



EDISON STATE COMMUNITY COLLEGE  
**Policies and Procedures**



 [www.edisonohio.edu](http://www.edisonohio.edu)  937.778.8600

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## COLLEGE POLICY DEVELOPMENT

### PURPOSE

The purpose of this policy is to establish rules for the development, approval, and adoption of an Edison State Community College policy.

### POLICY STATEMENT

Policies can be found in the Edison State Community College *Policies and Procedures Manual*, the Student Handbook, the *Edison State Community College Online Catalog*, and the website at [www.edisonohio.edu](http://www.edisonohio.edu).

A College policy is a rule that has College-wide applicability. A policy may include governing principles, it may either mandate or constrain action, it may ensure compliance with law, or it may mitigate the College's risk. A proposed policy must be approved by the Board of Trustees before it becomes official. The Chief Human Resources Officer is responsible for developing procedures to implement College policies. Many departmental or divisional processes, although useful and important, do not meet the criteria above and, therefore, are not considered College policies or procedures, and are referred to as internal guidelines.

With the authorization of the appropriate vice president or dean, a department may be authorized to adopt appropriate policies and procedures for the discharge of responsibilities and governance of the unit. All departmental and divisional policies and procedures that define or elaborate College policies and procedures must be consistent with College policies and procedures. To the extent that any departmental policy or procedure conflicts with any College policy or procedure, then the College policy or procedure prevails.

The policies found in the *Policies and Procedures Manual* apply to all Edison State Community College faculty and staff, subject to rights and obligations specified in the current faculty collective bargaining agreement (see Policy No. 4.0).

**The requirement to comply with the policies, procedures, and standards found in the *Policies and Procedures Manual* is a condition of employment.**

Please see procedure 3358-1-01 for steps on creating, or revising, and submitting a College policy.

### PERSONS AFFECTED

All Edison State Community College stakeholders.

### DEFINITIONS

#### PROCEDURE

Detailed guidance on how to implement and adhere to a particular policy; may include necessary actions, responsibilities, steps, or timelines. Procedures are aligned with specific College policies and are numbered accordingly.

#### INTERNAL GUIDELINES

Set of rules, principles, or instructions that are specific to a particular department within the College.

## LEGAL BASIS

### PURPOSE

All decisions, actions, and operations of Edison State Community College will comply with applicable laws, regulations, and legal requirements.

### POLICY STATEMENT

The government of Edison State is vested in a Board of Trustees of nine members, appointed by the Governor from within the district, with authority explicitly defined in the institution's charter, Ohio Revised Code Section Chapter 3358, and other applicable statutes of the state of Ohio.

The Board of Trustees shall, in exercising its responsibility for and authority over all the affairs of the College, devote its time to matters involving major policy decisions, major appointments, and developmental and administrative policy decisions requested by the President of the College.

The Board members have authority only when acting as a Board of Trustees legally in session. No member, officer, or employee of the Board of Trustees shall have the right to act in the name of the Board outside of Board meetings except as specifically authorized to do so by the Board of Trustees.

### PERSONS AFFECTED

All Edison State Community College stakeholders.

## ACCREDITATION

### PURPOSE

This policy outlines the high academic standards maintained by Edison State Community College and the accrediting bodies which serve as a benchmark for quality education. The College provides students with valuable and recognized degrees and fosters a culture of accountability and excellence.

### POLICY STATEMENT

By virtue of its charter, Edison State Community College holds recognition by the Ohio Board of Regents of the highest order attainable among institutions in the State of Ohio. In addition, the Regents have reviewed and approved the courses and programs of the College. This approval signifies that Edison's courses meet prescribed standards of quality and uniformity for maximum transferability among institutions of higher education throughout Ohio.

The College is accredited by the Higher Learning Commission, one of two commission members of the North Central Association of Colleges and Schools (NCA-Regional), 230 North LaSalle Street, Suite 7-500, Chicago, IL 60604-1413. Phone: 800-621-7440.

### PERSONS AFFECTED

All Edison State Community College stakeholders.

## NON-DISCRIMINATORY PRACTICES

### PURPOSE

Edison State Community College is committed to fostering an inclusive and equitable environment where all members of the college community are treated with respect and fairness.

### POLICY STATEMENT

Edison State serves a diverse community. As such, diversity is an integral and important part of the campus climate and includes all individuals of various ages, religions, learning styles, gender, sexual orientations, ethnicities, and cultures. Edison State strives to create an environment in which all people are valued and supported; differences are understood and respected; and students are prepared for collaboration in a global community. Edison State does not discriminate against students on the basis of race, color, creed, religion, age, sex, marital status, gender, sexual orientation, veteran status, national origin, ancestry, citizenship, disability, or any other protected class.

Edison State Community College is strongly committed to achieving full equal opportunity in its employment practices, educational programs and activities, and in the services it offers to the community. The College's policy is consistent with the various federal and Ohio statutes which prohibit discrimination.

### PERSONS AFFECTED

All Edison State Community College stakeholders and community members.

### DEFINITIONS

#### PROTECTED CLASS

A group of individuals who are safeguarded by federal, state, or local laws from discrimination or unequal treatment based on certain characteristics or attributes.

## SMOKE AND TOBACCO-FREE WORKPLACE

### PURPOSE

The purpose of this policy is to provide guidelines to ensure compliance with the Ohio Smoke Free Workplace Act, Ohio Revised Code Chapter 3794, and to promote the health, safety, and welfare of our students, faculty, staff, and visitors to the College.

### POLICY STATEMENT

Smoking and the use of alternative nicotine products is prohibited in all Edison State Community College facilities. This includes all buildings owned or controlled by the College and all indoor athletic facilities, as well as areas immediately adjacent to building entrances. Smoking is also prohibited in any vehicle or equipment owned, leased, or operated by Edison State Community College.

Smoking is defined as the burning of tobacco or any other material in any type of smoking or vaping equipment, including, but not restricted to cigarettes, cigars, pipes and alternative nicotine products.

Examples of smoking products and alternative nicotine products include but are not limited to cigarettes (clove, bidis, kreteks), electronic cigarettes or nicotine vaporizers, cigars, cigarillos, hookah-smoked products, pipes, oral tobacco (spit, spitless, smokeless, chew, snuff) and nasal tobacco (snus). Also included are all products intended to deliver nicotine, mimic tobacco products, or contain tobacco flavoring.

Smoking is permitted outdoors in designated exterior areas. All tobacco products, including oral tobacco, must be disposed of in appropriate receptacles – not on the ground.

Organizers and attendees at public events such as conferences, meetings, public lectures, social events, cultural events, and athletic events are required to abide by the Edison State Community College smoking policy.

Exception: This policy does not apply to smoking cessation products approved by the Food and Drug Administration, which include but are not limited to skin patches, lozenges, gum and prescription medicines.

Faculty, staff, and students violating this policy are subject to College disciplinary action as per the employee Code of Conduct and Disciplinary Action policy and sanctions outlined in the Student Handbook. Violators may also be subject to prosecution for violation of the Ohio Smoke Free Workplace Act. Visitors who violate this policy may be denied access to Edison State Community College campuses and may ultimately be subject to arrest for criminal trespass.

### PERSONS AFFECTED

All Edison State Community College stakeholders, visitors, and community members.

## DRUG FREE CAMPUS AND WORKPLACE

### PURPOSE

Edison State Community College, as an institution of higher education, is committed to maintaining an environment conducive to learning and to the development of the full potential of both students and employees.

### POLICY STATEMENT

The College seeks to provide a climate free of the effects associated with the abuse of alcohol and the use of illegal drugs. Accordingly, the College endorses and complies with the U.S. Drug Free Workplace Act of 1988, Appendix C to 45 CFR Part 620, Subpart F—Certification Regarding Drug Free Workplace requirements and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226).

#### Compliance

Edison State will make a good faith effort to provide a drug free campus by establishing a drug free awareness program that:

Makes it a requirement that each employee and/or student annually be given a copy of the Drug Free Campus and Workplace policy. New students or employees who are hired after the initial distribution for the year will also receive a copy.

#### Distribution of Material:

- Employees: This policy will be posted on Edison State's Human Resources web page. All new employees will be required to access the electronic copy during the orientation process. All current employees will be sent an electronic copy of this policy annually from the Human Resources Office at the beginning of the academic year.□
- Students: This policy will be distributed to all students electronically by the Department of Student Affairs at least once a year.□

A Biennial Review Committee will conduct, on even years, a biennial review of the Drug Free Campus and Workplace policy to determine its effectiveness and implement any necessary changes. Committee members consist of: Director of Student Financial Aid, Director of Human Resources, and Coordinator of Health and Wellness Services.

#### Standards of Conduct

By virtue of enrollment or employment at Edison State Community College, students and employees consent to follow the policies and procedures of Edison State Community College, set forth in the Student Handbook and Employee Policy Manual, respectively.

Any and all alcoholic beverages for events at the College must be approved by the Office of the President of Edison State Community College. There will be absolutely no bringing of alcohol on campus by event participants without prior written consent. In the event that alcohol is permitted for an event, the event sponsor must obtain a permit from the State of Ohio to serve alcohol.

Unlawful manufacture, possession, use, dispensation, distribution, or sale of alcohol, intoxicants, controlled substances, or any illegal drugs by any employee or student on College property or as any part of College activities is strictly prohibited.

Such unacceptable observable behavior by students and employees is subject to all state, county, and municipal laws, statutes, or ordinances regulating the sale and use of alcohol and the sale, use, possession, manufacturing, dispensation, or distribution of illegal drugs and drug paraphernalia.

### Medical Marijuana

As a recipient of federal funding, such as student financial aid and federal grants, the College prohibits the manufacture, dispensation, distribution, possession, or use of marijuana in any form on any College-owned property, in the conduct of the College business, or as part of any College activity. Beginning September 8, 2016, Ohio law allowed certain activities related to the possession and use of medical marijuana. However, using and possessing marijuana remains a crime under federal law and continues to be prohibited by and a violation of College policy.

This prohibition applies even when the possession and use would be legal under the laws of the State of Ohio. As a result, those with medical marijuana prescriptions/cards are not permitted to use medical marijuana on campus, in the conduct of College business or as part of any College activity.

### Sanctions

Edison State Community College reserves the right to investigate potential violations of this policy in a reasonable manner including observing behavior and performance, individual drug or alcohol testing and company property searches. The College also reserves the right to warn, reprimand, suspend, or dismiss any student or employee who violates the College Code of Conduct and Disciplinary Action policy. Referral for legal prosecution in accordance with local, state, and federal laws and regulations may also occur. The College's response will depend on the severity of the offense, number of previous offenses, and extenuating circumstances. For students, all College judicial and appeals procedures will be followed except in rare cases when the possibility of imminent danger exists. Disciplinary sanctions may also include completion of an appropriate drug treatment program.

### Violations of the Drug Free Workplace Act

In accordance with the Drug Free Workplace Act, employees are required to notify the College of any criminal substance conviction for a violation occurring on campus, campus property or while using Edison State owned vehicles/equipment no later than 5 days after each conviction. Employees are to notify the College's Human Resources office.

Edison State will notify the funding agency within 10 calendar days after receiving notice from an employee or otherwise receiving actual notice of conviction.

Within 30 calendar days of receiving notice with respect to any employee who is convicted:

- Disciplinary action will be taken against the employee up to and including termination.
- Disciplinary action may require the employee to satisfactorily participate in or complete an approved substance abuse/rehabilitation program as a condition of his/her continued employment.

#### Health Risks & Prevention

The health consequences of alcohol and substance abuse are numerous and unpredictable. Short term risks include injuries related to automobile crashes, unwanted pregnancies, loss of employment, poor grades or work performance, and financial problems. Long term risks include a variety of physical and mental health issues, including addiction and/or death.

Symptoms of addiction include:

- Drinking or getting high for relief
- Increased tolerance
- Feeling guilt or remorse (as a result of behavior while under the influence)
- Negative attitudes or blaming others for problems
- Anxiety or depression
- Complaints from family/friends about drinking or drug use
- Decline in work performance
- Inability to remember what happened when drinking (blackouts)

#### Resources for Students and Employees

A variety of resources exist for alcohol and other drug prevention, education, and counseling:

**Toll-Free numbers for health information:**

<https://health.gov/nhic/pubs/tollfreenumbers/>

**Tri County Board of Recovery and Mental Health Services:**

<http://www.mdsadamhs.mh.state.oh.us/>

**For students:** [www.samhsa.gov/prevention-week/voices-of-youth/substance-use-prevention-resources-youth-college-students](http://www.samhsa.gov/prevention-week/voices-of-youth/substance-use-prevention-resources-youth-college-students).

**For employees:** [www.samhsa.gov/workplace](http://www.samhsa.gov/workplace)

See Drug Free Campus and Workplace Procedure 3358-1-06

**PERSONS AFFECTED**

All Students and Employees of Edison State Community College. Full-time faculty members are subject to the ESEA Contract.

**DEFINITIONS****CONTROLLED SUBSTANCES**

Includes but not limited to: Narcotics (such as opium, heroin, morphine, propoxyphene, and synthetic substitutes), depressants (such as chloral hydrate, barbiturates, benzodiazepines, methaqualone), stimulants (such as cocaine and amphetamines and any derivatives), hallucinogens (such as LSD, mescaline, PCP, peyote, psilocybin, Ecstasy, and MDMA), cannabis (such as marijuana and hashish), and any chemical compound added to federal or state regulations and denoted as a controlled substance.

## USE OF COLLEGE NAME AND SEAL

### PURPOSE

This policy establishes authority for the decisions surrounding the adoption, alteration, and restriction of the College name and seal.

### POLICY STATEMENT

Authority to adopt a name and a seal for the College, to alter the same, and to restrict their use in the best interest of the College resides with the Board of Trustees.

### PERSONS AFFECTED

All Edison State Community College stakeholders.

## CONTROL OF PROPERTY

### PURPOSE

The purpose of this policy is to establish guidelines and procedures for the management, use, and protection of the College's physical assets. This policy establishes authority within the College regarding acquisition, disposal, maintenance, and security of property and aims to ensure that the college's property is safeguarded against loss, damage, or misuse.

### POLICY STATEMENT

The Board of Trustees shall retain possession of all property to which title is now held by the Board and obtain possession of and accept and hold under proper title as a body corporate by the name of "Board of Trustees, Edison State Community College," all property which may at any time be acquired by the Board for educational purposes; manage and dispose of such property to the best interests of the College; contract, sue, receive, purchase, acquire by the institution by condemnation proceedings if necessary, lease, sell, hold, transmit, and convey the title to real and personal property, all contracts to be based on resolutions previously adopted and spread upon the minutes of the Board; receive, hold in trust, and administer for the purpose designated, money, real and personal property, or other things of value granted, conveyed, devised or bequeathed for the benefit of the College.

### PERSONS AFFECTED

All Edison State Community College stakeholders.

## PUBLIC RECORDS

### PURPOSE

The purpose of this policy is to ensure compliance with the Ohio Public Records Act and to establish a College-wide process in order to promptly respond to records requests.

### POLICY STATEMENT

It is the policy of Edison State Community College to have a centralized process to facilitate prompt access to the College's public records. The College's Public Records Officer is responsible for establishing and maintaining a College-wide process to respond to public records requests.

The College's records are organized and maintained in accordance with the Inter-University Council of Ohio's Records Retention for Public College and Universities in Ohio manual which can be found at:

<http://iuc-ohio.org/wp-content/uploads/2018/02/IUC-Model-Schedule1.pdf>

All College employees are expected to assist the Public Records Officer in the public records process, including with the identification and production of records maintained by the respective College office. Any employee who receives a public records request is expected to immediately direct the request to the Public Records Officer.

### Making a Public Records Request

Public records requests may be made in person, by phone or in writing. The most expedient method is to complete the online public records request form which can be found at the following College webpage link along with information regarding the College's public records request process: [www.edisonohio.edu/records](http://www.edisonohio.edu/records)

The person making the request (the requester) is not required to self-identify or state the purpose of the request, although such information may be helpful in identifying the records being sought.

The requester should describe records with sufficient clarity and specificity to allow the College to identify existing responsive records. Requests that are ambiguous or overly broad may be denied. The College is under no obligation to create a record for the purpose of supplying information if no responsive record exists.

### Production of Records

The College will strive to promptly produce identifiable public records and to provide copies of these records within a reasonable period of time, in accordance with Ohio law. "Promptly" and "reasonable period of time" will depend upon the breadth and clarity of the request, volume of records requested, location of the records and necessity of a legal review.

If the request is ambiguous or overly broad or if the requester has difficulty identifying existing College records, the Public Records Officer will offer assistance to the requester. In some cases, the request may need to be revised to reflect the manner in which College records are maintained. Understanding the requester's purpose of the request, although not required, may also be helpful in identifying responsive records. In cases where responsive records are voluminous and production would take an inordinate amount of time, the production may take place in stages until the response is complete.

### Personnel Records

If a request is made for personnel records or records created by a specific College employee, the College will normally notify the identified employee of the request and, if known, the name of the person making the request.

### Redactions

If a responsive record, in whole or in part, is exempt from production under state or federal law, the exempted area will be redacted. The reason, along with legal authority will be provided to the requester.

### Requesting Copies of Records

In accordance with Ohio law, the requester may request copies of records in the following mediums: (1) on paper; (2) in the same medium as the record is kept by the College office; or (3) on any medium upon which the College determines the record can reasonably be duplicated.

Requests for electronic copies of records maintained only in paper form will be honored to the extent the records can reasonably be duplicated in the normal course of operations.

### Charges for Copies of Records

There is no charge for electronic copies of public records that are maintained in an electronic file.

A charge may be made for copying or scanning records that are maintained only in paper form.

- Paper copies of 50 or more pages will be charged at the rate of ten cents (\$0.10) per page.
- Scanned copies from paper into electronic form of 100 or more pages will be charged at the rate of five cents (\$0.05) per page.
- Thumb drives or other similar devices will be charged at the cost charged to the College.

Delivery by mail will be charged at the cost charged to the College.

When a charge is assessed, the requested records will be released upon receipt of payment.

## **PERSONS AFFECTED**

All Edison State Community College employees.

## **DEFINITIONS**

A “*record*” includes the following: A document in any format, including paper and electronic (such as e-mails), that is created, received by, or comes under the jurisdiction of the College that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the College. See O.R.C. 149.011(G)

A “*public record*” is a “record” that is kept by the College at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law.

## TESTING YOUR FAITH ACT POLICY

### PURPOSE

The purpose of this policy is to ensure compliance with applicable provisions of state and federal laws governing religious accommodations in the higher education learning environment.

### POLICY STATEMENT

Edison State Community College is committed to providing an environment that is respectful of the religious beliefs of its students. The College will accommodate sincerely held religious and/or spiritual beliefs, observances, and practices of its students.

Students are permitted to be absent for up to three (3) days each semester to take holidays for reasons of faith or religious or spiritual belief system, or to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization with no academic penalty as result of an absence permitted in this policy.

Students will be given alternative accommodations for examinations/academic requirements missed due to an absence permitted in this policy if both of the following conditions are met:

- The student's sincerely held religious belief or practice severely affects the student's ability to take an examination or meet an academic requirement; and
- The student provides written notice of the specific dates for which the student requests alternative accommodations to each faculty member within fourteen (14) days of the first day of instruction in a particular course.

Faculty will accept without question the sincerity of a student's religious or spiritual belief system and keep requests for alternative accommodations confidential. Faculty will schedule a time and date for an alternative examination, which can be before or after the time and date the examination or other academic requirement was originally scheduled, but does so without prejudice.

Instructors are required to include in each course syllabus a statement regarding this policy. The statement must include both of the following:

- A description of the general procedure for requesting accommodations; and
- Contact information for an individual whom a student may contact for more information about this policy.

This policy, as well as a non-exhaustive list of major religious holidays or festivals for the next two academic years, will be posted in the Student Handbook and on the College website. If you have questions or concerns about this policy you can contact, Rachel Carlisle, Dean of Enrollment Management & Student Affairs, at [rcarlisle@edisonohio.edu](mailto:rcarlisle@edisonohio.edu).

If you encounter a problem with this policy, you can fill out a Student Complaint Form online. The form can be found on the Edison State Community College website under the Student Resources section of the Student Life page. The direct link to the form is <https://www.edisonohio.edu/Student-Complaint-Form/>.

**PERSONS AFFECTED**

All Edison State Community College students with the exception of the College Credit Plus students only taking classes in their respective high schools.

## EMPLOYEE CATEGORIES AND DEFINITIONS

### PURPOSE

To have a system of employee categories that is applied in a uniform and consistent manner for the College.

### POLICY STATEMENT

The categories of employee positions at Edison State Community College reflect the teaching and business needs of the College. Employee categories and related terminology are defined in this policy to promote consistency in the use of terminology in all College policies and procedures.

### PERSONS AFFECTED

All College employees regardless of funding source.

### CATEGORIES AND DEFINITIONS

#### Employee Categories

**NOTE** Administrative, Professional/Technical and Classified may be hired as a full-time employee, part-time employee or temporary employee.

#### **ADMINISTRATIVE**

The designation “administrative” applies to those employees who are considered exempt and who are typically responsible for planning, organizing, monitoring, directing, budgeting, supervising and evaluating employees, and assisting in the staffing of the instructional and operational units of the College.

#### **PROFESSIONAL/TECHNICAL**

The designation “professional/technical” applies to those employees who are considered either exempt or non-exempt and who are typically responsible for providing professional and/or technical skills that support the instructional and operational units of the College. Some professional/technical employees will assume directing or coordinating responsibilities for their functional areas.

#### **CLASSIFIED**

The designation “classified” applies to those employees who are considered non-exempt employees who are typically responsible for providing clerical and maintenance assistance that support the instructional and operational units of the College.

#### **FACULTY**

The designation “faculty” applies to all full-time faculty members, regardless of membership status in the collective bargaining unit, who are typically responsible for instructional presentation and delivery. See the ESEA Faculty Collective Bargaining Contract.

#### **ADJUNCT**

The designation “adjunct” includes any individual employed for the instruction of a course or courses per an academic teaching schedule per semester, usually less than seventy-five (75) percent of a full-time faculty load and are considered “part-time”. Adjuncts are not covered under the ESEA Faculty Collective Bargaining Agreement.

#### **NON-CREDIT INSTRUCTORS**

The designation “non-credit instructors” includes employees who are employed on a contractual basis, part-time, and who are responsible for the instruction of a non-credit course or courses. Non-credit instructors are compensated short-term on an hourly basis and excluded from fringe benefits.

**WORK STUDY/STUDENT EMPLOYEE**

The designation “work study” or “student worker” applies when a student is an employee in either the federal student aid program or the college work study program. Both must be enrolled for credit classes in the college during the fall and spring semesters and employed twenty (20) hours or less per week for the duration of their funding or until the end of the fiscal year, whichever comes first. See CQI hiring process for student workers.

**Other Categories****VOLUNTEER**

The designation “volunteer” can be used by the College and shall be filled within the following limitations:

- All volunteer work must be approved by the President or their designee.  
A description delineating job duties, extent of assignment, etc., must be submitted to the Chief Human Resources Officer for approval and be made known to the volunteer before duties are assigned.
- College work requiring the use of a car or work which would pose other potentially high risks of physical or bodily injury will not be assigned to volunteers.
- The President or their designee shall have full authority to appoint, dismiss, or terminate volunteers for their services without cause.

**RETIREE**

The designation of “retiree” applies to a person who meets either of the following definitions:

- An employee who applies for a pension benefit from an Ohio public employees retirement system (e.g., State Teachers Retirement System [STRS], Ohio Public Employees Retirement System [OPERS] or e.g., Alternative Retirement Plan [ARP]) and whose application for that pension benefit has been approved; or
- An employee who applies for a disability retirement benefit from an Ohio public retirement system and whose application for that benefit has been approved.

**NOTE** Individuals receiving a disability retirement benefit from an Ohio Public Retirement System are deemed to be on a statutory leave of absence during the first five (5) years following the effective date of a disability retirement.

**Definitions****EMPLOYEE**

The designation “employee” applies to any individual who is listed on the college’s payroll.

**EXEMPT AND NON-EXEMPT**

The terms “exempt” and “non-exempt” refer to the status of a position under the federal wage and hours laws. Specifically, non-exempt positions are eligible for overtime pay under the Fair Labor Standards Act and exempt positions are exempt from the overtime provision of the law.

**FULL-TIME EMPLOYEE**

The designation “full-time employee” applies to any person employed for the full work week of forty (40) hours, and includes the designations of administrative, professional/technical, and classified staff, not covered under the definition of “faculty.”

**PART-TIME EMPLOYEE**

The designation “part-time employee” includes any individual employed less than forty (40) hours per week and not covered under the definition of “faculty.”

**TEMPORARY EMPLOYEE**

The designation “temporary employee” applies to any person employed for no more than one (1) year in duration, or until the completion of a project. A temporary employee is excluded from fringe benefits.

## **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

### **PURPOSE**

To promote equal and fair employment opportunities and to prevent discrimination, in furtherance of the Anti-Discrimination & Harassment Policy, for all employees and applicants in accordance with applicable laws.

### **POLICY STATEMENT**

Edison State Community College is committed to providing equal employment opportunities for all employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Actions that affirmatively and positively achieve equal employment opportunities will be utilized. These affirmative actions will be continuously conducted in order to achieve and maintain a diverse and qualified applicant pool and workforce. Procedures will be in place to effectively promote this policy and will include recruitment and hiring practices, compensation and conditions of employment.

### **PERSONS AFFECTED**

All Edison State Community College employees and applicants, including student employees and student applicants.

### **DEFINITIONS**

#### **AFFIRMATIVE ACTION**

As required by a federal Executive Order 11246, is to promote equal employment opportunity for persons protected under law from acts of illegal discrimination.

## ANTI-DISCRIMINATION & ANTI-HARASSMENT

### PURPOSE

The purpose of this policy is to ensure compliance with the new Title IX regulations effective August 14, 2020 as set forth by the U.S. Department of Education.

### POLICY STATEMENT

This policy prohibits discrimination and harassment on the basis of age, color, disability, national origin, race, religion, sex (including sexual harassment), sexual orientation, gender identity, military status, or veteran status, 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, or genetic information.

This policy also prohibits retaliation against an individual for reporting discrimination or harassment, or for participating in an investigation.

This policy shall not be construed or applied to restrict academic freedom at the College, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.

The College recognizes and protects full freedom of inquiry, teaching, research, discussion, study, publication, and for artists, the creation and exhibition of works of art, without hindrance, restriction, equivocation, or reprisal. This right extends to other facets of campus life to include the right of a faculty member or student to speak on general educational questions or about the College. In addressing all complaints and reports under this policy, the College will take all permissible actions to ensure the safety of students and employees while complying with free speech requirements for students and employees. While the College will protect students' and employees' rights against sex discrimination under this policy, this policy does not apply to curriculum or in any way prohibit or abridge the use of particular textbooks or curricular materials.

### Application

This policy and associated procedures are applicable to all aspects of College operations and programs. It applies to all staff, faculty (bargaining and non-bargaining unit members), and students, as well as to visitors or guests on campus to the extent that there is an allegation of prohibited conduct, as defined by this policy, made by them against College students or employees. It also applies to all third-party vendors, contractors, subcontractors, and others who do business with the College. The prohibitions of this policy extend to prohibited conduct which occurs within Edison State's education programs or activities against a person in the United States.

Education program or activity includes locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurs.)

### Prohibited Conduct

- 1. Discrimination**—Discrimination is conduct that is based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation

in a College program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

2. **Harassment**—Is covered under this policy if it is based upon an individual’s race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression or sexual orientation. Sex based harassment includes sexual harassment, which is further defined below.
3. **Sexual Harassment**—Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:
  - a. An employee of the College conditioning the provision of an 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” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).
  - i. As defined in 20 U.S.C. 1092(f)(6)(A)(v), the term “sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
    1. **Sex Offenses—Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
      - a. **Forcible Rape**—The carnal knowledge of a person, forcibly and/or against that person’s will or not forcibly or against that person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
      - b. **Forcible Sodomy**—Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will or not forcibly or against that person’s will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
      - c. **Sexual Assault With An Object**—The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical in capacity.
      - d. **Forcible Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will or not forcibly or against that person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary mental incapacity.
    2. **Sex Offenses—Non Forcible**—Unlawful, non-forcible sexual intercourse.
      - a. **Incest**—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
      - b. **Statutory Rape**—Non-forcible sexual intercourse with a person who is under the statutory age of consent.
  - ii. As defined in 34 U.S.C. 12291(a)(10), the term “dating violence” means violence committed by a person—
    1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. The length of the relationship.
  - b. The type of relationship.
  - c. The frequency of interaction between the persons involved in the relationship.
- iii. As defined in 34 U.S.C. 12291(a)(8), the term “domestic violence” includes felony or misdemeanor crimes 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 receiving grant monies, 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.
- iv. As defined in 34 U.S.C. 12291(a)(30), the term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to
  1. fear for his or her safety or the safety of others; or
  2. suffer substantial emotional distress.

**NOTE** *The following are criminalized under the Ohio Revised Code—Rape (ORC 2907.02); Sexual Battery (ORC 2907.03); Gross Sexual Imposition (ORC 2907.05); Sexual Imposition (ORC 2907.06); Unlawful Sexual Conduct with a Minor (ORC 2907.04); Domestic Violence (ORC 2919.25); Felonious Assault (ORC 2903.11); Aggravated Assault (ORC 2903.12); Assault (ORC 2903.13); Negligent Assault (ORC 2903.14); Kidnapping (ORC 2905.01); Abduction (ORC 2905.02); Unlawful Restraint (ORC 2905.03); Disorderly Conduct (ORC 2917.11); Aggravated Menacing (ORC 2903.21); Menacing by Stalking (ORC 2903.211); Menacing (ORC 2903.22); Telecommunications Harassment (ORC 2917.21).*

4. **Hostile Environment Harassment**—A hostile environment based on race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation exists when harassment: is sufficiently severe, pervasive, and objectively offensive that it has the effect of unreasonably interfering with, limiting, or denying an individual the ability to participate in or benefit from the College’s educational program or has the effect of unreasonably interfering with an individual’s employment.
  1. In determining whether harassment has created a hostile environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. These circumstances may include:
    - a. The degree to which the conduct interfered with the complainant’s educational or work performance;
    - b. The nature, scope, severity, frequency, duration, and location of the incident or incidents;
    - c. The identity, number, and relationships of persons involved;
    - d. Whether the conduct was physically threatening;
    - e. Whether the conduct occurred in the context of other discriminatory conduct.
5. **Inducing Incapacitation for Sexual Purposes**—Includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as consent is defined below) to sexual contact.
6. **Sexual Exploitation**—Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual harassment or inducing incapacitation for sexual purposes. Examples of behavior that could rise to the level of sexual exploitation include:

1. Prostituting another person;
  2. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
  3. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
  4. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
  5. Engaging in non-consensual voyeurism;
  6. Knowingly transmitting an STI, such as HIV, to another without disclosing your STI status;
  7. Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals;
  8. Possessing, distributing, viewing or forcing others to view illegal pornography.
7. **Disparate Treatment**—Treating employees differently regarding the terms and conditions of employment, including hiring, firing, transfer, and/or receipt of benefits based upon membership in a protected class.
8. **Retaliation**—Inappropriate action taken against an individual who has sought relief under this policy when such action is motivated in whole or in part by the fact that the individual sought such relief. Examples include academic or employment reprisal against an individual who files a complaint or third-party report, or otherwise participates in the investigative and/or disciplinary process. The prohibition against retaliation extends to any person who opposes prohibited conduct, as defined by this policy, or who testifies, assists, or participates in any manner in investigation, proceeding, or hearing relative to prohibited conduct as defined by this policy.

### Other definitions

**Consent**—Permissible sexual conduct requires consent. Consent is informed, freely given, and mutual. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or if the accused substantially impairs the victim/survivor's judgment or control by administering any drug, intoxicant or controlled substance to the other person surreptitiously or by force, threat of force or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent.

### Reporting Prohibited Conduct

The College has defined all faculty and staff as responsible employees/mandatory reporters. When an employee becomes aware of an alleged act of discrimination, harassment, sexual violence or other prohibited conduct under this policy and associated procedures, the employee must promptly inform the Title IX Coordinator or Deputy Title IX Coordinator. Any person who believes he or she is the subject of discrimination or harassment, sexual harassment, or other prohibited conduct is strongly encouraged to pursue relief by reporting the same to the College's Title IX Coordinator and/or Deputy Title IX Coordinator.

Title IX Coordinator  
Kara Myers, Director of Human Resources  
West Hall, Room 136  
Telephone: 937-778-7832  
Email: kmyers1841@edisonohio.edu

Deputy Title IX Coordinator  
Telephone: 937-778-7872  
Email: [titleix@edisonohio.edu](mailto:titleix@edisonohio.edu)

In addition, the College strongly encourages students to report instances of sex-based discrimination and sexual harassment involving students. Therefore, students who report information about sex-based discrimination and sexual harassment involving students will not be disciplined by the College for any violation of the College's drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident.

Upon receiving a complaint, the Title IX Coordinator will follow the procedures described in the Procedure 3358-3-07.

### External Complaints

If a person filed a complaint with the College and believes the College's response was inadequate, or otherwise believes the College has discriminated on the basis of race, color, national origin, sex, including sexual harassment, disability, age, or retaliation, the individual may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education or the Educational Opportunities Section (Title IX Coordinator) of the Civil Rights Division of the U.S. Justice Department of Justice, and a complaint based on religion with Title IX Coordinators of the U.S. Justice Department. If a student or employee filed a complaint with the College and believes the College's response was inadequate or believes the College has discriminated on the basis of race, color, national origin, sex, including sexual harassment, disability, age, religion, creed, pregnancy, marital status, familial status (housing only), or political beliefs, or retaliation, the individual may file a complaint with the Ohio Civil Rights Commission.

### Resources

The College's Safety and Security Annual Report of on-campus crime statistics includes forcible and non-forcible sex offenses, in lieu of the single category of rape used on previous reports, as well as statistics on dating violence, domestic violence, and stalking, in compliance with the Campus Security Act.

Copies of the Safety and Security Annual Report (required by the Student Right-to-Know and Campus Security Act of 1990) which details on-campus crime statistics for the three previous calendar years may be obtained at the following location:

**[www.edisonohio.edu/Campus-Safety-and-Security/](http://www.edisonohio.edu/Campus-Safety-and-Security/)**

Crime prevention materials concerning personal safety on campus, rape and date or acquaintance rape are available at [www.edisonohio.edu/Campus-Safety-and-Security/](http://www.edisonohio.edu/Campus-Safety-and-Security/)

During the academic year, the Campus Security Office and the Office of Student Affairs may provide sex crime prevention information through campus publications and by direct presentations to student groups on request.

### Available Counseling

The College does not offer on-campus counseling services to its students. Those students needing counseling can contact Ashley Homan in the Advising Office at 937-778-7995. Additional counseling services are available through the Miami, Shelby, or Darke County Crime Victim Services.

## Additional Resources

### *National*

- [RAINN \(Rape, Abuse and Incest National Network\)](https://www.rainn.org/) *https://www.rainn.org/*
- [National Sexual Violence Resource Center](http://www.nsvrc.org/) *http://www.nsvrc.org/*
- [National Domestic Violence Hotline](http://www.thehotline.org/) *http://www.thehotline.org/*
- [Partnership Against Domestic Violence](http://padv.org/) *http://padv.org/*
- [Peer Advocates](http://www.loveisrespect.org/) *http://www.loveisrespect.org/*
- [Drugrehab.com](https://www.drugrehab.com/guides/domestic-abuse/) *https://www.drugrehab.com/guides/domestic-abuse/*
- [Drugrehab.com in Ohio](https://www.drugrehab.com/ohio) *https://www.drugrehab.com/ohio*

### *Local*

- [Ohio Alliance to End Sexual Violence](http://oaesv.org/) *http://oaesv.org/*
- Ohio Hopes 937-498-7400
- Ohio Domestic Violence Network–Greenville 937-548-4679
- Ohio Domestic Violence Network–Sidney 937-498-7261
- Ohio Domestic Violence Network–Troy 1-800-351-7347
- Ohio Domestic Violence Network–Eaton 937-222-7233

## **PERSONS AFFECTED**

All employees and students of Edison State Community College.

## REASONABLE ACCOMMODATION FOR DISABILITIES

### PURPOSE

The purpose of this policy is to ensure compliance with the American with Disabilities Act, as amended (ADA), and, if possible, to provide reasonable accommodations to employees with disabilities.

### POLICY STATEMENT

Edison State Community College is committed to the full inclusion of all qualified individuals. As such, the College will, if possible, provide employees with disabilities who are otherwise qualified a reasonable accommodation to enable them to perform the essential functions of their jobs and to enjoy equal benefits and privileges of employment. An accommodation may be denied if the College determines it would require significant expense, be considerably difficult to arrange, or impose other undue hardship.

All employees who have a disability, as defined by the ADA and this policy, and who are otherwise qualified, are expected to perform the “essential functions” of their job duties, with or without a reasonable accommodation.

College employees who believe they have a disability are encouraged to notify their immediate supervisor and the Chief Human Resources Officer of their perceived disability. The Chief Human Resources Officer may request documentation from the employee’s physician to verify the disability.

An employee who desires a workplace accommodation must inform her or his immediate supervisor and the Chief Human Resources Officer. The supervisor and Chief Human Resources Officer will, with input from the employee, review the employee’s accommodation needs and, if possible, identify a reasonable accommodation. This process will include: 1) a job description assessment and identification of the essential functions of the job; 2) verification of the disability; and 3) identification of possible workplace modifications. Information from the employee’s physician may be necessary to assess the disability and to assist with identification of accommodation options.

If the Chief Human Resources Officer determines a reasonable accommodation is not possible, the employee may no longer be qualified for that specific employment position.

Protections and rights under the ADA are further described in governmental resources, such as the following from the EEOC at <https://www.eeoc.gov/laws/guidance/your-employment-rights-individual-disability>

### PERSONS AFFECTED

All Edison State Community College employees and applicants.

### DEFINITIONS

#### DISABILITY

An individual with a disability is defined by the Americans with Disabilities Act as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment.

## RELIGIOUS ACCOMMODATION

### PURPOSE

The purpose of this policy is to ensure compliance with applicable provisions of state and federal laws governing religious accommodations in the workplace.

### POLICY STATEMENT

Edison State Community College is committed to providing an environment that is respectful of the religious beliefs of its employees. The College will accommodate sincerely held religious beliefs, observances, and practices of its employees, if it can be reasonably done and without causing undue hardship for the College.

A religious accommodation may include, but is not limited to, allowing time for prayer during the workday, allowing time to attend a religious event and to observe a religious holiday. This may also mean modifying a College policy, procedure, or workplace requirement, provided such accommodation is reasonable and does not cause undue hardship for the College.

If an employee desires a religious accommodation during scheduled work hours, the employee should notify his or her immediate supervisor at least two weeks in advance. Supervisors are expected to make a good faith effort to identify reasonable alternative hours and to be as flexible as possible. The employee is expected to cooperate with the supervisor to help identify reasonable alternative work hours. If alternative hours cannot be identified, vacation leave may be an option. If the employee does not have sufficient hours of accumulated vacation time, leave without pay may then be an option.

If alternative hours or vacation time cannot be mutually agreed upon, the Chief Human Resources Officer will then review the matter and determine whether a reasonable accommodation can be made.

### PERSONS AFFECTED

All Edison State Community College employees, except that full-time faculty members are subject to the ESEA Agreement.

### DEFINITIONS

#### UNDUE HARDSHIP

Significant difficulty and/or expense based on College resources, including its personnel, and surrounding circumstances.

## CONFLICTS OF INTEREST AND COLLEGE COMMITMENT

### PURPOSE

The purpose of this Conflicts of Interest and Commitment policy is to ensure that employees conduct themselves in a manner that fosters public confidence in the integrity of the College and commitment of its employees, and to ensure compliance with Ohio's ethics laws.

### POLICY STATEMENT

#### General Standards of Ethical Conduct & Duty to Avoid Conflicts of Interest

All Edison State Community College employees are expected to comply with Ohio's ethics laws and avoid improper conflicts, as found in Chapters 102 and 2921 of the Ohio Revised Code. The guiding principle of Ohio's ethics laws is to prevent a public employee, including College faculty, administrators and staff, from participating in matters that involve the public employee's own financial interest or those of the employee's family or business associates. College employees must therefore conduct themselves in a manner that avoids favoritism, bias, and the appearance of impropriety. As such, no College employee, by virtue of his or her employment, may receive special treatments or favors from others who do business with the College. Nor may employees use their College position for their personal benefit or for the benefit of a family member, as defined by this policy, or non-College business associate.

#### College Commitment

All Edison State Community College employees are expected to devote their work activities to functions of the College during College work hours. Employees may not engage in external work or any activities, paid or unpaid, that could result in a conflict of interest or could interfere with their overriding commitment to the College or to the performance of their duties and responsibilities to the College. This prohibition also applies to political activities and non-College governmental work (elected or appointed office). Employees who engage in external work or activities are expected to perform such work or activity during non-College work time, without utilizing College property or resources.

If external work or activity is performed during assigned College work time, employees must use vacation time that has been pre-approved by the supervisor.

Any employee who is elected or appointed to public office must promptly notify his or her area vice president or dean upon the election or appointment.

#### Soliciting, Accepting or Using Authority for Anything of Value

Employees may not solicit or accept "anything of value" from anyone who does business with the College or is seeking to do business with the College. Nor may employees use the authority of their College position to secure "anything of value" from anyone who does business with the College or is seeking to do business with the College. Such actions are considered "misuse of official position under Ohio Revised Code Chapter 102.

If an unsolicited gift is delivered, the employees should immediately notify the supervisor. The supervisor should consult with the Chief Human Resources Officer to determine an appropriate course of action, which could include disposal, return or, as an example a food item that can be broadly distributed, sharing the gift.

The prohibitions under this section do not apply to items of nominal value. Examples include conference trinkets, a meal at a fast food or family restaurant, a promotional item, inexpensive entertainment activity, so long as they are not viewed as having a substantial or improper influence over the employee.

### Honorariums

Employees, except for non-administrative faculty, as expressly authorized in O.R.C. 102.03(H), are prohibited from soliciting or accepting an honorarium, as defined by this policy.

### Public Contracts

As directed by O.R.C. 2921.43, employees are prohibited from authorizing, approving, recommending, or in any manner influencing others to secure a College contract in which the employee or family-member or non-College business associate has a financial or personal interest. In order to avoid even the appearance of impropriety, employees may not participate in any College decision-making process, formally or informally, regarding a College contract that could provide a personal benefit.

Employees, their family members and/or non-College business associates are specifically prohibited from having an interest in the profits or benefits of a College contract that has not been competitively bid. These individuals are not considered to have an interest in a College contract if the following four-part test is met:

- The supplies or services that are the subject of the College contract is necessary for the College; and
- The supplies or services are not obtainable elsewhere for the same or lower cost, or the supplies or services are being furnished as a part of a continuing contract; and
- The treatment accorded the College is either preferential to or the same as that accorded other customers or clients in similar transactions; and
- The entire transaction is conducted at arm's length, with full knowledge of College administrators who are evaluating the transaction of the individual employee's conflict and the employee takes no part in the deliberation or decision with respect to the contract.

### Ohio's Ethics Laws

It should be realized that every type or source of conflict of interest cannot possibly be outlined in this policy. Ohio laws concerning conflicts of interest, namely Ohio Revised Code Chapter 102 and Ohio Revised Code Sections 2921.42 and 2921.43, must be adhered to in the conduct of any duties related to employment with the College. A summary of Ohio's ethics laws and guidance from the Ohio Ethics Commission can be found at [www.ethics.ohio.gov](http://www.ethics.ohio.gov).

### Disclosing Conflicts & Reporting Violations

To avoid conflicts of interest and violations of this policy, circumstances actually or potentially involving such conflict should be promptly and fully disclosed to the College's Chief Human Resources Officer. Such consultation should, of course, occur before, not after, the taking of any action that might raise ethical issues. Known or suspected violations of this policy should also be reported to the Chief Human Resources Officer.

### Discipline and Other Sanctions

Failure to abide by this policy and/or Ohio's ethics laws may result in College discipline up to and including termination. Known violations may also be referred to the Ohio Ethics Commission and local prosecutor for possible civil and criminal sanctions.

### **PERSONS AFFECTED**

All Edison State Community College employees.

## **DEFINITIONS**

### **ANYTHING OF VALUE**

Includes anything of monetary value, including, but not limited to, money, loans, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. "Value" means worth greater than de minimis or nominal.

### **FAMILY MEMBER**

Spouse, parent, stepparent, child, stepchild, grandparent, grandchild, sibling, and any other individual related to the employee by blood or marriage if that individual lives in the same household with the employee.

### **HONORARIUM**

Any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or similar gathering. "Honorarium" does not include ceremonial gifts or awards that have insignificant or nominal monetary value.

## NEPOTISM

### PURPOSE

The purpose of this policy is to establish a uniform and consistent process for hiring and employment decisions of members of the same family, and to ensure compliance with Ohio's ethics laws regarding nepotism.

### POLICY STATEMENT

Edison State Community College does not prohibit the employment, appointment or promotion of an employee's family member, as defined by this policy. Such employment decisions for all College employees, including family members, will be based on qualifications and performance.

No College employee may use his/her College position or influence to hire, promote or give preferential treatment to any family member. Internal and external applicants are required to self-disclose, at the time of application, if the position for which they are applying reports to or supervises a family member or is in the reporting or supervisory line.

No College employee may supervise or be in the supervisory line of a family member. Nor may any employee be assigned to a College position that is in a supervisory line that includes a family member.

If a situation arises that would or could result in a conflict with this policy, the matter must be referred to the Chief Human Resources Officer. Affected employees have a duty to cooperate in making alternative arrangements.

### PERSONS AFFECTED

All Edison State Community College employees, including adjunct and other part-time employees, and employee-candidates.

### DEFINITIONS

#### NEPOTISM

Showing favoritism, without regard to merit, through authority or influence by someone in a position of authority, toward family members or others for whom the employee is legally responsible. In the workplace setting, favoritism is shown by giving preferential treatment in any employment action to a family member.

#### FAMILY MEMBER

Includes spouses, domestic partners, parents, children and siblings, including stepparents, stepchildren and stepsiblings, even if the parties do not reside in the same residence. Also included is any other person who is related to the official by blood or by marriage (e.g., uncles, aunts, cousins, nieces, nephews and in-laws) and who lives in the same household with the official.

## POLITICAL ACTIVITY

### PURPOSE

The purpose of this policy is to provide guidance to Edison State Community College Employees for participation in political activities.

### POLICY STATEMENT

Edison State Community College employees are encouraged to fully and freely exercise their constitutional right to vote, as well as express their personal opinions regarding political candidates and issues to the extent permitted by law. However, as employees of a public tax-exempt institution, there are restrictions on exercising these rights, as delineated in this policy and applicable laws and regulations.

College employees are free to express political opinions; however, such expression cannot imply official College endorsement, sanction, or action. Employees shall not place political activity stickers, banners, flyers or literature on College bulletin boards, in and on College buildings, or on any College property. No College letterhead or insignia shall be used in any political activity. Employees shall not use any College worktime, facilities, email, faxes, copiers, support services, resources, equipment or services for political activity. College employees may in their capacity as private citizens and outside of their College worktime and duties, express opinions on matters of political, social or other public concerns, provided that the expressed opinions do not suggest College endorsement.

Whether a faculty or administrative staff member may hold a non-College elected or appointed position is dependent upon the compatibility of the two positions involved. Service in an appointed or elected position is prohibited when such position is subordinate to or in any way a check upon a position concurrently occupied by the employee, or when it is physically impossible for one person to discharge the duties of both positions, or if some specific constitutional or statutory bar exists prohibiting a person from serving both positions. Employees should contact the office of human resources for information on running or holding public office.

### Classified Employees

Ohio Revised Code §124.57 prohibits classified employees from engaging in certain political activities, including soliciting or receiving political contributions for any political party, for any candidate for public office, or from any officer of employee in the classified service of the state. Classified employees are also prohibited from participating in certain partisan activities as set forth in Ohio Administrative Code §123:1-46-02, these partisan activities include but are not limited to:

- Candidacy for public office in a partisan election.
- Candidacy for public office in a nonpartisan general election if the nomination to candidacy was obtained in a partisan primary or through the circulation of nominating petitions identified with a political party.
- Circulation of official nominating petitions for any candidate participating in a partisan election.
- Service in an elected or appointed office in any partisan political organization.
- Acceptance of a party-sponsored appointment to any office normally filled by partisan elections.
- Campaigning by writing for publications, by distributing political material, or by writing or making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success.
- Participation in a political action committee which supports partisan activity.

See Ohio Administrative Code §123:1-46-02 for a complete list of applicable rules regarding political activity affecting the above employees.

**PERSONS AFFECTED**

All Employees of Edison State Community College.

## WORK SCHEDULE, OVERTIME AND COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES

### PURPOSE

The purpose of this policy is to ensure uniformity in the granting of overtime and compensatory time and to ensure compliance with the Fair Labor Standards Act and applicable provisions of the Ohio Revised Code by establishing guidelines for the development of employee schedules.

### POLICY STATEMENT

#### Standard Work Week and Work Schedule

The Edison State Community College work week is forty (40) hours. It begins on Saturday morning at 12:00 AM and ends the following Friday at 11:59 PM.

Supervisors should establish a schedule for all employees, both part-time and full-time based on the needs of the department. All College employees are required to follow the work schedule determined by their supervisors for their respective work areas. Overtime and compensatory time apply to employees who are defined as non-exempt in current wage-hour regulations as they apply to the College. In order to maintain budget and schedule control, schedules should be administered to prevent employees from working in excess of forty (40) hours in a week. Part-time employees should maintain a consistent schedule that establishes regularly scheduled hours and aligns with the full time equivalency (FTE) of their assigned position. Supervisors are expected to plan the work of employees that includes a lunch, to minimize the need for overtime.

Supervisors may also utilize flex time within a given work week to avoid overtime, if such work arrangement is agreed upon by both the supervisor and non-exempt employee. Generally, an employee should not be allowed to work through his/her lunch period, come in early, or work late unless authorized by the supervisor.

Employees who repeatedly fail to meet the required work schedule are subject to the College's disciplinary process.

#### Approval of Overtime and Use of Compensatory Time

Non-exempt employees must receive approval by the supervisor prior to working overtime. In those rare circumstances in which a supervisor determines it necessary for a non-exempt employee to work in excess of forty (40) hours during any calendar week:

1. Employee will be compensated for time over forty hours at a rate of one and a half times the employee's regular pay and should complete a time sheet for those hours over forty.
2. An employee may elect to take compensatory time off in lieu of overtime also at a time and one-half basis.
3. An employee should be "paid out" for unused overtime at a rate of time and one-half up to 240 hours, and at their regular rate of pay for hours of comp time over 240 hours. Accrued and unused comp time should be paid at a rate that is the greater of: the employee's final regular rate of pay or the employee's average rate of pay during the employee's last three years of employment with the state.

Compensatory time is not available for use until it appears in the employee's WebAdvisor account.

Compensatory time should be taken at a time mutually agreed upon between the supervisor and non-exempt employee and within 180 calendar days from when it was earned.

## **PERSONS AFFECTED**

All non-exempt Edison State Community College employees.

## **DEFINITIONS**

### **NON-EXEMPT EMPLOYEE**

Employee eligible for overtime pay or compensatory time off according to federal and state law.

### **FULL TIME EQUIVALENCY**

Edison State considers 40 hours per week, or 2080 hours per year, as full time status. Annual part time hours are divided by the full time equivalency of 2080 to determine the FTE status.

## EMPLOYEE CODE OF CONDUCT & DISCIPLINARY ACTION

### PURPOSE

The purpose of this policy is to establish expectations regarding the behavior and code of conduct for all Edison State employees and to provide established guidelines for disciplinary action and potential penalties.

### POLICY STATEMENT

It is the policy of Edison State Community College (the “College”) that employees shall demonstrate a high level of personal integrity at all times and maintain exceptional ethical standards, and avoid perceived conflicts, as outlined in the Ohio Ethics Laws. All employees of state-assisted colleges, including Edison State Community College, are covered by Chapters 102 (*Ethics*) and 2921 (*Offenses Against Justice and Public Administration*) of the Ohio Revised Code.

### EMPLOYEE CORE VALUES

Employees are expected to exemplify the following College Employee Core Values Statements in their behavior and conduct:

- We are accountable to ourselves and to each other to strive for excellence.
- I will maintain integrity to promote trust and cooperation.
- My interactions will express respect for equality and diversity of all.
- I will be adaptable and responsive in an ever-changing world.
- My actions will promote a positive environment.
- We will be responsible stewards of our resources.

### CONFLICTS OF INTEREST

Employees must exercise care to avoid conflicts of interest. Employees of the College are prohibited from acting primarily in self-interest or furthering their private interests by virtue of their position with the College or through their employment responsibilities. An employee’s primary responsibility is to the College and this responsibility should take precedence over all other working relationships. An employee’s external interests should not compromise their ability to act in the best interest of the College and must not bring the College into disrepute.

#### Misuse of Official Position

College employees are prohibited from using or authorizing the use of the authority or influence of their position to secure anything of value for the employee or the employee’s immediate family. This includes soliciting or accepting anything of value that has the appearance of a substantial and improper influence upon the employee with respect to the duties of their position, using their position to advance the interest of their private business, and engaging in outside occupation or business that has the potential of creating a conflict of interest with their duties as a College employee. Use of facilities, resources or paid time from Edison State to conduct private business is prohibited as well as the selling of services or property that are part of the employee’s duties to provide as a College employee.

#### Acceptance of Gifts and Supplemental Compensation

College employees are prohibited from accepting, soliciting, or utilizing their employment to secure anything of value from an improper source that could have a substantial and improper influence on the

performance of the employee's duties. Small gifts in minimal quantities may be acceptable in the event that, collectively, the gifts do not present an appearance of impropriety.

College employees may not accept as compensation any item of any value for the performance of their public duties. This includes honoraria for speech performance, written publications, or public or private events, meetings, conferences, etc. unless the honoraria is completely unrelated to the employee's duties as an employee of Edison State or provided by an interested source.

### Hiring/Supervisory Practices

College employees are prohibited from using the authority or influence of their position to secure employment, benefits, promotions, preferential treatment, or College admission for a person related by blood or marriage, for business associates, for others with whom they have a significant relationship, or for those with whom they are currently having a romantic and/or sexual relationship.

College employees shall not supervise, either directly or through the indirect reporting structure, any person related by blood or marriage, business associates, others with whom they have a significant relationship, or those with whom they are currently having a romantic and/or sexual relationship.

When a situation contrary to this policy arises through marriage or the development of a significant or romantic and/or sexual relationship, the parties must report the situation to the Chief Human Resources Officer who will work with them to resolve the conflict through options of departmental transfer, restructure of reporting lines, or resignation of one of the parties.

Employees who have not self-reported and are determined to have violated this policy shall be subject to disciplinary action in accordance with this policy.

### College Employee Relationships with Students

The policies and procedures of Edison State Community College are established to preserve the academic mission of the College. Romantic and/or sexual relationships with students by those with supervisory authority over that student undermines that mission and creates a disparity in power. Such a disparity in power makes coercion possible, even where there is no explicit or intended threat, because considerations of the College employee's authority may influence a student's consent to a relationship. Additionally, the termination or initiation of such relationships may lead to sexual harassment or be characterized by conduct that may be perceived as sexual harassment. Romantic and/or sexual relationships are not acceptable between College employees and any student over which they have substantial authority. Examples include but are not limited to a student's grades, progress, assessments, academic schedule, degree completion, participation in athletics or student organizations, employment, student evaluations, disciplinary sanctions, finances (including but not limited to scholarships and financial aid), judgments related to academic status, enrollment or matriculation.

When a situation contrary to this policy arises due to the enrollment of a student with whom a romantic and/or sexual relationship already exists or through the development of such a relationship, the parties must report the situation to the Chief Human Resources Officer who will work with them to resolve the conflict through restructure of duties and/or class schedules. Failure to report such a relationship will be

treated as a major violation of College policy. Such conduct will subject College employees to disciplinary action up to and including termination.

### **Retaliation**

No one shall suffer penalty or retaliation, including any actions that may dissuade a reasonable person from making or supporting a charge, or for reporting a relationship that violates this policy. Retaliation against any person for bringing forward or participating in any investigation of a complaint under this policy forms independent grounds for appropriate disciplinary action.

### **Confidentiality**

Employees must respect the confidentiality of the College and are not permitted to use College resources or information that is not publicly available for the private benefit of any person.

## **INAPPROPRIATE CONDUCT**

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace and subject to discipline. In addition to violations of the preceding examples of College Employee Core Values Statements and Conflicts of Interest, the following are additional examples of violations that may result in employee disciplinary action, up to and including termination:

1. Employees shall refrain from behavior that might be harmful to themselves or any other member of the College community, or the College.
2. Jeopardizing the safety or welfare of students another employee or employees, or the public. Examples include but are not limited to:
  - a. Provoking a fight, fighting or threatening violence
  - b. Negligent act or improper conduct that leads to harm or injury
  - c. Abuse of alcohol or controlled substances on College premises, at College events or activities, or while operating College equipment, that results in an accident, or harm, or injury, or harassment
3. Sexual exploitation
  - a. Prostituting another person;
  - b. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity
  - c. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information
  - d. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex)
  - e. Engaging in non-consensual voyeurism
  - f. Knowingly transmitting an STI, such as HIV, to another without disclosing your STI status
  - g. Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals
  - h. Possessing, distributing, viewing or forcing others to view illegal pornography
4. Interfering with College operations
5. Theft, misappropriation, or unauthorized removal or possession of College property or the property of any other employee. Examples of College property include, but are not limited to College equipment, College supplies, College funds and other College resources.
6. Falsifying timekeeping records or employment records, or any other College documents.

7. Insubordination or other disrespectful or disruptive conduct. Examples include but are not limited to the following:
  - a. Refusal to follow a direct, valid work order or actively challenging or criticizing a superior's orders
  - b. Showing or displaying disrespect towards a supervisor, another employee, student or the public
  - c. Bullying another employee, a student or the public. Bullying behavior includes intimidation, coercion, aggression or abuse.
8. Violation of any safety, health, or security rule, policy or procedure or any other College policy, or procedure
9. Failure to meet standards of the profession.
10. Sleeping on the job.
11. Utilizing College resources or work hours to view or share pornographic materials or to use location-based social networking applications to solicit sexual relationships or view or share pornographic materials
12. Habitual tardiness, excessive unauthorized absenteeism, or abuse of sick leave or of a leave of absence.
13. Incompetence and/or failure to successfully correct performance
14. Misrepresentation of formal credentials or job-related experience;
15. Conviction of a felony or major misdemeanor;
16. Any other reason of similar seriousness or magnitude.

#### **Administrative Leave & Internal Investigation**

An employee may be placed on administrative leave with pay when the College determines, at its discretion, a violation of College policy, the health or safety of any College employee, student or person, or College property could be adversely affected. Notification is normally made by the Chief Human Resources Officer. The College may determine necessary to conduct an internal investigation to review the circumstances and facts surrounding an employee's alleged misconduct. Employees who fail to cooperate with the College's internal investigations may receive disciplinary action up to and including termination. During the administrative leave, the employee's access to College facilities, property, and resources may be restricted or denied.

#### **DISCIPLINARY ACTION**

Disciplinary action is intended to provide an opportunity for correction of performance and/or behavior. While the College will attempt to observe the principle of progressive discipline, the severity of the discipline should ultimately reflect the seriousness of the infraction. For serious offenses, the College may implement a suspension without pay or immediately move to termination.

#### **Verbal Warning**

A verbal warning is an oral conversation between the immediate supervisor and the employee. In some circumstances the verbal warning may also include the Chief Human Resources Officer. Verbal warnings are typically issued for first-time minor offenses. The verbal warning serves to inform the employee of the performance problem or infraction and to provide instruction to avoid future repetition of the problem. When the Chief Human Resources Officer is not directly involved, the supervisor is responsible for issuing and documenting a verbal warning.

#### **Written Warning/Performance Improvement Plan**

A written warning is a formal notice to the employee when the employee's performance or behavior is not corrected within a reasonable period or if the offense itself warrants discipline above a verbal

warning. The written warning, which may include a Performance Improvement Plan (the “Plan”), serves to formally document the problem or problems. Probation may be included. The length of the probation period and the content of the Plan are determined by the supervisor, in consultation with the Chief Human Resources Officer. The goal is for the employee to improve performance and/or conduct and to avoid a repeat of the problem in order to maintain employment with the College. The written warning is jointly issued by the immediate supervisor and the Chief Human Resources Officer. The employee is expected to sign an acknowledgement and understanding of the written warning. The written warning and employee acknowledgment are maintained in the employee’s personnel file in Human Resources.

### **Final Written Warning**

A final written warning is viewed as more serious than a regular written warning and may be given without prior disciplinary action. A final warning includes a Performance Improvement Plan (the “Plan”) and may include probation. The length of the probation period and the content of the Plan are determined by the supervisor, in consultation with the Chief Human Resources Officer. A final written warning is considered a “last chance” opportunity to correct or improve performance to maintain employment and avoid termination. The written warning is jointly issued by the immediate supervisor and the Chief Human Resources Officer. The employee is expected to sign an acknowledgement and understanding of the final written warning. The final written warning and employee acknowledgment are maintained in the employee’s personnel file in Human Resources.

### **Termination**

A termination action is reserved for serious offenses and/or deficiencies and when the opportunity for correction or improvement is not prudent or appropriate. The Chief Human Resources Officer is responsible for issuing the termination notice, which may be made orally or in writing. Depending upon the urgency, the employee’s immediate supervisor may not be present at the notification. The termination is effective immediately upon notification.

### **Suspension Without Pay**

A suspension without pay is a higher-level form of discipline for a serious offense or performance deficiencies. The written notification of the suspension is jointly issued by the Chief Human Resources Officer and immediate supervisor. The notification includes the reason(s) for the disciplinary action and the period of time for the suspension. The disciplinary action typically begins immediately upon notice, but the employee will have an opportunity to respond in writing to the President of the College. Upon return to work, the employee will be subject to a Performance Improvement Plan that is determined by the supervisor, in consultation with the Chief Human Resources Officer. The employee may also be placed on probation. The suspension notification and employee acknowledgment are maintained in the employee’s personnel file in Human Resources.

### **Staff Appeal of Adverse Action**

An employee who receives an adverse personnel action resulting in suspension, or demotion, or loss of pay, or an action of similar severity is entitled to utilize the Staff Appeal Procedure 3358-3-10.

## **DEFINITIONS**

### **CONFLICT OF INTEREST**

Conflict of interest exists when an individual has an external interest, financial or otherwise, that could impact

their conduct at the College. This may occur when the external interest provides, directly or indirectly, a motivation or incentive to influence the individual's conduct in exercising their employment responsibilities. This creates a risk that the individual's judgment or actions could be, or could be seen to be, unduly influenced by that external interest. "Conflict of interest" includes both actual and apparent conflicts of interest.

**ANYTHING OF VALUE**

Money, goods, personal property, and every other thing of value, including the promise of future employment, except items of nominal or *de minimis* value.

**BUSINESS ASSOCIATES**

Business associates are defined as parties who are joined together in a relationship for business purposes or acting together to pursue a common business purpose or enterprise.

**SIGNIFICANT RELATIONSHIP**

A significant relationship refers to those living together as a spousal or family unit when not legally married or related where the nature of the relationship may impair the objectivity or independence of judgment of one individual working with the other.

**SUPERVISION**

Supervision refers to the responsibility to influence and/or have oversight of another employee's hire, transfer, suspension, layoff, recall, promotion, discharge assignment, reward, compensation, discipline, or settlement of disciplinary grievances/appeals.

**IMMEDIATE FAMILY**

Means spouse, parent, step-parent, child, step-child, siblings, step-siblings grandparent, grandchild, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, or persons living in the employee's household, and other legal dependent, such as a foster child or legal ward or legal guardian or nearest blood relative.

**SEXUAL EXPLOITATION**

Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited.

**PERSONS AFFECTED**

All Employees of Edison State Community College. Full-time faculty members are subject to the ESEA Contract.

## EMPLOYEE TRAVEL AND REIMBURSEMENT

### PURPOSE

The purpose of this policy is to provide an effective College process for the review and approval of employee travel and related expenses.

### POLICY STATEMENT

Edison State Community College recognizes that some employee travel is necessary to support and advance the mission of Edison State Community College. As such, it is the policy of Edison State Community College to reimburse employees for reasonable business-related travel costs to attend a College approved meeting or conference or to otherwise perform their official College duties. All employee travel is subject to budget availability and administrative approval.

#### Advanced Approval Required for Employee Out-of-State Travel & Overnight Travel

All employee travel that involves out-of-state and/or overnight lodging must be approved by the employee's supervisor in advance of the travel date. Employee requests to attend an out-of-state conference will be reviewed based upon the employee's need for professional development and value to the College as well as budget availability and whether the associated costs are reasonable. The College's determination of reasonable costs will include, but are not limited to, the type and length of transportation, number of employees attending, lodging and fees. Requests to attend an out-of-state meeting will be evaluated upon the business relationship to the College and the employee's position and responsibilities.

#### Reimbursement

The College will reimburse employees for costs and expenses related to the College authorized travel that are allowable and in accordance with the established College procedure. Such procedure will identify parameters for cost-effective travel for both in-state and out-of-state travel, including, but not limited to approvals for travel between College campuses, uniform mileage reimbursement for privately owned vehicles, vehicle rentals, other modes of transportation, lodging, meals, including a per diem rate, and other related but reasonable expenses.

In no case will the College reimburse employees for alcoholic beverages or personal items.

#### Procedure and Travel Request Form

It is the responsibility of the Chief Human Resources Officer to have a procedure and forms in place to administer this policy.

### PERSONS AFFECTED

All Edison State Community College Faculty and Staff.

## HOLIDAYS & ACADEMIC BREAKS

### PURPOSE

The purpose of this policy is to identify holidays and academic break days when the College is officially closed and to provide a benefit for eligible employees.

### POLICY STATEMENT

A. Edison State Community College observes the following State designated holidays:

1. New Year's Day (January 1)
2. Martin Luther King Day (Third Monday in January)
3. President's Day (Scheduled day during Winter academic break to be determined each year by the President)
4. Memorial Day (Last Monday in May)
5. Juneteenth (June 19)
6. Independence Day (July 4)
7. Labor Day (First Monday in September)
8. Columbus Day (Observed on the day after Thanksgiving Day)
9. Veterans Day (November 11)
10. Thanksgiving Day (Fourth Thursday in November)
11. Christmas Day (December 25)

Holidays that fall on a Saturday are observed on the preceding Friday; holidays that fall on a Sunday are observed on the following Monday.

- B. The College will be closed from December 24 through January 1 during the academic winter break, with two additional days of flexibility as determined by the President.
- C. Administrative, professional/technical, and classified staff members, including part-time, will receive one (1) day off during the month of their birthday. Employees are required to give advance notice of the identified day to his or her direct supervisor and obtain the supervisor's approval.
- D. Employee Paid Benefit
1. All eligible staff members are entitled to regular pay for the holidays and academic winter break days identified in this policy. Eligible full-time staff members are eligible to eight (8) hours of pay for each holiday or academic winter break day that falls within their work schedule. Eligible part-time staff members are entitled to holiday pay prorated according to their part-time status and academic winter break pay for regularly scheduled hours.
  2. If a holiday or winter break closure day occurs during a period of paid sick leave or vacation leave, the individual staff member will not be charged for sick leave or vacation for that day.

Staff members who are on a leave of absence without pay are not entitled to pay for holidays or winter break closure days. In addition, leave of absence starting dates and return dates will not be on a holiday.

### PERSONS AFFECTED

All eligible Edison State Community College staff members.

### DEFINITIONS

#### ELIGIBLE EMPLOYEE

Is an individual employee who is employed as a regular administrative, professional/technical, or classified employee (including grant-funded) with at least 50% FTE.

## VACATION

### PURPOSE

The purpose is to provide accrued vacation leave as a fringe benefit to eligible administrative, professional/technical, and classified Edison State Community College employees.

### POLICY STATEMENT

It is the policy of Edison State Community College to provide employees with the opportunity to have some time away from work in order to ensure their physical and mental wellbeing.

Vacation leave accrued time is accrued semi-monthly from the date of hire, based upon length of service and categories in accordance with the following schedules:

#### Administration

0 through 4 Years of Service: 160 Hours  
5 through 9 Years of Service: 180 Hours  
10+ Years of Service: 200 Hours

- For the purposes of determining qualification for increased vacation accrual, anniversary dates for individual employees will be computed from the first day of the month in which they were employed.
- Administrative employees who work part-time as defined in Employee Categories and Definitions Policy will accrue vacation on a prorated basis in accordance with their length of employment and percent of annual time worked.
- Accrued vacation leave may be carried forward from one fiscal year to the next, except that the number of vacation hours carried forward cannot exceed that which would be normally earned by the administrative employee during a full year of service.

#### Professional/Technical

0 through 4 Years of Service: 120 Hours  
5 through 9 Years of Service: 140 Hours  
10 through 14 Years of Service: 160 Hours  
15 through 19 Years of Service: 180 Hours  
20+ Years of Service: 200 Hours

- For the purposes of determining qualification for increased vacation accrual, anniversary dates for individual employees will be computed from the first day of the month in which they were employed.
- Professional/technical employees, who work part-time as defined in Employee Categories and Definitions Policy, will accrue vacation on a prorated basis in accordance with their length of employment and percent of annual time worked.
- Accrued vacation leave may be carried forward from one fiscal year to the next, except that the number of vacation hours carried forward cannot exceed that which would be normally earned by the professional/technical employee during a full year of service.
- This section applies to professional/technical employees hired, promoted, or transferred as of July 1, 2013.

## Classified

- 0 through 4 Years of Service: 80 Hours
- 5 through 9 Years of Service 120 Hours
- 10 through 14 Years of Service: 140 Hours
- 15 through 19 Years of Service: 160 Hours
- 20 through 24 Years of Service: 180 Hours
- 25+ Years of Service: 200 Hours

- For the purposes of determining qualification for increased vacation accrual, anniversary dates for individual employees will be computed from the first day of the month in which they were employed.
- Classified employees, who work part-time as defined in Employee Categories and Definitions Policy, will accrue vacation on a prorated basis in accordance with their length of employment and percent of annual time worked.
- For employees hired as of July 1, 2013, accrued vacation leave may be carried forward from one fiscal year to the next, except that the number of vacation hours carried forward cannot exceed that which would be normally earned by the classified employee during a full year of service.
- For employees hired prior to July 1, 2013, accrued vacation leave may be carried forward from one fiscal year to the next, except that the number of vacation hours carried forward cannot exceed that which would be normally earned by the classified employee during two (2) years of service.

Pursuant to ORC 9.44(A), employees who were previously employed by the State of Ohio or a State of Ohio political subdivision are entitled to have their prior service time with any of these employers counted as service time with the College for the purpose of computing the employee's vacation accrual rate.

## **PERSONS AFFECTED**

All benefits eligible administrative, professional/technical, and classified Edison State Community College employees. Full-time faculty members are subject to the sick leave provision in the ESEA Agreement.

## **DEFINITIONS**

### **BENEFITS ELIGIBLE EMPLOYEES**

Means administrative, professional/technical, and classified employees, excluding temporary employees, who work twenty (20) or more hours a week for 52 weeks per year (1040 hours each year).

## SICK AND BEREAVEMENT LEAVE

### **PURPOSE**

The purpose of this policy is to ensure compliance with Ohio Revised Code Section 124.38 and to provide sick leave as a fringe benefit to eligible Edison State Community College employees and to set parameters for its authorized use.

### **POLICY STATEMENT**

It is the policy of Edison State Community College to provide accrued sick leave as a fringe benefit to eligible College employees and to allow eligible employees to use accrued sick leave without loss of pay or fringe benefits and to further allow such sick leave to continue to accrue and be in full force during the time an eligible employee is authorized to be absent from work.

### **Sick leave Accrual**

Full-time eligible employees accrue five (5) hours of sick leave for each completed eighty (80) hour pay period. Part-time eligible employees accrue sick leave on a prorated basis. Sick leave does not accrue during unpaid leave. Unused sick leave is cumulative without limit.

### **Sick leave use**

- Eligible employees may use accumulated sick leave, if approved by the responsible supervisor, for self or for an immediate family member due to illness, pregnancy, injury, exposure to a contagious disease, or medical/wellness examination or treatment.
- Eligible employees may also use up to five (5) days of accumulated sick leave for the death of an immediate family member
- Employees who take more than three (3) consecutive sick leave days for a qualifying event identified in the College's Family Medical Leave (FML) Policy, are subject to the FML policy requirements, including, but not limited to, medical and return to work certifications.
- Sick leave is charged in 15-minute increments.

### **Leave Donation Program**

Eligible employees may donate accumulated leave hours or request additional leave in accordance with the College's Leave Donation Policy.

### **Balance transfer of sick leave**

An employee's sick leave balance that had been accumulated in the public service for the State of Ohio entity or a State of Ohio political subdivision may be transferred to the College, provided the employee's College employment date occurs within ten (10) years and proof of accrued sick leave is provided by the transferring Ohio public entity and other conditions are met as required by the Ohio Revised Code.

### **Sick leave payout at retirement**

An employee having five (5) or more years of public service with the State of Ohio or any of its political subdivisions will be eligible for a sick leave payout at the time of retirement from active service. In order to be eligible for the sick-leave payout, the employee must, at the time of separation, be eligible for retirement benefits as determined by the applicable retirement system. Such payment will be made only once, and the maximum payment will be one-fourth of 252 days or a maximum payment of 504 hours. Payment is based upon the rate of compensation at the time of retirement. Upon payment, the employee's sick leave balance will be zero (0), regardless of the number of hours accumulated from employment by the College or another employer.

## **PERSONS AFFECTED**

All benefits eligible Edison State Community College employees. Full-time faculty members are subject to the sick leave provision in the ESEA Agreement.

## **DEFINITIONS**

### **BENEFITS ELIGIBLE EMPLOYEES**

Means all employees, excluding temporary employees and adjuncts, who work twenty (20) or more hours a week.

### **IMMEDIATE FAMILY MEMBER**

Means spouse, parent, step-parent, child, step-child, siblings, step-siblings grandparent, grandchild, brother-in-law, sister-in law, daughter-in-law, son-in-law, father-in-law, mother-in-law, or persons living in the employee's household, and other legal dependent, such as a foster child or legal ward or legal guardian or nearest blood relative.

### **“AT THE TIME OF RETIREMENT FROM ACTIVE SERVICE”**

Within 90 days of retirement election with the State of Ohio or any of its political subdivisions.

## UNPAID LEAVE OF ABSENCE

### PURPOSE

The purpose of the Edison State Community College leave of absence policy is to provide a uniform process for College employees to request unpaid leave in certain circumstances and to provide parameters for College administrators for granting employee requests.

### POLICY STATEMENT

Edison State Community College recognizes that employees, in certain and justifiable circumstances, may need to take an unpaid leave of absence from their College employment. As such, the College may grant leave without pay to an employee for the following reasons: (a) a serious medical condition that requires additional leave beyond the time provided under the College's Family and Medical Leave (FML) Policy; (b) complete an advanced degree or engage in other professional development; or (c) major personal matter. The granting of a leave of absence without pay is within the discretion of the College and is not automatic.

The College may grant an unpaid leave of absence for up to six months, subject to written approvals from the appropriate vice-president, the Chief Human Resources Officer with final written approval of the College President. Approval will be determined, in part, upon the leave's impact upon the College and will normally not be granted to probation employees. In no case will leave be granted for the purpose of seeking or accepting other employment, including self-employment. A leave of absence may not be extended beyond six months.

### Medical Hardship

Employees may request unpaid leave for a serious medical hardship or disability. Unpaid leave taken under the FML policy will be counted in determining the maximum amount of leave granted. Employees who have been employed at the College for less than twelve months or are otherwise not eligible for FML may be eligible for unpaid leave under this policy. All accrued compensatory time, sick leave and vacation leave balances must be used in this order and exhausted prior to approval of unpaid leave for medical hardship. Employees are encouraged to seek sick leave hours prior to requesting unpaid leave for a medical hardship. (*See Leave Donation Policy*)

Employees must provide Human Resources a medical certification from the employee's or family member's medical provider prior to final approval. Employees who seek an extended leave from FML must provide a medical re-certification.

Prior to return to work, the employee must submit to Human Resources a written release completed by the employee's health care provider. This release must clearly state when the employee is able to return to work and whether the employee has any restrictions in performing his/her regular job duties. The release should be submitted in advance of the employee's return to work if possible, but no later than the employee's first day back to work.

### Professional Development

Employees may request unpaid leave to complete an advanced degree or to engage in a professional activity to improve their professional competence. Employees must submit a written request that details the professional objectives of the leave and, upon return to work, the employees must submit a written report that details the professional accomplishments. All accrued compensatory time and vacation leave must be exhausted as a condition for approval of unpaid leave.

### **Major Personal Matter**

Employees may request unpaid leave to address or take care of a major non-medical personal or family matter or issue. Examples include administering a family member's estate and taking care of multiple matters after a house fire. Employees are required to provide documentation of the matter or event. All accrued compensatory credits and vacation leave must be exhausted as a condition for approval of unpaid leave.

### **Benefits**

Vacation and sick leave credits do not accrue during an unpaid leave. Nor do employees receive holiday pay during an unpaid leave period.

### **Health Insurance Coverage**

The College will maintain coverage under the group health plan for the duration of approved unpaid leave, conditioned upon the employee paying the employee's share of the premium. While on leave, the employee must continue to make this payment to the College by the first day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. If the employee fails to return at the end of the scheduled unpaid leave, the College may recover the premium that the College paid for maintaining coverage for the employee during the unpaid leave.

### **Return and Reinstatement**

Upon the conclusion date of the scheduled unpaid leave and if the employee has complied with this policy, the employee will be reinstated to the same or similar position of employment. Failure to return to service upon the leave conclusion date is cause for disciplinary action up to and including termination of employment.

If it is discovered that leave is not being used for the specific reason(s) granted, the Chief Human Resources Officer may cancel the leave and direct the employee to return to work, subject to possible disciplinary action.

If the unpaid leave was for a medical reason(s), a medical certification is required. (See the medical hardship section in this policy.)

The employee may return to active pay status prior to the scheduled expiration of the unpaid leave, if early return is agreed to by both the employee and the College.

### **PERSONS AFFECTED**

All full-time benefits eligible Edison State Community College employees. Full-time faculty members are subject to the leave provisions in the ESEA Agreement.

## FAMILY AND MEDICAL LEAVE

### PURPOSE

The purpose of this policy is to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA).

### POLICY STATEMENT

It is the policy of Edison State Community College to support a work environment that offers solutions for the complex issues employees face in balancing work and family commitments. In accordance with the Family Medical Leave Act of 1993 (FMLA), College eligible employees may take up to twelve (12) workweeks of Family Medical Leave (FML) or twenty-six (26) workweeks of military-caregiver leave, which may include intermittent leave, for specified family and medical reasons, with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Employees will be paid through utilization of the employee's accrued leave account. If accrued leave is exhausted, the remaining leave period will be unpaid.

### Eligibility requirements

An employee is eligible for FMLA if the employee meets all of the following:

- Employed by the College for at least twelve months. If the employee has had a break in employment of seven years or less from the College, that previous time of employment will be counted towards the 12-month eligibility requirement. Employees who had a break in employment of seven years or more due to fulfillment of National Guard or Reserve military service obligations will have this time counted toward the 12-month eligibility requirement.
- Worked at least 1,250 hours during the twelve months immediately preceding the start of FML (60.1% FTE or greater).
- Incur a qualifying FML event.

### Qualifying FML events

An FML eligible employee may take up to twelve workweeks of job protected leave for a qualifying event that is recognized under the FMLA, which includes:

- Birth of a child and/or care for the newborn child within first year of birth.
- Placement with the employee of a child for adoption or foster care and/or care for the child within one year of placement.
- Care for the employee's immediate family member who has a serious health condition.
- A serious health condition of the employee that prevents the employee from performing the essential functions of his or her job as certified by a health care provider.
- A qualifying exigency, as defined in 29CFR 825.126, arising out of the fact that the employee's immediate family member is a covered military member on "covered active duty."

Eligible employees may also take up to twenty-six (26) workweeks of job protected military-caregiver leave during a single 12-month period to care for an immediate family member who is a covered service member and meets the qualifying events described in the FMLA.

### Application and Use of FMLA

- Time taken for an FMLA qualifying event will be counted as FMLA. FMLA balances are determined on a rolling twelve (12)-month period.
- The employee's accrued compensatory hours, sick leave and then vacation leave balances must be used in this order and exhausted prior to the use of unpaid FMLA.
- All accrued leave that is taken will be counted concurrently with FMLA.

### Notification and documentation

- When an employee who is absent for more than three (3) consecutive days due to an FMLA qualifying event, it will be considered as FMLA. The employee must report his/her absence to the supervisor immediately and to Human Resources on the fourth day of the absence.
- When a qualifying event is reasonably anticipated, the employee should notify his/her supervisor and Human Resources as far in advance as possible. If the foreseeable leave is based on an expected birth or placement, written notice is expected to be provided at least thirty (30) days before the first day of leave.
- An employee using intermittent leave due to medical necessity must notify his/her supervisor and Human Resources as soon as the employee knows or anticipates that he/she will be unable to work. An employee must notify his/her supervisor on each day of absence unless other pre-approved arrangements have been made. In some cases, a reduced leave schedule may be arranged.
- An employee with a serious extended or intermittent injury or illness must provide Human Resources a medical certification from the employee's medical provider within fifteen (15) calendar days after receiving an FMLA notice from Human Resources. The College reserves the right to require a second certification from a health care provider at the College's expense. Human Resources may require re-certification every thirty (30) or more days as determined by Human Resources.

### Return to Work

Prior to return to work, the employee must submit to Human Resources a written release completed by the employee's health care provider. This release must clearly state when the employee is able to return to work and whether the employee has any restrictions in performing his/her regular job duties. The release should be submitted in advance of the employee's return to work if possible, but no later than the employee's first day back to work.

### **PERSONS AFFECTED**

All benefits eligible employees of Edison State Community College who meet the eligibility requirements under this policy. A part-time employee is eligible for FMLA on a prorated basis.

### **DEFINITIONS**

#### **IMMEDIATE FAMILY MEMBER**

Means spouse, parent, step-parent, child, step-child, siblings, step-siblings grandparent, grandchild, brother-in-law, sister-in law, daughter-in-law, son-in-law, father-in-law, mother-in-law and other legal dependent, such as a foster child or legal ward or legal guardian or nearest blood relative.

#### **COVERED ACTIVE DUTY**

Means, in the case of a member of a regular component (not National Guard or Reserves) 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 (not a state call) under a provision of law referred to in section 101(a)(13)(B) of Title 10, United States Code. This is only applicable in cases of exigency.

**COVERED SERVICE MEMBER**

Means 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 covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

## MILITARY SERVICE LEAVE OF ABSENCE

### PURPOSE

Edison State Community College grants employees, except for temporary employees, who enlists or is inducted into the military forces of the United States, including the Ohio National Guard, a leave of absence and benefits to include regular pay, and entitled to all re-employment rights in accordance with the Ohio Revised Code and federal laws including the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

### POLICY STATEMENT

It is the policy of Edison State Community College to grant employees, except for temporary employees, leave of absence without the loss of pay upon request when they are required to participate for military service, training duty, or related obligations as members of an Armed Forces Reserve Organization or the National Guard or when they are called out on an emergency basis for such service per the Ohio Revised Code.

The USERRA prohibits discrimination and retaliation for person's membership (voluntary or involuntary) in the uniformed services with regard to any aspect of employment and the College adopts and follows this principle.

Employees should communicate with their supervisor and Human Resources regarding a military service leave of absence.

### PERSONS AFFECTED

All Edison State Community College employees, except temporary employees.

## COURT AND JURY DUTY LEAVE

### PURPOSE

The purpose of this policy is to support the civic duty of Edison State Community College employees who are called to court service as jurors or as non-party witnesses.

### POLICY STATEMENT

It is the policy of Edison State Community College to recognize that it is occasionally the civic duty of its employees to serve as jurors or participate as non-party witnesses in court proceedings. In such instances, employees will be granted leave with pay for the scheduled work hours lost when fulfilling their court service. Employees will be paid regular wages, less the amount received from the court or governmental entity for court service. (Reimbursement to the employee for court parking or other expenditures made by the employee will not be included in this calculation.) No loss or reduction of fringe benefits will occur.

Employees who are summoned are expected to make every effort to perform employment obligations when their services are not required by court.

Upon return to work, employees must submit to the College's Business Office any amount of compensation received for such duty. An employee who is a party to a civil or criminal action will not be paid for the absence unless the employee elects to take vacation leave.

### PERSONS AFFECTED

All Edison State Community College employees, except that full-time faculty members are subject to the ESEA agreement.

### DEFINITIONS

#### COURT SERVICE

A situation in which an employee is summoned for jury service or subpoenaed to appear as a witness before a court or other legally constituted body authorized by law to compel the attendance of witnesses, except when the employee is a party to a civil or criminal action.

## LEAVE DONATION PROGRAM

### PURPOSE

It is the policy of Edison State Community College to allow eligible donor employees to contribute accrued leave for the benefit of recipient employees in critical need of leave due to a serious or severe illness or injury or that of a member of their immediate family, in the event of the birth or adoption of an eligible employee's child, or when an eligible employee is in critical need of leave for bereavement in the event of the death of an immediate family member. The Human Resources Department is responsible for implementing the Leave Donation Program and creating a procedure that will identify the criteria for eligible donor and recipient employees to donate and receive leave, provide guidance as to what constitutes a "serious or severe illness or injury" and to ensure donor confidentiality.

### POLICY STATEMENT

Edison State Community College Leave Donation Program is intended to allow eligible employees to remain in a paid status while recovering from a serious or severe illness or injury, being present for an immediate family member who has a serious or severe illness or injury, or for the eligible employee who is a birth mother or parent in the event of the birth or adoption of their child. Leave for the purpose of the birth or adoption of an eligible employee's child shall be continuous and begin on the date of the child's birth or on the date in which custody is taken by the employee for adoption placement. This policy also allows eligible employees who need additional time off for bereavement in the event of the death of an immediate family member.

### PERSONS AFFECTED

All eligible donor employees and recipient employees of Edison State Community College.

### DEFINITIONS

#### ELIGIBLE DONOR EMPLOYEES

Regular full-time and benefits-eligible part-time administrative, professional/technical, and classified staff and full-time faculty who have at least one year of service and the requisite hours of leave established by Department of Human Resources procedure.

#### ELIGIBLE RECIPIENT EMPLOYEES

Regular full-time and benefits-eligible part-time administrative, professional/technical, and classified staff and full-time faculty who have at least one year of service and meet the requirements established by the Department of Human Resources procedure.

#### IMMEDIATE FAMILY MEMBER

An eligible recipient employee's child, step-child, spouse, parent and any person under the employee's legal guardianship.

#### SERIOUS MEDICAL HARDSHIP OR CATASTROPHIC ILLNESS

Cancer, major surgery, AIDS, serious accident, heart attack, stroke, hospice care, other serious or life-threatening illnesses

#### ADOPTIVE CHILD

A minor child who is legally adopted and who is not the stepchild of the adoptive parent and who is not a current or former foster child of the adoptive parent.

#### BIRTH MOTHER

One who gives birth to a child

**PARENT**

One who is legally responsible for childrearing. For purposes of this policy, this includes any of the following: biological mother or father of a newly born child, adoptive parent of a newly adopted child, or an employee using a surrogate/gestational carrier.

## TELEWORKING

### PURPOSE

In order to maximize operational efficiency, Edison State Community College may permit a flexible work arrangement where an employee is directed or permitted to work remotely from a designated alternative work location.

### POLICY STATEMENT

Teleworking is a management option and not a right or benefit that an employee of Edison State Community College can expect or demand. Not every position is suited for teleworking, nor is every employee. The college may authorize teleworking on a case-by-case basis due to the operational needs of the college, during disasters or emergency situations, including, but not limited to, public safety emergencies, weather associated disasters, or pandemic circumstances, or any other reason that would benefit the college to have an employee perform their assigned job responsibilities at an alternative work location for a specific period of time.

The college may choose to limit teleworking to employees in certain classifications, certain positions, or certain circumstances.

### Provisions

#### A. ELIGIBILITY

1. All telework requests must be approved in advance by the employee's supervisor.
2. In order for an employee to be eligible to submit a telework request, all of the following criteria must be met:
  - a. The duties to be completed via teleworking must be pre-defined, task-based, and able to be performed from an alternate work location in a cost-effective manner;
  - b. Teleworking must not be used as a substitute for obtaining regular dependent care;
  - c. The employee shall not have active discipline and shall not be the current subject of an administrative or internal investigation.
  - d. The employee shall not be on a medical leave or on any other type of leave of absence.

#### B. TERMS AND CONDITIONS OF TELEWORKING

1. A teleworker's duties, obligations, responsibilities, and conditions of employment with the college will be unaffected by teleworking.
2. A teleworker who is considered an essential employee and who is scheduled to work at an alternate workplace on a day that is declared a weather emergency may be required to work at that location or the report-in location of the employee, based on the needs of the college.
3. A teleworker shall not perform any duties associated with outside employment during scheduled working hours unless the employee uses appropriate accrued leave. This prohibition includes the use of any college equipment, software, online computer systems, or supplies to perform any duties associated with the outside employment.
4. Teleworking shall not be used as a substitute for obtaining dependent care. During scheduled working hours, teleworkers shall utilize accrued leave when providing direct care for dependents (adult and minors).
5. An employee who is approved for teleworking shall perform his or her duties at the designated alternative work location during all normally scheduled work hours. However, the college maintains the right to require the employee to change the employee's schedule based on operational needs if the employee's presence is required at the employee's normal report-in location. An employee's supervisor

will make a reasonable effort to notify the employee in the event of a change. Additional reporting, equipment, and alternative work location guidelines may be outlined in a teleworking agreement.

6. Permission to telework and/or a teleworking agreement is revocable at any time, at the discretion of the supervisor or the Chief Human Resources Officer. The revocation of permission to telework shall not be considered a form of discipline.
7. Teleworking is covered under the State of Ohio workers' compensation law for injuries occurring in the course of and arising out of the performance of official duties at the main office or alternate work location. An employee authorized to telework, or someone acting on the employee's behalf shall, before the end of the shift, notify the employee's supervisor of any accident or injury that occurs at the employee's normal report-in location or alternate work location. The supervisor and employee are required to follow applicable policies regarding the reporting of injuries for employees injured while at work. Other than for the injuries discussed above in this section of the policy, the college is not liable for any accidents or injuries resulting from the teleworker's failure to comply with all safety and health rules and regulations or any violation of this policy.
8. The college is not liable for damages to the teleworker's personal or real property while the teleworker is working at the teleworker's normal report-in location or alternate work location, except to the extent adjudicated to be liable under Ohio law.
9. Employees must comply with all public records obligations. Records retention schedules, public records law, and all college policies relating to records apply to telework.
10. At all relevant times, a teleworker must comply with the existing policies and procedures of the college. A teleworker who fails to comply with these policies and/or a teleworking agreement may be disciplined, up to and including termination.

#### **C. EQUIPMENT AND SUPPLIES**

1. The college shall provide or approve the equipment, devices, software, and supplies that are necessary for the employee to conduct agency business while at an alternate work location. A telework request may be denied if equipment, devices, software, or supplies are not available, are cost prohibitive, or do not meet college ITS and security standards. The selection or approval of equipment, devices, software, and supplies shall be at the college's sole discretion. The employee shall notify his or her supervisor immediately of any equipment, device, or system failure that prevents the performance of critical work while teleworking.
2. All equipment, furniture, software, supplies, or other materials purchased or maintained by the employer are to be used only by the teleworker and only for the employer's business in accordance with college policies.
3. Any items purchased by the employer remain the property of the employer and must be returned upon the request of the college. Items must be returned in good condition, subject to normal wear and tear.
4. The teleworker will be responsible for the cost of maintenance, repair, and operation of personal equipment or services not provided by the college, including secure internet access. The college assumes no liability in regard to damage or loss of property owned by the employee at the alternate workplace.

#### **D. ALTERNATE WORK LOCATION**

1. Employees must identify the alternate work location where telework will be performed and must be reachable by phone during all teleworking hours. The location shall be reasonably quiet and free of distractions or any noises inconsistent with an office environment. The employee is responsible for ensuring the alternate work location has adequate internet capabilities and security necessary to perform the assigned work tasks efficiently and confidentially.
2. The alternate work location must provide sufficient privacy to assure the confidentiality of college's records and information. Employees shall protect all data, and extreme care shall be taken regarding

sensitive data (SD) and/or personally identifiable information (PII). All SD and PII shall be maintained in accordance with any applicable federal law, Ohio Revised Code, college policy, standards, and procedures. The college reserves the right to prohibit employees with access to SD and PII from participating in telework at the discretion of the supervisor.

#### **E. TIMEKEEPING**

1. Employees shall maintain accurate and complete timekeeping records that set forth actual time spent doing college work. Employees scheduled to telework must comply with the college leave procedures in the event of an illness, vacation, or other applicable leave.
2. An employee must have prior approval to work any overtime or to use flex or comp time when teleworking, in accordance with college policies.
3. Employees must document all work performed while in teleworking status in a manner approved by their supervisor. All work performed while in teleworking status is subject to review and audit at the discretion of the department Provost/Vice President or the Chief of Human Resources.

#### **F. SUPERVISOR RESPONSIBILITIES**

For the duration of a teleworking arrangement, an employee's department Provost/Vice President and/or supervisor must ensure that the work performed at the alternate work location is documented and monitored, consistent with all production requirements and continue to execute all necessary supervisory functions.

#### **G. CONTACT**

The Chief of Human Resources is available for consultation and questions regarding this policy.

#### **PERSONS AFFECTED**

All employees of Edison State Community College. Full-time faculty members are subject to the ESEA Contract.

## RETIREE REEMPLOYMENT

### PURPOSE

The purpose of this policy is to provide a pathway for employees, who have retired or are about to retire from Edison State Community College and are in good standing with the College, to apply for open full-time or part-time positions.

### POLICY STATEMENT

Edison State Community College will consider applications for full-time or part-time positions that are submitted by persons who have retired or are about to retire from employment at the College, in accordance with College policies and CQI hiring procedure. Reemployment is not an entitlement and is at the discretion of the College. The following conditions also apply:

1. The retired or retiring employee must be in good standing with the College.
2. Compensation, including benefits, will be at the rate of a new hire.
3. A full two month break in employment is required.
4. It is the responsibility of the employee or retired employee to consult with his or her retirement system about the possible impact re-employment could cause with retirement benefits, including health care.

### PERSONS AFFECTED

All Edison State Community College retirees and employees considering College reemployment after retirement.

## INSURANCE BENEFITS

### **PURPOSE**

Edison State Community College Insurance Benefits Policy is intended to provide health insurance, dental insurance, and group life insurance to eligible employees of the College

### **POLICY STATEMENT**

It is the policy of Edison State Community College to provide eligible employees with group medical/surgical insurance policy with supplemental major medical coverage, dental insurance, and group life insurance.

#### **Health Insurance**

The College shall provide a group medical/surgical insurance policy with supplemental major medical coverage.

The College shall contribute, on behalf of an eligible full-time employee and employees working at least 30 hours per week/1560 hours per year who desires such coverage, either 80% of the cost of the premium for single, employee plus spouse, employee plus child(ren), or family coverage under a group medical/surgical insurance policy with supplemental major medical coverage. The College shall also contribute, on behalf of eligible full-time and part-time employees who desire such coverage, a maximum annual cap as determined by the College to be deposited into the employee's Health Savings Account (HSA). As an alternative to an HSA, eligible employees have the option of a Health Reimbursement Account (HRA), in which the College shall contribute 50% of usual, customary and reasonable deductible/co-pay expenses associated with a participating individual's medical/surgical insurance coverage with a maximum annual cap as determined by the College.

Fifty percent (50%) of prescription expenses will be reimbursed as long as the total reimbursement remains below the plan's co-pay/deductible, out-of-pocket limits. If 50% of prescription expenses causes the reimbursement to exceed the plan's co-pay/deductible limits, the College will reimburse the member for a maximum of \$100 of such expenses.

Part-time administrative, professional/technical, and classified staff who work less than 30 hours per week/1560 hours per year are ineligible for the College's group health insurance program.

#### **Dental Insurance**

The College shall provide a group dental insurance policy. The College shall contribute on behalf of an eligible full-time employee and employees working at least 30 hours per week/1560 hours per year who desires such coverage, 80% of the cost of the premium for single, employee plus spouse, employee plus child(ren), or family coverage under a group dental insurance plan.

Part-time administrative, professional/technical, and classified staff who work less than 30 hours per week/1560 hours per year are ineligible for the College's group dental insurance program.

#### **Group Life Insurance**

The College shall pay premiums for group term life insurance coverage with accidental death and dismemberment provisions in the amount of \$30,000 for each eligible full-time employee and employees working at least 30 hours per week/1560 hours per year who are not on layoff, medical leave of absence, or leave of absence without pay.

Part-time administrative, professional/technical, and classified staff who work less than 30 hours per week/1560 hours per year are ineligible for the College's group life insurance program.

**PERSONS AFFECTED**

All benefit employees of Edison State Community College.

## HEALTH CLUB MEMBERSHIP

### PURPOSE

The purpose for the Edison State Community College Health Club Membership policy is to provide a membership in the YMCA or in another College-approved health facility for those eligible employees who desire to have such a membership.

### POLICY STATEMENT

Edison State Community College will pay a portion of the yearly premiums for a single membership or a family membership to full-time employees. The College will also pay a prorated portion of the premium to regularly scheduled part-time administrative, professional/technical and classified staff proportionate to their individual percentage of full-time employment. Per IRS regulations, the employer portion is considered taxable income.

### PERSONS AFFECTED

All full-time administrative, professional/technical, classified and faculty employees and benefits-eligible part-time administrative, professional/technical and classified employees of Edison State Community College.

## TUITION WAIVER, REDUCED TUITION AND TUITION REMISSION

### PURPOSE

The purpose of the Edison State Community College policy is to recognize the importance of continued education and to provide support to employees, spouses, and/or dependent children to continue their education.

### POLICY STATEMENT

It is the policy of Edison State Community College to provide a tuition waiver for Edison State credit courses, a reduced tuition for Edison State non-credit courses, and tuition remission for undergraduate and postgraduate coursework.

#### Tuition Waiver, Credit Courses

Any faculty member, administrative, professional/technical, or classified employee of Edison State Community College is entitled to enroll in credit classes offered by the College without payment of the basic instructional fee. Such enrollee shall pay all other fees, such as the general fee and lab fees, if applicable, and shall receive appropriate credit upon the successful completion of each course. The scheduling of classes shall be made in cooperation with the supervisor so there are no conflicts with the employee's commitments to the College.

A full-time employee's spouse and/or dependent children are entitled to enroll in credit classes offered by the College without payment of the basic instructional fee. A spouse and/or dependent children of part-time administrative, professional/technical, and classified staff, who are regularly scheduled half time or more, will have a portion of their basic instructional fees waived relative to the percentage of full-time employment.

Adjunct faculty members must have taught in the previous semester or are currently teaching to be eligible.

A spouse and/or dependent children of an adjunct faculty member who has taught the previous semester or is currently teaching are entitled to enroll in credit classes offered by the College without payment of the basic instructional fee. Such spouse and dependent children shall pay all other fees, including the out-of-state tuition charge, if applicable. The waiver will be based upon the value of one (1) credit hour of tuition waiver for every two (2) credit hours taught (rounded down). The tuition waiver is valid for the current semester or the following semester it is earned.

The guideline of the Internal Revenue Service will be applied in determining the dependent status and relationship to the employee.

In the event that employment should terminate for any reason during a term, partial payment for the course(s) then being taken by the employee, employee's spouse, and/or dependent children, shall be payable on a pro-rata basis if the enrollee continues in the course. Reduced Tuition, Non-Credit Courses

Any employee of Edison State Community College may attend non-credit courses offered by the College, provided that in each individual case:

- Attendance in a given course does not interfere with nor detract from the employee's regularly assigned duties,
- Sufficient fee-paying students are enrolled to support the course,
- A fee is paid to cover course supplies, and
- Space is available in the class.

Adjunct faculty members must have taught in the previous semester or are currently teaching to be eligible.

Only a permanent (non-temporary) employee's spouse and/or dependent children are entitled to enroll in non-credit classes offered by the College with reduced payment (subject to the conditions above).

The guideline of the Internal Revenue Service will be applied in determining the dependent status and relationship to the employee.

This benefit does not extend to those courses which are declared by the President of the College to be extraordinary in content, cost, or fees.

### **Tuition Remission**

It is the policy of Edison State Community College to underwrite a portion of the cost of tuition for undergraduate and postgraduate coursework for all regular full-time and benefits-eligible part-time administrative, professional/technical, and classified employees taken at regionally accredited, four-year colleges and universities. The course must directly apply to the employee's current position or prepare the employee for advancement opportunities within the College. The tuition remission must be applied for and approved in advance by the employee's supervisor and the Chief Human Resources Officer. The College will budget each fiscal year (July–June 30) a pool of funds based on the availability of funds.

The remission begins the semester immediately following the semester in which employment begins unless preapproved by an employee's supervisor and the Chief Human Resources Officer. The employee must continue employment with the College throughout the period of educational enrollment.

### **PERSONS AFFECTED**

All Edison State Community College employees and permanent employee's spouse and/or dependent children as defined above.

## ANTI-HAZING POLICY

### PURPOSE

Edison State Community College prohibits hazing as defined in this policy. The College will investigate and respond to all reports of hazing as outlined in this policy.

**“Hazing” means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.**

### POLICY STATEMENT

The goal of this policy is to prevent hazing, and applies to all Edison State Community College students, student organizations, student groups, and employees. The policy applies to hazing that takes place between two or more people who are affiliated with the institution regardless if the hazing occurs on or off campus.

This Policy also applies to volunteers acting in an official capacity that advise or coach student organizations and/or student groups and who have direct contact with students. This Policy is effective from matriculation to commencement, including breaks in the academic year and Edison State Community College has jurisdiction whether the conduct occurs on or off campus.

### Sanctions

Hazing is a serious offense of the Edison State Community College “Student Code of Conduct” and, therefore, is subject to the full range of sanctions listed below which are detailed on page 36 of the student handbook found [here](#).

- Warning
- Probation
- Restitution
- Dismissal from Class
- Limited Access to Facilities
- Suspension
- Expulsion
- Disciplinary Hold

Other Sanctions as deemed necessary may include loss of privileges, fines, and/or mandated mental health assessment.

## Policy Enforcement

Procedures for Institutional Response:

- (1) Edison State Community College will always notify the appropriate law enforcement agency or agencies when a report of hazing is received and document that the notification was made.
- (2) The College will determine if interim measures are needed to protect the safety and/or well-being of others
- (3) The Dean of Student Engagement, or designee, will launch an immediate investigation into all reports of hazing involving students, student groups, and student organizations. During the course of the investigation, students, student groups, and student organizations may request to enter information into the record and may recommend specific witnesses to the investigator(s). Ultimately, the investigator(s) will determine the relevance of the information or witnesses. In completing the investigation, the investigators may:
  - (a) Make contact (if possible) with the individual(s) who submitted the initial information.
  - (b) Make contact with the individual(s) alleged to have violated this Policy. If the conduct involved a student organization or student group, the investigator(s) will contact the presiding student leader and advisor of the entity under investigation.
  - (c) Interview any individuals with relevant information.
  - (d) Request relevant information from members of the student group or student organization (e.g. text messages, screenshots, pictures, videos).
  - (e) Require members of the student group or student organization, or a select group of members, to meet with staff and may restrict communication between the student group or student organization members during an interview.
  - (f) Request students to undergo a physical examination at a local medical facility or by an appropriate medical professional to share a summary of the relevant results of the examination (e.g. findings of physical abuse, Blood Alcohol Content, drug usage). The summary will be considered an educational record under the Family Educational Rights and Privacy Act.
- (4) Students must appear at required conduct meetings. Students are not compelled to answer questions or provide information. If a student fails to participate in the conduct process, the College may proceed to resolve the matter. No adverse inference may be drawn against a student who does not participate in the conduct process.
- (5) Students participating in an investigation process are expected to do so in an active, cooperative, and truthful manner. Falsifying, distorting, intentionally omitting, or misrepresenting information is a violation of the Code of Student Conduct.

The College will make every effort to complete the initial investigation within a period of thirty (30) days, barring extenuating circumstances. If the circumstances require more than thirty (30) days, the College will notify the student group or student organization representative(s) of the delay, including the reason(s) for the delay and the anticipated timeline for completing the investigation.”

## Where and How to Report

Reporting an Incident: Campus safety is our top priority and we take all reports of misconduct seriously to protect everyone’s health and well-being. Edison State Community College depends on community members to identify and report behaviors of concern so that the College can provide distressed students and employees with appropriate support services and resources.

We are all responsible for campus safety. If you see any concerning behavior or suspicious behavior report it to the Provost, Dr. Melissa Wertz, at:

[mwertz@edisonohio.edu](mailto:mwertz@edisonohio.edu)

Direct Phone: 937-778-7887

In the event of an emergency, please contact Public Safety at 937-778-7820

Edison State Community College is committed to reviewing all reports of hazing. Anonymous reports are accepted; however, the college's ability to obtain additional information may be compromised and the ability to investigate anonymous reports may be limited.

All employees of Edison State Community College are required to immediately report knowledge of hazing as defined in this policy to the College through the reporting option outlined above. NOTE: Employees who are required by law to protect confidentiality are exempt from this requirement.

Reports made pursuant to this policy do not supersede or replace other reporting obligations, including any duty to report allegations of criminal conduct to law enforcement.

### **College Reporting**

The College will maintain a report of all violations of this policy that are reported to the College and which result in a charge of violation of this policy. The College will update the report bi-annually on January 1 and August 1 of each year and will post the updated report on the College's website.

### **College Training & Education**

All students seeking membership in a registered student organization or student group at Edison State Community College must complete the anti-hazing training provided by the College. Failure to complete the training will result in the student being denied the ability to participate in any recognized student organization or group. If a student is unsure if they have completed the required program they should contact the Dean of Student Engagement to verify their eligibility to join a student organization or group.

### **PERSONS AFFECTED**

All Edison State Community College students, student organizations, student groups, and employees.

## WHISTLEBLOWER POLICY

### PURPOSE

The purpose of this policy is to provide a pathway for reporting of potential legal or ethical violations, or college-related misconduct, and to ensure that employees who report such violations receive no retaliation.

### POLICY STATEMENT

It is the policy of Edison State Community College to conduct its academic and business affairs with the highest degree of integrity and honesty and in accordance with Ohio Ethics Laws, college policies, and all federal and state laws and regulations.

It is the responsibility of college employees to be knowledgeable about this policy and to utilize good faith reporting of legal or ethical violations, or college-related misconduct, to the individual's direct supervisor, to the appropriate administrator or office, or through the anonymous reporting line, as noted below.

The college will not tolerate retaliation in any form against an employee for submitting a report as outlined in this policy. Acts of retaliation are subject to the college disciplinary measures up to and including termination.

It is the responsibility of the college human resources department to investigate protected disclosures regarding employment matters and complaints of retaliation and to take the appropriate action. Complaints concerning violation of Ohio Ethics Laws, college policies, or federal or state laws and regulations that concern any member of the human resources department will be sent directly to the Chief Financial Officer, as per Procedure 3358-3-26. Complaints concerning violation of Ohio Ethics Laws, college policies, or federal or state laws and regulations that concern the College President, or any member of the College President's cabinet, should be reviewed by the Chief Human Resources Officer, as per Procedure 3358-3-26, and should be disclosed to the Chair of the Board of Trustees, when found to be reported in good faith.

College employees who have knowledge of a suspected violation should utilize the following pathways for reporting:

#### Violations of College Policy

Employees should report to their direct supervisor or to the human resources department @ 937-778-7832 or via the anonymous reporting line at [edisonohio.ethicspoint.com](http://edisonohio.ethicspoint.com).

Title IX policy violations should be reported to the Title IX or Deputy Title IX Coordinator at [titleix@edisonohio.edu](mailto:titleix@edisonohio.edu) or 937-778-7872.

#### Violations of Ohio Ethics Laws

Employees should submit a report via the anonymous reporting line at [edisonohio.ethicspoint.com](http://edisonohio.ethicspoint.com).

#### Fraudulent Activity

Employee should report to [fraudohio@ohioauditor.gov](mailto:fraudohio@ohioauditor.gov) or contact the Fraud Hotline at 866-372-8364.

#### Criminal Activity

Employee should contact the Department of Public Safety @ 937-778-7820.

**PERSONS AFFECTED**

All Edison State Community College stakeholders.

**DEFINITIONS****GOOD FAITH REPORTING**

Disclosure of college-related misconduct made with a belief in the truth of the disclosure that a reasonable person in the whistle-blower's situation could have believed based upon the facts. A disclosure is not in good faith if made with reckless disregard for, or willful ignorance of, facts that would disprove the disclosure.

**COLLEGE-RELATED MISCONDUCT**

Any activity by a college department or by an employee that is undertaken in the performance of the employee's official duties, whether or not such action is within the scope of the individual's employment, and that is a violation of any state or federal law or regulation or college regulation or policy, including corruption, bribery, theft of college property, fraudulent claims, fraud, coercion, conversion of college assets, discrimination, sexual harassment, and violations of civil rights.

**WHISTLEBLOWER**

Any visitor, student, faculty, or other employee who, in good faith, reports real or perceived college-related misconduct.

**RETALIATION**

Any adverse action or creditable threat of an adverse action taken by the college, or member thereof, in response to a Whistle-blower's good faith disclosure of college-related misconduct.

## RESPONSIBILITY AND ACADEMIC FREEDOM

### PURPOSE

It is the policy of Edison State Community College that all matters pertaining to full-time faculty that are covered by the mutual covenants of the collective bargaining agreement, and that the agreement Between Edison State Community College and the Edison State Education Association, will be followed.

### POLICY STATEMENT

Edison State Community College adheres to the policy that all members of the faculty, whether tenured or not and whether full-time or adjunct, are entitled to academic freedom as set forth in the [Statement of Principles on Academic Freedom and Tenure](#), formulated by the Association of American Colleges and Universities and the American Association of University Professors.

Each faculty member and adjunct shall be free to present instructional materials which are pertinent to the subject and level taught, with the expectation that all facets of controversial issues shall be presented in an unbiased manner.

Edison State Community College instructional personnel are employed to provide instructional services or close support to that effort. The College engages in only a limited amount of technical and educational research. Academic staff members are not employed nor evaluated on the basis of their research or publications.

Instructional personnel have freedom to perform their educational assignments. Instructional personnel have freedom in the classroom for presenting their assigned subjects in the order and manner of their choice.

### PERSONS AFFECTED

All Edison State Community College faculty.

## DEGREES AND DIPLOMAS

### PURPOSE

The College shall clearly communicate the degrees that it offers and establish the process for the presentation of diplomas.

### POLICY STATEMENT

The academic degrees awarded by Edison State Community College are the Associate of Applied Science, the Associate of Technical Studies, the Associate of Arts, Associate of Applied Business, and the Associate of Science.

Degrees are conferred by the President to individuals who have met the requirements for their degree.

Diplomas shall be presented to all individuals who have earned academic degrees. The diplomas shall state the name of the degree awarded and technology in which the degree was earned. Diplomas shall be signed by the Chairman of the Board of Trustees and the President of the College.

### PERSONS AFFECTED

All Edison State Community College students.

## DEGREE PROGRAM REQUIREMENT

### PURPOSE

This policy specifies the minimum requirements for each degree program offered by the College.

### POLICY STATEMENT

The following minimum number of semester credit hours is required for a technical education program that leads to the Associate of Applied Science and Associate of Applied Business degrees:

1. Thirty (30) semester credit hours of non-technical studies to include fifteen (15) semester credit hours in general education studies:
  - a. Six (6) semester credit hours in English Composition and Oral Communication.
  - b. Three (3) semester credit hours in the Social and Behavioral Sciences.
  - c. Three (3) semester credit hours in the Arts and Humanities.
  - d. Three (3) semester credit hours in the Biological and Physical Sciences or Mathematics, Statistics, and Logic.
  - e. Zero to three (0-3) semester credit hours in computer literacy.
  - f. Fifteen (15) remaining non-technical credit hours in basic studies.
2. Thirty (30) semester credit hours in technical studies.
3. A total of a minimum of sixty (60) semester credit hours.

The following minimum number of semester credit hours is required for a technical education program that leads to the degree Associate of Technical Studies:

1. Thirty (30) semester credit hours in non-technical studies to include fifteen (15) semester credit hours in general education studies as described below.
2. Remaining non-technical semester credit hours in basic studies.
3. Thirty (30) combined semester credit hours in technical studies.
4. A total of a minimum of sixty (60) semester credit hours.

The following minimum number of semester credit hours is required for a transfer program that leads to the degree Associate of Arts:

1. General Education Core (thirty-six (36) semester credit hours)
  - a. Six (6) semester credit hours in communication arts to include a first-year English composition course and an oral communication course.
  - b. Three (3) semester credit hours in College level mathematics, statistics, and logic.
  - c. Nine (9) semester credit hours in the arts and humanities to include one course in introductory humanities.
  - d. Nine (9) semester credit hours in the social and behavioral sciences to include courses in two different content areas.
  - e. Six (6) semester credit hours in the biological and physical sciences which must contain a laboratory component.
  - f. Zero to three (0-3) semester credit hours in computer literacy.
2. Additional Requirements (twenty-four (24) semester credit hours)

- a. To ensure the added breadth in the liberal arts that is characteristic of the Associate of Arts degree, as well as the completion of the Ohio Transfer Module, an additional three (3) hours is required in the arts and humanities and three (3) hours in the social and behavioral sciences.
  - b. One course from the arts and humanities or social and behavioral sciences must be a diversity course as designated in the catalog.
  - c. An additional fifteen (15) semester credit hours of course work in the arts, humanities, social and behavioral sciences, other general education, and professional disciplines that replicate the first two years of specific majors and programs at four year institutions as specified in the College Transfer Guides and the College Catalog. This work will be compatible with the Ohio Transfer Module and with Transfer Assurance Guides approved by the Ohio Board of Regents.
3. A total of a minimum of sixty (60) semester credit hours will be required.

The following minimum number of semester credit hours is required for a transfer program that leads to the degree Associate of Science:

1. General Education Core (thirty-six (36) semester credit hours)
  - a. Six (6) semester credit hours in communication arts to include a first-year and second-year English composition course and an oral communication course.
  - b. Three (3) semester credit hours in College level mathematics, statistics, and logic.
  - c. Six (6) semester credit hours in the arts and humanities to include one course in introductory humanities.
  - d. Six (6) semester credit hours in the social and behavioral sciences to include courses in two different content areas.
  - e. Twelve (12) semester credit hours in the biological and physical sciences which must contain a laboratory component.
  - f. Zero to three (0-3) semester credit hours in computer literacy.
2. Additional Requirements (twenty-four (24) semester credit hours)
  - a. To ensure the added breadth in mathematics and the biological and physical sciences that is characteristic of the Associate of Science degree, as well as the completion of the Ohio Transfer Module, an additional six (6) semester hours is required from a combination of course work in the areas of mathematics and the biological and physical sciences.
  - b. One course from the arts and humanities or social and behavioral sciences must be a diversity course as designated in the catalog.
  - c. An additional fifteen (15) semester credit hours of course work in mathematics and the biological and physical sciences, other general education, and professional disciplines that replicate the first two years of specific majors and programs at four-year institutions as specified in the College Transfer Guides and the College Catalog. This work will be compatible with the Ohio Transfer Module and with Transfer Assurance Guides approved by the Ohio Board of Regents.
3. A total of a minimum of sixty (60) semester credit hours will be required.
  - a. Specific degree program requirements for each degree offered by the College, as approved by the Board of Trustees and Ohio Board of Regents, will be published in the College's catalog.

- b. An associate degree curriculum may be of four (4) or five (5) full-time semesters of generally fifteen (15) through eighteen (18) credits each. A student may take as many academic semesters to complete an associate degree program as meets his/her goals and meets the requirements of the program and this section.
- c. All degrees and degree programs offered will comply with requirements of outside agencies, such as the Ohio Board of Regents, accrediting bodies, etc.
- d. The President of the College shall establish procedures to administer this policy.

**PERSONS AFFECTED**

All Edison State Community College students.

## APPROVAL OF DEGREES AND DEGREE PROGRAMS

### PURPOSE

The purpose of this policy is to ensure that Edison State Community College maintains the highest standards of academic excellence, thoroughness, and relevance in granting degrees and establishing degree programs.

### POLICY STATEMENT

All degrees and degree programs must be reviewed and approved by Edison Community College's Curriculum Committee and the Ohio Department of Higher Education before being offered. The approval process shall be in accordance with procedures adopted by the Provost.

Changes in degree programs will require the following types of approval:

- Changes in degree programs that cause a major change in the philosophy, mission, or goals of the degree program shall be approved by the Provost with the concurrence of the appropriate staff member of the Ohio Department of Higher Education.
- Changes in degree programs that do not cause a major change in the philosophy, mission, or goals of the degree program and are other than an administrative change will be approved by the Provost after appropriate curriculum committee review.
- Changes in degree programs that are of an administrative nature shall be approved by the Provost. Changes of an administrative nature shall include, but are not necessarily limited to, course number and course title changes.

### PERSONS AFFECTED

All Edison State Community College Stakeholders.

## GRADUATION REQUIREMENTS

### PURPOSE

This policy is established to ensure that Edison State Community College students receive a comprehensive and well-rounded education and are equipped with the necessary skills and competencies to succeed in their chosen careers or to pursue further education.

### POLICY STATEMENT

In order for a student to be considered a candidate for an associate degree, he/she must have completed all the requirements for that degree as described in the College catalog in effect at the time the student enrolled in the program leading to that degree. If the requirements for the degree change while the student is enrolled in a degree program, the original requirements will apply to the student until he/she earns the degree or for a period of five (5) years from the time the student initially enrolled in the degree. If the student does not receive a degree within five (5) years of initial enrollment, and there is a change in the degree requirements, the faculty advisor and academic dean shall decide what requirements the student shall meet in order to be awarded a degree.

In order for a student to be considered a candidate for an associate degree, he/she must have earned a cumulative 2.000 grade point average for all College level courses. Only courses completed at Edison State Community College will be used to calculate this average.

A student may request to be considered for an associate degree by filing a petition in accordance with procedures established by the College. A student may also authorize degree consideration through their four-year partner institution via the reverse transfer process; students with bachelor of arts or bachelor of science degrees may only pursue associate of arts or associate of science degrees if degree audits reflect missing course work at the associate degree level following evaluation of transcripts from their four-year institutions.

The College shall verify eligibility of individual students to receive degrees in accordance with established procedures.

Individuals may earn more than one associate degree from Edison State Community College provided they meet all requirements stated in this policy and in the catalog.

In order for a student to be awarded an associate degree from Edison State Community College, the student must earn at least twenty (20) credit hours through enrollment in courses offered by the Edison State Community College, as approved by the College.

### PERSONS AFFECTED

All Edison State Community College students.

## GRADING AND ACADEMIC REQUIREMENT

### PURPOSE

Edison State Community College is proud of its commitment to open-access admissions. At Edison State, teaching and learning are our most important assets. The purpose of this policy is to establish the criteria for satisfactory academic progress and achievement to encourage, nurture and value student academic success.

### POLICY STATEMENT

For academic credit courses, the instructor's assessment of each student's achievement will be in accordance with the grading system defined by the College. The student will be informed of the criteria via the course syllabus for each course. The student must take full responsibility to be cognizant of the College policy and procedures on grading requirements in the various instructional programs. The Provost shall establish procedures to administer this policy.

### GRADING SYSTEM: ACHIEVEMENT AT EDISON STATE COMMUNITY COLLEGE

Letter grades based on student achievement will be assigned to students enrolled in individual degree-credit courses by the faculty member assigned responsibility for that course. The assigning of the grades shall be in accordance with the standards of expected achievement of the College and each course.

### GRADING DEFINITIONS GRADE NOTATION GRADE POINTS per Academic Credit Hour High Achievement

- A 4.0 Excellent Achievement
- B 3.0 Good Achievement
- C 2.0 Satisfactory Achievement
- D 1.0 Below Satisfactory Achievement
- F 0.0 Failing

### PERSONS AFFECTED

All Edison State Community College students.

## **PETITION TO GRADUATE**

### **PURPOSE**

The purpose of this policy is to establish guidelines for the graduation application process.

### **POLICY STATEMENT**

Students are responsible for completion of all requirements for graduation as specified in the Edison State Community College Catalog. Each student has a career or faculty advisor to assist with academic planning and to help ensure that degree requirements are met. The final responsibility for completion of degree requirements rests upon the student.

The Application for Graduation form is available online. The registrar's office will publish deadlines for submission. All forms are to be submitted by the student to the Records and Registration Department. Students completing requirements for graduation in the summer semester will be invited to participate in the spring commencement ceremony.

### **PERSONS AFFECTED**

All Edison State Community College students.

## VERIFICATION OF GRADUATION REQUIREMENTS

### PURPOSE

The purpose of this policy is to provide clear guidelines for students and College employees to observe a planned degree completion and ensure a timely graduation from Edison State Community College.

### POLICY STATEMENT

Edison State's *Application for Graduation* form is available online. A student petitioning to graduate must meet with his/her appropriate faculty or academic advisor. The advisor and student review the degree audit for course requirements for the degree. The advisor indicates on the application any outstanding courses.

The *Application for Graduation* form is signed by the student and possibly an advisor. The application is returned to the Records and Registration Department. The Registrar's office verifies the student's current schedule, degree requirements completed, required courses yet to be completed, and required grade point averages. Students who are certified as having met all degree requirements receive their diplomas when all final grades have been verified.

A student has their diploma mailed to them at the address listed on the application form.

### PERSONS AFFECTED

All Edison State Community College students.

## **COURSE OUTLINES AND SYLLABI**

### **PURPOSE**

Edison State Community College is committed to providing students a clear and comprehensive overview of their courses including objectives, expectations, and policies.

### **POLICY STATEMENT**

Master Course Outline of all degree-credit courses shall be prepared in accordance with a format and procedures adopted by the Curriculum Committee of the College and shall be placed on file as designated.

Syllabi of all degree-credit courses shall be prepared in accordance with a format and procedures adopted by the Curriculum Committee of the College and shall be available online.

### **PERSONS AFFECTED**

All Edison State Community College faculty and students.

## TRANSFER OR PRIOR LEARNING CREDIT

### PURPOSE

The purpose of this policy is to establish guidelines and procedures for granting academic credit to students who have completed coursework at another institution or through non-traditional learning experiences.

### POLICY STATEMENT

Edison State Community College may award credit for College-level learning gained outside of the College through a variety of methods which consider the knowledge adults acquire as they live, work, and learn. These methods include credit by examination, portfolio evaluation, military service training recommended by the American Council on Education (ACE), business or government training recommended by ACE, transfer credit, career technical articulation, departmental and standardized national examinations, military schools and work experiences, civilian work experiences, university extension, company training programs, professional seminars, self-study leading to certification or licensing, formal, non-credit continuing education courses, and other like experiences.

Guidelines for granting credit for non-resident study shall be in accordance with procedures adopted by the College. Necessary documentation and criteria for awarding of non-resident credit shall be established by the appropriate department.

Credit must be equivalent to a particular course. No more than thirty (30) credit hours may be earned through non-course work.

### PERSONS AFFECTED

All Edison State Community College students.

### DEFINITIONS

#### NON-RESIDENT

Credit earned through courses at an accredited institution other than Edison State Community College, or through prior learning experiences.

## LIBRARY

### PURPOSE

The purpose of the library is to support the educational programs of the College through an organized and readily accessible collection of information resources, and by providing library services to meet the institutional, instructional, and individual needs of the College community.

### POLICY STATEMENT

The library shall serve students, faculty, staff, administrators, individuals with emeritus status, and the board of trustees of the College in accordance with procedures approved by the Provost. Limited services are available to other groups as defined within procedures approved by the Provost.

Most library and OhioLINK items circulate in accordance with OhioLINK procedures. Certain library items do not circulate to all categories of users. The normal circulation period for some of the library collection may be adjusted to meet faculty and staff needs. Reminder notices of due dates are sent out to all borrowers before the due date, and overdue notices will be sent out after the due date.

The library builds and maintains its collection to support the College curriculum. In order to request materials for the collection, a “Suggest a Purchase” form is filled out via the Edison library catalog or an email is sent to the Librarians. Collection decisions are based on the Edison library’s collection development policy.

All students, faculty, staff, administrators, and board of trustees have access to library resources and materials via their assigned library card. An individual account is activated upon verification of enrollment or employment. A valid picture ID (Edison State Community College ID, driver’s license, passport, etc.) must be presented to library staff in order to check out materials. These individuals may use their library card number for access to the library’s online resources.

All Edison State Community College library accounts expire at the end of every academic semester. Individual accounts are reactivated upon verification of continued enrollment or employment.

Librarians may suspend borrowing privileges from any person abusing the circulation system.

The following procedure applies to individuals who are not Edison State students, faculty, staff, administrators, or board of trustees and wish to use the library services provided by the library:

### **Services and Operations Procedures**

Students, faculty, and staff of OhioLINK institutions must present a valid picture ID and any other library card or library account number that the home institution requires for checkout.

Community members may request a library courtesy card at the library’s front desk. The courtesy card will allow them to check out Edison State Community College library materials, but it does not afford them remote access to online databases. Courtesy cards must be renewed each year.

### PERSONS AFFECTED

All Edison State Community College stakeholders.

## ADVISORY COMMITTEES

### PURPOSE

Edison State Community College will maintain program advisory committees to provide advice, information, guidance, and evaluation in establishing and operating occupational and technical programs. Program advisory committees contribute effectively to maintaining high standards, to employment of graduates, and to interpreting the College to the various community stakeholders.

### POLICY STATEMENT

The role of the advisory committee is to provide consultation and information on the needs of the industry, potential employers, and the general public. It provides a two-way system of communication between the College and the community which is essential to all educational programs. It does not have legislative nor administrative authority; its function is to give advice.

The Academic Leadership, in accordance with adopted procedures, will appoint individuals to specific advisory committees.

### PERSONS AFFECTED

All Edison State Community College stakeholders.

## ACCREDITATION

### PURPOSE

This policy aims to establish clear guidelines to ensure the College maintains the standards of excellence considered appropriate for continued affiliation and accreditation through the Higher Learning Commission.

### POLICY STATEMENT

Edison State Community College will strive to meet and maintain the Criteria for Accreditation set forth by the Commission. The Criteria for Accreditation are the standards of quality that determine whether Edison State merits accreditation or reaffirmation of accreditation. The College will continually analyze its operations and offerings through an assurance argument, evidence, and evaluation visits by a peer review team of peer corps members and other agencies. The College will demonstrate its capacity to assure the standards, processes, and the will for quality throughout the institution and its educational offerings.

Degree programs requiring approval by a specialized, state, national, or professional accreditation agency will be designed and operated to meet the requirements of such agency. The College will strive for and maintain accreditation of individual programs within the College's resources, the needs of the College, and stakeholders.

### PERSONS AFFECTED

All Edison State Community College stakeholders.

### DEFINITIONS

#### ACCREDITATION

The recognition from an accrediting agency that an institution maintains a certain level of educational standards.

#### HIGHER LEARNING COMMISSION (HLC)

An institutional accreditor recognized by the US Department of Education. HLC accredits degree-granting institutions of higher education in the United States.

#### CRITERIA FOR ACCREDITATION

The framework for determining an institution's accreditation.

#### ASSURANCE ARGUMENT

A narrative in which the institution explains how it meets HLC's Criteria for Accreditation, supported by linked documents in the Evidence File.

#### PEER REVIEW TEAM

A group of peer reviewers conducting an evaluation on behalf of HLC.

#### PEER CORPS

The group of faculty, administrators, and public members from within HLC's membership who evaluate whether institutions are meeting the Criteria for Accreditation and participate in HLC decision-making bodies.

## **POLICY FOR AWARDING POSTHUMOUS DEGREES**

### **PURPOSE**

The purpose of this policy is to extend sympathy and compassion to the families and friends of deceased students near completion of their degrees. Awarding of a degree posthumously recognizes the academic achievement of the deceased student. In addition, the policy acknowledges the loss to the College, family and friends, and extends to them the opportunity to share in the academic success of the deceased student.

### **POLICY STATEMENT**

To be eligible for a posthumous associate degree, the student should be within 12 semester credits of meeting the requirements of the degree program. To be eligible for a posthumous certificate, the student should be within 6 semester credits of meeting the requirements of the certificate program. Students must be in good academic and disciplinary standing with the College. The student must have at least a 2.0 GPA. The death must not be a result of illegal behavior on the part of the student.

A posthumous degree should be awarded in accordance with the following procedure:

1. It is appropriate for any interested party to initiate consideration of awarding the degree. The interested party will contact the Provost to recommend such a person for this honor.
2. The Provost will work with the Assistant Registrar to review the deceased student's progress toward his/her degree or certificate objective (degree audit).
3. If the Provost concludes the deceased student qualifies for the award posthumously, the recommendation will be forwarded to the President for final approval.
4. Upon prior approval of the family, the name of the deceased student will be included in the commencement program and announced at Commencement. The diploma and holder will be mailed to the spouse or parents or other identified relative of the student after commencement ceremonies are concluded.
5. The registrar or designee will update the student's record to reflect that the student was awarded the credential posthumously without meeting the requirements of the degree.

### **PERSONS AFFECTED**

All Edison State Community College students.

### **DEFINITIONS**

#### **POSTHUMOUS**

Awarded after the death of the student.

## ASSESSMENT FOR STUDENT LEARNING

### PURPOSE

The purpose of this policy is to define the process to support the College's commitment to ongoing outcomes assessment for continuous improvement of student learning and teaching strategies.

### POLICY STATEMENT

The assessment process allows faculty to explore ways to continually improve student learning, course design, the effectiveness of programs, and overall teaching and learning. Unlike evaluation, which looks at mastery of content, assessment looks at the process of learning. Assessment should enhance learning and should reflect the outcomes, purpose, and direction of learning design. Assessment also provides the means for transformative learning by providing relevant, clear, and timely feedback to students and other stakeholders.

Definition of Outcomes Assessment for Student Learning Outcomes assessment is the process for ongoing measurement and continuous improvement of student learning at Edison State Community College and has specific and interrelated purposes:

1. To improve student academic achievement;
2. To improve teaching strategies;
3. To document best practices;
4. To identify opportunities for systemic improvements; and
5. To provide evidence for institutional effectiveness.

Outcomes Assessment Process: Edison's assessment process is ongoing and mission driven. This process includes the assessment of student learning outcomes, course learning outcomes, program outcomes, and general education goals. In addition, the process validates program outcomes.

The Provost shall establish procedures to administer this program.

### Assessment of General Education Outcomes

General Education is a group of courses that provide a broad educational foundation and promote lifelong learning and personal, professional, and social growth. The overall goals of General Education at Edison State are characterized using six learning outcomes:

1. Demonstrate critical thinking skills in order to understand complex relationships; to evaluate claims of truth, aesthetic value, ethics, and morality; and to make appropriate choices and draw defensible conclusions;
2. Use written and spoken English effectively in a free exchange of ideas;
3. Appreciate the process and structure of mathematics and apply math to the analysis of the physical world;
4. Develop a mental habit which is open-minded, tolerant, appreciative of diversity and aware of global cultures;
5. Develop effective interpersonal skills;
6. Use information resources and apply basic methods of inquiry from many fields, including scientific method, social and scientific observation, cause-effect analysis, and artistic criticism.

Classroom data is collected and analyzed by faculty from across the campus to determine whether or not students are meeting the expectations described by these outcomes. The faculty-led Assessment Committee serves as the review board for the annual collection of assessments. The function of the Assessment Committee is:

1. To coordinate and guide the institutional assessment of student learning.
2. To coordinate the assessment of general education.
3. To assist faculty in the development of program assessment plans.
4. To provide feedback to those submitting assessment reports.
5. To prepare annual summaries of assessment activities.
6. To maintain records of assessment and program review activities, including an assessment web site.

Validation of General Education Outcomes. The General Education Outcomes are periodically reviewed and updated by the Assessment Committee. Recommended changes to the General Education Outcomes are presented to faculty through Academic Senate for approval. The entire General Education Assessment process can be found in the Assessment Handbook for the Annual Assessment of Student Learning.

All credit programs are required to assess their program outcomes including the General Education outcomes. Assessment of Career Program Outcomes is conducted by the program/department faculty and then reviewed by Provost. The entire Career Program Assessment process can be found in the Program Review Procedures section of the Assessment Handbook.

The process for validating Career Program Outcomes is conducted by faculty and the process is maintained and posted on the Edison State Community College Assessment website.

The Assessment Handbook provides a comprehensive outline of the College assessment processes and procedures. The handbook reflects the collaborative work of faculty across all divisions. Changes to the handbook will be completed by the Assessment Committee in consultation with the Curriculum Committee, and faculty in order to maintain relevancy with changes at the College. An updated version of the Assessment Handbook will be posted on Edison's website and be available through SharePoint.

### **PERSONS AFFECTED**

All Edison State Community College stakeholders.

## **EMERGENCY NOTIFICATION IN CASE OF STUDENT DEATH OR SERIOUS INJURY**

### **PURPOSE**

The purposes of this policy are to provide clear and consistent communication with media and the public, to limit negative effects caused by the circulation of misinformation, to demonstrate respect for the families of students affected by tragedy, and to allow for delivery of support services to students and others affected by tragedy.

### **POLICY STATEMENT**

Edison State Community College Departments will coordinate efforts in communicating to others in any circumstance involving the death or serious injury of a student. In all cases of medical emergencies or deaths, the name of a student will not be released to media until parents or next of kin have been notified, if possible.

If an Edison State student dies or is seriously injured, the Department of Public Safety will coordinate the College's response.

### **Notifying the Executive Officers**

Once the initial facts and circumstances of the incident are known, the Department of Public Safety will notify the Provost and the President who will notify other executive officers and department heads, as appropriate.

### **Notifying Other College Offices**

Upon receipt of a copy of an obituary, a death certificate, or newspaper article referencing the student's death, the Office of Registration & Records will update the deceased student's record accordingly in the Student Information System. The Office of Registration & Records will prepare and distribute a memorandum informing the following departments of the College community of the student's death:

- Office of the President
- Student Affairs
- Accounts Receivable
- Admissions
- Business Office
- Career Services
- Alumni Relations
- Student Health Services
- Payroll; Student Financial Aid
- Information Technology
- Library
- Academic Dean's Office of the deceased student

If the deceased student was enrolled in the current term and completed final exams, final grades will be recorded. Otherwise, a cancellation will be completed by the Registrar and presented to the College Review Panel. Once approved, the Academic Dean will be sent a copy of the approval documentation. If the deceased student is enrolled for any future terms, those classes will be removed from his or her record. Information Technology, upon receipt of notice from the Office of Registration & Records, will deactivate the College email account of a deceased student, placing a reply message on the account that refers any sender of an email to the Chief Student Affairs Officer.

**Public Release of Information**

All public release of information and communication with the media related to a student death or serious injury will be coordinated by the Office of Marketing Communications, in consultation with the Provost.

**Death of a Student**

If a student dies, notification of next-of-kin will be coordinated by the Department of Public Safety in consultation with the Provost.

In the event of the death of a student, the College should follow Procedure 3358-5-01 “Student Death Notification Steps”.

**PERSONS AFFECTED**

All Edison State Community College employees, students, student families, and community members.

## RESIDENCY DETERMINATION FOR ADMISSIONS AND RECLASSIFICATION

### PURPOSE

It is the intent of the Ohio Board of Regents in promulgating this rule to exclude from treatment as residents, as that term is applied here, those persons who are present in the state of Ohio primarily for the purpose of receiving the benefit of a state-supported education. This rule is adopted pursuant to Chapter 119 of the Revised Code, and under the authority conferred upon the Ohio Board of Regents by section 3333.31 of the Revised Code.

### POLICY STATEMENT

Residency determination for admission and reclassification will be made by the Office of Registration and Records. Submission of residency application and the requested documents does not guarantee a change in residency status, because criteria must be met as specified in OAC 3333-1-10.

Students are classified as residents under one of the following three sections: C-1, C-2, or C-3 of the Ohio Board of Regents Guidelines. The type of classification for which a student applies and qualifies is based upon their financial status (i.e., financially dependent or independent). Students who do not qualify under any of these categories are encouraged to check Exceptions.

The following persons shall be classified as residents of the state of Ohio for subsidy and tuition surcharge purposes, according to section (C) of the Ohio Board of Regents Guidelines:

#### **C (1)** If you are financially dependent upon a resident of Ohio

A student whose spouse, or a dependent student, at least one of whose parents or legal guardian, has been a resident of the state of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.

Minimum Documentation required:

1. Submit a sworn affidavit from the Ohio spouse, parent/legal guardian, which includes the following information:
  - a. Student's name and last four digits of social security number or Student ID number
  - b. Dates spouse, parent/legal guardian has lived in Ohio.
  - c. Number of year's spouse or parent has paid taxes in Ohio.
  - d. Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
2. Submit a copy of spouse or parent/legal guardian's federal tax return showing the student was claimed as a dependent in the most recent tax year.
3. Copy of marriage certificate, if dependent on spouse

#### **C (2)** If you are financially independent

A person who has been a resident of Ohio for all other purposes for at least 12 consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not

directly or indirectly received in the preceding 12 consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.

A. The student is expected to live in Ohio for a full, 12-consecutive months immediately preceding the quarter for which he/she is applying for residency. The expectation is that the student should not be absent from the state any longer than December break, spring break, and 3 weeks during the summer.

B. The student should demonstrate his/her intent to become an Ohio resident by transferring any applicable items of registration to Ohio such as driver's license, automobile registration, and voter registration.

C. The student must demonstrate that during the 12-month period while establishing residency, he or she has had sufficient Ohio-based income to meet all expenses without the need of money from outside the State of Ohio. Documentation of income sources used during the 12-month period is required.

Minimum Documentation required:

To be reviewed for regular residency as an independent student, the student must:

1. Complete the *Residency Reclassification Petition* form
2. submit documentation of his or her income sources
3. submit documentation of intent to establish domicile such as: Ohio Drivers license, Vehicle Registration, copy of lease or rental agreement, copy of Ohio Tax return.

**C (3)** If you are financially dependent upon a spouse or parent

A dependent student of a parent or legal guardian, or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the state of Ohio for reasons other than gaining the benefit of favorable tuition rates.

Minimum Documentation required:

- 1) A statement on company letterhead or a sworn statement from the employer or the employee's representative that includes:
  - a) The name of the employed person
  - b) Student's name and last four digits of social security number
  - c) Date the employment began
  - d) Semester for which the student is applying for residency
  - e) Full-time status/yearly wage salary

B. A copy of the lease under which the parent, legal guardian or spouse is the lessee and occupant of residential property in the state; a copy of the closing statement on residential real property located in Ohio of which the parent, legal guardian or spouse is the owner and occupant; or if the parent, legal guardian or spouse is not the lessee or owner of the residence in which he or she is established domicile, a notarized letter from the owner of the residence certifying that the parent, legal guardian or spouse resides at that residence.

C. In addition to the above, a letter from the parent verifying the dependent status of the student (See C (1)) or a copy of Marriage certificate.

Note: Students must apply each semester for C(3) residency by submitting an employment letter before the appropriate deadline until they have lived in Ohio for 12-consecutive months. When employment is not maintained by the person for which C(3) residency was established, the student will remain classified as a non-resident and will have to apply for reclassification after living in Ohio for 12-consecutive months.

**C (4) A veteran and the veteran's spouse and any dependent of a veteran**

A veteran and the veteran's spouse and any dependent of a veteran, who meets the following conditions:

- A. Resides in Ohio as of the first day of the term in which residency status is requested
- B. Veteran either served one or more years on active duty and was honorably discharged or received a medical discharge due to military related service; or the spouse or dependent of a veteran who was killed while serving on active military duty or a veteran who has been declared missing in action or a prisoner of war.

The following documents are required:

- 1) Proof that the veteran (and student) resides in Ohio, which can include any combination of the following:
  - a) A copy of a rental agreement/lease for an apartment or home
  - b) A copy of the closing statement verifying the purchase of a home
  - c) Sworn affidavit from the lease holder or owner of the home in which the veteran resides
  - d) A copy of the veteran's DD Form 214
  - e) An eligible spouse must also provide proof of marriage.
  - f) An eligible dependent child must also provide a copy of the parent's most recent federal income tax form showing dependency.
  - g) Or copy of the DD Form 1300 for a veteran who was killed while serving on active military duty or has been declared missing in action or a prisoner of war.

The following persons shall be classified as residents of the state of Ohio for subsidy and tuition surcharge purposes, according to section (E) of the Ohio Board of Regents Guidelines:

**E (1) Based upon employment for part-time students**

A person who is living and gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for these purposes.

**IMPORTANT - PLEASE NOTE:**

Students must apply every semester for E-1 classification.

Students who have received E-1 classification DO NOT automatically convert to regular resident status after living in Ohio for 12 months. Students must complete a new "Petition for Ohio Residency" after his/her 12 month review period.

Minimum Documentation required:

- 1) Submit a letter from the student's employer on official company letterhead or notarized that indicates
  - a) Student's name and last four digits of social security number
  - b) Semester for which the student is applying for Conditional Residency
  - c) Date the employment began
  - d) Number of hours student is working per week.
  - e) Rate of pay per hour.
- 2) Three of the student's most recent pay stubs. If the student's employment income includes wages such as tips, the tips must appear on the paystubs as taxable income.

**E (2) For active duty military personnel**

A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.

Minimum Documentation required: Submit either (1) or (2) and then (3) if a dependent

- 1) Ohio Home of Record – enlistment papers, DD214 (discharge papers), State of Legal Residency Form dated at least 12-months prior to intended enrollment, or a letter from the base personnel officer verifying Ohio Home of Record.
- 2) W-2 and/or most recent Leave and Earnings Statement (LES).
- 3) (Dependents Only) In addition to the above, a letter from the spouse or parent/legal guardian verifying the dependent status of the student (See C(1)) or a copy of marriage certificate that includes:
  - a) Student's name and last four digits of social security number
  - b) Dates parent or spouse has lived in Ohio
  - c) Number of years parent or spouse has paid taxes in Ohio
  - d) Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
- 4) Copy of marriage certificate (for spouse only)

**E (3) For active duty military personnel stationed in Ohio**

A person on active duty status in the United States military service who is stationed and resides in Ohio (and his or her dependents) shall be considered residents of Ohio for these purposes.

Minimum Documentation required:

- 1) A copy of student/parent/legal guardian's current active duty permanent change of station military orders verifying military transfer.
- 2) (Dependents Only) In addition to the above, a letter from the parent verifying the dependent status of the student (See C(1)) that includes:
  - a) Student's name and last four digits of social security number
  - b) Dates parent or spouse has lived in Ohio
  - c) Number of years parent or spouse has paid taxes in Ohio
  - d) Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
- 3) Copy of marriage certificate. (for spouse only)

**E (4) For Ohio residents transferred outside the United States by their employer**

A person who is transferred by his or her employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile as long as such person has fulfilled his or her tax liability to the state of Ohio for at least the tax year preceding enrollment.

Minimum Documentation required:

- 1) Statement on employer's letterhead indicating the employee was an Ohio resident at the time of being transferred.
- 2) Copy of the employee's Ohio tax return for the previous tax year.
- 3) (Dependents Only) In addition to the above, a letter from the parent verifying the dependent status of the student (See C(1)) that includes:
  - a) Student's name and last for digits of social security number
  - b) Dates parent or spouse has lived in Ohio
  - c) Number of years parent or spouse has paid taxes in Ohio
  - d) Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
- 4) Copy of marriage certificate. (for spouse only)

#### **E (5) For migrant workers**

A person who has been employed as a migrant worker in the State of Ohio and his or her dependents shall be considered a resident for these purposes provided such person has worked in Ohio at least four months during each of the three previous years.

Minimum Documentation required:

- 1) Statement from Ohio bureau of Employment services along with statement from employer(s) verifying the parent/student has been working in Ohio at least four months during each of the three previous years.
- 2) (Dependents Only) In addition to the above, a letter from the parent verifying the dependent status of the student (See C(1)) that includes:
  - a) Student's name and last for digits of social security number
  - b) Dates parent or spouse has lived in Ohio
  - c) Number of years parent or spouse has paid taxes in Ohio
  - d) Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
- 3) Copy of marriage certificate. (for spouse only)

#### **E (6) For Community Service**

A person who was considered a resident under this rule at the time the person started a community service position as defined under this rule, and his or her spouse and dependents, shall be considered residents of Ohio while in service and upon completion of service in the community service position.

Minimum Documentation required:

- 1) A sworn statement from the community service group or a signed statement on letterhead verifying Ohio home of record for the individual.
- 2) (Dependents Only) In addition to the above, a letter from the parent verifying the dependent status of the student (See C(1)) that includes:
  - a) Student's name and last four digits of social security number
  - b) Dates parent or spouse has lived in Ohio
  - c) Number of years parent or spouse has paid taxes in Ohio
  - d) Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
- 3) Copy of marriage certificate (for spouse only).

#### **E (7) For Marital Hardship**

A person who returns to the state of Ohio to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than 50% of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio.

Minimum Documentation required:

- 1) Copy of court papers verifying the couple has taken legal steps to end the marriage.
- 2) Proof of Ohio domicile:
  - a) Signed copy of rental agreement of lease.
  - b) Copy of closing statement on a home.
  - c) If living with someone, a sworn statement from the owner of the residence certifying that you reside at that residence and the date you began living there.
- 3) A sworn affidavit from the parents stating the following:
  - a) The student's name and last four digits of social security number.
  - b) Whether or not they are providing more than 50% of the financial support for the student.
  - c) Length of time they have lived in Ohio and paid taxes.
  - d) Whether they are U.S. citizens, permanent resident alien, or what their status is in the U.S.

#### **E (8) For National Guard**

A person who is a member of the Ohio National Guard and who is domiciled in Ohio, and his or her spouse and dependents, shall be considered residents of Ohio while the person is in the Ohio National Guard.

Minimum Documentation required:

- 1) Copy of enlistment papers or letter from the base personnel officer verifying service in the
- 2) (Dependents Only) In addition to the above, a letter from the parent verifying the dependent status of the student (See C(1)) that includes:
  - a) Student's name and last four digits of social security number
  - b) Dates parent or spouse has lived in Ohio
  - c) Number of years parent or spouse has paid taxes in Ohio
  - d) Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
- 3) Copy of marriage certificate. (for spouse only)

**Senate Bill 53**

In-state tuition rates and subsidies can be granted to residents of contiguous states who are employed in Ohio and whose employers contract to pay their tuition fees.

Minimum Documentation required:

- 1) Third party billing must be established between Edison State Community College and the Ohio based employer.
  - a) A sworn statement from the employer or the employer's representative on company letterhead certifying that the student is employed full-time in Ohio.

**Forms: Residency Reclassification Petition** found under "Forms" at [www.edisonohio.edu/registration-and-records/](http://www.edisonohio.edu/registration-and-records/)

**PERSONS AFFECTED**

All Edison State Community College students.

## STUDENT COMPLAINT PROCESS

### PURPOSE

The purpose of this policy is to ensure a fair and transparent process for addressing and resolving any student concerns or complaints. Please note that the following procedures do not apply to Title IX complaints that involve sexual harassment, as those complaints should be addressed by following the Anti-harassment Anti-discrimination policy and procedure.

### POLICY STATEMENT

If a student encounters a problem related to the classroom, the student should utilize the following process:

1. When appropriate, talk directly with the instructor and try to resolve the issue informally.
2. If dissatisfied with the outcome, complete all of the appropriate sections of the **Student Complaint Form** found at <https://www.edisonohio.edu/complaint/> and click “submit”. You will be contacted within two business days concerning an appointment with the appropriate Dean.
4. If still dissatisfied, schedule an appointment with the Provost

If as student has a non-academic concern with the college or with another student, the student should utilize the following process:

1. When appropriate, attempt to resolve the complaint informally with the person who may be responsible for the dissatisfaction.
2. If dissatisfied with the outcome, complete all of the appropriate sections of the Student Complaint Form found at <https://www.edisonohio.edu/complaint/> and click “submit”. You will be contacted within two business days concerning an appointment with the appropriate Dean or supervisor.
3. If steps 1-2 do not resolve the complaint, an appointment should be made with the Provost.

Based upon the nature of the written complaint, the Provost will meet with all parties involved and will issue any decisions/actions taken in writing. The basis on which a grade was awarded may not be challenged under this complaint procedure. (See “Student Academic Grievance Procedure”). Disciplinary matters are kept confidential to the extent required by law.

### PERSONS AFFECTED

All Edison State Community College students.

## **ATTENDANCE REPORTING OF NO SHOW STUDENTS**

### **PURPOSE**

This policy establishes the expected actions of the College in the event a student does not report to a class for which they are registered within the first two weeks of the course.

### **POLICY STATEMENT**

Edison State Community College instructors are required to report students who have failed to attend their class within the first two weeks of the course. Students identified by the instructor as a no-show will be de-registered from the class with no tuition liability and the student notified of the removal via the individual's Edison State email. Appropriate changes will be made to their registration records, billing accounts, and financial aid (if applicable). Federal financial aid will be denied for no-show students until attendance is proven. Federal financial aid students will be notified via their Edison State email of the steps to take for reinstatement of federal aid.

### **PERSONS AFFECTED**

All Edison State Community College students.

## STUDENT RECORDS

### PURPOSE

This policy shall govern the collection, maintenance, review, and release of student records for Edison State Community College.

### POLICY STATEMENT

The College's commitment to its educational mission and its students requires that it maintain various student records. No student records will be maintained that are not directly related to the basic purposes of the College. All policies and practices governing the collection, maintenance, review, and release of student records will be based upon the principles of confidentiality and the student's right to privacy, consistent with the Family Educational Rights and Privacy Act of 1974, as amended, 20 U.S.C. § 1232g; 34 CFR Part 99 ("FERPA").

A student is herein defined to mean any person who is or has been in attendance at Edison State for whom the College maintains education records protected by FERPA.

### Education Records Protected by FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent:

1. To school officials with a legitimate educational interest (§99.31(a)(1)).
  - a. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service

instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll and will make a reasonable attempt to notify each student of these disclosures when made.

2. To another school in which the student seeks or intends to enroll (§99.31(a)(2)).
3. To authorized representatives of various federal and state agencies (specified in the regulations) for the audit or evaluation of, enforcement of, or compliance with federally supported education programs (§99.31(a)(3)).
4. For certain purposes related to financial aid for which a student has applied or has received (§99.31(a)(4)).
5. To state and local officials to whom information was specifically required to be reported by a state law prior to Nov. 19, 1974 (§99.31(a)(5)).
6. To organizations conducting research for educational agencies or institutions for developing, validating or administering predictive tests; administering student aid programs; and improving instruction (§99.31(a)(6)).
7. To accrediting organizations performing their accrediting functions (§99.31(a)(7)).
8. To parents of a dependent student (§99.31(a)(8)).
9. To comply with a judicial order or subpoena (§99.31(a)(9)).
10. To appropriate parties in a health or safety emergency under certain conditions (§99.31(a)(10)).
11. If the information requested was designated as "directory information" by the educational institution (§99.31(a)(11)).
12. To the parent of a student who is not an eligible student or to the student (§99.31(a)(12)).
13. To the victim of a crime of violence or a nonforcible sex offense when the information is related to the final results of the disciplinary proceeding conducted by the institution (§99.31(a)(13)).
14. In connection with a disciplinary proceeding at a postsecondary institution if it has determined that the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and the student has committed a violation of the institution's rules or policies (§99.31(a)(14)).
15. To a parent of a College student regarding the student's violation of any law or any institutional policy governing the use or possession of alcohol or a controlled substance if the student is under 21 at the time of the disclosure to the parent, providing state law does not prohibit the disclosure (§99.31(a)(15)).
16. If the information concerns registered sex offenders provided under State sex offender registration and campus community notification programs (§ 99.31(a)(16)).

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

### [FERPA Notice for Directory Information](#)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Edison State Community College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from education records. However, the College may disclose appropriately designated "directory

information" without written consent, unless you have advised the College to the contrary in accordance with published procedures. The primary purpose of directory information is to allow the College to include non-invasive information from your education records in a number of ways, such as inclusion in certain school publications, press releases or online media. Examples include:

- Dean's List or other recognition lists;
- Sports activity sheets showing weight and height of team members;
- College's website, Facebook page, or other online presence.
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may also be disclosed to outside organizations and individuals without a student's prior written consent.

If you do not want the College to disclose directory information from your education records without your prior written consent, you must notify the College Registrar in writing. Edison State Community College has designated the following information as directory information:

- Name
- Address(es)
- Telephone number(s)
- Email address(es)
- Photograph(s) and video(s)
- Major field of study
- Dates of attendance
- Grade level (such as freshman, sophomore)
- Enrollment status (undergraduate or graduate, full-time or part-time)
- Date of graduation and degrees(s)/certificate(s) conferred
- Honors or awards received, including selection to a dean's list or honorary organization
- Participation in officially recognized activities and athletics
- Weight and height where the student is a member of an athletic team
- Most recent previous school attended

## **PERSONS AFFECTED**

All Edison State Community College students.

## DEADLINES FOR CANCELLING REGISTRATION, DROPPING CLASSES, ADDING CLASSES, AND WITHDRAWING

### PURPOSE

This policy establishes measures to ensure Edison State Community College's compliance with the Ohio Department of Higher Education reporting guidelines on official changes in student registration status and defines deadlines for students who want to add or drop classes or withdrawal after the semester, term, or mod has begun.

### POLICY STATEMENT

Registration cancellation, class adds/drops, and withdrawals will be processed in a way that accurately reflects the actual and effective dates of the activity and the corresponding refund or grading action to be taken, based on deadlines. The student must complete the Registration Add/Drop form and submit it to the Office of Registration and Records with signatures from the appropriate instructor if the class has met and within the first two weeks of the class. If it is after the second week of the semester, term, or mod, the student must Complete the Registration Add/Drop form and submit it to the Office of Registration and Records with signatures from the appropriate instructor and the appropriate Academic Dean.

The College will comply with applicable regulations relating to refunds for students participating in distance learning programs in states where the College is authorized to offer such programs.

### Canceling Registration

Students may choose to cancel registration prior to the first day of a semester, term, or mod by dropping all classes. If the student officially cancels registration for all classes before the first day of classes, they are entitled to a 100% refund of fees paid. The student receives no grades and classes do not appear on the student's academic record.

### Procedure

Student drops class(es) through online registration in MyESCC before the first day of classes or the student submits the Registration Add/Drop form to the Office of Registration and Records.

Financial aid recipients who cancel their registration prior to the first day of classes are not eligible to receive funds for that term and must return 100% of any financial aid received as a refund. In addition, any financial aid awards for the affected term will be cancelled.

### Adding Classes

Students may add classes in the first week of the semester, term, or mod before the class has met for the first time. Students may add classes after it has met for the first time in the first or second week with the permission of the appropriate instructor. Online classes require instructor permission after the start date of the class. Students may add a class in the third week with the permission of the appropriate instructor and the appropriate Academic Dean.

### Procedure

The student completes the Registration Add/Drop form and submits it to the Office of Registration and Records with signatures from the appropriate instructor if the class has met and within the first two weeks of the class. If

it is after the second week of the semester, term, or mod, the student must complete the Registration Add/Drop form and submit it to the Office of Registration and Records with signatures from the appropriate instructor and the appropriate Academic Dean.

### Dropping Classes

Students may drop classes from their schedules without permission from the first day of classes through the Monday of the third week of a semester or term (Monday of the first week of a mod) for a 100% refund. The student receives no grades and classes do not appear on the student's academic record.

#### Procedure

Student drops class(es) through online registration in MyESCC the first day of classes through the Monday of the third week of a semester or term (Monday of the first week of a mod) or the student submits the Registration Add/Drop form to the Office of Registration and Records.

### Withdrawing from Classes

Students may withdraw from classes from the Tuesday of the third week of the semester or term (Monday of the first week of a mod) through the Monday of the tenth week of the semester, Monday of the fifth week of a session, or Monday of the third week of a mod without permission. However, the courses remain on the students' academic records with grades of W and they continue to be used in the calculation of tuition and fees. W grades do not affect the student's grade point average. Withdrawing classes after the Monday of the tenth week of the semester, Monday of the fifth week of a session, or Monday of the third week of a mod is not possible without appeal.

#### Procedure

Student withdraws from class(es) through online registration in MyESCC after the Monday of the third week of a semester or term (Monday of the first week of a mod) through the Monday of the tenth week of the semester, Monday of the fifth week of a session, or Monday of the third week of a mod or the student submits the Registration Add/Drop form to the Office of Registration and Records.

### Withdrawing After the Withdrawal Deadline

Students must petition the appropriate Academic Dean to withdraw from classes after the Monday of the tenth week of the semester, Monday of the fifth week of a session, or Monday of the third week of a mod. Such cases are approved for extenuating circumstances. The courses remain on the students' academic records with grades of W and they continue to be used in the calculation of tuition and fees. W grades do not affect the student's grade point average.

#### Procedure

Student completes the *Late Withdraw Request* form, including emergency or extenuating circumstances to the appropriate Academic Dean.

Forms: ***Registration Add/Drop Form***

### **PERSONS AFFECTED**

All Edison State Community College students.

## DEFINITIONS

### SEMESTER

Any semester including the 12-week summer semester.

### TERM

Any eight-week term.

### MOD

Any session less than eight weeks, e.g. four week mods.

### CANCELING REGISTRATION

Terminating registration in all classes before the first day of classes. This does not prevent a student from registering for a future semester, term, or mod.

### DROPPING CLASSES

Terminating registration in one or more for a given semester, term, or mod before the deadline specified below. Courses dropped will not appear on the student's academic record (official transcript).

### WITHDRAWING FROM CLASSES

Terminating registration in one or more classes after the deadline for dropping. Courses from which the student has withdrawn will remain on the student's academic record (official transcript), with a grade of W. These grades do not affect the grade point average.

## STUDENTS CALLED TO ACTIVE DUTY

### PURPOSE

This policy establishes guidelines and procedures to support and accommodate Edison State Community College students who are members of the United States Armed Forces and who are called to serve on active duty.

### POLICY STATEMENT

When registered students are called to active military duty, it is often not possible for the students to have anticipated the effect this has on their enrollment status. Therefore, faculty and staff are encouraged to be as flexible as possible with the students who wish to arrange to complete coursework for credit. Following are options available to these students.

If a registered student is called to active duty during the course of a semester, term, or mod (defined as the first day of classes through the last day of classes), the student has the option of withdrawing from the College with a full tuition refund. The College Registrar will process the withdrawal as effective within the first two weeks of the semester or first week of a session (courses removed from the student's record) and issue a full tuition refund. If the class withdrawal (drop) deadline has passed, and the instructor agrees, the student has the option of arranging for Incomplete grades in one or more of the classes in which he or she is enrolled and dropping without financial penalty from the other classes, if any. If the final examination week has begun, then neither cancellation nor withdrawal is an option. Students may be able to complete the final exams and those not able to do so will be given Incompletes.

The duration of Incompletes resulting from any of the above provisions will be the normal 100 days from the end of the term or the "I" converts automatically to an "F." Grades of Incomplete convert to "F" upon graduation.

Students receiving veteran's educational benefits will have to comply with any regulations issued by the Veterans Administration relative to the timing of their benefits. During past conflicts, the Veterans Administration "applied mitigating circumstances" where appropriate, as presented by the student, and they paid veteran benefits based on enrollment up to the date of withdrawal, which was the date on which the student was required to report to active duty.

Students receiving financial aid who choose the full withdrawal option will be treated as a withdrawal in accordance with the Return of Title IV Funds regulations. The date of withdrawal will be the earlier of the date the student begins the withdrawal process, or the date that the student otherwise provides the notification. Federal and state funding agencies may issue specific guidelines, which must be followed.

For financial aid recipients choosing the partial withdrawal option (Incompletes in one or more courses), financial aid eligibility will be based on the criteria of the specific aid program (i.e., number of credit hours).

In order to effect these policies, the student must present proof of having been called to active duty. To do this, the student should fax to 833-594-1319 or mail a copy of the call-up orders to the Office of Registration & Records, 1973 Edison Dr., Piqua, OH 45356. Along with this, the student should include a written statement indicating which of the options described in the Policy section he or she has chosen to exercise, for each course in which he or she is enrolled.

In the case of Incomplete grades (I's) the arrangements must be worked out by the student and the appropriate instructor. The appropriate instructor should submit an "Incomplete Grade Request" for those courses.

References: Policy 3358-5-06 *Deadlines for Cancelling Registration, Adding Classes, Dropping Classes, and Withdrawing*

**PERSONS AFFECTED**

All Edison State Community College students who serve in the United States Armed Forces.

## COLLEGE OPERATING BUDGET

### PURPOSE

It is the policy of Edison State Community College to establish a transparent and efficient financial framework that ensures the effective allocation of resources to support the institution's academic and administrative functions while promoting fiscal responsibility, accountability, and sustainability.

### POLICY STATEMENT

The College President shall establish a process for preparing an annual operating budget for review and approval by the Board of Trustees. The Board of Trustees reviews and approves the College's annual operating budget on or before June 30th of the fiscal year preceding the budget under review. The College fiscal year begins July 1st of each year and ends June 30th of the following year. The College's operating budget shall include a projection of income and expenditures for the fiscal year.

If the Board of Trustees does not approve an operational budget for a fiscal year on or before June 30<sup>th</sup> of the preceding fiscal year, the Board of Trustees shall adopt an interim operating budget in order for funds to be expended for the operation of the College.

The Board of Trustees shall review the operating budget at least once each fiscal year, on or before January 31<sup>st</sup>, to consider its amendment, and at other times during the fiscal year as necessary. The annual operating budget can be amended only by action of the Board of Trustees.

Expenditures of approved budget funds shall support and advance the College's mission and shall be made in accordance with federal, state and College policy and College procedures. Expenditures that support and advance the College's mission may include beverages, meals, refreshments, and other amenities. No funds held by the College shall be used to purchase alcohol unless purchased for resale by a College auxiliary enterprise with a liquor permit.

The Board of Trustees may accept for administration, funds from another state, agency or organization that are restricted for specific purposes.

The Board of Trustees shall have the authority to designate funds for specific purposes not provided for in the College's annual operating budget.

The President shall establish procedures to administer this policy.

### PERSONS AFFECTED

All Edison State Community College stakeholders.

## **CAPITAL EXPENDITURES**

### **PURPOSE**

To require Edison State Community College to be strategic in the use of its facilities and equipment resources to meet its mission, to maintain safe and attractive facilities, and to do so in a responsible manner.

### **POLICY STATEMENT**

The College's campuses are those locations at which the College owns the property, and on which there is potential for growth in the number of degrees and certificate programs offered. Other facilities at which the College provides course and service offerings shall be considered College sites. The College shall maintain a Master Facilities Plan that considers its campuses, sites and other facilities. The Master Facilities Plan will reflect the College's mission and strategic direction. The Board of Trustees shall approve all capital projects and equipment budgets.

The College shall properly maintain its assets, including systems and utility infrastructures.

In administering capital budgets, the College will abide by College policy and procedure, and all applicable federal, state and local statutes and regulations.

The College President shall establish procedures to administer this policy.

## PURCHASING

### PURPOSE

To ensure the College will follow a competitive and efficient process for the purchase of supplies, equipment, and services necessary for its operations.

### POLICY STATEMENT

Expenditure of all College funds from all accounts and all revenue sources that are used to purchase supplies, equipment, and services shall be made in accordance with procedures adopted pursuant to this policy. Strict adherence to all applicable federal laws, laws of the State of Ohio, College policies and sound business practice will be observed.

The College will give every reasonable opportunity for minority business enterprises to submit bids and proposals for contracts as suppliers, contractors, and consultants. Any commitment made by an employee of the College other than through the procedures adopted pursuant to this policy is the personal responsibility of the person making the purchase.

Purchases from a vendor in which an Edison State Community College employee has a significant proprietary interest are prohibited, unless a full disclosure of the interest is provided before the purchase and the purchase is made in accordance with College procedures and the Ohio Ethics laws.

The College President shall establish procedures to implement this policy.

### Authority and Responsibility:

- 1.1 The authority to make purchases on behalf of Edison State Community College is vested in the Controller and his/her Chief Financial Officer, as appointed by the College President. The authority to obligate the College for any expenditure of funds shall be limited to the approval of either the President, Chief Financial Officer, or to an employee who has been delegated that responsibility by the President or Chief Financial Officer, such as a Budget Officer. Employees making unauthorized purchases may be held personally liable for the purchase.
- 1.2 The Controller shall review and approve all purchases, ensuring compliance with this policy, the Ohio Revised Code, and College policies.
- 1.3 Purchases exceeding \$100,000 require three approvals from Budget Officers who have the authority to make purchases that exceed \$100,000. In most cases, this will be the Chief Financial Officer, Controller, and Assistant Controller. A Budget Officer with the ability to make purchases of \$100,000 or greater can be used as a substitute approver.

**Purchase Orders:**

2.1 Purchase orders must be obtained from the Business Office before making any purchase. Total expenditures on a purchase order may not exceed the purchase order amount by more than 10%

2.2 If a purchase is made prior to obtaining a purchase order, the purchaser must complete and sign a "then and now" certificate, as required by the Ohio Revised Code-ORC 5705.41(D)(2). Certification of the Availability of Funds should be obtained prior to entering the obligation when so required by state law, but, should that fail to occur, the Chief Financial Officer is expressly authorized to subsequently certify any expenditure within the amount already appropriated by the Board of Trustees for the division incurring the obligation if such expenditure is otherwise valid.

2.3. Blanket Purchase Orders: Blanket purchase orders (BPO) are open-ended orders set up for a specified time-period with an established dollar limit. BPOs expire at the end of the fiscal year (June 30), unless an extension beyond June 30th is approved by the Business Office. Total expenditures on a BPO may not exceed the purchase order amount by more than 10%.

2.4. Cancellation or Modification of Orders: Requests to cancel or modify purchase orders should be communicated in writing to the Business Office.

**Process for Making a Purchase Out-Of-Pocket and Being Reimbursed:**

3.1. Proper approval from your supervisor is necessary prior to making a purchase. Download the proper reimbursement form and submit with receipt(s) to your supervisor for their approval. Once all documentation is ready for submission, the reimbursement form and required documentation should be turned into the Business Office for reimbursement.

**Competitive Bidding:**

4.1 Competitive bidding shall be utilized whenever practical to ensure fair and open competition among potential vendors. The Business Office reserves the right to request the Budget Officer to obtain competitive quotations regardless of the dollar value whenever, in its judgement, the quotations may serve the College's best interest.

A single purchase or service may not be divided for the purpose of avoiding the bidding requirements and procedures.

4.2 Other than the exceptions noted in the section in this policy entitled *Exceptions to Bidding Requirements*, the purchasing threshold for competitive bidding shall be as follows:

1. For goods:
  - A. Purchases up to \$24,999: Written quotes shall be solicited by the Budget Officer from three vendors if the Budget Officer, Business Office or its authorized agents determine the results may be advantageous to the College. Consideration will be given based on price, quality, and other relevant factors.
  - B. Purchases exceeding \$25,000: Three written quotes shall be solicited by the Budget Officer. Consideration will be given based on price, quality, and other relevant factors.

2. For services:
  - A. Services up to \$24,999: Written quotes shall be solicited by the Budget Officer from three vendors if the Budget Officer, Business Office or its authorized agents determine the results may be advantageous to the College. Consideration will be given based on price, quality, and other relevant factors.
  - B. Services exceeding \$25,000: Three written quotes shall be solicited by the budget officer. Consideration will be given based on price, quality, and other relevant factors.
3. For construction projects:
  - A. Construction projects up to \$24,999: Written quotes shall be solicited by the budget officer from three vendors/contractors if the Budget Officer, Business Office or its authorized agents determine the results may be advantageous to the College. Consideration will be given based on price, quality, and other relevant factors.
  - B. Construction projects between \$25,000 and \$199,999: Written quotes must be obtained from at least three vendors/contractors. Quotes should be reviewed and approved by the Director of Facilities. Consideration will be given based on price, quality, and other relevant factors.
  - C. Construction projects exceeding \$200,000: Formal competitive bidding processes, such as requests for proposals (RFPs) or invitations to bid (ITBs), shall be initiated, allowing for open competition among potential contractors.
  - D. All records of competitive bidding shall adhere to the Inter-University Council of Ohio Records Retention policy which Edison State adheres to.
  - E. Prevailing wages must be paid on projects whose estimated or actual values are equal or exceed the current prevailing wage threshold levels (ORC §4115).

#### Exceptions to Bidding Requirements:

1. Purchasing Contracts: Bidding for many items purchased by the College has already been conducted in a cooperative environment or are exempted in the Ohio Revised Code. Contract pricing through the State of Ohio, the Ohio Inter-University Purchasing Council (IUC), General Services Administration (GSA), Educational & Institutional Cooperative (E&I), National Joint Powers Alliance (NJPA), National Inter-Governmental Purchasing Alliance (National IPA), US Communities, Provista, Sourcing Office, and The Ohio State University, Ohio Association of Community Colleges, and other group purchasing organizations that competitively bid procedures and services need not be re-bid.
2. Single/Sole Source: Due to the nature of the item or to the sales structure of the company, only a single or sole source is available to purchase the item. Documentation must be submitted to and approved by the Budget Officer to substantiate the choice.
3. Items Procured for Retail Sale: Items procured by the College's auxiliary enterprises for the purpose of retail sales.
4. Certain Professional Services Contracts: While certain service contracts, including legal, architectural and engineering, are exempt from the bidding process, they may be subject to selection guidelines as determined by the Business Office or by state or other laws.
5. Emergency Purchases: Emergency situations where safety, severe damage to College equipment or property, or situations in which the College's ability to continue operations is significantly at risk, bidding procedures will be suspended with the approval of a member of the Cabinet. See section 5.1 for options for making a purchase during an emergency.

4.3 Edison State Community College, however, reserves the right to reject any and all bids or parts thereof or items therein and to waive any informality in bids received whenever such rejection or waiver is in the best interest of the College.

4.4 The authority to obligate the College for any expenditure of funds shall be limited to the approval of either the Board of Trustees, the President, the Chief Financial Officer, or an employee who has been delegated that responsibility of budget authority by the President or the Chief Financial Officer. Employees making unauthorized purchases may be held personally liable for that purchase.

4.5 The Budget Officer shall ensure compliance with the appropriate bidding thresholds and guidelines as specified in the Ohio Revised Code and College policies. Information regarding appropriate bidding requirements may be requested by the Business Office or Administration for review.

4.6 Exceptions to the competitive bidding process may be made under limited circumstances, such as emergencies or when authorized by the College President, Chief Financial Officer, or their designee. All exceptions shall be properly documented and justified in accordance with the Ohio Revised Code and College policies.

#### **Emergency Purchases:**

5.1. In times of an emergency, due to natural disaster or other catastrophe, or when the Business Office is inaccessible and/or enterprise resource planning software is inoperable, emergency purchasing procedures will apply. Depending on the severity and location of the emergency, or if IT operations are down including servers, the ERP system and phones, one or more purchasing processes could be followed.

5.2. If requisitions, purchase orders and checks cannot be used to pay suppliers, the options for buying goods and services include College credit card, ACH, or wire transfer and employee reimbursement as discussed in this policy.

5.3. Questions regarding emergency purchases should be addressed to the Controller or Chief Financial Officer to ascertain the best option and to avoid any personal liability. In an emergency, the purchaser should act in a prudent manner and seek proper approval from their supervisor, or someone with authority, if possible.

#### **Vendor Selection:**

6.1 Vendors shall be selected based on their ability to meet the College's requirements for quality, cost-effectiveness, reliability, and compliance with applicable laws.

6.2 The College shall encourage the participation of local, small, and disadvantaged businesses in its procurement process, whenever feasible and in compliance with the Ohio Revised Code.

#### **Solicitation of Bids/Proposals:**

7.1 Formal solicitations, such as requests for proposals (RFPs), requests for quotes (RFQs), or invitations to bid (ITBs), shall be used to obtain competitive bids whenever required.

7.2 Solicitations shall be publicly advertised in accordance with the Ohio Revised Code and College policies, allowing sufficient time for interested vendors to respond.

**Contract Approval and Execution:**

8.1 All contracts shall be reviewed by the College's legal counsel and approved by the appropriate College authority prior to execution. All signed contracts should also be in accordance with the College's Signatory Policy.

8.2 The President or his designee should review and be made aware of any contract(s) before signature occurs.

8.3 Contracts shall be in writing and include clear terms and conditions, specifications, pricing, and performance expectations.

**Purchasing Ethics and Conflicts of Interest:**

9.1 All employees involved in the purchasing process shall act with honesty, integrity, and in the best interest of the College.

9.2 Employees shall disclose any potential conflicts of interest and recuse themselves from the decision-making process when such conflicts arise.

**Record Keeping and Documentation:**

10.1 The College shall maintain accurate and complete records of all purchasing transactions in accordance with the Ohio Revised Code and College policies.

10.2 Documentation shall include purchase orders, bids, contracts, invoices, receipts, and other relevant records. Documentation shall be kept in accordance with the Inter-University Council of Ohio records retention policy which Edison State adheres to.

**Compliance and Audit:**

11.1 The College shall periodically review and evaluate its purchasing practices to ensure compliance with the Ohio Revised Code and College policies.

11.2 External audits may be conducted to assess compliance and identify opportunities for improvement.

**Credit Card Purchasing Guidelines:**

12.1 College-issued credit cards may be used for authorized purchases in accordance with the College's Credit Card Policy.

12.2 Credit card purchases shall adhere to purchasing thresholds and guidelines specified in this policy and the Ohio Revised Code.

12.3 All credit card purchases must be properly documented, supported by receipts, and reconciled in a timely manner.

**Conclusion:**

This Purchasing Policy is designed to ensure that Edison State Community College procures goods, services, and construction projects in a transparent, ethical, and legally compliant manner. By adhering to this policy, the College aims to achieve the best value for its resources while promoting fairness and integrity in the procurement process.

**PERSONS AFFECTED**

All Edison State Community College employees, vendors, contractors, and businesses seeking contractual services with Edison State.

## TRANSFER AND DISPOSAL OF SURPLUS PROPERTY

### PURPOSE

Proper resource management is essential to maintaining the public's trust in the College's ability to administer its resources. This policy is intended to address the transfer or disposal of property. Resource acquisition and record keeping are addressed by other college policies and procedures.

### POLICY STATEMENT

All property purchased by, donated to, or otherwise acquired by Edison State Community College is considered to be property of the College. Property that is no longer needed to meet the mission of the College and is declared to be surplus property shall be responsibly and properly disposed of in accordance with current procedures.

### Disposal of Surplus Property

This policy applies to the disposal of surplus equipment, materials, furniture and related supplies. Strict adherence to all applicable federal laws, laws of the State of Ohio, college policies and sound business practices shall be observed.

This policy does not apply to the disposal of real estate.

The President of the College shall establish procedures to administer this policy.

### PERSONS AFFECTED

All Edison State Community College employees.

## **PAYMENT CARD INDUSTRY COMPLIANCE (PCI)**

### **PURPOSE**

Edison State Community College will ensure compliance with all applicable Payment Card Industry Data Security Standards (PCI-DSS) to protect account and personal cardholder information from unauthorized exposure through payment card transactions. No activity may be conducted nor any technology implemented that might obstruct compliance with any portion of the PCI-DSS.

### **POLICY STATEMENT**

The College takes advantage of various means of processing financial transactions including the acceptance of payment cards. Access rights to privileged cardholder information will be assigned to the minimum number of employees who require access to perform their job responsibilities. Access rights will be assigned on the basis of a position's classification and function.

The College President shall establish procedures to administer this policy.

### **PERSONS AFFECTED**

All Edison State Community College employees.

## **SUSTAINABILITY**

### **PURPOSE**

As a citizen of a complex ecological system, Edison State Community College is committed to doing its part to sustain the environment for future generations.

### **POLICY STATEMENT**

The College shall engage in financially-sound academic and operational activities that will result in the reduction of solid waste, pollution, and energy consumption. Operational and maintenance efficiencies shall be primary considerations. Whenever practicable, the College shall purchase environmentally-friendly goods to foster growth in markets for such goods. In the new construction, the College shall strive to build to the U.S. Green Building Council's LEED silver standard or equivalent within the monies appropriated for a campus construction project.

Periodically, the President shall report to the Board of Trustees on the College's sustainability initiatives.

The President shall establish procedures to administer this policy

### **PERSONS AFFECTED**

All Edison State Community College employees.

## INVESTMENT POLICY

### PURPOSE

It is the policy of Edison State Community College to invest public funds in a manner which will provide the highest investment return with the maximum security and safety while meeting daily cash flow demands and conforming to Ohio Revised Code, Chapter 135 and all other applicable statutes governing the investment of public funds by Edison Community College. The authority to conduct the purchase and sale of investments is limited to those individuals specifically designated by the Board of Trustees, the President, or the Chief Financial Officer of Edison State Community College

### POLICY STATEMENT

This Investment Policy applies to all financial assets of Edison State Community College, including State and Federal funds held by it. This Policy does not apply to funds held by the Edison Foundation.

### Prudence

Investments shall be made under the industry standard “Prudent Investor Rule” which states “Investments shall be made with judgment and care, under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

### Objectives

The primary objectives of the College’s investment activities shall be:

- Safety of principal
- Liquidity to meet operating requirements
- Return on Investment attaining a market rate of return taking into account cash flow characteristics

### Ethics and Conflict of Interest

Designated College employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the College investment program, or which could impair the ability to make impartial investment decisions. Employees and investment consultants shall disclose any material financial interest in financial institutions and any large personal financial or investment position that could be related to, or affected by, the performance of the College’s portfolio. All employees, officers and investment consultants to the College shall subordinate their personal investment transactions to those of the College, particularly with regard to the timing of the purchases and sales.

### Authorized Financial Dealers and Institutions

The College shall maintain a list of approved financial institutions and securities dealers with whom the College will transact investment activities.

### Authorized Investments

The College is empowered by the State of Ohio statute to invest in the following types of securities per Ohio Revised Code, Section 3354.10(B) and Section 135.45:

- Certificates of Deposit, savings accounts and deposit accounts with federally insured financial institutions.
- United States treasury bills, bonds, notes, or any other obligations or securities issued by the United States Treasury or any other obligation guaranteed as to the principal and interest by the United States.
- Securities issues directly by federal agencies or instrumentalities.
- Bonds or other obligations of the State of Ohio.
- The State Treasury Asset Reserve of Ohio (“STAR Ohio”).
- All of the above must be limited to a final maturity of no more than five years.

### Internal Controls

A current inventory of all investments shall be maintained including the following:

- Description of security
- Cost
- Purchase, sale and maturity dates
- Effective yields

### Investment Policy Approval

The investment policy shall be adopted by the Board of Trustees (Treasurer) of the College. The policy shall be reviewed on an annual basis as part of the College’s annual budget review and any modifications made thereto must be approved by the Board (Treasurer).

### **PERSONS AFFECTED**

All Edison State Community College stakeholders.

ATTACHMENT: Policy 3358-6-09

Effective Date: \_\_\_\_\_

Board of Trustees, Chair \_\_\_\_\_

Date: \_\_\_\_\_

**TO BE COMPLETED BY ENTITIES CONDUCTING INVESTMENT BUSINESS WITH EDISON  
COMMUNITY COLLEGE**

The undersigned hereby certifies that it has read, understands and will accept and abide by this Investment Policy and the relevant provisions of the Revised Code in its dealings with Edison State Community College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Individual

\_\_\_\_\_  
Print Name of Institution or Firm

## PROCUREMENT FOR FEDERAL AWARDS

### PURPOSE

In order to ensure compliance with Federal requirements related to Federal grants, Edison State Community College has adopted policies on equipment, cash management, time and effort, internal controls, cost principles & spending of federal funds, and procurement.

### POLICY STATEMENT

#### Equipment Use

- (1) Equipment must be used by the College in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award, and the College must not encumber the property without prior approval of the Federal awarding agency. When no longer needed for the original program or project, the equipment may be used in other activities supported by the Federal awarding agency.
- (2) During the time equipment is used on the project or program for which it was acquired, the College must also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by the Federal awarding agency that financed the equipment and second preference must be given to programs or projects under Federal awards from other Federal awarding agencies. Use for non-Federally-funded programs or projects is also permissible. User fees should be considered if appropriate.
- (3) Notwithstanding the encouragement in Section 200.307 of the Code of Federal Regulations (addressing Program Income), to earn program income, the College must not use equipment acquired with the Federal award to provide services for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute for as long as the Federal Government retains interest in the equipment.
- (4) When acquiring replacement equipment, the College may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

#### Cash Management Requirements

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the following requirements:

- (1) Property records must be retained that include a description of the property, a serial number or other identification number, the source of funding for the property (including FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and ultimate disposition data including the date of disposal and sale price of the property.
- (2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

- (3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- (4) Adequate maintenance procedures must be developed to keep the property in good condition.
- (5) If the College is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

### Disposition

When original or replacement equipment acquired under Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provide in Federal statutes, regulation, or Federal awarding agency disposition instructions, the College must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made as follows, in accordance with Federal awarding agency disposition instructions:

- (1) Items of equipment with a current per unit fair market value of \$5,000.00 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.
- (2) Except as provided in Section 200.312 of the Code of Federal Regulations (addressing Federally-owned and exempt property), paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per unit fair market value in excess of \$5,000.00 may be retained by the College or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal warding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.
- (3) The College may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the College must be entitled to compensation for its attributable percentage of the current fair market value of the property.
- (4) In cases where the College fails to take appropriate disposition actions, the Federal awarding agency may direct the College to take disposition actions.

*Applicable Laws, Regulations, and Guidance: 2 C.F.R. 200.313*

### Cash Management of Grants

In order to provide reasonable assurance that all assets, including Federal, State, and local funds are safeguarded against waste, loss, unauthorized use, or misappropriation, the College shall implement internal controls in the area of cash management.

The College's payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury, the State of Ohio or other pass-through entity and disbursement by the College, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The College shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The College shall request grant fund payments in accordance with the provisions of the grant. Additionally, the College's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The College is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provision of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the College uses a cash advance payment method, the following standards shall apply:

- (1) The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the appropriate share of any allowable indirect costs.
- (2) The College shall make timely payment to contractors in accordance with contract provisions.
- (3) To the extent available, the College shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds requesting additional cash payments.
- (4) The College shall account for the receipt, obligation and expenditure of funds.
- (5) Advance payments will be deposited and maintained in insured accounts whenever possible.
- (6) Advance payments will be maintained in interest bearing accounts unless the following apply:
  - (a) The College receives less than \$120,000 in Federal awards per year;
  - (b) The best reasonably available interest-bearing account would not be expected to earn interest excess of \$500 per year on Federal cash balances;
  - (c) The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources;
  - (d) A foreign government or banking system prohibits or precludes interest bearing accounts.
- (7) Pursuant to Federal law and regulation, the College may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System ("PMS) through and electronic medium using either Automated Clearing House ("ACH") network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF or another Federal agency payment system.

*Applicable Laws, Regulations, and Guidance: 2 C.F.R. 200.305*

### **Time and Effort Reports**

Charges to Federal awards for salaries and benefits must be based on records that accurately reflect work performed. These records must:

- (1) Be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and property allocated;
- (2) Be incorporated into the official records of the College;
- (3) Reasonably reflect the total activity for which the employee is compensated by the College, not exceeding 100% of the compensated activities;
- (4) Encompass both Federally assisted and other activities compensated by the College on an integrated basis;
- (5) Comply with the College's established accounting policies and practices;
- (6) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, or two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The College will also follow any time and effort requirements imposed by the pass-through entity to the extent that they are more restrictive than the Federal requirements. Each department is responsible for the distribution, collection, and retention of all employee effort reports.

### **Reconciliations**

Budget estimates alone are not to be used as support for charges to Federal awards. However, the College may use budget estimates for interim accounting purposes so long as:

- (1) The system used by the College to establish budget estimates produces reasonable approximations of the activity actually performed;
- (2) Any significant changes in the corresponding work activity are identified by the College and entered into the College's records in a timely manner.
- (3) The College's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

*Applicable Laws, Regulations, and Guidance: 2 C.F.R. 200.430, 200.431*

### **PERSONS AFFECTED**

These policies apply to all employees and departments within the College.

### **DEFINITIONS**

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## TECHNOLOGY PURCHASES

### PURPOSE

The purpose of this policy is to establish guidelines and procedures for the acquisition of technology resources within the College. Edison State Community College is committed to ensuring that all technology purchases align with the organization's strategic goals, meet the needs of the users, and adhere to budgetary constraints.

### POLICY STATEMENT

Technological adoption and purchase at Edison State considers factors of:

- Versatility in support of the College's mission
- Cost (within acceptable budget and purchasing guidelines as established by the College)
- Administration (of licenses, rights, etc.)
- Security / Privacy (in compliance with FERPA, HIPAA, and other Federal and State regulations)
- Support, via IT employees and the IT Help Desk
- Training of IT staff, employees, and students

The College does not implement products of an untested nature (e.g. Beta-phase hardware or software), open-source "freeware" or "shareware," or products without proven, sound, and compelling pedagogical merit.

Conflicts of interest in the purchasing process are avoided by designing RFPs (Requests for Proposals) for high-ticket items, and multiple quotes are secured for items and services whenever possible.

All technology purchases must be evaluated and approved by the IT Department in consultation with the Department(s) requesting any hardware/software item(s).

### PERSONS AFFECTED

All Edison State Community College employees.

## THE IT NETWORK

### PURPOSE

This policy establishes guidelines and standards for the secure, efficient, and responsible use of the College's network infrastructure and resources. This policy is intended to ensure that the network is reliable, accessible, and optimized to support the academic and administrative needs of the College community.

### POLICY STATEMENT

Edison State Community College's wide area network interconnects all of the College's campuses, employing backbones and sub net infrastructures (closet switches, etc.), with servers connected directly to this infrastructure. Temporary connections of non-College equipment to College systems (for special events, vendor demonstration purposes, etc.) must be approved and arranged with the IT Department in advance.

Given the interrelatedness of the College's network, telephone system, and desktop computing, any movement of computer, network, and telephone equipment must be pre-approved and performed by IT Department staff. The campus Maintenance Department should not move any IT equipment or its associated power supplies/regulators without first consulting the IT Department.

### IT Security

The IT Department at Edison State Community College maintains an appropriate level of protection from outside intrusions, viruses, and internal security breaches. At a minimum this includes a network proxy server and/or firewall, an up-to-date virus protection, the use of reasonable password procedures, and secure socket layer (ssl) encryption.

Security is based upon best practices recommended in the "Code of Practice for Information Security Management" published by the International Organization for Standardization and the International Electrotechnical Commission (ISO/IEC 17799), appropriately tailored to the specific circumstances of the College. Edison State also follows the National Institute of Standards and Technology (NIST) Special Publication 800-53, Revision 3 (NIST 800-53), as the framework for information security controls and implementation, and incorporates security requirements of applicable regulations, such as the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and the Gramm-Leach-Bliley Act.

### Heating, Ventilation, and Air Condition (HVAC)

The College follows the widely accepted set of guidelines for optimal temperature and humidity set points for its data center and closet switches as set forth by the American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE), Technical Committee 9.9. These guidelines specify both a required and allowable range of temperature and humidity, and must be followed in order to protect Edison State's sizeable investment in its technology and the critical informational data it hosts.

The campus Maintenance Department should not modify any HVAC equipment or parameters without first consulting the IT Department.

## Disaster Recovery

A disaster is defined as an incident rendering the primary network room's equipment inoperable. (Examples of the types of incidents that could cause such a problem include fire, flood, structural collapse, etc.) In the event of such a disaster, a current procedure will be used to coordinate the recovery of the systems with all the pertinent personnel.

The Chief Information Officer (CIO) shall establish procedures for administering this policy.

## **PERSONS AFFECTED**

All Edison State Community College employees and students.

## TELEPHONE/TELECOMMUNICATIONS

### PURPOSE

This policy establishes guidelines and standards for the effective and responsible use of telephone and telecommunications systems with the College.

### POLICY STATEMENT

The College utilizes Voice Over Internet Protocol (VOIP) integrated technology. Since telephones are integral to the network, Dial Plans for telephone endpoints must be planned, designed, and approved by any College Department in consultation with the IT Department before being implemented.

Video Conference capability is available at all College campuses and is supported on a case-by-case basis.

### PERSONS AFFECTED

All Edison State Community College employees.

### DEFINITIONS

#### VOICE OVER INTERNET PROTOCOL

Technology that enables the transmission of voice and multimedia communications over the internet or any IP-based network.

#### DIAL PLAN

Set of rules and instructions that define how phone numbers and extensions are dialed and processed within a telecommunication system.

## ADMINISTRATIVE COMPUTING

### PURPOSE

This policy establishes guidelines and procedures to ensure the secure, efficient, and effective use of computer systems and data within the administrative functions of the institution.

### POLICY STATEMENT

Edison State Community College utilizes the Colleague Enterprise Resource Planning (ERP) software product of the Ellucian Corporation (including its WebAdvisor web interface) as its administrative computing database.

All crucial institutional data is stored, manipulated, and accessed in Colleague. This includes all student, employee, financial, and course information. Additionally, all crucial institutional functions transpire in Colleague, including registration for classes, student grades, transcripts, departmental budgets, employee payroll, etc.

As the central hub and core of the College's information technology architecture, Colleague represents the major and primary software investment at the College. Its maintenance is crucial to all College functions, and its security is paramount. Access to Colleague is issued only upon written request by the employee's immediate supervisor, and in accordance with the Ohio State Auditor.

Whenever possible, any software functionalities required by College departments should integrate with Colleague, both to leverage Edison State's existing investment in technological functions and to eliminate duplication of work. The purchase of software that does not communicate with the Colleague system requires custom work to the new software, Colleague, or both to bring them together.

The College departments shall evaluate "third-party" software products in close consultation with the IT Department for their ability to interface with Colleague "out of the box" prior to any purchasing decision going forward through the budgeting process. Customization to the Colleague system should be avoided whenever possible.

### PERSONS AFFECTED

All Edison State Community College stakeholders.

### DEFINITIONS

#### ENTERPRISE RESOURCE PLANNING SOFTWARE

Integrated business management system that allows organizations to streamline and automate their core business processes.

## LIBRARY INFORMATION TECHNOLOGY

### PURPOSE

This policy establishes guidelines for the effective and responsible use of technology resources within the College library and ensures that all members of the College community can access and utilize the library's IT resources in a secure, efficient, and ethical manner.

### POLICY STATEMENT

The College provides information resources (in all print and electronic formats) and services essential to maintaining the College mission. Whenever possible, the College adheres to the "Standards for Libraries in Higher Education" as established by the Association of College & Research Libraries (ACRL) of the American Library Association (ALA). The Edison State Library is further committed to the principles set forth in the ALA's "Library Bill of Rights" and "The Freedom to Read Statement."

Incorporating emerging technologies into Library operations to improve efficiency and effectiveness of services provided, the Library provides appropriate training in the use of Library equipment and information resources for users, and is dedicated to imparting lifelong Information Literacy skills.

As a member of the OhioLINK consortium, the College's Library is obligated to utilize hardware and software as purchased/licensed from Innovative Interfaces, Inc., for its catalog database of materials and patrons, and abide by any OhioLINK dictates regarding technological compliance and compatibility.

### PERSONS AFFECTED

All Edison State Community College stakeholders.

## AUDIO-VISUAL EQUIPMENT

### PURPOSE

This policy establishes guidelines for the purchase, maintenance, and replacement of audio-visual equipment.

### POLICY STATEMENT

The Edison State Community College IT Department purchases, maintains, sets up (and tears down), and troubleshoots Audio-Visual equipment for classroom use and on-campus special events on an as-needed basis.

Departments should consult with the IT Department before altering any audio-visual equipment or setups.

Audio-Visual equipment is the property of the College, provided as tools to support the College's mission. When equipment is replaced, it becomes available for reassignment to other uses at the College. Replaced items that are not "end of life" or "end of support" are "trickled-down" to areas where their continued usefulness is assured. Disposition of old hardware occurs in instances of "end of life" or "end of support" of the product. "Garage sales" are publicly announced, and held as needed for those items with resale value. Items are sold on a first-come/first-served, cash-only basis, with no warranty regarding operation or service beyond the point of sale.

### PERSONS AFFECTED

All Edison State Community College stakeholders.

## DESKTOP COMPUTING

### PURPOSE

This policy establishes guidelines and expectations for the proper administration, use, and management of desktop computing resources within the College.

### POLICY STATEMENT

Edison State Community College uses the Microsoft Windows operating system on its desktop PCs. There are instances, however, when certain staff members and classroom environments require non-Windows based operating systems. Such a system may be justified for an employee by a significant prior investment by the individual in such technology or, for example, by the industry standard related to the curriculum taught by a faculty member. Similarly, classrooms may be equipped with such systems if this represents the industry standard for the curriculum, or if it is justified by a prior institutional investment in software.

Requests from Departments for such systems should be coordinated with the IT Department, and should be approved by the requesting employee's supervisor.

Employee computers are purchased in bulk and swapped out according to a 5-year replacement cycle (or longer in the case of lower-usage deployments). Every effort is made to upgrade existing hardware, and to swap out failed parts to lengthen the item's life.

The IT Department must recommend network-compatible devices, facilitate the purchase, and synchronize the device with the College network, but assumes no responsibility for the troubleshooting of such devices beyond initial setup.

### Computing Labs

Computers for student and public use at Edison State Community College are purchased in bulk and swapped out according to an asset replacement cycle (shorter in areas that require more contemporary technology, or longer in the case of lower-usage deployments). Every effort is made to upgrade existing hardware, and swap out failed parts to lengthen the item's life.

Computers are the property of the College and are provided as tools to support the College's mission. When a computer is replaced, it becomes available for reassignment to other uses at the College. Replaced items that are not "end of life" or "end of support" are "trickled-down" to areas where their continued usefulness is assured. Disposition of old hardware occurs in instances of "end of life" or "end of support" of the product. "Garage sales" are publicly announced, and held as needed for those items with resale value. Items are sold on a first-come/first-served, cash-only basis, with no warranty regarding operation or service beyond the point of sale.

### Printers

The College requires the use of "network printers"—printers that are connected to the network and shared by a group of workers. There may be situations that call for single-user, desktop printers. Examples include access for the physically challenged, unique need for a specific printing feature, and a valid concern for privacy/security. In instances where an Academic Dean or administrator (Director or higher) determines that an individual employee requires a desktop printer, he or she is requested to consult with IT to find the right printer to meet the individual needs. Such desktop printers are supply items to be purchased using the Department's

office supply funds. IT support for desktop printers is limited to installation only. Following installation, individual printers connected to a single workstation will not be supported by IT. The individual Department will be responsible for warranty matters, maintenance, ink purchases, and replacement of the unit.

### **Facsimile (Fax)**

Facsimile (fax) transmission is quickly becoming an increasingly outmoded means of communication. Whenever possible, fax machines are being phased out of use on the Edison State campuses and replaced with an e-fax alternative (a FERPA and HIPAA compliant third-party vendor that handles “fax” transmission and receiving as attachments to e-mail messages).

### **PERSONS AFFECTED**

All Edison State Community College employees.

## SOFTWARE

### PURPOSE

This policy establishes guidelines and procedures for the acquisition, installation, use, and management of software applications and licenses within the College.

### POLICY STATEMENT

Edison State Community College is officially a Microsoft 365 environment, meaning that a campus-wide site license is in place and maintained. The IT Department makes every reasonable effort to update all users to the most recent publicly tested, released, and supported versions of operating systems and software releases. To ensure uniformity and efficiency, all employees are expected to utilize the most recently deployed version of the Microsoft Office Suite of programs and the Microsoft Outlook E-mail and Calendar system for all official College communication, business, assignments, etc.

Employees must not use “Google Docs,” “Gmail,” or “Google Calendars” for any official College communication, business, or assignments, because doing so surrenders to Google “a worldwide, royalty-free, and non-exclusive license to reproduce, adapt, modify, translate, publish, publicly perform, publicly display and distribute any Content which you submit, share, upload, post or display on or through the Service.” Likewise, other similar proprietary products from “third-party” vendors and “freeware” programs should be avoided, as they exist outside the scope of the College’s ability to provide security and troubleshooting.

Campus-wide and departmentally localized site licenses are maintained for software add-ons that are pertinent to basic staff functions. Departments must consult with the IT Department before making any software purchases. IT will then make every effort to familiarize itself with the add-ons such that it can supply training and Help Desk troubleshooting for these applications.

The IT Department maintains control of desktop administrative rights to individual employee PCs/Laptops/Tablets in order to avoid downloads of “toolbars” and other unnecessary and potentially damaging software add-ons.

### Computing Lab Software

Procedure 3358-7-08 has been established for the deployment process of imaging classroom computing labs. Computing lab PCs are always “imaged” as groups prior to each academic term with the latest, approved Microsoft operating system and Microsoft software. Additionally, lab images are loaded with proprietary software programs (or online access to curriculum enhancing technology for specific courses) as requested by Faculty, approved by the Academic Deans in consultation with the IT Department, and purchased by the IT Department who will ensure they are legally licensed. These materials include software and online programs that come “bundled” with students’ textbooks that have been approved by the IT Department before being adopted.

The College’s IT Department cannot be held responsible for training, troubleshooting, or maintaining software, accounts, logins, connectivity, etc., associated with “third-party” products, for instructors or students.

### PERSONS AFFECTED

All Edison State Community College employees and students.

## ONLINE “DISTANCE” EDUCATION

### PURPOSE

This policy establishes guidelines for the effective implementations and management of online distance learning programs to ensure high-quality education, promote student engagement and success, and maintain a consistent and reliable online learning environment.

### POLICY STATEMENT

Blackboard is the sole online Learning Management System (LMS) utilized by Edison State Community College, and every section of every course has a corresponding Blackboard site. Employees are expected to use conventional Microsoft Suite programs and .pdf files within the Blackboard environment.

Instructors may not populate their course sites with links to Google Docs or other non-approved third-party vendor products.

The College IT Department makes every reasonable effort to recommend web browsers, software, and plug-ins that are compatible with Blackboard.

1. Adoption of Academic Software for Online Courses
  - a. Plug-ins, Add-ons, or Pass-throughs in Blackboard must not be duplicative of any Blackboard functionality.
  - b. Software that has been approved, adopted, and implemented by the Academic Deans in consultation with the IT Department must provide its own training and technical support for instructors and students. The College’s IT Department cannot be held responsible for training, troubleshooting, or maintaining software, accounts, logins, connectivity, etc., associated with “third-party” products, for instructors or students.

### PERSONS AFFECTED

Edison State Community College faculty.

### DEFINITIONS

#### PLUG-INS

Software components that add specific functionality or features to an existing software application.

#### ADD-ONS

Software components that enhance the functionality or expand the features of a larger software application.

#### PASS-THROUGHS

Transmitting or transferring data, commands, or information between different software systems without modification or interference.

## INTERNET ACCESS

### PURPOSE

This policy establishes guidelines to ensure the efficient and secure utilization of internet resources, protect sensitive information, and prevent unauthorized access or misuse.

### POLICY STATEMENT

The College's IT Department makes every effort to provide and manage bandwidth necessary for swift and secure internet access for all users.

#### Wireless Network

Edison State maintains an external Wireless Network that is not connected to internal Edison State Networks and has no encryption. Internal Network options are available to staff and students which are encrypted and require logon with a username and password, or encryption key. These Networks are connected to the internal Edison State Networks and can access all internal Edison State resources (Colleague, printing, etc.).

#### Remote Access

Remote access to the Edison State Network is provided via VPN (Virtual Private Network) or Windows Terminal Services with a valid username and password. VPN functionality can be supplied with proper approval of the IT Department.

#### Off-Campus Use of College IT Equipment

The College's IT Department makes every effort to make available laptop PCs and audio-visual equipment for use by employees who are travelling off campus for conferences, etc.

### PERSONS AFFECTED

All Edison State Community College employees, students, and visitors.

### DEFINITIONS

#### VIRTUAL PRIVATE NETWORK

A technology that creates a secure and encrypted connection over a public network.

## INTERNET PRESENCE

### PURPOSE

This policy establishes standards for the College's online presence and activities and ensures that the College's internet presence aligns with its mission, values, and ethics.

### POLICY STATEMENT

Edison State Community College's IT Department makes every effort to assist the Marketing Department in its determinations regarding software, hosting, licensing, and maintenance of the "edisonohio.edu" domain. The College has implemented processes to safeguard the integrity of its information technology assets, including authentication, authorization, monitoring, auditing, and encryption in association with its domains and all web pages and functions associated with the sites. These security procedures have been integrated into the design, implementation, and day-to-day operations of domains as part of the College's continuing commitment to the security of electronic content as well as the electronic transmission of information.

The College shall keep posted on its website at all times a "Privacy Statement" ensuring users that Edison State adheres to FERPA, and does not collect any personal information about users unless they provide that information voluntarily by sending e-mail, completing an online information request form, completing the online application, or completing online registration. Such information is not divulged to third parties unless required to do so by State or Federal law.

### PERSONS AFFECTED

All Edison State Community College stakeholders.

## SOCIAL MEDIA

### PURPOSE

This policy establishes guidelines for the appropriate online representation of Edison State Community College. These guidelines are intended to promote a positive online presence for the College that demonstrates professionalism, respect, and integrity.

### POLICY STATEMENT

Employees should refrain from stating or implying that they speak on behalf of the College, and from using College trademarks and logos, without authorization to do so, in online communities including websites, forums, chat rooms, listservs, blogs, wikis, social networks, etc. Affiliation with the College does not, by itself, imply authorization to speak on behalf of the College. The use of appropriate disclaimers and discretion is encouraged.

### PERSONS AFFECTED

All Edison State Community College employees.

## HANDHELD DEVICES

### PURPOSE

This policy establishes guidelines for personal handheld device usage and connectivity to Edison State Community College's IT Network.

### POLICY STATEMENT

The College's Network supports smart phone and tablet devices that are compatible with Microsoft technology used for accessing Microsoft Outlook Anywhere.

The President, having determined that individuals holding designated positions need to be available via voice/email access to be considered 'accessible' in order to perform their jobs adequately, as necessitated by the nature of the tasks involved in their job descriptions, will authorize a stipend applicable by the employee to such technological accessibility. The employee is free to purchase any device(s), and enter into any contractual arrangement with any vendor(s) of his/her choosing. Edison State's IT Department will set up the device(s) to sync with and send/receive Edison State email, provided that it must be Microsoft Outlook Anywhere compatible.

Problems with device(s) or connectivity issues are matters to be handled between the employee and the device manufacturer, retailer, or service provider—not the Edison State IT Department.

The employee is responsible for all charges on his/her plan, including early termination fees. If the employee leaves the position, he/she continues to be responsible for the contractual obligations of his/her plan.

The employee is personally responsible for complying with international, federal, state, and municipal laws regarding the use of wireless phones and other communication devices while off-campus. Under no circumstances will the College be liable for non-compliance.

### PERSONS AFFECTED

All Edison State Community College employees.

## COMPUTER USER AGREEMENT

### PURPOSE

This policy establishes guidelines for the acknowledgement of Edison State Community College's IT usage policies and clarifies monitoring practices.

### POLICY STATEMENT

All users of the College's network and computing resources agree to Edison State Community College's IT usage policies by signing a Computer User Agreement (a valid electronic signature is acceptable) upon hire and upon each login to the Edison State Network.

Electronically Stored Information (ESI) is subject to discovery (E-Discovery) in litigation. Contents of College computers may be subject to review, investigation, and public disclosure. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of College computing resources requires the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service.

The College may also monitor the activity and accounts of individual users of College computing resources without notice when the user has voluntarily made them accessible to the public (as by posting to a web site), when it reasonably appears necessary to do so to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability, when there is reasonable cause to believe that the user has violated, or is violating, the Computer User Agreement, when an account or device appears to be engaged in unusual or unusually excessive activity, or when it is otherwise required or permitted by law.

As a public institution in the state of Ohio, Edison State is subject to an Open Document Policy under the proper authority and restrictions. Email or other communications may be seen by others if requested under the Ohio Public Records Act (ORC 149.39).

### PERSONS AFFECTED

All Edison State Community College employees, students, and visitors.

## **ELECTRONIC RECORDS RETENTION AND DISPOSITION**

### **PURPOSE**

The College seeks to ensure compliance with all Federal and State electronic records retention and disposition regulations.

### **POLICY STATEMENT**

Edison State Community College's electronic records retention and disposition schedule endeavors to follow the guidelines set forth by the Inter-University Council of Ohio's Records Retention for Public College and Universities in Ohio manual, which can be found at: <http://iuc-ohio.org/wp-content/uploads/2018/02/IUC-Model-Schedule1.pdf>

Whenever possible, the College conforms to the State of Ohio Department of Administrative Services "Electronic Records" policy.

### **PERSONS AFFECTED**

All Edison State Community College employees.

## IT SUPPORT

### PURPOSE

The College seeks to provide excellent IT support and customer service to all students, employees, and visitors to the College campuses.

### POLICY STATEMENT

The IT Department supports all Edison State Community College-affiliated end users via a Help Desk staffed for walk-up, telephone, and e-mail contact. Support is generally defined as product installation, answers to user questions, diagnosis of problems, incidental software and hardware repair, installation of upgrades, patches, etc., and setup of audio-visual equipment.

While the Help Desk supports most of the commonly used computing products and services on campus, it does not service personally owned equipment.

### PERSONS AFFECTED

All Edison State Community College employees, students, and visitors.

## IT TRAINING

### PURPOSE

This policy establishes guidelines for training provided to employees by Edison State Community College's IT Department.

### POLICY STATEMENT

The College's IT department endeavors at all times to provide up-to-date training to its employees on those software products licensed College-wide and most often used in the execution of day-to-day tasks. These include Ellucian's Colleague and MyESCC, the Microsoft Suite of products, and Blackboard. Other, third-party software products are accommodated as usage demands and as training may become available.

Departmental-specific and task-specific software products are best supported by the Help Desks and Training arms of their respective software companies, and should be negotiated as part of the purchased licensing agreement. The College's IT Trainer cannot be responsible for a working knowledge of all such software products.

### PERSONS AFFECTED

All Edison State Community College employees.

## **INFORMATION TECHNOLOGY AND SECURITY POLICY**

### **PURPOSE**

The purpose of the Edison State Community College Information Technology and Security Policy is to recognize the importance of information and data processes and security. The College uses best practices in research, design, development, implementation, and sustainability of information technology in support of the teaching process of faculty, the learning process of students, the management and decision-making processes of administration, and the transactional processing and record management functions of support staff.

### **POLICY STATEMENT**

In order to protect critical information and data, and to comply with Federal Law<sup>1</sup>, Edison State Community College's Information Technology Department (IT), proposes certain practices in the College information environment and institutional information security procedures. While these practices mostly affect IT, some of them will impact diverse areas of the College, including but not limited to Business Services, Student Services, the Office of the Registrar, and many third-party contractors, facilities and building service providers. The goal of this document is to define the College's Information Security Program ("Program"), to provide an outline to assure ongoing compliance with federal regulations related to the Program and to position the College for likely future privacy and security regulations. Whenever possible, the College conforms to the State of Ohio IT Policies.

### **Gramm Leach Bliley (GLB) Requirements**

GLB mandates that the College appoint an Information Security Plan Coordinator, conduct a risk assessment of likely security and privacy risks, institute a training program for all employees who have access to covered data and information, oversee service providers and contracts, and evaluate and adjust the Program periodically.

### **Information Technology Security Plan Coordinator**

In order to comply with GLB, IT has designated an Information Technology Security Plan Coordinator. This individual must work closely with the Business Office, the Networking and Security Administrator in Information Technology, other positions in

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<sup>1</sup> The Financial Services Modernization Act of 1999 (also known as Gramm Leach Bilely (GLB) 15 U.S.C. §6801

Information Technology and Information Systems and Services, as well as all relevant academic and administrative Departments throughout the College. The Coordinator is presently the Chief Information Officer.

The Coordinator must help the relevant offices of the College identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of customer information; evaluate the effectiveness of the current safeguards for controlling these risks; design and implement a safeguards program, and regularly monitor and test the program.

### **Risk Assessment and Safeguards**

The Coordinator must work with all relevant areas of the College to identify potential and actual risks to security and privacy of information. Each Department head, or his/her designee, will conduct an annual data security review, with guidance from the Coordinator. Vice Presidents will be asked to identify any employees in their respective areas that work with covered data and information. In addition, the relevant components of IT will conduct a quarterly review of procedures, incidents, and responses, and will publish all relevant materials except in those cases where publication may likely lead to breaches of security or privacy. Publication of these materials is for the purpose of educating the College community on network security and privacy issues. IT will assure that procedures and responses are appropriately reflective of those widely practiced at other state colleges and community colleges, as measured by four advisory groups: The Educause Security Institute, The Internet2 security working group, the SANS Top Twenty risks list, and the Federal NIST Computer Security Resource Center.

In order to protect the security and integrity of the College network and its data, IT will develop and maintain a registry of all computers attached to the College network. This registry will include, where relevant, IP address or subnet, MAC address, physical location, operating system, intended use (server, personal computer, lab machine, etc.), the person, persons, or department primarily responsible for the machine, and whether the machine has or has special access to any confidential data covered by relevant external laws or regulations.

IT assumes the responsibility of assuring that patches for operating systems or software environments are reasonably up to date, and will keep records of patching activity. IT will review its procedures for patches to operating systems and software and will keep current on potential threats to the network and its data. Risk assessments will be updated quarterly.

IT bears primary responsibility for the identification of internal and external risk assessment, but all members of the College community are involved in risk assessment. IT, working in conjunction with the relevant College offices, will conduct regular risk assessments, including but not limited to the categories listed by GLB.

IT, working in cooperation with relevant College departments, will develop and maintain a data handbook, listing those persons or offices responsible for each covered data field in relevant software systems (financial, student administration, development, etc.). IT and the relevant departments will conduct ongoing (at least biannual) audits of activity, and will report any significant questionable activities.

IT will work with the relevant offices (Business Services, Human Resources, the Registrar, and Student Services among others) to develop and maintain a registry of those members of the College community who have access to covered data and information. IT in cooperation with Human Resources and Business Services will work to keep this registry rigorously up to date.

IT will assure the physical security of all servers and terminals which contain or have access to covered data and information. IT will work with other relevant areas of the College to develop guidelines for physical security of any covered servers in locations outside the central server area. The College will conduct a survey of other physical security risks, including the storage of covered paper records in non-secure environments, and other procedures which may expose the College to risks.

While the College has discontinued usage of social security numbers as student identifiers, one of the largest security risks may be the possible non-standard practices concerning social security numbers, e.g. continued reliance by some College employees on the use of social security numbers. Social security numbers are considered protected information under both GLB and the Family Educational Rights and Privacy Act (FERPA).<sup>2</sup> By necessity, student social security numbers still remain in the College student information system.<sup>3</sup> The College will conduct an assessment to determine who has access to social security numbers, in what systems the numbers are still used, and in what instances students are inappropriately being asked to provide a social security number. This assessment will cover College employees as well as subcontractors.

IT will develop a plan to ensure that all electronic covered information is encrypted in transit and that the central databases are strongly protected from security risks.

It is recommended that relevant offices of the College decide whether more extensive background or reference checks or other forms of confirmation are prudent in the hiring process for certain new employees, for example employees handling confidential financial information.

IT will develop written plans and procedures to detect any actual or attempted attacks on covered systems and will develop incident response procedures for actual or attempted unauthorized access to covered data or information.

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<sup>2</sup> 20 U.S.C. § 1232g

<sup>3</sup> Social Security Numbers are kept both for historical purposes and due to the requirements of 26 U.S.C. § 6050S, the tuition payment credit reporting requirements.

The Information Security Coordinator will periodically review the College's disaster recovery program and data-retention policies and present a report to the College leadership.

### Employee training and education

While directors and supervisors are ultimately responsible for ensuring compliance with information technology and security practices, IT will work in cooperation with Human Resources to develop training and education programs for all employees who have access to covered data. These employees typically fall into three categories: professionals in information technology who have general access to all college data; custodians of data as identified in the data handbook, and those employees who use the data as part of their essential job duties.

### Oversight of Service Providers and Contracts

GLB requires the College to take reasonable steps to select and retain service providers who maintain appropriate safeguards for covered data and information. Business Services will develop and send form letters to all covered contractors requesting assurances of GLB compliance.

### Evaluation and Revision of the Information Security Plan

GLB mandates that this Information Security Plan be subject to periodic review and adjustment. The most frequent of these reviews will occur within IT where constantly changing technology and constantly evolving risks indicate the wisdom of quarterly reviews. Processes in other relevant offices of the College such as data access procedures and the training program should undergo regular review. The plan itself as well as the related data retention policy should be reevaluated annually in order to assure ongoing compliance with existing and future laws and regulations.

### Definitions

***Covered data and information*** for the purpose of this policy includes student financial information required to be protected under the Gramm Leach Bliley Act (GLB). In addition to this coverage, which is required by federal law, Edison State Community College chooses as a matter of policy to also define *covered data and information* to include any credit card information received during business by the College, whether or not such credit card information is covered by GLB. Covered data and information includes both paper and electronic records.

***Student financial information*** is that information the College has obtained from a student in the process of offering a financial product or service, or such information

provided to the College by another financial institution. Offering a financial product or service includes offering student loans to students, receiving income tax information from a student's parent when offering a financial aid package, and other miscellaneous financial services as defined in 12 CFR § 225.28. Examples of student financial information include addresses, phone numbers, bank and credit card account numbers, income and credit histories and social security numbers, in both paper and electronic format.

**PERSONS AFFECTED**

All Edison State Community College employees and permanent employee's spouse and/or dependent children as defined above.

## COMMUNICATIONS

### PURPOSE

Edison State Community College is dedicated to effective communication with its various audiences, including current and prospective students, parents, and families, as well as alumni and friends through whatever practical means are relevant and available. This policy intends to ensure that communication and marketing materials disseminated by Edison State Community College can be easily identified as official or unofficial College websites, publications, or messages.

### POLICY STATEMENT

College communications and marketing is the organization within the College responsible for all official administration interactions with the news media, broadcast, Internet, and print, including coordination of information relating to general College news or topics requiring an institutional response.

The Development office is the central authority for guiding the College's external communication and marketing efforts with approved exceptions. The marketing department provides oversight of the development of creative materials, media and marketing communications projects in all forms across the institution.

The marketing department relies on the expertise of academic departments and planning units and administrators to provide insight and expertise regarding unique market dynamics and target audiences. The marketing department provides the stewardship, tools, procedures, guidelines, and templates to ensure all units are held accountable and responsible for professionally accepted, unified communications for the College.

### Questions from the News Media

Questions from news media that require an institutional response and relate to a College policy, position, or stance should be forwarded to the marketing department. In turn, the marketing department will work with the appropriate administrator to frame the response and determine who would be the most appropriate and effective spokesperson in a manner that avoids disruption of College activities and protects student privacy. In matters related to an individual's area of expertise or specialty, the marketing department should be made aware of the interview for tracking purposes.

### News Releases

All news releases must be coordinated through the marketing department, with approved exceptions, to assure accurate, consistent and timely delivery of the institution's communication, and to avoid undue competition for media attention.

### News Conferences

The marketing department will take the lead role in arranging a news conference, including making the decision as to whether or not a news conference is warranted. This will help ensure that news media are contacted and that the time and place of the news conference will encourage the best possible news coverage.

### Crisis Communications

At the time of any College emergency, all official statements, announcements, or interviews relating to that emergency should be coordinated through the marketing department. A person will be designated as the spokesperson for media inquiries. For imminent threats, the College's Emergency Response Team unit will activate the appropriate notifications to the campus community. Approval will be obtained, in advance, from the appropriate College officials, for those messages concerning campus emergencies that do not require urgent or

immediate notification. The marketing department is responsible for deploying additional notifications to the campus community as rapidly as possible following initial notifications.

### Social Media

Social media accounts associated with the College should be registered with the marketing department to ensure inclusion in the College's social media directories, to protect the brand, to avoid duplication of efforts and to support College-wide marketing efforts.

### Promotion and Protection of the Brand

All marketing and promotional materials, including web-based communications must adhere to College's brand standards, which include instructions and tools for developing websites, printed and other web-based communication and marketing materials. All Edison State Community College titled sites must follow College brand standards to maintain consistent messaging and visual representation. Contact the marketing department for the official logo, approved images, and brand standards. The Edison State logo or any other College images shall not be used to promote a product, cause or candidate, or on personal social media sites.

If there are questions about whether or not materials are in compliance with established brand guidelines, the marketing department should be consulted to review promotional materials, including those intended for advertising purposes.

The marketing department will provide counsel by sharing marketing expertise and services to enhance the College's reputation with photo images, market research, planning, guidelines, sponsorship guidance, consultation and collaboration.

### **PERSONS AFFECTED**

All Edison State Community College stakeholders.

## EDISON FOUNDATION INVESTMENTS

### PURPOSE

The purpose of this policy is to outline objectives and strategies for the management and oversight of investments within the Advancement Office to ensure responsible stewardship of funds and assets.

### POLICY STATEMENT

The College has two primary pools of invested funds: cash and pooled investments, as shown on the balance sheet, and endowment funds. The primary objective for the cash and pooled investments (non-endowment funds) is to enable the College to meet its financial obligations as they come due. A secondary objective is to achieve prudently managed investment returns.

The endowment funds are governed by the Edison Foundation Investment Policy with oversight from the Edison Foundation Business Affairs Committee.

The primary objectives, in priority order, of the College's non-endowment investment activities shall be:

#### Safety

Safety of principal is the foremost objective of the investment program. Investments of the College shall be undertaken in a manner that ensures, over time, the preservation of capital in the overall portfolio.

#### Liquidity

The College's investment portfolio will remain sufficiently liquid to enable the University to meet all its operating requirements. Portfolio liquidity is defined as the maturity or ability to sell a security on a short notice near the purchase price of the security. To help retain the desired liquidity, no issue shall be purchased that is likely to have few market makers or poor market bids. Additionally, liquidity shall be assured by keeping an adequate amount of short-term investments in the portfolio to accommodate the cash needs of the College.

#### Return on investments

The College's non-endowment portfolio shall be structured with the objective of attaining the highest possible "total return" for the investment portfolio while adhering to the restraints and obligations inherent in the current legal construct of a prudent fiduciary [Third Restatement of Trusts (1990) and the Uniform Prudent Investor Act of 1994].

### PERSONS AFFECTED

All Edison State Community College stakeholders.

## ADVANCEMENT OFFICE

### PURPOSE

The purpose of this policy is to provide clear guidelines and procedures for the activities and operations of the Advancement Office, ensuring effective and strategic fundraising, alumni engagement, and donor stewardship.

### POLICY STATEMENT

The Advancement office is the official unit of the College for fund raising from all sources. The Vice President for Advancement, or his or her assignee, is to be consulted before initiating or announcing any fund raising activities involving administrators, faculty, staff, alumni, friends, foundations, corporations, or other organizations, either within or outside the College.

The Development Office, through The Edison Foundation, will record all gifts and deposit all monies to assure donors that proper accounting and stewardship procedures are being maintained. All checks are to be made payable to The Edison Foundation.

Formal acknowledgment and receipting will be utilized to ensure recognition of the donor and that appropriate documentation is provided to the donor.

Edison State Community College's departments wishing to undertake private fund raising projects are to contact the Advancement Office for assistance.

### PERSONS AFFECTED

All Edison State Community College stakeholders.

## STRATEGIC PLANNING

### PURPOSE

Strategic Planning is a key process at Edison State Community College, which acts to guide institutional growth. Incorporating both planning and assessment, this process aims to align the College's goals, objectives, and resources, while facilitating a proactive and forward-looking approach to decision making.

### POLICY STATEMENT

A Strategic Master Plan will be produced every three to five years, outlining the next strategic Priority Projects. These Priority Projects provide guidance for the College as it invests in growth and continuous improvement. The College documents the achievement of the Priority Projects through quarterly strategic planning progress reports tracked through the Strategy Map of Initiatives. All departments are required to participate in the development and reporting of initiatives and supporting action plans. An annual update recapping the progress toward achievement of the Priority Projects will be prepared by the office of the Vice President of Advancement, Strategic Planning, and Partnerships.

The Strategic Master Plan will be created with all consideration given to federal and state governing bodies, the regional accrediting agency and selected accreditation pathway, environmental scanning reports, and stakeholder input. The Strategic Master Plan will align with and include the College's mission, vision, and values statements. Board approval of the Strategic Master Plan is required.

### PERSONS AFFECTED

All Edison State Community College stakeholders.

## CAMPUS SAFETY AND SECURITY POLICY STATEMENT AND DEFINITIONS

### PURPOSE

This policy serves to document the concepts and expectations for the overall public safety of Edison State Community College.

### POLICY STATEMENT

Edison State Community College is committed to providing an educational environment that is safe, secure and free from violence.

### Committees

Appropriate committees will be chartered as necessary to provide input into campus safety and security matters and to manage parking citation appeals. The primary committee to meet regularly and form sub-committees as needed is the Campus Community Safety Advisory Committee.

### Director of Public Safety

The Director of Public Safety shall be responsible for administering resources available for campus safety and security. Requests for public safety resources for campus activities and events shall be made to the Director of Facilities. Fees may be assessed for public safety resources beyond those immediately available.

### Department of Public Safety

The Department of Public Safety, which consists of commissioned Campus Police Officers, Campus Security Officers and personnel who are responsible for safety and security, emergency preparedness, and parking enforcement, is responsible for developing, implementing, and maintaining processes and plans for, but not limited to, the following:

#### CAMPUS LAW ENFORCEMENT

- Community policing, including crime prevention.
- Parking permits, traffic enforcement, and issuance of citations for violations of College policy or state law.
- Lost and found items.
  - Collection and disposal of lost and found items of value will be retained and disposed of in accordance with the Ohio Revised Code.

#### CAMPUS VIOLENCE

- Intervention in threatening and violent behavior.
- Enforcement of prohibitions of deadly weapons and firearms.
- Assessment of risks to the campus environment.
- Participation in teams designed to intervene with individuals at risk.

#### CAMPUS SECURITY AND ACCESS

- Monitoring and testing systems related to live-safety, mass notification, and public safety telephone and radio communications.
- Key and card access to building.
- Employee and student identification cards.
- Employee, student and visitor safety escort service.

#### CAMPUS EMERGENCY MANAGEMENT

- Emergency preparedness, managing the College operations center, confirming an emergency and dangerous situation, initiating notification to the campus community without delay, when appropriate, and notifying the community at-large as needed.
- Evacuation plans and annual response testing.
- Fire prevention plans.
- Environmental health and safety compliance in accordance with federal, state and local laws and regulations.

#### **EMERGENCY OR CRIME REPORTING**

- Preparation, timely submission, and College-wide notification on the College's website of the annual security report required by the Federal Jeanne Clery Act.
- Reporting for purposes of meeting federal and other reporting requirements, criminal acts or other emergencies must be reported immediately to the Department of Public Safety.

#### **PERSONS AFFECTED**

All Edison State Community College employees, students, and visitors.

#### **DEFINITIONS**

For purposes of consistency, the following definitions apply to all policies in Chapter 9 – Public Safety.

##### **911**

The telephone number used to call for police, fire or ambulance emergency services.

##### **All-Hazards Approach**

An all-hazards approach is an integrated approach to emergency preparedness planning that focuses on capacities and capabilities that are critical to preparedness for a full spectrum of emergencies or disasters, including internal emergencies and a man-made emergency (or both) or natural disaster.

##### **Behavior Detrimental to the College Community**

Behavior which includes, but is not limited to, actions by a person which result in offenses against persons or property; disruption of College processes or programs, violation of a previous order given by a College official or a court of law, a continuing pattern of violation of College rules and regulations after notice of the rules or regulations or falsification or misrepresentation of self or other providing other false or misleading information to College offices or officials.

##### **Campus**

Property owned or operated by Edison State Community College, including regional Edison State Community College facilities.

##### **Campus Violence**

Campus violence is violence that occurs on Edison's campus exhibited as threatening behavior and/or violent behavior that causes a disruption to the campus environment and leads a reasonable person to fear for their physical safety; physical conduct that results in harm to people or property; possession of deadly weapons on College property; and/or use of College property or resources to engage in threatening or violent behavior. Incidents of sexual misconduct, which includes domestic and dating violence and stalking, are addressed under Anti-Discrimination & Anti-Harassment Policy #3358-3-03.

### Clery Act

Section 1092(f) of The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, 20 U.S.C., and its implementation regulations, 34 C.F.R. 688.46.

### Deadly Weapon

Any instrument, device or thing capable of inflicting death and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon, including, but not limited to: a firearm (and includes an unloaded, inoperable or sawed-off firearm, starter pistol, zip gun, stun gun, Taser, etc.); knife; club; brass knuckles; martial arts weapon or an improvised weapon (e.g. an item not intended to be a weapon that is used as a weapon). This definition does not apply to the Edison State Police Department Campus Police Officers in the performance of their job duties also, anything required/authorized for possession/use as part of one's work duties, as integral to one's participation in an academic program, or as integral to one's participation in a College authorized or sponsored event, is not a deadly weapon, unless it is used for the purpose of inflicting death or serious physical injury and without notification/permission of the Department of Public Safety.

### Department of Public Safety (DPS)

The Director for Public Safety and employees under his/her direction, including but not limited to Campus Police Officer, Campus Security Officers, Reserve Officers acting in either of those capacities, and Security Assistants (Student Workers).

### DPS Office

The physical space reserved for the community to interact with the Department of Public Safety via telephone, radio, or in-person.

### Edison State Police Department (ESPD)

The commissioned Campus Police Officers employed by the College and having jurisdiction on College owned property.

### Emergency

A sudden, generally unexpected, occurrence or set of circumstances demanding immediate attention.

### Emergency Operations Plan (EOP)

The EOP is the Edison State Community College collection of documents that outlines roles, responsibilities, and procedures for the College response to various potential emergency situations on campus. The EOP is written and revised by the Edison State Department of Public Safety in consultation with internal and external partners.

### Expressive Activities

Any lawful verbal, written, audiovisual, or electronic means by which individuals may communicate ideas, including all forms of peaceful assembly, protests, speeches distribution of literature, carrying and displaying signs, and circulating petitions.

### Exterior doors

Those doorways that allow entrance to or exit from a building.

### Homeland Security Exercise and Evaluation Program (HSEEP)

A program which provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning. Exercises are a key component of College preparedness - they provide responders and stakeholders from across the whole community with the opportunity to shape planning, assess and validate capabilities, and address areas for improvement.

### **Incident Command System (ICS)**

A management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

### **Key card access**

An electronic door access system that requires the swipe of an identification card to gain entry into a building.

### **Key control procedures**

A set of procedures implemented to provide physical security of Edison State's campus buildings, offices and their contents via the distribution and control of keys.

### **Lockdown**

A state of isolation or restricted access instituted as a security measure in response to an actual or perceived threat.

### **Persona Non Grata**

A person who has exhibited behavior which has been deemed detrimental to the College community and thus is no longer permitted to frequent or be present in any College locations or specific locations as set forth in the notice.

### **Public Safety Video Surveillance System**

A video surveillance system to complement it's the College's anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. The system is used to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist campus officials in providing services to the community.

### **Reportable Crimes**

Pursuant to the Clery Act and recognized by the Ohio Revised Code these crimes include: "Criminal Homicide" which encompasses murder and non-negligent manslaughter; and negligent manslaughter; and, "Forcible Sex Offenses" include forcible rape; forcible sodomy; sexual assault with an object; and forcible fondling.

### **Secured portion of campus**

Buildings and portions of buildings not accessible to the public.

### **Timely Warning**

A warning issued for all Clery Act crimes (or other crimes determined by the Department of Public Safety) that occur within Edison State Community College Clery Geography that are reported to campus security authorities or local police agencies and are considered by the Department of Public Safety to represent a serious or continuing threat to students and employees.

**Threatening behavior**

Conduct that causes a reasonable person to believe that their physical safety, or the security of College property, is endangered.

**Violent behavior**

The use of physical force, violence, or other actions that have the capacity to inflict harm or to endanger the physical safety of another person or the property of the College.

**Visitor**

Any person who is not a student or an employee acting within the scope of his or her employment.

## CAMPUS LAW ENFORCEMENT

### PURPOSE

To establish a policy for campus law enforcement and the enforcement of federal, state and local laws at Edison State Community College.

### POLICY STATEMENT

#### Law Enforcement Jurisdiction

Edison State Police Department (ESPD) provides law enforcement for Edison State Community College Campuses. Criminal violations are those defined in the Ohio Revised Code.

#### Employment and Authority

ESPD officers are employees of the College. All commissioned officers of ESPD have graduated from a state-approved peace officer training academy and hold the same authority and powers of arrest as any certified police officer in the state of Ohio and are known as “Campus Police Officers.”

#### Role and Use of Campus Security Officers

DPS security officers are employees of the College. If needed, the Director of Public Safety is authorized to engage employees of a security service with which the College contracts. Security officers have no power of arrest.

#### External Cooperation

The College maintains a working relationship with the Piqua Police Department, Miami County Sheriff’s Office, Troy Police Department, Greenville Police Department, Darke County Sheriff’s Office, Eaton Police Department, Preble County Sheriff’s Office and the Ohio State Highway Patrol, as well as other local law enforcement agencies for the investigation of alleged criminal offenses.

#### Reporting

All persons are strongly encouraged to immediately report any criminal or suspicious activity on any Edison State Community College campus to ESPD. For all emergencies, call 911. For non-urgent public safety-related matters, call ESPD at ext. 7820. See also 3358-9-06: Emergency or Crime Reporting

### PERSONS AFFECTED

All Edison State Community College employees, students, and visitors.

### DEFINITIONS

See 3358-9-01.

## CAMPUS VIOLENCE

### PURPOSE

Edison State Community College is committed to maintaining a campus that is safe, secure and free from threats, intimidation, and violence. This includes providing a supportive workplace and educational environment in which to discuss campus violence and seek assistance with those concerns. It is the goal of Edison State Community College to provide a workplace and educational environment in which violence of any kind is neither tolerated nor excused.

### POLICY STATEMENT

#### Prohibited Conduct or Behavior

Prohibited conduct or behavior includes, but is not limited to the following:

1. Threatening behavior;
2. Violent behavior;
3. Unauthorized possession or inappropriate use of deadly weapons on campus;
4. Storing deadly weapons on campus, including in personal vehicles parked on College-owned and/or leased property, without the legal authority to do so. Firearms are not permitted outside of the vehicle while on campus.
5. Intimidating conduct or harassment that disrupts the work or educational environment or causes a reasonable person to fear for personal safety;
6. Making harassing or threatening telephone calls or sending threatening communication in any form (verbal, written or electronic), including through the use of social media.

#### Risk Assessment Protocols for Employees and Students

- Communication, Awareness, Response & Evaluation Team (CARE) exists to provide a route of communication, assessment, and intervention for behaviors exhibited by members of the College community which if left unaddressed, could impact the teaching-learning environment□
- Threat Assessment Teams (TAT) consist of a cross-section of trained personnel whose task is to evaluate and manage imminent threats or violence and coordinate an appropriate plan of action.□

#### Confidentiality

To the extent possible, all information received in connection with the reporting, investigation and resolution of campus violence allegations will be treated as confidential, except to the extent it is necessary to disclose information about the investigation or when compelled to do so by law. Appropriate College officials will determine if information will be disclosed based on the circumstances of each case. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

#### Duty to Report

Anyone who experiences, observes, or believes they may be targets of campus violence are encouraged to report allegations to:

1. Their supervisor;
2. Office of Human Resources; and/or
3. Department of Public Safety.

Each of the following individuals should report allegations of campus violence to both the Office of Human Resources and Department of Public Safety. They should report immediately when they become aware of information that would lead a reasonable person to believe that violence has occurred.

1. Human resources professionals; and
2. Anyone who supervises faculty, staff, students, or volunteers.

### **False or Frivolous Allegations**

- Any employee who knowingly or maliciously makes a false or frivolous allegation of campus violence will be subject to disciplinary action, up to and including termination of employment.□
- Any student who knowingly or maliciously makes a false or frivolous allegation of campus violence will be subject to the process outlined by the Student Code of Conduct Policy.□

### **Retaliation**

The College will not tolerate retaliation in any form against any individual who makes an allegation, files a report, serves as a witness, assists a complainant, or participates in an investigation. Retaliation is a serious violation, independent of the merits of the underlying investigation.

### **Policy Violations**

Acts of violence on campus violate the Student Conduct and Employee Conduct Handbooks. Individuals found to engage in behavior in violation of this policy will be subject to corrective action, up to and including termination of employment, or sanctions through the Office of the Dean of Student Engagement. Criminal charges also may be filed, as appropriate.

- Employees who are perpetrators of campus violence may be required to seek and successfully complete training, counseling, treatment and/or disciplinary action, as determined by Human Resources and/or the CARE Team.□
- Students who are perpetrators of campus violence may be required to seek and successfully complete training, counseling, treatment and/or sanctions as determined by the Office of the Dean of Student Engagement and/or the CARE Team.□
- Visitors who are perpetrators of campus violence may be subject to consequences determined by the DPS.□

### **PERSONS AFFECTED**

All Edison State Community College employees, students, and visitors.

### **DEFINITIONS**

See Policy #3358-9-01.

## CAMPUS SECURITY AND ACCESS

### **PURPOSE**

To establish a policy for security and authorized access to the offices and buildings on any Edison State Community College campus and to provide safe and secure premises for its campus community. To establish a policy to identify persons whose presence on any Edison State Community College Campus may be detrimental to the College community and to provide a mechanism for limiting the person's access to any campus and any other facilities owned or operated by the College and any official off campus events of the College.

### **POLICY STATEMENT**

#### **Authority to Control**

The President of the College is authorized to regulate the use of grounds, buildings, equipment, and facilities of the College and the conduct of the students, staff, faculty, and visitors to the campus so that law and order are maintained and the College may pursue its educational objectives in an orderly manner pursuant to the policies and regulations passed by the board, and the laws of the state of Ohio. This authority may be delegated to the Director of Public Safety.

#### **Key Control**

The College has established key control procedures that restrict access to Edison State's buildings and offices. Those procedures are designed to permit access for authorized personnel while maintaining appropriate security of the buildings, offices and their respective contents.

Employees and students must carry College identification cards and make them available upon request. College-issued keys must not be copied.

#### **Access Control**

Access to secured portions of the campus are restricted at all times. All exterior doors are locked outside of published building hours. Exterior doors equipped with key-card access and public safety video surveillance system allow personnel and students to access the building at all times. Exterior doors may be locked and key card access may be restricted during published building hours in times of lockdown.

#### **Public Access to Campus**

Access to Campus by members of the general public may be restricted by building. Information relating to a building's operating hours can be found on the College's website. DPS staff reserve the right to request identification at any time.

College employees must have the permission of their immediate supervisor to have non-business related visitors in any restricted access building for any period in excess of thirty minutes.

#### **Smoking, Food, Beverages in Building**

- Procedures may be established to regulate and control the use of tobacco, food, and beverages in the building.□
- Alcohol is prohibited unless authorized by the President, or purchased for resale by a College auxiliary enterprise with a liquor permit.□

### Persons not permitted on Campus

A visitor who has been deemed to be Persona Non Grata will no longer be permitted to be on Campus. A process shall be established to include, at a minimum:

- Notification to the visitor of the intent to implement persona non grata status.
- An invitation to respond within a specified time frame to have a meeting with a College official charged with determining persona non grata status.
- A specification of the alleged unacceptable behavior.
- If no meeting is arranged in the specified time period the College official may assume the validity of all evidence against the visitor and issue a permanent persona-non-grata status.
- If the official finds, by a preponderance of the evidence presented at the meeting, that the alleged behavior occurred and that such behavior is detrimental to the College community, a finding may be made to place the visitor on permanent persona-non-grata status.
- The visitor may appeal a finding, in writing, to the President.

### **PERSONS AFFECTED**

All Edison State Community College employees, students, and visitors.

## CAMPUS EMERGENCY MANAGEMENT

### **PURPOSE**

The purpose of this policy is to ensure Edison State Community College has a written framework outlining university response to existing or potential emergency or hazardous situations on campus.

### **POLICY STATEMENT**

#### **Emergency Operations Plan (EOP)**

The EOP is maintained by the Department of Public Safety – Emergency Management Division. It is reviewed on an annual basis with a complete revision every three years. Procedures for reacting to specific emergency situations can be found on the Department of Public Safety website. Emergency procedures information can also be found in the Edison State Community College Annual Security Report published every Oct. 1.

#### **Planning Responsibilities and Activation**

Edison State Community College departments develop, test, and maintain emergency response, continuity and recovery plans responsible for the protection of life and property on campus. The Department of Public Safety is responsible for the all-hazard emergency operations plan that defines the response to an imminent or potential emergency. Edison State Community College operates in accordance with the National Incident Management system. All Department of Public Safety staff are trained in the Incident Command System.

#### **Exercises**

Exercises designed to test the EOP are conducted on an annual basis in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP is the standard that drills and exercises should meet and sets forth minimum requirements that include the assessment and evaluation of emergency plans, response capabilities, and evacuation procedures. Additionally, HSEEP requires proper follow-up and corrective actions when necessary. College personnel, surrounding jurisdiction first responders, government agencies, and members of the College community may be asked to participate in HSEEP exercises. The Department of Public Safety documents all exercises and works with local and state offices of emergency management to conduct the exercises.

### **PERSONS AFFECTED**

All Edison State Community College employees, students, and visitors.

### **DEFINITIONS**

See Policy #3358-9-01

## EMERGENCY OR CRIME REPORTING

### **PURPOSE**

To establish a rule for the reporting of a crime, emergency or public safety concern or incident while on any Edison State Community College campus.

### **POLICY STATEMENT**

#### **Reporting Encouraged**

The College encourages the accurate and prompt reporting of all crimes to the Edison State Police Department (ESPD), or other appropriate law enforcement agency. To report an emergency, call 911. Any suspicious persons or non-emergency activities should be reported to the Department of Public Safety (DPS) at 937-778-7820. Any crimes on the campus reported to ESPD will be included in the annual crime statistics, crime logs, and will be used to provide timely warning notices if required.

#### **Preparation and Disclosure of Crime Statistics**

The Clery Act requires reporting of specific crimes that have occurred on campus and on public property immediately adjacent and accessible from the campus. Reportable crimes are recorded and assessed for proper response as well as compliance with disclosure requirements.

#### **Timely Warnings and Crime Alerts**

The College will issue timely warnings/crime alerts in effort to notify community members about certain crimes in and around our community in compliance with the Clery Act. The director of public safety, or his/her designee is responsible for consulting with other College administration, local police department(s), and with other authorities in making the determination on a case-by-case basis of when "Timely Warning" information in the form of a crime alert is to be disseminated.

Methods of dissemination may include, but are not limited to, electronic distribution through e-mail, posting of hard copies in public areas, posting to digital displays across campus, posting on the College web site, and dissemination via local media outlets.

### **PERSONS AFFECTED**

All Edison State Community College employees, students, and visitors.

### **DEFINITIONS**

See Policy #3358-9-01

## PUBLIC USE OF COLLEGE CAMPUS

### PURPOSE

It is the policy of Edison State Community College to promote the free exchange of ideas and the safe and efficient operation of the College by:

- Fostering free speech, assembly and other expressive activities on College property by all persons, whether or not they are affiliated with the College. Expressive activities mean any lawful verbal, written, audiovisual, or electronic means by which individuals may communicate ideas, including all forms of peaceful assembly, protests, speeches, distribution of literature, carrying and displaying signs, and circulating petitions.
- Maintaining an appropriate educational and work environment for all persons present on College property, including but not limited to students, faculty, employees, customers and visitors.
- Maintaining the personal security of all persons present on College property and protecting the property of the College and of persons present on College property.

The College recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The College also recognizes the need to preserve and protect its property, students, guests and employees of the College, and to ensure the effective operation of educational, business and related activities of the College. Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this Policy.

Edison State Community College affirms the following principles:

- Students have a fundamental constitutional right to free speech.
- The College is committed to giving students broad latitude to speak, write, listen, challenge, learn and discuss any issue, subject to properly imposed measures by the College that do not violate the First Amendment of the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution, such as:
  - Constitutional time, place, and manner restrictions;
  - Reasonable and viewpoint-neutral restrictions in nonpublic forums;
  - Restricting the use of the College's property to protect the free speech rights of students and teachers and preserve the use of the property for the advancement of the College's mission;
  - Prohibiting or limiting speech, expression, or assemblies that are not protected by the First Amendment to the United State Constitution or Article 1, Sections 3 and 11 of the Ohio Constitution;
  - Content restrictions on speech that are reasonably related to legitimate pedagogical purpose, such as classroom rules enacted by teachers.
- The College is committed to maintaining a campus as a marketplace of ideas for all students and all faculty in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the institution's community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.

- It is for the College's individual students and faculty to make judgments about ideas for themselves, and to act on those judgments not by seeking to suppress free speech, but by openly and vigorously contesting the ideas that they oppose.
- It is not the proper role of the College to attempt to shield individuals from speech, including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.
- Although the College greatly values civility and mutual respect, concerns about civility and mutual respect shall never be used by the College as a justification for closing off the discussion of ideas, however offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed those ideas may be to some students or faculty.
- Although all students and all faculty are free to state their own views about and contest the views expressed on campus, and state their own views about and contest speakers who are invited to express their views on a campus of the College, they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or event loathe. To this end, the College has a responsibility to promote a lively and fearless freedom of debate and deliberation and protect that freedom.
- The College is committed to providing an atmosphere that is most conducive to speculation, experimentation, and creation by all students and all faculty, who shall always remain free to inquire, to study and to evaluate, and to gain new understanding.
- The primary responsibility of faculty is to engage an honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence.

## **POLICY STATEMENT**

This Policy does not apply to use of College facilities and grounds for official events sponsored by the College. Expressive activities carried out under this Policy shall not be considered to be speech made by, on behalf of or endorsed by the College. This Policy supersedes any provisions in any other earlier-adopted College policies that address similar or overlapping issues, such as use of outdoor spaces.

### **Outdoor Areas of Campus Generally Available For Use**

#### **(1) General Access**

Any person or group may use, without prior notification, any publicly accessible outdoor area of the College's Piqua campus except parking lots, garages, and driveways. Federal, state and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the College. Use of the general access areas may include expressive activities. There is no limit to the number of times a month a person or group may access those areas.

During work and class hours or if the area is currently in use for an official College event, amplification may be restricted if it materially and substantially disrupts College operations or noise ordinances are violated.

#### **(2) Regional Campuses**

Edison State campuses at Greenville, Troy, and Eaton are leased facilities and are not owned by the College. These facilities do not include any outdoor space leased or controlled by the College; therefore, no publicly-accessible outdoor areas are available for use under this Policy.

(3) Large Groups

Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people must notify the College's Department of Public Safety, Suite 161, at 937-778-7820 at least two (2) business days before the day of the expressive activity, including information as to the specific location to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present. Security and clean-up costs will not be charged to the person or group.

Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient College resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the College with as much advance notice as circumstances reasonably permit.

### Student Use

In addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the Student Affairs Office at 937-778-7850. Any request by a student or student organization to reserve such area or space shall be made at least one (1) business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.

A student or student organization that has reserved a specific area or space under this Policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

### Prohibited Activities

- (1) Any event or activity that materially and substantially disrupts the ability of the College to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include but are not limited to excessive noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.
- (2) No activity may damage College property. Prohibited actions include but are not limited to driving stakes or poles into the ground, hammering nails into buildings, and attaching anything to sidewalks, paved areas, or any part of any building, structure or fixture.

- (3) Distribution/solicitation by placing any material on vehicles in the parking lots is prohibited. Leaving trash, litter, materials or pollutants in any area is prohibited.
- (4) Harassment, defined as unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual's education program of activity, is prohibited.
- (5) Disruption of previously scheduled or reserved activities occurring in a traditional public forum.

### **Enforcement**

Edison State Community College's Department of Public Safety and local law enforcement shall enforce the provisions of this Policy.

Any person who violates this Policy may be subject to an order to leave College property. Employees in violation of this Policy may be subject to discipline, up to and including termination.

### **Dispute Resolution**

Any person or recognized student organization who believes unlawful, unreasonable, or arbitrary limitations have been imposed on any of their speech or other expressive activities under this Policy may file a complaint with the College Department of Public Safety, Suite 161, at 937-778-7820.

The President is authorized to establish a fair and equitable complaint resolution process. This process shall include the following:

- The development of specific protocols or procedures that define:
  - The proscribed conduct;
  - The process involved in both the investigation and disciplinary action phases after a complaint has been received;
  - Potential sanctions;
  - Other relevant information deemed necessary to ensure a fair and equitable process.
- Upon completion of the process, the determination of the resolution shall be presented to the Board for review/approval, potentially as a part of the consent agenda at a Board meeting.

Any form of retaliation against a student, student group, or faculty member who files a complaint about an alleged violation of this policy with the College Department of Public Safety is strictly prohibited.

### **Resolution Process Procedures**

Upon receipt of a complaint, the Department of Public Safety shall promptly document the allegations. They shall prepare a report to detail the conduct that led to the specific complaint. If the complaint is against the Department of Public Safety, the President will appoint another member of staff with investigative experience for this task. The report will be forwarded to the administrator overseeing the subject of the complaint. The administrator will determine the need for any further investigation and proceed accordingly. The administrator will consult with the Human Resources Department to recommend disciplinary actions or inaction, along with potential sanctions for the conduct.

The recommendation of the cabinet member administrator will be forwarded to the President along with any investigative reports. The President will make a determination of a proper resolution in consideration of

recommendations from the administrator cabinet member. This determination will be presented to the Board for review/approval, potentially as part of the consent agenda at a Board meeting.

**PERSONS AFFECTED**

All Edison State Community College employees.

**DEFINITIONS**

See Policy #3358-9-01

## DOG-FRIENDLY WORKPLACE POLICY

### PURPOSE

This policy provides guidelines and restrictions for the presence of employees' dogs on Edison State campuses. It is not intended to address service animals or animals used in any course of instruction.

### POLICY STATEMENT

It is the policy of Edison State Community College to provide its employees with a dog-friendly environment when dogs accompany them to any campus, while also protecting the safety of staff, faculty, and students. Department of Public Safety officers are responsible for dealing with service animals on each campus in accordance with DPS Policy 337 – Service Animals. This will include regular updates to the procedure when federal and state guidance changes, as well as training for DPS officers on those procedures. Veterinary Technology instructors may bring small animals to a campus or keep them in a classroom for instructional purposes. All such animals must be securely contained. K9 units may be used by the Department of Public Safety and the Police Academy may use K9 units for training purposes.

This policy is intended to apply to long-term, consistent and planned presence of pet dogs on Edison State campuses. The College recognizes that special circumstances can exist for pets to be on an Edison State campus temporarily. The Human Resources department will handle special circumstances on a case-by-case basis.

To protect the health and safety of students, faculty, staff, and visitors, domestic or wild animals are not permitted on any Edison State campus outside of the scope of this policy.

### Size Limitations

Dogs are limited to 100 pounds or under.

### Permit Application

Prior to bringing a dog to a campus, an employee must complete an application for a permit and submit the application to Human Resources. The application will include:

- Proof of licensure, when required by law
- Proof of personal liability insurance
- Signed statement that dog owners assume all culpability and providing the College with indemnification from liability.
- Declaration that there is no history of aggressive, dangerous, or vicious behavior and that the animal is able to be social with other dogs
- Health Assessment of the dog by a licensed veterinarian (must utilize ESCC Pet Health Examination Form) to include:
  - Current shot record to demonstrate that the dog has been vaccinated against: Distemper/Parvovirus, Bordetella, and Rabies
  - Dog flea & tick prevention treatment dates
  - Dog's name, breed, weight, and approximate age
  - Veterinarian's license # and contact information
- Employee Name, ID, and emergency contact
- Supervisory approval

Permits will only be approved in accordance with restrictions set by current insurance agreements.

### Registration

Upon approval of the permit by Human Resources the dog will be registered with the Department of Public Safety. Registration will include permit application and all supporting documents.

### Restricted Areas

Dogs are prohibited from entering:

On the Piqua Campus:

- Cafeteria
- Gym
- Nursing wing
- Emerson theatre
- Internet Café
- Library
- Any and all laboratories
- Areas surrounding organized events such as but not limited to:
  - o Food truck areas
  - o Organized sporting events
  - o Organized gatherings
- Anywhere posted “No Pets.”

On the Greenville Campus:

- Faculty/Staff Lounge
- Student Lounge
- Any and all laboratories
- Student Learning Center
- Room 121
- Anywhere posted “No Pets.”

On the Troy Campus:

- Faculty/Staff Lounge
- Student Lounge
- Any and all laboratories
- Anywhere posted “No Pets.”

On the Eaton Campus:

- Faculty/Staff Lounge
- Student Lounge
- Conference Room
- Student Learning Center
- Any and all laboratories
- Anywhere posted “No Pets.”

If a co-worker or student has allergies to dogs and reasonable accommodations cannot be made, dogs are restricted from that work or learning area.

### Containment

Dogs must be kept on a six-foot non-retractable or shorter leash and must be kept with the permit holder at all times or crated. When a dog is left alone in a staff or faculty office, they must be crated and a sign on the door must be posted "Dog Inside." All food, drink and associated equipment for the employee's dog must be maintained within the employee's work area.

### Clean-up & Damages

Dog owners are responsible for immediate cleanup of waste. The Facilities Management Department will designate proper waste disposal locations and containers at all campuses. Dog owners are responsible for all damages and expenses incurred for damage caused by their dog, including any expense related to waste clean-up.

### Injuries

Any injuries inflicted by a registered dog upon any person on an Edison State campus, including the dog's owner, are to be immediately reported to the Department of Public Safety.

### Complaints

Any employee with a complaint about a specific dog may file a report with the Department of Public Safety, which will be forwarded to Human Resources for review.

### Policy Violations

Failure to comply with any section of this policy will result in revocation of the pet's permit and may result in disciplinary action up to and including termination.

### **PERSONS AFFECTED**

All Edison State Community College employees, students, and visitors.