

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

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Policy No.: 3357:15-14-00

Revised: 07/01/2014  
Revised: 06/06/2016  
Revised: 05/17/2017  
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Policy No. 3357:15-14-01

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Effective: 10/15/2009

Revised: 02/22/2015

**POLICY:**

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.

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**RECRUITMENT AND SELECTION**

Policy No. 3357:15-14-02

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Effective: 10/15/2009

Revised: 03/27/2015

Revised: 06/04/2018

**POLICY:**

Stark State College is committed to employing the best qualified candidates for approved College positions while engaging in recruitment and selection practices that are in compliance with all applicable federal and state regulations regarding matters of employment.

**PROCEDURE:**

(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 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) Submit a cover letter and a resume requesting consideration for an advertised and/or posted position.
  - (b) Provide an official transcript of credits of college work if requested.
  - (c) Submit the Stark State College Employment Application including signature verification.
  - (d) Complete a pre-employment background check. The pre-employment background check includes, but is not limited to, criminal, employment, and education searches.
  - (e) Pass a drug-screening test.
  - (f) For those positions defined by Human Resources as requiring certain defined physical capabilities, complete a pre-employment physical.

(g) Additional assessments may be necessary in order to determine eligibility for specific positions.

(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 appropriate 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) Submit a cover letter and a resume requesting consideration for an advertised and/or posted position.

(b) Provide an official transcript of credits of college work, if requested.

(c) Submit the Stark State College Employment Application including signature verification.

(d) Complete a pre-employment background check. The pre-employment background check includes but is not limited to, criminal, employment, and education searches.

(e) Pass a drug-screening test.

(f) For those positions defined by Human Resources as requiring certain defined physical capabilities, complete a pre-employment physical.

- (g) Additional assessments may be necessary in order to determine eligibility for specific positions.
- (6) Faculty members selected for instructional assignments primarily in the technical/professional areas shall evidence competency based on the requirements of the appropriate accrediting bodies.
- (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) Submit a cover letter and a resume requesting consideration for an advertised and/or posted position.
  - (b) Provide an official transcript of credits of college work, if requested.
  - (c) Submit the Stark State College Employment Application including signature verification.
  - (d) Complete a pre-employment background check. The pre-employment background check includes but is not limited to criminal, employment, and education searches.
  - (e) Pass a drug-screening test.



- (f) For those positions defined by Human Resources as requiring certain defined physical capabilities, complete a pre-employment physical.
  - (g) Additional assessments may be necessary in order to determine eligibility for specific positions.
- (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 in the career area or a related field and meeting the job requirements specified in the job description.

(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) Submit a cover letter and a resume requesting consideration for an advertised and/or posted position.
  - (b) Submit the Stark State College Employment Application including signature verification.

- (c) Complete a pre-employment background check. The pre-employment background check includes, but is not limited to, criminal, employment, and education searches.
- (d) Pass a drug-screening test.
- (e) For those positions defined by Human Resources as requiring certain defined physical capabilities, complete a pre-employment physical.
- (f) Additional assessments may be necessary in order to determine eligibility for specific positions.

(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) Submit a cover letter and a resume requesting consideration for an advertised and/or posted position.
  - (b) Submit the Stark State College Employment Application including signature verification.
  - (c) Complete a pre-employment background check. The pre-employment background check includes, but is not limited to criminal, employment, and education searches.
  - (d) Pass a drug-screening test.
  - (e) For those positions defined by Human Resources as requiring certain defined physical capabilities, complete a pre-employment physical.

- (f) Additional assessments may be necessary in order to determine eligibility for specific positions.

(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 process, 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.

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**CONTRACTS AND RECORDS**

Policy No. 3357:15-14-03

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Effective: 10/15/2009

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Revised: 06/05/2017

**POLICY:**

The College uses an employment contract for each salaried employee in the administrative and professional, instructional, and technical/paraprofessional categories. Additionally, the College recognizes that employees expect information about them stored in personnel and payroll files to be accurate and relevant. Federal and state laws require that certain information be gathered and maintained in personnel and payroll files. Many of these records are available to the public upon request (ORC Law Section 149.43).

**PROCEDURE:**

(A) Salaried Personnel

- (1) A standard contract form adopted by the Board of Trustees 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 Administrative and Professional classifications will be issued annual contracts whose terms of duty exceed 180 days. Contracts issued during the fiscal year will have a pro-rated salary and non-contract days. Employees in the Administrative and Professional classification whose term of duty exceeds 240 days will have their non-contract days increased by five (5) days once the employee reaches thirteen (13) years of

service and increased an additional five (5) days once the employee reaches twenty (20) years of service.

- (d) The Human Resources Office 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 Payroll in the Business Office.
  - (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 non-reappointment may be given by the College in writing to an employee no later than March 15 unless a multi-year contract is in effect, in which case notice of non-reappointment 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 non-acceptance 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 conditioned upon compliance with all rules and regulations, and policies and procedures as set forth by Stark State College. Violation of such rules and regulations, or policies and procedures, or of any of the terms of this agreement shall cause this contract to be voidable at the discretion of the President and subject to ratification by the Board of Trustees. Any such action by the President to void a contract shall be effective upon the President's notice to the employee. The Board of Trustees shall take a ratification vote of the President's action at the earliest time practicable following the President's action.
- (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 maintain and be responsible for the personnel files for the employees 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) Payroll Information Form(s)
  - (e) Appropriate medical documents if required and/or requested
  - (f) Requests for Family Medical Leave
  - (g) Transcripts and/or educational records illustrating that the employee has the credential that the College required for the position; professional certification if appropriate

- (h) Conflict of Interest form
  - (i) Insurance application forms or waiver of same
  - (j) Tuition reimbursement and supporting documentation
  - (k) Discipline administered
  - (l) Performance Evaluations
  - (m) Upon separation, Letters of Resignation or notice of non-reappointment, and summary of exit interview if appropriate.
- (3) Payroll in the Business Office shall maintain and be responsible for the payroll files for the employees of the College.
- (a) Retirement System Forms
  - (b) Contracts and/or time sheets
  - (c) Sick leave, personal leave, and vacation records
  - (d) Forms authorizing payroll deductions
  - (e) Employment history of Stark State College, including summary of salaries and wages advancement, and promotion
  - (f) W-4s, state withholding forms, garnishments, pay information, wage deduction and acknowledgements.



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**EMPLOYEE RESPONSIBILITIES AND DUTIES**

Policy No. 3357:15-14-04

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Effective: 10/15/2009

Revised: 07/21/2014

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Revised: 06/05/2017

**POLICY:**

In order to maintain a productive, service-oriented environment within the college community, all employees are expected to meet established standards of performance and conduct. It is expected that all employees will accept appropriate responsibility assigned to them and cooperate through the timely completion of assigned work or duties as outlined within the applicable job description. Actions which constitute breaches or flagrant violations of the standards defined in this policy may result in disciplinary action and/or termination of employment.

**PROCEDURE:**

(A) Job Descriptions and Duties

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 made available on the College portal.

(B) Work Hours

The College maintains work hours which are compatible with state and federal law, departmental functions, and the maintenance of effective work schedules. A 40-hour working week is expected of full-time employees in all occupational categories.

- (1) Staff are required to report for each scheduled working day or shift, to report on time, and to complete all scheduled hours. Prior approval is required for work hours that are fulfilled off-campus at workshops or other functions, or when work is being completed at home.
- (2) With the approval of the immediate supervisor and under work area plans, the employee may elect an alternative time of arrival for and departure from work. No department or administrative area is compelled to adopt this flexible work schedule.

- (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 they are required to attend. Faculty need not be present on campus at any other particular time.

(C) Call-Off Procedure for Unplanned Leave

- (1) When an employee will not be at work due to emergency circumstances, leave must be requested via voice or email within a reasonable time frame. Departments have the discretion to set up specific call-off procedures to ensure proper coverage. In the instance when an employee may arrive late, professional courtesy should be extended by informing the appropriate individual.
- (2) College leave policy and procedures are outlined in the Compensation and Related Benefits policy 3357:15-14-08 for planned leave.

(D) Scheduling Guidelines for Full-time Faculty and Department Chairs

Full-time Faculty Guidelines. Department chairs are responsible for full-time faculty scheduling, and it is the responsibility of the deans to ensure the process is fair and reasonable. Full-time faculty will have a voice in determining the process in which scheduling occurs. Furthermore, full-time faculty will be consulted regarding their course selections and schedules. If circumstances necessitate deviation from these scheduling guidelines, such exceptions will be made in consultation with the faculty member involved. The final decision will be made by the department chair.

- (1) Credit and contact-hours are considered as an average over two consecutive semesters (excluding summer).
- (2) Each full-time faculty member is expected to post and maintain 10 office hours per week. Office hours should be stated on the class syllabus and posted outside the faculty member's door. Generally, office hours should be at a time when most students are available for conferences. A schedule of these hours shall be filed

with the division administrative assistants, dean, and the department chair.

- (3) Department chairs are not required to post their 10 office hours per week outside of their door but are required to share calendar access with all division administrative assistants to provide access for student appointments.
- (4) Efforts should be made to have full-time faculty scheduled to meet the needs of both day and evening classes.
- (5) Other scheduling considerations:
  - (1) Expertise, experience, and special interest of individual faculty members.
  - (2) Effort and difficulty in preparing for any particular course, including 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.
  - (3) Three (3) preps maximum. A prep is considered a course, not different modalities of the same course or different sections of the same course.
  - (4) Total number of potential students with the number of students per instructor generally not exceeding 125. Avoidance of late night followed by early morning assignments, lengthy gaps between classes, and back-to-back classes unless the faculty member does not object.

(E) Workload for Full-Time Faculty and Department Chairs

(1) Faculty Workload

- (1) Typically, full-time instructional workloads for an academic semester are calculated as follows: Full-time faculty load will include 16-to-20 contact-hours or 14-to-16 credit-hours.

- (2) Each full-time faculty member is expected to post and maintain a minimum of 10 office hours per week on a physical campus site as approved by the department chair. Office hours should be stated on the class syllabus and posted outside the faculty member's door. A schedule of these hours shall be filed with the division administrative assistants, dean, and department chair.

(2) Department Chair Workload

- (1) 7-to-10 credit-hours or 10-to-12 contact-hours for degree granting department chairs.
- (2) 9-to-12 credit-hours or 12-to-14 contact-hours for non-degree granting department chairs.
- (3) Each department chair is expected to maintain a minimum of 10 office hours per week on a physical campus site as approved by the dean. Department chairs are not required to post their 10 office hours per week outside of their door but are required to share calendar access with all division administrative assistants to provide access for student appointments.

(3) Overload

- (1) Faculty and department chairs meeting the loading requirement will be paid for the total hours of the class which gives them an overload. Once regular loading requirements are met, the next course counts as overload. For example, if a faculty member in a credit-hour department has met the credit hour load of 14 credit-hours, and an additional two-credit-hour class is added, making the total 16 credit-hours, a two-credit-hour overload will be paid. If a faculty member in a contact-hour department has met the contact hour load of 16 contact-hours, and an additional three-contact-hour

class is added, making the total 19 contact-hours, a three-contact-hour overload will be paid.

- ~~(2)~~ Faculty assigned overload classes will be assigned no more than 12 credit-hours or 15 contact-hours. Neither the number of credit-hours nor the number of contact-hours can be exceeded.
- (3) Coordinators who are assisting department chairs and receiving stipends, are eligible for no more than eight credit-hours overload or 10 contact-hours of overload. Neither the number of credit-hours nor the number of contact-hours can be exceeded.
- (4) Department chairs are eligible for no more than eight credit-hours of overload or 10 contact-hours of overload. Neither the number of credit-hours nor the number of contact-hours can be exceeded.
- (5) Exceptions to or situations not fitting this guideline will be reviewed, prior to assignment, by the dean. Variances from this policy will be justified in writing and require approval of the Provost.

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**FACULTY RANK AND PROMOTION**

Policy No. 3357:15-14-05

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**POLICY:**

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.

- (A) Promotion Referral Document. The procedures outlined in the Advancement-in-Rank Process for the Candidate and Operating Guidelines documents will be followed to consider promotion.
- (B) Rank and Level. The President has the discretion of placing an individual with exceptional ability at any rank and level on the schedule upon hiring. All previous teaching experience and related industrial or business experience are taken into consideration.
- (C) 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. This rank can be granted without reference to the required dates or length of service.

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**EVALUATION OF PERSONNEL**

Policy No. 3357:15-14-06

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**POLICY:**

**PROCEDURE:**

(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) Deans will be evaluated by the Provost. Department chairs will be evaluated by deans. Full-time faculty will be evaluated by department chairs.
- (2) 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.
- (3) 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.
- (4) 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.

- (5) 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.
- (6) Student evaluation of instruction will be conducted after at least 80 percent of the course has been completed. Every faculty member will be evaluated in each course they teach every semester. The faculty member will receive a full report of the results. A summary of the numerical results will be placed in the instructor's personnel file and copies will be forwarded to the appropriate department chair and dean for inclusion as part of the instructor's performance review.

(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.

(d) 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.

(e) An evaluation report recommending termination of a clerical, maintenance, or service employee shall be reviewed by the Director of Human Resources.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**GRIEVANCE PROCEDURE**

Policy No. 3357:15-14-07

Page 1 of 9

Effective: 10/15/2009

Revised: 01/21/2010

Revised: 05/17/2012

Revised: 03/06/2014

Revised: 02/22/2015

Revised: 06/05/2017

**POLICY:**

The College has established this grievance procedure to ensure fairness and consistency in employee relations and to attempt 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 Human Resources Generalist(s) for consultation and for details on the procedure.

**PROCEDURE:**

- (A) Informal Resolution: 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. Therefore, employees are required to discuss these problems with their supervisor or the appropriate member of Human Resources.
- (1) 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.
    - (a) Discriminatory harassment is defined as conduct, whether in the workplace or off-site, which has the effect of interfering with someone's work performance or which creates an intimidating, hostile, or offensive working environment based on race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, sexual orientation, gender identity, or gender expression.
    - (b) The Human Resources Generalist(s) is the College's Coordinator for Section 504 and Title VII Compliance and may be contacted in the Human Resources Office,

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

- (c) The Title IX Coordinator is the appropriate person to contact regarding complaints of gender discrimination/harassment; more information regarding the College's Title IX resources can be located at <http://www.starkstate.edu/titleix>.
  - (2) The employee is responsible for exploring all possibilities under the informal resolution procedure 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.
- (B) 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, including degree of discipline administered.
  - (2) The following issues are not grievable:
    - (a) Termination of employment;
    - (b) The content of the College's published Policies and Procedures manual;
    - (c) Performance Improvement Plans;
    - (d) Performance Evaluations,
  - (3) Step 1. The grievant shall initiate the grievance procedure within 30 calendar days of the last occurrence of the incident. Grievances may not be initiated beyond 30 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 or designee, unless that individual is the subject of the complaint, in which case the Vice President in charge of Human Resources 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. The monitoring officer has the discretion to merge grievances that are similar in nature.-

- (a) The monitoring officer shall forward the complaint within 5 business days of receipt to the Executive Administrator of the complainant's division for Step 1 Resolution. If the complaint is against this Executive Administrator, then the President will be notified as the employee's immediate supervisor.
- (b) The Executive Administrator of the complainant's division shall, within 5 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. If the complaint is against this Executive Administrator, the monitoring officer will obtain a third party mediator to assist with the grievance. The monitoring officer, grievant, and Executive Administrator are the only individuals that shall be present at the conference unless a third party mediator is used. If the complaint arises from the conduct of another employee (the "respondent") and could result in disciplinary action for the respondent, the Executive Administrator will meet with the respondent and conduct an appropriate investigation. Within 5 business days of the formal conference (unless an extension is agreed to by all parties), the Executive Administrator 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 5 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 10 business days of the date of the Step 1 recommendation or if no recommendation is rendered within 15 business 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 stating his/her desire to move forward with Step 2 of the grievance procedure.

Step 2 involves a formal hearing of the complaint by the Grievance Committee. The Grievance Committee shall consist of six members and the monitoring officer. Five members are appointed by the Human Resources Standing Committee, which represents the five occupational categories defined in the Policies and Procedures manual, and an Executive Council member who is appointed by the President.

- (a) The monitoring officer will only vote in the case of a tie. The terms of the five members, excluding the Executive Council member, will be a time period of two years. If a grievance is in progress at the conclusion of the term, the committee will remain in service until a recommendation is made to the President. The Executive Council member appointed must be from a different division than the complainant or respondent (if any). The chair of the committee will be selected from among the 5 members by mutual consent of the 5 members. Any concerns regarding potential conflicts of interests

should be addressed to the Grievance Committee Chair or the monitoring officer.

- (b) Within 10 business days of the receipt of the request to initiate Step 2, the Chair will set the date, time, and place of the hearing and notify all participants by written notice. The hearing itself will begin within 10-to-15 business days of the notice.
- (c) The Chair may appoint an investigator from the Committee to conduct an investigation in preparation for the formal hearing. At least 5 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.
- (d) The Grievance Committee shall call each individual (grievant, respondent, and/or witnesses) one at a time to testify, starting with those identified by the complainant and followed by those identified by the respondent. The Grievance Committee may also call any other witnesses at its discretion. The Grievance Committee members and the monitoring officer only will be present during testimony. The grievant and the respondent in turn shall have the right to make a statement to the Committee and to present relevant documentary evidence. Only the Committee members are permitted to question the participants of the hearing. The grievant and the respondent (if any) may bring a third party to the hearing; notification should be given to the monitoring officer at least 5 business days prior that the grievant and/or respondent will have a third party present, noting his/her name and occupation. This person may not participate in the hearing in any way except to provide advice to the grievant or the respondent.

- (e) The Chair will preside over the meeting and assure that participants are given fair opportunity to present their positions. The chair will instruct all witnesses not to discuss the substance of their testimony prior to the completion of the hearing.
- (f) Within 10 business days after the end of the hearing, the Chair will send the Grievance Committee’s findings and recommendations to the President and to the monitoring officer. Within 10 business days of receiving the findings and recommendations, the President will review the results of the proceedings and notify the grievant, respondent (if any), the Grievance Committee members, and the monitoring officer in writing of his or her decision to accept, reject, or modify the Grievance Committee’s findings and recommendations. The decision of the President will be final and binding upon all parties.
- (g) The following summarizes the formal grievance process:

<b>Time</b>	<b>Activity</b>
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.
Within 5 business days of receipt of the complaint by the Provost or Vice President	A formal conference is conducted.
Within 5 business days of the formal conference	Written recommendation sent to grievant.
Within 10 business days of issuance of	Grievant may initiate Step 2.



the written recommendation	
Within 10 business days of the request to initiate Step 2	Grievance Committee Chair gives notification of date, time, and place of hearing. Date is within 10-to-15 business days of the notification.
At least 5 business days prior to the hearing date	Grievant provides Chair with list of witnesses and identity of any third party individual requested to be present, if any. 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.

(C) Formal Grievance Procedure for Complaints Concerning Discrimination

- (1) Employees of Stark State College who feel that they are victims of discrimination on the basis of race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, or sexual orientation may file a complaint with the College's Coordinator of Section 504 and Title VII Compliance, and/or Title IX Coordinator in instances of gender discrimination/harassment. Employees 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. Employees may also file complaints with the Equal Employment Opportunity Commission and/or the Ohio Civil Rights Commission.
- (2) The Human Resources Generalist(s) is the College's Coordinator for Section 504 and Title VII Compliance and may be contacted in the Human Resources Office, Stark State

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

- (3) The Title IX Coordinator or Deputy Coordinator is the appropriate person to contact regarding complaints of gender discrimination/harassment. More information regarding the College's Title IX resources can be located at <http://www.starkstate.edu/titleix>. Please refer to the Title IX procedures document which outlines the process of Title IX investigations.
- (4) Upon receipt of an internal complaint, the Coordinator for Section 504 and Titles VII or a qualified individual appointed by the College shall conduct an investigation of the complaint and shall obtain a statement from the grievant, respondent, and any relevant witnesses. The investigator will then complete any necessary follow-up interviews to clarify any questions/concerns based on the information gathered. The person who investigates the complaint must complete a written summary of the investigation within 60 business days of the receipt of the complaint. The investigator may extend this deadline if deemed necessary to efficiently conduct his or her business. Written notification of any corrective actions recommended will be issued by the investigator within 15 business days after the investigation has been concluded. The Coordinator for Section 504 and Title VII will work with the complainant and/or respondent(s) supervisor to administer any discipline required.
- (5) If the grievant or respondent(s) wants 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 Title VII Compliance. The Notice of Intent to Appeal must be filed within 60 calendar days after the results of the investigation have been rendered.
- (6) The grievant, the investigator, and any respondents named in the complaint or the summary of the investigation must be given 10 business days' written notice if a grievance hearing is

held. Said notice shall include a copy of the complaint. The notice shall indicate the time and place at which the grievance 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. At least five (5) days prior to the grievance hearing, notification should be given to the Director of Human Resources that the grievant and/or respondent will have an additional person present, noting his/her name and occupation. This person may not participate in the hearing in any way except to provide advice to the grievant or the respondent.

- (7) The Director of Human Resources shall hear the grievance within 30 business days unless additional time is needed to efficiently conduct his or her business. The Director of Human Resources will confine his or her review to the summary of the investigation and recommendations of the investigator, and shall determine whether the recommendations are consistent with College policies and procedures. The Director of Human Resources may grant a request for consideration of additional evidence or information only when the evidence or information is newly discovered and could not with reasonable diligence have been discovered prior to the hearing.
- (8) 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 Title VII Compliance within 10 days after conducting the hearing.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**COMPENSATION AND RELATED BENEFITS**

Policy No.: 3357:15-14-08

Page 1 of 8

Effective: 10/15/2009

Revised: 02/14/2013

Revised: 07/01/2014

Revised: 06/06/2016

Revised: 06/05/2017

Revised: 06/03/2019

**POLICY:**

- (A) Compensation, as used in this manual, is an inclusive term that shall refer to salary plus all fringe benefits. Salary shall be defined as direct monetary payment for services rendered.
  
- (B) Stark State College strives to provide a competitive compensation and benefits program designed to attract and retain talent in accordance with applicable laws. This policy is administered in accordance with the principles of equal employment opportunity.

**PROCEDURE:**

- (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 Executive Council 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 fiscal 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 June 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 Executive Council.
- (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. Employees must complete the overtime/comp time request form and obtain approval in advance to be approved for overtime or comp time. All other employees

are exempt employees and as such are not covered under this benefit.

- (a) Technical/Paraprofessional Employees
  - (b) Office and Clerical Employees
  - (c) Service and Maintenance Employees
- (7) The above non-exempt employees will be paid time and one half for all hours worked in excess of 8 hours per day and in excess of 40 hours in a week. In determining a 40-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 day's 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.
  - (c) 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.
  - (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.
- (10) The applicant must submit documentation to ensure fulfillment of the above criteria. The Provost or the appropriate Executive Council Member will ascertain the validity of the documentation, if needed.
- (11) 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 Ohio Public Employee Retirement System (OPERS) 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 OPERS regulations.

(C) Tax Sheltered Annuities

- (1) All full-time and part-time employees are eligible to join the Tax Sheltered Annuity program through the College payroll deduction plan.
- (2) Deductions will be made biweekly and shall be made in a specific dollar amount.
- (3) Stark State College will issue a check/EFT to the annuity company on all scheduled payroll dates.
- (4) A salary reduction agreement can be obtained from the payroll area in the Business Office. 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. More information on how to enroll in a Tax Sheltered Annuity can be found on *mystarkstate* under Human Resources in the retirement section.
- (5) Payroll deductions will be reported on the employee's payroll check stub.
- (6) Changes of deductions can be made by the employees anytime during the year.
- (7) Each participant will be issued a quarterly statement of account by the annuity company.
- (8) The IRS limits the amount an employee can defer. The annual



deferral limit usually changes and is increased from one calendar year to the next calendar year. An employee may not defer more than the IRS limit. However, employees who become 50 during the calendar year may make additional “catch-up contributions.” These catch-up contributions are in addition to the IRS general limit.

(D) Insurance

- (1) The Board of Trustees will make available health insurance benefits for all eligible employees as defined under the Patient Protection and Affordable Care Act (PPACA).

In accordance with PPACA, the college has established standard measurement periods of January to June and July to December and continuing in such pattern thereafter for ongoing employees that are variable hour or seasonal. A standard measurement period is a designated period used to ascertain whether an ongoing employee (as opposed to a newly hired employee) who is a variable or seasonal employee is full-time and eligible for health care coverage. A newly hired variable or seasonal employee’s measurement period begins with the first date of employment and continues for the six (6) month period following the first date of employment.

- (a) The IRS has established safe harbors for employees not paid on an hourly basis. The safe harbor the College is utilizing is to count actual hours worked and hours for which the employee may be entitled to payment.
- (b) Under PPACA, employees will be credited with hours of service during a special leave of absence with their average hours worked for determining eligibility for health insurance benefits.
- (c) For breaks in the academic year that are at least four (4) consecutive weeks or greater (disregarding special unpaid leave) during which a part-time employee is not credited with a minimum number of hours of service with the College, we will utilize the average hours of

service per week for the employee during the measurement period, excluding the employment break period, and use that average as the average for each week where the part-time employee is not credited with any hours of service.

- (2) Any employee who held a position prior to December 31, 2012, which was approved as “benefit eligible” and the position’s hours are greater than 20 hours a week but less than 30 hours a week and who elects insurance coverage 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 Payroll Coordinator.
  - (a) Grandfather - Current part-time employees who are offered healthcare at a 50 percent college subsidy would continue their benefits at no change; new hires working less than 30 hours and those in non-benefit eligible positions would not receive subsidized benefits from the College effective January 1, 2013.
- (3) The following insurance benefits are offered to benefit eligible employees in accordance with the applicable insurance plan documents:
  - (a) Term Life Insurance
  - (b) Supplemental Life Insurance
  - (c) Accidental Death and Dismemberment
  - (d) Supplemental Accidental Death and Dismemberment
  - (e) Major Medical Coverage
  - (f) Dental
  - (g) Vision
  - (h) IRS Section 125 Cafeteria Plan

(D) 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:
- (2) A minimum of two (2) hours pay will be granted 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.
- (3) Pay for actual hours worked will be granted at time and one half the regular hourly pay rate if hours worked exceeds two (2).
- (4) Actual hours worked for call-back purposes means only time spent at the work site. Time spent in 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.
- (5) Snow removal members will receive call-back pay only if they are called back to work within twelve (12) hours of the end of its shift. If the snow crew starts their eight (8) hour shift within the twelve (12) hour call-back period, call-back pay will be cancelled.
- (6) Compensatory time off may be used in lieu of pay for call-back time worked in accordance with College overtime policies.
- (7) 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.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**INSTRUCTIONAL FEES AS AN EMPLOYEE BENEFIT**

Policy No. 3357:15-14-09

Page 1 of 5

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Revised 06/05/2017

Revised 06/03/2019

**POLICY:**

Instructional and general fees for credit, audit, or non-credit courses offered at Stark State College shall be waived for eligible employees and eligible dependents.

**PROCEDURE:**

(A) Full-Time Employees

- (1) All instructional and general fees for credit, audit, or non-credit courses offered at Stark State College will be paid by the College from income of the College budgeted for employee benefits. When deemed appropriate, the President may extend this benefit to salaried employees whose contracts stipulate less than full-time service.
- (2) Employees may enroll in any section or course on a space-available basis. The processing fee will be waived. Employees will be required to pay all other incidental fees associated with the course enrolled in each semester.
- (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 the 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) Instructional fees 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 an Instructional Fee Waiver form available on *mystarkstate* and must submit it to the employee's immediate supervisor for approval. The employee will then submit the completed Instructional Fee Waiver form, documentation of dependency, and a copy of the class schedule to the Office of Human Resources no later than seven (7) calendar days after the start of classes
- (6) The Office of Human Resources will send the approved Instructional Fee Waiver form to the Business Affairs Office, who will apply it to the student's account in lieu of actual cash.

(B) Dependents of Full-Time Employees

- (1) All instructional and general fees for credit, audit, or non-credit courses offered at Stark State College will be paid by the College from income of the College budgeted for employee benefits 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 Internal Revenue Service guidelines will be applied in determining the dependent status and relationship to the employee. Documentation proving dependent status must be submitted with the Instructional Fee Waiver form.
- (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 processing fee along with all other incidental fees associated with the course enrolled in each semester.
- (4) Dependents of full-time employees who are eligible for tuition waivers such as College Credit Plus, various scholarships and grants, and other such non-loan programs must use those funds prior to use of the Instructional Fee Waiver benefit.
- (5) Instructional fees 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 these semesters.

- (6) Full-time employees having dependents who desire to attend the College can obtain the Instructional Fees benefit by following this procedure:
  - (a) Obtain and complete the Instructional Fee Waiver form available on *mystarkstate* and obtain all required signatures.
  - (b) Follow registration procedures established for all students.
  - (c) Submit the completed Instructional Fee Waiver form, documentation of dependency, and a copy of the class schedule to the Office of Human Resources no later than seven (7) calendar days after the start of classes.
- (7) The Office of Human Resources will send the approved Instructional Fee Waiver form to the Business Affairs Office, who will apply it to the student's account in lieu of actual cash.

(C) Part-Time Employees

- (1) All instructional and general fees for credit, audit, or non-credit courses offered at Stark State College will be paid by the College from income of the College budgeted for employee benefits up to an amount per academic semester not to exceed such fees for six credit hours per semester.
- (2) A part-time employee may enroll in any section or course on a space-available basis. The processing fee will be waived. Employees will be required to pay all other incidental fees associated with the course enrolled in each semester.
- (3) To qualify for this benefit, employees:
  - (a) Shall take the course(s) during a semester in which they are currently working.
  - (b) Shall have instructed a minimum of 8 credit hours or 13 CEU's at Stark State College or if paid hourly, worked a minimum of 320 hours prior to receiving this benefit.
  - (c) Must obtain the approval of their supervisor.
- (4) Employees paid on an hourly basis shall refer to the minimum hours worked requirement to qualify for the benefit. The employee's primary position during the semester the benefit is used determines the employee's eligibility.
- (5) Employees classified as student workers, substitute workers, or seasonal workers will not be eligible to participate in this program.
- (6) 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 or she has instructed at Stark State College.

- (7) The maximum cumulative number of credit hours in which a part-time employee may enroll shall not exceed the number of hours required to earn one associate's degree or ten CEU's.
- (8) The courses of study shall not interfere with the employee's work schedule.
- (9) Instructional fees 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.
- (10) Eligible part-time employees desiring this benefit must complete an Instructional Fee Waiver form available on *mystarkstate* and must submit it to the employee's supervisor for approval. The part-time employee will then submit the completed Instructional Fee Waiver form, documentation of dependency, and a copy of the class schedule to the Office of Human Resources no later than seven (7) calendar days after the start of classes.
- (11) The Office of Human Resources will send the approved Instructional Fee Waiver form to the Business Affairs Office, who will apply it to the student's account in lieu of actual cash.

(D) Dependents of Part-Time Employees

- (1) All instructional and general fees for credit, audit, or non-credit courses offered at Stark State College will be paid by the College from income of the College budgeted for employee benefits for dependents of part-time employees for six semester hours per academic year per employee.
- (2) Dependents of part-time employees may enroll in any section or course on a space-available basis. The student will be required to pay the processing fee and all other incidental fees associated with the course enrolled in each semester.
- (3) Dependents of employees classified as student workers, substitute workers, or seasonal workers will not be eligible to participate in this program.
- (4) To qualify for this benefit, a part-time employee:
  - (a) Shall be currently working during the semester the dependent is enrolled.
  - (b) Shall have instructed a minimum of 8 credit hours or 13 CEU's at Stark State College or if paid hourly, worked a minimum of 320 hours prior to receiving this benefit.

- (c) Must obtain the approval of their supervisor.
- 
- (5) Employees working in a part-time hourly position shall refer to the minimum hours worked requirement to qualify for the benefit. The employee's primary position during the semester the benefit is used determines the employee's eligibility.
  - (6) The Internal Revenue Service guidelines will be applied in determining the dependent status and relationship to the part-time employee. Documentation proving dependent status must be submitted with the Application for Instructional Fee Waiver form.
  - (7) Dependents of part-time employees who are eligible for tuition waivers such as College Credit Plus, various scholarships and grants, and other such non-loan programs must use those funds prior to use of the Instructional Fee Waiver benefit.
  - (8) Instructional fees 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 these semesters.
  - (9) Part-time employees having dependents who desire to attend the College can obtain the Instructional Fees benefit by following this procedure:
    - (a) Obtain and complete the Instructional Fee Waiver form available on *mystarkstate* and obtain all required signatures.
    - (b) Follow registration procedures established for all students.
    - (c) The part-time-employee will submit the completed Instructional Fee Waiver form, documentation of dependency, and a copy of the class schedule to the Office of Human Resources no later than seven (7) calendar days after the start of classes.
  - (10) The Office of Human Resources will send the approved benefit form to the Business Affairs Office, who will apply it to the student's account in lieu of actual cash.



STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**TRAVEL AND BUSINESS ENTERTAINMENT EXPENSE**

Policy No. 3357:15-14-10

Page 1 of 8

Effective: 10/15/2009

Revised: 01/18/2014

Revised: 02/22/2015

Revised: 05/29/2020

**POLICY:**

It is customary and reasonable to pay the necessary travel expenses of employees incurred in the performance of their college jobs. The President, with the assistance of the Vice President of Business, Finance, and Information Technology, will establish travel procedures to define allowable and unallowable expenses, rates and methods, authorization, documentation, and reimbursement. The Board will approve any changes in reimbursement rates included in the travel procedures.

**PROCEDURE:**

(A) Authorization for Travel

- (1) Travel refers to authorized trips taken by College employees in connection with approved business of Stark State College. Examples of these assignments include professional meetings, field trips, personnel recruitment, student recruitment, and professional development.
- (2) All in-state and out-of-state travel must have approval prior to the travel being taken. Faculty members must obtain approval from the department chair, division dean, and/or the Provost. All other employees must obtain approval from their supervisor or vice president.
- (3) The Faculty and Staff Professional Development Application must be used for prior authorization travel outside the state of Ohio.
- (4) The approving authority may authorize full or partial reimbursement of travel. The estimated expenses to be reimbursed will be established at the time the authorization is approved.
- (5) Authorization 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.

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

- (1) The maximum amount of daily reimbursement for meals will be \$49.00.
- (2) Travelers 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 they are on travel status:
  - (a) Breakfast \$10.00 (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 \$13.00 (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 \$26.00 (Must be on authorized travel status prior to 5:00 p.m. and remain on authorized travel status after 8:00 p.m.)
- (3) Reimbursement for lodging shall not exceed actual, reasonable expenses of the individual. When in the state of Ohio, the traveler should inquire as to the availability of a state tax exemption due to the tax exempt status of the College. A copy of the College's tax exemption certificate may be obtained from the Accounts Payable department.
- (4) Miscellaneous expenses, including telephone calls may be claimed in addition to meals and lodging.
- (5) 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 fifty miles of the employee's residence.

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

- (1) Reimbursement for lodging, meals, and incidentals while traveling out-of-state in the United States shall not exceed the IRS approved current rates in the continental United States (CON US Rates) for the applicable location.
- (2) Lodging expenses in excess of the IRS approved CONUS rates must be approved in advance by the appropriate supervisor and must meet the following conditions:
  - (a) The traveler is required to attend a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events; and it is anticipated that the maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention, or training session is held.
  - (b) When travel is for college business other than to attend a meeting, conference, convention, or training session, and lodging accommodations in the travel destination area are:
    - (i) Not available at or below the IRS approved CONUS rates; and
    - (ii) Less expensive overall because the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.
- (3) Reimbursement for lodging, meals, and incidentals while traveling outside the United States shall be determined in advance and approved by the President.

(D) Conferences and Special Meals

- (1) Expenses incurred for registration fees at meetings or conferences may be reimbursed.

- (2) Reimbursement may be made for the actual and reasonable expense of meals when such meals are an integral part of a seminar of similar working assembly provided:
  - (a) The meal is an internal part of such meeting.
  - (b) The attendance of the employee at such meeting is necessary to the best interest of the College.
- (3) Registration fees may be paid directly by the College if such arrangement is agreed to by the vendor. If registration fees are paid by the employee, a receipt must be submitted to receive reimbursement.
- (4) Reimbursement to employees for meals of non-College employees will be made only if prior authorization is received from the President, Provost, appropriate vice president, or immediate supervisor.

(E) Type of Transportation

- (1) The traveler is obligated to select the most appropriate transportation available within the requirements of the trip.
- (2) Air, rail, or ground transportation will be at coach fare or the lowest available rate. Travel insurance and any add on convenience fees are excluded from reimbursement beyond the first checked bag fee, if applicable.
- (3) College funds shall not be expended to pay for unused reservations without the approval of the President or appropriate vice president.
- (4) A rental car is to be used when it is the most economical or most efficient means of transportation. When returning a rental car, the car must be refueled/recharged to the level that the car was at upon receipt. If the car is not refueled to the level that the car was at upon receipt, the employee will be responsible for the refueling convenience fee charged by the rental company.

(5) Personal Automobile

- (a) If a one-day trip will exceed one hundred fifty miles, the traveler should use a rental car. If you choose to drive your personal automobile, the reimbursement will be limited to the contracted rental rate plus the average fuel cost at the time of travel.
- (b) For trips less than one hundred fifty miles, reimbursable mileage is calculated at the standard Ohio Office of Budget and Management 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 follow all applicable state laws.
- (c) Miles traveled must be detailed by destination using the College as the point of departure and return. The residential home must be used as the point of departure and return if the distance is less than using the College as the point of departure and return.
- (d) The stated mileage rates are intended to cover all automobile operating costs, including maintenance, fuel, recharging cost of electric vehicles, and insurance. No employees may be reimbursed for expenses on the mileage basis unless they carry motor vehicle liability insurance.
- (e) For employees who must report to the main campus, leave for an assignment at a satellite campus, and must return to the main campus, mileage will be reimbursed for a round trip to the satellite campus using the College as the point of departure and return.

- (f) For employees who must report to a satellite campus for the beginning or end of their work day (traveling to/from home) and must also report to the main campus, mileage will be reimbursed for a round trip to the satellite campus using the College as the point of departure or return, unless the distance between their home and the satellite campus is less than the distance between the College and the satellite campus. In that case, mileage will be reimbursed for the distance from the employee's home to the satellite campus and from the satellite campus to the College.
- (g) Employees who are not required to report to the main campus but have assignments at a satellite campus will not be eligible for travel reimbursement.

(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 a College-owned vehicle incurred while traveling in such vehicle, may be reimbursed subject to approval of the Vice President of Business, Finance, and Information Technology.
- (7) A receipt is required for each item of expense greater than one dollar, except ferry and taxi fares and bridge, highway, and tunnel tolls if receipts are not available.

(F) Reimbursement

- (1) Advance payment for personal expenses and travel, except for preregistration and transportation reservations when payment is required, is not allowed in accordance with rulings of the State Auditor's Office.

- (2) Reimbursement is made only if the trip received proper authorization and certification. Otherwise, the traveler is liable for all expenses incurred.
- (3) The "Report of Business Expense" form must be completed for reporting trip expenditures for all travel and must be accompanied by receipts.
- (4) The "Report of Business Expense" form must be submitted to the Business and Finance office within thirty days of the end of the semester that the travel occurred unless approved by the Vice President of Business, Finance, and Information Technology or the President.
- (5) A written report of information gathered as a result of approved travel may be required by the supervisor, department chair, Provost, or Vice President of Business, Finance, and Information Technology.
- (6) If the traveler is accompanied by a family member or friend, the maximum reimbursement for lodging 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.
- (7) If a faculty or staff member chooses to provide his/her own transportation, instead of traveling with a group, he/she will do so at his/her own expense.
- (8) Tips may be included in the meal allowances but reimbursement will not exceed the stated rates. Meal tips are the only allowable tip and may not exceed 20% of the food purchased. Tips are not reimbursable for services such as transportation, baggage handling, etc. Itemized receipts for meals must accompany the reimbursement form. Credit card statements do not constitute receipts.
- (9) No reimbursement will be made for alcoholic beverages.

(G) Frequent flyer and other affinity programs

In accordance with Ohio Ethics Commission advisory opinion No. 91-010, college employees are prohibited from accepting, soliciting, or using the authority or influence of their position to receive discounted or free "frequent flyer" airline tickets for personal travel if the ticket or benefits were obtained through the purchase of airline tickets for use on official college travel. Any rebates or commissions earned based on college business and paid to a college employee offered by any source, including but not limited to credit card issuers, can only be applied to college-approved travel. Such restrictions shall not apply to the extent the traveler used personal funds for the cost of the airfare.



STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**AFFIRMATIVE ACTION**

Policy No. 3357:15-14-11

Page 1 of 1

Effective: 08/25/2009

Revised: 06/03/2013

Revised: 02/22/2015

Revised 5/29/2020

**POLICY:**

Stark State College is committed to equal employment opportunity for all and does not discriminate on the basis of race, color, religion, sex, gender, national origin (ancestry), military status (past, present or future), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, disability, age (40 years or older), genetic information, sexual orientation, gender identity, or gender expression. Stark State College is committed to identifying and, where appropriate, addressing areas of adverse impact involving members of legally protected employee classes. It is the policy of Stark State College to comply with the applicable federal and state statutes, rules, and regulations concerning equal employment opportunity and affirmative action. Further, the College shall take affirmative action to ensure the College's policies and procedures are non-discriminatory. This policy extends to all areas of employment practices including recruiting, hiring, promotions, benefits, pay, training, working conditions, and all other terms and conditions of employment to ensure that all employment decisions are based only on valid job requirements.

**PROCEDURE:**

- (A) The Human Resources Department will monitor the Affirmative Action Plan (AAP) for effectiveness and will utilize the plan to guide employment practices to result in the most diverse and qualified applicant pool possible.
  - (1) Practice fairness in hiring, promoting, professional development, and treatment of employees;
  - (2) Document and analyze personnel activities;
  - (3) Identify problem areas and develop action plans where remedial action is needed; and
  - (4) Determine the degree to which AAP goals and objectives have been attained.
- (B) The Affirmative Action Plan, driven by census and population survey data, will be evaluated and revised annually by the Human Resources Department.
- (C) The Human Resources Department will submit an annual report on the Affirmative Action Plan to the Executive Council for review.
- (D) The Affirmative Action Plan will be made available for review in the Human Resources Department during regular hours of operation or by appointment.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**DRUG AND ALCOHOL ABUSE AND  
DRUG-FREE WORKPLACE ACT COMPLIANCE**

Effective: 10/15/2009

Policy No. 3357:15-14-12

Revised: 02/22/2015

Page 1 of 5

Revised: 01/31/2018

**POLICY:**

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 a very serious matter 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 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, synthetic substance, 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, except as provided below, 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. The use and possession of marijuana is prohibited under College policy and a crime under federal law. This prohibition applies even when the possession and use would be legal under the laws of the state of Ohio. Employees with written recommendations for medical marijuana are not permitted to use marijuana on campus, in the conduct of College business, or as related to any College activity. The College will refer to the Corrective Action and Discipline Procedure (policy 3357:15-14-18) for appropriate disciplinary interventions.

All Stark State College employees are expected to abide by the terms of the College Substance Abuse Policy. The College will refer to the Corrective Action and Discipline Procedure (policy 3357:15-14-18) for appropriate disciplinary interventions. 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.

Definitions – For purposes of this policy statement, the following definitions shall apply:

- (A) 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.
- (B) Distribute – to deal in, ship, transport, or deliver.
- (C) Dispense – to sell, leave with, give away, dispose of, or deliver.
- (D) 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.
- (E) Use – use of a drug or other controlled substance or consumption of alcohol.
- (F) 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.
- (G) 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.

- (H) 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.
- (I) Criminal drug statute – any federal or state criminal statute involving the manufacture, distribution, dispensing, possessing or use of any controlled substance.
- (J) Conviction – any finding of guilt after a trial, a plea of guilty or a plea of nolo contendere.

**PROCEDURE:**

- (A) 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.
  - (1) 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.
  - (2) 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 office 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.

- (3) 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.
  - (4) 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.
- (B) 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 ensure ~~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.
- (C) 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:
- (1) 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
  - (2) 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) All College employees shall, as a condition of employment, notify their administrative supervisor of any criminal drug statute conviction 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.

(E) 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; and

(d) Penalties that may be imposed for drug-abuse or alcohol-abuse violations.

(F) 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.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**ANTI-HARASSMENT**  
Policy No. 3357:15-14-13  
Page 1 of 4

Effective: 10/15/2009  
Revised: 10/08/2014  
Revised: 02/22/2015  
Revised: 06/04/2018  
Revised: 06/03/2019

**POLICY:**

- (A) Stark State College has a zero tolerance for:
- (1) Sexual harassment.
  - (2) Harassment committed by an employee, student, customer, vendor, or other outside party as listed below, based on race, color, religion, sex, gender, national origin (ancestry), military status (past, present or future), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, disability, age (40 years or older), genetic information, sexual orientation, gender identity, or gender expression.
  - (3) Retaliation against anyone for making a good-faith complaint of such harassment, or for cooperating in College investigations of such complaints.
- (B) This policy protects the following parties (protected parties):
- (1) All Stark State College employees (full-time and part-time) and students.
  - (2) All independent contractors, temporary employees and agency-employed workers.
  - (3) All visitors to the Stark State College workplace, such as vendors and College associates.
- (C) Prohibition against Retaliation for Harassment: Stark State College prohibits retaliatory actions against all protected parties that are motivated by the fact that the protected party has made a good-faith complaint of harassment, or by the fact that the protected party has assisted or cooperated in an investigation of a complaint by someone else.
- (D) This policy protects any protected party who makes a complaint of harassment believing that the complaint is justified, even if the College should ultimately find that complaint unfounded.
- (E) The College has deemed that all employees have a mandated responsibility to report incidents related to Sexual Harassment or Interpersonal Violence, except for student

workers and professionals acting in their capacity as a licensed counselor or ordained members of the clergy.

**DEFINITIONS:**

(A) **Definition of Sexual Harassment:** Sexual harassment can occur between any individuals associated with the College, e.g., an employee and a supervisor; coworkers; faculty members; a faculty, staff member or student, and a customer, vendor, or contractor; students; or a student and a faculty member. The College's definition of sexual assault is outlined in 3357:15-14-15 Sexual Assault Policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a gender-based or sexual nature when it meets any of the following:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.

Such conduct that is sufficiently severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive environment for working or learning.

(B) **Definition of Harassment:** Harassment, as defined by this policy, is conduct, whether in the workplace or off-site, which has the effect of interfering with someone's work performance, or which creates an intimidating, hostile, or offensive working environment.

**PROCEDURE:**

(A) **Complaint Procedure:** This complaint procedure is designed to encourage any protected party to report any instance of harassment or retaliation that violates the anti-harassment policy.

(B) If you believe that you are being harassed or retaliated against in violation of this policy, or if you observe or are informed of someone else being subjected to such conduct, report this conduct immediately to any of the following:

- (1) Supervisor, Manager, Director, Department Chair, Dean, or Vice President
- (2) Human Resources Director/Generalists



- (3) Title IX Coordinator/Deputy Title IX Coordinator
- (4) Campus Security in instances where a concern for physical safety exists

When the above individuals receive an allegation of harassment, they will promptly refer the matter to the Human Resources Generalists and/or the Title IX Coordinator or Deputy Coordinator, as appropriate to initiate a prompt and thorough investigation.

- (C) Confidentiality: To the extent possible, all information received in connection with the filing, investigation, and resolution of complaints will be treated as confidential except to the extent it is necessary to disclose particulars in the course of the investigation or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.
- (D) Retaliation: Stark State College will not tolerate retaliation in any form against any protected party who files a complaint, serves as a witness, and assists one who files a complaint, or participates in an investigation of discrimination or harassment. College policy and state and federal law prohibit retaliation against an individual for reporting discrimination or harassment, or for participating in an investigation.

The types of retaliation that are prohibited include, but are not limited to:

- (1) Intimidation;
- (2) Adverse actions with respect to the reporter's work assignments, salary, vacation, and other terms of employment;
- (3) Unlawful discrimination;
- (4) Termination of employment;
- (5) Adverse actions against a relative of the reporter who is a College employee or student; and
- (6) Threats of any of the above.

Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Complaints of retaliation should be directed to the Human Resources Department. Note that an adverse personnel, academic, or other disciplinary action against an employee or student whose conduct or performance warrants such action for reasons unrelated to the reporting of a concern will not be deemed a violation of this policy.

(E) Penalties for Harassment or Retaliation

- (1) Any breaches of this policy including falsified allegations discovered during the investigation are considered serious and will result in discipline, up to and including termination, according to the Stark State College Corrective Action and Discipline Procedure.
  - (2) In accordance with Title IX, in instances where a student has breached this policy, sanctions imposed on the harasser may include, but are not limited to, a reprimand, suspension, or dismissal from the College. In the event that a record of such sanctions will become a part of the harasser's student record, prior notice will be given to the harasser. Both parties will be informed, in writing, of the corrective measures taken.
  - (3) Employees who participated in or acquiesced to violations of this policy may also face discipline according to the Stark State College Discipline Procedure where:
    - (a) Their action or inaction contributed to the development of the environment that led to the offending conduct.
    - (b) They failed to take appropriate action in response to receiving a complaint or witnessing an incidence of harassment or retaliation.
    - (c) Such a finding may also affect the employee's present or future assignment.
- (F) Your Right to Complain to Government Agencies: In addition to using the above complaint procedure to report and resolve their complaints of harassment or retaliation; protected parties may also file a complaint with the appropriate local, state, or federal enforcement agency in addition to the Stark State College Human Resources Department or Title IX Coordinator.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**INVESTIGATOR CONFLICT OF INTEREST**

Effective: 10/15/2009

Policy No. 3357:15-14-14

Revised: 05/29/2015

Page 1 of 1

**POLICY:**

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 Strategic Grants Office is to utilize the Conflicts of Interest (Grants) Disclosure Form.

**PROCEDURE:**

- (A) Each investigator is required to disclose all significant financial interests that might present actual or potential conflict of interest in relationship to certain externally funded projects.
- (B) Investigators are required to provide financial disclosures prior to the time a proposal is submitted to a funding agency and those disclosures must be updated, if necessary, during the grant period.
- (C) The Strategic Grants Development Officer will determine whether a conflict of interest exists and outline a procedure for the management, reduction or elimination of the conflict of interest.
- (D) In situations where the project director/investigator has violated College policy and/or the terms of an agreement reached to resolve the conflict of interest, the College will refer to the Corrective Action and Discipline Procedure (policy 3357:15-14-18) for appropriate disciplinary interventions.
- (E) Where a conflict of interest cannot be resolved to the satisfaction of the institution this investigator cannot be used for the grant.
- (F) The Strategic Grants Development Officer is responsible for maintaining records of financial disclosures and actions taken to resolve conflicts of interest.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**SEXUAL MISCONDUCT**

Policy No. 3357:15-14-15

Page 1 of 5

Effective: 10/15/2009

Revised: 02/22/2015

Revised: 05/29/2020

Revised: 08/13/2020

**POLICY:**

Stark State College desires to establish and maintain a safe and secure environment for our employees and students, free of sexual misconduct and sex discrimination based on gender, gender identity, or sexual orientation. The College will not tolerate sexual misconduct of any kind. Sexual misconduct is socially irresponsible and violates the rights of other individuals. Sexual misconduct has the potential of threatening an individual's academic performance, economic livelihood, career advancement, psychological, and total well-being and is prohibited by this policy. This policy is also applicable to all third parties affiliated with the College. Third parties are neither employees nor students and can include, but are not limited to, consultants, vendors, contractors, etc. Sexual misconduct is a serious offense which could lead to dismissal and/or termination from the College and criminal charges being filed with the local law enforcement authority having jurisdiction.

(A) Definitions

- (1) Sexual Misconduct – Any unwelcome behavior of a sexual nature that is committed without consent. Sexual misconduct can occur between persons of the same or different sex.
- (2) Non-Consensual Sexual Contact – Any intentional sexual touching and any other intentional bodily contact in a sexual manner, however slight, with any object, by a man or a woman upon another person that is without consent.
- (3) Incapacitation – A state in which a person cannot make rational decisions because they lack the capacity to give consent. Incapacitation may result from a mental or physical disability, unconsciousness, or from the taking of alcohol or other drugs. Sexual misconduct occurs when a person engages in sexual activity when they knew, or should have known, that the other person was incapacitated.
- (4) Consent – A freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous

words or actions. It is the responsibility of the initiator of the sexual activity to ensure that he or she has the other person's consent to engage in sexual activity, throughout the entire sexual activity, by all parties involved. At any time, a participant can communicate that he or she no longer consents to continuing the activity. Consent may never be obtained through the use of force, coercion, or intimidation or if the victim is mentally or physically incapacitated, including through the use of drugs or alcohol. Consent cannot be assumed based on the existence of a previous dating or sexual relationship. The initiator's use of alcohol or drugs does not diminish his/her responsibility to obtain consent.

- (5) Force – The use of physical violence, threat of physical violence, and/or imposing on someone physically to gain sexual access.
- (6) Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- (7) Coercion – Unreasonable, intimidating, or forcible pressure for sexual activity.
- (8) Sexual Assault – Includes non-consensual vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.
- (9) Sexual Exploitation – Occurs when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the person being exploited.
- (10) Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- (11) Domestic Violence – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  
- (12) Intimate Partner Violence/Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and/or the frequency of interaction between the persons involved in the relationship.
  
- (13) Sexual Harassment – Conduct on the basis of sex that satisfies one or more of the following:
  - (a) An employee of the College conditioning the provision of aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct;
  - (b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or
  - (c) “Sexual assault,” “dating violence,” “domestic violence,” or “stalking” as those terms are defined under other federal laws called the Clery Act and the Violence Against Women Act.

Forms of sexual harassment include:

- (a) Quid Pro Quo (aka – “this for that”) – The abuse of power and/or authority. Such behavior is especially harmful in situations where the imposition of unwanted sexual attention is accompanied by an explicit or implied promise

of employment, academic success, preferential treatment, the threat of reprisal, or a negative consequence for refusal to engage in behavior of a sexual nature. Sexual harassment may occur without employment, academic, or economic injury to the victim.

- (b) Hostile Work Environment – Includes any unwelcome, and severe or pervasive action of a sexual nature which unreasonably interferes with job performance or learning ability and creates an intimidating, or offensive work, academic or athletic environment, even if it leads to no tangible or economic consequences. A single instance of harassment may be sufficient to create a hostile work environment.

(B) Reporting Responsibilities for Sexual Misconduct

- (1) Anyone who believes that an administrator, supervisor, employee, faculty member, student, or non-employee's behavior constitutes discrimination or harassment has a responsibility to report the behavior/action as soon as it is known, but no later than 180 days of the occurrence, so that the College may administer this policy.
- (2) In cases of alleged sexual misconduct where the victim or alleged perpetrator is a student, a potential student, an employee, or a campus visitor the complaint may be made to any of the following:
  - (a) Title IX Coordinator
  - (b) Campus Security
  - (c) Any College employee
  - (d) Student Support Counselor – Confidential Source
  - (e) Interfaith Campus Ministry – Confidential Source
  - (f) A Law Enforcement Officer from the local jurisdiction
- (3) Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior is a mandatory reporter and must take immediate appropriate action to report the behavior to the Title IX Coordinator. Failure to do so shall result in

disciplinary action, up to and including termination of employment.

(C) Reporting to an outside agency

Persons who believe that they have been subject to sexual misconduct may also file a complaint with the local law enforcement agency, the Ohio Civil Rights Commission, the U.S. Equal Employment Opportunity Commission, or the U.S. Department of Education's Office for Civil Rights. Information and assistance regarding filing charges with any of the agencies may be obtained from the agency directly or from the College's Title IX Coordinator.

(D) Confidentiality

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations of sexual misconduct will be treated as confidential, except to the extent it is necessary to disclose information in order to investigate the allegation, take steps to stop, prevent or address the misconduct, resolve the complaint, or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(E) Retaliation

College policy and federal, state, and local law strictly prohibit retaliation in any form against any employee, faculty member, student, vendor, customer, or other person participating in a college program or activity who complains or reports an allegation, or who participates in an investigation of sexual misconduct.

**PROCEDURE:**

A complete copy of the investigation procedures involving sexual misconduct can be obtained from the Title IX Office in S104 or on the college's Title IX website page.



STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**BLOODBORNE PATHOGENS**

Policy No. 3357:15-14-16

Page 1 of 8

Effective: 10/15/2009

Revised: 01/18/2014

Revised: 02/22/2015

Revised: 06/05/2017

**POLICY:**

Stark State College 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), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV) and to employ, continue to employ, and/or enroll persons so infected. As appropriate, faculty and staff will be provided training and/or information regarding bloodborne pathogens, standard precautions, and work practice controls.

The College affords a broad range of academic opportunities in diverse healthcare fields. Instruction in some healthcare fields may require communicable disease precautions against exposure to blood or body fluid, as individuals participating in some program training activities may have a risk of exposure to blood or other potentially infectious materials.

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 and Prevention (CDC), the Public Health Services, the American College Health Association, the Occupational Safety and Health Administration (OSHA), and the State of Ohio Department of Health.

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.

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.

The College maintains standards of confidentiality regarding medical information about students or employees that are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). 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.

**PROCEDURE:**

- (A) 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 dean of the appropriate division (in cases involving students), and the Director of Human Resources will be available to meet to consider reported occurrences of bloodborne pathogens.

(B) Occupational Exposure Control Plan

The purpose of the occupational exposure control plan is to protect the health and safety of the persons directly involved in handling the materials, Stark State College personnel, and the general public by ensuring the safe handling, storage, use, processing, and disposal of infectious medical waste.

Each program having a greater than minimal risk of bloodborne pathogens exposure must establish its own occupational exposure control plan that would be specific to the procedures, materials, and equipment utilized. If a program determines that a minimal risk of bloodborne pathogens exposure is present, the following standard precautions must be taken:

Hand Hygiene-

1. During the delivery of health care or laboratory practice, avoid unnecessary touching of surfaces in close proximity to the patient to prevent both contamination of clean hands from environmental surfaces and transmission of pathogens from contaminated hands to surfaces.
2. When hands are visibly dirty, contaminated with proteinaceous material, or visibly soiled with blood or body fluids, wash hands with either a non-antimicrobial or an antimicrobial soap and water.
3. If hands are not visibly soiled, decontaminate hands as follows:
  - a. Before having direct contact with patients
  - b. After contact with blood, body fluids or excretions, mucous membranes, non-intact skin, or wound dressings
  - c. After contact with a patient's intact skin (e.g. when taking a pulse or blood pressure)
  - d. If hands are likely to move from a contaminated body site to a clean body site during patient care
  - e. After contact with inanimate objects (including medical equipment) in the immediate vicinity of the patient
  - f. After removing gloves

Note-An alcohol-based hand rub is the preferred method of decontamination.

Gloves-

1. Wear gloves when it can be reasonably anticipated that contact with blood or other potentially infectious materials, mucous membranes, non-intact skin, or potentially contaminated intact skin (e.g. stool or urine) could occur.
2. Wear gloves with fit and durability appropriate to the task.
  - a. Wear disposable medical examination gloves for providing direct patient care.
  - b. Wear disposable medical examination gloves or reusable utility gloves for cleaning the environment or medical equipment.
    - i. Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
  - c. Remove gloves after contact with a patient and/or surrounding environment (including medical equipment) using a proper technique to prevent hand contamination. Do not wear the same pair of gloves for the care of more than one patient. Do not wash gloves for the purpose of reuse since this practice has been associated with the transmission of pathogens.
  - d. Change gloves during patient care if the hands are likely to move from a contaminated body site to a clean body site.
  - e. Replace gloves if torn, punctured, or contaminated, or if their ability to function as a barrier is compromised.

#### Gowns and Eye Protection-

1. Gowns, aprons, or lab coats must be worn when splashes of body fluid on skin or clothing are possible.
2. Masks, goggles, or face shields are required when contact of mucosal membranes (eyes, mouth, or nose) with body fluids is likely to occur (e.g. splashes or aerosolization).

#### Safe Injection Practices-

1. Use an aseptic technique to avoid contamination of sterile injection equipment.
2. Needles, cannulae, and syringes are sterile, single-use items; they should not be reused.
3. Do not recap, bend, break, or hand manipulate used needles; if recapping is required, use a one-handed scoop technique only; use safety features where available; place used sharps in a puncture-resistant container.

#### Other Considerations-

1. Resuscitation equipment, pocket masks, resuscitation bags, or other ventilation equipment must be provided to eliminate the need for direct mouth-to-mouth contact. (This statement is required for groups where resuscitation is a part of their program training.)
2. All pipetting must be carried out with the aid of a rubber bulb or other vacuum assist device. Mouth pipetting is strictly forbidden.

#### (C) Waste Disposal Plan

1. Medical/Infectious waste must be segregated from other waste at the point of origin.

2. Medical/Infectious waste, except for sharps (e.g. razor blades, broken glass, needles, etc.) capable of puncturing or cutting, must be contained in double, disposable, red bags conspicuously labeled with the words "INFECTIOUS WASTE – BIOHAZARD."
3. Infectious sharps must be contained for disposal in leak-proof, rigid, puncture-resistant containers.

Always keep these sharps safety guidelines in mind:

- Avoid direct contact with sharps as much as possible.
- Remember that needle sticks are the most common source of infection.
- Always wear gloves when handling sharps.
- Never use your hands to sweep up broken glass.
- Use tongs or other devices – not your hands – when retrieving reusable sharps.
- Be careful of sharps that may be hidden in patients' laundry or linen.
- Know and observe all procedures for proper storage and disposal of sharps.
- Always report immediately any incident involving potential exposure to bloodborne pathogens.
- If exposed to sharps, get medical evaluation quickly.

4. Infectious waste thus contained as described in procedures (2) and (3) above must be placed in reusable or disposable leak-proof bins or barrels which must be conspicuously labeled with the words "INFECTIOUS WASTE – BIO HAZARD." These waste barrels are to be picked up regularly by an outside company licensed to handle infectious wastes.
5. Mixed waste that includes biological/infectious waste and radioactive waste must be disinfected by a person trained in radioisotope safety and waste disposal procedures.
6. A solution of sodium hypochlorite (household bleach) diluted 1:9 with water must be used to disinfect, following initial cleanup of a spill, with a chemical germicide approved as a hospital disinfectant. Spills must be cleaned up immediately.
7. After removing gloves, and/or after contact with body fluids, hands and other skin surfaces must be washed thoroughly and immediately with soap or other disinfectant in hot water.
8. Other biological wastes that do not contain radioactive or hazardous substances may be disinfected by heat and/or steam sterilization (autoclave) and then disposed of in the regular trash.
9. Liquid biohazard waste may be disposed of in the sewage system following chemical decontamination.

10. Reusable glassware must be decontaminated with sodium hypochlorite (household bleach) solution (1:9) prior to rinsing and acid washing. Then the glassware must be sterilized in an autoclave.

Applicable supervisors must ensure that their staff is trained in proper work practices about the concept of universal precautions, about personal protective equipment, and in proper cleanup and disposal techniques.

(D) Training Plan

Pertinent students and employees will participate in a training program at no cost, during educational/work hours, and with materials appropriate to the literacy, education, and language of the employee.

The training will include:

- A copy of the standard for each employee and an explanation of the content.
- A general explanation of bloodborne pathogens and how they are transmitted.
- Explanation and access to the Exposure Control Plan including the location of incident report form(s).
- Explanation of the departmental policies on Personal Protective Equipment.
- An awareness of tasks that may involve exposure and how to avoid or minimize it.
- All pertinent Hepatitis B training.
- How to handle emergencies involving exposure.
- Explanation on biohazard labels.

(E) Post-Exposure Plan

When a student or employee is potentially exposed to bloodborne pathogens, immediate first aid care and prompt follow up by a medical professional should occur. Remember: Risk of infection is low when precautions are taken and appropriate medical follow up is obtained.

1. Stay Calm – Act Quickly.

2. Notify an instructor/supervisor immediately.

3. Immediately initiate first aid treatment.

- Puncture Wound (sharp contaminated object, needle-stick, bite with bloody saliva)
  - a. Wash area thoroughly for 2-3 minutes with an antibacterial soap – do not squeeze area to cause to bleed.
  - b. Proceed to step 4.
- Splash exposure (body fluids splashed into the eyes, nose, mouth)
  - a. Flush Area with clear water for 10 minutes.

- b. Wash the area with antibacterial soap (where applicable).
- c. Proceed to step 4.

- Splash exposure (contact of blood with chapped, abraded, or otherwise non-intact skin)
  - a. Wash area thoroughly for 2-3 minutes with antibacterial soap.
  - b. Proceed to step 4.

4. The instructor or appropriate personnel will discuss the incident with the source individual and request his/her cooperation in being tested for Hepatitis B, Hepatitis C, and HIV. Source individuals willing to cooperate will be referred to Mercy Work, Health, and Safety Services or another medical facility of his/her choice where they will be treated appropriately.

5. The exposed individual will complete the program specific Exposure Incident Report Form and SSC Incident Report Form as soon as practical - preferably before leaving campus. The forms should be submitted to the Program Coordinator or Department Chair and the Coordinator Emergency Planning for follow-up.

6. The exposed individual should report to the treatment facility as soon as possible after the incident. If the source individual is known to be at high risk, the student and/or employee might be referred to the Mercy Hospital Emergency Room or another medical facility of his/her choice for same day treatment.

#### SPECIAL NOTES:

Each program with a reasonable risk of bloodborne pathogens exposure will be responsible for developing a program-specific Exposure Incident Report Form. The SSC Incident Report Form can be obtained from the Security Office.

#### Refusal of medical follow up

If any student and/or employee with a possible exposure refuses to follow the protocol when procedures are medically indicated, no adverse action can be taken on that ground alone since the procedures are designed for the benefit of the exposed individual.

- (F) Procedures for Evaluating the Circumstances Surrounding an Exposure Incident
  1. The Program Coordinator and/or Department Chair will review the circumstances of all exposure incidents to determine:
    - a. engineering controls in use at the time
    - b. work practices followed
    - c. a description of the device being used (including type and

- brand)
  - d. protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
  - e. location of the incident
  - f. procedure being performed when the incident occurred
  - g. student/employee training
2. If revisions to the Exposure Control Plan are necessary, the Program Coordinator and/or Department Chair will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

## (G) DEFINITIONS

**BIOLOGICAL HAZARD** - The term biological hazard or biohazard is taken to mean any viable infectious agent (etiologic agent) that presents a risk, or a potential risk, to the well-being of humans. Each supervisor has identified the specific biological hazard associated with your job, and the supervisor will arrange for your training, if necessary.

**BLOOD AND BODY FLUIDS** – These are defined as blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluids, amniotic fluid, saliva, other body fluids containing visual blood, human tissue or organs other than intact skin, HIV-containing cell or tissue cultures, organ cultures; and HIV, HBV, or HCV, containing culture medium or other solutions; and blood, organs or other tissues from experimental animals infected with HIV, HBV, or HCV.

**BLOODBORNE PATHOGENS** – These are defined as microorganisms present in blood and able to cause disease in humans; these include but are not limited to HBV and HIV.

**CONTAMINATED** – This is defined as the presence or reasonably anticipated presence of blood or potentially infectious body fluid on laundry items or sharps or glassware.

**ENGINEERING CONTROLS** – These are defined as sharp disposable containers, self-sheathing needles that isolate or remove the bloodborne pathogens hazard.

**ETIOLOGIC AGENTS** - The United States Department of Health and Human Services, Public Health Service, Classification of Etiologic Agents on the Basis of Hazard is the classification system used at Stark State College for etiologic agents.

**MEDICAL WASTES/INFECTIOUS WASTES** – This is defined as all laboratory waste emanating from human or animal tissues, blood or blood products or fluids; all cultures of tissues or cells of human origin or cultures of etiologic agents; specimens of human or animal parts or tissues removed by surgery, autopsy, or necropsy.

**OCCUPATIONAL EXPOSURE** – This is defined as reasonably anticipated skin, eye, mucous membrane, or parenteral contact that may result from the performance of an employee's duty. Parenteral means piercing the skin barrier through cuts, human bites, abrasions.

**PERSONAL PROTECTIVE EQUIPMENT** – This includes gloves, gowns, laboratory coats, face shields, eye protection, masks, and other devices.

**POTENTIALLY INFECTIOUS MATERIALS** – These are defined as the following human body fluids: semen, vaginal secretions, cerebrospinal, synovial, pericardial, pleural, peritoneal, amniotic, saliva in dental procedures, and any other body fluid in situations where it is impossible to distinguish between fluids; any unfixed tissue or organ from a dead or living human; HIV-containing cell or tissue cultures, organ cultures; and HIV- or HBV-containing culture medium.

**REGULATED WASTE** – This is defined as infectious waste. Any item soiled with blood or other body fluids such as sharps, clothing, and glassware. This waste must be treated as Infectious Waste.

**UNIVERSAL PRECAUTIONS** – This refers to a system of infectious disease control that assumes that every direct contact with body fluids is infectious and requires every employee exposed to be protected as though such body fluids were infected with bloodborne pathogens. All infectious/medical material must be handled according to Universal Precautions.

**WORK PRACTICE CONTROLS** – These are defined as measures that reduce likelihood of exposure, such as adherence to the practice of universal procedures, prohibiting recapping of needles or other sharps, and prohibiting pipetting or suctioning by mouth.



STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**CONCEALED WEAPONS**

Policy No. 3357:15-14-17

Page 1 of 1

Effective: 10/15/2009

Revised: 02/22/2015

**POLICY:**

Except as provided in paragraph 1 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.

**PROCEDURE:**

- (A) Pursuant to Ohio Revised Code Section 2923.26(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.
- (B) 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.
- (C) 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.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**CORRECTIVE ACTION AND DISCIPLINE**

Policy No. 3357:15-14-18

Effective: 10/15/2009

Page 1 of 4

Revised: 08/27/2012

Revised: 02/22/2015

Revised: 5/29/2020

**POLICY:**

- (A) The policy provides a mechanism for maintenance of stable working conditions according to the Policies and Procedures of the College. Disciplinary interventions should focus on modifying and correcting employee behavior and deterring the employee from repeating past problem behavior.
- (B) Corrective action and discipline should impose the least severe action necessary to correct the undesirable behavior. Stark State College reserves the right to combine or skip steps in the corrective action and disciplinary procedure depending upon the facts of each situation and the nature of the offense. The level of disciplinary intervention may vary based upon the totality of circumstances. Discipline must consider past practice and equitable treatment, and it must meet the test of just cause.
- (C) Disciplinary intervention can be taken to correct problems including, but not limited to, unsatisfactory work performance, insubordination, behavior and conduct infractions, absenteeism and tardiness, negligence, violation of the College's rules and Policies and Procedures, and illegal activity.

**PROCEDURE:**

- (A) Supervisory Conference: 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 corrective action and discipline procedure. 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 and inform the employee that the meeting is a supervisory conference. At this conference, the employee will have the opportunity to state his/her point of view.
- (B) Formal Discipline System
  - (1) If the problem is not resolved through this supervisory conference, or if the problem is of a serious nature the supervisor may institute a formal disciplinary intervention. The formal disciplinary process may include a documented verbal

reprimand; a written reprimand; a suspension, including a final written reprimand; and/or termination of employment.

Discipline should be administered at the minimum level necessary to bring about correction of the problem. The level of discipline administered is at the sole discretion of the College. 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; the unlawful possession, use, or distribution of illicit drugs, a controlled substance, and/or alcohol; willful destruction of College property; falsification of college records; 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 intervention, both verbally and in writing, within ten business days after the disciplinary decision has been proposed. Supervisors must maintain written documentation at each stage of the disciplinary process. This documentation must be sent to Human Resources within two business 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 only if the disciplinary action violates the College's rules, policies and procedures, or other accepted practices of the College.
- (5) The following are the steps in the formal discipline system:
  - (a) Step 1. Documented Verbal Reprimand and a Timeline (if appropriate). A documented 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 intervention if improvement does not occur. The supervisor will document the occurrence of the documented verbal reprimand, and it will be submitted to Human Resources to retain in 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 documented verbal reprimand. Additional disciplinary intervention 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/Final Written Reprimand. A suspension with or without pay may be incorporated into the plan to address the disciplinary intervention. This step may occur 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, or a repeated infraction which has been previously addressed. The final written reprimand is the final step 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 College will provide the employee with notice of the evidence against him or her and an opportunity to respond to the allegations.
- (d) Step 4. 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, at the sole discretion of the College, is so extreme that outright discharge without going through some or all of the previous steps is necessary and justified. In all instances where disciplinary intervention could result in Termination, the College will provide the employee with notice of the evidence against him or her and an opportunity to respond to the allegations. 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. Terminated employees must return all College property to their immediate supervisor, Human Resources or security.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**PAY DURING EMERGENCY SCHOOL CLOSING**      Effective: 10/15/2009  
Policy No. 3357:15-14-19                              Revised: 02/22/2015  
Page 1 of 2    Revised: 5/29/2020

**POLICY:**

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.

**PROCEDURE:**

- (A) 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 this closure:
- (1) Benefit-eligible employees (i.e. employees that accumulate vacation, sick and personal time).
  - (2) Adjunct faculty (except faculty teaching continuing education or workforce training courses) working under an instructional contract.
  - (3) Interpreters will receive two hours of pay if the cancellation is less than a 24-hour notice.
- (B) Adjunct faculty teaching a continuing education or workforce 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.
- (C) 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.
- (D) Non-exempt employees (hourly and technical/paraprofessional):
- (1) Non-exempt employees will be compensated for a regularly scheduled work day during an emergency closure. Employees who are not scheduled to work during the closure will not be paid. If employees are required to work during the closure, they are paid for their regular shift plus compensated for actual hours worked during the closure.

- (2) 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.
- (E) 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.
- (F) 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 five contiguous working days during which time the closure occurs) will be charged with sick time for the closure period.
- (G) 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.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**PROPERTY USE POLICY**

Policy No. 3357:15-14-20

Page 1 of 6

Effective: 10/15/2009

Revised: 02/22/2015

Revised: 05/29/2015

Revised: 06/03/2019

**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. Under no circumstances is an employee of the College authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing the College's owned resources.

**PROCEDURE:**

- (A) 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 employee, 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 the 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, approval of the immediate supervisor is needed. Permission is implied for an employee who is granted authorization for a laptop or tablet, as the expectation is that this equipment will be mobile and used for work-related assignments and responsibilities.
  - (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.
- (B) Use of College 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, data, and/or text service for employees whose duties and responsibilities require wireless access for College business. The College requires all employees to comply with all applicable laws while driving. Cellular phones should not be used in a manner that interferes with the safe operation of a state-owned vehicle, rented vehicle, or personal vehicle on College business. Requests for a College-provided cell phone are made through the completion of the Cell Phone Request Form. The appropriate level of cellular phone service is determined by the department and the College's needs, employee's duties, and available funding. College-provided cellular telephone, data, and/or text service is intended for College-related business purposes. Use of College-provided cellular telephone, data, and/or text service for personal matters should be limited, whether these calls are incoming or outgoing. International telephone calls are not to be charged to College-provided cellular telephones unless business needs require them.
- (b) College-provided cellular telephones must meet the standards established by the Information Technology Department and must be acquired in accordance with the College's purchasing

procedures. A representative from the Information Technology Department will manage all cellular phone acquisitions. An annual review of the business need for employees to retain a College-provided cell phone must be completed by the applicable Executive Council member before the beginning of each fiscal year. Any device which connects to the College information service must also contain security such as password activation. If said device were to become lost or stolen, it is the responsibility of the individual who connected the device to contact the Help Desk immediately to safeguard the information stored therein.

- (c) Monthly billing for cellular services will be reviewed and authorized for payment by the Information Technology Department.
- (d) A representative from the Information Technology Department and the Comptroller's office will review individual usage and adjust cellular plans to assure that the College receives the lowest per minute.

(3) Computer and Network Resources

Computer resources of Stark State College are provided solely for the following: currently registered students, authorized faculty and 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 3357:15-15-05 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 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, facsimile machines, and scanners is prohibited without supervisory approval. If approval is obtained, College employees are charged the actual cost of making copies. Faxed documents are charged \$2.00 for the first page and \$1.00 per each subsequent page thereafter. 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.

(C) Cell Phone, Data, and Text Allowance

- (1) Under certain circumstances, an employee may be paid a cell phone allowance through Payroll which is included in the employee's check/direct deposit. This allowance does not increase the employee's base salary and will not be included in the calculation of any College benefits. Any applicable payroll taxes will be withheld from the cell phone allowance.
- (2) Employees authorized to receive a stipend will be paid at a rate of \$50.00 per month. The employee selects and contracts for the cellular service. The rates above are subject to annual review and may be adjusted by the Vice President of Business and Finance based upon changes in business conditions.
- (3) The stipend is additionally intended to provide partial funding for the maintenance and the replacement of a cellular device.
- (4) The stipend is considered taxable income by the College, will be subject to payroll taxes, and will be included on the employee's W-2 form each year.
- (5) The employee is advised that even though the personal usage of the cellular device is allowed, business use of the device which produces a record is subject to all provisions of the Ohio Public Record laws. This requirement is no different from business records produced by other personally owned devices.
- (6) Employees receiving a stipend are required to maintain usage records in the cell provider's billing documents for three months from the date of billing.
- (7) An annual review of the business need for the employee to continue to receive a cellular phone, data and/or text allowance must be completed by the applicable Executive Council member before the beginning of each fiscal year.

(D) Infrequent Use of Cell Phones, Data or Text Services

If a College employee's job duties do not include the frequent need for wireless telephone, data, and text services, then the employee is not eligible for a College issued cell phone or a taxable cell phone allowance. Such employees may request reimbursement for the

actual extra expenses of College calls made using their personal cell phone services and provide appropriate supporting documentation. A copy of the cellular phone bill, detailing the individual calls, data overages, and/or text messages to be reimbursed, must accompany the reimbursement request. 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.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**INITIAL EMPLOYMENT**

Policy No. 3357:15-14-21

Page 1 of 2

Effective: 06/04/2012

Revised: 02/22/2015

Revised 06/03/2019

**POLICY:**

- (A) The initial employment period for Stark State College contract employees (excluding adjunct faculty) begins with the first day of employment and concludes no later than March 15th of the fiscal year for which the current signed employee contract is in effect.

Guidelines

- (1) Human Resources will provide the supervisor with the job description/job posting as well as the Initial Employment Policy for all new hires at the time of hire.
  - (2) The supervisor will provide expectations for performance at the time of hire. This will include providing the evaluation form at the time of hire.
  - (3) An employee may be notified of non-renewal of a contract at any time during the initial employment period if the supervisor concludes that the employee is not progressing or performing acceptably.
  - (4) Under appropriate circumstances, the initial employment period may be extended at the discretion of the supervisor and in conjunction with Human Resources.
  - (5) During the initial employment period and at the end of the initial employment period, the supervisor and the employee will discuss the employee's performance.
  - (6) Provided the job performance is "acceptable," the employee will continue employment under the conditions of the current contract.
- (B) The initial employment period for Stark State College non-contract employees begins with the first day of employment and concludes on the ninetieth (90th) calendar day of employment.

Guidelines

- (1) Human Resources will provide the supervisor with the job description/job posting as well as the Initial Employment Policy for all new hires at the time of hire.
- (2) The supervisor will provide expectations for performance at the time of hire. This will include providing the evaluation form at the time of hire.
- (3) An employee may be discharged at any time during the initial employment period if the supervisor concludes that the employee is not progressing or performing acceptably.
- (4) Under appropriate circumstances, the initial employment period may be extended at the discretion of the supervisor and in conjunction with Human Resources.
- (5) During the initial employment period and at the end of the initial employment period, the supervisor will provide a work review for the employee.
- (6) Provided the job performance is “acceptable” the employee will continue employment under the conditions of the current work agreement.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**PERSONAL PROPERTY**

Policy No. 3357:15-14-22

Page 1 of 1

Effective: 04/01/2012

Revised: 02/22/2015

**POLICY:**

Faculty, staff, students, and visitors are responsible for any personal items brought to the College or off-campus sites. The College will not be responsible for replacing or paying for damaged or stolen items.



STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**EQUAL EMPLOYMENT OPPORTUNITY**

Policy No. 3357:15-14-23

Page 1 of 1

Effective:11/23/2010

Revised: 05/17/2012

Revised: 06/19/2013

Revised: 02/22/2015

Revised: 06/03/2019

**POLICY:**

- (A) It is the policy of Stark State College to ensure equal employment opportunity in accordance with Ohio Revised Code and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants on the basis of race, color, religion, sex, gender, national origin (ancestry), military status (past, present or future), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, disability, age (40 years or older), genetic information, sexual orientation, gender identity, or gender expression is illegal.
- (B) Persons who believe that Stark State College has discriminated against them may file a discrimination complaint with Melissa Glanz, Director of Human Resources. The Human Resources representative has full authority to manage Equal Employment Opportunities (EEO) issues involving discrimination.
- (C) Point of contact to file allegations of discrimination:

Melissa Glanz, Director of Human Resources

Location: 6200 Frank Ave. N.W.; North Canton, Ohio 44720

Phone Number: 330.494.6170 ext. 4412

E-mail Address: [mglanz@starkstate.edu](mailto:mglanz@starkstate.edu)

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**FAMILY AND MEDICAL LEAVE**

Policy No. 3357:15-14-24

Page 1 of 9

Effective: 01/01/2013

Revised: 03/23/2015

Revised: 06/03/2019

Revised: 05/29/2020

**POLICY:**

Stark State College will grant up to twelve weeks of leave (or up to twenty-six weeks of military caregiver leave to care for a covered service member with a serious health condition) during a twelve-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

- (A) Eligibility: To qualify to take Family Medical Leave (FML) under this policy, the employee must meet all of the following conditions:
- (1) The employee must have worked for the College for twelve months or fifty-two weeks. The twelve months or fifty-two weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on authorized leave during the week.
  - (2) The employee must have worked at least one thousand, two hundred, and fifty hours during the twelve-month period immediately before the date when the leave is requested to commence. Hours spent on paid or unpaid leave are not counted as hours worked in determining the one thousand, two hundred, and fifty-hours eligibility test for an employee under (FML).
- (B) Eligible employees are entitled to twelve weeks of unpaid FML each year for the following qualifying events. (Note: Military caregiver leave is twenty-six weeks of leave.)
- (1) The birth of a child and to bond with the newborn child within one year of birth;

- (2) The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement;
- (3) To care for an immediate family member, i.e. spouse, child, parent who has a serious health condition;
- (4) A serious health condition that makes the employee unable to perform the essential functions of his or her job;
- (5) Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or called to covered duty status as a member of National Guard, Reserves, or Regular Armed Forces;
- (6) Twenty-six workweeks of leave during a single twelve-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

(C) Amount of Leave

- (1) An eligible employee can take up to twelve weeks for the FML circumstances (1) through (6) above. Under this policy, Stark State College uses a rolling back twelve-month period beginning with the first instance of FML.
- (2) Each time an employee takes leave, the College will compute the amount of leave the employee has taken under this policy in the last twelve months and subtract it from the twelve weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.
- (3) If two Stark State College employees request to take leave for the birth of the same child, adoption, or placement of the same child in foster care, or to care for the same parent with a serious health condition, the employees may only take a combined total of twelve weeks of leave. If the employees request to take leave to care for the same covered injured or ill service member, the employees may only take a combined total of twenty-six weeks of leave.

(D) Employee Status and Benefits during Leave

- (1) While an employee is on unpaid leave, the College will continue all enrolled benefits during the unpaid leave period at the same level and under the same conditions as if the employee had continued to work. If the employee does not return to work, the College will require the employee to reimburse the College for the amount it paid for the employee's portion of the continuation of all enrolled benefits during the unpaid leave period.
- (2) If the employee returns to work, the College will deduct the amount paid for the employee's portion of the continuation of all enrolled benefits during the unpaid leave period from the employee's pay.

(E) Employee Status after Leave

- (1) An employee who takes leave under this policy may be required to provide a fitness for duty (FFD) clearance from the health care provider.
- (2) Generally, an employee who takes FML will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits, and working conditions. The College may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

(F) Disability Leave/Workers' Compensation

Instances in which an employee concurrently uses vacation, personal, or sick leave during periods when the employee is receiving partial pay under disability leave or workers' compensation will be handled pursuant to federal regulations.

(G) Intermittent Leave or a Reduced Work Schedule

- (1) The employee may take FML in twelve consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of twelve workweeks (or twenty-six workweeks when authorized under the military caregiver leave provisions). The College may temporarily transfer an employee to an available

alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances where leave for the employee or employee's immediate family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

- (2) For the birth, bonding, adoption, or foster care of a child, the College and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, bonding, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.
- (3) If the employee is taking leave for a serious health condition or due to the serious health condition of an immediate family member, the employee should try to reach agreement with the College before taking intermittent leave or working a reduced hour schedule. If this is not possible, the employee may be asked to provide documentation confirming the leave is medically necessary.

#### (H) Certification of a Qualifying Event

- (1) A request for FML must be substantiated with satisfactory certification provided within fifteen calendar days of the request for leave. If the leave is due to a serious health condition of the employee, employee's immediate family member, or covered service member, certification must be submitted by an appropriate health care provider. Certification must be provided on the proper form available in the Human Resources Department. If the leave is due to adoption, foster care placement, active duty leave, or covered active duty leave, documentation must be submitted from the appropriate agency.
- (2) The College reserves the right to request a second opinion if the validity of the certification is questioned. This is done at the College's selection and expense.
- (3) If necessary, to resolve a conflict between the original certification and the second opinion, the College and the employee will mutually select a third health care provider at the College's expense. This third opinion will be considered final. The employee will be provisionally entitled to leave and

benefits under the FML pending the second and/or third opinion. The College may deny FML to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion.

- (4) The College will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a delay or denial of leave.
- (5) The College will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within fifteen days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a delay or denial of leave.
- (6) The College may request recertification for the serious health condition of the employee or the employee's immediate family member, no more frequently than every thirty days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of their leave. Otherwise, the College may request recertification for the serious health condition of the employee or the employee's immediate family member every six months in connection with an FML absence. In no instance will leave of any type extend beyond one calendar year. In compliance with HIPAA Medical Privacy Rules, the College will obtain the employee or the employee's immediate family member's permission to obtain clarification on any individually identifiable health information in the case of recertification.
- (7) Failure to comply with the College's request for documentation may result in discipline. The College will refer to the Corrective Action and Discipline policy in these situations.

**PROCEDURE:**

- (A) All employees requesting FML must provide written notice of the need for the leave to the Human Resources Department. When the need for the leave is foreseeable, the employee must provide the employer with at least thirty days' notice. When an employee becomes aware of a need for FML less than thirty days in advance, the employee must provide notice of the need for the leave as soon as practical.

- (B) Within five business days after the employee has provided this notice, the Human Resources Department will notify the employee of their eligibility to take FML.
- (C) If an employee is granted FML, the employee may be asked to report periodically on the employee's status and intent to return to work.

## DEFINITIONS:

Covered active duty	In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; in the case of a member of a Reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.
Covered service member	A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
Immediate family member	<p>Spouse; parent; biological, adopted, or foster child; stepchild; and the child of an employee standing in loco parentis.</p> <p>Spouse means a husband or wife as defined or recognized in the state where the individual is married, including common law marriage and same-sex marriage.</p> <p>Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include "parents-in-law".</p> <p>Son or Daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under eighteen years of</p>

	<p>age or who is eighteen years of age or older and incapable of self-care because of a mental or physical disability at the time that FML is to commence. For military caregiver or qualifying exigency leaves, the covered son or daughter may be of any age.</p> <p>A parent will be entitled to take FML to care for a son or daughter eighteen years of age or older, if the adult son or daughter:</p> <ol style="list-style-type: none"> <li>(1) has a disability as defined by the American's with Disabilities Act (ADA) at the time the leave is to commence;</li> <li>(2) is incapable of self-care due to that disability;</li> <li>(3) has a serious health condition; <b>and</b></li> <li>(4) is in need of care due to the serious health condition.</li> </ol> <p>It is only when all four requirements are met that an eligible employee is entitled to family medical protected leave to care for their adult son or daughter.</p>
Next of kin	The closest blood relative of the injured or recovering service member.
Qualifying exigency	<ol style="list-style-type: none"> <li>1. Issues arising from the military member's short notice deployment (i.e., deployment within seven or less days of notice). For a period of up to seven days from the day the military member receives notice of deployment, an employee may take qualifying exigency leave to address any issue that arises from the short-notice deployment.</li> <li>2. Attending military events and related activities, such as official ceremonies, programs, events and informational briefings, or family support or assistance programs sponsored by the military, military service organizations, or the American Red Cross that are related to the member's deployment.</li> <li>3. Certain childcare and related activities arising from the military member's covered active duty, including arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling in or transferring a child to a new school or day care facility.</li> </ol>



	<ol style="list-style-type: none"><li data-bbox="776 296 1484 617">4. Certain activities arising from the military member's covered active duty related to care of the military member's parent who is incapable of self-care, such as arranging for alternative care, providing care on a non-routine, urgent, immediate need basis, admitting or transferring a parent to a new care facility, and attending certain meetings with staff at a care facility, such as meetings with hospice or social service providers.</li><li data-bbox="776 657 1484 909">5. Making or updating financial and legal arrangements to address a military member's absence while on covered active duty, including preparing and executing financial and healthcare powers of attorney, enrolling in the Defense Enrollment Eligibility Reporting System (DEERS), or obtaining military identification cards.</li><li data-bbox="776 949 1484 1125">6. Attending counseling for the employee, the military member, or the child of the military member when the need for that counseling arises from the covered active duty of the military member and is provided by someone other than a health care provider.</li><li data-bbox="776 1165 1484 1381">7. Taking up to fifteen calendar days of leave to spend time with a military member who is on short-term, temporary Rest and Recuperation leave during deployment. The employee's leave for this reason must be taken while the military member is on Rest and Recuperation leave.</li><li data-bbox="776 1421 1484 1673">8. Certain post-deployment activities within ninety days of the end of the military member's covered active duty, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military, and addressing issues arising from the death of a military member, including attending the funeral.</li><li data-bbox="776 1713 1484 1782">9. Any other event that the employee and employer agree is a qualifying exigency.</li></ol>
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<p>Serious health condition</p>	<p>Family Medical Leave divides serious health conditions for which Family Medical Leave may be taken into these four categories</p> <ol style="list-style-type: none"> <li>1. conditions requiring an overnight stay in a hospital or other medical care facility;</li> <li>2. conditions that incapacitate you or your family member (for example, unable to work or attend school) for more than three consecutive days and have ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication);</li> <li>3. chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and</li> <li>4. pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).</li> </ol>
<p>Serious injury or illness in the case of member of armed forces</p>	<p>In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.</p> <p>In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.</p>

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**WHISTLEBLOWER**

Policy No.: 3357:15-14-25

Page 1 of 3

Effective: 10/16/2013

Revised: 02/22/2015

Revised: 5/29/2020

**POLICY:**

- (A) A whistleblower, as defined by this policy, is an employee of Stark State College who reports an activity that he or she considers illegal, fraudulent, or unethical to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.
- (B) Examples of illegal or fraudulent activities include violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Although the College encourages employees to report concerns to their immediate supervisor, there are times when an employee may feel it is necessary to report a concern outside of the traditional reporting mechanism. The College has adopted a whistleblower policy for these instances.
- (C) Whistleblower protections are provided in two important areas: confidentiality and protection against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. The College will not retaliate against a whistleblower or any participants in the investigation. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action – such as termination, compensation decreases, or poor work assignments – and threats of physical harm. Any whistleblower or participant in an investigation who believes he or she is being retaliated against must contact the Director of Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
- (D) All reports of illegal, fraudulent, and unethical activities will be promptly submitted to the Human Resources Department, which is responsible for investigating and coordinating corrective action, if needed. Any employee who knowingly makes a false allegation of misconduct or retaliation will be subject to disciplinary action up to and including termination of employment. This policy is not in conjunction with, and will not replace or supersede, federal and/or state whistleblower policies.

**PROCEDURE:**

- (A) Employees should share their questions, concerns, or complaints with an individual who can address them properly. In many cases, the employee's supervisor is in the best position to address an area of concern. If an individual is not comfortable speaking with the supervisor, or is not satisfied with the supervisor's response, he or she should complete the Whistleblower Report Form and submit the completed form to one of the following:
  - (1) Director of Human Resources
  - (2) Executive Administrator
  - (3) Appropriate Faculty or Staff Association President
- (B) All concerns will then be provided to the Director of Human Resources, who will designate an investigator and/or address the concern as appropriate.
- (C) Steps
  - (1) The Whistleblower Report Form should be completed within 90 calendar days from when the whistleblower became aware of the incident.
  - (2) The formal complaint must be submitted on the College's Whistleblower Report Form, and should state the facts of the complaint; the policy, procedure, or law allegedly violated; and the specific remedy sought.
  - (3) The investigator shall notify the appropriate Executive Administrator of the concern in his or her division within five business days of receipt. If the concern is against an Executive Administrator, then the President will be notified.
  - (4) The investigator will conduct a formal conference with the employee filing the concern, if not anonymously filed, within five business days of receiving the complaint.
  - (5) The investigator will provide a status update to the appropriate Executive Administrator within 10 business days of receipt.

- (6) All reports will be promptly investigated within 30 calendar days of receipt of the Whistleblower Report Form. Appropriate corrective action will be taken if warranted by the investigation.
- (7) The investigator will prepare a summary of their investigation and findings to be shared with the complainant, if not anonymous.

(D) Confidentiality

Confidentiality will be maintained to the extent possible while remaining consistent with the need to conduct an appropriate investigation, provide due process, and adhere to Ohio Sunshine Law requirements regarding public records.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**EARNED COMPENSATION OUTSIDE OF THE COLLEGE**

Policy No.: 3357:15-14-26

Effective: 07/01/2014

Page 1 of 2

Revised: 02/22/2015

**POLICY:**

Full-time employees of Stark State College (College) are obligated to devote their working time and efforts primarily to College activities. Prior approval from the employee's supervisor is required for any earned compensation outside of the College. In most instances that work will be approved in a timely manner, as the College recognizes that a limited amount of earned compensation outside of the College may be advantageous to all concerned.

- (A) Such earned compensation must not interfere with the employee's College duties or conflict with the employee's College assignments, and must take place outside of the employee's designated work time. Employees of the College may not use college property or his or her position as an employee of the College for personal gain or to enhance the business opportunities of another individual, company, or organization.
- (B) Earned compensation outside of the College shall not result in a conflict of interest or the appearance of such. A conflict of interest exists if financial interests or other opportunities for personal benefit may exert a substantial and improper influence upon an employee's professional judgment in exercising college duties or responsibilities.
- (C) Earned compensation outside of the College shall not compete directly with the College or conflict with the mission or standards of the College. The College reserves the right to disapprove of any earned compensation outside of the College that would reflect negatively upon the institution, adversely affect the employee's performance of college duties, or present any conflict of interest.

**PROCEDURE:**

- (A) The employee's dean/director/immediate supervisor is responsible for approving requests in compliance with Ohio Ethics law and Stark State College (SSC) policy and procedures. The dean/director/immediate supervisor will seek assistance from applicable college personnel, including the Human Resources Department, to determine the appropriateness of earned compensation outside of the College requests when the request does not align with commonly approved requests and/or when he or she is unsure of the implications of the request. The

employee's dean/director/immediate supervisor will then forward the request to Human Resources. Human Resources reserves the right of final approval or denial of all requests.

- (B) Written approval from the employee's dean/director and immediate supervisor must be obtained on an annual basis in advance of performing outside work using the Earned Compensation Outside of College Request form. Human Resources will
  - (1) review
  - (2) approve or deny the request
  - (3) return copies to the employee and supervisor
  - (4) keep a written record of all requests for a minimum of three years.
- (C) The College's grievance procedure will be utilized to address concerns regarding the administration of this policy.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**CODE OF ETHICS AND PROFESSIONAL BEHAVIOR**

Policy No.: 3357:15-14-27

Effective: 07/01/2014

Page 1 of 4

Revised: 02/22/2015

**POLICY:**

- (A) Stark State College is committed to providing quality, high-value education. When administration, faculty, and staff act in accordance with ethical principles, institutional quality and excellence are enhanced, and ultimately students are better served. This policy serves as a personal acknowledgement and willingness to embrace the ethical principles and values shared throughout higher education. We are committed to upholding this set of shared ethical principles for the benefit of the Stark State College community. Actions that constitute breaches or flagrant violations of the principles defined in this policy may result in disciplinary action and/or termination of employment.
  
- (B) The guiding principles set forth below were largely adopted from guidelines originally created by The Council for the Advancement of Standards in Higher Education (CAS).

**GUIDING PRINCIPLES OF PROFESSIONAL BEHAVIOR:**

- (A) Principle I - Autonomy: We take responsibility for our actions and both support and empower an individual's and group's freedom of choice.
  - (1) We strive for quality and excellence in the work that we do
  - (2) We respect one's freedom of choice
  - (3) We believe that individuals, ourselves and others, are responsible for their own behavior and learning
  - (4) We promote positive change in individuals and in society through education
  - (5) We foster an environment where people feel empowered to make decisions
  - (6) We hold ourselves and others accountable and accept responsibility for our decisions and behavior.\*



- (7) We study, discuss, investigate, teach, conduct research, and publish freely within the academic community
- (8) We engage in continuing education and professional development

(B) Principle II – Non-Maleficence: We pledge to do no harm.

- (1) We collaborate with others for the good of those whom we serve
- (2) We interact in ways that promote positive outcomes
- (3) We create environments that are educational and supportive of the growth and development of the whole person
- (4) We exercise role responsibilities in a manner that respects the rights and property of others without exploiting or abusing power

(C) Principle III - Beneficence: We engage in altruistic attitudes and actions that promote goodness and contribute to the health and welfare of others.

- (1) We treat others courteously
- (2) We consider the thoughts and feelings of others
- (3) We work toward positive and beneficial outcomes

(D) Principle IV – Justice: We actively promote human dignity and endorse equality and fairness for everyone.

- (1) We treat others with respect and fairness, preserving their dignity, honoring their differences, promoting their welfare
- (2) We recognize diversity and embrace a cross-cultural approach in support of the worth, dignity, potential, and uniqueness of people within their social and cultural contexts
- (3) We eliminate barriers that impede student learning and development or discriminate against full participation by all students

- (4) We extend fundamental fairness to all persons
  - (5) We operate within the framework of laws and policies
  - (6) We respect the rights of individuals and groups to express their opinions
  - (7) We assess students in a valid, open, and fair manner and one consistent with learning objectives
  - (8) We examine the influence of power on the experience of diversity to reduce marginalization and foster community
- (E) Principle V – Fidelity: We are faithful to an obligation, trust, or duty.
- (1) We maintain confidentiality of interactions, student records, and information related to legal and private matters
  - (2) We avoid conflicts of interest or the appearance thereof
  - (3) We honor commitments made within the guidelines of established policies and procedures
  - (4) We demonstrate loyalty and commitment to institutions that employ us
  - (5) We exercise good stewardship of resources
- (F) Principle VI – Veracity: We seek and convey the truth in our words and actions.
- (1) We act with integrity and honesty in all endeavors and interactions
  - (2) We relay information accurately
  - (3) We communicate all relevant facts and information while respecting privacy and confidentiality
- (G) Principle VII – Affiliation: We actively promote connected relationships among all people and foster community.

- (1) We create environments that promote connectivity
- (2) We promote authenticity, mutual empathy, and engagement within human interactions

\*Original work of Stark State College Human Resource Committee

**COMPLIANCE:**

In accordance with the Ohio Ethics Law and Related Statutes (located at <http://www.ethics.ohio.gov/education/factsheets/ethicslaw.pdf>, Stark State College employees are required to conduct themselves in a responsible and ethical manner to ensure their actions as representatives of Stark State College are in the best interest of the College. As such, employees should avoid any activities, transactions, or relationships that are incompatible with the impartial, objective, and effective performance of their duties. The Ohio Ethics Law includes, but isn't limited to, behavior regarding conflict of interest, nepotism, recruitment and admissions, financial aid, privacy of personnel information, and contracting.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**RECORDINGS**

Policy No.: 3357:15-14-28

Page 1 of 1

Effective: 07/01/2014

Revised: 02/22/2015

**POLICY:**

Stark State College prohibits employees from audio or video recording any oral or recorded communications on work time, using any device—including but not limited to audio tape recorders, videotape recorders, cellphones and tablets—unless the employee obtains prior approval from the appropriate Executive Council Member and consent of all parties to the communication. It is the practice of the Human Resources Department not to audio or video record investigations, hearings, and meetings pertaining to corrective action; however, the Human Resources Director will not withhold consent to an employee's request to record such an investigation, hearing or meeting when required by federal, state, or local law. This policy is not applicable to recordings that are made through telephone or cell phone voicemail systems and/or Stark State College security systems.

**RATIONALE:**

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his or her conversation is being secretly recorded. This concern can inhibit spontaneous and honest dialogue, especially when sensitive or confidential matters are being discussed. Transparency in communication is encouraged. The policy is further warranted by the susceptibility of audio and video recordings to being altered, tampered with, or corrupted.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**MENTORING POLICY**

Effective: 07/14/2016

Policy No. 3357:15-14-29

Page 1 of 1

**POLICY:**

The College promotes the value and the role of mentoring to enhance skills and productivity and foster cooperative networking among employees. The College supports mentorship opportunities, including development offered by the College Staff Association and the Faculty Association, faculty advancement-in- rank mentoring, and departmental and divisional mentoring initiatives.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**NEW EMPLOYEE ORIENTATION**

Effective: 07/14/2016

Policy No. 3357:15-14-30

Page 1 of 1

**POLICY:**

All new employees are required to attend an orientation upon hire to acquaint them with College policies, procedures, and practices.

**PROCEDURE:**

- (A) Full-time faculty members are required to attend the New Faculty Orientation as well as the New Employee Orientation before or during their first semester.
- (B) Part-time faculty members are required to attend the New Faculty Orientation before their first semester.
- (C) All part-time and full-time staff members are required to attend the New Employee Orientation during their first semester.
- (D) All employees and student workers are required to complete an orientation with their immediate supervisor before or during their first semester.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**CONSENSUAL RELATIONSHIPS**

Effective: 06/04/2018

Policy No.: 3357:15-14-31

Page 1 of 3

**POLICY:**

Stark State College prohibits consensual relationships of a dating, intimate, and/or sexual nature between individuals of unequal authority (e.g., between a supervisor and an employee and/or a faculty or staff member and a student) where the person of real or perceived authority directly supervises or has the ability to impact either the employment or education of the other. Actions which constitute breaches or flagrant violations of the standards defined in this policy may result in disciplinary action, termination of employment, or dismissal from the College.

**PROCEDURE:**

(A) Relationships with Colleague(s)

Colleagues who engage in personal relationships, including romantic and/or sexual relationships, and who do not have a supervisor/employee relationship, should be aware of their professional responsibilities and will be responsible for ensuring that the relationship does not raise concerns about favoritism, bias, ethics, or conflict(s) of interest in accordance with the Code of Ethics and Professional Behavior (Policy No.:15-14-27). In cases of doubt, employees should seek advice and counsel from their immediate supervisor and Human Resources.

(B) Relationships between Supervisors and Supervisees

Personal relationships, including romantic and/or sexual relationships between supervisors and supervisees, are prohibited, even when consensual. If such a relationship currently exists or develops, the supervisor or employee who has influence or control over the other's conditions of employment has a duty to report their relationship to the next level of management and Human Resources. Efforts by employees to initiate these relationships are also prohibited.

(C) Relationships with Student(s)

When employees interact with students, they are in a position of trust and power. These relationships must not jeopardize the effective functioning of the College by the appearance of either favoritism or unfairness in the exercise of professional judgment.

In relationships with students, employees are expected to be aware of their professional responsibilities in accordance with the Code of Ethics and Professional Behavior (Policy No.: 3357:15-14-27) and are required to avoid apparent or actual conflict of interest, favoritism, or bias.

- (1) Personal relationships, including romantic and/or sexual relationships between a student and an employee who is in a position to exercise direct power or authority

over that student or makes academic decisions affecting the student, are prohibited, even when consensual. Efforts by employees to initiate these relationships are also prohibited. If such a relationship currently exists or develops, the employee who is in a position to exercise direct power or authority over that student or makes academic decisions affecting the student has an affirmative duty to report their relationship to the next level of management and Human Resources. The student involved in the relationship is encouraged to disclose the relationship to the Title IX Coordinator.

- (2) Personal relationships, including romantic and/or sexual relationships between a student and an employee who is not in a position to exercise direct power or authority over that student, may also be inappropriate. Any employee who engages in such a relationship must accept responsibility for ensuring that it does not result in a conflict of interest or raise other issues of professionalism. In cases of doubt, advice and counsel should be sought from the Director of Human Resources.

(D) Investigations

Human Resources is responsible for conducting a neutral, prompt, and thorough investigation of allegations of failure to report consensual relationships and of failure to implement or comply with the measures required to address the actual, potential, or perceived conflict of interest arising from the relationship.

(1) Confidentiality

All parties should treat information reported and disclosed in compliance with this policy as confidential, except to the extent it is necessary to report and disclose particulars in order to eliminate the actual, potential, or perceived conflict(s) of interest or when compelled to do so by law. All individuals involved in the process should exercise discretion and show respect for the reputation and privacy of everyone involved in the process.

(2) Non-Retaliation

No person shall retaliate against an individual for reporting a consensual relationship; filing a complaint; participating in an investigation; participating in resolution of a complaint; implementing measures that would eliminate the actual, potential, or perceived conflict(s) of interest or any adverse effects on third parties resulting from the consensual relationship; or any other activity protected under this policy, regardless of the outcome of any concern or complaint. Any act of retaliation or reprisal violates this policy and will be treated as a separate violation. Anyone found to have retaliated against someone making use of this policy will be subject to corrective actions, up to and including termination of employment or dismissal from the College.



(E) Policy Violation

Persons who violate this policy are subject to a range of sanctions, depending on the facts and circumstances and the application of other policies. Failure to comply with the reporting requirements of this policy or to comply with the measures implemented to address the actual, potential, or perceived conflict(s) of interest can lead to disciplinary action, up to and including termination of employment or dismissal from the College, in accordance with established College policies and procedures, including the Stark State College Code of Ethics and Professional Behavior (Policy No.: 3357:15-14-27), the Corrective Action and Discipline Procedure (Policy No.: 3357:15-14-18), and the Student Code of Conduct (Policy No.: 3357:15-19-10).

**STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL**

**LEAVE AND TIME OFF**

Effective: 06/03/2019

Policy No. 3357:15-14-32

Page 1 of 8

**POLICY:**

It is the policy of the College to provide employees with the opportunity to have time away from work in order to ensure their physical and mental well-being, take time off for illness, bereavement, and personal needs.

**PROCEDURE:**

(A) 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 benefit eligible 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 must be approved by the employee's immediate supervisor. Hourly employees enter their time off through web time entry and contracted employees complete a Request for Leave form.
- (5) Leave balances are posted in Employee Self Service and reflected on the employee's pay stub.

(B) 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 benefit eligible part-time hourly employees; part-time benefit eligible employees whose schedule is irregular will receive the average hours worked in the prior week if scheduled to work that day. No regular benefit eligible 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.

The following are considered holidays:

Independence Day	1
Labor Day	1
Columbus Day	1
Thanksgiving	2
Christmas	2
New Year's Day	1
Martin Luther King Day	1
Presidents Day	1
Memorial Day	1

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

(C) Personal Leave

- (1) Three days of personal leave may be granted to full-time benefit eligible employees each fiscal year for important or emergency personal business.

Personal time for faculty members will be charged in increments of 4 or 8 hours of personal leave. If less than half of the day's assignment is completed, the faculty member will be charged a full day or 8 hours of personal time. If more than half of the day's assignment is completed, the faculty member will be charged 4 hours or half a day of personal time.

Benefit eligible staff personal leave may be taken in less than 4 hour

increments and should be reported in  $\frac{1}{4}$  hour increments. Personal leave time will be extended to regular benefit eligible part-time hourly employees in the office and clerical, service and maintenance, and security classifications as follows:

- (2) .61 hours will be earned for each 80 hours worked. No regular benefit eligible 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 time requested must be approved by the employee's immediate supervisor. Hourly employees enter their personal leave through web time entry and contracted employees complete a Request for Leave form. When an employee will not be at work due to emergency circumstances, leave must be requested via voice or electronic communication.
- (4) Personal leave expires at the end of each fiscal year and cannot be accrued.
- (5) Leave balances are posted in Employee Self Service and reflected on the employee's pay stub.

(D) Sick Leave/Bereavement

- (1) Sick leave may be used for the following purposes: personal illness, personal injury, primary care giver, elder care, parental leave, and bereavement.
- (2) For full-time and benefit eligible part-time employees of the College, sick leave may be accumulated without limit. Adjunct faculty, casual hourly employees (less than an average of 29 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 in accordance with the Ohio Revised Code. Sick leave transferred will be effective on the first day of duty.

Sick leave must be earned before being used. Sick leave for faculty members will be charged in increments of 4 or 8 hours of leave. If less than half of the day's assignment is completed, the faculty member will be charged a full day or 8 hours of sick time. If more than half of the day's assignment is completed, the faculty member will be charged 4 hours or half a day of sick time.

Benefit eligible staff sick leave may be taken in less than 4 hour increments and should be reported in  $\frac{1}{4}$  hour increments.

- (4) 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 40-hour week. Full-time and benefit eligible part-time hourly employees shall earn sick leave at a rate pro-rated in accordance with the percentage time of their employment.

- (5) Sick leave must be reported on a Request for Leave form or, if applicable, through web time entry and must be submitted and approved by employee's immediate supervisor. After an absence of five or more consecutive work days, a doctor's statement is required.

In the event of an absence due to illness of ten or more consecutive work days, the employee must complete a Request for Leave form and present a physician's statement indicating the employee is disabled from working and noting an anticipated date of return. If the employee has provided a certification and application for Family Medical Leave for the same period of time, that documentation shall suffice. The employee will be required to submit a return to work note noting any restrictions prior to returning to the workplace.

- (6) An employee shall be permitted to use sick leave if they are the primary caregiver 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.
- (7) Employees may use five days of sick leave per fiscal year to care for a parent who is not a member of his/her household (eldercare).
- (8) Employees who have accumulated at least one year of service with the College may use 10 days of sick leave per year for paid parental leave for the birth or adoption of a child or the placement of foster child into the home within the first year of birth or placement. These days shall be charged to the unused portion of the employee's sick leave account and must be approved by his or her supervisor.
- (9) An employee may use accumulated sick leave, not to exceed five working days, in the event of the death of a member of the immediate family. Immediate family includes parent, spouse, domestic partner, child, sibling, grandparent, grandchildren, step-parents, immediate family in-laws, immediate step-family members, 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.
- (10) Sick leave balances are posted in Employee Self Service and reflected on the employee's pay stub.
- (11) All full-time and benefit eligible part-time employees with ten or more years of service in a position that accrues sick leave at Stark State College may

elect, at the time of retirement from active employment with the College, to be paid in cash for one-fourth of the value of unused, accrued sick leave credit. Payment will only be made once to any employee under any state or municipal retirement system in Ohio. As used in this section, “retirement” means disability or service retirement under any state retirement system in this state or retirement as defined by the College approved Alternative Retirement Plan (ARP), if a member. The maximum payment which shall be made under this section shall be set by the Board of Trustees.

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.

If an employee retires under a public retirement system and intends to return to public service within ten years from their retirement date, they can elect not to take a payment under this policy at the time of their retirement. This would allow them to preserve their sick leave balance for transfer to their new employer, if permissible. Decision made at time of retirement is final and irreversible.

(12) The following summarizes allowable sick leave usage:

<b>Event</b>	<b>Relationship</b>	<b>Usage</b>	<b>Documentation</b>
Personal Injury or Illness	Self	Any accrued leave	Request for Leave form/A doctor’s statement after five days of consecutive absence
	Dependent/primary caregiver in same household		
Birth	Self	Accrued leave while under the care of a doctor	

	Primary Caregiver	Accrued leave while birth mother is under the care of a doctor	Request for Leave form/A doctor's statement
Parental Leave	Biological, Adoptive, or Foster Parent	Up to 10 days of accrued leave within the first year of birth or placement. Employee must have accumulated at least one year of service with the College	Request for Leave form
Eldercare	Employee not living in the same household as parent or in-laws.	Up to five days of accrued leave per fiscal year	Request for Leave form
Bereavement	Immediate Family Member of the deceased: parent, spouse, domestic partner, child, sibling, grandparent, grandchildren, immediate family in-laws, immediate step-family members or other close relative who is a member of employee's household.	Up to five working days	Request for Leave form

*It is the intent of this chart to provide faculty and staff with clarification of their options for paid sick leave benefits in order to enable them to maximize the length of paid leave available and to supplement time off under FML. For additional unpaid leave options, refer to the Family Medical Leave Policy 3357: 15-14-24.*

(E) 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 usual 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) Any employee who fails to return at the conclusion of the approved leave



period (or mutually agreed upon date) shall be considered to have voluntarily resigned and shall forfeit continuous service and benefits.

- (8) Employees shall have the option to elect COBRA to continue health and dental coverage during an unpaid leave. 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 his supervisor, 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 Office of Human Resources agree to an earlier date.

(F) Rest Periods

Full-time employees receive two 15-minute rest periods and one half hour (unpaid) lunch period during regular scheduled 8.5 hour working days. Part-time employees receive one 15-minute rest period for every four hours worked. If more than one person is employed in a particular area, the area supervisor may choose to stagger rest periods to ensure that the work area is covered at all times.

STARK STATE COLLEGE  
POLICIES AND PROCEDURES MANUAL

**TUITION ASSISTANCE**

Effective: 06/03/2019

Policy No. 3357:15-14-33

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**POLICY:**

All full-time Stark State College 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.

**PROCEDURE:**

- (A) Eligibility is limited to full-time employees of SSC who have completed at least one year of full-time continuous service with the College preceding the term of enrollment. Employment must continue through the end of the term for which the employee is enrolled in classes.
- (B) All course work must be taken for academic credit at a regionally accredited post-secondary institution. Regionally accredited post-secondary institutions are recognized by the U.S. Department of Education and the Council for Higher Education Accreditation.
  - (1) No course shall be approved if there is a comparable and transferable course offered at Stark State College.
  - (2) 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.
  - (3) 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.
  - (4) 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.
    - (a) Eligible employees are required to get prior approval for participation by submitting the Tuition Assistance Form, approved by the employee's immediate supervisor and the Human Resources Department, by the established deadline.
    - (b) Tuition assistance is generally limited to obtaining a degree beyond the

employee's current degree conferred. Requests for lateral degree assistance will need to be approved through the applicable Executive Council member, with consideration given to whether the degree attainment provides a benefit to the College or to the employee's current position.

(c) Reimbursement guidelines are as follows:

- i. 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 SSC. Please contact the Human Resources Department for the reimbursement limit.
- ii. Reimbursement under tuition assistance is subject to annual and lifetime limitations on the credit hours submitted and dollars paid by the College. The tuition assistance program is based on a fiscal year. The fiscal year runs from July 1 through June 30 and will reimburse the tuition cost for up to 16 credit hours per fiscal year. The maximum reimbursement amount is equal to the number of credit hours taken times the undergraduate credit hour rate at Kent State University main campus in effect for the term in which the class(es) was completed. Tuition assistance is subject to the availability of funds and may require a pro rata calculation.
- iii. Reimbursement to doctoral students enrolled for dissertation credit after completion of required coursework will require a grade of "Satisfactory" or other passing grade, as defined by the institution granting the degree. Annual reimbursement will be limited to the actual fee for the dissertation credit without regard to the number of credit hours involved until the lifetime limit has been reached. Lifetime reimbursement for dissertation credit will be limited to the equivalent of 30 credit hours (the number of hours of dissertation credit required to obtain a doctoral degree at Kent State University) times the undergraduate credit hour rate at Kent State University main campus in effect for the term when the student first enrolls for dissertation credit.
- iv. Reimbursement will include the cost of tuition and other defined mandatory expenses or fees. Tuition and mandatory fees are defined as Instructional and General Fees, Administrative Fees, and Technology, and Library Fees where applicable. Other fees that are deemed optional and/or are not associated with tuition are not reimbursable. These fees include Deferred Payment Plan Fees, Payment Service Fees, Textbooks, Transportation Fees, late Fees associated with student accounts, and other

fees that are not defined as mandatory.

- v. When an employee receives assistance from an outside source, such as G.I. Bill, scholarship or grant-in-aid, to cover the cost of courses, the amount received will be deducted from the total cost of the courses, and the difference, if any, will be subject to the reimbursement provisions of this Plan. If the aid covers expenses that are excluded from the tuition assistance policy, documentation must be provided to the Human Resources Department to determine the reimbursement that the employee is eligible to receive.
- vi. 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.
- vii. 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.
- viii. Appeals shall be under the established Grievance Procedure as stated in the SSC Policies and Procedures Manual, rule 3357:15-14-07 of the Administrative Code.