

**POLICIES  
AND  
PROCEDURES MANUAL  
OF  
THE BOARD OF TRUSTEES  
AND  
EDISON STATE COMMUNITY  
COLLEGE**



**ADOPTED: JUNE 26, 2013**

## HISTORY

*Edison State Community College was chartered in 1973 under provisions of the Ohio Revised Code as the first general and technical college in Ohio. The College thus emerged without special local taxation as a two-year, public, co-educational, state-supported institution of higher learning. Under its charter it is authorized to offer studies in the arts and sciences, technical education and continuing education. By virtue of legislative action, the College's name was change in 1977 from Edison State General and Technical College to Edison State Community College.*

*From modest beginnings in 1973 in a rented facility, the College has grown in stages to its current campus, located on 131 acres in Piqua with its Darke County Campus located in Greenville, Ohio. Its enrollment and offerings have grown steadily during its brief history, from 309 students enrolled in 30 courses in 1973 to more than 3,000 students enrolled today in 30 technical fields, a broad range of baccalaureate transfer programs, development course work, and continuing education offerings.*

*Edison students range from high school students to senior citizens, and from people just becoming acquainted with the possibilities of higher education to those returning for retraining and exploration of new fields. The College points with pride to the fact that over 30 percent of its students began their higher education at another college or university, but have chosen to continue at Edison, in many cases in recognition of its attention to quality and standards.*

## FOREWORD

This manual contains the official policies adopted by the Board of Trustees for the operation of Edison State Community College, Piqua, Ohio. The purpose herein is to establish rules and regulations set forth within the context of applicable statutory provisions and regulations of the Ohio Board of Regents. All faculty and staff of the College community are urged to read the entire manual and to consult the content of it from time to time as appropriate.

The Policy Manual may be consulted at the College's web-site ([www.edisonohio.edu](http://www.edisonohio.edu)). Copies are available from the Department of Human Resources.

All faculty and staff should become familiar with this *Policies and Procedures Manual*, the *Edison State Community College Catalog*, and the College's web-site, [www.edisonohio.edu](http://www.edisonohio.edu), because all contain policies that may be applicable to them.

**Nothing in this *Manual* should be construed to supplant the special jurisdictional provisions and procedures set forth in the Ohio Revised Code, and Ohio Administrative Code, federal and state laws. In addition, the policies and procedures contained in this *Manual* constitute management policies and guidelines only and are no way to be interpreted as a contract or understanding between Edison State Community College and any of its employees. Edison State Community College reserves the right to modify or delete any of these policies.**

Announcements of changes will be made through standard communication channels; however, advance notice may not always be possible. Updates will be available to each employee.

Edison State Community College is committed to providing equal opportunity and an educational and work environment free from discrimination on the basis of sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, pregnancy, military status, and/or veteran status.

Edison State Community College shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations. The College is dedicated to ensuring access and equal opportunity in its educational programs, related activities, and employment. Retaliation against an individual who has raised claims of illegal discrimination or cooperated with an investigation of such claims is prohibited. Students and employees should bring questions or concerns to the attention of the Office of Human Resources, 1973 Edison Drive, Piqua, OH 45356, (937) 778-7835.

Individuals who have questions or wish to have further information about any guideline in this *Manual* should contact the Office of Human Resources.

The information in this *Manual* supersedes all previous information contained in handbooks, manuals, letters, memorandums, and understandings.

## PROCEDURES FOR COLLEGE POLICY DEVELOPMENT

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 web-site 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 Vice President of Strategic Human Resources is responsible for developing procedures to implement College policies.

Many departmental or divisional policies and procedures, although useful and important, do not meet the criteria above and, therefore, are not considered College policies.

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.**

The procedure for developing a policy can be found at <http://www.edisonohio.edu/index.php?page=policies>.

# TABLE OF CONTENTS

<b>1.0</b>	<b>GENERAL AUTHORITY .....</b>	<b>7</b>
1.1	LEGAL BASIS.....	7
1.2	ACCREDITATION.....	7
1.3	NON-DISCRIMINATORY PRACTICES .....	7
1.4	SMOKE-FREE WORKPLACE .....	8
1.5	DRUG FREE CAMPUS AND WORKPLACE .....	8
1.6	USE OF COLLEGE NAME AND SEAL .....	12
1.7	CONTROL OF PROPERTY.....	12
<b>2.0</b>	<b>GOVERNANCE – BOARD OF TRUSTEES .....</b>	<b>13</b>
2.1	BOARD OF TRUSTEES .....	13
2.2	COLLEGE MISSION STATEMENT.....	13
2.3	NOTICE OF BOARD MEETINGS .....	13
2.4	COLLEGE ATTORNEY .....	14
2.5	VOTES OF NO CONFIDENCE .....	15
<b>3.0</b>	<b>GENERAL EMPLOYMENT CONDITIONS.....</b>	<b>16</b>
3.1	EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY .....	18
3.2	AMERICANS WITH DISABILITIES ACT.....	19
3.3	RELIGIOUS ACCOMMODATION.....	20
3.4	POLICY PROHIBITING HARASSMENT, DISCRIMINATION, AND BULLYING .....	20
3.5	SEXUAL HARASSMENT .....	22
3.6	CONFLICTS OF INTEREST AND COMMITMENT .....	24
3.7	PUBLIC RECORDS POLICY .....	29
3.8	EMPLOYEE CODE OF CONDUCT.....	29
3.9	OCCUPATIONAL HEALTH AND SAFETY.....	33
3.10	PAY PROVISIONS.....	34
3.11	HOLIDAYS.....	36
3.12	EMPLOYEE TRAVEL REIMBURSEMENT .....	37
3.13	VACATION .....	37
3.14	SICK LEAVE.....	39
3.15	LEAVE OF ABSENCE.....	40
3.16	FAMILY AND MEDICAL LEAVE .....	41
3.17	RETIREMENT BENEFIT .....	42
3.18	BEREAVEMENT LEAVE .....	423
3.19	COURT APPEARANCE LEAVE .....	43
3.20	MILITARY SERVICE LEAVE OF ABSENCE.....	43
3.21	SUPPLEMENTAL BENEFITS .....	44
3.22	EMPLOYEE PROBLEM-SOLVING .....	488
3.23	AUTHORITY OF THE PRESIDENT.....	48
3.24	FURLOUGH .....	48
3.25	SEPARATION FROM EMPLOYMENT .....	49
3.26	INTERRUPTION OF CAMPUS OPERATIONS .....	50
3.27	WORKSITE LACTATION.....	50
<b>4.0</b>	<b>COLLECTIVE BARGAINING RIGHTS FOR ALL FULL-TIME FACULTY .....</b>	<b>51</b>
4.1	ACADEMIC FREEDOM.....	51
4.2	FULL-TIME FACULTY EVALUATIONS.....	51
<b>5.0</b>	<b>INFORMATION TECHNOLOGY .....</b>	<b>52</b>
5.1	TECHNOLOGY PURCHASING .....	52
5.2	THE IT NETWORK.....	53

5.3	TELEPHONE/TELECOMMUNICATIONS .....	54
5.4	ADMINISTRATIVE COMPUTING .....	54
5.5	LIBRARY INFORMATION TECHNOLOGY.....	55
5.6	AUDIO-VISUAL EQUIPMENT .....	55
5.7	DESKTOP COMPUTING .....	56
5.8	SOFTWARE .....	58
5.9	ONLINE “DISTANCE” EDUCATION.....	59
5.10	INTERNET ACCESS .....	60
5.11	INTERNET PRESENCE.....	60
5.12	INTRANET .....	61
5.13	REMOTE ACCESS.....	61
5.14	HANDHELD DEVICES .....	61
5.15	COMPUTER USER AGREEMENT.....	62
5.16	COPYRIGHT .....	62
5.17	ELECTRONIC RECORDS RETENTION AND DISPOSITION.....	63
5.18	IT SUPPORT.....	63
5.19	IT TRAINING .....	63
<b>6.0</b>	<b>MISCELLANEOUS.....</b>	<b>64</b>
6.1	ANIMALS ON CAMPUS.....	64
6.2	CARRYING A (CONCEALED WEAPON.....	64
6.3	CHILD DEVELOPMENT CENTER .....	64
6.4	FIRE ALARM.....	65
6.5	FUND RAISING PROGRAMS .....	65
6.6	GRANT PROPOSALS AND GRANT MANAGEMENT.....	65
6.7	PROCUREMENT .....	66
6.8	PUBLIC POSTING OF INFORMATION AND MATERIALS.....	66
6.9	RESPONDING TO EMERGENCIES.....	67
6.10	TORNADO WATCH/WARNING.....	67

## **1.0 GENERAL AUTHORITY**

---

### **1.1 LEGAL BASIS**

The government of Edison State Community College 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.

### **1.2 ACCREDITATION**

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.

### **1.3 NON-DISCRIMINATORY PRACTICES**

Edison serves a diverse community. As such, diversity is an integral and important part of the campus climate and includes male and female students of various ages, religions, learning styles, sexual orientations, ethnicities and cultures. Edison 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 does not discriminate against students on the basis of race, color, creed, religion, age, sex, marital status, sexual orientation, veteran status, national origin, ancestry, citizenship, or disability.

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.

## 1.4 SMOKE-FREE WORKPLACE

In compliance with the Ohio Smoke Free Workplace Act, Ohio Revised Code Chapter 3794, and in order to promote the health of our students, faculty, staff, and visitors, smoking is prohibited in all Edison State Community College facilities. This includes all buildings owned or controlled by the College and all indoor athletic facilities. 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 equipment, including, but not restricted to, cigarettes, cigars, or pipes.

Faculty, staff, and students violating this policy are subject to College disciplinary action. 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.

Smoking is permitted outdoors in designated exterior areas.

## 1.5 DRUG FREE CAMPUS AND WORKPLACE

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. As such, it seeks to provide a climate free of the effects associated with the abuse of alcohol and the use of illegal drugs. The college accordingly, 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).

### 1.5.1 Compliance

Edison 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’s Human Resource 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.
- Business and Industry: This policy will be included in registration materials.

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, Vice President of Strategic Human Resources, and Director of Student Health Services.

### 1.5.2 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 possession, use, distribution, and sale of alcohol or other drugs by any faculty or staff member, or student are prohibited on College property or as any part of College activities.

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, or distribution of illegal drugs and drug paraphernalia.

### 1.5.3 Impact on Financial Aid

Students convicted of possessing and/or selling illegal drugs, on or off campus, during a time of enrollment and receiving financial aid, will become ineligible for federal aid for a period of time, as follows:

Possession of Illegal Drugs: 1<sup>st</sup> offense – 1 year disqualification; 2<sup>nd</sup> offense – 2 year disqualification; 3<sup>rd</sup> offense – indefinite disqualification

Sale of Illegal Drugs: 1<sup>st</sup> offense – 2 year disqualification; 2<sup>nd</sup> offense – indefinite disqualification

If a conviction includes both possession and sale of illegal drugs, the length of disqualification will be for the longest period.

Students may meet with a Financial Aid Counselor for more detailed information on ineligibility and regaining eligibility.

#### 1.5.4 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 conduct and discipline 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.

#### 1.5.5 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 owned vehicles/equipment no later than 5 days after each conviction. Employees are to notify the College's Human Resources office.

Edison 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.

### 1.5.6 Health Risks

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)

### 1.5.7 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:**

<http://www.health.gov/NHIC/Pubs/2008tollfreenumbers/tollfreenumbers2.htm#ALCOH>

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

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

**For alcohol, drug, or other health related information, programs, or presentations available, contact:**

Student Health Services 937-778-7840 or visit the Student Health Services website at: <http://www.edisonohio.edu/index.php?page=health-services>

The Vice President of Strategic Human Resources shall establish procedures to administer this policy.

## 1.6 USE OF COLLEGE NAME AND SEAL

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.

## 1.7 CONTROL OF PROPERTY

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.

## **2.0 GOVERNANCE – BOARD OF TRUSTEES**

---

### **2.1 BOARD OF TRUSTEES**

The Board of Trustees believes that Edison State Community College must have a clear picture of its mission and values. Only then will it have a strong basis for developing its services, evaluating its management practices, and assessing its improvement. Only when the mission and values are clearly stated can the organization be fully in alignment with those values.

### **2.2 COLLEGE MISSION STATEMENT**

Edison State Community College provides learning opportunities that enable and empower citizens, commerce, and communities in Darke, Miami, and Shelby counties.

### **2.3 NOTICE OF BOARD MEETINGS**

This rule, concerning notice of meetings, was adopted in compliance with, and under the authority of, Section 121.22(F), Ohio Revised Code, as amended, effective April 16, 1993.

Any person not a member of the Board of Trustees may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special board meetings by:

- Writing to the present address: Edison State Community College, Attn: Secretary to the Board of Trustees, 1973 Edison Drive, Piqua, Ohio 45356.
- Calling the following telephone number during normal business hours: (937) 778-7803.
- Consulting the College's web-site at [www.edisonohio.edu](http://www.edisonohio.edu).

In the event of a special meeting of the Board of Trustees not of an emergency nature, the secretary to the Board shall notify news media in the college's service district of such meeting by doing at least one of the following:

- Sending written notice, which must be mailed or e-mailed no later than four (4) calendar days prior to the day of the special meeting;
- Notifying such news media by telephone, fax, or e-mail no later than twenty-four (24) hours prior to the special meeting; such telephone notice shall be complete if a message has been left for a representative, or if, after reasonable effort, the secretary to the board has been unable to provide such telephone or fax notice.
- In the event of a special meeting of an emergency nature, the secretary to the board shall notify news media in the College's service district of such meeting by providing either the notice described above or notifying the clerk of the Statehouse Press Room. In such event, however, the notice need not be given twenty-four (24) hours prior to the meeting, but shall be given as soon as possible.

The secretary to the Board shall maintain a list of all persons who have requested notification of all meetings of the Board of Trustees at which specific subject matter is scheduled to be discussed. In order to receive notification, such persons must provide to the secretary to the board an e-mail address, fax number, or sufficient quantity of self-addressed, stamped envelopes for the mailing of the notices. The secretary to the Board shall, no later than two (2) days prior to each meeting, send by e-mail, fax, or first-class mail an agenda of the meeting to such persons.

## 2.4 COLLEGE ATTORNEY

The Office of the Ohio Attorney General shall appoint an attorney for Edison State Community College.

The role of the College Attorney shall be to serve the educational enterprise, contributing to its efficient and effective operation. The College Attorney shall serve as an advisor at law and an attorney in litigation. Specifically, his/her duties shall include:

- Preparing and rendering legal opinions upon request of the president, Board of Trustees, or designee.
- Advising the President or Board of Trustees as to the legal implications of alternative approaches to administrative or Board policy problems.
- Preparing and conducting litigation and administrative law hearings as directed by the President and as authorized by the Board of Trustees in order to represent most effectively the interests of Edison State Community College, as such interests are interpreted by the President.
- Providing legal assistance in the drafting of legal documents, rules, regulations, resolutions, applications, policy statements, and all other legal or quasi-legal papers upon request.
- Providing legal assistance in the drafting of legislation proposed by the Board of Trustees for presentation to the legislature.
- Interpreting, upon request of the president, legislation introduced and passed in the state legislature, assisting in the analysis of the impact of such legislation on the interests of the college, and keeping the president informed about the details of important and pertinent legislation which comes to the attention of attorneys of state-assisted colleges.
- Participating in and assisting during periodic revision of Board and administrative policies.
- Counseling the Board of Trustees and administration during collective bargaining negotiations.
- Performing other duties and assignments as may be requested by the President or Board of Trustees.

## 2.5 VOTES OF NO CONFIDENCE

Edison State Community College is a process-based college where adjudicated processes are the rails on which the college operates and seeks continual improvement. Processes for academic and administrative collegiality and shared governance in academic matters have been established. Protocols exist to address wrongful, unfair, or capricious treatment of students and employees alike.

In a campus environment where academic freedom and personal expression are essential to a healthy collegiate culture, it is also essential that that freedom and that expression are not unbridled. When the potential exists where serious employee concerns cannot prevent rational discussion and resolution colliding with heightened emotion and vengeful reaction, and where the recourse of least resistance in group action against a college administrator (Vice President, Dean, etc.), President, or Board of Trustees, institutional policy and protocol are necessary to address potentially wrongful, unfair, or capricious treatment.

With the intent to provide constructive recourse to group concerns by bringing the aggrieved together with the administrator, president, or Board of Trustees for discussion and potential resolution, and with the intent of the college's Board of Trustees being able to weigh the merits of a group concern, the Board of Trustees shall establish protocol and procedure for this policy

See Votes of No Confidence Procedure No. 2.5

## 3.0 GENERAL EMPLOYMENT CONDITIONS

---

The policies and procedures detailed in this manual apply to all faculty and staff on the Edison State Community College payroll, regardless of the ultimate source of funding. Thus, individuals engaged to work on grants, public service projects, support services, as well as departmental instruction and institutional administration are covered by these provisions, except when specifically noted otherwise.

Note: The policies in this section apply to all employees of the college except those who are part of a bargaining unit wherein the contract between the college and the unit specifically addresses a topic or topics included herein.

Faculty, staff, and adjuncts shall be selected on the basis of education, experience, competence, attitudes, other personal qualities, and special qualifications for approved positions. The initial thrust shall be to seek applicants and interview candidates who, in the judgment of the appointing authority, would contribute most positively to the needs, goals, and progress of the College. Selections shall be made in accordance with statutes and regulations prohibiting discrimination in employment, affirmative action, and other policies of the Board of Trustees.

See CQI Manual for hiring procedures (<http://www.edisonohio.edu/index.php?page=cqi-continuous-quality-improvement>).

### 3.0.1 Definitions

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

**Administration:** The designation “administration” applies to those exempt employees 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 (Assistant Dean up to the President).

**Professional/Technical:** The designation “professional/technical” applies to those exempt/non-exempt employees 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 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 and full-time faculty non-members of the collective bargaining unit who are typically responsible for instructional presentation and delivery. See the ESEA Faculty

Collective Bargaining Agreement which is found at <http://del12650.edisonohio.edu/internal>.

**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. 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 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.

**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 twenty (20) hours or more but less than forty (40) per week and not covered under the definition of “faculty.” The designation includes, but is not limited to, special funded/special project positions, student workers, and adjunct 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.

**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.

**Volunteer Employee:** 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 his designee.
- A description delineating job duties, extent of assignment, etc., must be submitted to the Vice President of Strategic Human Resources 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 his 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.

**Exempt and Non-Exempt Employees:** The terms “exempt” and “non-exempt” refer to the status of a position under the Federal wage and hours laws. Specifically, exempt positions are so called because they are exempt from the overtime provision of the law.

Exempt employees include those administrative and professional/technical employees of Edison State Community College who perform administrative, supervisory, or managerial duties whose primary responsibilities are other than teaching.

### 3.1 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY

Edison State Community College provides equal employment opportunities to 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. Edison State Community College complies with applicable state and local laws governing non-discrimination in employment in every location in which the College has facilities. Discrimination against any individual for any of the above reasons is specifically prohibited, except where sex, age, or non-disability is a bona fide occupational qualification. The College shall achieve its policy of equal employment opportunity through positive and continuing affirmative action.

Affirmative action applies to all policies and procedures relating to all terms and conditions of employment, including, but not limited to recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, compensation, and training.

- The Vice President of Strategic Human Resources shall maintain the pay grades according to the established procedure.
- The Vice President of Strategic Human Resources shall establish procedures for the establishment and revision of job descriptions.
- The Vice President of Strategic Human Resources shall establish procedures for the employment of employees defined in Policy No. 3.0.1.

Improper interference with the ability of Edison State Community College employees to perform their expected job duties is absolutely not tolerated.

## 3.2 AMERICANS WITH DISABILITIES ACT

Edison State Community College is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008 (ADAAA). It is the College's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job.

A qualified individual with a disability is one who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

A disabled employee or potential employee, who requests reasonable accommodation, shall identify the specific job requirement that he or she believes should be modified through reasonable accommodation.

Consistent with this policy of nondiscrimination, the College will provide reasonable accommodations to a qualified individual with a disability, as defined by the law, who has made the College aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the College.

Individuals with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. Edison State Community College encourages individuals with disabilities to come forward and request reasonable accommodation.

Questions or complaints should be directed to the Human Resources Department at Edison State Community College.

### 3.3 RELIGIOUS ACCOMMODATION

In accordance with Title VII of the Civil Rights Act of 1964, Edison State Community College will reasonably accommodate the religious beliefs, observances, and practices of its employees, e.g., accommodate a religious belief, observance, or practice which conflicts with an employment requirement. Employees must direct requests for reasonable accommodation to their appropriate dean, director, vice-president, or to the Human Resources Department. The College will provide reasonable accommodation if it can do so without causing undue hardship on the College to conduct business. The Human Resources Department will consult with the employee's supervisor to arrange a reasonable accommodation if appropriate.

### 3.4 POLICY PROHIBITING HARASSMENT, DISCRIMINATION, AND BULLYING

It is the policy of Edison State Community College to provide employees with an environment free from any form of workplace harassment, discrimination, and bullying. Respect for human diversity is essential for the well-being of all individuals associated with Edison State Community College. Edison State Community College strongly opposes and will not tolerate bullying and will not tolerate harassment, discrimination, on the basis of age of 40 years or more, color, disability, national origin, race, religion, pregnancy, sex, sexual orientation, gender identity, military status, or veteran status. This prohibition extends to harassment, discrimination, or bullying including the creation of an intimidating, hostile, or offensive working or learning environment.

This policy applies to all aspects of Edison State Community College's operations, programs, and campuses. It applies to all members of the Edison State Community College community and all faculty and staff on the College's payroll. It also applies to all vendors, contractors, subcontractors, and others who do business with the College. It applies to all visitors or guests on campus to the extent that there is an allegation of harassment, discrimination, or bullying made by them against students or employees. Each department, vice president, dean, director, manager, supervisor, and employee is responsible for keeping the workplace free of harassing, offensive, threatening or violent behavior. This includes harassing, offensive, threatening or violent behavior by employees or non-employees (vendors, job applicants, students, visitors, spouses, etc.) against self, others, College property, or on College premises.

Any employee who feels that he or she has been subjected to harassment, discrimination or bullying should report the matter immediately to:

- The Vice President of Strategic Human Resources;
- Immediate Supervisor; or
- The next level of management above the immediate supervisor.

All complaints are encouraged to be submitted in writing to one of the above individuals within thirty (30) days after the offending conduct occurs. Any supervisor who receives a complaint should contact the Vice President of Strategic Human Resources immediately. The Vice President of Strategic Human Resources will coordinate the investigation of all reports of harassment, discrimination or bullying behavior promptly, impartially, and as confidentially as possible.

It is a violation of this policy for anyone to knowingly make false accusations of harassment, discrimination, or bullying. To do so will result in disciplinary action up to and including termination of employment. Likewise, any employee (s) providing false information under this policy, interfering with, or failing to cooperate with any investigation is also subject to discipline. Failure to prove a claim of harassment, discrimination, or bullying is not equivalent to a false accusation.

### 3.4.1 Prohibition against Retaliation

It is a violation of this policy to intimidate, coerce, threaten, or otherwise retaliate against any employee for complaining about harassment, discrimination or bullying, or participating in the investigation of a complaint described in this policy.

### 3.4.2 Investigation Process

The College will strive to protect the privacy of those bringing forth a complaint; however, with the need to investigate, information may be required to be shared with others, such as supervisors, other employees, the Vice President of Strategic Human Resources, and the alleged offender. Also, because of the public nature of the College, the College is subject to the provisions of public record laws with regard to the confidentiality of investigations.

The Vice President of Strategic Human Resources shall establish procedures for the investigation process under this policy.

### 3.4.3 Definitions

**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.

**Hostile Environment:** Any unwelcome verbal or non-verbal conduct relating to an individual's or a group's race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability which creates an intimidating, hostile, or offensive working environment; including but not limited to: racial or ethnic slurs, demeaning pictures, offensive cartoons, etc.

**Bullying:** Repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which is intended to intimidate and creates a risk to the health and safety of the employee(s).

This policy applies to all persons employed by or under contract employment with Edison State Community College, as well as applicants for employment. Conduct found to violate this policy does not necessarily establish a violation of state or federal anti-discrimination laws.

### 3.5 SEXUAL HARASSMENT

Edison State Community College will not tolerate sexual harassment or related behavior of any kind. It is the policy of the College to maintain a working environment free from any discrimination and to prohibit sexual harassment against employees and applicants due to sex, including sexual harassment, which is prohibited by federal (42 U.S.C. § 2000e-2a) and state (O.R.C. Chapter 4112) law. This includes discriminatory sexual advances or harassment which adversely affects an employee's terms or conditions of employment, either directly or indirectly.

Any applicant or employee who believes that he or she is a victim of gender discrimination, or sexual harassment through unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature by a supervisor, subordinate, peer, student, or vendor should immediately report such an incident to the Vice President of Strategic Human Resources to receive guidance and to discuss methods of resolution.

Sexual harassment depends on how the person being harassed is affected, not the harasser's intent. Sexual harassment can come from any individual in the workplace, including a supervisor, co-workers, a student, customer, or a supplier. Sexual harassment doesn't refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, which lowers morale and therefore interferes with work effectiveness.

Sexual harassment may take different forms including but not limited to verbal conduct (sexual innuendos, sexually vulgar or explicit language, sexually explicit jokes, suggestive comments, gestures, and/or sounds, sexually vulgar or explicit emails, magazines, photographs, cartoons, etc.) *physical conduct* (unwanted physical contact, coerced sexual intercourse, rape, attempted rape, assault, etc.)

This policy applies to all persons employed by or under contract employment with Edison State Community College as well as applicants for employment. Conduct found to violate this policy does not necessarily establish a violation of state or federal anti-discrimination laws.

Any complaint received by a supervisor must be transmitted to the Vice President of Strategic Human Resources. All formal complaints are encouraged to be in writing and

submitted to the Vice President of Strategic Human Resources no later than 30 days after the offending conduct occurs. Every complaint received will be thoroughly investigated. Every effort will be made to protect the privacy of employees during any investigation.

No retaliatory measure will be taken against any employee who complains of sexual harassment. Likewise, no retaliatory actions will be taken against any individual who assists or cooperates with the College in the investigation of sexual harassment complaints.

Harassment and discrimination are also illegal. This policy is not intended to impair or limit the right of anyone to seek a remedy available under state or federal law.

It is a violation of this policy for anyone to knowingly make false accusations of harassment and discrimination. To do so will result in disciplinary action up to and including termination of employment or expulsion from the College. Failure to prove a claim of harassment or discrimination is not equivalent to a false accusation.

### 3.5.1 Definitions

**Sexual harassment:** A form of sex discrimination defined as any unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. There are two types of sexual harassment: Quid Pro Quo and Hostile Work Environment.

**Quid Pro Quo:** The Latin term for “this for that,” which is a “something for something” type of harassment. This can occur either explicitly or implicitly when submission to the conduct is made a term or condition of employment or when submission to, or rejection of, the conduct is the basis of employment decisions and/or retaliation.

**Hostile Environment:** Any conduct which has the purpose or effect of unreasonably interfering with one’s work performance or creating an intimidating, hostile, or offensive working environment and the harassment is directed against one’s sex.

### 3.5.2 Consensual Relationships

The College strongly discourages romantic and sexual relationships between supervisors and employees or between faculty and students. These inappropriate personal relationships may be subject to concerns about the validity of consent, conflict of interest, and unfair treatment of other employees or students and can undermine the atmosphere of trust essential to the education process and the employment relationship. No employee involved in a consensual relationship shall have direct responsibility for evaluating the employment, academic performance, or making decisions regarding the promotion or compensation of the other party in the relationship. If such relationship exists, the immediate

supervisor or department dean shall be contacted so that another employee can be assigned to make these decisions. Failure to report the relationship, cooperate in the transfer of supervisory responsibility, and resolve all conflicts of interest are grounds for discipline, up to and including termination, under appropriate policies.

Under Ohio Revised Code Section 2907.03(A)(8), it is a third degree felony for a teacher, administrator, coach, or other person in authority employed by or serving in an institution of higher education to engage in sexual conduct with a minor who is enrolled at the College. Such conduct is strictly prohibited and will result in immediate termination of the person's employment and referral for prosecution.

This policy applies to all persons employed by or under contract employment, as well as any vendors doing business with Edison State Community College and applicants for employment. Conduct found to violate this policy does not necessarily establish a violation of state or federal anti-discrimination laws.

The Vice President of Strategic Human Resources shall establish a formal complaint procedure.

### 3.6 CONFLICTS OF INTEREST AND COMMITMENT

Employees are expected to devote their work activities primarily to functions of the College. They may, however, engage in outside obligations, financial interests, and extramural activities provided that such do not conflict or interfere with their overriding commitment to the College or the performance of their duties and responsibilities to the College. Extramural activities means any work not performed as a College employee, whether or not compensated. It is expected that such extramural activities will take place outside of the employee's designated work time.

Employees shall not engage in any activities or outside employment that may result in a conflict of interest.

A conflict of interest exists, and should be reported, when a person uses or authorizes the use of the authority or influence derived from his/her office or employment with the College to secure anything of value or the promise or offer of anything of value that is of such a character as to manifest an improper influence upon him/her with respect to his/her duties.

Employees shall not use their positions to secure anything of value, financial gain, influence, or personal benefit that would not ordinarily accrue to them in the performance of their official duties. Nor shall they accept any compensation from any other agency or individual for work performed in the course of their employment by the College.

No College official or employee shall solicit or accept anything of value that is of such a character as to manifest a substantial and improper influence. Any direct or indirect

personal benefit from any business transaction with or on behalf of the College, other than regular College compensation, should be reported.

To this end, the prime consideration must be the best interest of the College. Consequently, decisions made in conducting such relationships and transactions must not be influenced by self-interest on the part of a board member, officer, or employee that is actually or potentially in conflict with the interest of the College.

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 -- Ohio Rev. Code Chapter 102 and Ohio Rev. Code 2921.42 and 2921.43 -- must be adhered to in the conduct of any duties related to employment with the College. The specific sections of the Ohio Revised Code that are likely to affect Edison State Community College employees are:

- *Misuse of Confidential Information:* Section 102.03(B) prohibits public employees from disclosing confidential information acquired during employment.
- *Misuse of Official Position:* Sections 102.03(D), (E), and (F) prohibit the giving, receiving, or soliciting of anything of value which would "manifest a substantial and improper influence" upon a public employee with respect to his or her duties.
- *Sale of Goods or Services:* Section 102.04(B) prohibits public employees from selling or agreeing to sell, except through competitive bidding, goods or services to the College, General Assembly, or any agency or institution of the state, excluding the courts. There is a provision for exemption from the prohibition in some circumstances if the public employee files a disclosure statement, copies of which may be obtained from the Ohio Ethics Commission.
- *Soliciting or Receiving Improper Compensation:* Section 2921.43(A) prohibits employees from receiving or agreeing to receive compensation in addition to that paid by the College for the performance of their duties. Section 102.04(C) prohibits employees from receiving or agreeing to receive, directly or indirectly, compensation other than from the College any "service rendered or to be rendered" in any "case, proceeding, application or other matter" that is before the General Assembly or any state institution or agency, excluding the courts. This provision may have an impact upon, among others, faculty members who receive compensation for certain types of consulting work, particularly giving testimony before state agencies. The law does provide mechanisms that may permit this type of activity in some circumstances, but it requires the filing of a disclosure statement, copies of which may be obtained from the Ohio Ethics Commission.
- *Unlawful Interest in a Contract:*

- Sections 2921.42(A)(1) and (2) prohibit a public employee from authorizing or employing the authority or influence of his or her employment to secure any public contract or public investment in which the employee, a member of the employee's family, or any of an employee's business associates, has an interest.
- Section 2921.42(A)(3) prohibits a public College employee from participating for profit in the prosecution of a public contract authorized by him or her as a public employee.
- Sections 2921.42(A)(4) and (5) prohibit public College employees from having any interest in a contract entered into by the College, or having an interest in any contract with any other state agency or institution which is not met by competitive bidding and which involves more than \$150.00.

There are exceptions to these prohibitions which are quite detailed. For further assistance, the Ohio Ethics Commission should be contacted concerning conflicts of interest.

To avoid conflicts of interest, circumstances actually or potentially involving such conflict should be promptly and fully disclosed to the College's Vice President of Strategic Human Resources. Such consultation should, of course, occur before, not after, the taking of any action that might raise ethical issues. Ohio's Ethics Law recognizes that faculty and staff may be in a position to make or influence decisions that directly affect their personal interests. The guiding principle of the Ohio's Ethics Law is to prevent a public employee, including faculty and staff members, from participating in matters that involve the public employee's own financial interest or those of his family or business associates.

### 3.6.1 Ohio Ethics Law

All faculty and staff members are subject to Section 2921.42 (*Having an Unlawful Interest in a Public Contract*) and Section 2921.43 (*Soliciting or Receiving Improper Compensation*) of the Ohio Revised Code. All staff are subject to Ohio Revised Code Chapter 102 (*Ethics*), and faculty are subject to Section 102.04 (C). A summary of Ohio's Ethics Laws can be found at [www.ethics.ohio.gov](http://www.ethics.ohio.gov). Violations of Ohio's Ethics Law carry criminal penalties.

### 3.6.2 Political Activity

College employees have the right to participate in political activity, which is defined as running for elective public office, serving as a political party official, or serving in an official capacity on a campaign committee for a candidate or issue. All employees shall take appropriate action to ensure that such participation in political activities does not disclose a connection with Edison State Community College, or in any way imply that the views expressed are those of or representative of Edison State Community College. Employees' political activities, however, must be clearly separated from activities related to their employment. If engaging in political activities, employees must be able to retain the perception of impartiality in relation to their duties.

In addition, because political activity may raise sensitive issues for Edison State Community College as a state-assisted institution, there shall be no suggestion of association of Edison State Community College with partisan political activity. Faculty shall refrain from carrying political activity into the classroom. All employees shall take due precaution to divorce their political activity from any suggestion of association with Edison State Community College.

College employees shall not place political stickers, banners, flyers, or other political literature on College bulletin boards, in and on College buildings, or on any College property. No letterhead or insignia of the College will be used in any partisan political activity.

Employees must not engage in political activities or solicit participation of others in political activities either during working hours or at any time while on any College premises. The use of College facilities, equipment, or resources in support of these activities is strictly prohibited. Nothing in this policy is intended to preclude employees from engaging in private, informal discussions regarding political issues.

Any member of the faculty or staff proposing to engage in political activity as defined above shall notify his or her appropriate Vice President or Dean in writing of his or her intention. The Vice President or Dean may require assurance that the contemplated political activity will not interfere with the individual's responsibilities. If it is determined by the Vice President or Dean that such political activity will interfere with the individual's College responsibilities, then the Vice President or Dean may require the individual to apply for a leave of absence without pay during the period that such political activity creates such interference.

### 3.6.3 When an Employee is Elected or appointed to Public Office

An employee who is elected or appointed to public office shall notify, his or her appropriate Vice President or Dean in writing within two weeks of the employee's election or appointment.

An employee who is elected or appointed to public office, need not reduce their College commitment if the duties of the public office to which they are elected or appointed do not exceed an average of one working day in any semester. Time spent on such duties must be in addition to the normal effort expected for College work and may not interfere or conflict in any way with the performance of an individual's College duties. Examples of the public offices to which this provision normally applies are school board member, city councilperson, or township trustee.

An employee elected or appointed to a public office the duties of which exceed an average of one day per working week in any semester, must either resign, be granted a personal leave, or reach an agreement based on negotiations with the appropriate Vice President or Dean regarding a reduction in College commitment and corresponding reduction in compensation. All such agreements are subject to the written approval of the President. If the individual and the College fail to reach an agreement, then the individual must either be granted a leave or resign. Examples of the public offices to which this provision normally applies are judge, state representative, county commissioner, clerk of courts, or any other full- or part-time state, county, or local official.

### 3.6.4 Nepotism

For the purpose of this policy, "*immediate family*" includes spouses, domestic partners, parents, children, and siblings, including step-parents, step-children, and step-siblings, 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.

Edison State Community College imposes no restrictions on the concurrent employment of members of the same immediate family except the following:

- An immediate family member may not supervise another or be in the supervisory line. No individual may be assigned to a department or a unit under the direct or indirect supervision of an immediate family member. An agreement must be reached as part of the terms of the initial appointment designating the position to which the individual will report. This agreement is subject to the approval of the Vice President of Strategic Human Resources. Supervision includes the awarding of any benefits (e.g., promotion, retention, salary, leaves of absence, etc.).
- Each immediate family member must be judged on his or her own merits and shall not be prejudiced (favorably or unfavorably) by the employment of another immediate family member or by that immediate family member's activities, status, rank, or position.
- Each immediate family member must conduct himself or herself in accordance with all applicable state ethics laws and College ethics policies (see Conflicts of Interest and Commitment Policy No. 3.6).
- Specifically, immediate family members may not participate in searches or initial appointment decisions if an immediate family member is a candidate for the position.

- Immediate family members may not authorize, vote upon, discuss, deliberate, recommend, or otherwise, use the authority or influence of their position, formally or informally, to secure the employment, retention, promotion, or tenure of an immediate family member, or to approve payment to an immediate family member for services rendered in his or her public employment. This provision does not prohibit immediate family members from providing requested factual information regarding the immediate family member's work-related activities (e.g., spouses who are coauthors on research or scholarly papers may provide factual information on the nature of the co-authorship).

## 3.7 PUBLIC RECORDS POLICY

It is the policy of Edison State Community College that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of Edison State Community College to strictly adhere to the state's Public Records Act, codified in Ohio Revised Code Chapter 149. All exemptions to openness are to be construed in their narrowest sense, and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing. All requests for public records should be made to the Vice President of Strategic Human Resources with the exception of student records, which should be made to the Vice President of Student Affairs

### 3.7.1 Public Records Definition

Edison State Community College, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of Edison State Community College are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

It is the policy of Edison State Community College that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Policy No. 5.15 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

See Public Records Procedure No. 3.7

## 3.8 EMPLOYEE CODE OF CONDUCT

To ensure an orderly environment and provide the best possible work environment, Edison State Community College expects employees to conduct themselves in an appropriate manner during work hours and at any function at which the person represents Edison State

Community College. Edison State Community College's reputation is one of its most valuable assets. In addition, the employee is expected to follow rules of conduct that will protect the interests and safety of all employees as well as the College. The failure of any employee to exemplify the highest professional standards of behavior in order to fulfill our commitment to our students and to preserve our reputation in the community

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that shall result in disciplinary action, up to and including termination:

- Theft, misappropriation, or unauthorized removal or possession of Edison State Community College property or the property of any other employee.
- Falsification of timekeeping records or employment records, or any other College documents.
- Provoking a fight, fighting or threatening violence during working hours or on the premises of Edison State Community College.
- Negligence or improper conduct leading to harm or injury to Edison State Community College, a co-worker or a student.
- Insubordination or other disrespectful or disruptive conduct. Examples include but are not limited to the following:
  - Refusal to follow a direct, valid work order or actively challenging or criticizing a superior's orders.
  - Showing or displaying disrespect towards a co-worker, supervisor, and/or superior.
- Violation of any safety, health, or security rule, policy or procedure or any other Edison State Community College rule, policy, or procedure.
- Sleeping on the job.
- Habitual tardiness, excessive unauthorized absenteeism, or abuse of sick leave or of a leave of absence.

Employees are expected to treat others with dignity and respect at all times, contribute to a positive working environment, act as ambassadors of the College in all their communications and behaviors, and display personal professionalism through honest and open communication in accordance with the Employee Core Values.

### 3.8.1. Employee Core Values

The following are the Employee Core Values, created by the employees of the College upon which the Code of Conduct is based, and by which all employees should strive to work:

**Excellence/Competence/Accountability:** We are accountable to ourselves and to each other to strive for excellence in our job performances.

**Integrity/Trust/Dependability/Cooperation:** I will maintain professional integrity so that trust and cooperation are promoted in the work environment.

**Diversity/Equality/Understanding/Respect:** Demonstrating that respect embraces diversity and equality, my interactions with others will demonstrate respect and fairness in regard to individual differences. While I understand that it is normal to develop a quick judgment about someone or some issue, I will refrain from allowing my judgment to diminish the respect and fairness to be accorded all people, even when they do not reciprocate.

**Agility/Responsiveness/Adaptability:** I will demonstrate flexibility in responding to others in an ever-changing campus environment.

**Attitude/Joy:** My actions will contribute to creating a positive work environment.

### 3.8.2 Disciplinary Action

The purpose of employee disciplinary action is to give employees the opportunity to improve and correct unacceptable employee behavior, which may consist of disregard of college policy, failure to complete job assignments, or other behavior unacceptable in the work environment. When an employee's behavior fails to meet these standards or the College's Employee Core Values, jeopardizes the safety or welfare of students, another employee or employees, or the public, or interferes with College operations, the supervisor should initiate corrective action. Corrective action is normally progressive but may not always be, depending on the severity of the offense. Disciplinary action may call for a verbal warning, a written warning, probation, suspension without pay, final written warning, or termination, depending on the severity of the problem and the number of occurrences. While one or more of these forms of discipline may be taken, no formal order or procedure is necessary. Serious infractions may necessitate the termination of an employee without advance notice. Serious infractions may include violations of College policy and/or the law. All disciplinary action will be documented in the employee's personnel file with the use of the Employee Performance Correction Notice form.

Each individual employee is expected to know the rules of conduct and to take responsibility for his or her own behavior.

Discharge is generally, but not necessarily, preceded by progressive and corrective discipline. Behaviors upon which discharge for cause may be based are, but are not limited to, the following:

- a. Illegally bringing or bearing firearms or other lethal weapons on campus.
- b. Misuse or misappropriation of college equipment, materials, funds, or other resources.
- c. Insubordination, defined as "a willful disregard of expressed or implied directions of the employer and/or refusal to obey reasonable orders."
- d. Falsification of college records.

- e. Conviction of any violent offense covered by Ohio Revised Code 3345.23(D) that is not reversed on appeal.
- f. Unlawful distribution of illicit drugs or a controlled substance.
- g. Violation of the college's policies on Harassment, Sexual Harassment, or Sexual Misconduct.
- h. Unauthorized absence.
- i. Assault.
- j. Inadequacy of performance for any reason.
- k. Failure to meet standards of the profession.
- l. Failure to meet standards of the College (Employee Working by Values).
- m. Violation of local, state, or federal laws which involve moral turpitude.
- n. Violation of Board policies.
- o. Participate, aid, or assist in strike activities at Edison State Community College.
- p. Any other act which the Board reasonably considers detrimental to the effective operation of the college or its educational programs.

### 3.8.3 Performance Management

Supervisors and employees are strongly encouraged to discuss goals and job performance on an informal, day-to-day basis. Formal performance evaluation assessments are conducted annually.

The Vice President of Strategic Human Resources shall establish procedures for administering this policy.

### 3.8.4 Personal Appearance

The purpose of this policy is to inform all employees that they are to project a clean and professional personal appearance. A professional appearance is one that contributes to the College's values and to a positive, respectful and safe environment for students, employees and the public. The College recognizes that different applications of this policy may be necessary depending on the degree of public contact, nature of work and safety issues. Therefore, this policy provides only general guidance. The final decision as to what constitutes appropriate professional appearance is the responsibility of the Director, Dean, and/or Vice-President of the respective department.

There are three reasons for implementing workplace attire guidelines:

1. To ensure safety while working,
2. To present or create a professional or identifiable appearance for students, co-workers, visitors, and the public, and
3. To promote a positive working environment and limit distractions caused by provocative or inappropriate dress.

Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their coworkers.

Individual departments have the authority to define appropriate professional dress standards for their employees. Some positions may require employees to wear special clothing or uniforms.

If an employee is requested to return home to change into acceptable attire, accrued vacation leave will be used to offset the employee's absence. If accrued vacation leave is not available, the employee will not be paid for the time taken to change clothing and return.

### 3.9 OCCUPATIONAL HEALTH AND SAFETY

Edison State Community College holds in high regard the health and safety of our employees, students, and visitors. It is the policy of the College to provide a loss-control program that protects employees from occupational injuries and illnesses, protects College property from loss and damage, and protects the environment. Operational procedures as developed by the College will be implemented and enforced by all College departments and will be consistent with the State of Ohio Public Employees Risk Reduction Program.

All employees are responsible for performing their work safely. If an employee observes a hazardous condition of a facility and/or equipment the employee must report it immediately to his or her supervisor and shall follow such oral report with a written memorandum to his or her supervisor, as soon thereafter as possible. It is the responsibility of each individual to observe good safety practices and to report to his/her supervisor any conditions or situations which appear to reflect unsafe or unhealthy conditions. Any unsafe or hazardous actions knowingly performed by a College employee are subject to the disciplinary process.

Each department will provide and maintain a safe and healthful work environment consistent with current environmental and occupational safety standards.

#### 3.9.1 Worker's Compensation

The College operates under provisions of the Workers' Compensation Act and contributes to a fund which provides benefits for work-related injuries and occupational diseases. All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report and complete an accident report for any accident or injury immediately to his or her supervisor and to the Human Resources Department so that the necessary paperwork may be completed.

#### 3.9.2 Injury on-the-job

Any work-related injury or illness must be **immediately** reported to the supervisor, whether or not medical treatment is needed. Failure to report the injury the same day of occurrence may result in denial of a claim.

An employee must report an accident report form within 24 hours, regardless of whether the injury required professional medical attention or resulted in lost time.

Employees should contact the Human Resources Department for the specific procedure to follow when seeking medical treatment for a workplace accident or illness.

Before leaving the treatment location, employees must obtain a physician's statement regarding their return-to-work status and provide it to their supervisor and copy to the Human Resources Department as soon as possible.

The Vice President of Strategic Human Resources shall establish procedures for administering this policy.

### 3.10 PAY PROVISIONS

Note: Compensation for faculty positions is per the agreement between Edison State Community College and the Edison State Education Association which can be found at <http://dell2650.edisonohio.edu/internal>.

It is the policy of Edison State Community College to pay its employees a fair and equitable amount for their services without regard to race, sex, age, national origin, color, religion, or mental or physical disability and to maintain fair and competitive salaries that are consistent with the economic requirements of the College and commensurate with the College's competitive strategy in the labor market in order to attract, retain and reward qualified employees. The Vice President of Strategic Human Resources will monitor external pay practices to ensure the College's compensation practices are competitive with the marketplace, while providing appropriate control of payroll costs. Salary ranges are composed of a minimum salary, a mid-point (usually the middle of the salary range) and a maximum salary. The College's compensation structure is composed of all individual salary ranges based on a formal job evaluation criteria evaluation system to evaluate:

- Experience
- Education
- Managerial Responsibility
- Interpersonal Skills
- Independent Judgment
- Mental Process (Problem Solving)
- Organizational Authority
- Organizational Restraint (Supervision Received)
- Physical Demands

- Working Environment

Salary ranges are reviewed and adjusted (if needed) semi-annually by the Vice President of Strategic Human Resources, approved by President's Cabinet through the budget cycle, and are dependent upon available funds.

### 3.10.1 New Hires

Under most normal circumstances, new employees will be hired at the base of the targeted hiring range of the salary grade as established by the Vice President of Strategic Human Resources. In some instances, incoming employees may possess significant education, experience and/or skills that would warrant a starting salary above the targeted hiring range of the position.

### 3.10.2 Hard-to-Recruit Positions

From time to time, the College may experience extraordinary circumstances in hiring certain positions due to market forces or due to new or emerging needs. The Vice President of Strategic Human Resources may declare these positions as hard-to-recruit under the current pay system and determine what different/extraordinary methods of compensation may be used that are generally accepted in the business world to attract the hard-to-recruit positions.

### 3.10.3 Payroll

Employee pay shall be direct deposited into each employee's checking or savings account on the fifteenth and thirtieth (or the respective Friday prior) of each month (twenty-four installments annually). Any change to this schedule will be by approval of the Board of Trustees.

### 3.10.4 Garnishment of Pay

Garnishment of pay is a court order to the College to deliver a specified amount of an employee's wages to the court. A single garnishment is a judgment by the court that an employee must pay a specified amount to a specified party. An employee may elect to pay a garnishment directly to the court. If an employee does not elect to pay the garnishment directly to the court, the College will deduct the amount of the garnishment from the employee's wages.

### 3.10.5 Work Schedule

All employees will comply with the work schedule established within their respective work areas as determined by their supervisor. Repeated failure to meet the required work schedule may be subject to the disciplinary process.

### 3.10.6 Overtime and Compensatory Time

Overtime and compensatory time applies 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 shall generally be administered so that employees will not work in excess of forty (40) hours in a week. Supervisors shall plan the work of employees accordingly.

Overtime is defined as time worked in excess of forty (40) hours in any week beginning at 12:00 AM on Saturday morning and ending at 11:59 PM on the following Friday. 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, the employee shall receive compensatory time off at time and a half for the overtime.

Overtime must be approved in advance by the appropriate supervisor. Supervisors should maintain a regular work and lunch break schedule for all employees. 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 may be expected to work overtime from time to time, but not on a frequent basis, when requested by their supervisor, especially during an emergency situation.

In extraordinary circumstances, the Vice President of Strategic Human Resources may approve for a non-exempt employee who works in excess of forty (40) hours during any calendar week, to be paid for the overtime at a rate of one and one-half times his/her regular hourly rate of pay for each hour of overtime worked.

The Vice President of Strategic Human Resources shall establish procedures for administering this policy.

## 3.11 HOLIDAYS

Classes shall not be held and offices of the College will be closed on official holidays.

Administrative, professional/technical, and classified employees, including part-time, shall be granted eleven paid holidays.

The official holidays for the college are:

1. New Year's Day (January 1)
2. Martin Luther King Day (Third Monday in January)

3. Memorial Day (Last Monday in May)
4. Independence Day (July 4)
5. Labor Day (First Monday in September)
6. Veterans Day (Observed according to academic calendar)
7. Thanksgiving Day (Fourth Thursday in November)
8. First Friday after Thanksgiving
9. Workday immediately preceding the Christmas Holiday
10. Christmas (December 25)
11. First workday after the Christmas Holiday

In addition to the above-listed holidays, any other day hereafter designated a holiday by the Governor of the State or the President of the United States shall be observed.

Should an official holiday fall on a Saturday, the Friday immediately preceding shall be observed as the holiday.

Should an official holiday fall on a Sunday, the Monday immediately succeeding shall be observed as the holiday.

If any observed holiday occurs during an employee's scheduled vacation leave, an employee does not count that day as vacation. No additional days shall be granted for holidays occurring during periods of non-vacation leave.

### **3.12 EMPLOYEE TRAVEL REIMBURSEMENT**

It is the policy of Edison State Community College to reimburse employees for reasonable business-related travel costs, subject to budget availability and administrative approval. All travel involving overnight lodging must be approved in advance of the travel by the employee's supervisor. Any requests for exceptions to this policy should be submitted in writing to the supervisor, describing the circumstances that justify an exception.

See Employee Travel Reimbursement Procedure 3.12

### **3.13 VACATION**

It is the policy of the College to provide employees with the opportunity to have some time away from work in order to ensure their physical and mental well-being. This vacation time is accrued semi-monthly from the date of hire, based upon length of service, except where specified below.

Faculty members, adjuncts, and temporary employees do not accrue vacation.

3.13.1 Length of vacation for full-time administrative shall be in accordance with the following schedule:

0– 5 Years of Service: 160 Hours  
6 – 10 Years of Service: 180 Hours  
11 – 15 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 Policy No. 3.0.1 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.

3.13.2 Length of vacation for full-time professional/technical employees shall be in accordance with the following schedule:

0 – 5 Years of Service: 120 Hours  
6 – 10 Years of Service: 140 Hours  
11 – 15 Years of Service: 160 Hours  
16 – 20 Years of Service: 180 Hours  
21 – 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.

Professional/technical employees, who work part-time as defined in Policy No. 3.0.1, 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 as of July 1, 2013.

3.13.3 Length of vacation for full-time classified employees shall be in accordance with the following schedule:

- 0 – 5 Years of Service: 80 Hours
- 6 – 10 Years of Service: 120 Hours
- 11 – 15 Years of Service: 140 Hours
- 16 – 20 Years of Service: 160 Hours
- 21 – 25 Years of Service: 180 Hours
- 26+ 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 Policy No. 3.0.1, 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 a state or local government employer, with years of prior service are entitled to have their prior service with any of these employers counted as service with the college for the purpose of computing the employee's vacation accrual rate.

The Vice President of Strategic Human Resources will establish procedures for administering this policy.

### 3.14 SICK LEAVE

The College recognizes that employees may need to take sick leave. Employees may use sick leave upon approval of their responsible supervisor for absence due to personal

illness, pregnancy, injury, exposure to contagious diseases which would be communicated to other employees, and to illness, injury or death in the employee's immediate family, which means spouse, parents, step-parents, children, step-children, siblings, step-siblings, grandparents, grandchildren, in-laws and other dependents, or persons living in the employee's household. Pregnancy, childbirth, and other related medical conditions shall be treated for purposes of employment within the college in the same manner as other medical disabilities. Authorized absence under this provision shall be for a period of time not exceeding the accumulated sick leave and any vacation days to which the affected employee is entitled.

Edison State Community College will comply with the federal Family Medical Leave Act of 1993 (FMLA) as the rules and regulations of the Act apply to college employees. Sick leave shall be counted as FMLA when it is a qualifying FMLA factor.

Paid sick leave shall be granted without loss of pay or fringe benefits and such benefits shall continue to accrue and be in full force during the time a full-time employee is authorized to be absent from work. Each full-time administrative, professional/technical, and classified employee shall be entitled for each complete bi-monthly period of full-time service to sick leave of five (5) hours with pay. Each full-time classified employee, excluding temporary classified employees, shall be entitled for each complete eighty (80) hours of service to sick leave of five (5) hours with pay.

Part-time administrative, professional/technical, and classified employees, who are regularly scheduled half time or more, shall accrue sick leave on the same basis as full-time administrative, professional/technical, and classified employees, except that their accrual shall be at a rate proportional to their individual percentage of full-time employment.

Full-time faculty members shall accumulate sick leave per the ESEA Agreement.

Unused sick leave shall be cumulative without limit. Sick leave accumulated by an employee while previously employed by another public agency is transferable in accordance with the provisions of the Ohio Revised Code and related regulations. The leave is coded as transferred sick leave.

The Vice President of Strategic Human Resources shall establish procedures for administering this policy.

### 3.15 LEAVE OF ABSENCE

The College recognizes that occasionally some employees may need to take a leave of absence from their jobs to deal with (a) illness or disability not covered by sick leave and/or Family Medical Leave policy, (b) personal business, or (c) professional development.

Leave of absence is defined as an authorized extended absence from employment for full-time employees for which regular compensation is not paid.

Employees granted a long-term leave of absence are eligible for medical and dental insurance benefits at their own expense, for the period of the leave of absence, or as specifically stated in the terms of the approved leave of absence, or as may be restricted by the insurance carrier.

Employees returning from a leave of absence who have complied with all aspects of this policy will be reinstated in either their original job, if vacant, or another job at a similar level of responsibility.

If an employee is absent from work due to a work-related injury and receives lost-time compensation from the Bureau of Workers Compensation that employee is not eligible to utilize sick leave or receive pay from the College for that absence or any subsequent related absence for which he/she receives lost-time compensation. Such leave shall be counted as Family Medical Leave.

The Vice President of Strategic Human Resources shall establish procedures to administer this policy.

### 3.16 FAMILY AND MEDICAL LEAVE

The College supports a work environment that offers solutions to the complex issues individuals face in balancing their work and family commitments. In accordance with the Family and Medical Leave Act of 1993 (FMLA), faculty and staff members are eligible for this benefit. The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave, including 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.

An employee, who has been employed by the college for one year and has worked for 1,250 hours during the twelve months preceding the start of Family and Medical Leave, is eligible for FMLA leave. A part-time employee is eligible for FMLA on a prorated basis.

The FMLA provides that an employee may take up to twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent, who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;

- any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty.”

The FMLA also provides that an employee may take twenty-six workweeks of military-caregiver leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin.

The College has elected to use a rolling 12-month period after the commencement of leave.

The Vice President of Strategic Human Resources shall establish procedures to administer this policy.

### 3.17 Retirement Benefit

An employee having ten (10) or more years of public service in Ohio shall be paid in cash at the time of retirement from active service the amount of one-fourth of the value of his/her accrued but unused sick leave credit at the rate of pay in effect at the time of retirement. Maximum payment that may be made for this service shall be for one-fourth of 252 days. Converting sick leave to cash payment will reduce the employee’s sick leave balance to zero (0), regardless of the number of hours accumulated from employment by the College or another employer.

A full-time employee retiring from Edison State Community College who had previously received a sick leave retirement benefit for service in Ohio shall be paid within the above-stated limits for that portion of unused sick leave earned while employed at the college if the employee has 10 years of service with the College.

#### 3.17.1 Retiree Reemployment

The College believes that organizational excellence derives from engaged employees who are motivated by an environment of mutual respect and are committed to student success. The College strives to sustain positive employee engagement in accordance with its Strategic Master Plan.

The College will consider applications for full-time or part-time benefits-eligible positions that are submitted by persons who have retired from employment at the College, according to the College’s policies and CQI hiring procedure. A retired employee is defined as an employee who has retired from the college in accordance with Policies 3.01, Definition, and 3.17, Retirement Benefit. In the event of reemployment, the retiree will receive benefits and compensation at the rate of a new hire. Employees considering reemployment after retirement shall meet with the Vice President of Strategic Human Resources to review all pertinent policies and procedures prior to retirement.

Reemployment after retirement is not an entitlement and employees considering reemployment after retirement should first consult the information about reemployment that is provided by their retirement system (e.g. STRS, OPERS, or ARP), checking particularly for the possible impact on retiree health care benefits and other reduced benefits.

Adopted: October 23, 2013

### 3.18 Bereavement Leave

Full-time employees may use up to five (5) paid sick leave days for the death of an immediate family member or other persons residing in the home of the employee. Immediate family for the purpose of this policy includes spouse, parents, step-parents, children, step-children, siblings, step-siblings grandparents, grandchildren, in-laws and other dependents, or persons living in the employee's household.

The Vice President of Strategic Human Resources will establish procedures to administer this policy.

### 3.19 Court Appearance Leave

The College recognizes that it is occasionally the civic duty of its employees to participate in court services and shall be paid regular wages minus any amount of outside fees, reimbursement, or compensation awarded for such duty. No loss or reduction of fringe benefits shall occur in those instances. The person so summoned shall make every effort to perform employment obligations when his/her services are not required by court.

Court service is defined as 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.

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 as provided in Policy No. 3-13.

### 3.20 Military Service Leave of Absence

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

Employees, except for temporary employees, shall be granted a 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.

The Vice President of Strategic Human Resources shall establish procedures for administering this policy.

## 3.21 SUPPLEMENTAL BENEFITS

### 3.21.1 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 who desires such coverage, either 80% of the cost of the premium for single coverage or 80% of the cost of the premium for 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, 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.

Part-time administrative, professional/technical, and classified staff who are regularly scheduled half time or more and who desire to participate in the College's group health insurance program may do so. The College will pay a portion of the premium on the same basis as full-time administrative and classified staff, except that the premium paid by the College will be proportional to their individual percentage of full-time employment.

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.

### 3.21.2 Dental Insurance

The College shall provide a group dental insurance policy. The College shall contribute on behalf of an eligible full-time employee who desires such

coverage, 80% of the cost of the premium for single coverage or 80% of the cost of the premium for family coverage under a group dental insurance plan.

Part-time administrative, professional/technical, and classified staff, who are regularly scheduled half time or more and who desire to participate in the College's group dental program, may do so. The College will pay a portion of the premium on the same basis as full-time administrative and classified staff, except that the premium paid by the college will be proportional to their individual percentage of full-time employment.

### 3.21.3 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 employee who is not on layoff, medical leave of absence, or leave of absence without pay.

Part-time administrative, professional/technical, and classified staff who are regularly scheduled half time or more and who desire to participate in the College's group life insurance programs, may do so. The college will pay a portion of the premium on the same basis as full-time administrative and classified staff, except that the premium paid by the college will be proportional to their individual percentage of full-time employment.

### 3.21.4 Retirement Fund

All eligible employees participate in the State Teachers Retirement System (STRS), the Ohio Public Employees Retirement System (OPERS), or an Alternative Retirement Plan (ARP), if applicable. Eligibility in these systems is governed by Chapter 3305 of the Ohio Revised Code.

### 3.21.5 Tax Deferred Retirement Plan

All eligible employees have the option to elect to make pre-tax contributions by convenient payroll deduction into a 403(b) account under the Internal Revenue Code Section 403(b).

### 3.21.6 Unemployment Compensation

The college is subject to Ohio law regarding unemployment compensation.

### 3.21.7 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.

Employees, dependent children, and spouses shall make use of financial aid (and apply applicable amounts to the payment of fees) if qualifications are met.

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.

### 3.21.8 Reduced Tuition, Non-Credit Courses

Any employee of the 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.

### 3.21.9 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 Vice President of Strategic Human Resources. The College will budget each fiscal year (July 1 – 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 Vice President of Strategic Human Resources. The employee must continue employment with the College throughout the period of educational enrollment.

See Tuition Remission Procedure No. 3.21.9

### 3.21.10 Health Club Membership

The College will pay a portion of the yearly premiums for a single membership or a family membership to those full-time employees who desire to have a membership in the YMCA or in another College-approved health facility. 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.

The Vice President of Strategic Human Resources shall establish procedures for administering this policy.

## 3.22 EMPLOYEE PROBLEM-SOLVING

The College strives to promote fair, expedient, and equitable treatment, reduce dissatisfaction, and resolve problems at their point of origin for employees so that constructive, work-producing relationships can be maintained.

This policy provides for the consideration of employee complaints on matters for which a procedure is not otherwise provided and creates a forum for open communication between its employees to work on work-related disputes through one-on-one conversations, coaching, facilitation or mediation.

Note: Faculty members should refer to the ESEA Agreement found at <http://dell2650.edisonohio.edu/internal/>.

The Vice President of Strategic Human Resources shall establish procedures for administering this policy.

## 3.23 AUTHORITY OF THE PRESIDENT

The President of the College has the authority to suspend, reassign, or dismiss College employees, provided that any such action shall be taken in accordance with duly adopted regulations and is subject to review by the Board.

## 3.24 FURLOUGH

From time to time, the College may need to temporarily reduce the workforce due to numerous foreseen and unforeseen circumstances. The goal of a furlough is to allow the college to effectively manage its resources during adverse and fluctuating circumstances, while retaining valuable human resources. Furloughs are designed to address those temporary circumstances that are due to, but not limited to, the following:

- Lack of funds
- Lack of work
- Seasonal business/work
- Operational need

Depending upon the circumstances necessitating a furlough, the furlough may be declared as either or all of the following:

- Voluntary or involuntary
- Emergency or nonemergency
- Intermittent or continuous

### 3.24.1 Furlough Definitions:

- a. Furlough: a temporary reduction in force for less than one calendar year. Furloughed employees will be placed in a non-active pay status for the duration of the furlough.
- b. Voluntary Furlough: a scheduled period of time away from work or duty during which eligible employees volunteer to take a furlough. The volunteer will be placed in an authorized leave of absence from work without pay. This furlough may be intermittent or continuous.
- c. Involuntary Furlough: a scheduled period of time away from work or duty during which identified employees will be involuntarily furloughed for a specified period of time. This furlough may be intermittent or continuous.
- d. Intermittent Furlough is:
  - i. a reduced number of work hours in a day(s) (for non-exempt employees only);
  - ii. a reduced number of work days in a week, or on random days.  
All types are time off without pay.
- e. Continuous Furlough: a furlough without a break. Furloughed employees may be recalled to work or duty at identified periods of the year in accordance with College policy and procedure.
- f. Emergency: a furlough that is due to circumstances identified above that necessitates less than a 30-day notice.
- g. Nonemergency: a furlough that is due to circumstances identified above that will permit more than a 30-day notice.
- h. Active pay status: any period of time during which an employee is being actively paid, including all forms of accrued leave.

The President shall establish procedures to administer this policy.

## 3.25 SEPARATION FROM EMPLOYMENT

### 3.25.1 Exit Interviews

Employees who leave the employment of the College shall be interviewed by the President or his designee and meet with the Human Resources Department to complete the check-out process. At or prior to the exit interview, all College property must be returned.

### 3.25.2 Break in Service

Any employee who leaves the College for whatever reason and is gone for more than thirty (30) calendar days is considered to have a break in employment for both salary and benefits, except where in conflict with the Ohio Revised Code.

### 3.26 INTERRUPTION OF CAMPUS OPERATIONS

The President has responsibility and authority to interrupt all or a specific part of the operations of the College due to weather conditions, natural calamity, at the direction of state or federal offices, or if in his/her judgment the health, safety, or well-being of employees and students are jeopardized.

In the event of the College's operations being interrupted for not more than three (3) days per semester, all employees will be compensated at their normal rate of pay for the interrupted period. Non-exempt staff employees required to work during this period will be compensated at time and one-half for hours worked over the forty-hour normal work week.

In the event the operation of the College is interrupted for more than three (3) days per semester, the Board of Trustees will decide if the interrupted days will be rescheduled and, if so, the nature of that schedule. Employees may elect to use vacation in lieu of work for the rescheduled days.

The President shall determine when an emergency is declared.

The President shall establish procedures to administer this policy.

### 3.27 WORKSITE LACTATION

Edison State Community College recognizes the importance of supporting new mothers who wish to continue to breastfeed while they are at work or attending college. The designated lactation room is located in the Student Health Services Clinic and employees and students should contact the Student Health Nurse to make the necessary arrangements.

Employees shall be granted flexible and reasonable breaks, using their normal break periods and meal times, to accommodate milk expression. When time is needed beyond the usual break periods, employees may make up the time as negotiated with their supervisor.

Employees who wish to express milk during the work period should keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the department. Nursing mothers who feel they have been denied appropriate accommodations are encouraged to contact the Vice President of Strategic Human Resources.

## 4.0 COLLECTIVE BARGAINING RIGHTS FOR ALL FULL-TIME FACULTY

---

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, *Agreement Between Edison State Community College and the Edison State Education Association*, will be followed. The *Agreement* with a detailed index is found at <http://dell2650.edisonohio.edu/internal/>.

### 4.1 ACADEMIC FREEDOM

Whenever possible, 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 1940 *Statement of Principles on Academic Freedom and Tenure*, formulated by the Association of American Colleges and Universities and the American Association of University Professors. The policy is found at [www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure/](http://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure/).

#### 4.1.1 Definition

Academic Freedom: 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.

### 4.2 FULL-TIME FACULTY EVALUATIONS

It is the policy of Edison State Community College that all matters pertaining to the evaluation of full-time faculty members as covered by the mutual covenants of the collective bargaining agreement, *Agreement Between Edison State Community College and the Edison State Education Association*, Article X, are followed. The *Agreement* is found at <http://dell2650.edisonohio.edu/internal/> and the Faculty Evaluation Procedures document is found at <http://dell2650.edisonohio.edu/internal/>.

## 5.0 INFORMATION TECHNOLOGY

---

The Information Technology (IT) Department of Edison State Community College uses best practices (as evidenced by Educause and other professional organizations and societies) 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.

Whenever possible, the College's IT policies conform to the Ohio Department of Administrative Services' IT policies.

### 5.1 TECHNOLOGY PURCHASING

Technological adoption and purchase at Edison State Community College considers factors of:

- Versatility in support of the College's mission.
- Cost (within acceptable budget and purchasing guidelines as established by the College and the State of Ohio).
- 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.

In keeping with general College policies that prevent conflicts of interest in the purchasing process, IT issues RFPs (Requests for Proposals) for high-ticket items, and secures multiple quotes for items and services whenever possible.

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

Whenever possible, the College conforms to the State of Ohio IT Policy ITP-D.4, "Information Technology Investment Planning."

## 5.2 THE IT NETWORK

Edison State Community College's wide area network interconnects the Piqua and Darke County 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.

### 5.2.1 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 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.

Whenever possible, the College conforms to the State of Ohio IT Standard ITS-SEC-02, "Enterprise Security Controls Framework."

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

Edison State Community 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'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.

### 5.2.3 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.

Whenever possible, Edison State Community College conforms to the State of Ohio IT Guideline "Information Technology Business Continuity Planning."

The Vice President of Information Technology shall establish procedures for administering this policy.

See Public Records Procedure No. 5.2.3

## 5.3 TELEPHONE/TELECOMMUNICATIONS

Edison State Community 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.

Designated Video Conference Rooms are available both on the Piqua and Darke County Campuses. Desktop Videoconferencing is supported on a case by case basis.

Whenever possible, the College conforms to the State of Ohio IT Policy ITP-H.2, "Use of State Telephones."

## 5.4 ADMINISTRATIVE COMPUTING

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'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.

Thus it is crucial that College departments 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.

## 5.5 LIBRARY INFORMATION TECHNOLOGY

Edison State Community 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 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.

## 5.6 AUDIO-VISUAL EQUIPMENT

The IT Department at Edison State Community College 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.

Whenever possible, the College conforms to the State of Ohio IT Policy ITP-E.1, "Disposal, Servicing and Transfer of IT Equipment."

## 5.7 DESKTOP COMPUTING

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.

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.

Tablets, smart-phones, and other mobile computing devices may be purchased by individual Departments from their own budgets on an as-needed basis. 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.

### 5.7.1 Computing Labs

Computers for student and public use at Edison State Community College are purchased in bulk and swapped out according to a 5-year 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.

Whenever possible, the College conforms to the State of Ohio IT Policy ITP-E.1, "Disposal, Servicing and Transfer of IT Equipment."

### 5.7.2 Printers

Edison requires the use of "workgroup 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:

1. Access for the physically challenged.
2. Unique need for a specific printing feature.
3. 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.

### 5.7.3 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 campus 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).

## 5.8 SOFTWARE

Edison State Community College is officially a Microsoft environment, meaning that a campus-wide site license is in place and maintained. The Microsoft Office software suite includes:

- *Word* for word processing
- *Excel* for spreadsheet activities
- *Power Point* for multimedia presentations
- *Access* for desktop database functions
- *Outlook E-Mail and Calendar*
- *SharePoint* for document retention storage, retrieval, and collaboration

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 in order to avoid downloads of “toolbars” and other unnecessary and potentially damaging software add-ons.

### 5.8.1 Computing Lab Software

Procedure 8.8.1 has been established for the deployment process of imaging classroom computing labs, and subject to updates as determined by a CQI (Continuous Quality Improvement) process team. 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, purchased by the Academic Department, and legally licensed. These 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.

Whenever possible, the College conforms to the State of Ohio IT Policy ITP-A.26, “Software Licensing.”

## 5.9 ONLINE “DISTANCE” EDUCATION

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.

### 5.9.1 Adoption of Academic Software for Online Courses

Plug-ins, Add-ons, or Pass-Throughs in Blackboard must not be duplicative of any Blackboard functionality.

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.

## 5.10 INTERNET ACCESS

Edison State Community College's IT Department makes every effort to provide and manage bandwidth necessary for swift and secure internet access for all users.

### 5.10.1 Wireless Network

Edison maintains two Wireless Networks, "Open Edison" and "Edison." The Open Edison Network is not connected to internal Edison Networks and has no encryption. The Edison Wireless Network is encrypted and requires logon with a username and password, or encryption key. This network is connected to the internal Edison Networks and can access all internal Edison resources (*Colleague*, printing, etc.).

## 5.11 INTERNET PRESENCE

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.

### 5.11.1 Privacy Statement

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 Edison'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 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.

### 5.11.2 Social Media

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.

## 5.12 INTRANET

Edison State Community College's IT Department makes every effort to maintain an "intranet," or internal set of webpages (linked via the "edisonohio.edu" domain) that is accessible only with a valid username and password, and which makes available links and working documents pertinent to the daily activities of College Employees that are otherwise not for public access on the open internet.

## 5.13 REMOTE ACCESS

Remote access to the Edison State Community College 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.

### 5.13.1 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.

## 5.14 HANDHELD DEVICES

Edison State Community College's Network supports PDA (Personal Digital Assistant) devices that are compatible with Microsoft technology used for accessing Microsoft Outlook Anywhere.

President's Cabinet, 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. Any model of PDA or "smart phone" from any provider that meets the following standard will be set up by Edison's IT Department to sync with and send/receive Edison 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 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.

## 5.15 COMPUTER USER AGREEMENT

All users of Edison State Community College's network and computing resources agree to Edison's IT usage policies by signing a Computer User Agreement. (A valid electronic signature is acceptable.)

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 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).

Whenever possible, the College conforms to the State of Ohio IT Policy ITP-E.8, "Use of Internet, E-mail and Other IT Resources."

## 5.16 COPYRIGHT

Edison State Community College at all times strives to comply with The Digital Millennium Copyright Act (DMCA), 1998.

## 5.17 ELECTRONIC RECORDS RETENTION AND DISPOSITION

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 (IUC) in its *Records Retention for Public Colleges and Universities in the State of Ohio: A Manual*.

Whenever possible, the College conforms to the State of Ohio IT Policy ITP-E.30, "Electronic Records."

## 5.18 IT SUPPORT

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.

## 5.19 IT TRAINING

Edison State Community 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 WebAdvisor, 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.

## 6.0 MISCELLANEOUS

---

### 6.1 ANIMALS ON CAMPUS

To protect the health and safety of students, faculty, staff, and visitors, domestic or wild animals are not permitted on to the campus with the following exceptions:

- Biology and zoology instructors are allowed to bring small animals on campus or keep them in the classroom for instructional purposes. All such animals must be securely contained.
- Pets or other well-controlled animals may be brought on campus for educational purposes or special events with the prior, written, and published approval of an officer of the college. All such animals must be kept under control. Under no circumstance may an officer of the College give approval to bring any animal on campus that would pose a safety or health risk to students, faculty or staff.
- Visually impaired or other handicapped people may be accompanied by a trained, assistance dog. Assistance dogs must be formally trained by an organization such as Pilot Dogs, The Seeing Eye, or Canine Companions for Independence.
- K9 units may be used by law enforcement or emergency personnel during an emergency. K9 units may be used for Police Academy and similar emergency personnel training.

### 6.2 CARRYING A (CONCEALED) WEAPON

Although Ohio House Bill 12 allows citizens to carry concealed handguns, it still remains unlawful for anyone except licensed law enforcement officers to carry a handgun on any premises owned or leased by a public or private college, university or institution of higher learning. Colleges are among a number of places that are considered “forbidden carry zones.”

Only law enforcement officers and others **in exceptional circumstances who have prior approval by the Vice President of Administration and Finance shall be permitted to carry a weapon on Campus.**

Signs will be posted at the College regarding the law.

### 6.3 CHILD DEVELOPMENT CENTER

The Child Development Center is a nationally accredited developmental program of care and education for children ages three to ten years. The program is open to the children of local communities as well as to children of Edison students, faculty and staff. The goal is to provide engaging and developmentally appropriate activities that promote the social,

emotional, physical, cognitive and creative growth of children. The program observes staff/child ratios of one teacher for every ten children. Hours of operation are 7:00 a.m. to 6:00 p.m. Monday through Thursday, 7:00 a.m. – 4:00 p.m. Friday. All children must be registered before attending.

The preschool program for children ages three through five operates from 8:45 – 11:45 a.m., Monday – Thursday. Children participate in activities that support their development. For more information please contact the Child Development Center at 778-7985.

## 6.4 FIRE ALARM

When a Fire Alarm is sounded all employees and students must evacuate the building. In the event of a fire or fire alarm:

- The lights should be left on to provide additional visibility for the Fire Department.
- Evacuation requires that everyone go outside the building regardless of weather conditions.
- During the fire alarm or emergency, employees waiting outside the building can help by informing approaching people not to enter the building. Employees exiting the building should assist by advising people to vacate the building.
- Individuals should stay clear of entrances once they have evacuated the building to provide access for Fire Department personnel.

## 6.5 FUND RAISING PROGRAMS

Fund raising activities are directed and coordinated by the Vice President of Institutional Advancement in conjunction with the President and the Edison State Community College Foundation Board of Directors.

College departments, divisions, faculty, staff, and alumni are encouraged to take an active role in identifying potential donors and relaying the needs of the College to the community. These efforts and specific fund raising projects of departments are coordinated with the Vice President of Institutional Advancement. Technical assistance and support services for these projects are available from the Institutional Advancement Office.

The Vice President of Institutional Advancement shall establish procedures to administer this policy.

## 6.6 GRANT PROPOSALS AND GRANT MANAGEMENT

The College may seek grants and contracts that will advance the College's mission, including the quality of the College's curriculum and instruction, workforce development, and service to the community.

The President has the sole authority to commit the College to the terms and conditions of a grant or a contract for which the College receives moneys for a particular programmatic purpose.

The College shall abide by all federal, state, and other grantor requirements. Conflicts between such requirements and College policies or procedures shall be resolved by the President.

The College will collaborate with the Edison State Community College Office of Institutional Advancement to pursue grants that further the College's mission.

The Vice President of Institutional Advancement shall establish procedures to administer this policy.

## **6.7 PROCUREMENT**

The College seeks to procure goods and services under the most efficient terms practical to promote efficient and sound use of College resources by purchasing goods and services whenever practical in compliance with applicable laws and regulations at the lowest total cost through competitive procurement practices.

This policy requires all college employees and agents to adhere to the Ohio Revised Code, applicable federal laws which require competitive procurement and/or impose other requirements for procurement by state community colleges, the Ohio Administrative Code, as well as processes and procedures specified by state agencies for contracting and purchasing.

See Procurement Procedure No. 6.7

## **6.8 PUBLIC POSTING OF INFORMATION AND MATERIALS**

The College provides bulletin boards and similar venues for the posting of informational materials for the promotion of academic, cultural, and extracurricular events, as well as academic programs, employment, services for students, and other institution-related information. The College also provides bulletin boards for faculty, staff, students, and members of the general public to post flyers to share information or express their opinions.

See Public Posting of Information and Materials Procedure No. 6.8

Revised: September 25, 2013

## 6.9 RESPONDING TO EMERGENCIES

An emergency on campus has a very broad definition. It encompasses any event or situation requiring immediate action and which threatens the health, safety, security, or well-being of the campus community.

Campus emergency situations may include but are not limited to:

- Incidents of persons in extreme emotional distress
- Accidents involving personal injury and/or property damage
- Incidents of inter-personal conflict (verbal or physical)
- Incidents involving theft of personal or College property
- Incidents involving the use or sale of drugs or alcohol
- Any incident which represents a threat to the safety or security of individuals and/or the campus

Members of the campus community who are aware of an emergency situation should take immediate steps to protect themselves (and others if possible) from an immediate danger or threat. Individuals should use their best judgment when considering steps to intervene or defuse a situation while constantly keeping in mind that individual safety is paramount. If deemed appropriate, call 911 to request the appropriate emergency service (paramedic, police, fire).

All emergency situations should be reported to the Vice President of Administration and Finance as soon as possible. The report should be made using the Incident Report form which can be obtained on the Human Resources web page at [www.edisonohio.edu](http://www.edisonohio.edu). Individuals making the report should complete the form in its entirety providing as many details as possible. Upon receipt of the form, the Vice President of Administration and Finance will determine the appropriate course of action (follow-up investigation, notification to other departments, referral to the Behavior Intervention Team, enforcement of student conduct policy, etc.).

## 6.10 TORNADO WATCH/WARNING

Each Campus has a weather radio, and it is monitored by the Vice President of Administration and Finance or designee. In the event of a tornado warning the Vice President of Administration and Finance or designee will inform everyone via the emergency alert system. All personnel and students are directed to seek shelter upon activation of the notice.

**Tornado Watch** means that conditions are favorable for tornadoes to form and that you should be alert to weather conditions and announcements.

**Tornado Warning** means that a tornado has been sighted or radar indicates rotation in the clouds.

**Indoors:**

1. Move quickly to the tornado shelters posted throughout the College on the hallway diagrams.
2. Stay away from windows.
3. Remain in the tornado shelter until the “all clear” signal has been given by the Vice President of Administration and Finance or his or her designee.
4. If a tornado strikes, help avoid telephone overloads. Do not use telephones (including cell phones) except for emergency.

**Outdoors:**

1. Seek indoor shelter if possible. Parked motor vehicles are unsafe.
2. If an indoor shelter is not available and there is not enough time for escape, lie flat in a ditch or low spot.
3. If you are on flat ground and are caught in the path of a tornado, always move at right angles to its path.

## **PROCEDURE APPENDIX**

## **PROCEDURE 2.5 – Votes of No Confidence**

### **REQUIREMENTS:**

With the intent to provide constructive recourse to group concerns by bringing the aggrieved together with the administrator, president, or board of trustees for discussion and potential resolution, and with the intent of the college's board of trustees being able to weigh the merits of a group concern, the following procedure was established for all faculty and staff.

### **PROCEDURE:**

#### **Protocol for Group Action – College Administrator:**

- Step 1 The aggrieved employees shall present the written grievance(s) to the targeted administrator and a copy is to be forwarded to the president and chairman of the college's board of trustees. A written response must be given by the administrator to the aggrieved employee(s) within five (5) working days and a copy is to be forwarded to the president and chairman of the college's board of trustees. If the aggrieved employees are dissatisfied with the administrator's response/solution, the aggrieved employees may proceed to Step 2.
- Step 2 The grievance(s) shall include definitive grievances/charges, proposed specific remedies, and a rationale for proposed remedies. The written record shall be dated, signed, and presented to the administrator within ten (10) working days of the receipt of the written response at Step 1. A copy is to be forwarded to the president and chairman of the college's board of trustees. The administrator shall give a written response to the aggrieved employees within ten (10) working days and a copy is to be forwarded to the president and chairman of the college's board of trustees. That response must include a reply to all grievances/charges, including necessary explanations, possible adjustments in processes, practices, or timelines, where appropriate. If suggested remedies are not satisfactory to the aggrieved employees, they may proceed to Step 3.
- Step 3 The aggrieved employees' representative body, i.e., Academic Senate, the ESEA, or another duly constituted campus constituency, must deliver within fifteen (15) working days a written request for a joint meeting of aggrieved employees and the targeted administrator for an open forum to discuss the issues outlined in Step 2. At that forum aggrieved employees and the administrator can discuss grievances/charges and remedies sought. If the aggrieved employee group is dissatisfied with the outcome of the forum, it may proceed to Step 4.
- Step 4 The aggrieved employees' representative body, i.e., Academic Senate, the ESEA, or another duly constituted campus constituency, must deliver within fifteen (15) working days a written request for a joint meeting of aggrieved employees and the president for an open forum to discuss the issues outlined in

Step 2. At that forum aggrieved employees and the president can discuss grievances/charges and remedies sought. If the aggrieved employee group is dissatisfied with the outcome of the forum, it may proceed to Step 5.

Step 5 There shall be a five (5) work day waiting period between the joint meeting of aggrieved employees and the president (Step 4) on or before a vote of no confidence may be taken. The administrator shall be notified of the meeting two (2) working days prior to a vote of no confidence being taken. The results of the voting must be forwarded to the administrator, president, and chairman of the college's board of trustees within twenty-four (24) hours of the completion of the vote.

Step 6 If a vote of no confidence passes, the college's board of trustees will convene to weigh the issues, deliberate, and determine a course of action.

### **Protocol for Group Action – College President:**

Step 1 The aggrieved employees shall present the written grievance(s) to the president and a copy is to be forwarded to the chairman of the college's board of trustees. A written response must be given by the president to the aggrieved employee(s) within five (5) working days and a copy is to be forwarded to the chairman of the college's board of trustees. If the aggrieved employees are dissatisfied with the president's response/solution, the aggrieved employees may proceed to Step 2.

Step 2 The grievance(s) shall include definitive grievances/charges, specific remedies proposed, and a rationale for remedies proposed. The written record shall be dated, signed, and presented to the president within ten (10) working days of the receipt of the written response at Step 1. A copy is to be forwarded to the chairman of the college's board of trustees. The president shall give a written response to the aggrieved employees within ten (10) working days and a copy is to be forwarded to the chairman of the college's board of trustees. That response must include a reply to all grievances/charges, including necessary explanations, possible adjustments in processes, practices, or timelines, where appropriate. If suggested remedies are not satisfactory to the aggrieved employees, they may proceed to Step 3.

Step 3 The aggrieved employees' representative body, i.e., Academic Senate, the ESEA, or another duly constituted campus constituency, must deliver within fifteen (15) working days a written request for a joint meeting of aggrieved employees and the president for an open forum to discuss the issues outlined in Step 2. At that forum aggrieved employees and the president can discuss grievances/charges and remedies sought. If the aggrieved employee group is dissatisfied with the outcome of the forum, it may proceed to Step 4.

Step 4 There shall be a five (5) work day waiting period between the joint meeting of aggrieved employees and the president on or before a vote of no confidence may be taken. The president shall be notified of the meeting two (2) working days prior to a vote of no confidence being taken. The results of the voting must be forwarded to the president and chairman of the college's board of trustees within twenty-four (24) hours of the completion of the vote.

Step 5 If a vote of no confidence passes, the college's board of trustees will convene to weigh the issues, deliberate, and determine a course of action.

### **Protocol for Group Action – College's Board of Trustees:**

Step 1 The aggrieved employees shall present the written grievance(s) to the board of trustees. A written response must be given by the board of trustees to the aggrieved employee(s) within five (5) working days. If the aggrieved employees are dissatisfied with the board of trustees' response/solution, the aggrieved employees may proceed to Step 2.

Step 2 The grievance(s) shall include definitive grievances/charges, specific remedies proposed, and a rationale for remedies proposed. The written record shall be dated, signed, and presented to the board of trustees within ten (10) working days of the receipt of the written response at Step 1. The board of trustees shall give a written response to the aggrieved employees within ten (10) working days. That response must include a reply to all grievances/charges, including necessary explanations, possible adjustments in processes, practices, or timelines, where appropriate. If suggested remedies are not satisfactory to the aggrieved employees, they may proceed to Step 3.

Step 3 The aggrieved employees' representative body, i.e., Academic Senate, the ESEA, or another duly constituted campus constituency, must deliver within fifteen (15) working days a written request for a joint meeting of aggrieved employees and the board of trustees for an open forum to discuss the issues outlined in Step 2. At that forum aggrieved employees and the board of trustees can discuss grievances/charges and remedies sought. If the aggrieved employee group is dissatisfied with the outcome of the forum, it may proceed to Step 4.

Step 4 There shall be a five (5) work day waiting period between the joint meeting of aggrieved employees and the board of trustees on or before a vote of no confidence may be taken. The board of trustees shall be notified of the meeting two (2) working days prior to a vote of no confidence being taken. The results of the voting must be forwarded to the chairman of the college's board of trustees within twenty-four (24) hours of the completion of the vote.

Step 5 If a vote of no confidence passes, the college's board of trustees will convene to weigh the issues, deliberate, and determine a course of action.

RELATED DOCUMENT(S): None

## **Procedure 3.7 – Public Records**

### **REQUIREMENTS:**

All requests for public records must be made to the Vice President of Strategic Human Resources with the exception of student records, which should be made to the Vice President of Student Affairs. If a request is made directly to any other office or employee of Edison State Community College, including both faculty and staff, the request must be immediately forwarded to the Vice President of Student Affairs in the case of student records requests and to the Vice President of Strategic Human Resources in the case of all other public records requests.

### **PROCEDURE:**

Each request for public records should be evaluated for a response using the following guidelines:

1. Record Request:
  - 1.1 Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the Vice President of Strategic Human Resources or Vice President of Student Affairs, whichever respective office received the request, must contact the requester for clarification and should assist the requester in revising the request by informing the requester of the manner in which the College keeps its records.
  - 1.2 The requester does not have to put a records request in writing and does not have to provide his or her identity or the intended use of the requested public record. It is the College's general policy that this information is not to be requested unless permitted by Ohio law.
  - 1.3 Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested. In processing the request, the College does not have an obligation to create new records or perform new analysis of existing information. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through simple sorting, filtering, or querying.

- 1.4 Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows. If more copies are requested, an appointment should be made with the requester establishing a date and time to pick up the requested copies or computer files.

All requests for public records must either be satisfied (see Item 1.4) or be acknowledged in writing by the College within five business days following the college's receipt of the request. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

- 1.4.1 An estimated number of business days it will take to satisfy the request.
  - 1.4.2 An estimated cost if copies are requested.
  - 1.4.3 Notification that items within the request may be exempt from disclosure.
- 1.5 Notification that a denial by the College of the public records requested will include an explanation with supporting legal authority. If portions of a record are public and portions are exempt, the exempt portions will be redacted and the rest released. Redactions will be accompanied by a supporting explanation, including legal authority.

When a public records request is made to examine a personnel file or for any personnel information, the faculty or staff member, to the extent practicable, will be a) notified that his or her personnel records have been requested and b) if known, provided with the name of the individual making the request.

## 2. Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies.

- 2.1 The charge for black and white paper copies is 3.5 cents per page and 3.8 cents per page for two-sided copies.
- 2.2 The charge for downloaded computer files to a compact disc is \$1 per disc.
- 2.3 There is no charge for documents e-mailed.

- 2.4 Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

### 3. E-mail

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

- 3.1 Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of the College are instructed to retain their e-mails that relate to public business (see Section 1 Public Records) and to copy them to their business e-mail accounts and/or to the College's records custodian.
- 3.2 The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

### 4. Failure to Respond to a Public Records Request

Edison State Community College recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, the College's failure to comply with a request may result in a court ordering the College to comply with the law and to pay the requester attorney's fees and damages.

RELATED DOCUMENT(S): None

## **PROCEDURE 3.21.9 – Tuition Remission for Undergraduate and Postgraduate Coursework for Administrative and Classified Employees**

### REQUIREMENTS:

1. Courses taken by employees should be outside normal working hours. On-line and distance learning courses must be pursued during non-work hours. In some circumstances, employees may be permitted to take a course during their work day. In this situation, employees must adjust their work schedule to fulfill their normal work hours per week.
2. Request for tuition remission must be approved by the employee's immediate supervisor and submitted to the Vice President of Strategic Human Resources by March 1 to be considered for the next fiscal year (July 1 – June 30) per budgeted funds available. See attached form.

3. Courses will be approved if they directly relate to assigned duties as reflected in the employee's job description, program/service development or advancement, personal or professional development plan as described in the employee's annual performance appraisal, or strategic plan objectives.
4. Any employee wishing to drop a class(es) must do so during the designated specific add/drop period. Tuition remission will not be provided for any class(es) dropped after that time. If any employee received tuition remission and did not complete the course(s), the employee must reimburse the college as soon as the course has been dropped.
5. At the conclusion of the course, the employee must submit evidence of satisfactory completion of course requirements. Tuition remission will not apply to any class in which the employee receives a failing grade. If the employee receives a failing grade and received tuition remission, the employee must reimburse the college as soon as the grade was received.

**PROCEDURE:**

1. The employee completes and submits an Application for Tuition Remission form to his/her supervisor. Note: The entire approval process must be completed by March 1<sup>st</sup>.
2. The supervisor provides a recommendation by approval or disapproval relative to Item 3 above.
3. The supervisor submits the application to the Vice President of Strategic Human Resources who approves or disapproves the request for conformity to all other policy stipulations.
4. The Human Resources Office forwards a copy of the approved/disapproved form to the employee.
5. It is the intent of the College that all remissions will be given during the fall semester for the academic year per budget approval.
6. If at any point during the approval process the request for remission form is disapproved, the form is returned to the employee along with the rationale for denial.
7. Upon completion of course(s), the employee provides a copy of the grade(s) to the Vice President of Strategic Human Resources department to be placed in the employee's personnel file.

**RELATED DOCUMENT(S):**

Application form for tuition remission for undergraduate or postgraduate degrees can be found on the HR web page at <http://www.edisonohio.edu/index.php?page=hr-sub-page>.

**PROCEDURE 6.8 – Public Posting of Information and Materials**

**REQUIREMENTS:**

1. All faculty, staff, and students are required to follow the below procedures for the posting of public materials on the provided bulletin boards and kiosks.

**PROCEDURE:**

## 1. Public Kiosks

- One or more public kiosks will be located in the cafeteria.
- Each side of the kiosk will be dedicated to a particular type of posting, such as:
  - Books for sale
  - Other items for sale
  - Events
  - Other as determined by the Department of Finance and Administration
- Anyone may post items on the public kiosks.
- All posting will be removed on the last day of every month.
- The College reserves the right to remove any material which it deems offensive or illegal.

## 2. Official College Kiosks

- One or more kiosks will be placed in a central location for official, College purposes.
- The official kiosk(s) will be used to:
  - Promote sponsored events at Edison or sponsored by the college, and
  - Communicate information relevant to the general, College community,
  - Disseminate other official communications.
- All material to be posted on the official kiosk(s) must be submitted to the Department of Administration & Finance (in Room 161) which will stamp and post the material if it meets the above standards.
- All College departments and official organizations are encouraged to submit information for posting.
- The Department of Administration and Finance will remove materials after events which they promote have occurred, when the information is no longer relevant, or when the space is needed to post more timely information.
- Unapproved items will be removed.

## 3. Departmental Bulletin Boards

There are many bulletin boards throughout the campus that are maintained by departments or organizations. The following rules apply to them:

- The Department of Administration and Finance shall maintain a list of those bulletin boards including location, the name of the department or organization which owns it, and the name of a primary contact person.
- The department or organization which owns a particular bulletin board may remove any material that was not posted by the appropriate department or organization.
- The Department of Administration and Finance will aid the owning department or organizations by removing posted material which is obviously not related to the department or organization.

## 4. Darke County Campus

- The administrators of the Darke County Campus will maintain one or more traditional or electronic bulletin boards for public information.
  - The administrators will be responsible for the content and maintenance of all messages on those boards.
- There shall be one or more additional bulletin boards for posting material by students.
  - All material to be posted on those boards must be submitted to the Darke County Campus administrators who will decide if it is appropriate based relevance to the DCC Community.

5. Classroom Bulletin Boards

- Each classroom shall have emergency information posted by Administration & Finance. It must be visible at all times.
- Other classroom bulletin boards may be used by academic departments at their discretion.

6. Other Locations

- Due to obstruction of visibility to emergency personnel, material may not be posted on any entry door or window, except by the Department of Administration and Finance for campus hours and navigation.
- Due to surface damage, material may not be posted on painted or textured walls.
- Due to adhesive residue, material may not be posted on internal or external windows.

RELATED DOCUMENTS: None

## 7.0 MISCELLANEOUS PROCEDURES NOT AFFILIATED WITH A POLICY

### **PROCEDURE 7.1 – Power Outage**

**REQUIREMENTS:**

1. All faculty and staff will be notified according to the following procedure should the College be closed as a result of a power outage.

**PROCEDURE:**

1. After the electricity goes out for more than a few seconds, the Vice President of Administration and Finance will consult with the Director of Physical Plant and Facilities to determine if the outage is likely to be more than just a brief outage. If so, then continue with the following steps.
2. The Vice President of Administration and Finance will contact the Vice President of Information Technology to inform him/her that the power outage is likely to continue. If

the VP is not available, the Core Services staff will be contacted. This must be done as quickly as possible.

- a. IT will begin the Server Shutdown procedure.
3. The Director of Physical Plant and Facilities will contact DP&L to find out more about the cause and likely duration of the outage.
  - a. As soon as possible, he will provide the VP of Administration and Finance with an estimated duration.
4. The Vice President of Administration and Finance will send out an Edison Alert (PowerOut) to President's Cabinet calling them to assemble in his office.
  - a. He will also ask the Administration & Finance Administrative Assistant to provide information regarding campus events occurring that day.
5. The President's Cabinet will decide whether or not to close the campus.
6. If the decision is to close the campus, the following notifications will be made:
  - a. The Vice President of Administration and Finance will send out an Edison Alert notifying the campus about the closure.
  - b. Each President's Cabinet member will contact the area points of contact assigned to them.
- c. The Administrative Assistant for Administration and Finance will contact TV outlets.
7. Security and Facilities will begin clearing the building as appropriate and locking doors.

**Area points of contact and who would contact them:**

- Library – Vice President of Information Technology will contact:
  - Nancy Madden
  - Loleta Collins
- East Hall – Vice President of Academic Affairs will contact:
  - Cathy Barrow and/or Kim Kiehl
  - Kelli Gerlach
- North Hall – Vice President of Academic Affairs will contact:
  - Libbie Eyer
- West Hall and HR – Executive Assistant to the President will contact:
  - Natalie Rindler
- Student Services – Vice President of Student Affairs will contact:
  - Teresa Roth
- South Hall - Vice President of Strategic Human Resources
  - Karen Baker
- B&I Suite and Darke County – Vice President of Institutional Advancement
  - Kristi Wildermuth
  - Elaine Howell
- Administrative and Finance Suite – Vice President of Administrative and Finance

**External entities to be contacted:**

- OhioLink
- OARNet
- Parents of Children in the Childcare Center
- Update on web page
- Others to be contacted if there are events scheduled, e.g.

- College Trustees
- Foundation Board Members
- Organizers of special events
- Television stations

## PROCEDURE 5.2.3 – Disaster Recovery

### REQUIREMENTS:

#### I. DEFINITION OF A DISASTER

A disaster is defined as an incident localized to the data processing facility in Room 102 of the Piqua campus (or to the building or space housing the facility) rendering networking equipment and computer services inoperable. Examples of incidents that could cause such a disaster include fire, flood, structural collapse, etc.

#### II. PERSONNEL INVOLVED

- **Vice President of Information Technology.** Coordinates restoration of Room 102 services. Provides liaison to the President and President's Cabinet for reporting the status of the recovery operation. Manages communications between the recovery personnel and the faculty, staff, and students of Edison.
- **Director of Network Services.** Manages and directs the recovery efforts in Room 102 pertaining to the LAN network including voice and data. Assists in the recovery of the Datatel systems as deemed necessary.
- **Applications System Analyst.** Assists in the efforts to recover the LAN network including voice and data. Assists in the recovery of the Datatel systems as necessary.
- **Coordinator of IT Logistics.** Assists in the efforts to recover the LAN network including voice and data. Assists in the recovery of the Datatel systems as necessary.
- **Director Physical Plant and Facilities.** Manages and directs recovery efforts pertaining to the cleanup and recovery of the area. Provides for adequate services at a remote site as needed.
- **Director of Administrative Computing.** Assists in the efforts to recover the Datatel system.
- **Vice President for Finance and Administration.** Coordinates purchasing needs and initiates emergency notification systems.
- **Controller.** Manages and directs the purchasing of new/replacement equipment as needed.
- **Director Physical Plant and Facilities:** Coordinates all services for the restoration of plumbing and electrical systems and structural integrity. Assesses damage and makes a prognosis for occupancy of the building affected by the disaster.

#### Support Team Personnel:

- Coordinator of Client Services
- Client Services Technicians
- Client Services Technician
- Helpdesk staff
- Other(s), as directed by the President

## **PROCEDURE:**

### **1. Disaster Detection**

The detection of an event which could render, or has rendered, information processing systems at Edison inoperable is the responsibility of Maintenance, Information Services, or whoever first discovers or receives information about an emergency situation developing in Room 102.

### **2. Personnel Notification**

The person who discovers the possible disaster will notify the Director of Network Services directly. As appropriate, the Director of Network Services will notify the Vice President of Information Technology.

### **3. Business Continuity**

The Vice President of Information Technology (or designee) is responsible to insure that business continuity is initiated to the extent possible.

### **4. Disseminate public information**

The Vice President of Information Technology (or designee) is responsible for communicating the status of network operations to the personnel and students of the College.

### **5. Disaster Recovery Strategy**

Immediate actions should be taken to recover the room, equipment, and data.

Involved personnel will determine if it is possible to recover from the service outage without remote site processing arrangements. Whether or not to activate the remote site depends on the severity of the disaster and criticality of the processes due to run.

If critical processes are scheduled to run within the next 48-72 hours, or if an outage is expected to last more than 72 hours, remote site processing should be invoked. Generally, if the recovery of the room cannot be accomplished within forty eight (48) hours, the remote site facility personnel should be notified of the intention to invoke the remote site hosting agreement. The remote site is the Darke County Campus. Processing should begin with critical processing items.

A Domain Controller is already installed at DCC. Should Room 102 be destroyed, the DCC domain controlled should be promoted to a primary domain controller. Any unnecessary clients should be disconnected from the network switch in DCC. Programs should be loaded according to prioritization, rating each function as Critical, Essential, Necessary, or Other.

The remote site will be able to support critical applications for up to 3 weeks, along with as many non-critical applications as possible, even if run in a degraded mode. Within this 3 week period, Room 102 will be returned to full operational status if possible.

If the damage is so great to Room 102 that a longer period of time is required for reconstruction,

another room will be designated as a temporary network room. Equipment will be installed to provide for processing all services until the permanent site is ready.

RELATED DOCUMENTS: None

## **PROCEDURE 1.5 – Drug Free Campus and Workplace**

### **REQUIREMENTS:**

1. **Pre-Employment Alcohol and Drug Testing:** Administered for safety sensitive positions during the interview and hiring process, with a negative test result required before the employee begins any work activity with the College.
2. **Post-Accident:** Required immediately to prove that an illegal substance did not contribute to the accident.
3. **Reasonable Suspicion:** Alcohol test, drug test, or both may be performed when an employee is observed with physical evidence, suspicious behavior, or an emerging pattern of changed job performance.
4. **Return-to-Duty:** Performed when an employee is returning to work to a safety sensitive position after an extended time away, such as after a layoff, workers' comp, long-term disability, or any employee who participated in a substance abuse program, etc. with a negative result required for employee's return, as outlined in the Performance Improvement Plan within the Performance Correction Notice.
5. **Follow-Up:** Conducted periodically, at unannounced times, for 12 – 60 months after an employee who had tested positive returns to work, as outlined in the Performance Improvement Plan within the Performance Correction Notice.

All employees will be paid for their time while being tested. The cost of these tests will be paid for by the College.

Breath alcohol concentrations exceeding .02 will be considered a positive result. The .02 is a recognized benchmark of the Department of Transportation.

### **PROCEDURES:**

1. **Pre-Employment Alcohol and Drug Testing:**  
Pre-Employment testing is required within 24 – 32 hours after a conditional offer of employment for safety sensitive positions and before the employee begins any work activity with the College. The testing is to be performed at UVMC Occupational Health Services in Troy, during 8:00 AM – 4:00 PM. Refusal to submit to an alcohol and drug test will result in a positive finding.
2. **Post-Accident Testing:**  
This procedure should be followed anytime an employee is involved in an unplanned, unexpected, or unintended serious near miss or an accident that resulted in either a

fatality of anyone involved in the accident, bodily injury, injury to others, or damage to vehicles, equipment, or property. This includes

both damage to property owned by the College and property not owned by the College but damaged during an accident by an employee in the course of their work for the College.

Steps:

1. Immediately notify your immediate supervisor that an accident has occurred. If the accident involves a personal injury, the first priority is to arrange the required medical treatment.
2. The supervisor will arrange for an escort of the employee to the UVMC Occupational Health Services in Troy, during 8:00 AM – 5:00 PM or to the emergency room of Upper Valley Medical Center in Troy, after 5:00 PM for a urine test and breath alcohol test to determine if impairment from drugs or alcohol contributed to the accident. Any exception, requires approval from the supervisor and the Vice President of Strategic Human Resources. For example, if the employee was mowing and the mower hits an unseen rock that is thrown by the mower and damages a vehicle.
3. The employee involved in the accident is to fill out an accident report as soon as possible and file it with the Human Resources Department and a copy to immediate supervisor.
4. Any other employee who is a witness to the accident is also required to fill out an accident report and file it with the Human Resources Department.
5. HR should be informed as soon as possible in all instances.
6. Refusal to submit to an alcohol and drug test will result in a positive finding.

### **3. Reasonable Suspicion:**

Reasonable suspicion testing is required when there is evidence that an employee is using drugs or alcohol in violation of the College's policy. In light of experience and training, you should draw the evidence from specific, objective facts and reasonable inferences.

You may base such facts and inferences on, but not limited to, any of the following:

- Observable behavior, such as direct observation of drug or alcohol use, possession or distribution, or the physical symptoms of being under the influence of drugs or alcohol, such as, but not limited to, slurred speech, dilated pupils, odor of alcohol or marijuana, dynamic mood swings, etc.
- A pattern of abnormal conduct, erratic behavior or deteriorating work performance (e.g. frequent absenteeism, excessive tardiness, recurrent accidents), which appears to be related to substance abuse or misuse and does not appear to be attributed to other factors.
- The identification of an employee as the focus of a criminal investigation into unauthorized drug possession, use or trafficking.
- A report of alcohol or other drug use provided by a reliable and credible source.
- Repeated or flagrant violations of the College's safety or work rules that pose a substantial risk of physical injury or property damage and that appear to be related

to substance use or misuse that may violate the College's policies, and do not appear attributable to other factors.

**Steps:**

1. If any employee or supervisor has reasonable grounds to believe that another employee's job performance is impacted by the use of alcohol or drugs, that employee is to notify their supervisor or the Vice President of Strategic Human Resources immediately.
2. If any employee or supervisor has concerns that their safety is being compromised due to the possible impairment of a co-worker, the employee is to immediately report their concern to their supervisor or the Vice President of Strategic Human Resources.
3. In the event that these allegations have merit, the supervisor is to confer with the Vice President of Strategic Human Resources immediately and the employee will be tested.
4. The supervisor will arrange for an escort of the employee to UVMC Occupational Health Services in Troy during 8:00 AM – 5:00 PM or to the emergency room of Upper Valley Medical Center in Troy after 5:00 PM for a witnessed urine test and breath alcohol test to determine if the employee is impaired from drugs or alcohol.
5. The employee will be given the remainder of the day off, will be driven home after testing, and will not be able to return to work until test results are provided to the Vice President of Strategic Human Resources from the lab.
6. If the test results come back positive, disciplinary action will be taken against the employee up to and including termination.
7. Return-to-duty and follow-up procedures will apply.
8. Refusal to submit to an alcohol and drug test will result in a positive finding.

**4. Return-to-Duty:**

Return-to-duty testing for safety sensitive positions or any employee who participated in a substance abuse program, etc. is required within 24 – 32 hours before the employee returns to any work activity with the College. The testing is to be performed at Occupational Health in Troy during 8:00 AM – 5:00 PM. Refusal to submit to an alcohol and drug test will result in a positive finding.

**5. Follow-Up:**

Follow-up testing will be required as outlined in a Performance Improvement Plan within the Performance Correction Notice. This test is to be performed at UVMC Occupational Health Services in Troy during 8:00 AM – 5:00 PM. Refusal to submit to an alcohol and drug test will result in a positive finding.

Note: A diluted negative specimen will require a second testing.

RELATED DOCUMENTS:

The following forms can be found on the Human Resources web page at:

<http://www.edisonohio.edu/index.php?page=hr-sub-page>

1. Accident Form
2. UVMC Occupation Health – Authorization for Examination or Treatment
3. Reasonable Suspicion Document