

The University Club at Virginia Tech

Operations Manual

Effective January 2004

Approved by (University Club Board of Directors)

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I. INTRODUCTION

The guidelines in this manual provide general policy and guidance for the operation of the University Club at Virginia Tech. The **Board of Directors** has approved this manual. As a condition of employment, all employees are expected to comply with terms of this policy in its entirety.

In general, this manual follows the guidelines in the *Virginia Tech (Classified) Employee Handbook*, the *Virginia Tech Faculty Handbook*, the *Virginia Tech Handbook for Special Research Faculty*, *Virginia Sickness and Disability Program Handbook*, and the *Virginia Department of Personnel and Training Policies and Procedures Manual*. It also follows other relevant memoranda and publications. An effort will be made to keep this manual current but there will be times when policy and/or guidelines may change before the manual can be revised.

The right is reserved to eliminate, revise, or add to this document as University Club policies and procedures dictate. These guidelines do not apply to temporary employees.

II. UNIVERSITY CLUB BOARD OF DIRECTORS MEETINGS

The University Club's Board of Directors holds monthly meetings to review the workings of the Club including the operating budget, employee issues and performance, Club facility, membership (new and proposed), and social calendar. The meetings are run by the President or, in his/her absence, the Vice President. The agenda generally includes the following:

- Call to Order
- Approval of the Previous Month's Meeting Minutes
- President's Report
- Treasurer's Report
- Club Manager's Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Although only members of the board and its standing committees usually attend these meetings all meetings are open to the Club's membership. Because the meetings are held in the evening, time is limited. Each report should be kept to a minimum amount of time to ensure all business can be acted upon. Discussion should be limited to valid issues pertinent to the topic.

As a member of the University Club Board of Directors, you will be expected to support the work of the Club in the following ways:

1. Attend monthly meetings of the Board. It is expected that all members will make every effort to attend all meetings or inform the General Manager as soon as possible when they know they will not be able to attend an announced meeting. Article IV, Section 3.3 of the current By-Laws states, "Any officer or Director who is absent without excuse from three or more meetings of the Board of Directors per year shall forfeit office and be replaced by appointment of the Board of Directors."
2. Be willing to serve as an officer of the Board or participate as an active member on one or more standing ad hoc committees of the Club.

III. EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

The University Club at Virginia Tech does not discriminate against employees, students, or applicants on the basis of race, sex, disability, age, veteran status, national origin, religion, political affiliation or sexual orientation. The University Club is subject to Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act, the Vietnam Era Veterans' Readjustment Assistant Act of 1974, the Federal Executive Order 11246, Virginia's State Executive Order Number Two, and all other rules and regulations that are applicable. Anyone having questions concerning any of those regulations should contact the *President/Vice President*.

IV. USE OF THE UNIVERSITY CLUB (RULES)

- Use of musical groups, use of fireplaces, and/or grounds must be cleared with the Club Manager's office.
- No dancing is permitted in the East or West Lounges.
- Steinway Piano Use – current use fee, plus current refundable damage deposit. (*Members are fully responsible for ALL damage incurred beyond damage deposit. PLEASE DO NOT MOVE THE PIANO.*)
- Kegs of beer are prohibited on the grounds of the University Club in accordance with VT policy.
- Members ARE responsible for all Lock-Up Procedures, which can be obtained from the Club Manager.

V. GENERAL EMPLOYEE POLICIES

Employee Policies

The University Club believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in the area. If employees have questions or concerns about work conditions or compensation, they are strongly encouraged to talk openly and directly with a member of the *Board of Directors*.

When employees deal openly and directly with supervisors, the work environment can be exceptional, communications can be clear, and attitudes can be positive. We believe that the University Club continually demonstrates its commitment to employees by responding effectively to employee questions and issues. In an effort to protect and maintain direct employer/employee communications, we will respect and protect the right of employees to speak for themselves.

The Club Manager should hold employee meetings as necessary.

Hours of Operation

The University Club office hours are from 8:30 a.m. until noon, Monday through Friday. Additional afternoon and evening hours are required as a part of the *Club Manager's* position. During office hours, the *Club Manager* or *Assistant Manager* should be available to answer the telephone and greet guests/clients. In case of an emergency, an appropriate message will be left on the University Club's telephone voice mail indicating this. On occasion when the entire staff needs to be away for a meeting, etc., The *President/Vice President* will be notified.

Employee Conduct and Work Rules

To assure orderly operations and provide the best possible work environment, the University Club's *Board of Directors* expects employees to follow rules of conduct that will protect the interests and safety of the Club. Conduct that is offensive to members or fellow employees, discredits the Club, interferes with operations, or any other conduct which in the University Club's judgement is adverse to the Club's interest will not be tolerated. Employment with the University Club is a privilege and may be terminated at any time, with or without cause, and, if possible, with advance notice of at least two weeks.

Sexual and Other Unlawful Harassment

The University Club is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, displayed materials or comments based on an individual's sex, race, ethnicity, age, religion, sexual orientation or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who encounters an incident of alleged sexual or other unlawful harassment by any Club member or employee must promptly report the matter to the **President/Vice President** or a member of the **Board of Directors**. If the employee believes it would be inappropriate to contact the **President/Vice President**, the employee should immediately contact another member of the **Board of Directors**. Employees may raise concerns and make reports of unlawful harassment without fear of reprisal. Each complaint of sexual or other unlawful harassment will be given immediate attention to bring about a prompt and just resolution.

Anyone engaging in sexual or other unlawful harassment will be subject to corrective action, up to and including termination of employment. This policy applies to all employees and members.

Sexual Harassment Defined

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct, or which creates an offensive working environment, is strictly prohibited. Sexual harassment includes, but is not limited to, sexually explicit jokes, pictures, screen savers, or written materials, propositions, obscene language or gestures, unwelcome touching, or other conduct which may be considered offensive; and where:

- Submission to such conduct is an implied or expressed condition of employment
- Submission to or rejection of such conduct is the basis for favored treatment or employment decisions affecting the individual; or
- The conduct has the effect of interfering with an individual's work performance or creating intimidating, hostile or offensive work environment.

Handling Sexual or Other Unlawful Harassment Incidents

Employees must promptly report concerns in writing about or any incident of alleged sexual or other unlawful harassment to the **President, Vice President, or any member of the Board of Directors**.

The **President/Vice President** should advise the **Board of Directors Executive Committee** promptly of employee concerns about or any incidents involving alleged sexual or other unlawful harassment.

The **President/Vice President** will immediately investigate any and all harassment concerns or complaints, in a prompt and confidential manner. An action plan will be created for resolution of all unlawful harassment concerns or complaints, including consultation with management about appropriate corrective action, if any. The **President/Vice President** will communicate with concerned or complaining employees about status and results of investigation and action plan for resolution of a problem.

Substance Abuse and Drug-Free Workplace

The University Club has a strong commitment to its employees to provide a safe, secure, and drug-free workplace, and to establish programs promoting high standards of productivity, quality, security, safety and, most importantly, employee health.

The intent of this policy is to state the Club's position regarding a drug-free workplace, and substance abuse, and to provide management with practical guidelines for its administration. This policy is written in compliance with the requirements of the Drug-Free Workplace Act of 1988 and shall be consistent with federal, state and local laws.

The Club recognizes drug dependency as an illness that can seriously affect the life of an employee. The Club also recognizes drug abuse as a potential health, safety, and security problem that jeopardizes all employees and University Club business. The use of illegal drugs, on or off duty, violates legal behavior expected of all employees. Employees who use illegal drugs, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism.

Definitions

Substance abuse means the misuse or illicit use, possession, distribution, manufacture, dispensation or sale of alcohol, drugs, or controlled substances, such as, but not limited to, marijuana, heroin, and cocaine.

Controlled substances are defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined in regulation at 21 CRF 1308.11-1308.15.

It is the University Club's policy to maintain a drug-free workplace. The University Club forbids substance abuse including the unlawful use, possession, distribution, manufacture, dispensation, or sale on Club premises or on company time.

The University Club will deal firmly through the Substance Abuse Policy with employees or members who demonstrate impaired judgment, performance, or behavior while on company premises, on company time, or who violate company rules regarding possession, distribution, dispensation, manufacture, sale, or use of drugs or controlled substances.

Employees who unlawfully use, distribute, dispense, manufacture, sell, or possess unlawful drugs or controlled substances while on University Club premises or on during time will be considered to be in violation of this policy and of Club rules. These employees will be subject to disciplinary action, up to and including termination as outlined in this policy. Employees may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program. Additionally, these employees will be turned over to law enforcement agencies, when appropriate.

Employees convicted of unlawful use, manufacture, distribution, dispensation, sale, or possession of unlawful drugs or controlled substances will be subject to disciplinary action up to and including termination as outlined in this policy.

Guidelines/Procedures

The University Club will institute such procedures as required to effectively enforce this policy. This may include the requirement that employees cooperate in personal or facility searches when

there is probable cause to suspect the presence of drugs or controlled substances. Refusal to cooperate with these procedures may result in disciplinary action or termination.

The University Club recognizes that employees may take prescribed or over-the-counter drugs that have been legally obtained and are being used for a prescribed purpose, and that use of such drugs while at work may pose a significant risk to the safety of the employee and others. Employees utilizing any type of medication that may present a safety risk or affect performance/behavior must report such drug use to the **President/Vice President**.

When employees are observed using an illegal substance on the premises, the following procedures should be followed:

- The **Club Manager** or a member of the **Board of Directors** observes the employee
- **Club Manager** or **Board Member** takes possession of the substance being used by employee by requesting that it be turned over to him/her.
- Whether or not it is turned over, the employee should be directed to a private office.
- The **President/Vice President** should be summoned.

Someone other than the **Club Manager** or member of the **Board of Directors** observes the employee

- Contact the **President/Vice President** or a member of the Board of Directors and request his/her presence.
- The **President/Vice President** or Board Member will proceed as discussed above.

If it is suspected an employee is illegally using, in possession of, dispensing, manufacturing, selling, or distributing an illegal substance, notify the **President/Vice President**. Violation of this policy shall result in the following actions:

- Illegal distribution, manufacture, sale, or dispensation of drugs or alcohol on the premises – Termination.
- Illegal possession or use of drugs on company premises -
 - 1) Suspension of not less than one week.
 - 2) A second instance of possession or use will result in termination.

Employee Performance Appraisal System

All employees will receive a formal, written, performance evaluation at the end of each calendar year (no later than December 31). Outstanding work and accomplishments should be recognized, along with general areas of improvement or continued good performance.

The **President/Vice President** is responsible for documenting and conducting the Performance Appraisal for the Club Manager. Additionally, the **President/Vice President** is responsible for reviewing and approving Performance Appraisals given to other employees by the Club Manager. All reviewers are encouraged to solicit input for the employee's review from those for whom the employee has completed significant work. It is expected that informal and regular feedback will be given to employees about their performance. The annual Performance Appraisal session should not be the first time an employee is recognized for exemplary performance, or counseled for lack of performance.

Merit Increase System

The **Board of Directors** determines merit increase and bonus budgets at the end of each calendar year. Each year, merit increase guidelines are established, indicating recommended salary increase percentages as they relate to the University Club's compensation and performance evaluations, as determined by the **Board of Directors**. When a merit increase budget is available, the Board will review each of their employees' performance, and if warranted, will make a recommendation for a merit salary increase. This salary increase will be effective at the beginning of the fiscal year.

Approvals

Each Performance Appraisal, and when applicable, request for merit increase, will be reviewed by the **President/Vice President** who completes the appraisal before it is discussed with the employee. The **President/Vice President** should ensure the appraisal is accurate and consistent.

Modifications and Changes

The University Club has the right to modify, amend, or terminate this program as dictated by the Club's operating posture and/or imposed by requirements of the law.

Performance Management

All employees are expected to meet or exceed Club expectations and standards in the performance of all aspects of their job duties.

Pay Policies

It is the policy of the University Club to utilize fair and consistent pay policies in regard to all employees.

Paydays

Payday is on the 15th and the last day of the month. When these dates fall on a holiday or the weekend, payday is the last workday before the holiday or weekend.

Paychecks and Pay Deductions

Paychecks reflect gross income less federal taxes, state taxes, any applicable local taxes, Social Security withholding, any medical premiums paid by the employee, and any employee voluntary deductions.

Timekeeping

At the end of each workday, all employees shall record hours worked on a University Club time sheet. At the end of each pay period, all employees shall sign their timesheet. The **President/Vice President** will review/sign all timesheets monthly.

Administrative Pay Corrections

The University Club takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that pay is promptly on the scheduled payday. In the unlikely event that there is an error in a pay amount, the affected employee should promptly bring the discrepancy to the attention of payroll so that corrections can be made as quickly as possible. Generally, once underpayments are identified, they will be corrected in the next regular paycheck, and overpayments will be also handled in the same manner unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the University Club will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

Pay Advances

The Club will not provide employees pay advances or extensions of credit on unearned or unpaid wages.

Wage Attachments and Garnishments

Employees are responsible for managing their financial commitments to avoid the inconvenience of wage attachments and garnishments for both the employee and the University Club. In the event situations arise in which a wage attachment or garnishment is ordered by an official state, local or federal agency, the University Club will honor and fulfill all garnishments and other wage attachment orders as required by law.

VI. IMMIGRATION LAW COMPLIANCE

The University Club is committed to employing only United States citizens and aliens authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the University Club within the previous three- (3) years, or if their previous I-9 is no longer retained or their previous work authorization is no longer valid.

Employees with questions or who seek more information on immigration law issues are encouraged to contact the ***President/Vice President***. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

New employees must provide acceptable employment authorization and identification documents. All verification documents must be originals unless otherwise noted. Acceptable documents include one from List A or one from List B and one from List C. The employee chooses which document or documents he or she wishes to present. (see Attachment X, I-9 form, for clarification of acceptable documents from each list.)

- Employees must complete Part 1 of I-9 form on the first day of work.
- Employees must present verification of identity and legal right to employment in the United States within three (3) business days from date of hire. Individuals who are work-authorized

at the time of hire may present a receipt for application of documents, and then present the actual documents within 90 days.

- The **Club Manager** or **Assistant Club Manager** will photocopy documentation of identification and authorization to work, completes employer's section of I-9 form, and maintains all I-9's in a separate file.
- Retention requirements for I-9 forms are for (1) year after the employee's date of termination.
- The **Club Manager** or **Assistant Club Manager** will monitor and re-verify employment eligibility of all employees whose work authorization documents carry expiration dates, and update I-9 forms accordingly.

VII. DISABILITY ACCOMMODATION

Given the limitations of the facility, the University Club attempts to comply with the Americans with Disabilities Act (ADA). The Club attempts to ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis.

Hiring procedures provide persons with disabilities meaningful employment opportunities. Reasonable accommodation is made to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, and lines of progression. Leave of all types will be available to all employees on an equal basis.

The University Club is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.

This policy is neither exhaustive nor exclusive. The University Club is committed to taking all other reasonable actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

- All employment decisions are conducted on a nondiscriminatory basis and will follow completely guidelines set forth relative to hiring procedures.
- The **President/Vice President** will document disability accommodation analysis results.

VIII. HIRING GUIDELINES

The University Club uses recruitment sources to obtain the best-qualified job applicants for all existing openings.

Employment Application

The University Club relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Club's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Search Committee Chair ensures that all applicants submit a completed, signed Application for Employment prior to being considered for a vacant position. Partially completed applications or a resume in lieu of an Application for Employment will not be accepted. Only those job applicants who have completed an Application for Employment will be considered.

Recruitment

Job candidates can be found through search firms, temporary agencies, or advertisements posted in newspapers. The method(s) varies from position to position.

After job qualifications have been identified, the ***Search Committee Chair*** will determine and agree upon a strategy for locating candidates. Some major factors to be addressed when developing a strategy include cost constraints, time constraints; and affirmative action plan and the availability of qualified minority, female, or disabled candidates.

Methods of Finding Job Candidates

Temporary Agencies

Temporary agencies may be used to identify candidates for administrative or technical support. These candidates may work on a temporary status only or work from a temporary status to a permanent status. Depending on the Club's contract with temporary agencies, the length of time a candidate works on a temporary status before that candidate can be hired as a regular employee without paying a fee can vary.

President/Vice President is responsible for contacting and negotiating with temporary agencies.

Employment Advertising

Search Committee Chair drafts employment advertisements and identifies the publication(s) in which the advertisement will appear. ***Search Committee Chair*** responds to all persons submitting a resume as the result of an advertisement.

Selection of Candidates for Interviews

Search Committee Chair is responsible for the following:

- receiving resumes, whether solicited or unsolicited, and logging them;
- screening resumes to ensure they meet the basic requirements of the position;
- reviewing resumes and determining those candidates to bring in for interviews; and
- limiting the number of candidates interviewed for any one position to those candidates whose qualifications most closely meet our current needs.

Setting up Interviews

Search Committee Chair is responsible for selecting an interview team and scheduling the interviews. When setting up interviews, the ***Search Committee Chair*** informs candidates if they will face an interviewing team, if they will be expected to prepare a presentation on themselves, or if they need to supply samples of their work during the interview. The ***Search Committee Chair*** assembles and reproduces for each interview team member an interview package

consisting of an Interview Schedule, an Interview Evaluation Form, and a copy of the candidate's resume.

Interview Questions Guidelines

Questions should be prepared ahead of time and the same questions asked of each interviewee.

Telephone Interviews

- Telephone interviews can be used as a prescreening measure for candidates residing at some distance from the interview site.

Selection

The selection of the best candidate for a job should be decided by making full use of all interview data available. The *Search Committee* should meet to coordinate and consolidate information in order to come to a mutual decision.

Reference Checks and Degree Verifications

Search Committee Chair: Checks and documents references.

Final Selection and Offer

The *Search Committee* will submit their final candidate(s) to the *President/Vice President*. The final decision for each placement rests with the *Board of Directors*.

Offers

President/Vice President: Extends offers within two weeks of the interview and places a copy of the offer in the Club files.

Negotiability of Salaries

Salaries are intended to be equitable and therefore are generally non-negotiable.

Rescinding an Offer

Grounds for rescinding an offer include falsification or misrepresentation of experience or education. A candidate's failure to respond within a designated time limit is also an acceptable reason for rescinding an offer.

After Acceptance

President/Vice President: Immediately informs the *Board of Directors* when a candidate accepts or rejects an offer.

President/Vice President: Informs all candidates who were interviewed but not selected.

Probation

New exempt and non-exempt employees will work through a probationary period of no longer than six months, but no less than three months, as determined at the time of the offer.

Employment Categories

All University Club employees are classified as either exempt or nonexempt. Exempt salaried employees (e.g., Club Manager) are paid on a salary basis and are eligible for annual leave, which includes sick and vacation time. Because exempt salaried employees generally work at least 30 hours each week, they are eligible for annual leave at a higher rate than non-exempt employees. These employees may also be eligible for insurance benefits, as negotiated with the **Board of Directors**.

Non-exempt employees are paid at an hourly rate (e.g., Assistant Club Manager and Facilities Manager). They are also eligible for annual leave, which includes sick and vacation time, but generally work less than 30 hours each week. These employees may also be eligible for insurance benefits, as negotiated with the **Board of Directors**.

Responsibility of the University Club **Board of Directors**

Review all job descriptions for accuracy and to ensure that each position has been properly classified as either exempt or nonexempt from overtime pay requirements.

Access to Personnel Records

The University Club maintains personnel files for each employee in the Club Manager's office. The data contained in these files includes, but is not limited to; job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of the University Club and are confidential. The contents of these files are revealed only to those individuals with a legitimate "need to know."

The **Club Manager** ensures that all files are accurate and up to date, and meet all legal requirements. The **President/Vice President** determines if and when an individual may have access to any information in a personnel file.

Employees may review their files. They must provide reasonable advance notice, and may review files during normal business hours and in the presence of a member of the **Board of Directors**. The University Club is not required to provide employees copies of materials contained in their personnel files, except as required by law.

Personnel Data Changes

It is the policy of the University Club to maintain current and accurate records on all employees. To assist in this endeavor, all employees are required to promptly submit any personal changes affecting personnel records to the **President/Vice President**.

Employees must report changes in name, marital status, address, telephone number, changes in beneficiary, education, request for leave of absence, and any other significant events. These changes should be submitted in writing.

Records Retention

The University Club preserves and maintains records required for human resources management in accordance with local, state and federal regulations regarding the retention of Club information.

IX. BENEFITS

Health Benefits

The Board of Directors determines health benefits for employees on a case-by-case basis.

Holidays

To enable employees to observe specific days as holidays which would otherwise be considered workdays. The following days are observed as holidays for University Club employees (*salaried* and *regular part-time*), as well as any other holidays designated by the Governor or by the President of the United States.

New Year's Day – January 1
Martin Luther King Day – Third Monday in January
Easter
Memorial Day – Last Monday in May
Independence Day – July 4
Labor Day – First Monday in September
Thanksgiving Day – Fourth Thursday in November
The day after Thanksgiving
Christmas Day – December 25

Saturday holidays are observed on the preceding Friday. Sunday holidays are observed on the following Monday.

Except when holidays are an employee's effective date of employment, employees must either work or be on leave on the full workday before and a minimum of one hour of the workday after the holiday in order to receive holiday pay.

Required to Work on a Holiday

In many cases, there are events scheduled on holidays. When this occurs employees required to work on a holiday will be paid for the hours they work and will be credited with compensatory leave for the hours worked, not to exceed the proportionate number of hours to the percent of time employed.

Holiday on Employees' Scheduled Day Off

Employees who are not required to work if a scheduled day off is a holiday and an employee does not work that day, may receive compensatory leave for the holiday. Employees required to work on a holiday that also is their scheduled day off will receive pay for working, and receive compensatory leave for working a holiday.

X. TIME OFF

Annual Leave/Sick Leave

In addition to eight paid holidays, eligible employees are provided with paid leave for vacations and personal use by establishing an accrual and leave usage process. All exempt and nonexempt employees are eligible for paid leave (not including temporary or event staff). Annual leave includes vacation time, personal time, sick leave, etc.

Employees shall request to use their annual leave providing as much notice as possible. Employees shall clear this request through the *President/Vice President*, who in-turn will clear annual leaves through the *Board of Directors*.

Accrual Rate and Carryover

The accrual rate for annual leave and the maximum hours of accrued leave an employee may carry from one calendar year to the next or for maximum payment as applicable are:

Salaried and Regular Part-time Employees

Years of service	0-5	6-10	11-20
Weeks earned per year	2	3	4

Authorized Closings (Inclement Weather/Emergency/Disaster)

The University Club will cancel all events according to the Virginia Tech closing schedule. If the university is open, but there is a question about the safety of having an event, the *Club Manager* will make a recommendation to the *President/Vice President* who will make the final decision.

XI. ADMINISTRATIVE LEAVE

These guidelines provide for special (non-accrued) leave for specifically defined use.

Administrative Leave Provides Paid Leave to serve on jury duty or appear in court as a witness under subpoena. Request for Administrative Leave should be made to the *President/Vice President* as far in advance of the leave as possible.

Court Appearances

Employees may charge to administrative leave only the time away from work for the aforementioned reasons, *except* when accompanying a minor child. The employee’s appearance at any of these events must be compelled by subpoena or summons.

Reasonable travel time is included in the actual time away from work that may be charged to Administrative Leave.

Verification of Court Appearances

Documentation of the actual time necessary for court duties may be required. Employees are responsible for obtaining verification of their appearances at court proceedings from the

appropriate court personnel and this must be filed with the departmental leave records, according to the university's established records retention schedule.

Compensation for Court Appearances

Compensation paid by a court to an individual under subpoena or summons may consist of:

- compensation for appearance as a juror, or witness (services); and
- reimbursement of daily expenses, such as out-of-pocket expenses for meals, mileage, parking, and other related expenses.

Do not charge Administrative Leave when job duties require court attendance.

XII. WORKERS' COMPENSATION

These guidelines apply to University Club employees as it relates to leave usage while on Workers' Compensation.

Use of Accrued Leave while on Workers' Compensation

While a workers' compensation claim is pending, time missed from work is normally recorded as WC. If the claim is denied and WC has been recorded, the leave records must be corrected to reflect the appropriate use of accrued leave. (i.e., sick, annual, compensatory).

Accrued leave is not charged for the first 92 calendar days of WC. After the first 92 calendar days, applicable accrued leave is charged as long as there is leave to use or until WC ends. If leave is totally exhausted and the employee is still on WC, the employee is placed on leave of absence without pay for the duration of WC and they are paid directly by the WC carrier.

XIII. RESIDENT REQUIREMENTS

All residents of the University Club must be "current" members and pay annual dues; however, residents are not required to pay the initiation fee. All residents must be 21 years old or older and have an affiliation with Virginia Tech (i.e., student, staff, visiting scholar, etc.). For more information, see Appendix E.

Appendix A

Job Descriptions

University Club/Club Manager

The Club Manager of the University Club reports directly to the *President/Vice President* and is responsible for day-to-day operation of the Club.

All Club efforts are centralized through the Club Manager's office. This position supervises the Assistant Club Manager and Facilities Manager, along with a number of temporary employees who work at Club events. The Club Manager is also responsible for the following:

General

- Assisting the Social Committee in planning, scheduling, and coordinating all official Club functions (including themes, decorations, menus, etc.).
- Negotiating with caterers.
- Recruiting, hiring, and coordinating temporary support staff.
- Working with a cross-section of members in planning and executing their functions.
- Handling all incoming and outgoing Club-related material and correspondence.
- Maintaining the overall physical upkeep of the Club House (including working with the Board of Directors on major projects, hiring plumbers, electricians, etc.).
- Writing and laying out the quarterly Club newsletter.
- Preparing and presenting a monthly report to the Board of Directors.
- Preparing and sending application letters to prospective members and letters of acceptance to new members.
- Sending dues notices and parking stickers to all members.
- Deleting all nonpaying members from the membership list each December.
- Having a complete membership list ready for the annual meeting in January.
- Preparing annual leave reports.

Resident Rooms

- Keeping the resident rooms filled year-round (including developing leases, collecting rents, dealing with daily challenges and conflicts resulting from multi-cultural residents).

Financial

- Paying monthly bills.
- Working with the Club Treasurer on the yearly proposed budget.
- Monitoring the approved budget closely.
- Providing a budget report to the Board of Directors.
- Working with the accountant on record keeping, the monthly ledger, yearly accounting and tax records, etc.
- Monitoring money market accounts.
- Monitoring Steinway Special savings account.

Committees

- Serving as ex officio member of all standing committees and setting up meetings as needed.
- Consulting with the Executive Committee on all unusual occurrences requiring immediate attention.
- Consulting with the Facilities Committee Chair in executing major projects.
- Working with the Membership Chair to generate names of prospective members.
- Working with the Nominations Committee Chair to set up Committee meeting(s) in late October with the *President*, send out ballots with bios in December, and arrange for election judges to count ballots in time for presentation at the Annual Meeting in January.

Assistant Manager

The Assistant Manager of the University Club reports directly to the Club Manager and assists the manager in support areas including Office Administration and Financial Support. The duties of the Assistant Manager include, but are not limited to, the following:

Office Administration

- Maintains the Club files and databases.
- Answers telephone in the Club Manager's absence.
- Maintains and updates membership database (e.g., new member information, dues renewal dates, address changes, email addresses, telephone number changes of current members).
- Helps prepare all mailings (social and administrative)
- Maintains and updates accurate filing systems.
- Prepares and distributes various documents and correspondence/letters as pertains to members, potential members, committees, auctions, events and overall administration.
- Sends and receives all emails for University Club.
- Orders/obtains office supplies.
- Distributes resident's mail.

Financial

- Maintains Club's financial records with financial software.
- Prepares all invoices for member functions, residents' rental, and new membership.
- Inputs detailed data to various Club accounts from the Club's bank deposits and from checks drawn on Club's account
- Applies payments received from club event rentals (house and residents) to appropriate invoices.
- Prepares all monthly and quarterly tax returns, including State and Federal, for employee taxes and sales tax.
- Prepares payroll and maintains payroll records using financial software.
- Organizes and keeps financial records up-to-date for accountant use at year-end.
- Prepares financial reports for monthly and year-end Board meetings.

Social

- Receives reservations for all membership events.
- Helps decorate for social activities, as needed
- Helps cater events, catered by the Club staff, including full kitchen duties, preparation cooking, and presentation.
- Prepares and organizes nametags for member events

Residents

- Receives rent, yearly dues and distributes receipts as needed.
- Maintains financial records for residents, monthly rental, room rents, and dues payments in financial software.

Support for Board and Committee Meetings

- Prepares needed information for monthly Board meetings including agenda, financials, proposed members list, etc.
- E-mails all correspondence for Board and Committees as needed by manager.

- Supports all committee chairs with preparation of letters, reports and documentation as needed.
- Processes all applications for membership.
- Prepares all letters, invoices, and follow-up mailings needed to update and welcome new members.
- Helps prepare all mailings to membership including dues notices, rental invoices, and social invitations

Facilities Manager

The University Club Facilities Manager reports directly to the Club Manager and is responsible, on a day-to-day basis, for the overall upkeep of the facility, including maintenance, residential, and social support.

The duties of the Facilities Manager include, but are not limited to, the following:

Maintenance of Clubhouse

- Cleaning the Club House, overall on a daily basis.
- Maintaining all physical aspects of Club including plumbing Club and residents' restrooms.
- Maintaining the boiler.
- Maintaining air conditioner unit (e.g., changing air filters in the Emerald Lounge).
- Painting (e.g., interior touch ups and residents' space).
- Making minor repairs throughout House (plumbing/furniture).
- Flooding (e.g., checking the House after hard rains and cleaning of the Emerald Lounge)
- Coordinating and working with Physical Plant and various repairmen as needed on special projects or repairs.
- Communicating needs of House to the Club Manager.

Major Repairs

- Suggesting purchases for equipment updates.
- Purchasing and maintaining inventory on all cleaning supplies.

Resident

- Cleaning before and after residents arrive and depart.
- Painting floors and repainting rooms as needed.
- Maintaining residents' TV lounge and kitchenette (e.g., basic cleaning, keeping refrigerator clean and clear of old food, periodic checks of TV and cable equipment).

Members' Private Functions

- Maintaining and cleaning rental lounge areas of House.
- Setting up for members' events as requested.
- Assisting Club Manager in accommodating members' requests for their events.
- Opening facility in a timely manner for individual member events.

Social/Member Functions

- Sets up and cleans all lounges before and after every member events.
- Helps cater events, catered by the Club staff, including full kitchen duties, preparation cooking, and presentation.
- Takes all beer and wine inventories.
- Maintains inventory of serving supplies for events.
- Assists temporary employees during Club functions.
- Bartends, serves, and/or works kitchen as needed for all club functions.
- Runs last-minute errands as needed on event days.
- Purchases some of the supplies for Club activities (ice, sodas, cleaning supplies, etc.)

Appendix B

Appraisal Form

INSTRUCTIONS

A. EMPLOYEE RESOURCES - Instructions

- Describe briefly how the individual demonstrated performance for each of the three resource areas. For each resource area, include information about each listed factor. Example: For the resource area – What You Bring to the Job, discuss employee’s performance as related to knowledge and skills, productivity level, attendance, judgment and attitude. Be as specific as possible. Additional guidelines for some of the factors are included with these instructions. Next, rate each factor. Use the scale definitions provided. *Distinguished – 5*
- Performance demonstrates extraordinary mastery of the job even when faced with the most significant challenges. Performance of this caliber is significantly above the level of others who hold positions of comparable responsibility. Sustained performance at this level can be accomplished by very few. This exceptional performer stands out among peers. *Exceeds Expectations – 4*
- Performance not only meets, but also often exceeds job expectations. A performer at the Exceeds Expectations level takes initiative in accomplishing expected tasks. *Meets Expectations – 3*
- Performance meets job requirements. An employee performing at this level consistently accomplishes job expectations. A good, solid performer. This is the expected rating for the majority of fully competent performers. *Needs Improvement – 2*
- Performance does not fully meet job requirements and needs close supervision and further development. This performer could be a new employee who is learning, but not yet meeting all job expectations. *Unacceptable- 1*
- Performance is significantly below job requirements. An employee whose job performance is unsatisfactory does not get the job done or causes excessive errors/delays.

Below are further definitions of some of the performance factors of the category within the Employee Resources section. The behavioral indicators that follow each definition are examples of a “meets expectations” rating in these factors. Employees who do not meet these behavioral indicators are not meeting expectations, and specific areas of concern should be written in the appropriate “comments” section. Employees exceeding these behavior indicators are exceeding expectations, and the specific areas of exceptional performance should also be written in the appropriate “comments” section.

Further definition of factors:

What you bring to the job...

Job Knowledge: Understanding of assigned responsibilities and how those responsibilities fit into the overall effort to produce quality work. Includes every kind of skill necessary for acceptable job performance. In addition, it may include keeping abreast of current developments and trends in area of expertise.

Behavioral Indicators

- Proficiency in carrying out core job responsibilities
- Ability to understand how job impacts the organization’s ability to produce quality results

Judgment: Understanding a situation, recognizing issues and applying information to make timely logical decisions. Committing to an action after evaluating alternative courses of action based on logical assumptions and factual information and considering resources, constraints, and organizational values.

Behavioral Indicators

- Makes reasoned decisions considering all relevant information
- Identifies issues affecting decisions and actions
- Anticipates consequences of decisions
- Checks to see that the proposed action will satisfy the need

How you do your job...

Resource Management: Identifications and responsible management of staff expertise and potential, materials, and funds to accomplish work, generate revenue and control costs.

Behavioral Indicators

- Displays concern for the “bottom line”
- Monitors budget and use of resources
- Looks for most effective and efficient ways to accomplish tasks

Initiative: Ability and willingness to do more than is required or expected in the job including pursuit of additional responsibility. Planning ahead for upcoming problems and opportunities and taking appropriate action. Initiative can be seen in the context of proactively doing things, not simply thinking about future actions.

Behavioral Indicators

- Willing to “do what it takes” to get the job done
- Takes action before being asked
- Recognizes and presents opportunities
- Anticipates and prepares for a specific opportunity or problem that is not obvious to others

Adaptability: The ability to adapt to work effectively within a variety of situations, and with various individuals or groups. Adaptability entails adapting one’s approach as the requirements of a situation change, and changing or easily accepting changes in one’s own organization or job requirements, and includes dependability in meeting deadlines.

Behavioral Indicators

- Acts to fit the situation or the person
- Decides what to do based on the situation
- Changes plan, goal, or project to fit the situation
- Able to meet deadlines even in the face of change
- Maintains a positive, “can do” attitude in the face of changing situations

How you work with others...

Leadership: The ability to assume responsibility and take a role as the leader of a group of some kind. Understanding and applying principles of delegation, motivation, and management of people.

Behavioral Indicators

- Delegates activities to individuals or teams, ensuring they have the means to accomplish the activities
- Strives to understand what motivates individuals they lead
- Encourages others to work together towards a common goal

Team Work: Working cooperatively with others, to be part of a team, to work together, as opposed to working separately or competitively. Demonstrating consideration for the needs and feelings of others and being aware of the effect of ones’ behavior on others. For this performance factor to be effective, the intention should be genuine.

Behavioral Indicators

- Participates willingly, does his/her share of the work
- Keeps other team members informed, sharing all relevant information
- Expresses positive expectations of others, speaks of team members in positive terms
- Genuinely values others’ input and expertise, willing to learn from others
- Acts to promote a friendly climate, good morale and cooperation

Communication: Sharing information and expressing ideas effectively with the intent to inform and possibly build consensus or influence others. Includes clarity, conciseness and logic in verbal and written communications, which implies, know ones audience.

Behavioral Indicators

- Willingly shares information and keeps others informed
- Strives to understand audience and tailor communications appropriately
- Develops and presents effective written and oral communications

Performance Appraisal Form

Performance Period _____

Employee Name _____

Employee Resources	Score	Weight	Total
<p>What you bring to the job (knowledge, skills, attendance, judgment, attitude):</p> <ul style="list-style-type: none"> • Understands technical language of the job • Proficiency in carrying out core job responsibilities • Ability to understand your how job impacts the University Club • Makes reasoned decisions considering all relevant information • Identifies issues affecting decisions and actions • Anticipates consequences of decisions and plan accordingly • Checks to see that the proposed action will satisfy the need • Viewed as a positive staff member concerned with doing a good job, and committed to the success of the Club • Has good attendance and is on-time for scheduled meetings 			
<p>How you do your job (resource management, initiative, adaptability, dependability):</p> <ul style="list-style-type: none"> • Displays concern for the “bottom line” • Monitors budget and use of resources • Looks for most effective and efficient ways to accomplish tasks • Willing to “do what it takes” to get the job done, including additional hours to meet deadlines • Takes action before being asked • Recognizes and presents opportunities • Anticipates and prepares for a specific opportunity or problem that is not obvious to others • Acts to fit the situation or person • Decides what to do based on the situation • Changes plan, goal, or project to fit the situation • Able to meet deadlines even in the face of change • Remains calm and focused under pressure • Maintains a positive, “can do” attitude in the face of changing situations • Able to effectively manage multiple priorities in order of importance • Is recognized as one who can be relied upon to get the job done – does not over commit 			

<p>How you work with others (communication, team work, leadership):</p> <ul style="list-style-type: none"> • Willingly shares information and keeps others informed • Strives to understand audience and tailor communications appropriately • Participates willingly, does his/her share of the work • Keeps other team members informed, sharing all relevant information • Expresses positive expectations of others, speaks of team members in positive terms • Genuinely values others' input and expertise, willing to learn from others • Shows tolerance for differences, and respects the diversity of the team members • Acts to promote a friendly climate, good morale and cooperation • Delegates activities to individuals or teams, ensuring they have the means to accomplish the activities • Strives to understand what motivates individuals they lead • Encourages others to work together towards a common goal • Is a good corporate citizen • Level of project involvement and contribution commensurate with employees' capabilities and job description. Carries his/her share of workload and works up to full potential. 			
--	--	--	--

Performance Goals

Employee Performance Goals (should be job related, measurable, observable, achievable)					
Job Responsibility (examples)	Goal/Metric (examples)	Comment	Score	Weight	Total
	<ul style="list-style-type: none"> • Meet or exceed customer requirements • Suggest ways to improve operations • Repeat business with existing clients • Seek new business opportunities • Managed Club at or below authorized funding • Increased business • Increased membership 			20%	
	<ul style="list-style-type: none"> • Meet or exceed customer requirements • Suggest ways to improve operations 			10%	
Seek opportunities to work with VT	<ul style="list-style-type: none"> • Promote the Club through interaction with VT staff and faculty • Seek opportunities to collaborate with and use the faculty or resources of Virginia Tech to help increase rentals • Increase number of Virginia Tech faculty and staff members 			10%	
				%	

Rating – (5) distinguished, (4) exceeds expectations, (3) meets expectations, (2) needs improvement, (1) unsatisfactory/unacceptable

100%	
------	--

President's Signature _____ Date _____

Comments:

Vice President's Signature (optional) _____ Date _____

Comments:

Employee Signature _____ Date _____

Employee Comments:

Appendix C

Time Record

University Club Time Record

Period Ending	Employee Name										Employee Signature/Date President/Vice President Signature/Date:						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total Hours	
Hours Worked																	
Annual Leave																	

Period Ending	Employee Name										Employee Signature/Date President/Vice President Signature/Date:						
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours
Hours Worked																	
Annual Leave																	

Application

UNIVERSITY CLUB at Virginia Tech
APPLICATION FOR EMPLOYMENT

1. PERSONAL DATA

NAME _____ DATE _____
First/Middle/Last

STREET ADDRESS _____

_____ HOME PHONE _____
City/State/Zip

SOCIAL SECURITY NUMBER _____ WORK PHONE _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? _____
(Proof of identity and employment eligibility will be required within 3 days of hire.)

IF YOU HAVE EVER BEEN CONVICTED OF A FELONY, _____
LIST DATE, STATE AND NATURE OF OFFENSE: _____
(A conviction will not necessarily disqualify you from employment.)

U.S. MILITARY SERVICE (INCLUDE BRANCH AND RANK) _____ FROM _____ TO _____

DATE AND TYPE OF DISCHARGE RECEIVED _____

HAVE YOU PREVIOUSLY WORKED FOR THE UNIVERSITY CLUB? _____
IF YES, WHEN? _____

HOW WAS WPI BROUGHT TO YOUR ATTENTION AS AN EMPLOYMENT POSSIBILITY?
Prior University Club Employment [] Employee Referral [] Advertisement [] College [] Private Employment Agency [] Walk-In [] Other _____

Name of Source (Name of Newspaper, Agency, etc.) _____

DATE AVAILABLE FOR EMPLOYMENT _____

POSITION DESIRED _____

It is the policy of the University Club to provide and administer employment, training, compensation, promotion, benefits and all employment practices without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, veteran or marital status.

2. EMPLOYMENT RECORD (LIST MOST RECENT POSITION FIRST) PROVIDE THE FOLLOWING INFORMATION EVEN IF INCLUDED ON YOUR RESUME.

NAME AND ADDRESS OF PRESENT OR LAST EMPLOYER
EMPLOYED: FROM _____ TO _____ TITLE _____

BASE SALARY: START _____ FINAL _____ ADDITIONAL CASH COMPENSATION _____

NATURE OF WORK DONE

NAME, POSITION AND PHONE NUMBER
OF IMMEDIATE SUPERVISOR _____

2. EMPLOYMENT RECORD CONTINUED

MAY WE CONTACT YES _____ EMPLOYER? NO _____

REASON FOR LEAVING _____

NAME AND ADDRESS OF PRESENT OR LAST EMPLOYER

EMPLOYED: FROM _____ TO _____ TITLE _____

BASE SALARY: START _____ FINAL _____ ADDITIONAL CASH COMPENSATION _____

NATURE OF WORK DONE _____

NAME, POSITION AND PHONE NUMBER

OF IMMEDIATE SUPERVISOR _____

MAY WE CONTACT YES _____ EMPLOYER? NO _____

REASON FOR

LEAVING _____

NAME AND ADDRESS OF PRESENT OR LAST EMPLOYER

EMPLOYED: FROM _____ TO _____ TITLE _____

BASE SALARY: START _____ FINAL _____ ADDITIONAL CASH COMPENSATION _____

NATURE OF WORK DONE _____

NAME, POSITION AND PHONE NUMBER

OF IMMEDIATE SUPERVISOR _____

MAY WE CONTACT YES _____ EMPLOYER? NO _____

REASON FOR

LEAVING _____

3. PROFESSIONAL BACKGROUND

NOTE: FALSIFICATION OF CREDENTIALS IS GROUNDS FOR TERMINATION

EDUCATIONAL DEGREES _____

PROFESSIONAL LICENSES/CERTIFICATIONS _____

HONORS AND PROFESSIONAL SOCIETIES* _____

*Exclude organizations which indicate race, color, religion, national origin, sex, sexual orientation, disability, veteran or marital status

4. REFERENCES

LIST THREE PREVIOUS SUPERVISORS OR CO-WORKERS WHOM WE MAY CONTACT REGARDING YOUR PROFESSIONAL ABILITY. (Current employer will not be contacted without your permission)

NAME	PRESENT EMPLOYER / POSITION	TELEPHONE NUMBER	RELATIONSHIP
		H: W:	
		H: W:	
		H: W:	

IMPORTANT - PLEASE READ COMPLETELY BEFORE SIGNING BELOW

PRE-EMPLOYMENT STATEMENT

I hereby affirm that the information provided on this employment application form and on my resume is true and complete to the best of my knowledge. I understand and agree that falsified information or omissions may result in termination from employment if discovered after my employment has begun.

I hereby authorize the University Club or its appointed investigative agencies to substantiate and verify my past employment, previous salary history, professional credentials, and academic degrees. I also authorize my previous schools, employers, and listed references to release to WPI, its subsidiaries or its appointed investigative agencies, any relevant information including transcripts, that may be requested in connection with my employment. If employed, I authorize WPI to release salary and benefit data as necessary to meet business needs. I agree that the University Club and my previous employers, schools, and references shall not be held liable if any employment offer is not tendered, is withdrawn, or my employment is terminated due to falsify or omissions in the information I have provided.

If employed by the University Club, I understand and agree that such employment is subject to the security policies of the Company. I further agree to wear or use, when prescribed by the University Club, safety equipment or protective devices and to comply with all health and safety rules and reporting requirements. I agree to abide by the administrative policies and Standards of Business Ethics and Conduct of the University Club.

I understand that no statement in this form, related administrative policies, or an offer of employment is to be construed as an employment contract, and that either party, without the other's consent, may terminate the employment relationship at any time for any reason with or without cause or notice. Any agreement which varies the right of the employee or the University Club to terminate the employment relationship at any time, with or without cause or notice, must be set forth in an express written agreement and signed by both the employee and the University Club's President.

Signature

Date

Please attach a current resume to this employment application.

Appendix E

Position Offer Letter

TERMS OF POSITION OFFER

Date of Offer:
Response Due Date:

Name:
Social Security Number:
Department: University Club
Annual Salary: \$
Effective Date:
Current or Past University Employee: No

INITIAL APPOINTMENT:

Initial appointment to a non-tenure track administrative or professional faculty position is for a one-year period, renewable annually based on job performance, continued need by the University for the scope and level of services being provided, and available funding. Please see Chapter 3 of the Faculty Handbook for policies specific to administrative and professional faculty positions.

ANNUAL AND SICK LEAVE:

No annual leave is awarded within the academic year, but the discretion of the department head is recognized in assigning duties during periods when the University is not in session. The University program for sick leave for full-time restricted employees provides ten hours per month of sick leave. Sick leave will not extend beyond the date of termination. Faculty members who also elect the state retirement program (VRS) may select a state-defined program for sick leave and short-term disability instead. This option will be described to eligible faculty members during benefits enrollment. Unused sick leave is not compensated at termination of appointment. Faculty on part-time restricted appointments earn proportionate sick leave, with the same restrictions as above.

PAY PERIODS AND AUTOMATIC CHECK DEPOSIT:

Salary is paid in semi-monthly installments on the first and sixteenth of the month over the calendar year. There is a one-week lag between the payroll period and receipt of the related pay. Salary for the payroll period of 10th through the 24th of the month is reflected in the paycheck on the first of the subsequent month. Salary for the payroll period of the 25th through the 9th of the month is reflected in the paycheck on the 16th of the month. Payment is made directly to the faculty member's bank or financial establishment by University policy.

IMMIGRATION REQUIREMENTS:

Immigration laws require that, either prior to or on the first day of employment at the University Club, you must present acceptable documentation of your identity, and proof of U.S. citizenship or an alien status authorized to work in this country. Employment will be contingent upon your meeting this requirement.

SELECTIVE SERVICE REQUIREMENT FOR MALE EMPLOYEES

An amendment to the Code of Virginia requires selective service compliance as a condition for employment. **Newly hired regular part-time employees cannot start work until they have satisfied the conditions of the state law.** To comply with this Code change, which became effective July 1, 1999, **all male prospective employees** must complete the *Selective Service Registration Questionnaire* before they can start work. After you accept our offer of employment, you will be asked to complete this form. Prospective employees who indicate on the form that they were *required to register but did not register* must present verification from the Selective Service System to Personnel Services, indicating the requirement is terminated or inactive before they can be hired. If you are unaware of your status, you are strongly encouraged to contact Selective Service System at 1-847-688-6888 for a determination as soon as possible so that you may obtain the appropriate paperwork in advance of your effective hire date.

OTHER TERMS OF THIS POSITION:

Offer made by: _____ (President) _____ (Date)

Verify the personal information listed at the beginning of this form. Notification of acceptance of these terms of offer must be received by.

I accept the position as described above.

(Candidate's Signature)

(Date)

Complete the following information. Return this form with the signed Terms of Position Offer to the University Club President.

Demographic Information for University Club Employee Personnel Record

Name:

Social Security Number:

Date of Birth: _____

Ethnicity: (check (x) only one box):

- | | | |
|---|---|-----------------------------------|
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> Black | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> Alaskan Native/American Indian | <input type="checkbox"/> Other |

Gender:

- | | |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|-------------------------------|---------------------------------|

Citizenship:

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> US Citizen | <input type="checkbox"/> Non-Resident Alien | <input type="checkbox"/> Resident Alien |
|-------------------------------------|---|---|

If you are **not a US Citizen**: Enter your country of citizenship below. Check your VISA status below and BRING A COPY OF YOUR VISA and supporting documentation to the Benefits Enrollment Session which will be scheduled shortly after your effective date of employment.

Country of Citizenship: _____

Visa Type: Documentation Needed:

- | | |
|-----------------------------|----------------------|
| <input type="checkbox"/> F1 | I-20 Form and I-688B |
|-----------------------------|----------------------|

Resident Rules

TO: ALL RESIDENTS OF THE UNIVERSITY CLUB
FROM: Board of Directors, University Club
SUBJECT: House Rules and University Regulations
DATE: May 2003

The University Club is on Virginia Tech's property and adopts many of Tech's guidelines for Residence Hall Policies and Regulations. Every community, no matter how large or small, requires responsible members. Nobody really likes rules until the lack of them makes living unpleasant. This is, therefore, the appropriate time to review some of these rules.

1. APPLIANCES

Electrical appliances including coffee pots, electric stoves, air conditioners, space heaters, hot plates, and other open-coiled appliances are not permitted in rooms. A refrigerator is permitted with an electrical rating of 120 volts and no more than 2.0 amps when in operation.

2. BICYCLES AND MOTORCYCLES

Motorized vehicles are prohibited in all areas of the Club. Storage of bicycles is permitted only in rooms, and should not be stored in stairwells, lounge areas, corridors, or bathrooms. Do not store bicycles on any of the patios.

3. COOKING

Cooking in rooms is prohibited. There is a microwave on the third floor for cooking. Please be considerate of your neighbors and clean up after yourself.

4. FLAMMABLE ITEMS

Flammable items such as fuel may not be stored in rooms. Items which require an open flame, operate on fuel or which produce heat (Bunsen burners, lit candles, incense, alcohol burners) are prohibited.

5. HEALTHY LIVING CONDITIONS

You are expected to maintain your room in a clean and uncluttered manner. Living conditions, which could adversely affect residents' health and safety are prohibited.

6. PETS

Pets are not permitted at the University Club. The only exceptions are: Guide dogs accompanying blind persons and fish contained in one aquarium, not to exceed 10 gallons, per room.

7. PUBLIC AREAS

You are expected to dress appropriately in the public areas of the Club. Neither the staff of the Club, nor others visiting the Club, expect to see residents' inappropriately dressed and/or without shoes.

8. RENT

Your rent payment is **due by the 10th** day of every month. **A \$10 Late Fee** will be applied to outstanding rent balances, after the 10th of each month. If you foresee difficulties with meeting your rent payment due date, please contact the University Club Manager or Assistant Manager ahead of time; waiver of the Late Fee will be left to their discretion. Also, **one months rent deposit is required upon occupancy**. (This will be kept in case of damages, etc.).

9. SUBLETS

Sublets are available with permission of the Club Manager.

10. NO SMOKING

No smoking is permitted within the University Club facility.

I HAVE READ AND AGREE TO THE RULES AND REGULATIONS OF THE UNIVERSITY CLUB. I UNDERSTAND THAT IF I VIOLATE ANY OF THESE RULES, MY LEASE WILL BE TERMINATED.

SIGNED: _____ **Date:** _____