



**BALL STATE
UNIVERSITY**



Employee Guide

Rev. April 2020



University Human Resource Services

Muncie, Indiana 47306-0740
Phone: 765-285-1824

Dear Colleague:

Welcome to Ball State University. I am delighted you have joined our Ball State University team. You bring experience, knowledge and skills that are critical to the enhancement of your department's capabilities and fulfillment of the university's mission.

This BSU Employee Guide is designed to serve as an introduction to the university and to provide you with numerous resources to help you make a smooth transition into your new role.

Your supervisor and the University Human Resource Services team is here to support your transition from day one, therefore, please know that you can call on us to assist you.

I look forward to seeing you grow professionally and succeed while enhancing the lives of the internal and external clients entrusted to your care.

Sincerely,

Kate Stoss, CCP, PHR
Director of Human Resource Services
University Human Resource Services

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President Geoffrey S. Mearns

President Geoffrey S. Mearns became the 17th president of Ball State University in May 2017.

President Mearns is honored to serve as president during Ball State's Centennial year. He has enjoyed attending numerous Centennial events as part of the year-long celebration of this milestone anniversary.

Under President Mearns' leadership, the University has developed a new strategic plan. Destination 2040: Our Flight Path was approved by the Board of Trustees in December, 2018. The plan provides a strategic framework for the University, with five long-term goals and a set of imperatives to be executed by 2024.

President Mearns is committed to advancing the University's relationship with the community. At his installation in September 2017, he launched the "Better Together" initiative. A highlight of this enhanced support for Muncie is the University's partnership with Muncie Community Schools.

President Mearns earned his undergraduate degree in English from Yale University and a JD from the University of Virginia. After a legal career that included serving as a federal prosecutor, President Mearns began his career in higher education. Prior to coming to Ball State, he served in academic and administrative roles at Cleveland State University and as president of Northern Kentucky University.

The President's Cabinet

The cabinet serves as the senior management team for the president



[Paula Luff](#)
Vice President for Enrollment
Planning
and Management
AD 238
765-285-5344



[Jean Cosby](#)
Interim President of Ball State
Foundation and Chief
Operating Officer
AL 292
765-285-7057



[Sali Falling](#)
Vice President and
General Counsel
AD 335
765-285-5162



[Beth Goetz](#)
Director of Athletics
HP 260
765-285-5131



[Alan Finn](#)
Vice President for Business
Affairs and Treasurer
AD 103
765-285-1033



[Loren Malm](#)
Vice President for Information
Technology
BL 101V
765-285-2001



[Sue Hodges Moore](#)
Chief Strategy Officer
AD 101
765-285-5558



[Rebecca Rice](#)
Vice President for
Government Relations
AD 103
765-285-3683



[Susana Rivera-Mills](#)
Provost and Executive
Vice President
for Academic Affairs
AD 106
765-285-1333



[Ro Anne Royer Engle](#)
Vice President for Student
Affairs
AD 238
765-285-3734



[Kathy Wolf](#)
Vice President for
Marketing
and Communications
WQ 304
765-285-1560



About Ball State

The [Ball State University](#) tradition of innovation and entrepreneurship is rooted in the late 19th century, when Muncie business leaders envisioned a local college to help boost the city's development. Among the visionaries were Frank C. Ball and his brothers, young New York industrialists who moved to Muncie looking to expand their glass container business. A small, private teacher training school opened 1899.



After the community's efforts to sustain the college failed, the Ball brothers purchased the land and buildings of the defunct institution and donated them to the State of Indiana. This gift became the Indiana State Normal School Eastern Division, which opened in 1918 to meet Indiana's need for more and better teachers.

In recognition of the Ball family's generosity, the Indiana General Assembly changed the school's name to Ball Teachers College in 1922 and then Ball State Teachers College in 1929. The winged statue Beneficence stands on the campus as a tribute to the family. This and other landmarks from Ball State's early years are featured in our historical walking tour of the Old Quadrangle.

Situated in a residential area about one mile northwest of the business center of Muncie, Indiana, the 731-acre campus reflects a harmony of past and present. Tudor Gothic is the prevailing architectural style of the older, ivy-clad buildings shaded by native trees. More recently constructed buildings are in contemporary, functional design. The statue Beneficence was erected as a civic memorial to the Ball family and has become a symbol of the generosity of all who have contributed to the development of Ball State. Campus includes 106 academic, administrative, auxiliary, and residential buildings.

MISSION: We engage students in educational, research, and creative endeavors that empower our graduates to have fulfilling careers and meaningful lives enriched by lifelong learning and service, while we enhance the economic, environmental, and social vitality of our community, our state, and our world.

VALUES: To fulfill our mission, to achieve our goals, and to implement our strategic imperatives, we are guided by the enduring values represented by Beneficence:

Excellence We commit to excel in all that we do.

Innovation We commit to be creative, responsive, and progressive.

Courage We commit to set ambitious goals and to take the risks necessary to achieve those goals.

Integrity We commit to be honest, ethical, authentic, and accessible.

Inclusiveness We commit to respect and embrace equity, inclusion, and diversity in people, ideas, and opinions.

Social responsibility We commit to act for the benefit of society at large.

Gratitude We commit to express appreciation to others and to demonstrate our gratitude through our actions.

University Organizations and Administration

The University Board of Trustees serves and controls Ball State. The nine members of the Ball State Board of Trustees are appointed by the governor of Indiana two Ball State and include, two alumni, one full-time student, and six members appointed at large. Appointments are for four-year terms. The board's primary duties are to:

- borrow money, issue bonds, and let contracts
- prescribe conditions for admission
- grant degrees and issue diplomas or certificates
- set fees, charges, fines, and penalties
- define the duties of and provide compensation for faculty and staff of the university
- receive and administer all donations, bequests, grants, funds, and property that are given or provided to the university
- possess all the powers in order to effectively operate the affairs of Ball State

The President is responsible for the general administration of the university and on a regular basis meets with other Vice Presidents: the Provost and Vice President for Academic Affairs, the Vice President for Business Affairs and Treasurer, the Vice President for Student Affairs and Dean of Students, the President and CEO of Ball State University Foundation, the Vice President for Information Technology, the Vice President for Strategic Communications, the Vice President for Governmental Relations, Vice President and General Counsel, and Senior Advisor to the President/Chief of Staff.

[University Senate](#) serves as the agency for formation of educational policy at Ball State and as a forum to determine official opinion of the university's academic-related groups.

[Staff Council](#) is an elected group of employees that renders advice, makes recommendations, and provides assistance to university officers in the formation or change of university policies affecting regular full-time Staff Employees and non-bargaining unit Service Employees who have successfully completed a probationary period.

Bargaining Unit Service Employees are represented by the American Federation of State, County, and Municipal Employees, AFSCME Local #293.

The Employee Safety Committee, composed of three management and two bargaining unit employees, is coordinated by Employee Relations to facilitate discussions concerning safe working conditions and to develop programs as needed. Suggestions for consideration by the committee are welcome in Employee Relations, 765-285-1823.

I'm New. What Do I Do?

As you embark on your exciting new career at the university, you undoubtedly have numerous questions such as, "When do I get paid?" or "Whom do I call to change my name and/or address?" We understand that the first days, weeks, and months of employment are filled with excitement, a wealth of information, and many questions. As you embark on your exciting new career at the university, we want to assure you that we're here to help and support you as needed to help you succeed in your new role.

The following links and information provide answers to the questions you may have. Visit the [University Human Resource Services](#) web pages often for updates.

Before You Start:

- Expect a call from your manager/department head/human resource representative:
 - Confirm start date, time, place, parking, dress code, etc.
 - Discuss your computer needs, and/or special accommodations.
- Review your [benefits](#) options.
- Check what [hire documentation](#), including proof of eligibility to work in the United States, you will need to bring with you on your first day of work.
- Review a [campus map](#) and familiarize yourself with key buildings, landmarks, and parking areas.
- Learn about your different commuting options.

Your First Days:

Partner with your manager to identify your initial assignments: the purpose of your work; how it fits into your department's or school's overarching mission and goals; and how you can begin making immediate contributions. The following are a few things you will need to take care of on your first days on the job.

Schedule, Job Duties, and Expectations

- Purchase your [parking permit](#) on or before your first work day after you have been given your employee ID number. You may elect to pay for your permit through payroll deduction. Parking Services will issue a temporary permit for you to use until your permanent permit arrives in the mail. Follow the permit instructions on where to park, and how/where to display your permit. Invalid parking will result in a ticket.
- Be prepared to meet co-workers on the first day.
- Clarify your first week's schedule and confirm required and recommended training.
- Ask your manager for an overview of the functional area—its purpose, organizational structure, and goals.
- Review your job description, outline of duties, and expectations. Ask how your job fits in the department, and how your job and department contribute to your division/school and the university.
- Review hours of work. Ask questions about policies and procedures for overtime, use of vacation and sick time, holidays, as well as any flexible work policies or procedures.
- Set up your personal workspace.
- Ask questions, if any, on benefits, and important deadlines.
- Attend the in-person New Employee Orientation session on the date, time, and location you are given.
- Ask your manager about department-specific safety and emergency information, taking a tour of campus, and how to get additional supplies.
- Introduce yourself to others in your work area.
- Set aside time to do items 1-7 listed below.



1. **Verify Employment** - All new employees of the university (both citizen and noncitizen) must go to University Human Resource Services, AD 350, to complete a Form I-9 no later than the actual beginning of their employment to indicate that they are authorized to work in the United States. International employees who are not U. S. citizens must be prepared to present documents to support that they are authorized to work in the United States. The list of acceptable documents that can be presented is available online. Please follow the link at the bottom of the web page.
2. **Identification Cards** - If you are a faculty member, professional staff, or service staff of Ball State University, you can get your Ball State ID card at the ID Card office, Bracken Library, Room 001. You will need to bring another type of picture ID with you to verify your identity. University Human Resource Services (UHRS) authorizes identification cards to all university employees. The ID card is required to obtain parking permits, to take advantage of the resources in Bracken Library, recreational facilities, bowling alley, bookstore discounts, and receive discounted tickets to university events and ball games. etc. If a card is lost, call UHRS, 765-285-1834, immediately. Upon termination of employment, the ID card must be returned to UHRS, Administration Building, Room 350.
3. **E-mail** - E-mail accounts are the gateways to BSU resources. Employees must have a user name, password, and e-mail account in order to access Self-Service Banner (SSB) and other systems. Contact the Help Desk to set up your user name, password and e-mail account.
4. **Parking Services** - When parking a motor vehicle on campus, a parking permit (window decal) must be obtained by completing an online Auto Registration Card through the Office of Parking Services, a division of the Department of Public Safety. All cars on campus must be registered and display valid parking stickers. Call 765-285-1208 for additional information. A system of fines, applicable to all university employees, has been established for such violations as improper parking, meter violations, failure to register a car, etc. Copies of the parking regulations are available at the Office of Parking Services. Call 765-285-1208 for additional information.
5. **New Employee Orientation** -
 - a. **Staff and service employees**: Expect a communication from your HR representative with detailed information (date, place, time) about your scheduled orientation session.
 - b. **Professional employees**: Expect a communication from the orientation organizer with detailed information (date, place, time) about your scheduled orientation session.
 - c. **Faculty**: Appointment for an academic year. Expect a communication from Office of the Associate Provost with detailed information (date, place, time) about your scheduled orientation session.
6. **University Telephones** - University telephones are for business use. Personal calls should be kept to a minimum. Supervisors will explain specific policies on telephone use in various departments. Call 765-285-8417 for additional information. To make an internal call, dial 5 and the last four remaining digits of the number (i.e. 285-1834 would be 5-1834). To make a local call, dial 9 and the seven digit number. To make long distance calls, dial 9-1-area code and seven-digit number.
7. **Keys** - Keys for university buildings, individual rooms, files and desks, etc., are kept in the Key Control Office located in the Service and Stores building. Key requisition must be completed **WebTMA Work Control Online** by the department for keys to your office, desk, and file cabinets. All keys must be returned to the Key Control Office or to an employee's supervisor prior to the termination of employment. Call 765-285-1629 for additional information.



Your First Week

As you settle in to your new environment, feel free to begin to explore Ball State, Bracken Library, the David Owsley Museum of Art, Ball Gym, the recreation facilities, and the dining facilities on campus (See page 44 for a complete list of dining options). Your comfort level will increase each day as you meet more people, gain familiarity with your new surroundings, and begin your work projects.

Schedule, Job Duties, and Expectations

- Debrief with manager after attending initial meetings and trainings.
- Begin work on first assignment.
- Ask for additional contextual information about the department and division to increase your understanding of its purpose, value added to BSU, goals, and initiatives.
- Request time to go over the performance review and goal-setting process in your department.
- Review the process related to your probationary period (if you have one).
- Plan lunch with a co-worker or visit a place on campus you'd like to see.
- Review your department's and the [university's policies](#).
- If you are having any computer or phone issues, discuss it with your manager so they may be addressed in a timely manner.
- [MYBSU](#) Self-Service Banner allows some changes to be made by the employee, including mailing address, personal telephone, preferred name, and emergency contact. All other changes in personal information (such as name, marital status, number of dependents, etc.) should be reported immediately to University Human Resource Services, 765-285-1834, and the Payroll and Employee Benefits Office, 765-285-8461. This information is needed to ensure correct deductions for taxes, group insurance coverage, and beneficiary designations on insurance and retirement programs. If there is a name change, the employee must have the name changed on the social security card and present it in Payroll and Employee Benefits, Administration Building, Room G29.
- [Campus Map](#) A campus map is available on the Ball State web site. One is also made available to a new employee during his or her orientation meeting.
- [Transportation](#) Transportation Services provides safe, economical, and appropriate ground transportation for faculty, staff and students as they perform their official duties through the United States and Canada. Services included are airport shuttle, bus service, campus shuttle bus service, and motor pool. In order to drive a university vehicle, employees must submit a copy of their driver's license.

During fall and spring semesters, the university operates a shuttle bus service for the campus community. Campus shuttle buses provide free service every 5 to 10 minutes Monday through Friday, as well as limited service on Sundays for students, faculty, staff, and visitors. Real-time bus tracking is available through the Transloc app. For shuttle bus schedule information, visit [Shuttle Bus Service](#).

- [Public Safety](#) - University Police are located in the Department of Public Safety, 200 N. McKinley and are responsible for the protection of life and property on the campus. In addition, emergency call boxes are located throughout campus. Employees' cooperation with rules and regulations concerning parking and key use and common-sense rules of safe work habits and conduct will do much to make Ball State University a more safe and pleasant place to work. Any potentially unsafe condition should be reported immediately to a supervisor. Call 765-285-1111 anytime to report a problem requiring immediate police attention. Sign up for [electronic alerts](#) from the Department of Public Safety.
- The university publishes an [Annual Security Report](#) online. A paper copy of the report is available upon request from the office of Student Rights and Community Standards at 765-285-5036.



Your First Month

As you continue to develop in your new role, learn about the organization, build relationships and ensure you've met your deadlines for benefits enrollment. Sign up, as needed for professional training.

Schedule, Job Duties, and Expectations

- Schedule one-on-one meetings with your manager.
- Request on-going, meaningful "everyday feedback."
- Feel free to ask questions about the performance management process and compensation system.
- Discuss performance and professional development goals.
- Sign up for necessary training sessions.
- Take on an additional assignment.
- Continue introducing yourself to those inside and outside your department.
- Attend campus events of interest to you.

Your First Three Months

In your first three months, you should become fully aware of your role and responsibilities, begin to act independently, and produce meaningful work. As your acclimation to the university's environment continues, you will embrace your new role at BSU further and further.

- Staff and service employees: Complete your three-month probation period. Prepare for an informal three-month performance review with your manager.
- Continue meeting regularly with your manager.
- Develop performance goals and professional development goals.
- Attend applicable [Learning and Development](#) sessions periodically.
- If applicable, shadow your manager at meetings to get exposure to others and learn more about the department and organization.
- Plan lunches with co-workers or someone you have met from other BSU departments or schools.

Phase III New Employee Orientation Online Training Modules – *Staff and Service Employees*

These new employee [online HR training modules](#) include the following modules and are best viewed on a monitor with a screen resolution of at least 1024 by 768 pixels.

- Benefits Online Module
- History of BSU
- Sexual Harassment Policy

Technology Training Guide

Your First Year

From Six to Twelve Months

At this point in time, you should feel fully engaged in your new role. You're able to utilize your skills and knowledge, make sound decisions, contribute to team goals, and understand how your assignments affect others in the organization. You've developed effective working relationships and have a strong understanding of BSU's mission and culture.

As you gain momentum in your work and take the lead on some initiatives, this is a great time to assess what you have done well and what you could have done differently in your first six months. As your work



moves forward, continue to develop relationships with peers as go-to partners.

Schedule, Job Duties, and Expectations

- Celebrate the successes of your contributions.
- Continue to seek regular informal feedback; prepare for formal feedback during the annual review.
- Have a conversation with your manager about your experience at BSU to date:
 - Is the role what you expected?
 - Are your skills and knowledge being fully utilized and are there ways to better utilize them? What's working well, what could work better?
 - Do you need additional support or resources?
 - Ask about the timing of your annual performance appraisal.
 - Begin discussing the year ahead.
- If asked, consider participating on committees or work teams.
- [Provide feedback and suggestions on ways to enhance the onboarding experience](#). What might improve this process for new employees?
- Discuss your professional development goals and identify relevant learning opportunities.

Employee Information

Employee FAQs

Where can I find information on multiple services and information to help me do my job?

[Services for Faculty and Staff](#) - Your gateway to campus services and resources. This link will take you to Kronos and Self-Serve Banner (SSB).

When do I get paid?

Non-exempt staff and service employees are paid every two weeks on a bi-weekly pay schedule, usually on a Friday. Exempt staff are paid on the last working day of the month.

Where is University Human Resource Services?

University Human Resource Services is located on the 3rd floor of the Administration Building, Room 350; phone number is 765-285-1834.

Where is Payroll and Employee Benefits?

Payroll and Employee Benefits (PEB) is located on the ground floor of the Administration Building, Room 29; phone number is 765-285-8461.

For more information, see Payroll and Employee Benefits FAQs.

When can I use vacation?

Vacation leave must be approved by your supervisor.

How do I know how much sick and vacation time I have?

Sick and vacation balances are available on Kronos and Self-Service Banner (SSB).

How many holidays do I have?

Ball State University provides [nine paid holidays per calendar year](#).

How do I change a beneficiary?

Contact Payroll and Employee Benefits at 765-285-8461.

A form is available on the [Payroll Forms](#) page.

Where do I call to change my address or phone number?



To change any of these, go to Self-Service Banner (SSB).

Where do I go to change my name?

Present a new social security card with the new name to Payroll and Employee Benefits, AD 29.

Where do I call with questions on parking?

Contact Parking Services at 765-285-1208.

Where is Recreation Services located?

Recreation Services is located at Student Recreation and Wellness Center (SRWC), room 201A (enter from the south for easiest access).

How do I get my BSU ID Card?

For Faculty and Professional personnel, the ID number is available from the employee's hiring department. For Staff and Service, personnel the ID number is available from your Human Resources Representative. BSU ID cards are available in the Office of the Registrar. Be prepared to have your picture taken.

Where do I get my computer sign-on and e-mail address?

Contact the Technology Helpdesk at 765-285-1517 and select "1" for technical assistance to speak to a representative about obtaining a username and password.

Must I submit an original transcript with my initial credential packet?

No, you do not have to do so. However, if you are the selected candidate for the position, you must submit an original transcript before a job offer can be made.

Exempt Staff Employees Paid Sick Leave and Vacation Accrual Rates

(Full-time means assigned to a position having a normal work week of 40 hours.)

Group 1: Regular full-time Staff Personnel assigned on a fiscal year or other 12-month basis

Group 2: Regular full-time Staff Personnel assigned for at least nine months but less than twelve months on a fiscal year basis

Group 3: Regular full-time Staff Personnel assigned on an academic year basis (exempt only)

Group 4: Regular part-time Staff personnel assigned to positions expected to continue on a regular weekly schedule and for a specific assignment and assigned regularly to the same duties within the department (Sick leave is earned after the completion of two years of continuous employment.)

Group 5: Temporary full-time Staff Personnel assigned at least six months on a fiscal year or other twelve-month basis to positions that are expected to continue beyond the six month assignment

Twelve days of paid sick leave are provided each fiscal year for those assigned on an academic year of fiscal year basis. Eligible exempt Staff personnel are provided with sick leave as of the effective date of employment; however, they are not available for use until after completion of the probationary period of three calendar months of continuous employment. Sick leave may be used in full-day (8 hour) or half day (four hour) increments.

For the fiscal year in which employment begins, sick leave days are calculated as follows:

- If employed on a fiscal year basis, 1 day for each month in the fiscal year beginning with the effective date of employment. If employed for less than full time, the number of hours per sick day is reduced proportionately.
- If employed on an academic year basis, 12 days are provided when employment begins during Fall Semester; 6 days are provided when employment begins during Spring Semester. When employment begins after Spring Semester, 12 days are provided effective Fall Semester of the next academic year.

For subsequent years, 12 days are made available at the start of the employment year (fiscal or academic). In the event employment terminates within the year, actual sick leave days earned are prorated on the basis of days employed.

Exempt Staff Personnel and Paid Vacation Accrual Rates:

(Full-time means assigned to a position having a normal work week of 40 hours. Must be assigned on a fiscal year basis to earn vacation.)

Group 1: Regular full-time Staff Personnel assigned on a fiscal year or other twelve-month basis.

Group 2: Regular full time Staff Personnel assigned for at least nine months but less than twelve months on a fiscal year basis.

Group 4: Regular part-time Staff Personnel assigned to positions expected to continue on a regular weekly schedule and for a specific assignment and assigned regularly to the same duties within the department. (Vacation is earned after the completion of two years of continuous employment.)

Group 5: Temporary full-time Staff Personnel assigned at least six months on a fiscal year or other twelve-month basis to positions that are expected to continue beyond the six-month assignment.

Eligible exempt Staff Personnel begin earning vacation days with the effective date of employment; however, vacation is not available for use until the completion of the probationary period of three calendar months of continuous employment. The vacation days may be used in full day (8 hour) or half day (4 hour) increments.

The number of vacation days earned depends upon salary grade, number of days in pay status (work or entitled to pay for time off) within a month, and length of service. Vacation days for exempt Staff Personnel are calculated at the following rates if in pay status at least 15 days during the month.

- Salary Grades 1 through 12

One and one-half days per month beginning with the effective date of employment
Two days per month beginning with the fifth Anniversary Date of employment

- Salary Grades 13 and above

Two days per month beginning with the effective date of employment

If in pay status at least 10 but less than 15 days during a month, vacation days are calculated at one-half the foregoing rates; if in pay status less than 10 days in a month, no vacation is earned. If employed for less than full time, the number of vacation days is reduced proportionately.

All vacation days earned during a fiscal year must be used during the 14-month period commencing with July 1 of the fiscal year. Any vacation not taken in the allotted time period is lost; no cash equivalent will be paid.

In case of resignation, vacation is not earned following the last actual day worked. If a person resigns from the university prior to the end of the fiscal year, the person will be paid for unused vacation to which the person is entitled; however, if the number of vacation days taken exceeds the number to which entitled, the final paycheck will be reduced accordingly.

Nonexempt Staff Personnel and Paid Sick Leave and Vacation Accrual Rates

Nonexempt Staff Personnel and Paid Sick Leave Accrual Rates:

(Full time means assigned to a position having a normal work week of 40 hours.)

Group 1: Regular full-time Staff Personnel assigned on a fiscal year or other twelve-month basis

Group 2: Regular full-time Staff Personnel assigned for at least nine months but less than twelve months on a fiscal year basis

Group 4: Regular part-time Staff Personnel assigned to positions expected to continue on a regular weekly schedule and for a specific assignment and assigned regularly to the same duties within the department. (Sick leave is earned after the completion of two years of continuous service.)

Group 5: Temporary full-time Staff Personnel assigned at least six months on a fiscal year or other twelve-month basis to positions that are expected to continue beyond the six-month assignment.

Eligible nonexempt Staff Personnel begin earning sick leave hours with the effective date of employment; however, they are not available for use until the beginning of the payroll period following completion of the probationary period of three calendar months of continuous employment. Sick leave hours may be used in one hour increments. The number of sick leave hours to which a person is entitled depends upon salary grade, number of hours in pay status, excluding overtime hours, and length of service.

Sick leave hours for nonexempt Staff Personnel are earned at the following rates:

- Salary grades 1 through 10

.0230769 of an hour for each hour in pay status, excluding overtime hours, beginning with the effective date of employment

.0461538 of an hour for each hour in pay status, excluding overtime hours, beginning with the third year of employment

- Salary grades 11 and above

.0461538 of an hour for each hour in pay status, excluding overtime hours, beginning with the effective date of employment

Nonexempt Staff Personnel and Paid Vacation Accrual Rates:

(Full time means assigned to a position having a normal work week of 40 hours.)

Group 1: Regular full-time Staff Personnel assigned on a fiscal year or other twelve month basis

Group 2: Regular full-time Staff Personnel assigned for at least nine months but less than twelve months on a fiscal year basis

Group 4: Regular part-time Staff Personnel assigned to positions expected to continue on a regular weekly schedule and for a specific assignment and assigned regularly to the same duties within the department. (Vacation is earned after the completion of two years of continuous employment.)

Group 5: Temporary full-time Staff Personnel assigned at least six months on a fiscal year or other twelve-month basis to positions that are expected to continue beyond the six-month assignment.

Eligible nonexempt Staff Personnel begin earning vacation hours with the effective date of employment; however, vacation is not available for use until the first payroll period following completion of the probationary period of three calendar months of continuous employment. Vacation hours may be used in one hour increments. The number of vacation hours to which a person is entitled depends upon salary grade, number of hours in pay status, excluding overtime hours, and length of service.

Vacation hours for nonexempt Staff Personnel are earned at the following rates:

- Salary grades 1 through 10

.0461538 of an hour for each hour in pay status, excluding overtime hours, beginning with the effective date of employment

.0692307 of an hour for each hour in a pay status, excluding overtime hours, beginning with the third year of employment

.0923076 of an hour for each hour in a pay status, excluding overtime hours, beginning with the eleventh year of employment

- Salary grades 11 through 12

.0692307 of an hour for each hour in a pay status, excluding overtime hours, beginning with the effective date of employment

.0923076 of an hour for each hour in a pay status, excluding overtime hours, beginning with the sixth year of employment

- Salary grades 13 and above

.0923076 of an hour for each hour in a pay status, excluding overtime hours, beginning with the effective date of employment

All vacation hours earned during a fiscal year must be used on or before the last day of the last period of which pay will be received by June 30 of the following fiscal year. Any vacation not taken in the allotted time period is lost; no cash equivalent will be paid. In very unusual circumstances where an employee has been unable to take all earned vacation because of a special need of the

university, the supervisor can request in writing an extension for vacation carryover from the Associate Vice President for Human Resources and Administrative Services.

In case of resignation, vacation is not earned following the last actual day worked. If a person resigns from the university after the beginning of the reporting period following satisfactory completion of the probationary period, the person will be paid for earned and unused vacation.

Staff Classification System and Salary Ranges

The [Staff Classification System](#) is a job evaluation plan that measures the internal worth of a position to the university. Grades are established by the evaluation plan and the accompanying salary ranges for each grade are shown below. For more information, go to Classification of Staff Positions, an online training module provided by Learning and Development.

Salary Ranges for Staff Personnel 2019-2020

GRADE	MINIMUM	MAXIMUM	NEW HIRE
3	15,634	23,576	18,016
4	16,972	25,761	19,609
5	18,435	28,194	21,362
6	20,013	30,850	23,264
7	21,745	33,721	25,338
8	23,627	36,844	27,592
9	25,653	40,310	30,050
10	27,888	44,058	32,739
11	30,307	52,329	36,913
12	32,933	56,858	40,110
13	35,763	61,758	43,561
14	39,064	67,098	47,474
15	42,240	72,908	51,440
16	45,880	79,271	55,898

Employee Handbooks

Select the [“Policy” tab](#) to locate the following handbooks:

Faculty and Professional Handbook (PDF)

Staff (PDF)

Bargaining Unit (PDF)

Tax Information

Tax-Deferred Annuity Program

The university's Tax-Deferred Annuity (TDA) Program is a voluntary retirement savings program, which provides eligible employees the opportunity to:

- Use pre-tax dollars for retirement planning.
- Invest pre-tax dollars in options for accumulation of benefits.
- Set aside pre-tax dollars automatically through payroll reduction.

Contact the Office of [Payroll and Employee Benefits](#), 765-285-8461, for information on eligibility and enrollment procedures.

Taxes

The university is required to withhold the following taxes from employees' pay:

Federal Income Tax--calculated on gross pay according to tax tables furnished by the U. S. Government; withheld from each paycheck.

State Income Tax--calculated on gross pay according to tax tables furnished by the state of Indiana; withheld from each paycheck.

County Option Tax--levied by certain Indiana counties. If an employee is a resident of such a county, the Payroll and Employee Benefits Office will withhold this tax.

Social Security (FICA)--calculated as a percentage of gross pay up to a maximum salary as determined by Congress. Any overpayment of the Social Security tax due to employment with two or more employers during the calendar year may be claimed as a refund when filing Federal Income Tax forms.

University Calendars

Keep up with events and important university deadlines

[Academic Calendar](#)

[Payroll & Employee Benefits Calendar](#)

[Holiday Calendar](#)

[BSU Communications Center](#)

The Communications Center is the web site to visit to stay informed about news and events on Ball State's campus.

From important announcements to the details you need to know about campus events, the Communications Center delivers. It's the news and information you need and it's all right here — in one convenient location — ready for you.

View the latest postings to the Communications Center on the home page or browse by category. To manage the number of communications you receive, unsubscribe from those mailings through the Communications Center site. If you have questions, see our [Frequently Asked Questions](#) page or e-mail them at commcenter@bsu.edu.

[Communications Center Campus Bulletin Board](#)

A common area for Ball State students and employees to post and view messages for items they are searching for or want to sell. This category also provides faculty and staff the opportunity to generate positive campus news and for the campus community to advertise and/or seek carpooling opportunities. The "For Sale/Lease" and similar open publishing categories in the Communications Center are intended for use of a personal nature. It is a violation of university policy to use the system for commercial use, financial gain, or profit. Examples of appropriate use: selling a few tickets, subleasing an apartment, selling a used bike or iPod. Examples of inappropriate use: promoting a ticket scalping business, advertising of an apartment complex or house that you own as a business, selling hard goods for more than they were purchased. EXPIRATION DATE FOR ITEMS: Given the quantity of content published to the "Wanted," "For Sale or Lease," and "Lost & found" categories, all messages created in these categories will expire three weeks after they have been created in the Communications Center.

[Notification of Annual Security Report](#)

The Higher Education Act, as amended by the Higher Education Opportunity Act, requires Title IV institutions annually to make available a Campus Security Report that discloses campus crime statistics, law enforcement, alcohol and drug policies, and emergency response procedures.

For those institutions that maintain on-campus student housing, an annual Fire Safety Report is also required. This report discloses procedures, statistics, reports and documentation on fire safety in on-campus student housing.

Every October, Ball State University makes available those reports here. The current reports are available above as PDFs or by visiting the links on the right side of this page.



Employee Education & Awareness

According to the Drug-Free Schools and Communities Act Amendments of 1989, Ball State University is required to have an alcohol and drug awareness program. Part of this program is to include a biennial review by Ball State University of its program to determine the effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced. *The Guide to Regulations for a Drug-Free Campus* is updated and distributed by Working Well to all employees on an annual basis. It is also available on the web.

Health Precautions

Maintaining good health and practicing common-sense hygiene habits are ways to reduce your risk of contracting the flu or spreading it to others. Effective hand washing and proper coughing practices can also help reduce the spread of the flu.

Worker's Compensation

Questions regarding worker's compensation or on the job injuries should be directed to UHRS, 285-1834.

Reporting an On-the-Job Injury

Accident Report Form: The accident report form to document all on-the-job injuries, *Worker's Compensation First Report of Employee Injury/Illness*, can be downloaded and printed from [Worker's Compensation](#) page on the Ball State web site.

Accident reports should be completed by the injured employee's supervisor and should be forwarded to the Health Center within twenty-four (24) hours of the accident's occurrence. The Health Center FAX number is 765-285-1103. Regardless of the nature or severity, all injuries incurred when on the job must be reported to supervision at once, during the same shift on which the injury occurred.

Medical Treatment

The Health Center provides and/or directs the medical care for employees injured on the job. The Health Center hours are 8:00 a.m. to 4:30 p.m., Monday, Thursday, and Friday and 9:00 a.m. to 6:30 p.m. on Tuesday and Wednesday. The doors lock and last patients are accepted at 4:30 p.m. and 6:30 p.m. respectively.

Employees injured outside Health Center operating hours who are in need of immediate medical treatment but whose injuries are not so severe as to warrant Emergency Room treatment, should be referred to the US HealthWorks medical clinic on 3911 W. Clara Lane which is open 8:00 a.m. to 8:00 p.m. seven days a week, except major holidays. After Health Center and US HealthWorks hours or due to the severity of the injury, such injured employees should be referred to the IU Health Ball Memorial Hospital Emergency Room which is open twenty-four (24) hours a day every day.

The right to direct the medical treatment of employees injured on the job is retained by the university. Therefore, the decision of when and where to send an employee for medical treatment will be made by the person in charge of the affected employee's shift based on the nature and extent of the injury. If an employee is referred to US HealthWorks or the Emergency room, the person in charge of that shift who made the referral should leave a voice mail message for Employee Relations at 765-285-1036, so that the University may begin to manage the worker's compensation claim and verify worker's compensation coverage when contacted by the medical provider on the next business day.

If an employee is referred outside of the university for emergency treatment, the employee must follow-up at the Health Center the next day the Health Center is open. Although US HealthWorks or the Emergency Room clinics may advise the employee to return there or to his/her personal physician for follow-up treatment, such non-emergency visits are not covered by worker's compensation.

Departmental Regulations

Continue to follow specific internal departmental regulations for handling and reporting on the job injuries.

Key University Policies

Please refer to your employee handbook for detailed information about the various university policies. The following are some of the key policies.

Ball State University's Drug and Alcohol Abuse Policy

1. The university does not accept or condone the inappropriate use of a controlled substance by any individual employed by the university. Therefore, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in university facilities, which is a violation of federal and state law, is prohibited.
2. Compliance with this policy is a condition of employment, and violations may be cause for one or more of the following actions:
 - a. Referral to the EAP for evaluation and assessment to determine the appropriate treatment for rehabilitation;
 - b. Participation in a drug rehabilitation program;
 - c. Suspension from university duty; and/or
 - d. Termination of employment.

University Anti-Harassment Policy

Harassment of students or employees at Ball State University on the basis of race, color, national origin, ancestry, religion, creed, gender*, sexual orientation, gender identity/gender expression, age, or physical or mental disability is unacceptable and will not be tolerated. Such conduct is inconsistent with the university's commitments to excellence and to respect for all individuals. This policy is intended to complement the university's Equal Opportunity and Affirmative Action Policy.

University Sexual Harassment Policy

Harassment on the basis of sex is a form of illegal sex discrimination. Sexual harassment in employment violates Title VII of Civil Rights Act of 1964, as well as, state law. Student-on-student sexual harassment and sexual harassment directed toward a student by a University employee violates Title IX of the Education Amendments of 1972.

Sexual Misconduct Policy

Sexual misconduct of any kind is inconsistent with the university's values and incompatible with the safe, healthy environment that the Ball State community expects. All members of this community share responsibility for creating and maintaining an environment which promotes the safety and dignity of each individual. Sexual misconduct in any form (including sexual harassment, sexual assault, rape, etc.) will not be tolerated at Ball State. Federal law views sexual misconduct and sexual assault as



forms of sexual harassment prohibited under Title IX. Sexual assault also violates state law as well as university policy.

The University believes that no person should bear the effects of sexual assault alone. The University provides a wide range of services and resources.

Ball State University Tobacco-Free Policy

Ball State University is committed to providing a healthy working and learning environment for the entire campus community. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, provide an environment that encourages persons to be tobacco-free, reduce health insurance and health care costs, and promote a campus culture of wellness. Therefore, Ball State University establishes the following smoking policy for all facilities, campus areas and vehicles in which university functions or services are carried out or offered. All university students, employees, contractors, and visitors are subject to these regulations.

Weapons Policy

Ball State University recognizes the importance of providing a climate which is conducive to the safety of all members of the University community.

Confidentiality Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, is federal legislation that guarantees students ages 18 and older access to their educational records and limits release of such information without students' written consent.

Conflict of Interest Policy

The Office of Research Integrity administers the Conflict of Interest and Conflict of Commitment Policy for the university. It is the responsibility of each university employee to promptly and prospectively disclose a conflict of interest or a conflict of commitment involving the affairs or activities of that employee. More information is available online at the [Research Integrity](#) web page.

Social Media Policy (PDF)

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Ball State University has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Electronic Devices Policy (PDF)

Electronic devices, including all cellular telephones, data, and email devices are valuable tools to enable staff to fulfill the needs of the university.

Use of University Technology Policy

Information technology policies form the foundation of any security infrastructure. They define how information technology will approach security. They define how employees and students need to approach security, and how certain incidents will be handled.

[Driving Privileges Policy \(PDF\)](#)

The safety of Ball State University's students, faculty, staff, and the public is a central concern to the university. This policy governs the use of BSU's vehicles by applicable individuals and is designed to support safe and prudent use of BSU owned, leased, or rented vehicles and personally owned, leased, or rented vehicles used on university business.

[EEO Affirmative Action](#)

Ball State University is an Equal Opportunity/Affirmative Action employer that is strongly and actively committed to diversity within its community. Women, minorities, individuals with disabilities and protected veterans are strongly encouraged to apply. All qualified applicants will receive equal consideration for employment without regard to race, color, religion, sex, national origin, age, disability, protected veteran status or any other legally protected status.

Family-Friendly Benefits

Please follow the links for detailed information about each option. For specific details on leaves, please see pages 18-19 for links to employee handbooks.

Program Name	Details
Job Protected Family Leave	
Family Medical Leave (FML)	The FML Act of 1993 requires covered employers to provide up to twelve weeks during a leave year of unpaid, job-protected leave to "eligible" employees for specified family and medical reasons. Ball State University is a covered employer. The university defines the "leave year" as a rolling twelve-month period measured backward from the date an employee uses any Family and Medical Leave (FML). A new "leave year" is calculated each time FML is used.
Parental Leave	Ball State University offers up to twenty-six (26) weeks of leave to eligible full and part time faculty, professional, and staff employees for the birth or adoption of a child. The purpose of Parental Leave is to promote work life balance by providing eligible parents with the time needed to recover from childbirth, to care for and bond with their child, and/or to balance their professional and work obligations while adjusting to their new family environment. This policy provides for both paid and unpaid Parental Leaves.
Emergency Leave	A leave of absence without pay of up to six months may be granted to full-time employees when a member of the employee's immediate family or household suffers from a serious health condition. Runs concurrently with FML.



[Mutual Leave](#)

A leave of absence without pay of up to six months may be granted when a leave is mutually convenient for the employee and the university provided a replacement is not required. Benefit plans may be continued during Mutual Leave.

[Personal Leave](#)

A leave of absence without pay of up to three months may be granted under special circumstances; benefits are not continued under Personal Leave.

[Study Leave](#)

A leave of absence for eligible employees when they are working on a degree program or when it relates to their position at the university. May be granted for a maximum of twelve months.

Sick Days Used for Dependents

Full-time benefits-eligible faculty, professional and staff employees may use up to ten accrued sick leave days per fiscal year to care for a family member. In addition, part-time benefits-eligible contract faculty and professional employees, along with regular part-time non-exempt staff (who have worked two consecutive years or more at Ball State) may now use up to 5 days (or 40 hours) per fiscal year to care for a family member. The fiscal year is defined as the period between July 1 and June 30.

[Worker's Compensation](#)

Medical attention given to employees for on-the-job injuries.

[Funeral Leave](#)

Funeral Leave may be taken in the event of the death of an employee's: husband, wife, father, mother, son, daughter, grandfather, grandmother, grandchild, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, stepfather, stepmother, stepson, and stepdaughter. Funeral leave is also extended to qualified same sex domestic partners if they meet certain requirements as defined in the Board Report dated July 18, 2003. The period of paid leave is determined by the distance of funeral services from Muncie, Indiana.

[Jury Duty](#)

Employees summoned to report for jury duty or to serve as a witness in court during regularly scheduled working hours will be provided time off with pay.

[Holidays](#)

New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day/day after, Christmas Day, president's floating holiday.

[Military Service Benefits Leave](#)

A leave of absence without pay of up to ten working days will be granted to the (as defined) biological parent(s), etc., of a person ordered to active duty in the US armed forces or National Guard. The employee may continue the employee's health care benefit with the university continuing to pay 75% of the premium contribution. An employee may be eligible for child care assistance from the Indiana Military Family Relief Fund.

[Paid Short-term Military Leave](#)

A leave of absence will be granted to an employee who is called to a tour of training duty. An eligible employee is entitled to a Military Leave of absence with pay not to exceed fifteen calendar days in any one calendar year.

[Extended Sick Leave](#)

Taken in the event an employee continues to be off work due to a serious health condition but has either exhausted or is ineligible for FML.

[Extended Personal Sick Leave of Absence for Service Personnel \(EPSLA\)](#)

The Extended Personal Sick Leave is intended to provide time off with or without pay for extended periods of at least five (5) consecutive days or more when it is necessary for an employee to be off work due to his/her own serious health condition and FML is not applicable or has been exhausted.

[Income Protection Bank](#)

Each service employee has an Income Protection Bank (IPB) where he/she may elect once a year to deposit up to 40 hours of his/her accrued Paid Time Off (PTO) by requesting in writing that such transfer be made. The purpose of the IPB is to help protect an employee from loss of income when he/she suffers from a serious illness or injury, and in a more limited way, to provide some additional paid absence hours to tend to some non-serious health conditions.

Other

Special Pays

This is a benefit offered to faculty, professional, staff. If an employee has to take time off and has exhausted all accrued sick and vacation time, special pays is offered to pay the employee's share of medical/dental premiums for up to six months or until the employee returns to work; whichever comes first.

[Flex Spending Account \(FSA\)](#)

A flex spending account is an elective account where you can contribute pre-tax dollars in order to pay for medical, dental, prescription, and vision expenses for you and your dependents as defined by the IRS. This is a use-it-or-lose-it account.

[Medical Plan](#)

BSU offers three medical Plans: [Low Deductible Health Insurance](#), [High Deductible Wellness Health Insurance](#),

and [HSA Qualified Health Insurance](#). All of the plans cover preventive services at 100%. All of the plans are offered based on who is being covered; employee, employee plus child/children, and a family plan. The premium for the medical plan include prescription coverage. All employees are offered the \$900 per year tobacco-free discount if all members enrolled in the medical plan are tobacco free.

[Dental Plan](#)

BSU offers one dental plan. There are two networks of dentists that include PPO and Premier. Coverage is based on if the dentists is in one of these two networks. If you are seen by a dentist in a PPO network, basic services are covered at 85%, whereas if you are seen by a dentist in the Premier network basic services are covered at 80%. This dental plan has a coverage level of \$1,500 per person per calendar year.

[Health Savings Account \(HSA\)](#)

An account that employees who are enrolled in the HSA Health plan can open to contribute pre-tax dollars to help pay for medical, dental, prescription, and visions expenses for yourself and any dependent as defined by the IRS. This is an account that the university will also contribute to, where you have to match at least 25% of what the university contributes each year.

[Prescription Coverage](#)

Express Scripts—BSU online pharmacy to fill all prescriptions. All employees must use express scripts to fill and maintain medications to avoid penalties.

[Retirement Benefits](#)

Eligible employees meeting certain criteria may carry their health and life insurance benefits into retirement.

[Phased Retirement](#)

The Ball State University Phased Retirement Program is designed to provide an opportunity for eligible full-time faculty members to make an orderly transition to retirement through reduced service over a maximum of a three-year period.

[Voluntary Benefits](#)

BSU offers voluntary benefits which include; VSP vision coverage (only available to enroll during open enrollment periods), The Hartford Voluntary supplemental life insurance, The Hartford Voluntary short-term disability coverage (offered to faculty, professional, and staff), Allstate critical illness, and Allstate accident insurance.

[Mandatory Benefits](#)

Life insurance, accidental death, and dismemberment (AD&D), long-term disability, and short-term disability (offered only to service employees). These are benefits that are offered by BSU and are subsidized 75% by the university.



[Lactation Rooms](#)

To the extent reasonably possible, a breast-feeding mother shall be provided a private location, other than a toilet stall, where she can express her breast milk in privacy during any meal period. A refrigerator or other cold storage space for keeping milk that has been expressed will be made available, or any employee may provide her own portable cold storage device.

Flextime

The university permits departments to adjust work schedules depending on the nature of the positions.

For more information on the above benefits, please visit the [Payroll and Employee Benefits](#) site.

[QuickClinic](#)

Provides medical care for common illnesses and minor injuries. Available only to employees and their dependents who have primary Ball State health insurance.

[Working Well](#)

Provides exceptional health and fitness resources including nutritional consultations, health coaching, and incentives programs to employees.

Resource and Referral Services

[Relocation Services](#)

Online links provide information about Muncie schools, employment for spouses/significant others, housing rentals/real estate brokers, utilities and other community services, moving companies, the arts, recreation programs.

[Employee Assistance Program](#)

Referral to counseling services.

[Parent/Family Education Programs](#)

Spouse/Dependent Tuition
Remission

Eligible students are entitled to: Main campus study and blended study schedules, off-campus and independent study. The benefit applies only to undergraduate courses for credit. Students must comply with university admission and retention requirements and be registered for credit classes.

Fee Remission for Persons Age
Sixty and Over

Employees, their spouses, and other persons sixty years of age and older who are not otherwise eligible for university fee remission programs are eligible for reduction of the course fees.

Employee Undergraduate
Tuition Remission Program

The eligible employee is entitled to a remission of 100% of basic tuition, student services fee, health services fee, recreation fee, and the transportation fee.

Employee Graduate
Educational Assistance
Program

The eligible employee is entitled to a remission of 100% of basic tuition, health services fee, recreation fee, transportation fee, and graduate credit fee, and 50% of basic tuition for students with no main campus courses.

Financial Assistance With Child Care Costs

[Dependent Flex Spending
Account](#)

Employees may contribute up to \$5,000 pre-tax per family each plan year to the Flex Spending Account plan for dependent care expenses necessary for the employee and spouse (if married) to be gainfully employed or attend school.

Child Care Resources and Children's Summer Programs

[Cardinal Kids Camp](#)

On-campus summer camp for ages 5 -13 years.

[Child Study Center](#)

On-campus facilities offering part-time pre-school and enrichment programs for infants through pre-school age. Program is administered by the Department of Family and Consumer Sciences.

[Summer Programs](#)

The university offers a wide range of children programs; for example, Indiana Academy Programs, Sports Camps, Emens Programs, Family Swim, etc.

Learning & Development

Each academic year the [Learning and Development](#) office schedules 80+ free learning sessions for Ball State University employees. For more information and to view a schedule of this year's workshops visit the Learning and Development link above.

Q. Who may attend Learning and Development (L&D) sessions?

A. L&D sessions focus on subjects of interest to professional and staff employees; however, all BSU employees and students, including graduate students, are welcome to register and attend.

Q. How many L&D sessions may I attend during a year?

A. The Office of Learning and Development has no restrictions on the number of sessions an individual may attend.

Q. What is the cost to an employee to attend L&D sessions?

A. BSU employees and students may attend L&D sessions free of charge.

Q. How do I register for L&D sessions?

A. [Online registration](#) is encouraged. You can also register by calling UHRS at 765-285-1819.

Q. How do I cancel my registration for a session?

A. This may also be done [online](#). You can also cancel by calling UHRS at 765-285-1819. Please cancel as early as possible. If a session has insufficient registrations, L&D will cancel the session and notify registered employees.

Q. How do I obtain a listing of all sessions I attended during a calendar year?

A. This can also be done [online](#). Click on "[Registration History](#)" for a list of sessions you registered to attend or "[Comprehensive Training Registry](#)" to view and print a personalized list of sessions you actually attended.

Professional Enhancement Program (PEP)

The PEP certificate program, which began in 1995, requires 12 semester hours of Ball State University course work offered by the Department of Information Systems and Operations Management in the Miller College of Business. The PEP allows employees to upgrade and master information processing skills that enhance current job performance and open the door for future employment opportunities.

Participants are admitted to the university as non-degree students, although employees currently enrolled as regular students are also eligible. Use of the Ball State University fee remission program is available for eligible Ball State employees for these undergraduate classes. Visit the [PEP website](#) for more information.



Focus on Employees

Angels for Life Blood Drive

As one of the community service projects of the Ball State Staff Council, the [Angels for Life](#) Committee has been working with the [Indiana Blood Center](#) since 2008 holding blood drives on campus. These blood drives are held two consecutive days in Pruis Hall each September, November, January, March and May.

[Annual Staff and Service Employees Recognition and Retirement Award Programs.](#)

Ball State University annually recognizes and honors employees for achievements and dedication to the university for more than 50 years. Each spring, over 160 staff and service employees are recognized for years of service beginning at ten years and at each five-year increment thereafter. Retirement, meritorious service, outstanding achievements, and completion of specialized training programs are also recognized.

Annual Faculty and Professional Employees Recognition Luncheon

In the spring of each year the office of the president recognizes full-time faculty and professional employees for years of service at a university luncheon. Recognition begins at year fifteen and continues thereafter at each five-year increment. Full-time faculty and professional retirees are honored at the annual Omega dinner. For more information, call 765-285-5555.

Flower and Memorial Fund

A centralized fund is maintained and is used to purchase flowers in the event of the death of a full-time employee or his/her immediate family (spouse, child or stepchild, mother or stepmother, father or stepfather, or relative living in the same household). In the event of such a death, information should be telephoned to University Human Resource Services, 765-285-1834, to facilitate the sending of flowers or a memorial.

The Sympathy Club

The Sympathy Club was organized in 1974. It is open to all employees of the university. Members may add any of their immediate family members all the way down to grandchildren and nieces and nephews. There is a non-refundable \$2.00 membership fee. To date we have paid out over \$1,040,000.00 in benefits to the beneficiaries. For more information, please contact Shelia Flanagan at sflanaga@bsu.edu or 765-284-9652.

Health and Wellness



Student Recreation & Wellness Center

The Student Recreation and Wellness Center opened its doors on August 18, 2010 after

two years of construction. The 200,000 sq ft center includes a three level fitness room, suspended track, indoor turf field, five court gymnasium, multipurpose rooms, food service area, and gathering areas for patrons to meet and relax with friends. The facility also houses the Outdoor Pursuits Center, an outdoor resource center that features a 36-foot climbing wall and offers clinics, programs, and rental equipment for various outdoor activities.

Working Well—Wellness Initiative

Working Well offers a variety of programs that help faculty and staff get and stay healthy—mentally, physically, and emotionally. You may want to lose weight, eat healthier, quit smoking, or lower your blood pressure. All are possible through our initiative. We meet you where you are and create a supportive environment to help you meet your goals.



Quick Clinic



The Ball State Employee QuickClinic is located in the lower level of the Amelia T. Wood Health Center at 1500 Neely Ave. The QuickClinic is a collaboration between Ball State University and IU Health Ball Memorial Hospital to bring you quality, convenient, and confidential health care. With convenience at its core, QuickClinic provides medical care for common illnesses and minor injuries on weekdays to Ball State employees, spouses, their dependents older than 2, and retirees.

Employee Assistance Program

The EAP provides confidential assistance to the employee who experiences personal problems which may or may not alter work performance or attendance. If ignored, personal problems can jeopardize an employee's health, have a serious impact on lives or families, and have negative effects on the ability to perform a job. Problems may be the result of alcoholism, drug abuse, emotional or marital problems, parent/child relationships, grief, or other concerns. The decision to seek help and accept treatment is the responsibility of the employee. The university recognizes the need to make the services of the EAP accessible to an employee who requests assistance in overcoming personal problems.

The Adult Physical Fitness Program

The Adult Physical Fitness Program (APFP) was started in the late 1960s by Dr. Bud Getchell and has operated continuously since its inception. The mission of the APFP mirrors the educational, research, and service missions of Ball State University.

The Human Performance Laboratory/Adult Physical Fitness Training Center is located in room 135 of the [Ball State University Student Recreation and Wellness Center](#). We have over 3,500 square feet of fitness space dedicated solely to our members. The APFP is designed for adults who can be classified as low or moderate risk for developing cardiovascular disease (according to national guidelines from health and medical organizations); however, the program does provide services for some individuals with chronic diseases. For specific information about eligibility, please contact the program office.



The APFP provides daily exercise supervision and exercise counseling by trained staff. Members undergo comprehensive health screening and physical fitness testing, from which an individualized exercise plan can be implemented to help members achieve their health and wellness goals. Our program offers morning, midday, and evening hours.

Perks

Payroll Direct Deposit

Effective July 1, 2010, all employees are required to authorize electronic direct deposit of their payroll. Direct deposit is a safe and secure way to have your pay deposited directly into your checking and/or saving account(s). Ball State University will electronically transfer your pay into your choice of bank account(s); the money will automatically be deposited into your account(s) on pay day. Direct deposit offers many advantages over checks, including:

- Security – with direct deposit, you don't have to worry about lost, stolen or misplaced checks.
- Reliability – you no longer need to wait for your department to pick up and issue your checks. You can have peace of mind knowing your money will always be in your account on time.
- Flexibility – if you decide, you can allocate your payroll into two separate accounts. If you need to switch accounts or financial institutions, it's easy to change your direct deposit arrangements. You simply need to complete a new Direct Deposit Authorization Form and return it to the BSU Payroll & Employee Benefits (AD 029).

Effective October 1, 2010 direct deposit stubs will no longer be printed by the Payroll & Employee Benefits Office. You can access your direct deposit payroll statement via Employee Self Serve.

Discounts to athletic and other events when applicable.

[Discounts at the Ball State Bookstore](#). The Ball State University Bookstore is located in the Art and Journalism Building on McKinley Avenue and is operated by Barnes and Noble. The Bookstore offers faculty and staff a 10% discount on textbooks and a 20% discount on supply items and trade books. Both VISA and Master Card are accepted. The Bookstore also features a Starbucks Coffee Shop. Call 765-285-8080 for additional information.

Ball State Federal Credit Union Membership. The Ball State Federal Credit Union has locations at 2900 North Oakwood Avenue and a satellite office in the L. A. Pittenger Student Center. It serves university employees and their immediate families. The Credit Union provides a convenient payroll deduction plan for saving and borrowing money. Call 765-741-2728 for specific information.

Cardinal Cash Cardinal Cash acts as a prepaid credit card. It is accepted at various locations for food, books, and services throughout the campus. To start a Cardinal Cash account, an employee must complete an application and return it to the Office of the Bursar and Loan Administration in Room 31 of Lucina Hall. Contact the Bursar's Office, 765-285-1643, for additional information.

BSU Employee Activities Committee (EAC) Established in 1982, the mission of the Employee Activities Committee (EAC) is to coordinate enjoyable and rewarding activities, programs, and services for Ball State faculty, staff, and their families. EAC is based on the firm belief that an effective program is essential to fostering good relations between and among employees. Below are a few of the programs typically sponsored by EAC:

- Day trips to theatres, shopping malls, or museums
- Longer trips to Vegas and other great cities
- Discounted Pacers or Colts tickets
- Golf outings and bowling nights
- Annual craft show

We are always looking for **new members** who are enthusiastic and willing to help out or plan sponsored events. Come to a meeting to find out what we are all about.

Bracken Library Privileges. The Alexander M. Bracken Library serves as the main campus library with two branch libraries, Architecture and Science-Health Science. Together these libraries comprise on-site access to over 1.4 million volumes and volume equivalents of books, periodicals, microforms, audiovisual materials, maps, manuscripts, music scores, archival records, and other information sources. The libraries' services are available to employees and their families through the university identification card. In addition, the libraries' **web site** provides local and remote access to holdings through its automated catalog, WebCat, and periodical abstracts and indexes. Contact Main Circulation, 765-285-5143, for additional information.

Technology Store in Bracken Library with discounts on software and Apple hardware packages.

The Technology Store is a university-owned and operated service conveniently located in the heart of campus within Bracken Library. Ball State students and employees may view, test, purchase and order the latest products from a variety of companies, often with education discount prices. Be sure to check out our **Facebook** page and follow us on **Twitter** for information, tips and promotions.

What you need to bring:

- Valid student or employee BSU ID card
- We accept Discover, MasterCard, Visa, checks, money orders and Cardinal Cash
- We do not accept cash payments



[Ball State University Alumni Association](#) Annual Picnic on the Green



The Muncie community as well as other alumni and their families join [Muncie Symphony Orchestra](#) enthusiasts for dinner, fun, and music at the University Quad in front of the Museum of Arts Terrace.

The Ball State University Alumni Association hosts a Private Picnic on the Green for Ball State alumni, their families, and friends of the university.

Ball State's Cultural Experiences

[David Owsley Museum of Art](#)



Step into the **David Owsley Museum of Art** at **Ball State University** and see the world. Our rich collection from the past 5,000 years offers visitors a dynamic experience with the visual arts from ancient cultures through the 20th century. Experience four new galleries that will take you on a cultural journey to six continents as a result of our recent expansion. Plan a visit a class, family, or yourself, or schedule a group visit online.

The Atrium Gallery for the [School of Art](#) is located in the Art and Journalism Building. It promotes the appreciation of visual art by displaying selected works by students, regional/national artists, and representatives of the broader arts community. Call 765-285-5916 for additional information.

[Department of Theatre and Dance](#)

Whether you're a prospective student or planning to see one of our productions, the Department of Theatre and Dance welcomes you to the Ball State University campus. We hope the information and links here will help you plan your visit.

The [Edward S. Strother Theatre](#) is a 100-seat studio theatre also managed by the Department of Theatre and Dance. A wide range of drama is produced in the studio theatre, including new plays, experimental productions, and student-directed dramas. Call 765-285-8749 for information on current schedules.



[John R. Emens College-Community Auditorium](#)



Some stories are a joy to share. The creation of the Emens College-Community Auditorium is one of those. It is really not my story but more accurately tells the saga of a need, a visionary, and a supportive community. In many ways this place is the shining example of what can be achieved when the people of Ball State University and Muncie join forces for positive change.

It started with a dynamic leader, President John R. Emens, who had the foresight to recognize that this growing campus as well as our city would benefit if a performance venue could be conceived and developed. This concert hall would be a home to the Muncie Symphony Orchestra. This state of the art performance venue would host national and international artists, Broadway productions, dance companies, and major speakers and serve as a convocation center for many university functions.

The [Sursa Performance Hall](#) with a seating capacity of 600 and located in the Music Instruction Building also hosts many events. Tickets for individual performances and season tickets are available through the Auditorium Box Office, 765-285-1539.

[Pruis Hall](#), another auditorium-type structure which seats 800 persons, is a multi-performance facility used for lectures, small concerts, recitals, and film presentations. Call 765-285-5524 for additional information.

[Shafer Tower](#) The crowning glory of the north end of Ball State's campus, Shafer Tower rises 150 feet in the air from the middle of McKinley Avenue. The carillon tower houses 48 custom-made bells covering four octaves, making it an instrument capable of playing most historic and contemporary carillon music.



[Charles W. Brown Planetarium](#)



Visit the Charles W. Brown Planetarium at Ball State University and experience the night sky as you have never seen it before. The planetarium is an immersive theater where state-of-the-art technology transforms the 52-foot dome into a simulation of the night sky as seen from Earth and from space. For example, the audience can “fly” through Saturn’s rings, land on Mars, or travel to distant stars and galaxies. By combining real images from spacecraft and telescopes with advanced computer graphics, the possibilities become almost endless.

The planetarium uses a GOTO CHRONOS II Hybrid projector with a RSA Cosmos digital system to display visualizations based on real scientific data. Programs are open to the public, school groups, and Ball State University students.

Indiana Public Radio (IPR)



It all began in 1923, when two students at Indiana State Normal School, Eastern Division (i.e. Ball State's earliest incarnation) built a "radiophone" in an attic of the Administration Building. A loud speaker in Assembly Hall allowed students to hear radio broadcasts from New York, Chicago, and Dallas.

In 1951, WBST began commercial broadcasting.

Ball State received its first FM transmitter in 1960. The 10-watt FM station was on the air for six hours a day, often silent on weekends and during quarter breaks and holidays. In 1961, a 162-foot, 10-watt tower was erected a short distance east of the WBST studios.

1966: David Letterman was part of a "9-man news team" announcing election returns. (He was later fired for his irreverent treatment of classical music.)

1978: In December, WBST switched to a 3,000-watt transmitter located on a new tower on Nebo Road. In September, before the station implemented the new transmitter, the new tower was struck by lightning – an inauspicious beginning.

1980: On September 12, after more than 50 years of experimentation and twenty years of broadcasting, WBST became a member of National Public Radio with substantially increased support from Ball State University and from the Corporation for Public Broadcasting.

1997 was a most significant year for the station as its expansion plans came to fruition. WBSB 89.5FM (Anderson) went on the air in February. WBSW 90.1FM (Marion) was next, taking to the airwaves in August of the same year. The expansion into a five-station network was then completed in December with the addition first of WBSJ 91.7FM (Portland), and then WBSH 91.1FM (Hagerstown-New Castle), which was added on December 31. On the next day, January 1, 1998, WBST could legitimately go on the air with its new identity as a network: Indiana Public Radio.



INDIANA PUBLIC BROADCASTING

WIPB provides quality PBS programming, Award-winning local programming, and offers education outreach campaigns that give a variety of education opportunities derived from PBS programming.

Christy Woods



Christy Woods is an outdoor teaching laboratory for Ball State students, as well as the community. Located on the southwest corner of [our campus](#), Christy Woods is a 17-acre property filled with mature deciduous forest, tallgrass prairie, and other [plant communities](#). The property is one of six managed by the [Field Station and Environmental Education Center](#).

The university's two main greenhouse are a part of Christy Woods: [Teaching and Research Greenhouse](#) and the [Orchid Greenhouse](#). A third small greenhouse is used for propagation of native species. Within the woods, there are bulletin boards and an open wood shelter, which serves as a nature interpretation center. There is also an indoor classroom available for nature education.

The [Donald E. Miller Wildlife Preserve](#) is located approximately two miles southwest of the campus and is a habitat for many forms of plant and animal life, especially aquatic.

[Ginn Woods](#) is a 161-acre nature preserve located approximately 15 miles north of the campus.

[Hults Environmental Learning Center](#) is a nature preserve located near Albany. It was formerly operated by the Department of Natural Resources and includes a natural wetland area and a prairie restoration.

The **Cooper Property** is a wooded area located off Bethel Road, just west of campus. It features a second-generation growth forest.

For information concerning the use of the above areas, contact the Biology Department, 765-285-8820, or the Field Station and Environmental Education Center, 765-285-2641.

West Campus is a picnic and play area located south of Christy Woods. It has picnic tables and a shelter house and is available to employees and their immediate families.

Stadium Picnic is a picnic and play area located at the Football Stadium. It has picnic tables and a shelter house and is available to employees and their immediate families. Contact Sports Facilities, 765-285-1151, for additional information on the West Campus and Stadium Picnic areas.

[Rinker Center for International Programs](#) Learn more about the world and yourself through the Rinker Center for International Programs—Ball State's resource for international study and activities. With the support and engagement of faculty, students, and the local community, we at the Rinker Center are at the heart of Ball State's commitment to international teaching and learning.

Ball State's Recreational and Social Facilities

There are 16 different activity spaces managed by The Office of Recreation Services for its members. Each facility has different hours of operation and guidelines to follow which can be found at www.bsu.edu/recreation.

The Student Recreation and Wellness Facility has a tri-level fitness center including over 100 pieces of cardiovascular machines, a three lane 1/8 of a mile walking/jogging track, and a spacious strength training room, an indoor turf field, five basketball courts, climbing wall, and three multi-purpose rooms.



Various types of recreational equipment, including lockers, may be rented from the [Outdoor Pursuits Rental Center](#). The locker rooms have approximately 900 lockers each for men and women. There is a per-semester fee to use these facilities. Call 765-285-3712 for additional information.

Ball Gymnasium was renovated in 1999. It includes a fitness room, 1 1/2 mile suspended track, 3 basketball/volleyball courts, 2 multipurpose rooms, men's and women's locker rooms, and a 25-yard, 6-lane swimming pool. Call 765-285-9160 for additional information.

The **Field Sports Building** is a multi-use, rubber-floored area that includes a 5-lane, 1/8-mile track for jogging, walking, or in-line skating and can accommodate various other activities such as basketball (3 courts) and soccer.

The **Lewellen Aquatic Center** includes a 25-yard, 6-lane swimming pool, a diving well, and men's and women's locker rooms. Call 765-285-5756 for additional information.

Many outdoor fields and venues exist on-campus to accommodate activities such as tennis, softball, soccer, flag football, and running. Tennis courts are available at 2 locations: The **Cardinal Creek Tennis Center** (12 courts) and **Lucina** (4 courts).

A schedule of recreation times can be obtained online at the [Recreation Services](#) website.

To use the recreational facilities, employees must present a valid form of identification. For full-time employees, this consists of their university ID. Spouses and dependents of full-time employees are also eligible to use the recreational facilities. Call the Recreation Services Office, 765-285-1753, for additional information.

[Worthen Arena](#) is an 11,500-seat venue used for a wide variety of events, including men's and women's basketball and volleyball, commencement, concerts, speakers, and college fairs. The Arena also features a 1/6-mile concourse available for walking. Tickets for Arena events can be purchased through the Athletic Ticket Office, located under Gate One.

Season tickets for all athletic events are available at special employee rates. Information regarding ticket sales may be obtained from the Athletic Ticket Office, 765-285-1474.

[L. A. Pittenger Student Center](#)



The L. A. Pittenger Student Center is a focal point for many recreational, cultural, social, and educational services and programs. The purpose of the Student Center is to create an environment, which encourages out-of-classroom experiences, and provides a gathering place for the campus. It is a multi-use facility, utilized by students, faculty, and staff. Student Center facilities include:

Campus Information Center: The Campus Information Center is located on the first level of the Student Center. It serves as the clearinghouse for university information. Call 765-285-5000 for additional information.

Hotel: The Student Center Hotel is located on the third floor of the Student Center. It has 24 guestrooms and a spacious hospitality suite. Call 765-285-1555 for information or reservations.



Conference Rooms: The Student Center Conference Center has 20 meeting rooms, breakout rooms, and complete AV equipment service. Call 765-285-1850 for information or room reservations.

Student Center Food Court: The Food Court offers several varieties of dining options and a spacious seating area. It is located on the first floor. Call 765-285-2331 for additional information.

Post Office: Complete postal services are available on the first floor. Call 765-285-8428 for additional information.

Automated Teller Machines (ATMs): There is one cash dispensing machine available on the first floor. The machine is not a full-service ATM. Visa and Mastercard are accepted.

Barbershop: Located on the lower level. The barbershop specializes in men's hairstyles at affordable prices. Appointments are not necessary. Call 765-285-1944 for additional information.

Cardinal Lanes: Offers bowling, billiards, table tennis, foosball, air hockey and other amusement games located on the lower level. Special arrangements may be made for group activities including youth birthday parties. Call 765-285-1943 for additional information.

University Catering: Catering is available upon request. This office is located on the second floor. Call 765-285-3500 for additional information.

[BSU Dining Service](#)



Ball State University Dining provides quality dining at reasonable prices. There are several convenient dining locations throughout campus that offer a variety of services and food options.

Noyer Centre dining facility has three distinct areas: the Food Mall, the Marketplace, and the Retreat. The Food Mall features all-day dining. The Marketplace features grab-n-go convenience with a Market Deli, quick-fix grocery items, and snacks. The Retreat is an a la carte restaurant for faculty and staff at lunch an all-you-care-to-eat buffet for everyone at dinner featuring home-style meals and healthy options.

Woodworth Commons features a food emporium offering grab-n-go convenience with snacks and grocery items. Woodworth has food concepts featuring all day dining.

Elliott Dining offers a buffet of all-you-care-to-eat dining, featuring home-style, salads, sandwiches and fruit.

LaFollette Square features three different dining experiences. America's Buffet on the upper mezzanine offers a buffet of home-style and vegetarian entrees as well as salads, veggies and fruit. Courtside and Out of Bounds located on the lower level offers freshly toasted sandwiches, hot soups, salads, grill items plus many grab n go items.

Student Center Food Court is located in the heart of the Student Center. It offers a variety of food court dining selections.

Micro-Café is located in the Studebaker West Complex. This minimart has carryout microwaveable meals, deli sandwiches, salads, drinks, etc.

Tom John Food Shop located in Kinghorn Hall features a create-your-own breakfast, lunch or dinner sandwiches, and a marketplace featuring grab n go convenience, quick fix grocery items and snacks.



Quizno's located in the Student Recreation and Wellness Center features toasted sub sandwiches, soup, and grab n go convenience items.

The Atrium is a food court located in the Art and Journalism Building. It boasts five food concepts selected to provide a wide variety of freshly prepared menu selections.

Jamba Juice is located in the Art and Journalism Building featuring refreshing smoothies made with real fruit.

Bookmark Cafe is located in the southwest corner of the main floor of Bracken Library. The Bookmark Café features locally roasted Hubbard & Cravens coffees, artisanal teas, fresh fruit, cereals, yogurt, and other brain-fueling selections.

The Muncie Community

The City of Muncie Muncie, Indiana, is a community of more than 70,000 people located in east central Indiana. In recent years, Muncie has consistently been named among the most affordable college towns in the United States in Coldwell Banker's College Home Listing Report.

Following landmark studies of Muncie through a number of decades, Muncie is known as Middletown U.S.A. and houses the [Center for Middletown Studies](#). And, thanks to work by Ball State researchers and federal dollars, Muncie is also making a name for itself as the Digital Middletown.

While Muncie offers a respite from the daily commutes of large metro areas, residents enjoy a short driving distance and have easy access to several large metropolitan cities.

1 hr. 8 min. to [Indianapolis](#), IN, the state's capital.

1 hr. 31 min to [Dayton](#), OH

2 hrs. 5 min to [Cincinnati](#), OH

2 hrs. 17 min to [Columbus](#), OH

2 hrs. 43 min to [Louisville](#), KY

3 hrs. 36 min to [Chicago](#), IL

4 hrs. 41 min to [St. Louis](#), MO

Cornerstone Center for the Arts 281-9503, 520 East Main Street. This arts center provides opportunities for creative expression, educational programs, and events in a historic setting.

The Cardinal Greenway is a 20-mile biking, running, walking, in-line skating paved trail that was built over abandoned railroad tracks. It is the longest Rails-to-Trails project in Indiana. The Greenway stretches from the southeastern tip of Prairie Creek Reservoir north to the town of Gaston. Call 765-287-0399 for additional information.

Minnetrista Cultural Center and Oakhurst Gardens comprise a 35-acre complex surrounding the White River. The center offers a variety of exhibits that feature the history of East Central Indiana and regional art. The complex is located at 1200 N. Minnetrista Parkway, near the Delaware County fairgrounds. Call 765-282-4848 for additional information.

The **National Model Aviation Museum** is dedicated to collecting and preserving significant pieces of aeromodeling history in order to inspire a broad and passionate understanding of the historic, scientific,



technical, and artistic legacy of model aviation, creating learning opportunities that stimulate the imagination, and encourage visitors to become actively involved in the world of aeromodeling. Call 800-435-9262 for additional information.

The [Muncie Symphony Orchestra](#) seeks to provide its audience with rewarding musical experiences and to promote social exchange among attendees of the musical events. As an organization that celebrates the cultural vibrancy of East Central Indiana, the MSO uses music as a way to engage, educate, entertain and enrich through traditional classical and pops concerts, children's concert, chamber events, and community engagement programs. Call 285-5531 for additional information.

[Muncie Civic Theatre](#) keeps live theatre thriving by providing diverse theatrical opportunities for the artistic development and growth of our actors, directors, audiences and all who visit the historic facility. Call 288-7529 ext. 2 for additional information.

[Muncie Public Libraries](#) Muncie Public Library has a wide-range of media available for the Muncie community. From best-sellers and trade thrillers to Dickens and Tolstoy, there's a story here for everyone. Apply for a library card, find out the current New York Times best-sellers, or search their catalog for something new.

[Prairie Creek Reservoir](#) is a 1,252-acre man-made lake surrounded by 3,000 acres of rolling hills. The lake is stocked with a variety of fish. Boat docks are available, and a beach provides a popular summer swimming spot. Call 747-4845 for additional information.

[Anderson's Mounds State Park](#) is located at 4306 Mounds Road, off Highway 32, in Anderson. It contains mounds built by prehistoric Adena and Hopewell natives. Call 765-642-6627 for additional information.