

K. SEXUAL HARASSMENT POLICY

It is the policy of Central Missouri State University to prohibit sexual harassment. Sexual harassment is a form of sexual discrimination and constitutes a violation of federal and state law. This policy applies to employment and academic relationships among faculty, staff and students and is intended to protect the rights of all persons within the university by providing fair and impartial investigations of all complainants brought to the attention of appropriate officials. Violations may lead to disciplinary action. Every attempt will be made to maintain confidentiality of all parties involved.

1. **Definition.** Using the definition in the 1980 EEOC guidelines as a basis for this policy, sexual harassment is defined as follows:

Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- a. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or education,
- b. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual,
- c. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance, or creating an intimidating, hostile or offensive employment, academic or living environment.

Sexual harassment, as defined above, is a prohibited and culpable practice at the university. Sexual harassment includes a range of behaviors -- none of which is acceptable when the recipient finds them offensive. Sexual harassment may include actions such as the following:

- Sex-oriented verbal "kidding" or abuse.
- Subtle pressure for sexual activity.
- Physical contact such as patting, pinching or constant brushing against another's body.
- Expressed or insinuated requests or demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment or academic status.
- Verbal or physical conduct of a sexual nature creating an intimidating, hostile or offensive working/academic/living environment.

The General Counsel, Director of Human Resources, or Director of Community Engagement will provide assistance in clarifying behavior, which may be interpreted as sexual harassment.

2. **Responsibilities.** For this policy to be effective, communication channels must exist to inform students, faculty and staff about this policy. The Offices of the General Counsel, Human Resources, and Community Engagement shall serve as a resource with regard to sexual harassment concerns and shall work closely with administrators to ensure compliance with the policy. All administrators and supervisors are requested to take appropriate action to disseminate

this policy and to inform persons of procedures for filing sexual harassment complaints. Accountability for compliance with this policy shall be the responsibility of each administrator and supervisor.

3. **Consensual Relationships.** While romantic and sexual relationships between university employees and students or between supervisors and employees may not be expressly prohibited, they are strongly discouraged. What began as a consensual relationship may be easily construed as harassment or exploitation at a later time. While the university does not intend to regulate social interactions or relationships, any behavior, which constitutes sexual harassment will not be tolerated.

**DISCRIMINATION AND HARASSMENT:
PROCEDURES FOR REPORTING AND INVESTIGATING COMPLAINTS**

View policy at <http://www.cmsu.edu/upo/index.cfm?pg=policy.cfm&upoID=discrimination>

*Developed by the General Counsel, Director for Equity, and Policy Officer in the Spring of 2002.
Approved by President Bobby R. Patton March 7, 2002.
Revised administratively to reflect organizational changes August, 2002.*

L. SICK LEAVE POLICY

2.1.020

www.cmsu.edu/upo Approved by the Board of Governors 3/21/2001

1. **Purpose.** The purpose of the sick leave policy is to protect covered employees of Central Missouri State University from loss of pay due to illness, injury, or other reasons as described herein which may render an employee incapable of performing the duties of the position.
2. **Rationale.** In developing the sick leave policy, the university sought a vehicle by which to provide equitable benefits to university employee groups (faculty, professional staff, support staff and bargaining unit). The policy also provides employees with a means, other than vacation time, to take leave for personal reasons.
3. **Definition.** All permanent, full-time employees of Central Missouri State University (faculty, professional staff, support staff and bargaining unit) will accrue 16 days (128 hours) per year of sick leave. Maximum accrual is 128 days (1024 hours) for all employee groups.

Upon retirement, in lieu of a cash payment for unused accumulated sick leave, an employee may choose to gain credit under the MOSERS retirement system for these days. For MOSERS retirement purposes only, additional accrual beyond 128 days of sick leave is allowed. MOSERS' only requirements are that the employee must first be fully vested, that there be at least a 21-day balance in unused sick leave and that credit be awarded in 21-day increments, with any remainder forfeited. Each 21-day block equals one month of retirement credit.

Up to five sick leave days (40 hours) may be used for conducting important personal business. These five personal days cannot be accumulated from year to year. Personal leave is subject to advance supervisory approval, when possible, based solely upon work needs (as opposed to the validity of the reason for absence).