

MIDDLE TENNESSEE STATE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

POLICY NO: IV:07:02

DATE: September 1, 1991

SUPERSEDES POLICY NO: IV:07:02

DATED: August 1, 1987

SUBJECT: Conditions of Employment

APPROVED: James E. Walker, President _____

I. CODE OF ETHICS

1. Each employee is required to abide by the following standards of conduct:

- a. No employee of the University shall accept any gift, favor, or service that might reasonably tend to influence him/her in the discharge of his/her official duties.
- b. No employee of the University shall accept employment or engage in any business or professional activity, which he/she might reasonably expect to require or induce him/her to disclose confidential information acquired by him/her by reason of his/her official position.
- c. No employee of the University shall disclose confidential information gained by reason of his/her office position, nor shall he/she otherwise use such information for his/her personal gain or benefit.
- d. No employee of the University shall accept other employment, which might impair his/her independence of judgment in the performance of his/her official duties.
- e. No employee working as part of his/her University official duties shall receive any compensations for his/her service as a University employee from any source other than the state of Tennessee, except as may be otherwise provided.

II. RETIREMENT PROGRAM

1. Tennessee Consolidate Retirement System

All regular full-time employees including those employed on a modified fiscal year basis, must become members of the retirement system as a condition of employment. This is effective as of the date of hire.

Administrative and faculty employees are eligible to choose between the Tennessee Consolidated Plan and the Optional Retirement Plans available under the system

Regular half-time employees are eligible for membership in the retirement system but such membership is not mandatory

III. COMPENSATORY TIME

All regular classified employees agree as a condition of employment to accept compensatory time off as payment for hours worked in addition to their regularly scheduled hours. See MTSU Policy No. IV:07:03, Hours of Work, Classified Employees, for the regulations associated with compensatory time and overtime.

IV. DRUG FREE WORKPLACE

All employee regardless of employment category agree as a condition of employment to abide by the regulations of the Drug Free Workplace as set forth in MTSU Policy IV:07:19.