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### **3357:15-14-01 Employee Classification System.**

The five occupational categories of Stark State College employees conform to the wage and hour provisions of the Fair Labor Standards Act and the applicable provisions of the Ohio Revised code. It may be possible for an employee to hold more than one position or appointment and thus be assigned to more than one occupational category.

- (A) Administrative and Professional. This category consists of two major divisions.
  - (1) Administrative: those positions where the primary responsibilities include planning, organizing, controlling and supervising an instructional or operational area within the College.
  - (2) Professional: those positions where the primary responsibilities require the performance of varied intellectual work and a functional knowledge of advanced theoretical principles and practices in a specific professional area other than instruction.
- (B) Instructional. This category comprises those positions where the primary responsibility is instructing students. This includes such activities as classroom and laboratory instruction, individual student performance and field-experience supervision, and student advising.
- (C) Technical/Paraprofessional. This category includes those positions other than instruction, serving a support role where primary responsibilities include the solving of practical problems encountered in broad fields of specialization and require the use of theoretical or scientific knowledge and manual skills acquired through on-the-job or formal training.
- (D) Office and Clerical - This category covers positions where the primary responsibilities require the preparing, transcribing, transferring, systematizing, or preserving of written communications and records, and the operating of various office machines.

- (E) Service and Maintenance - This category covers service and maintenance positions which require specialized training in trades, crafts, and manual skills. This category also includes semi-skilled and unskilled positions which require the performance of physical effort and/or the manual skills normally learned through on-the-job or apprenticeship training.

### **3357:15-14-02 Recruitment and Selection.**

#### **(A) Administrative and Professional Staff**

- (1) The responsibility for the selection and the appointment of the president shall rest with the Board of Trustees.
- (2) The responsibility for the selection and the appointment of the chief administrators of the five organizational divisions of the College shall rest with the president.
- (3) The responsibility for the recruitment and screening of all other administrative and professional employees shall rest with the Human Resources Department and the chief administrator of the area of the College involved. The administrator of the area shall submit a recommendation to the president, who will be empowered to make the appointment.
- (4) To be eligible for appointment as a member of the professional staff, an applicant shall satisfy the following minimum requirements:
  - (a) Submission of a letter requesting consideration for an advertised and/or posted position.
  - (b) Submit a written resume.
  - (c) Present an official transcript of credits of college work if requested.
  - (d) Signed statement verifying accuracy of employment information and background.
  - (e) Sign a consent form that permits the College to conduct a background check.
  - (f) Complete a drug-screening test.
  - (g) For those positions defined by Human Resources as requiring certain defined physical capabilities, complete a pre-employment physical.

- (5) All appointments made shall be in conformance with the Affirmative Action Plan adopted by the Board of Trustees.
- (6) All appointments made by the president shall be subject to confirmation by the Board of Trustees at its next regular meeting.

(B) Instructional Staff

- (1) The responsibility for the recruitment and screening of all applicants for a position on the instructional staff shall rest with the Human Resources Department and the appropriate supervisor.
- (2) Credentials for applicants shall be forwarded to the provost with the approval of the dean.
- (3) The provost will request the president to make the appointment, subject to confirmation by the Board of Trustees at its next regular meeting.
- (4) All faculty appointments are made in conformance with the Affirmative Action Plan adopted by the Board of Trustees at its next regular meeting.
- (5) To be eligible for appointment as a member of the instructional staff, an applicant shall satisfy the following minimum requirements:
  - (a) Submission of a letter requesting consideration for an advertised and/or posted position.
  - (b) Submit a written resume.
  - (c) Present an official transcript of credits of college work if requested.
  - (d) Signed statement verifying accuracy of employment information and background.

- (e) Sign a consent form that permits the College to conduct a background check.
  - (f) Complete a drug-screening test.
  - (g) For those positions defined by Human Resources as requiring certain defined physical capabilities, complete a pre-employment physical.
- (6) Faculty members selected for instructional assignments primarily in the technical areas shall evidence competency based on the following criteria:
- (a) Formal education appropriate to the specialization, usually including the bachelor's or master's degrees or their equivalents demonstrated by expertise, licensure, or certification, and
  - (b) Practical experience (other than instructing) in the appropriate specialization, as demonstrated by full-time employment (approximately 5 years) in the career area or a related field, and
  - (c) Evidence of involvement with the field of concentration through activity in professional associations; consultant practice; participation in seminars, workshops, and formal course work; and individual reading and research.
- (7) Faculty members selected for assignments primarily for instructing in the general studies curriculum should generally possess a master's degree in the subject matter discipline.
- (8) Individuals selected for leadership responsibility at the division or department level should hold the master's degree plus appropriate

experience or hold a baccalaureate degree with other advanced preparation plus appropriate experience.

(C) Technical/Paraprofessional Staff

- (1) The responsibility for the recruitment and screening of technical/paraprofessional employees shall rest with the Human Resources Department and the chief administrator of the area of the College involved. The chief administrator of the area shall submit a recommendation to the president, who will be empowered to make the appointment, subject to confirmation by the Board of Trustees.
- (2) All appointments shall be in conformance with the Affirmative Action Plan adopted by the Board of Trustees.
- (3) To be eligible for appointment as a member of the technical/paraprofessional staff, an applicant shall satisfy the following minimum requirements:
  - (a) Submission of a letter requesting consideration for an advertised and/or posted position.
  - (b) Submit a written resume.
  - (c) Present an official transcript of credits of college work if requested.
  - (d) Signed statement verifying accuracy of employment information and background.
  - (e) Sign a consent form that permits the College to conduct a background check.
  - (f) Complete a drug-screening test.
  - (g) For those positions defined by Human Resources as requiring certain defined physical capabilities, complete a pre-employment physical.

- (4) Technical/paraprofessional staff members should evidence competency based on one or more of the following criteria:
    - (a) Formal education appropriate to the specialization, usually including the associate degree or its equivalent, demonstrated by expertise, licensure, or certification, or
    - (b) Practical experience in the appropriate specialization, as demonstrated by full-time employment (approximately 5 years) in the career area or a related field.
- (D) Office and Clerical Staff
- (1) The responsibility for the recruitment and screening of all office and clerical personnel shall rest with the Human Resources Department and the appropriate supervisor.
  - (2) The appropriate supervisor under whom the successful applicant will work shall interview the screened applicants and make a recommendation to the chief administrator of the hiring area, who in turn will request the president to make the appointment, subject to confirmation by the Board of Trustees at its next regular meeting.
  - (3) All appointments shall be made in conformance with the Affirmative Action Plan adopted by the Board of Trustees.
  - (4) To be eligible for appointment as a member of the office and clerical staff, an applicant shall satisfy the following minimum requirements:
    - (a) Submission of a letter requesting consideration for an advertised and/or posted position.
    - (b) Submit a written resume.
    - (c) Signed statement verifying accuracy of employment information and background.

- (d) Sign a consent form that permits the College to conduct a background check.
  - (e) Complete a drug-screening test.
  - (f) For those positions defined by Human Resources as requiring certain defined physical capabilities, complete a pre-employment physical.
- (E) Service and Maintenance Staff
- (1) The responsibility for the recruitment and screening of all service and maintenance personnel shall rest with the Human Resources Department and the appropriate supervisor.
  - (2) The appropriate supervisor under whom the successful applicant will work shall interview the screened applicants and make a recommendation to the vice president of the hiring area, who in turn will request the president to make the appointment, subject to confirmation by the Board of Trustees at its next regular meeting.
  - (3) All appointments shall be made in conformance with the Affirmative Action Plan adopted by the Board of Trustees.
  - (4) To be eligible for appointment as a member of the service and maintenance staff, an applicant shall satisfy the following minimum requirements:
    - (a) Submission of a letter requesting consideration for an advertised and/or posted position.
    - (b) Submit a written resume.
    - (c) Signed statement verifying accuracy of employment information and background.
    - (d) Sign a consent form that permits the College to conduct a background check.

- (e) Complete a drug-screening test.
  - (f) For those positions defined by Human Resources as requiring certain defined physical capabilities, complete a pre-employment physical.
- (F) Employment of Relatives
- (1) The employment of relatives is permissible at the College, subject to compliance with college rules, review of appointments, and resolution of conflicts.
  - (2) No individual shall be employed in a department or unit under the supervision of an immediate relative who has or may have a direct effect on the individual's progress, performance, or welfare.
  - (3) No individual shall initiate or participate in personnel decisions involving any direct benefit to an individual employee who is a member of the same immediate family.
  - (4) For purposes of this policy, persons related by family or marriage are defined as a spouse, parent, child, individual for whom a faculty or staff member has been assigned legal responsibility in a guardianship capacity, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, and in-laws, where applicable.

**3357:15-14-03 Contracts and Records.**

(A) Salaried Personnel

(1) A standard contract form, adopted by the Board of Trustees and approved by the office of the Auditor of State, shall be completed in duplicate annually for each salaried employee in the administrative and professional, instructional, and technical/paraprofessional categories.

(a) The standard instructional contract shall be 180 days.

(b) Employees in the Technical/Paraprofessional classification will be issued annual contracts under the following schedule.

Years of Service at SSC	Annual Contract
1-5	250 Day
6-12	245 Day
13-19	240 Day
20 +	235 Day

(c) Employees in the Professional classification will be issued annual contracts under the following schedule.

Years of Service at SSC	Annual Contract
1-19	240 Day
20 +	235 Day

(d) The vice president in charge of human resources will establish a calendar each year indicating the days of duty for holders of the various length contracts.

(e) Holders of contracts whose terms of duty exceed 180 days shall work out mutually acceptable schedules of on-duty days with their immediate supervisors and shall request off-duty days by completing a form provided by the Office of Human Resources.

- (f) In the event that an employee voluntarily elects to work more than the required number of days in his contract, the Board of Trustees reserves the right under special circumstances, to grant any part or all of the additional time worked as accrued leave, either in subsequent contract or upon final termination.
- (2) The administration has the option of extending compensation to any salaried employee in the administrative and professional, instructional, and technical/paraprofessional categories on an extended contract.
- (3) Other than in exceptional cases as mentioned in paragraphs (8) and (9) of this rule, notice of nonreappointment may be given by the College in writing to an employee not later than March 15, unless a multi-year contract is in effect, in which case notice of nonreappointment must be given one year prior to the expiration of the contract.
- (4) Subject to adequate appropriations by the Ohio Legislature, the College shall annually give written notice to the employee of his/her salary for the forthcoming year. For employees under contract, tender of the standard contract shall constitute written notice.
- (5) The employee shall notify the Business Affairs Office in writing of acceptance or nonacceptance of the salary and/or continued appointment on the form provided within 15 calendar days after receipt of the contract. Returning the signed contract to the Business Affairs Office shall constitute acceptance in writing.
- (6) Failure to return the contract to the Business Affairs Office within 15 days voids the contract and constitutes voluntary resignation.
- (7) Salary will be paid via direct deposit in approximately equal installments on a biweekly basis, but only after services have been rendered, less any legally authorized deductions.
- (8) Employment contracts are predicated upon representations regarding education, experience qualifications and background which, if

subsequently proven to be inaccurate, shall cause the contract to be voidable at the discretion of the Board of Trustees.

- (9) Employment contracts are contingent upon compliance with all college rules and regulations, and violation of any of the rules and regulations or any of the terms of the agreement shall cause the contract to be voidable, at the discretion of the President, at any time within ten days' actual notice of such violation to the employee and the chairman of the Board of Trustees.
- (10) Upon completion of three years of full-time service with the College, a salaried employee may be recommended for a three-year appointment, renewable each year, as provided in Evaluation of Personnel rule 3357:15-14-06 of the Administrative Code. Full-time contract status for three years is required for three-year appointment.

(B) Hourly Personnel

- (1) All employees paid on an hourly basis, including office and clerical, service and maintenance, and part-time instructional personnel, shall complete a time sheet biweekly showing days and hours worked during the pay period.
- (2) All hourly employees shall be paid on a biweekly basis, but only after services have been rendered, less any legally authorized deductions.
- (3) Contracts will not be issued to hourly employees.

(C) Personnel Records

- (1) The Office of Human Resources shall be responsible for the personnel record system of the College.
- (2) The following records shall be maintained for all personnel.
  - (a) Letter of application
  - (b) Resume

- (c) Letters of recommendation if supplied and/or requested
- (d) Appropriate medical documents if required and or requested
- (e) Transcripts and/or educational records; professional certification if appropriate
- (f) Retirement System Forms
- (g) Contracts and/or time sheets
- (h) Employment history of Stark State College, including summary of salaries and wages, advancement, and promotion
- (i) Forms authorizing payroll deductions (federal, state, and city income taxes; credit union; United Way)
- (j) Insurance application forms or waiver of same
- (k) Sick leave, personal leave, and vacation records
- (l) Evaluations
- (m) Upon separation, letter of resignation or notice of non-reappointment, and summary of exit interview if appropriate.

**3357:15-14-04 Responsibilities, Duties, Code of Ethics.**

- (A) Minimum Standards - All employees are expected to meet the minimal standards of performance and conduct. Failure to meet these standards may subject the employee to disciplinary action and/or termination of employment.
- (1) Describe honestly their qualifications for a prospective position with full disclosure of all pertinent facts. Upon acceptance of a position, establish and maintain a practice of openness and honesty. Refrain from any deliberate misrepresentation or dishonesty in official matters and from fraud, falsification, or exaggeration. Refrain from deliberate concealment of a material fact in connection with an official document such as time and attendance, travel, or other claims. Refrain from withholding material facts in connection with matters under official investigation.
  - (2) Function as responsible and loyal members of the divisional or administrative unit to which they are assigned and represent it to others in a fair and accurate manner.
  - (3) Accept the appropriate responsibility assigned to them and cooperate by timely completion of the assigned work or duties.
  - (4) Refrain from disorderly conduct, such as the use of disrespectful, abusive, or offensive language, or the use of threatening or intimidating acts or language or coercion against fellow employees, supervisors, students, or administrators.
  - (5) Recognize the authority of supervisors to interpret the intent of the College's official policies. Maintain professional standards when disagreeing with policies or procedures. Base criticisms on careful evaluation of all the facts. Refrain from making false, malicious, or unauthorized statements or disclosures concerning other employees, students, administrators, of the College. In case of disagreement, participate and conduct themselves in a responsible manner in suggesting changes in or development of future policies affecting the College.
  - (6) Conduct college business through authorized channels.

- (7) Recognize that actions which constitute breaches or flagrant violations of the generally accepted social codes of the community may be construed as professional misconduct.
  - (8) Realize that, while they have the right to engage in some collateral employment, they must accept the obligation to see that it does not interfere with their obligations to the College or create a conflict of interest. When the amount of time or compensation is large enough to suggest interference with duties or possible bias in the employees' judgment, procedures outlined in the standard contract should be followed.
  - (9) Respect and observe the conditions under which confidential information is obtained and used.
  - (10) Recognize that the right to speak publicly involves the obligation not to represent themselves as speaking for any other segment of the College unless so authorized.
  - (11) Use college facilities and property only for their intended use, consistent with applicable policy, law, and regulation.
  - (12) Be aware of all relevant college rules and regulations which pertain to their activities.
  - (13) A forty-hour working week is expected of full-time employees in all occupational categories.
- (B) Job Descriptions - Specific duties and responsibilities for positions in all occupational categories shall be delineated by appropriate job descriptions. Copies of all job descriptions shall be maintained in the department of human resources. A current organizational chart of the College shall be maintained as an appendix to these procedures and regulations.

(C) Scheduling Guidelines for Faculty and Department Chairs

- (1) The objective of establishing guidelines is to assist department chairs and deans in determining equitable schedules while maintaining a high level of instructional quality. Recognizing that there are many factors which prevail when determining faculty assignments, these guidelines will serve to establish parameters. The department chairs, with concurrence of the deans and in the best interests of faculty, students, and the institution, will be expected to render appropriate and professional judgments.
- (2) Recognizing the significant differences between and among divisions, departments, and even individual faculty, cross-sectional comparisons should not be made when implementing these guidelines. Departments within the college have different, but equally valuable, missions, and the faculty within those distinct departments make different, but equally valuable, contributions to those missions.
- (3) Faculty are required to be present on the campus when they have scheduled classes, office hours, appointments, committee meetings, or any other Department, Division or College meetings or duties which they are required to attend. Faculty need not be present on the campus at any other particular time.
  - (a) Faculty Guidelines. Scheduling guidelines give much latitude and discretion to the department chair responsible for scheduling. It is the responsibility of the deans to insure their proper application. While there may not be total agreement among the faculty member, department chair, and dean in every case, the tests of fairness and reasonableness should be overriding factors. When conditions and circumstances necessitate deviation from any of these faculty scheduling guidelines, such exceptions will only be made in consultation with the faculty member involved.

- (i) It is recognized that a faculty member's position description defines three major areas of responsibilities: teaching and teaching-related activities, professional development and scholarship, and service to the institution and the community. Although teaching is the primary responsibility, the scheduling process should allow appropriate time for all three areas.
  - (ii) Credit and contact hours are considered as an average over two consecutive semesters (excluding summer).
  - (iii) Each full-time faculty member is expected to post and maintain office hours. Generally, office hours should be at a time when most students are available for conferences.
- (b) Efforts should be made to have full-time faculty scheduled to meet the needs of both day and evening classes.
- (i) Department Chairs should confer with faculty in determining the best way to meet this objective.
  - (ii) Individuals on overload could meet this objective.
  - (iii) Faculty could have part of their regular teaching load scheduled in the evening or overload during the day; teaching of Saturday and evening classes will be distributed fairly (in consultation with the faculty) among full-time faculty of the department.
- (c) Other scheduling guidelines include the following issues:
- (i) Consider any areas of expertise, experience, and special interest of individual faculty members. Instructional quality will be maximized if the courses and instructors are appropriately matched on these factors.

- (ii) Take into account the wide range of effort and difficulty in preparing for any particular course. Factors to be considered include the number of contact and credit hours involved, the level of technological and theoretical knowledge and/or change required, lab or equipment setup time, and the familiarity of the course to the instructor.
  - (iii) Avoid an excess of three (3) preps.
  - (iv) Consider the total number of potential students. The maximum recommended class size is 30 students for lecture classes. This number may be reduced in labs or classes involving major writing/grading requirements regardless of modality. Generally, the number of students per instructor should not exceed 125 students. Enrollment for all course modalities will reside with the dean and department chair in consultation with the faculty member.
  - (v) Avoid late-night followed by early-morning teaching assignments unless the faculty member does not object.
  - (vi) Avoid lengthy gaps between classes unless the faculty member does not object.
  - (vii) Minimize the frequency of assigning back-to-back classes.
- (d) Department Chair Guidelines
- (i) It is recognized that a department chair's position description defines, in addition to the three major areas of responsibilities (teaching and teaching-related activities, professional development and scholarship, and service to the institution and the community), specified administrative duties.

- (ii) Credit and contact hours are considered as an average over two consecutive semesters (excluding summer).
- (iii) Each department chair is expected to post and maintain office hours. Generally, office hours should be at a time when most students are available for conferences.
- (iv) Efforts should be made to have department chairs scheduled to meet the needs of both day and evening students.
- (v) Efforts should be made to have department chairs scheduled to meet the needs of both full-time and part-time faculty.

(D) Workload for Faculty and Department Chairs

(1) Faculty Workload

- (a) Typically full-time instructional workloads for an academic semester are calculated as follows: Full-time faculty load will include a minimum of 3 classes and a maximum of 5 classes with 16 to 20 contact hours or 14 to 16 credit hours.
- (b) Each full-time faculty member is expected to post and maintain a minimum of ten office hours per week on a physical campus site as approved by the department chair. A schedule of these hours shall be filed with the faculty administrative assistant, the provost, dean and the department chair.
- (c) Exceptions to or situations not fitting this policy will be reviewed, prior to assignment, by the dean. Variances from this policy will be justified in writing with a copy sent to the provost.

- (2) Department Chair Workload
  - (a) 7 - 10 credit hours or 10 - 12 contact hours with a 3 course maximum for degree granting department chairs.
  - (b) 9 - 12 credit hours or 12 - 14 contact hours with a 3 course maximum for non-degree granting department chairs.
  - (c) Each department chair is expected to post and maintain a minimum of ten office hours per week. A schedule of these hours shall be filed with the faculty administrative assistant, the provost and dean.
  - (d) Exceptions to or situations not fitting this policy will be reviewed, prior to assignment, by the dean. Variances from this policy will be justified in writing with a copy sent to the provost.
- (3) Overload. Overloads are considered as follows:
  - (a) Faculty and department chairs meeting the loading requirement will be paid for the total hours of the class which gives them an overload. For example, if the load is 16 credit hours (day or evening) and a 3 credit hour class (day or evening) is added making the total load 19, a 3 hour overload will be paid.
  - (b) Faculty and department chairs assigned extra contact classes will be assigned no more than two course sections not to exceed 8 credit hours or 12 contact hours. For example: three course sections with nine contact hours is not acceptable.

- (c) Adjunct faculty employed on a part-time basis will be assigned no more than 75 percent of the normal (16-20 contact hours or 14-16 credit hours) full-time teaching load. Hence, given a maximum full-time teaching load of 20 contact hours, the part-time load will not be in excess of 15 contact hours. On an exception basis and requiring prior written approval of the provost, an adjunct faculty may be assigned 100 percent of the normal full-time teaching load for one term within any academic year. Calculation of the part-time load is based on total institutional assignment.

(E) Scheduling and Workload - Technical and Clerical

- (1) Normal working hours for personnel classified as either technical or office and clerical are from 8:00 A.M. until 5:00 P.M. with an hour lunch period, unless specific arrangements are made with the supervisor and the vice president for business and finance for equivalent working time. A 15-minute break may be taken during each morning and afternoon working period if no work is pressing and a workstation is not left unattended without the supervisor's knowledge and permission.
- (2) Staggered lunch periods may be scheduled by the supervisor when required to maintain office continuity.
- (3) A forty-hour working week is expected of employees in all occupational categories. It is recognized, however, that a salaried employee may spend parts of the working week off campus when attendance is required at workshops or other functions or when the work is taken home.
- (4) During the year all employees are asked to keep a record of all professional meetings or seminars attended, indicating the date and duration, the nature of the meeting, and any reimbursement received from the College.

- (5) Flexible-time schedule means a work schedule which includes designated hours during which the employee may, with the approval of the immediate supervisor and under work unit plans, elect an alternative time of arrival for and departure from work. It may also include required days or hours during which an employee subject to the work schedule must be present for work.
- (6) No department or administrative area is compelled to adopt flex time.

**3357:15-14-05 Faculty Rank and Promotion.**

- (A) Faculty Rank. The College uses the faculty ranks of instructor, assistant professor, associate professor and full professor. The rank is awarded by the president and confirmed by the Board of Trustees, upon the recommendation of the Advancement in Rank Committee, taking into account the degrees attained, professional license, experience, number of years employed by the College and responsibility of administrative duties.
- (B) Promotion Referral Document. The procedures outlined in the Faculty Selective Promotion document will be followed to consider promotion.
- (C) Rank and Level. The president has the discretion of placing an individual with exceptional ability at any rank and level on the schedule. All previous teaching experience and related industrial or business experience is taken into consideration.
- (D) Exceptional Promotions. The president, in rare and unusual circumstances, may recommend to the Board of Trustees, for its immediate consideration, a promotion in rank for a faculty member. This promotion in rank will be in recognition of the honor bestowed upon the faculty member or the College as a result of outstanding service to his fellow man, state, or nation. This rank can be granted without reference to the required dates, length of service, or academic preparation of the individual.

### **3357:15-14-06 Evaluation of Personnel.**

#### **(A) Administrative and Professional**

- (1) An annual evaluation will be made of all administrative and professional employees prior to the awarding of contracts for the following year.
- (2) The president will be evaluated by the Board of Trustees, and the chief administrators of the five organizational divisions of the College will be evaluated by the president. All other administrative and professional personnel will be evaluated by the chief administrator to whom they report.
- (3) The evaluation process should include three components:
  - (a) An evaluation of the accomplishments of the current contract year.
  - (b) Identification of areas for improvement where appropriate.
  - (c) Establishment of mutually acceptable objectives for the upcoming contract year.
- (4) The evaluation report will be reviewed and signed by the individual evaluated as well as by the evaluator and shall be filed in the employee's personnel file. A standard format, provided by the Office of Human Resources and approved by the president, shall be used for the report.
- (5) Upon satisfactory completion of three years of service with the College, the evaluation report may contain a recommendation for a three-year contract. The president may recommend three-year contracts to the Board of Trustees for administration and professional personnel. The College shall have the sole right to review the needs of the College and the performance of employees. The College shall retain the right, at any time during a three-year contract to assign an employee to different positions and responsibilities. The College shall also have the right to annually adjust the salary offered to employees during a three-year contract.

- (6) In addition to the required evaluation, the employee may request an evaluation by other individuals or constituencies within the College. The results of such evaluations may remain personal or be placed in the employee file, at the option of the employee.

(B) Instructional

- (1) An annual evaluation will be made of all members of the instructional staff, including part-time instructors teaching on an hourly reimbursement basis.
- (2) Deans will be evaluated by the provost. Department chairs will be evaluated by deans. Faculty and part-time instructors will be evaluated by department chairs. In the event a part-time instructor does not report to any department chair, the evaluation will be conducted by the appropriate supervisor.
- (3) An evaluation will be made of all full-time faculty prior to the awarding of contracts for the following year. The evaluation process should include three components:
  - (a) An evaluation of the accomplishments of the current contract year.
  - (b) Identification of areas for improvement where appropriate.
  - (c) Establishment of mutually acceptable objectives for the upcoming contract year.
- (4) The evaluation process shall include, as a minimum, the following for part-time faculty teaching on a hourly basis:
  - (a) A conference with the evaluator (either prior to the start of classes for the semester in which the instructor is teaching or within the first month after the start of such classes) to discuss objectives for the semester, such conference will be held for each semester the instructor is teaching.

- (b) A conference with the evaluator (during final week of the semester or within two weeks after the close of the semester) to review accomplishments and assess possible areas of improvement. If the instructor teaches more than one semester, only one conference (at the close of the final semester of teaching) will be required.
  - (5) The evaluation report will be reviewed and signed by the individual evaluated as well as by the evaluator and shall be filed in the employee's personnel file. A standard format, provided by the Director of Human Resources and approved by the Executive Council and the President's Cabinet shall be used in completing the evaluation report.
  - (6) Upon satisfactory completion of three full-time contracted years of service with the College, the evaluation report may contain a recommendation for a three-year contract. Such recommendations will be made by the provost and, if approved by the president, submitted to the Board of Trustees. The College shall have the sole right to review the needs of the College and the performance of employees. The College shall retain the right, at any time during a three-year contract to assign an employee to different positions and responsibilities. The College shall also have the right to annually adjust the salary offered to employees during a three-year contract.
  - (7) In addition to the required evaluation, the employee is urged to request evaluations by other constituencies such as peer groups. The results of such evaluations may remain personal or be placed in the employee file, at the option of the employee.
  - (8) Student evaluations will be conducted twice a year for one-year faculty contracts and once a year for full-time instructors on three-year faculty contracts. The numerical results shall be placed in the instructor's personnel file.
- (C) Technical/Paraprofessional

- (1) An annual evaluation will be made of all technical/paraprofessional personnel prior to the awarding of contracts for the following year or prior to June 1 for those employees not normally issued a contract.
  - (2) Technical personnel will be evaluated by the supervisor to whom they report.
  - (3) The evaluation process should include three components:
    - (a) An evaluation of the accomplishments of the current contract year.
    - (b) Identification of areas for improvement where appropriate.
    - (c) Establishment of mutually acceptable objectives for the upcoming contract year.
  - (4) The evaluation report will be reviewed and signed by the individual evaluated as well as by the evaluator and shall be filed in the employee's personnel file. The report shall be made on a standard form provided by the director of human resources.
- (D) Office, Maintenance, and Service
- (1) An annual evaluation will be made of all clerical, maintenance, and service personnel prior to the close of the fiscal year on June 30.
  - (2) Clerical, maintenance, and service personnel will be evaluated by the individual to whom they report.
  - (3) The evaluation process should include three components:
    - (a) An evaluation of the accomplishments of the current year.
    - (b) Identification of areas for improvement where appropriate.
    - (c) Establishment of mutually acceptable objectives for the upcoming year.

- (E) The evaluation report will be reviewed and signed by the individual evaluated as well as by the evaluator and shall be filed in the employee's personnel file. The report shall be made on a standard form, provided by the director of human resources.
  
- (F) An evaluation report recommending termination of a clerical, maintenance, or service employee shall be reviewed by the director of human resources.

### **3357:15-14-07 Grievance Procedure.**

- (A) The College has established this grievance procedure to ensure fairness and consistency in employee relations and to resolve misunderstandings as quickly as possible. This grievance procedure applies to all College employees. If there are questions about the application of the grievance process, the employee should contact the Director of Human Resources for consultation and for details on the procedure.
  
- (B) Informal Resolution Procedure
  - (1) As a normal and important part of our work environment, employees and supervisors are expected to discuss and resolve issues, concerns and complaints that may arise from time to time. Employees having complaints arising from their employment shall seek informal resolution of their grievances or concerns. This informal process is intended to encourage communication between the parties involved, either directly or through an intermediary, in order to facilitate a mutual understanding of what may be different perspectives regarding the complained of act or directive. Most difficulties can be resolved by talking to someone. Therefore, employees are required to discuss these problems with their supervisor or the Director of Human Resources.
  
  - (2) Any complaint alleging discrimination or any other violation of law shall also be reported to the Coordinator for Section 504 and Titles VII and IX Compliance, even when the employee is using the informal process.
  
  - (3) The employee is responsible for exploring all possibilities for discussion before initiating the formal grievance procedure. If the informal process does not result in resolution of the complaint to the satisfaction of the employee, the employee may utilize the formal grievance procedure for complaints which do not allege discrimination or if discrimination is alleged, the formal grievance procedure for complaints concerning discrimination.

- (C) Formal Grievance Procedure for Complaints not Concerning Discrimination
- (1) Grievable issues include a violation, misinterpretation, inequitable or inappropriate application of the College's policies or procedures, as defined in the College's Policies and Procedures manual, or law affecting the employee.
  - (2) The following issues are not grievable:
    - (a) Disciplinary actions, beginning with written warnings placed in the employee's personnel file in Human Resources through discharge where the employee questions the appropriateness of the cause;
    - (b) Termination resulting from reductions in force, unless discrimination is alleged;
    - (c) Termination for reasons stemming from stipulation of grants or contracts;
    - (d) The content of the College's published Policies and Procedures manual;
    - (e) Performance evaluations;
    - (f) Any issue not defined above as grievable.
  - (3) Step 1. The grievant shall initiate the grievance procedure within thirty calendar days of the last occurrence of the incident. Grievances may not be initiated beyond thirty calendar days of the date of the last occurrence of the incident, as determined by the "monitoring officer." The monitoring officer is the Director of Human Resources, unless that individual is the subject of the complaint, in which case the Vice President for Business and Finance becomes the monitoring officer. The formal complaint must be submitted on the College's Grievance Information Form and should state the facts of the complaint; the policy, procedure, or law allegedly violated; and the specific remedy sought.

The Grievance Information Form must be filed with the monitoring officer. Only one complaint should be submitted per Grievance Information Form; multiple complaints that differ substantially are treated individually and require separate Grievance Information Forms.

- (a) The monitoring officer shall forward the complaint within five business days of receipt to the Provost or Vice President of the complainant's division for Step 1 Resolution. If the complaint is against the Provost or Vice President, then the grievance shall be forwarded to the President.
- (b) The Provost or Vice President shall, within five business days of receiving the complaint, conduct a formal conference with the grievant, permitting him or her to provide any information relevant to the complaint. The monitoring officer shall be present at the meeting. If the complaint arises from the conduct of another employee (the "respondent") and could result in disciplinary action for the respondent, the Provost or Vice President will meet with the respondent and conduct an appropriate investigation. Within five business days of the formal conference (unless an extension is agreed to by all parties), the Provost or Vice President will send a written recommendation to the grievant and respondent (if any), with a copy to the monitoring officer. The recommendation will state background information, the recommendation or remedy and the rationale.
- (c) If the outcome of Step 1 is not satisfactory to the grievant or the respondent (if any), or if a recommendation has not been rendered within five business days of the formal conference, the grievant or the respondent may initiate Step 2 of the grievance process.

- (4) Step 2. Step 2 must be initiated within ten working days of the date of the Step 1 recommendation or if no recommendation is rendered within fifteen working days of the Step 1 formal conference. Failure to initiate Step 2 within this timeframe constitutes acceptance of the recommendation and concludes the grievance process. To initiate Step 2, the grievant or respondent (if any) must submit a written request to the monitoring officer. Step 2 involves a formal hearing of the complaint by the grievance committee which consists of:
- (a) Five employees, one from each employee classification (occupational category as defined in the Policies and Procedures), selected by the President;
  - (b) The term of the five members will be for two years;
  - (c) The chair of the committee will be selected from among the five members by mutual consent of the five members;
  - (d) The provost or vice president appointed by the President at the time Step 2 is initiated, but not the same person who was involved in Step 1;
  - (e) The monitoring officer as a non-voting member except as required to break a tie vote of the committee;
  - (f) Within ten working days of the receipt of the request to initiate Step 2, the chair will set and announce to all participants the date, time and place of the hearing by written notice. The hearing itself will begin within ten to fifteen working days of the announcement.
  - (g) The chair may appoint an investigator from the committee to conduct an investigation in preparation for the formal hearing. At least five business days prior to the start of the hearing, the grievant and respondent will provide a list of witnesses to the chair. The College will make provisions for employees to appear as witnesses without loss of pay. Witnesses shall be given written notice of the time, date, and location of the hearing.

- (h) The grievant and the respondent (if any) will attend the hearing. They may bring one other person to the hearing with them; however this person may not participate in the hearing in any way except to give advice to the grievant or the respondent. The grievant and the respondent in turn shall have the right to make a statement to the committee and to present relevant documentary evidence. The Hearing Committee shall call witnesses one witness at a time to testify, starting with those identified by the complainant and followed by those identified by the respondent. The Hearing Committee may also call any other witnesses as they see fit. Only the committee members are permitted to question the witnesses.
- (i) The chair will conduct the meeting following normal and accepted practices for such hearings by committee. Due to the sensitive nature of the hearing, strict confidentiality is required of all participants.
- (j) Within ten days after the end of the hearing, the Chair will send the hearing committee's findings and recommendations to the President and to the monitoring officer. Within ten working days of receiving the findings and recommendations, the President will review the results of the proceedings and notify the grievant, respondent (if any), hearing committee members and the monitoring officer in writing of his or her decision to accept, reject or modify the hearing committee's findings and recommendations. The decision of the President will be final and binding upon all parties.
- (k) The following summarizes the formal grievance process:

Time	Activity
Within 30 calendar days of the last occurrence of incident	Initiate Step 1 by submitting the Grievance Information Form to the monitoring officer
Within 5 business days of receipt of the form by the monitoring officer	Monitoring officer forwards complaint to the provost or vice president

Time	Activity
Within 5 business days of receipt of the complaint by the provost or vice president	Conduct a formal conference
Within 5 business days of the formal conference	Written recommendation sent to grievant
Within 10 business days of issuance of the written recommendation	Grievant may initiate Step 2
Within 10 business days of the request to initiate Step 2	Hearing committee chair announces date, time and place of hearing. Date is within 10 to 15 business days of the announcement
At least 5 business days prior to the hearing date	Grievant provides chair with list of witnesses. Chair sends written notice to witnesses.
Hearing date	Hearing is held
Within 10 business days of the end of the hearing	Chair sends the committee's findings and recommendations to the president
Within 10 business days of receiving the committee's findings	President issues final decision

(D) FORMAL GRIEVANCE PROCEDURE FOR COMPLAINTS CONCERNING DISCRIMINATION

- (1) Persons who are either students or employees of Stark State College and who feel that they are victims of discrimination on the basis of race, creed, color, religion, sex, age, handicap, national origin or ancestry may file a complaint with the College's coordinator of Section 504 and Titles VII and IX Compliance. They may also file complaints alleging sex or handicap discrimination directly with the Office for Civil Rights, U. S. Department of Education, or pursue both avenues of complaint resolution simultaneously.
- (2) The dean for student services is the College's coordinator for Section 504 and Titles VII and IX Compliance and may be contacted at the Student Development Office, Stark State College,

6200 Frank Avenue, NW, North Canton, OH 44720, phone (330) 494-6170.

- (3) Upon receipt of a written complaint, the coordinator for Section 504 and Titles VII and IX Compliance shall appoint a disinterested person to conduct an investigation of the complaint and shall appoint a time and place for a hearing to be conducted upon the complaint. The person who investigates the complaint must submit a written summary of the investigation to the coordinator within ten days of the receipt of the complaint. The hearing upon the complaint must be held within thirty days of the receipt of the complaint.
- (4) The grievant, the investigator, and any respondents named in the complaint or the summary of the investigation must be given ten days written notice of the hearing. Said notice shall include a copy of the summary of the investigation and a copy of the complaint. The notice shall indicate the time and place at which the hearing shall be conducted, and the notice shall inform the grievant and the respondents of their right to be present at the hearing and their right to be represented by a person of their choice.
- (5) The hearing shall be conducted by the Director of human resources.
- (6) The Director of human resources shall submit a written decision which includes a summary of the hearing and recommendations for corrective actions to the coordinator for Section 504 and Titles VII and IX Compliance within ten days after conducting the hearing.
- (7) The grievant and respondent(s) shall be given a written notification of any corrective actions recommended or that will be implemented. Said notification shall be issued by the coordinator within fifteen days after the hearing has been concluded. Said notification shall also include a copy of the written decision submitted by the Director of human resources, and the notification shall inform the grievant and respondent(s) of the procedure for initiating an appeal to review the written decision submitted by the Director of human resources.

- (8) To initiate an appeal the grievant and/or respondent(s) must file a written Notice of Intent to Appeal with the coordinator for Section 504 and Titles VII and IX Compliance. The Notice of Intent to Appeal must be filed within thirty days after the decision has been rendered.
- (9) In the event that a Notice of Intent to Appeal is filed, the coordinator for Section 504 and Titles VII and IX Compliance will hear the appeal within thirty days after the receipt of the Notice of Intent to Appeal. The grievant and respondent(s) shall receive notice of the time and place for the hearing upon the appeal.

### **3357:15-14-08 Compensation and Related Benefits.**

Compensation, as used in this manual, is an inclusive term which shall refer to salary plus all fringe benefits. Salary shall be defined as direct monetary payment for services rendered.

#### **(A) Salaries**

- (1) Administrative and Professional Employees - Salary contracts or notices for administrative and professional employees, other than the president's salary, shall be recommended by the president and approved by the Board of Trustees. The president's salary shall be established by the Board of Trustees.
- (2) Instructional Salaries - The procedure for establishing salaries for the instructional staff shall be as follows:
  - (a) Entry employment salaries shall be individually negotiated with each new employee, taking into consideration the education and experience of the candidate to arrive at a mutually satisfactory figure.
  - (b) Upon approval of the preliminary budget by the Board of Trustees, the President's Cabinet will make recommendations for a method of distribution such as:
    - (i) Salary ranges, including upper and lower limits, for all instructional ranks.
    - (ii) A percentage of the current salary to be awarded the following year to those members of the instructional staff whose performance has been judged satisfactory through the evaluation procedure of rule 3357:15-14-06 of the Administrative Code.
    - (iii) A sum reserved for advancement in rank.

- (iv) In unusual circumstances, an adjustment if warranted for salary inequity.
    - (v) A change in the established rate per hour of instruction for part-time instruction.
  - (c) The recommendations resulting from the above shall not exceed the total allocation for instructional salaries, and shall be presented to the Board of Trustees not later than the December meeting each year.
- (3) Technical/Paraprofessional Employees - The following shall be used as guidelines in the preparation of salary contracts for technical personnel:
- (a) Entry employment salaries shall be individually negotiated with each new employee, taking into consideration the education and experience of the candidate to arrive at a mutually satisfactory figure.
  - (b) Subsequent contracts shall be based upon the approved recommendations of the President's Cabinet.
- (4) Office and Clerical Employees - Pay ranges shall be used in conjunction with the established salary structure as adopted by the Board of Trustees of Stark State College.
- (5) Service and Maintenance Employees - Pay ranges shall be used in conjunction with the established salary structure as adopted by the Board of Trustees of Stark State College.
- (6) Overtime and Compensatory Time - The following employees are covered as non-exempt employees under this Overtime and Compensatory Time coverage.

- (a) Technical/Paraprofessional Employees
  - (b) Office and Clerical Employees
  - (c) Service and Maintenance Employees
  - (d) All other employees are exempt employees and as such are not covered under this benefit.
- (7) The above non-exempt employees will be paid time and one half for all hours worked in excess of eight hours per day and in excess of forty hours in a week. In determining a forty hour work week, all holidays, vacation days, sick days, or personal days that are taken during a week for which the employee earns a full days pay will be considered as a "day worked" for the overtime provision. Overtime work is not permitted on a voluntary basis and must receive prior approval by the employee's immediate supervisor.
- (8) Non-exempt employees can elect to receive compensatory time off in lieu of overtime payment on the following basis:
- (a) Compensatory time off at 1-1/2 times the overtime hours worked can be taken by the employee during the pay period during which the overtime was worked, or in the first pay period after the pay period during which the overtime was worked unless the employee's supervisor has a legitimate business reason for requiring the employee to postpone using such compensatory time.
  - (b) Compensatory time off at 1-1/2 times the overtime hours worked can be accumulated for the employee in a compensatory time account. Employees may accumulate no more than 120 hours (15 days) of compensatory time.

Employees may elect to use accumulated compensatory time at any time during their employment unless the employee's supervisor has a legitimate business reason for requiring the employee to postpone using such compensatory time.

- (9) Major Certification Criteria - The procedure for determining what will constitute a major certification follows:
- (a) The major certificate is directly related to the faculty/staff member's instructional/departmental responsibilities as determined by the provost in the case of a faculty member or the vice president for business and finance in the case of a staff member.
  - (b) Status and importance are associated with the certification. This status could be demonstrated by the following qualifications or their equivalents.
    - (i) The certification qualifies the individual to practice in the professional area identified in item (i) (i).
    - (ii) A minimum of 30 semester hours of formal course work beyond the bachelor's degree.
    - (iii) Two years of field experience which includes professional application of the specialized knowledge performed after completion of the bachelor's degree.
    - (iv) The certification is sponsored by a national or state board or professional organization with established examinations and prerequisites for sitting for the examinations.
  - (c) The applicant must present a portfolio documenting the

fulfillment of the above criteria. The provost or the vice president for business and finance will ascertain the validity of the portfolio.

- (d) Compensation equivalent to the amount for the Master's Degree will be added to the base pay for full-time employees who have completed a major certification subsequent to employment. The adjustment will be made at the time of the annual salary increase following the completion of the certification.

(B) Retirement

- (1) All full and part-time employees of Stark State College are required to join the Public Employee Retirement System (PERS) or the State Teachers Retirement System (STRS) of Ohio or the Alternate Retirement Program (if eligible). A handbook describing payroll deductions, employer contributions, and benefits is provided by the retirement system to each new member or may be obtained by writing to the appropriate retirement system.
- (2) Part-time student employees may complete a request for optional exemption as a part-time employee if desired as specified in the PERS regulations.

(C) Insurance

- (1) The Board of Trustees will make available insurance benefits for all full-time employees.
- (2) Single and family health insurance plans shall be available at the option of eligible employees.
- (3) An employee whose contract stipulates greater than half-time and

less than full-time service shall be assessed a pro-rated amount of cost of insurance provided, and the same shall be withheld by payroll deduction unless other arrangements are made with the vice president for business and finance.

(4) The following insurance benefits are included:

- (a) Term Life Insurance, Minimum \$50,000
- (b) Accidental Death and Dismemberment, \$50,000
- (c) Hospital and Surgical, including Maternity
- (d) Major Medical Coverage
- (e) Dental
- (f) IRC Section 125 Cafeteria Plan (optional)

(D) Vacation

- (1) Employees under contract for a specific number of days during the fiscal year will normally not be entitled to vacation time.
- (2) The following vacation schedule will be applicable for all full-time hourly employees and all regular part-time hourly employees in the office and clerical, and service and maintenance classifications.

- (3) The vacation accumulation will be as follows:

Years of Service at SSC	Accumulation
1-5	3.1 hours per 80 hours worked (2 weeks)
6-12	4.6 hours per 80 hours worked (3 weeks)
13-19	6.2 hours per 80 hours worked (4 weeks)
20 +	7.7 hours per 80 hours worked (5 weeks)

- (4) Employees may accrue a maximum of 160 hours of vacation based on service at Stark State College. Vacation time shall be requested by completing a form provided by the Department of Human Resources and submitting it to the employee's immediate supervisor.
- (5) The vice president for business and finance will furnish a biweekly report on the status of an employee's vacation leave (non-paid). The report will show the amount of vacation leave (non-paid) each employee has remaining and be posted to the employee's pay stub.

(E) Holidays

- (1) Nine paid holidays will be granted to faculty holding 180-day appointments.
- (2) Ten paid holidays will be granted to holders of employment contracts of 210 - 229 days.

(3) Eleven paid holidays will be granted to holders of employment contracts of 230 or more days, and to full-time hourly employees in the office and clerical, and service and maintenance classifications. Holiday benefits will be extended to regular part-time hourly employees in the office and clerical and service and maintenance classifications as follows: 3.38 hours will be earned for each 80 hours worked. No regular part-time hourly employee can receive holiday pay for more than the average number of hours worked per day during the week preceding the holiday.

(4) The following are considered holidays:

Independence Day	1
Labor Day	1
Columbus Day	1
Thanksgiving	2
Christmas	2
New Years Day	1
Martin Luther King Day	1
Presidents Day	1
Memorial Day	1

(5) The College will be closed on days established as paid holidays.

(F) Personal Leave

(1) Three days of personal leave may be granted each employee each fiscal year for important or emergency personal business. Personal leave time will be extended to regular part-time hourly employees in the office and clerical, service, maintenance and security classifications as follows:

(2) .61 hours will be earned for each 80 hours worked. No regular part-time hourly employee can receive personal leave pay for more than the average number of hours worked per day during the week preceding the personal leave time taken.

(3) Personal leave shall be requested on a form supplied by the Department of Human Resources and shall be submitted to the employee's immediate supervisor.

- (4) Personal leave expires at the end of each fiscal year and cannot be accrued.
- (5) The vice president for business and finance will furnish a biweekly report on the status of an employee's personal leave. The report will show the amount of personal leave each employee has remaining and be posted to the employee's pay stub.

(G) Sick Leave/Bereavement

- (1) Sick Leave may be used for the following purposes: personal illness, personal injury, primary care giver, elder care, bereavement.
- (2) For salaried and regularly employed hourly employees of the College sick leave may be accumulated without limit. Adjunct faculty, casual hourly employees (less than 20 hours per week or irregularly scheduled), and temporary student employees will not be entitled to earn sick leave.
- (3) Accumulated sick leave established at another institution may be transferred to the College and will be effective on the first day of duty.
- (4) Sick leave must be earned before being used.
- (5) Fifteen days of sick leave are earned per year, accrued at a monthly rate of one and one quarter days per month by all full-time salaried personnel, and at the biweekly rate of 4.6 hours for hourly employees working a forty-hour week. Salaried and regularly employed hourly personnel working less than full-time shall earn sick leave at a rate pro-rated in accordance with the percentage time of their employment.

- (6) Sick leave, when used, shall be reported on a form provided by the Office of Human Resources and shall be submitted to the employee's immediate supervisor. After one week of absence, a doctor's statement is required.
- (7) An employee shall be permitted to use sick leave if they are the primary care giver for a member of the family living in the same household. These days shall be charged to the unused portion of the employee's sick leave account.
- (8) Employees may use five days of sick leave per year to care for a parent who is not a member of his/her household.
- (9) An employee may use accumulated sick leave, not to exceed five successive working days, in the event of the death of a member of the immediate family. Immediate family includes parent, spouse's parent, husband, wife, daughter, son, sister, brother, son-in-law, daughter-in-law, or other close relative who is a member of the employee's household. These days shall be charged to the unused portion of the employee's sick leave account. If you attend a funeral for reasons other than death in the immediate family, absence will be without pay and only with the approval or your supervisor.
- (10) The vice president for business and finance will furnish a biweekly report on accumulated sick leave earned at Stark State College. The report shall be an accumulated running total posted to the employee's pay stub.
- (11) All full-time and part-time employees with ten or more years of service with Stark State College may elect, at the time of retirement from active service with the College, to be paid in cash for one-fourth of the value of accrued but unused sick leave credit. As used in this section, "retirement" means disability or service retirement under any state retirement system in this state. Payment shall be based on the employee's rate of pay at the time of retirement. Payment for sick leave on this basis shall be considered to eliminate

all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee. The maximum payment which shall be made under this section shall be set by the Board of Trustees.

(H) Credit Union

- (1) All full-time employees are eligible to join the Canton School Employees Federal Credit Union through the College payroll deduction plan. Part-time instructors may participate if they maintain a continuous payment schedule or if they make payments directly to the Credit Union.
- (2) Deductions will be made biweekly and must be in \$5.00 increments.
- (3) Stark State College will issue a check to the Credit Union on all scheduled payroll dates.
- (4) Forms may be obtained from the vice president for business and finance. All forms must be completed before any deductions can be withheld. A copy of all deductions will be kept on file with the employee's payroll records.
- (5) Payroll deductions will be reported on the employee's check stub.
- (6) Employees must notify the payroll clerk of any changes in deductions. All changes must be submitted in writing in the current month by the tenth of the succeeding month. Each participant will be issued a quarterly statement of account.

(I) Tax Sheltered Annuities

- (1) All full-time employees are eligible to join the Tax Sheltered Annuity program through the College payroll deduction plan.

- (2) Deductions will be made biweekly and must be in \$5.00 increments. Minimum deduction is \$15.00.
- (3) Stark State College will issue a check to the annuity company on all scheduled payroll dates.
- (4) Forms may be obtained from the Office of Human Resources. All forms must be completed before any deductions can be withheld. A copy of all deductions will be given to the employee, and, a copy of all deductions will be kept on file with the employee's payroll records.
- (5) Payroll deductions will be reported on the employee's payroll check stub.
- (6) Changes of deductions can be made by the employees only during the three (3) open periods of July, September, and January.
- (7) Each participant will be issued a quarterly statement of account by the annuity company.

(J) Patents and Copyrights

- (1) Employees shall have sole rights of ownership and disposition of copyrightable material and patents generated by their own individual initiative, provided there is no use of College personnel, facilities, or resources. However, supplementary course material prepared by an employee, even if copyrighted, which has no reasonable market potential outside the College must be made available to the College without charge.
- (2) Employees and the College shall share the ownership and disposition of copyrightable material and patentable discoveries or inventions generated where there is approved use of College personnel or facilities. College personnel or facilities include, but are not limited to, released time, secretarial help, financial assistance (such as student

aides) or College services, equipment or building. Division of royalties under these circumstances shall be 70% of the employee and 30% to the College unless other written agreements are made prior to the initiation of the work.

- (3) Copyrights and patents developed from projects undertaken by an employee pursuant to an agreement with the College whereby the College commits substantial resources to the project shall belong to the College together with all royalties or profits therefrom.
- (4) Rights to copyrightable material and patents developed as a result of work supported partially or totally by an outside agency or sponsor through a contract or grant shall be disposed of in accordance with the terms of the contract or grant. Prior to the employee accepting sponsored research or developmental assignments, the College will be consulted and must approve the contract or grant and the details of the project, the division of any resulting copyrights or patents, and the division of royalties.

(K) Leave of Absence Without Salary

- (1) All leaves of absence, except military, are subject to the approval of the immediate supervisor with concurrence of the vice president.
- (2) A regular faculty or staff member is eligible for a leave of absence without salary for the following purposes:
  - (a) For medical, maternity or child care. Such leaves shall be granted, provided they are in accordance with all college policies and guidelines.
  - (b) For formal study which results in promoting the interests of the college, as well as those of the faculty or staff member in

the judgment of the dean, provost or vice president.

- (c) Requests for leave of absence not considered above, will be judged on their individual merits.
- (3) Except for medical leave and funeral leave, employees shall be employed for one (1) year to be eligible for leave of absence.
  - (4) The maximum amount of leave for any employee shall not exceed six (6) months, except that once a leave has been granted, an employee may apply for an extension. Under no circumstances will the combination of the initial leave period plus extensions exceed one year.
  - (5) The standard reasons and usually maximum allowable time are as follows:
 

(a) Medical leave	4 months
(b) Educational leave	6 months
(c) Personal leave	3 months
(d) Active military service (reservists called to active duty or employees drafted)	As required
(e) Maternity	6 months
  - (6) After a leave of absence of one (1) calendar month or more, the college cannot guarantee the reinstatement of an employee to the same position; however, when a leave of absence is approved, the College is obligated to return the employee to a position that is comparable in both wage (wage range) and duties and responsibilities of the old position.

- (7) Termination usually results when an employee fails to return at the conclusion of the approved leave period or fails to return to work within three work days after expiration of a mutually agreed upon date shall be considered to have voluntarily resigned and forfeit continuous service and benefits.
- (8) Employees shall have the option to make arrangements with the Human Resources Department to continue life, health, and dental coverage by direct payment. (Should an employee decide not to continue coverage, eligibility requirements and waiting periods for new employees apply for reinstatement.)
- (9) Retirement annuity plan contributions by the college shall cease until the employee returns to work. Employee benefits, including annual leave, personal leave, and sick leave do not accrue during leave without pay.
- (10) If an employee returns to active employment within the limits specified by his/her leave of absence, sick leave accrued prior to the leave will be restored.
- (11) Any employee who requests and is granted a leave of absence of more than thirty days will not lose seniority (i.e., will retain seniority already earned but will not accrue additional seniority during the leave.)
- (12) An employee seeking to obtain a leave of absence from work at the college shall submit a written request, indicating in detail the type of leave requested, the compelling reasons for making the request and the precise dates of duration for the proposed leave.
- (13) Leave of absence without pay extends from the time an employee's leave commences until he/she is scheduled to return to continuous service, unless at the employee's request the employing official and the personnel officer agree to an earlier date.

(L) Tuition Assistance Policy

(1) All full-time Stark State College of Technology faculty, administrative, professional and support staff personnel may participate in the Tuition Assistance Program. Tuition assistance is provided to employees for the purpose of professional development in recognition that a better educated employee will assist the College in fulfilling its mission to provide quality education and training opportunities to the citizens of our community. The following criteria shall govern participation in the Tuition Assistance Program:

(2) Eligibility.

Eligibility is limited to full-time employees of SSCT who have completed at least one year of full-time continuous service with the College as of June 30th preceding the term of enrollment. Employment must continue through the end of the term for which the employee is enrolled in classes.

(3) Acceptable Course Work.

All course work must be taken for academic credit at a regionally accredited post secondary institution.

(a) No course shall be approved if there is a comparable and transferable course offered at Stark State College of Technology.

(b) Academic course work eligible for tuition assistance includes undergraduate and graduate courses. All course work and class attendance must be completed on the employee's own time.

(c) Tuition assistance may be approved for all course work leading to a degree that shall directly enhance the employee's potential to qualify for advancement within the college. Approval of the degree program

for the employee shall constitute approval for all course work required to obtain the degree.

- (d) Tuition assistance may also be approved on a course by course basis for all job related course work for employees not seeking a degree. This method of course approval shall not prevent the employee from eventually obtaining a degree and/or switching to the degree approval program.

(4) Application Procedure

Eligible employees are required to get prior approval for participation by submitting a request for Tuition Assistance form, approved by the employee's immediate supervisor, and the Human Resources Director by the established deadline.

(5) Reimbursement

- (a) Reimbursement may be provided to eligible employees for approved academic course work based upon successful course completion. Successful course completion is defined as earning a "C" grade, or better (undergraduate) or "B" grade, or better (graduate). Documentation of final grade shall be submitted within 60 days of last day of term. Reimbursement will be limited to the lesser of the actual hourly tuition rate or a fixed hourly rate established annually by SSCT.
- (b) Reimbursement under tuition assistance is subject to annual and lifetime limitations on the credit hours submitted and dollars paid by the College. Tuition assistance is subject to the availability of funds and may require a pro rata calculation.

(6) Funding

Funding for the Tuition Assistance Program will be budgeted annually based on available College resources. The total cost of the program must be within the approved budget allocation.

(7) Federal and State Regulations

The Tuition Assistance Program must conform to current federal and state income tax and other regulations. Should any changes occur in the regulations, the Tuition Assistance Program may be altered to ensure compliance.

(8) Appeals

Appeals shall be under the established Grievance Procedure as stated in the SSCT Policies and Procedures Manual, rule 3357:15-14-07 of the Administrative Code.

(M) Call-Back Pay Policy

(1) A non-exempt employee who is called back to work (i.e., maintenance, weather or emergency situations, etc.) at a time not previously scheduled or called back to work after a regular work schedule shall receive call-back pay as follows:

(a) A minimum of two (2) hours pay at time and one-half the

regular hourly pay rate even when the time actually spent back on the job is less than two (2) hours.

- (b) Pay for actual hours worked at time and one-half the regular hourly pay rate if hours worked exceeds two (2).
- (2) Actual hours worked for call-back purposes means only time spent at the work site. Time spent en route to or from the work site is not included as time worked. The two (2) hour minimum shall not apply if the employee was called in or called back during the two (2) hour period immediately prior to the beginning of his or her next regularly scheduled work shift. It is not a call back if the start time of the shift is different than the normal scheduled start time.
  - (3) Snow removal members will receive call-back pay only if they are called back to work within twelve (12) hours of the end of their shift. If the snow crew starts their eight (8) hour shift within the twelve (12) hour call-back period it will cancel call-back pay.
  - (4) Compensatory time off may be used in lieu of pay for call-back time worked in accordance with College overtime policies.
  - (5) Exempt employees who are called back to work at a time not previously scheduled normally shall not receive compensation for time worked in call-back status. Exceptions may be authorized by the appropriate Division Vice President and the Director of Human Resources.

**3357:15-14-09 Instructional Fees as a Staff Benefit.**

(A) Full-Time Employees

- (1) From income of the College budgeted for staff benefits, all instructional and general fees for credit, audit, or non-credit courses offered at Stark State College will be paid by the College.
- (2) Employees may enroll in any section or course on a space available basis. The regular application fee will be waived.
- (3) Employees are expected to attend course(s) during their non-working hours. The College recognizes, however, the desirability of planned individual development which may necessitate taking a course which meets during the employee's regularly scheduled working hours. When this occurs, the employee's working hours may be changed to enable the employee to register for one such course each semester, if all of the following criteria are met:
  - (a) The course is not scheduled during a normal non-working time period.
  - (b) The course is a requirement of a degree program in which the employee is officially enrolled,  
  
or  
  
the course, in the opinion of the immediate supervisor, directly contributes to the employee's skills in the work assignment.
  - (c) The employee makes arrangements satisfactory to his or her immediate supervisor regarding a work schedule for duration of the course. The revised temporary work schedule may not duplicate the time normally allowed for rest breaks, nor include more than a half an hour of the employee's lunch period.
  - (d) The employee has the approval of the immediate supervisor or other appropriate officer.

- (4) Fee benefits cannot be used on an accumulative basis nor can they be applied retroactively or in advance of a semester in which the benefit is approved for use. They are approved for usage in specific semesters and must be used during those semesters.
- (5) Eligible employees desiring this benefit must complete a form supplied by the Office of Human Resources and must submit it to the employee's immediate supervisor.

(B) Dependents of Full-Time Employees

- (1) From income of the College budgeted for staff benefits, all instructional and general fees for dependents of all full-time employees of the College for credit, audit, or non-credit courses at Stark State College will be paid by the College up to an amount to include such fees as for a full-time student. When deemed appropriate, the president may extend this benefit to salaried employees whose contracts stipulate less than full-time service.
- (2) The guidelines of the Internal Revenue Service will be applied in determining the dependent status and relationship to the staff member.
- (3) Dependents of all full-time employees may enroll in any section or course on a space available basis. The student will be required to pay the regular application fee.
- (4) Fee benefits cannot be used on an accumulative basis nor can they be applied retroactively or in advance of a semester in which the benefit is approved for use. They are approved by usage in specific semesters and must be used during these semesters.
- (5) Members of the full-time staff having dependents who desire to attend the College can obtain the fee benefits by following this procedure:
  - (a) From the Office of Human Resources, obtain and complete the "fee benefit" form.

- (b) Submit the completed form to the Office of Human Resources at least one week prior to the scheduled registration date.
- (c) A signed copy of the approved form will then be returned to the employee prior to the registration date.
- (d) Register for class in the regular manner, except submit the "fee benefit" form to the Business Affairs Office at registration in lieu of actual cash.

(C) Part-Time Faculty

- (1) From income of the College budgeted for staff benefits, all instructional and general fees for part-time faculty members of the College for credit, audit, or non-credit courses offered at Stark State College of Technology will be paid by the College up to an amount per academic semester not to exceed such fees for six (6) credit hours per semester.
- (2) A part-time faculty member may enroll in any section or course on a space available basis. The regular application fee will be waived.
- (3) To qualify for this benefit, a part-time faculty member:
  - (a) Shall be a current member of the part-time faculty.
  - (b) Shall have instructed a minimum of 8 credit hours or 13 CEU's at Stark State College.
  - (c) Must obtain the approval of his/her department chair and the provost.
- (4) The maximum cumulative number of credit hours in which a part-time faculty member may enroll shall not exceed the number of credit hours or CEU hours he/she has instructed at Stark State College.
- (5) Eligible part-time faculty members desiring this benefit must

complete a form supplied by the Office of Human Resources and must submit it to the employee's department chair.

(D) Part-Time Staff

- (1) The College will provide limited instructional and general fees for part-time staff members for credit, audit, or non-credit courses offered at Stark State College of Technology. The College will pay an amount per academic semester not to exceed fees (instructional and general) for six credit hours per semester. Student employees will not be eligible to participate in this program.
- (2) A part-time staff member may enroll in any section or course on a space available basis. The regular application fee will be waived.
- (3) To qualify for this benefit, a part-time staff member:
  - (a) Shall be a current member of the part-time staff
  - (b) Shall have been employed for six months
  - (c) Must obtain the approval of his/her department chair and the Office of Human Resources
  - (d) The courses of study shall not interfere with the employee's work schedule
- (4) The maximum cumulative number of credit hours in which a part-time staff member may enroll shall not exceed the number of hours required to earn an associate degree (one) or ten CEU's.
- (5) Eligible part-time staff members desiring this benefit must complete a form supplied by the Office of Human Resources and submitted to the employee's department head.

### **3357:15-14-10 Travel and Business Entertainment Expense.**

#### **(A) General Provisions**

- (1) Travel refers to authorized trips taken by the faculty and/or staff in connection with approved business of Stark State College. Examples of these assignments include professional meetings, field trips, personnel recruitment, student recruitment, financial assistance and other travel as directed by the president.
- (2) The traveler is obligated to select the most appropriate transportation available within the requirements of the trip.
- (3) Advance payment for personal expenses and travel, except for preregistration and transportation reservations when payment is required, is not allowed in accordance with ruling of the State Auditor's Office.
- (4) If the traveler is accompanied by wife or husband, the maximum reimbursement remains the same with the traveler paying the difference between a single rate and the rate for a couple. The traveler must furnish proof of the rate schedule.
- (5) If a faculty or staff member chooses to provide his own transportation instead of traveling with a group, he will do so at his own expense.

#### **(B) Authorization for Travel**

- (1) All travel, other than local mileage, will have prior authorization. Faculty members must obtain approval from the department chair, division dean, and the provost. All other employees must obtain approval from the administrative division head.
- (2) The form, "Report of Business Expenses," provided by the Business Affairs Office must be used for prior authorization of travel and for reporting trip expenditures.
- (3) The approving authority may authorize full or partial reimbursement of travel. The maximum expense to be reimbursed

will be established at the time the authorization is approved.

- (4) Total reimbursement shall not exceed the expenses for the days of the convention, meeting, or business involvement plus a maximum of one day's travel each way.

(C) Meals, Lodging and Incidentals for In-State Travel

- (1) The maximum amount of daily reimbursement for meals will be \$34.00.
- (2) Travelers may claim per diem rate of \$34.00 for meals other than local mileage if their departure time is before 8:00 a.m. and return time is after 5:00 p.m.
- (3) A faculty or staff member authorized to travel on official college business will be reimbursed up to the following maxima for actual costs of meals and tips for any calendar day upon which he is on travel status:

- (a) Breakfast      \$7.00

(Must be on authorized travel status prior to 6:00 a.m. and must remain on authorized travel status until after 9:00 a.m.)

- (b) Lunch            \$9.00

(Must be on authorized travel status prior to 11:00 a.m. and remain on authorized travel status after 1:00 p.m.)

- (c) Dinner           \$18.00

(Must be on authorized travel status prior to 5:00 p.m. and remain on authorized travel status after 8:00 p.m.)

- (4) No reimbursement will be made for alcoholic beverages.

- (5) Reimbursement for lodging shall not exceed actual, reasonable expenses of the individual.
  - (6) Miscellaneous expenses, including telephone calls and telegrams, may be claimed in addition to meals and lodging. Such expenses must be itemized separately on the "Report of Business Expense" form and be accompanied by receipts.
  - (7) No allowance for lodging or miscellaneous expenses may be claimed (1) within Stark County, (2) within the county of residence from which the employee commutes to the College, or (3) within thirty miles of the employee's residence.
- (D) Meals, Lodging and Incidentals for Out-of-State Travel
- (1) Reimbursement for lodging shall not exceed actual, reasonable expenses of the individual.
  - (2) Reimbursement for meals shall be for reasonable expenses incurred.
  - (3) Other expenses shall be reimbursed only if itemized on the travel expense report.
- (E) Conferences and Special Meals
- (1) Expenses incurred for registration fees at meetings or conferences may be reimbursed. Any such expenses must be itemized on the "Report of Business Expense" form and must be accompanied by receipts.
  - (2) Reimbursement may be made for the actual and reasonable expense of meals when such meals are an integral part of a seminar or similar working assembly provided:
    - (a) The meal is an integral part of such meeting.

- (b) The attendance of the officer or employee at such meeting is necessary to the best interest of the College.
  - (3) Registration fees exceeding \$50.00 may be paid directly by the College if such arrangement is agreed to by the vendor.
- (F) Type of Transportation
  - (1) Air, rail, or bus transportation will be at coach fare or the lowest available form.
  - (2) Limousine service is the preferred mode of transportation to and from terminals.
  - (3) Personal Automobile
    - (a) All reimbursable mileage is calculated at the standard IRS rate in effect at the time of travel. This rate is for use of privately owned vehicles during official college business. All employees, while driving their own vehicle for official college business, are required to travel the shortest practical route and wear seat belts.
    - (b) Miles traveled must be detailed by destination using the College as the point of departure and return. An individual may use his home as the point of departure and return if the distance is less than using the College as the point of departure and return.
    - (c) The stated mileage rates are intended to cover all automobile operating costs, including maintenance and insurance. No employee may be reimbursed for expenses on the mileage basis unless he carries motor vehicle liability insurance pursuant to Section 459.51 of the Ohio Revised Code.

- (4) Travel by common carrier is authorized. Reimbursement is authorized at the lowest available rate. State funds shall not be expended to pay for unused reservations on common carriers.
  - (5) Rental car is to be used when this type of transportation is the most economical or most efficient means of local transportation.
  - (6) Transportation Expenses
    - (a) Reimbursement may be claimed for parking charges, ferry and taxi fares, and bridge, highway, and tunnel tolls.
    - (b) Any other out-of-pocket expenses, such as road service and towing charges directly chargeable to the operation of college-owned vehicle incurred while traveling in such vehicle, may be reimbursed subject to approval of the vice president for business and finance.
  - (7) Each item of expense claimed under this section must be listed on the "Report of Business Expense" form. A receipt is required for each item of expense greater than one dollar, except ferry and taxi fares, and bridge, highway, and tunnel tolls for which receipts are not required.
- (G) Documentation and Reimbursement
- (1) Reimbursement is made only if the trip received proper authorization and certification. Otherwise, the traveler is liable for all expenses incurred.
  - (2) Expenses claimed for meals, excluding state per diem rate, lodging and incidentals must be itemized. Claims for reimbursement for lodging and meals must be accompanied by receipts and attached to the "Report of Business Expense" form.
  - (3) The "Report of Business Expense" form must be completed and received by the vice president for business and finance within 72 hours after the traveler returns to Stark State College, unless

arrangements are made to submit the form on a weekly or monthly basis.

- (4) A written report of information gathered as a result of approved travel may be required by the department head, provost, or vice president for business and finance.

(H) Business Entertainment

- (1) Reimbursement for entertainment on official college business will be made only if prior authorization is received from the president, provost or appropriate vice president.
- (2) The "Report of Business Expense" form must be completed and received by the vice president for business and finance with all expense receipts attached within 72 hours after the expense is incurred, unless arrangements are made to submit the form on a weekly or monthly basis.

**3357:15-14-11 Affirmative Action Guidelines.**

- (A) Authority and Responsibility for Affirmative Action Guidelines
  - (1) The purpose of this program is to produce a balanced representation of the various minority groups at all levels of employment and academic endeavor.
  - (2) The director of human resources is responsible for coordinating the following functions:
    - (a) Development of Affirmative Action policy statements and programs, and internal and external communications.
    - (b) Assist in the identification of problem areas.
    - (c) Assist in arriving at solutions to problem areas.
    - (d) Design and implement audit and reporting systems that will:
      - (i) Measure program effectiveness.
      - (ii) Indicate need for remedial action.
      - (iii) Set goals and objectives.
    - (e) Prepare an annual report to the President on the progress of the College.
    - (f) Serve as liaison between the College, government regulatory agencies, minority and women's organizations, and other community groups.
    - (g) Keep management informed of the latest information.
  - (3) Division deans and department heads shall assume the following responsibilities:
    - (a) Assure compliance in their area with the College's Affirmative Action Program.

- (b) Assist in the identification of problem areas.
  - (c) Assist in arriving at solutions to problem areas.
  - (d) Submit periodic reports as required to verify results of Affirmative Action Programs and progress of minority utilization.
  - (e) Review the qualifications of all employees to insure that minorities and women are given full opportunities for transfer and promotions.
  - (f) Provide career counseling for all employees assigned to their area.
  - (g) Maintain communication between employees, department heads and division deans to be certain that the College's policy is being followed.
- (B) Dissemination of the Affirmative Action Guidelines
- (1) Internal - All employees shall be advised of the College's policy by the following means:
    - (a) An equal opportunity policy statement placed in the "Policies and Procedures Manual."
    - (b) A statement by the President of the College regarding equal opportunity at Stark State College.
    - (c) Staff meetings to discuss equal opportunity policy.
    - (d) Publication of equal opportunity programs through college media (Intranet, Faculty/Staff Handbook, etc.)
    - (e) Stark State College will include a statement of equal opportunity in each announcement, bulletin, catalog, and application form which it makes available to any person or

which is otherwise used in connection with the recruitment of students or employees.

(f) Policy statement: Stark State College of Technology is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, national origin, gender, age or disability.

(2) External Members of the community will be informed of the College's policy by:

The distribution of information to news media, secondary schools, colleges and recruiting sources about the College's policy of non-discrimination.

(C) Employment Practices for Affirmative Action

- (1) The College will recruit, hire and promote employees without regard to race, color, religion, national origin, gender, age or disability.
- (2) Applicants for employment will be selected by the following qualifications: skill, experience, training and character.
- (3) Job descriptions will be based on job-related standards.
- (4) Screening procedures, such as interviewing and testing are to be consistent with applicable laws and good personnel practices.
- (5) Interviews are to look for specialized talents that may be of benefit to the College.
- (6) All advertisements for job openings shall carry the following phrase: "Stark State College of Technology is an Affirmative Action/Equal Opportunity Employer."
- (7) Recruitment will be a formal process with job openings being posted internally and/or externally.

- (8) The Office of Human Resources shall be advised of all job actions and to report their effect on the College's Affirmative Action Program.
  - (9) The College will base decision on employment so as to further the principle of equal employment opportunity.
  - (10) The College will insure that promotion decisions are in accordance with principles of equal employment opportunity.
  - (11) The College will insure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, college-sponsored training, social and recreational programs will be administered without regard to race, color, religion, national origin, gender, age or disability.
- (D) Student Practices for Affirmative Action
- (1) The College will recruit all students without regard to race, color, religion, national origin, gender, age or disability.
  - (2) The College will administer its financial aid program without regard to race, color, religion, national origin, gender, age or disability, and in compliance with appropriate laws.
  - (3) Counseling and guidance will be offered to all students without regard to race, color, religion, national origin, gender, age or disability.
  - (4) The placement services are to be administered in a manner which provides equal opportunity for placement and employment of the College's students and alumni.
  - (5) The placement service shall not assist any organization or individual which discriminates against any person because of race, color, religion, national origin, gender, age or disability.

- (6) Student social and recreational programs will be administered without regard to race, color, religion, national origin, gender, age or disability.
- (7) Stark State College will encourage the development of the Stark Campus Child Care Center so that students may receive child care assistance without regard to race, color, religion, national origin, gender, age or disability.

(E) Business Affairs Office Practices for Affirmative Action

- (1) The College will administer its purchasing program to insure no vendor is discriminated against because of race, color, religion, national origin, gender, age or disability.
- (2) With the exception of those few facilities which obviously must be segregated on the basis of sex, all college facilities and activities will be open to all persons without regard to race, color, religion, national origin, gender, age or disability.
- (3) The College will require all contractors to be in compliance with appropriate laws pertaining to Affirmative Action.

**3357:15-14-12 Drug and Alcohol Abuse and Drug-Free Workplace Act Compliance.**

- (A) The College considers the use of any illegal drug or controlled substance and the abuse of alcohol and legal (prescription or over-the-counter) drugs, collectively referred to herein as “substance abuse”, to be very serious matters that cannot be tolerated in the workplace. Substance abuse poses health and safety hazards to employees and to the community at large. Because the College is a responsible source and participant with the Federal Government in many programs and activities, substance abuse by College employees jeopardizes Federal Government funding in light of the Federal Government’s increasing efforts to combat substance abuse. Therefore, it shall continue to be the policy of the College to prohibit substance abuse and to maintain a drug-free workplace. All employees are notified that the manufacture, distribution, dispensing, possession, use, or being under the influence of any drug or controlled substance, or alcohol, is prohibited on all College property and in any other location where employees are conducting College business. The use of legal drugs, taken in accordance with a doctor’s orders, is not subject to this policy and is permitted on the job so long as it does not impair the employee’s ability to perform any essential function of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Likewise, the moderate, i.e., so as not to become intoxicated, and legal consumption of alcohol at officially sanctioned on-campus social functions in which College employees might participate is not subject to this policy. All College employees must comply with the terms of this policy.
- (B) Definitions - For purposes of this policy statement, the following definitions shall apply:
- (1) Manufacture-to plant, cultivate, harvest, process, make, prepare, or otherwise engage in any part of the production of a drug by propagation, extraction, chemical synthesis, compounding, or any combination of the same including packaging, repackaging, labeling, and other activities incident to production.
  - (2) Distribute - to deal in, ship, transport, or deliver.
  - (3) Dispense - to sell, leave with, give away, dispose of, or deliver.
  - (4) Possess or possession - having as property or exerting control over a

thing or substance. Possession will not be presumed solely from mere access to the thing or substance or presence upon the premises where the thing or substance is found.

- (5) Use - use of a drug or other controlled substance, or consumption of alcohol.
- (6) Being under the influence - to yield a positive result, as defined by the State of Ohio or other generally accepted standard, on any test given to determine the presence of drugs or alcohol.
- (7) Drug abuse offense - corrupting another with drugs, trafficking in drugs, drug abuse, possessing drug abuse instruments, permitting drug abuse, theft of drugs, deception to obtain a dangerous drug, illegal processing of drug documents, abusing harmful intoxicants, trafficking harmful intoxicants, or illegal dispensing of drug samples; a violation of an existing law of this or any other state or of the United States that is substantially equivalent to any of the above offenses; an offense under an existing law of this or any other state or of the United States of which planting, cultivating, harvesting, processing, making, manufacturing, producing, shipping, transporting, delivering, acquiring, possessing, storing, distributing, dispensing, selling, inducing another to use, administering to another, using, or otherwise dealing with a controlled substance is an element; or a conspiracy or an attempt to commit, or complicity in committing or attempting to commit any of the above offenses.
- (8) Controlled substance - a drug, compound, mixture, preparation, or other substance as defined in Chapters 2925 and 3719 of the Ohio Revised Code, or as defined by applicable statutes of other states and the Federal Government.
- (9) Criminal drug statute - any federal or state criminal statute involving the manufacture, distribution, dispensing, possessing or use of any controlled substance.
- (10) Conviction - any finding of guilt after a trial, a plea of guilty or a plea of nolo contendere.

(C) Compliance with College Substance Abuse Policy

- (1) All Stark State College employees are expected to abide by the terms of this policy. An employee found in violation of this policy shall be subject to a variety of sanctions and penalties. Such penalties and sanctions may include but are not limited to referral for counseling, written or oral reprimands, suspensions with or without pay, or termination in accordance with the established rights of the employee, including the right to due process.
- (2) The Stark State College Board of Trustees reserves the right to enforce this policy to secure the workplace in order to achieve and maintain compliance with the Drug-Free Workplace Act, subject, however, to those rights guaranteed to employees, the requirements of applicable statutes and regulations, and the restraints contained in the State and Federal Constitutions.
- (3) An employee may be required to submit a urine specimen and/or blood sample for testing for the presence of drugs or alcohol, or a breath sample for testing for the presence of alcohol under the following conditions:
  - (a) Where there is reasonable suspicion to believe that the employee, when appearing for duty or while on the job, is under the influence of, or his/her job performance is impaired by, alcohol or drugs. Such reasonable suspicion must be based upon objective facts or specific circumstances found to exist that present a reasonable basis to believe that an employee is under the influence of, or is using or abusing, alcohol or drugs. Examples of reasonable suspicion shall include, but are not limited to, slurred speech, disorientation, abnormal conduct or behavior, or involvement in an on-the-job accident resulting in personal injury or property damage, where the circumstances raise a reasonable suspicion concerning the existence of alcohol or drug use or abuse by the employee.
  - (b) The person observing the suspicious behavior (observer) will immediately contact the College's security department and

provide details of the incident to the security officer. The security officer will contact the employee's immediate supervisor and inform him/her of the incident or situation. If the immediate supervisor is not available, the security officer will contact an individual in the chain of command, the Director of Human Resources or a member of the administration. The security officer and the supervisor, or other person in authority, shall confirm that a test is warranted based upon the circumstances. The employee may be immediately tested at the College or at a College designated facility. The security officer may require that a security officer or someone designated by the officer take the employee to the offsite testing facility. Any action taken will be documented in writing and supported by the security officer, the observer and the supervisor or other person in authority.

- (c) The refusal to submit to testing as prescribed in this Section shall constitute a violation of this policy and will subject the employee to sanctions and penalties as set forth in this policy.
  - (d) Employees who are required to be tested pursuant to federal laws and/or federal regulations shall be tested in accordance with those laws and regulations.
- (4) All College employees shall as a condition of employment abide by the following requirements:
- (a) Acknowledge receipt of and abide by the terms of the College's "Policy Against Drug and Alcohol Abuse" (Drug-Free Workplace Act Compliance) policy statement.
  - (b) Notify his/her administrative supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Any employee who fails to report such a substance abuse conviction within five days will be subject to sanctions, up to and including termination of employment.

- (5) If the employee is directly engaged in the performance of work pursuant to a grant, project or contract from an agency or division of the Federal Government, the College is required, upon receipt of notice provided by the employee as required by this policy, or actual notice of such conviction, to notify the agency or division providing such funding within ten days of receipt of such notice. The principal investigator of any grant, project, or contract from a federal agency is required to insure that each employee engaged in the performance of the grant, project or contract be given a copy of and acknowledge receipt of this policy.
  - (6) Upon receipt of a notice of conviction of an employee for violation of any criminal drug statute, the College, within thirty days of receiving such notice, shall:
    - (a) Take appropriate personnel action against such an employee subject to established disciplinary procedures, up to and including termination, in accordance with requirements of due process; or
    - (b) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- (D) Drug-Free and Alcohol Awareness Program
- (1) Stark State College hereby establishes a Drug-Free and Alcohol Awareness Program.
  - (2) Under this program, the College will from time to time publish literature warning about the dangers of the abuse of drugs and alcohol in the workplace or in any environment.
  - (3) The program will specifically cover the following major topics:
    - (a) Health and safety concerns associated with drug and alcohol abuse;



- (b) College policy regarding illegal drug use and the use of alcohol;
  - (c) Availability of counseling and assistance for employees;
  - (d) Penalties that may be imposed for drug-abuse or alcohol-abuse violations.
- (E) Good Faith Effort

The College, in adopting and implementing this policy pursuant to the Drug-Free Workplace Act of 1988, further certifies that it will make a good faith effort to continue to maintain a drug-free workplace and to respect the privacy rights of its employees.

**3357:15-14-13 Sexual Harassment.**

- (A) Sexual harassment in the workplace is a prohibited practice under Section 703 of Title VII of the 1964 Civil Rights Act as amended by the Equal Employment Opportunity Act of 1973. Sexual harassment of students is a violation of Title IX of the Elementary/Secondary Education Act of 1972.
- (B) The College is committed to maintaining a work place free of sexual harassment. It will not tolerate any behavior, whether verbal or physical conduct, by any of its employees, including administrators, supervisors, faculty or staff members, which constitutes sexual harassment.
- (C) Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when
  - (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
  - (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
  - (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- (D) If an employee feels he/she has been sexually harassed, the employee should make known to the individual that the comment or action was objectionable. If it persists, the employee should report the alleged incident to the immediate supervisor and/or to the Human Resources Office. It is not necessary that the employee go through his/her supervisor. All charges will be investigated.
- (E) When cases of alleged sexual harassment are brought to the attention of the College, an attempt will be made to resolve them confidentially, in the least disruptive, and sensitive manner possible based on the individual circumstances.
- (F) If resolution is not accomplished in paragraph (E) of rule 3357:15-14-13 of the Administrative Code, formal procedures exist which allow both parties an opportunity to pursue a resolution.

- (1) All complaints will be immediately investigated in order to reach a resolution.
  - (2) Cases referred through channels will ultimately be investigated under the provisions of paragraph (D) of rule 3357:15-14-07 of the Administrative Code, "Grievance Procedures for Complaints Concerning Discrimination."
- (G) Employees are encouraged to report alleged occurrences of sexual harassment within thirty days of the incident or as soon as possible so that a timely and thorough investigation can be initiated by the College.
- (H) Each and every complaint will be investigated thoroughly and if valid, recommendations for swift and appropriate disciplinary action will be made consistent with the seriousness of the offense. Recommendations can range from appropriate counseling to termination of employment.
- (I) The failure of managers, supervisors, or others in authority to remedy discriminatory harassment violates this policy just as the original discriminatory act does.

### **3357:15-14-14 Investigator Conflict of Interest.**

The College has a responsibility to manage, reduce or eliminate any actual or potential conflicts of interest that may be presented by a financial interest of a director (or investigator) of a grant-funded project. In order to comply with College policy, the Grants and Development Office and Advancement, Planning and College/Community Relations Division are to refer to the College's Investigator Conflict of Interest document and utilize the Investigator Significant Financial Interest and Other Conflicts of Interest Disclosure Form. This policy document includes the following elements:

- (A) It requires that each investigator disclose all significant financial interests that might present actual or potential conflict of interest in relationship to certain externally funded projects.
- (B) It ensures that investigators provide financial disclosures prior to the time a proposal is submitted to a funding agency and that disclosures are updated, if necessary, during the grant period.
- (C) It designates an individual (the Director of Grants and Development) to determine whether a conflict of interest exists and outlines a procedure for the management, reduction or elimination of the conflict of interest.
- (D) It includes enforcement mechanisms and provides for sanctions, where appropriate, in situations where the investigator has violated College policy and/or the terms of an agreement reached to resolve the conflict of interest.
- (E) It includes arrangements for the Director of Grants and Development to keep the funding agency informed in the case where a conflict of interest is not managed to the satisfaction of the institution.
- (F) It provides that the Director of Grants and Development be responsible for maintaining records of financial disclosures and actions taken to resolve conflicts of interest.

**3357:15-14-15 Sexual Assault.**

- (A) Stark State College desires to establish and maintain a safe and secure environment for our employees and students. The College will not tolerate sexual assault of any kind. Sexual misconduct is socially irresponsible and violates the right of other individuals. Nothing you do, say, or wear gives anyone the right to assault you. Sexual assault by anyone is a violation of your body and your trust. Sexual assault is a crime and will be dealt with accordingly.
  
- (B) A complete copy of the Stark State College Sexual Assault Policy can be obtained in the Campus Security Office. The policy is part of Stark State College's commitment to safety and security on campus and is in compliance with the Federal Crime Awareness and Campus Security Act of 1990.

**3357:15-14-16 Bloodborne Infectious Diseases.**

- (A) Stark State College of Technology promotes the rights of persons with communicable diseases to education and employment, while providing a safe and healthy environment for the College's students and employees. The College will make all reasonable accommodations to persons infected with Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) and to employ/continue to employ/enroll persons so infected. As appropriate, faculty and staff will be provided training and/or information regarding bloodborne pathogens, universal precautions, and work practice controls.
- (B) The College will be flexible in its response to incidents of disease at the College, evaluating each occurrence in light of all applicable federal, state and local laws, its general policy and the latest information available. A Case Review Committee consisting of a health practitioner, the Unit Director (in cases involving students), and the Director of human resources will be available to meet to consider reported occurrences of bloodborne infectious diseases.
- (C) The College affords a broad range of academic opportunities in diverse health care fields. Instruction in some health care fields may require communicable disease precautions against exposure to blood or body fluids. Blood and body fluids are defined as blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluids, amniotic fluid, saliva, other body fluids containing visible blood, human tissue or organs other than intact skin, HIV - containing cell or tissue cultures, organ cultures, and HIV - or HBV containing culture medium or other solutions; and blood, organs or other tissues from experimental animals infected with HIV or HBV.
- (D) In accordance with OSHA Regulation CFR 1910.1030, each Unit of the College in which activities may be reasonably anticipated to have a risk of exposure to blood or other potentially infectious materials will develop a written occupational exposure control plan for bloodborne infectious diseases and distribute same to employees and students.
- (E) Action will be guided by the most recent medical evidence, the federal regulations of the Rehabilitation Act, state law, guidelines from the Centers for Disease Control (CDC), the Public Health Services, the American College Health Association, and the State of Ohio Department of Health.

- (F) The College will not routinely screen all members of the College community for communicable diseases unless and until required to do so by law, because communicable diseases may have different modes of transmission and should be evaluated on an individual basis.
- (G) The Federal Rehabilitation Act of 1973 prohibits discrimination against qualified individuals by employers and those who provide services with the assistance of federal funding. Under federal law, the College as an employer and a provider of educational services must make reasonable accommodations for handicapped individuals, including those with communicable diseases.
- (H) The College maintains standards of confidentiality regarding medical information about students or employees that are protected by the Family Education Rights and Privacy Act of 1974. The Act requires that no specific or detailed information concerning symptoms or diagnoses be provided to staff administrators, or family members without the express written permission of the student/employee. Only individuals at the College with a legitimate need to know will have knowledge of the existence of students and/or employees with communicable diseases.

**3357:15-14-17 Concealed Weapons.**

- A) Except as provided in paragraph B below, the use, possession or carrying of a firearm or other weapon on property owned or leased by the College, by any person other than a College Security Officer or qualified law enforcement officer as defined in Section 2901.01(A) (11) of the Ohio Revised Code, is prohibited and in violation of State Law.
- B) Pursuant to Ohio Revised Code Section 2923.126 (B)(5), any person licensed to carry a concealed handgun may have a handgun on property owned or leased by the College ONLY if it is in a locked motor vehicle or the licensee is in the immediate process of placing the handgun in a locked motor vehicle.
- C) Students enrolled in the Stark State Police Officer Basic Training Program may possess UNLOADED firearms on campus when specifically directed to do so for training purposes. Weapons must be removed from campus immediately upon conclusion of the training session for which a weapon was required.
- D) Any employee or student found to be in violation of this policy may be ordered to remove the weapon from the premises immediately, and will be subject to discipline up to and including termination for employees or dismissal for students. Any person violating this policy may be subject to arrest or criminal prosecution.

### **3357:15-14-18 Discipline Procedure.**

#### **(A) Basis for the Discipline Procedure System**

- (1) The disciplinary policy provides a mechanism for maintenance of stable working conditions according to the policy and procedures of the College. Disciplinary actions should focus on modifying and correcting employee behavior and deterring the employee from repeating past problem behavior.
- (2) Discipline should be progressive in nature so that the College imposes the least severe action necessary to correct undesirable behavior and moves to increasingly severe measures only if the problem is not corrected. Discipline must consider past practice and equitable treatment; and it must meet the test of just cause.
- (3) Disciplinary action can be taken to correct problems including, but not limited to, behavior and conduct infractions, absenteeism and tardiness, negligence, violation of the College's rules and policies and procedures, illegal activity and the violation of other accepted practices of the College.

#### **(B) Supervisory Conference**

The problem(s) will first be brought to the employee's attention in a supervisory conference between the employee and the supervisor. This initial meeting is not considered part of the formal disciplinary system. During this conference, the supervisor will make sure the employee is aware of the problem and its negative impact. The supervisor will impress upon the employee the necessity of correcting the problem. At this conference the employee will have the opportunity to state his/her point of view. Both parties may wish to document this conference.

#### **(C) Formal Discipline System**

- (1) If the problem is not resolved through this supervisory conference, or if the problem is of a serious nature (reference paragraph (A) (3) of rule 3357:15-14-18 of the Administrative Code, the supervisor may institute a formal disciplinary action. The formal disciplinary process

may include a verbal reprimand, a written reprimand, suspension, and/or termination.

Discipline should be administered at the minimum level necessary to bring about correction of the problem. If the problem is not corrected, more severe action will be taken, up to and including termination.

- (2) The violation of some rules is so extreme that outright discharge is necessary and justified. These violations include, but are not necessarily limited to, theft, on the job substance abuse, willful destruction of College property, unauthorized possession of firearms on campus and other illegal activity.
- (3) Supervisors must consult with the Human Resource department prior to initiating the formal disciplinary process. The employee will be informed of a formal disciplinary action, both verbally and in writing, within 10 business days after the disciplinary decision has been reached. Supervisors must maintain written documentation at each stage of the disciplinary process. This documentation must be sent to Human Resources within two working days of the meeting with the employee. A standard format, provided by the Office of Human Resources and approved by the president, shall be used for the report. Human Resources will maintain all written correspondence in the employee's personnel file.
- (4) The employee may appeal a disciplinary action through the College's grievance procedure (reference rule 3357:15-14-07 of the Administrative Code), only if the disciplinary action violates the College's rules, policies and procedures, or other accepted practice of the College.
- (5) The following are the steps in the formal discipline system:
  - (a) Step1. Verbal Reprimand and a timeline (if appropriate)

A verbal reprimand is the first step in the formal disciplinary process. The verbal reprimand must state the nature of the current problem, describe the supervisor's expectations and

point to future disciplinary action if improvement does not occur. The supervisor will document the occurrence of the verbal reprimand for the employee's personnel file.

(b) Step 2. Written Reprimand and a timeline (if appropriate)

A written reprimand is a formal notice that a serious infraction has occurred or that the employee has not corrected a problem outlined in a previous verbal reprimand. The purpose of a written reprimand is to inform the employee that his or her job is in jeopardy. Additional disciplinary action may be taken consistent with the College's policy and procedures and any applicable existing contract provisions. It also aims to gain the employee's agreement that the problem will be corrected and will not recur. The written reprimand will be signed by the supervisor and the employee and will be placed in the employee's personnel file.

(c) Step 3. Suspension

Suspension with or without pay may be incorporated into the plan to address the disciplinary action. This is an optional step that occurs when the division management and Human Resources suspect an employee of a severe infraction of the policy and procedures, rules or accepted practices of the College.

(d) Step 4. Final Written Reprimand

The final written reprimand will be a last-chance agreement between the College and the employee regarding sustainable, improved behavior. It is a notice to the employee that he or she must reform his/her actions and behavior or face discharge. The final written reprimand will be signed by the supervisor and the employee and will be placed in the employee's personnel file.

(e) Step 5. Termination

Termination is the final step in the disciplinary process. It will occur when the employee has not resolved the problem during the previous steps, or when the violation is so extreme that outright discharge without going through some or all of the previous steps is necessary and justified. All termination requests will undergo a final review by the Human Resources Department. The employee must be officially notified in writing of the termination by the Human Resources department and is expected to comply with all exit procedures.

### **3357:15-14-19 Pay During Emergency School Closing**

- (A) This policy applies when the College is closed or any of its locations are closed for a protracted period of time (e.g. 24 hours) due to an event beyond its control. If only one area or location of the College is affected then this policy applies only to employees scheduled to work in that area or location.
- (1) When the College is closed for a protracted period of time (e.g. 24 hours) due to an event beyond its control the following groups of employees will be paid their normal pay for the period of the closure:
    - (a) Benefit-eligible employees (i.e. employees that accumulate vacation, sick and personal time).
    - (b) Adjunct faculty (except faculty teaching continuing education or contract training courses) working under an instructional contract.
  - (2) Adjunct faculty teaching a continuing education or contract training course will not receive pay for the period of the closure. If the course is rescheduled they would receive pay for the course when it is taught.
  - (3) Student workers, irregular employees, part-time employees that are not benefit-eligible and faculty not working under an instructional contract will not receive pay for the period of the closure.
  - (4) Non-exempt employees:
    - (a) Non-exempt employees, whose regular shift occurs during the closure and are required to work any hours during that shift (or any time during the closure) are paid for their regular shift plus pay at his/her regular rate for hours that they actually work.
    - (b) Non-exempt employees, whose shift was not affected by the emergency closure, are paid for that shift. If they are required to work that shift (or any time during the closure) they are paid for their regular shift plus pay at his/her regular rate for hours that they actually work.
    - (c) Overtime compensation or comp time for non-exempt employees will only be granted if the non-exempt employee exceeds 40 hours in the work week. The time period not worked but paid due to the closure would be included in the 40 hour week as time worked for calculating overtime.

- (5) Exempt employees. Exempt employees receive their normal pay for the period. If they are required to work during the closure, they receive no additional pay for hours that they actually work.
  - (6) Benefit-eligible employees who had previously requested vacation, personal time or non-extended sick leave will be paid for the time of the closure period; no time will be deducted from their vacation, personal leave or sick leave accounts for the closure period. Employees on extended sick leave (where the sick leave period is more than 5 contiguous working days during which time the closure occurs) will be charged with sick time for the closure period.
- (B) When the College is closed for an extended period of time (e.g. more than 24 hours) due to an event beyond its control, the administration may deviate from the practice defined above.

### **3357:15-14-20 Property Use Policy.**

#### (A) General Policy

All forms of property (including equipment, facilities, supplies, and services) purchased with Stark State College funds are intended for College business only. The use of College property must be consistent with the mission and goals of the institution. Property used by departments or divisions belongs to the College as a whole and not to any department or division to which it has been assigned.

#### (B) Procedure

The College obtains and provides equipment for its employees only for the purpose of executing work assignments and work-related responsibilities. All College equipment, whether assigned to a particular office, instructional area, or off-campus location, is to be used only for College activities. Except as described herein, employees are not authorized to use College property for personal or non-College business purposes, and College-owned property and facilities shall not be used to bring personal profit to any employee of the College.

- (1) If College equipment needs to be taken off-site for business use, there must be a sign-out approval procedure with the immediate supervisor for the period of time the equipment will be off-site and for when it is returned.
- (2) College employees shall be held accountable for any damage resulting from their negligence to property assigned to them, and shall not lend such property or permit property to pass out of the control of a College employee.

#### (C) Personal Use of Equipment

##### (1) Desktop Telephones

- (a) Use of College telephones for personal matters should be limited, whether these calls are incoming or outgoing. Personal telephone calls burden the computerized telephone system and take up employees' valuable work time.

- (b) Personal long distance telephone calls are not to be charged to College telephones. College employees shall use a personal calling card, credit card or personal cell phone if it is necessary to make a personal long distance call at work.

(2) Cellular Telephones

- (a) The College may provide cellular telephone service for employees whose duties and responsibilities require wireless access to telephone service. College-provided cellular telephone service is intended for college-related business purposes. Use of College-provided cellular telephone service for personal matters should be limited, whether these calls are incoming or outgoing. Personal long distance telephone calls are not to be charged to College-provided cellular telephones.
- (b) College-provided cellular telephones must meet the standards established by the Marketing and Communications Department and must be acquired in accordance with the College's purchasing procedures. A representative from the Marketing and Communications Department will manage all cellular phone acquisitions.
- (c) Monthly billing for cellular services will be reviewed and authorized for payment by the Marketing and Communications Department.
- (d) A representative from the Marketing and Communications Department and the Comptroller's office will review individual usage and adjust cellular plans to assure that the College receives the lowest cost per minute.
- (e) Occasionally, employees may need to make cellular telephone calls using their personal cellular phone. The College will reimburse employees for cellular calls made on a personal cellular telephone, provided appropriate documentation is submitted. A copy of the cellular phone bill, detailing the individual calls to be reimbursed, must

accompany the reimbursement request. The reimbursement amount will be ten cents per minute use. The College will not reimburse employees for roaming (out-of-area) charges, unless it is shown that regular phone service was not available and immediate calling was necessary.

(3) Computer and Network Resources

Computer resources of Stark State College are privileges provided solely for the following: currently registered students; authorized faculty, staff; and authorized agents of the College, performing activities for the benefit of or with respect to the instructional or administrative missions of the College. Section 3357:15-15-04 of the College's Policies and Procedures Manual outlines the policy on the responsible use of College computer resources.

(4) Vehicles

(a) A number of motor vehicles are owned by Stark State College. These vehicles are made available to employees in order to conduct facilitate the official business of the College. It is the responsibility of all employees who use College vehicles to insure the efficient and economical utilization of such vehicles.

(b) College-owned vehicles are not to be driven for personal use, unless approved by the College Board of Trustees. Employees may be required to drive their personal vehicle or a rental vehicle for College business. Any employee driving a College-owned, rental, or personal vehicle on College business must have a valid driver's license and proof of insurance, as required by Ohio law.

(5) Office and Classroom Furniture

Office and classroom furniture (including, but not limited to,

desks, chairs, and tables) is the property of the College and may not be used for personal use.

(6) Copiers/Facsimile Machine

Personal use of College copiers is prohibited. Personal use of facsimile machines will be charged at the following rates: \$2.00 for the first page and \$1.00 for each additional page. Fees are payable at the Business Office.

(7) Other Equipment

Personal use of College equipment or supplies, including but not limited to, postage meter, scanners, audiovisual equipment, tools, and other equipment and supplies, is prohibited.