such nature as to prevent the accomplishment of any lawful activity, process or function of the university, the Vice President for Student Life may direct the student to cease the behavior promptly. If the student does not cease the disruptive behavior promptly, the Vice President for Student Affairs may impose an enforcement suspension. Enforcement suspension is defined as an interim action, effective immediately, that removes the student from the university and prohibits his or her presence on the campus until the case is resolved in accordance with prescribed judicial procedures.

Disruptive behavior by nonmembers of the University will not be tolerated and will be subject to civil action.

It is the desire of the University community to maintain full control of its own affairs. The President of the University shall determine when it is necessary to call outside security forces to the campus to restore order. It is the policy of the faculty, under its responsibilities with respect to students, that the initiation of a call by the President of the University for outside security forces be done whensoever possible with the prior consultation of the officers of the faculty senate when available. Such forces will be called only when there is clear and imminent danger of bodily injury or loss of life, significant danger to property, or other serious disruption of the University. The following principles shall guide the University community during such a crisis: (1) Violence shall be avoided by clear warning and adequate opportunity to desist peacefully both before and at the time of confrontation by outside security forces; (2) outside security forces shall be explicitly enjoined at the time of their call to use the minimum necessary restrained force to secure the peace, being to the extent possible forces so trained, and being particularly enjoined to avoid to the utmost extent possible the use of firearms; (3) it shall be the responsibility of the faculty to decrease the dangers of violence by exemplary behavior and patient guidance; (4) it shall be the responsibility of the faculty, further, to engage in surveillance of any action by security forces (internal or external), to cooperate, where possible, in securing the peace, and to eliminate to the maximum extent feasible any unnecessary or unwarranted further interruption or disruption of normal University activities.

Policy approved by Faculty Senate and adopted by  
University of Delaware, June 1, 1970.

#### **Y. INSTITUTIONAL MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS**

Institutional memberships in professional organizations are frequently of value to the University of Delaware. Such organizations provide valuable journals, newsletters, information and consulting services, and professional meetings with reduced charges to members. For these reasons, administrative and academic offices and the University as a whole can justify reasonable institutional membership in professional organizations, though funds for this purpose must be weighed against other academic needs.

Academic and professional offices that can give high academic priority to professional associations and show them to be of substantial benefit to the operation of the office may, with approval, charge these to their regular supplies and expense budget, though no new budgetary allocations can be made for this purpose. Upon application for a new membership or upon the first renewal of an existing membership, a statement indicating the benefits to the unit and to the University should be presented in writing to the dean or director and to the University Provost or the appropriate vice president for approval. Subsequent renewals are assumed to be automatically approved.

Professional memberships, both organizational and individual, may be reimbursed from the annual allocation of Discretionary Funds approved for deans and senior administrative officers.

Memberships that benefit the University as a whole, as distinct from an academic or professional office, are authorized through the Office of the President.

The University Controller will monitor expenditures for association dues to determine compliance with this policy.

(Rev. 6/5/89)