



# Employee Handbook

## Contents

### Section 1: Introduction

Introduction.....	1
Northeast Ohio Medical University's Commitment to Employees.....	1
Open Communication.....	1
General Expectations for Employees .....	1
Student Employees .....	2
Equal Employment Opportunity and Nondiscrimination.....	2
Diversity .....	2
Job Opportunities .....	3
Drug-Free Work Place .....	3
Tobacco Free Policy .....	3
Reporting Illegal or Unethical Activity .....	3
Sexual Harassment.....	3
Prompt Emergency or Crime Reporting .....	4
Timely Warnings/Crime Alerts.....	4
Sex Offender Registry .....	4
Important Relationships for Employees .....	5

### Section 2: General Employment Policies

General Employment Policies.....	6
Nepotism.....	6
Political Activity .....	6
Outside Employment .....	6
Voluntary Telecommuting.....	6
Access to Employee Personnel Records .....	6
Acceptable Use of Computing Resources .....	7
Internet Use .....	7
Email and Communications Activities.....	7
Mobile Computing Device Policy.....	7
Copyright.....	7

Section 3: Benefits

Healthcare Benefits..... 8  
    Eligibility..... 8  
    Continuation of Coverage..... 8  
Medical Insurance Plans..... 8  
    Prescription Coverage..... 9  
    Coordination of Benefits..... 9  
Dental Benefits ..... 9  
Vision Benefits ..... 9  
Flexible Spending Accounts ..... 9  
Income Protection ..... 9  
    Life Insurance ..... 9  
    Disability Insurance ..... 10  
    Workers Compensation..... 10  
    Unemployment Insurance..... 10  
Mental and Behavioral Health Benefits ..... 10  
Employee Assistance/Work Life..... 10  
Retirement Benefits ..... 10  
Miscellaneous Benefits ..... 11  
    Educational Benefits ..... 11  
    Exercise Facilities ..... 11  
    Credit Unions..... 11  
    Bookstore Discount..... 11  
    Conference Services..... 11  
    Voluntary Insurance Coverage..... 12

Section 4: Leaves of Absence

Leaves of Absence ..... 13  
Holidays..... 13  
Winter Break Leave ..... 13  
Vacation Leave ..... 13  
Sick Leave..... 14  
Bereavement Leave..... 14

FMLA-Qualified Leave ..... 14  
Organ Donor Leave..... 14  
Sick Leave Donation Pool ..... 14  
Military Leave ..... 15  
Leave of Absence Without Pay..... 15  
Abuse of Sick Leave ..... 15  
Compensatory Time ..... 15

Section 5: Compensation

Compensation..... 16  
Categories of Employment..... 16  
Employee Types..... 16  
Pay Structure ..... 16  
Position Reclassification..... 16  
Changes in Pay..... 17  
Timekeeping for Hourly Employees..... 17  
Campus Closing..... 18  
Pay Processing ..... 18  
    Pay Dates ..... 18  
    Taxes and Other Mandatory Withholding..... 18  
    Voluntary Payroll Deductions ..... 19

Section 6: Duration of Employment

Duration of Employment ..... 20  
Retirement..... 20  
Resignation..... 20  
Separation..... 21

## **SECTION 1: INTRODUCTION**

### **Introduction**

This Employee Handbook (Handbook) has been prepared to acquaint employees with the policies, procedures, philosophy and benefits of the Northeast Ohio Medical University (University). The University reserves the sole right to interpret, add, delete or modify any and all procedures in the Handbook. If any provision of the Handbook is in conflict with any University-approved policy, the policy will be controlling.

All of the policies referenced in this Handbook may be found under the General Counsel Section of the University's website. If viewing the Handbook electronically, direct links to the General Counsel Policy section have been inserted.

### **Northeast Ohio Medical University's Commitment to Employees**

The University is committed to maintaining a climate in which each faculty and employee is treated with dignity, trust and mutual respect. The success of the University depends upon the talents, motivation and cooperation of all. Faculty and staff can expect:

- fair and impartial treatment;
- competitive wages and benefits;
- opportunity to air legitimate grievances and concerns without concern for retaliation; and
- a safe and respectful work environment.

### **Open Communication**

The University's success depends upon all faculty and staff understanding the direction and goals of their department and the institution as a whole. The University uses a variety of channels to communicate institutional goals and to inform employees about progress, people and programs.

The most important channel of communication is between employees and their immediate supervisors. Supervisors and managers regularly attend meetings for updates on institutional goals and performance, and they are expected to share information with employees, particularly as it relates to the work of their department.

Workplace communication, however, is a two-way process. Employees are expected to ask supervisors about the goals and operations of their department and the University and to contribute ideas and comments during department meetings or in conversation with their supervisor.

### **General Expectations for Employees**

In addition to the duties and responsibilities specific to each faculty and staff position, all employees are expected to be professional, courteous and efficient when working with students, colleagues and the public. This includes the following:

- Consideration, respect and cooperation. Teamwork enables everyone to be more effective. The University will not tolerate workplace bullying or harassment of any nature between its employees.

- Professionalism. All faculty and employees are representatives of the University, and their attitude and appearance should reflect this.
- Safety. Employees should always follow proper safety practices and report unsafe conditions to their supervisor.
- Promptness. Employees should arrive to work on time and observe the assigned work schedule.
- Integrity. Employees are expected to be honest. They may not accept duties, obligations, gifts or favors of monetary value, nor may they engage in private business or professional activities that conflict with the interests and policies of the University and the State of Ohio. Conduct determined to be dishonest or fraudulent may be cause for dismissal.
- Security. Employees are subject to a criminal background check and must have proper work authorization before being hired by the University in order to maintain a safe and secure campus for University employees.

### **Student Employees**

While the University expectations stated above also apply to student employees, not all topics discussed in this Handbook do, particularly the provisions discussing benefits and compensation. Student employees should consult the Human Resources Department should they have any questions on the applicability of any provision outlined in the Handbook to their employment. Students working on campus for an educational purpose or to earn credit are also governed by the academic requirements and disciplinary procedures of their college and should direct any questions of that nature to the Office of Academic Affairs or the Dean of their college.

### **Equal Employment Opportunity and Nondiscrimination**

The University is strongly committed to equal opportunity in all employment practices and has adopted the following nondiscrimination policy:

The University does not discriminate against any person on the basis of race, color, gender, age, religion, or national origin, so long as a person has appropriate legal immigration status or U.S. citizenship. The University complies with all laws and regulations concerning persons with disabilities and veteran status.

Employees who believe they have been the subject of unlawful discrimination or harassment or who believe they have observed unlawful discrimination or harassment should report their concern immediately to University management, and/or to the Director of Human Resources.

### **Diversity**

The University embraces diversity and its benefits and values a work and learning environment that is grounded in respect and inclusion of all. Diversity encompasses race, culture, ethnicity, gender, socio-economic status, religion, age, sexual orientation, disability, and military/veteran status.

The University views diversity as a commitment to recognizing and appreciating the variety of characteristics that make individuals unique. We strive to create an atmosphere that promotes and celebrates both the uniqueness of individuals and collective achievement. The practice of diversity at the University means continually educating and training members of our University community so that we can effectively serve a multicultural society. Each of us is accountable for our overall success.

## **Job Opportunities**

Open positions are advertised internally on the University web site and externally in newspapers, journals and on the Internet. All open job postings may be viewed on the NEOMED website at <https://neomed.peopleadmin.com/>

## **Drug-Free Work Place**

The University supports and will maintain a drug-free working and living environment that will promote the health and safety of students, employees, and visitors.

Employees are expected to refrain from illegally using drugs or illegal substances at all times and refrain from being under the influence of alcohol while at work. Federal regulations require that all employees report any drug or alcohol related convictions occurring in the workplace to their employer. Employees must self report these convictions to the Department of Human Resources, within five (5) business days of a guilty verdict or a plea of no-contest. This information may subject the employee to disciplinary action and random testing requirements, which may result in a report to the appropriate licensing authority. [[Drug-Free Workplace](#)]

## **Tobacco-Free Policy**

The NEOMED campus has been designated as a smoke-free and tobacco-free environment. This policy is designed to protect the health and safety of its students, faculty, staff and campus visitors. Under this policy, tobacco use is prohibited anywhere on campus. This includes inside and outside buildings located on University property, in parking areas, as well as in any vehicles or equipment located on campus, or anywhere on campus grounds. [[Tobacco-Free Workplace](#)]

## **Reporting Illegal or Unethical Activity**

The University expects all employees to behave in an ethical manner and to abide by all local, state and federal laws. Employees who are aware of potential violations of law or ethical behavior are expected to report these violations. Further, employees who are charged with an offense of violence as defined under state law are required to self-report to the University, as are employees whose convictions for a sexual offense require them to register as a sexual offender of any kind.

Under normal circumstances, employees should report ethical violations or suspected illegal activity through their supervisor or department administrator. Employees who are unsure where to report a suspected violation should contact the Human Resources Department for guidance. Employees who report a suspected violation in good faith will not be subject to retaliation. Employee confidentiality will be protected to the extent possible under law and institutional policy. [[Whistleblower Protection](#)]

## **Sexual Harassment**

Employees should be able to pursue their responsibilities in an environment free of sexual harassment. Individuals who engage in sexual harassment as defined in this section will be subject to disciplinary action up to and including discharge.

Sexual harassment means any unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;

- submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can occur between any individuals associated with the University and supervisors are required to report any conduct believed to constitute sexual harassment.

Examples of prohibited conduct include:

- unwanted sexual advances, propositions or flirting;
- verbal abuse of a sexual nature;
- graphic comments about a person's body or sexually degrading comments used to describe an individual;
- the display in the workplace of sexually suggestive objects, pictures or words;
- threats or insinuations by a supervisor that an employee's refusal to submit to sexual advances will adversely affect the employee's employment in any way; and
- any other physical, verbal and nonverbal conduct of a sexual nature that has the purpose or effect of sexual harassment, as defined above.

The University also prohibits relationships of a romantic or sexual nature between supervisors and their subordinates and between any employee, faculty, staff, or student, where there is an institutional difference in the level of authority held between the two parties. [[Affirmative Action, Equal Employment Opportunity and Non-Discrimination/Harassment Policy](#)]

### **Prompt Emergency or Crime Reporting**

To report an Emergency, call 911. If calling from a desk phone, dial 9-911 to secure an outside line. In order for the security officers to assist first responders, everyone should immediately call Security at ext. 6489 to inform them of the Emergency after the call to 911 is made, if possible.

To report a non-emergency security or public safety concern, contact Security at ext. 6489, or 330.325.6489. [[Prompt Emergency or Crime Reporting](#)]

### **Timely Warnings/Crime Alerts**

The University will issue Timely Warnings/Crime Alerts in an effort to notify community members about certain crimes in and around our community. Timely Warnings/Crime Alerts contain in the subject line the phrase "Timely Warning" or "Crime Alert" depending on the severity of the threat. The body of the Timely Warning will include information regarding the Clery Act requirement; a short description of the crime or incident giving the time and date, location, reported offense, suspect description, weapon used (if any), and suspect vehicle (if any) and method of operation used to facilitate the crime. The Timely Warning will also include personal safety information to aid members of the University community in protecting themselves from becoming victims of a similar crime and promote overall safety for our educational community. [[Timely Warning](#)]

### **Sex Offender Registry**

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the University Department of Public Safety and

Security provides a link to the Ohio Attorney General's Electronic Sex Offender Registration and Notification (eSORN) web site on its web site. All sex offenders required to register in the State of Ohio or any other state are required to notify the University of their sex offender status if they are applying for employment with the University. All employees who become registered sex offenders are required to notify the University at the time they are first required to register with the State and are subject to termination from their employment with the University. Employees charged with a sexual offense in a criminal context must notify their immediate supervisors and the Department of Human Resources at the time they are charged and are subject to immediate suspension.

Due to the nature of the University programs, environment, student populations, and patient population, registered sex offenders will not be considered for employment with the University [[Sex Offender Registry](#)].

### **Important Relationships for Employees**

There are some important employment relationships that help employees to work effectively and understand how their efforts advance the goals of the University. These relationships include:

#### **Board of Trustees**

The Board of Trustees is the chief governing body of the University. The Governor of Ohio appoints nine public members and two students to serve as Trustees. The Board of Trustees adopts policy and grants authority to members of the administration to appoint faculty and employees, implement policies and assure proper operation of the University.

#### **Appointing Authority**

The Appointing Authority is the University officer who has statutory power granted by the Board of Trustees over the employment relationship. This includes appointment to a position, suspension or removal from a position, and audit or reduction of a position.

For faculty, the appointing authority is the Dean of the College in which they hold rank.

For Classified Civil Service Employees and Unclassified Hourly Employees, the appointing authority is the Director of Human Resources.

For Administrative and Research employees, the appointing authority is the Division Head for the Department in which the employee works.

#### **Department of Human Resources**

The Department of Human Resources is responsible for the employment of all faculty and employees, including administrative, classified, unclassified hourly, research assistants, student assistants, graduate assistants and postdoctoral fellows.

#### **Supervisors**

The individuals to whom employees report directly have many titles and different levels of responsibility within the University. Nonetheless, the relationship between employee and immediate supervisor is the most important for establishing clear understanding about work and work priorities.

#### **General Counsel**

The General Counsel is an assistant attorney general appointed by the Ohio attorney general to represent the University in all legal matters. Employees are not permitted to engage the services of a private attorney to represent the University's interests without express permission of General Counsel. All questions of law related to the business of the University should be referred to the General Counsel's office.

## SECTION 2: GENERAL EMPLOYMENT POLICIES

### General Employment Policies

This section covers various policies and employment practices for the University. Ohio is an employment-at-will state. Unless otherwise specified, all employees of the University are at-will employees.

### Nepotism

More than one family member, significant relationship partners or business associates may be employed at the University. However, a family member, significant relationship partner, or business associate may neither initiate nor participate in decisions which involve a direct benefit or detriment to the other; nor supervise, evaluate or direct the work of the other. [[Nepotism](#)]

### Political Activity

The University wants to eliminate inappropriate conflicts between the obligations of employment and certain political activities of Classified Civil Service Employees. The University has adopted a policy to prohibit some political activities in order to eliminate such conflicts. [[Political Activity](#)]

### Outside Employment

Classified Civil Service Employees and Unclassified Hourly Employees are required to devote their time during Normal Working Hours to furthering the University's mission. However, they may accept teaching, research, volunteer and other work assignments beyond their University obligations as long as these additional obligations do not occur during the Employee's Normal Working Hours. Activities occurring outside Normal Working Hours do not require supervisor approval and no reporting is required. Activities occurring within Normal Working Hours require written authorization by the Immediate Supervisor, in consultation with Human Resources. If authorization is given for such time, the employee will be required to use accrued vacation time and/or leave without pay.

Classified Civil Service Employees shall not engage in any activities or outside employment that may result in a conflict of interest. Furthermore, Classified Civil Service Employees may not use their University position to obtain anything of value, including but not limited to, financial gain.

### Voluntary Telecommuting

An employee may seek approval to telecommute on a part-time basis for a period not to exceed more than eight (8) hours per day and/no more than two (2) days per week for a specific purpose and/or for a specified period of time. Employees seeking approval to telecommute must submit a Telecommuting Request Form to their Immediate Supervisor. An employee's Immediate Supervisor, in consultation with the Department Head and the Director of Human Resources, shall make the final determination regarding the request. If a telecommuting request is approved, the employee shall be required to enter into a Telecommuting Agreement with the University. Employees are subject to discipline up to and including termination of their employment with the University for violation of their Telecommuting Agreement. [[Telecommuting](#)]

### Access to Employee Personnel Records

Personnel Records are maintained in the Department of Human Resources and are available to the employee, or a person specifically authorized in writing by the employee to review or receive such

information; and, to any management official who has a legitimate, verifiable need to know specific information about the employee. Telephone requests for information from outside the University shall be limited to verification of employment dates and job title. [[Access to Employee I Records](#)]

### **Acceptable Use of Computing Resources**

The University is committed to protecting University employees, partners and the institution from illegal or damaging actions by individuals, either knowingly or unknowingly. The Information Technology (IT) facilities of the University are provided to employees and authorized external users for legitimate work-related purposes. It is the responsibility of every employee to know the guidelines for acceptable use of computing resources and to conduct their activities accordingly. This will normally mean that the use of University computing resources is limited to academic coursework, academic research activities, and administration. [[Acceptable Use of Computing Resources](#)]

### **Internet Use**

Employees will be expected to make reasonable use of the Internet/Intranet/Extranet for research and communications. Employees are required to use the Internet/Intranet/ Extranet in an ethical and lawful fashion. [[Acceptable Use of Computing Resources](#)]

### **Email and Communications Activities**

Employees are entitled to use the University's e-mail and messaging facilities for private purposes, provided such use is lawful. Messaging facilities may include chat sessions, newsgroups, and electronic conferences. The University reserves the right to withdraw this permission in the event that such use places the IT facilities at risk or poses a security or other threat. Users must respect the privacy and personal rights of others. [[Acceptable Use of Computing Resources](#)]

### **Mobile Computing Device Policy**

Mobile computers allow University faculty and staff to have computing resources at hand in meetings/classes, enable those who travel on University business to be maximally functional and productive while away, and equip those who occasionally work at home to eliminate duplication of electronic resources, such as files, etc. Along with the privilege of using University owned mobile computers comes additional responsibility to safeguard them from potential theft or damage.

### **Copyright**

Violations of the rights of any person or institution protected by copyright, trade secret, patent, or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the University is prohibited. [[Acceptable Use of Computing Resources](#)]

## SECTION 3: BENEFITS

### Healthcare Benefits

As a central part of its mission, the University is dedicated to promoting the health and well-being of its employees. Employees are responsible for making healthy life choices and taking care of themselves and their dependents. The University, however, offers a number of programs and services to assist employees in this important responsibility.

Through insurance plans that cover medical, behavioral health, dental, and vision care, the University provides access to quality health care services that protect and advance the health and well-being of full-time employees and their families. Additional services are available for all employees, including an employee assistance program and wellness programs.

Official plan documents for the benefit plans offered by the University are available on the Administration, Finance, and HR Forms and Resources channel on DOCS. Those documents (along with any updates provided by the University) will be the primary resource for information about employee benefit plans. If there are any conflicts between those documents and the information in this Handbook, the official plan documents control.

The benefits provided by the University are meant to help employees maintain a high quality of life—both professionally and personally. The University sincerely hopes that each employee will take full advantage of these benefits. Employees are encouraged to talk to the Benefits Coordinator in the Department of Human Resources if they are seeking a better understanding of the information outlined in the plan documents and/or if they have any questions about the benefits offered.

### Eligibility

Full-time employees working 40 hours per week are eligible for health insurance and all other benefits from the first day of active employment. Spouses, qualified domestic partners and certain children under the age of 28 are also eligible for coverage. Through the federal Affordable Health Care Act, the University covers dependents under the age of 26. Dependents ages 26 and 27 meeting certain criteria are insurable under Ohio law. [[Group Insurance Benefits](#)] [[Domestic Partner Benefits Policy](#)]

### Continuation of Coverage

Employees and their covered dependents may become ineligible for coverage under the University health insurance plans. Most frequently this happens for covered children when they no longer meet the age or dependency requirements. This also happens when an employee leaves the University and when a married couple is divorced. In most cases, individuals who are no longer covered may be eligible to elect and purchase COBRA.

### Medical Insurance Plans

The information in this section is a general overview of medical insurance programs for University employees.

The University provides a choice of medical insurance plans to meet the needs of its employees. Eligible employees may elect one of the types of medical insurance plans offered by the University.

### **Prescription Coverage**

Each medical insurance plan has its own prescription coverage.

### **Coordination of Benefits**

Employees and family members eligible for coverage under more than one medical insurance plan are subject to guidelines determining which plan is primary. Employees whose spouses are covered under an employer's plan or whose children are covered under a different plan should consult the plan documents for both plans.

### **Dental Benefits**

The University's dental benefits offer the use of a preferred-provider network and provide various types of coverage for different kinds of dental care. Employees using network providers pay based upon negotiated discount rates. Coverage can include preventive care, x-rays, fillings, crowns, oral surgery, and orthodontia.

### **Vision Benefits**

The University's vision benefits offer the use of a preferred-provider program that covers annual exams, glasses and contact lenses through participating offices. Employees pay 100% of the premium.

### **Flexible Spending Accounts**

Employees may choose to enroll in a flexible spending account for health care and child care expenses. In these plans, employees contribute a designated amount each pay to a personal account for reimbursement of certain types of covered expenses during the calendar year. Employees can reduce taxable income for federal and state withholding, but they must forfeit any unused money in these accounts at the end of the year.

### **Income Protection**

The University offers a variety of benefit programs explained below that help prepare employees and their families for unexpected circumstances.

The state retirement systems also provide some death and disability benefits. These benefits are discussed in the Handbook in greater detail under [Retirement Benefits](#). Additionally, University employees accrue sick leave which is also discussed in greater detail in the [Leave of Absence/Sick Leave](#) section of the Handbook.

## **Life Insurance**

### **Basic Coverage**

The University provides eligible employees with basic term life insurance and accidental death and dismemberment (AD&D) insurance. In the event of death, this plan pays an employee's beneficiary two times their annual salary to an established maximum. AD&D coverage will double this amount under certain circumstances.

### **Supplemental Life Insurance**

Employees may elect to purchase additional life insurance coverage.

### **Dependent Life Insurance**

Employees may also elect to purchase life insurance for a spouse and dependent children, up to an established maximum value for each child.

## **Disability Insurance**

### **Long-Term Disability (LTD) Insurance**

Under the basic LTD plan (provided at no cost by the University), employees will receive 60% of their regular earnings up to established maximums after they have been disabled for six-months. Certain pre-existing clauses apply. Employees may purchase additional disability protection.

### **Short-Term Disability (STD) Insurance**

Employees may choose to purchase supplemental STD insurance. Employees pay 100% of the premium. Under this plan, covered employees will receive up to 50% of their regular earnings up to established maximums during a leave for a disability. Certain elimination periods and pre-existing clauses apply. Employees must deplete all accrued sick leave and compensatory time off before they can start to receive STD benefits.

## **Workers Compensation**

Employees who are injured while working may be eligible for benefits under Ohio's Workers Compensation program. Employees who are injured while at work need to contact the University's Safety Officer immediately in order to complete an incident report. Additional information on Workers Compensation is available at [www.ohiobwc.com](http://www.ohiobwc.com).

## **Unemployment Insurance**

Employees who are separated from the University may be eligible for unemployment insurance. Additional information is available at <http://unemployment.ohio.gov>.

## **Mental and Behavioral Health Benefits**

The University's medical insurance plans provide coverage for mental health and substance abuse treatment. Employees should consult their specific plan document for more information.

## **Employee Assistance/Work Life**

The University also provides a free, confidential 24-hour Employee Assistance and Work/Life program. All employees, regardless of eligibility for medical coverage, and their family members are eligible for this service.

## **Retirement Benefits**

All University employees enroll in one of Ohio's two state retirement systems, depending upon the nature of their assignment. The University withholds a percentage of employee earnings and makes an additional percentage contribution to the appropriate retirement system. Retirement system members are eligible for retirement benefits after specific age and service guidelines have been met. Participants may also be eligible for disability retirement benefits. Both retirement systems offer a variety of enrollment options and pension benefit plans. Full-time employees are eligible to opt out of either state program and elect an Alternative Retirement Plan.

### **State Teachers Retirement System of Ohio (STRS)**

Employees who hold faculty rank are eligible to participate in STRS. Information about benefit options is available at [www.strsoh.org](http://www.strsoh.org).

### **Ohio Public Employees Retirement System (OPERS)**

Employees who do not hold faculty rank are eligible to participate in OPERS. Information about benefit options is available at [www.opers.org](http://www.opers.org).

### **Alternative Retirement Plan (ARP)**

Full-time employees may choose to opt out of the public retirement plan. The Benefits Coordinator in the Department of Human Resources has a list of approved companies should an employee wish to pursue an ARP.

### **Social Security**

No Social Security quarter credits are earned while serving as an employee with the University.

### **Tax-Deferred Savings Plans**

The University offers a variety of voluntary savings programs through pre-tax contributions.

## **Miscellaneous Benefits**

### **Educational Benefits**

#### **Eligibility**

Full-time faculty and employees in active status are eligible for tuition benefits. Spouses, qualified domestic partners and dependent children up to the age of 24 are also eligible.

#### **Benefits**

The University will pay employees for the in-state tuition charges for eligible individuals to attend one of the participating consortium universities covered under University Policy. There are some additional limitations for the use of this benefit by both employees and dependents. For further information, please contact the Benefits Coordinator in Human Resources or refer to the official University policy located on the Employee tab of DOCS in the Administration, Finance, and HR Forms and Resources channel and under the General Counsel section of the University's website. [[Educational Benefits](#)]

### **Exercise Facilities**

The University maintains a fitness room for employees to use during break times or after working hours. Employees using these facilities are responsible for operating fitness equipment in a manner that is safe for themselves and others. All participants should consult their physician before using any fitness equipment.

### **Credit Unions**

The University will withhold earnings at the employee's request each pay period for participating credit unions.

### **Bookstore Discount**

Employees are eligible for discounts on some merchandise at the campus bookstore.

### **Conference Services**

Employees can credit money to their security badge and receive a 10% discount at Café Clark.

**Voluntary Insurance Coverage**

The University will withhold earnings at the employee's request for enrollment in participating voluntary insurance coverage(s).

## SECTION 4: LEAVES OF ABSENCE

### Leaves of Absence

The University fulfills its mission through the sustained, productive efforts of its employees. All employees, therefore, have assigned work schedules. Students, colleagues and the public depend upon the active presence of University employees when they are assigned to work. The University also acknowledges that there are times and circumstances when it is appropriate for an employee to be absent, with supervisory approval, from regular assigned duties.

The University has policies governing the earning, accrual and use of sick, personal and bereavement leave, vacation leave, military leave, paid organ donor leave, jury/civic duty leave, Family Medical Leave, and leave without pay. Please also note that the University has a policy regarding sick leave abuse.

### Holidays

The University currently compensates employees for ten paid holidays per year:

New Year's Day

Martin Luther King, Jr., Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Christmas Day

Two "floating" holidays are observed as follows: Columbus Day on the Friday after Thanksgiving and Presidents Day either before or after Christmas. The holiday schedule is posted on the Employee tab of DOCS in the Administration, Finance, and HR Forms and Resources channel. [[Legal Holidays and Religious Observances](#) [Overtime & Holiday Compensation](#)]

### Winter Break Leave

At the discretion of the President, the University may grant paid personal leave for one or more days between Christmas Day and New Year's Day to employees who are regularly scheduled to work on those days. Classified and Unclassified Hourly employees, who are required by their supervisor to report for work during winter break leave, will be eligible for overtime compensation. [[Winter Break Leave Policy](#) [Overtime & Holiday Compensation](#)]

### Vacation Leave

Classified Civil Service Employees and Unclassified Hourly Employees shall earn vacation leave in accordance with the following formula.

<u>Years of Service</u>	<u>Accrual Formula</u>
1 – 4	.03875 x hours paid
5 – 9	.05750 x hours paid

10 – 20	.07750 x hours paid
21 or more	.09625 x hours paid

Faculty and Administrative Staff shall earn vacation leave in accordance with the following formula:  
.085 x hours paid per month.

### **Sick Leave**

Unclassified Hourly Employees and Classified Civil Service Employees shall earn sick leave credit at the rate of four and six-tenths hours for each eighty hours of completed service.

Faculty and Administrative Staff accrue sick leave benefits in accordance with the following formula:  
number of hours worked per month x .00721. [[Sick & Bereavement Leave Policy](#), [Sick, Personal and Bereavement Leave](#)]

### **Bereavement Leave**

Employees may use up to five days of approved sick or vacation leave for death of a spouse, child, parent, sibling, grandchild or grandparent of either the employee or spouse, including individuals who stood *in loco parentis*. [[Sick & Bereavement Leave Policy](#), [Sick, Personal and Bereavement Leave](#)]

### **FMLA-Qualified Leave**

Under the Family and Medical Leave Act, employees who have been employed for at least 12 months and have worked 1,250 hours are eligible for up to twelve weeks of leave within a twelve-month period for the following reasons:

- to care for a newborn or newly adopted child;
- to care for a spouse, child or parent with a serious health condition;
- to recover from serious health conditions that prevents them from performing their duties; or
- to be with a spouse, child or parent on active military duty.

Up to 26 weeks of leave will be granted to care for a spouse, child or parent in the armed services recovering from a serious illness or injury sustained in the line of duty.

FMLA leave will be recorded while the employee is using earned sick leave, vacation, compensatory time off or unpaid leave of absence for one of the qualifying reasons listed in this section.

[[Family and Medical Leave Policy](#)]

### **Organ Donor Leave**

Employees who are organ donors may be eligible for leave under Section 124.139 of the Ohio Revised Code. Eligible employees will be granted paid leave that does not reduce their balance of earned sick or vacation leave. [[Organ Donation](#)]

### **Sick Leave Donation Pool**

Employees with at least one year of service, who have exhausted all accrued sick, vacation and compensatory time off leave may request sick leave donated by another employee to the University's sick leave donation pool. Employees are subject to a maximum of 120 work days of donated sick leave per year. [[Emergency Sick Leave Donation Policy](#)]

### **Military Leave**

Employees who are members of the Ohio National Guard or other reserve component of one of the United States Armed Forces will be granted paid leave for field training or active duty in the military service. The maximum period of paid military leave in any calendar year is thirty-one days. Employees who are called to active duty for a period exceeding thirty-one days will be granted unpaid military leave for a maximum duration of five years. [[Military Leave Policy](#)]

### **Leave of Absence Without Pay**

Employees may request a leave of absence without pay for a maximum of 6 months. Such leave must be requested, and approved, in writing. [[Leave of Absence Without Pay](#)]

### **Abuse of Sick Leave**

Each employee's supervisor is responsible for reviewing sick leave requests and approving them promptly, when appropriate. The supervisor may consider a variety of factors to indicate possible abuse of sick leave, including, but not limited to the following: [[Abuse of Sick Leave](#)]

- A sustained pattern of frequent requests for sick leave. If an employee has a documented chronic long-term illness or disability, this will not be considered inappropriate use.
- Repeated Monday and Friday absences.
- Requests for sick leave to cover time for which a vacation request has been denied.
- Excessive use of sick leave during periods of progressive discipline or immediately prior to retirement.

### **Compensatory Time**

Classified Civil Service Employees and Unclassified Hourly Employees may accrue compensatory time with the approval of their supervisor in accordance with the terms outlined in the University's policy on Compensatory Time. [[Compensatory Time](#)]

## SECTION 5: COMPENSATION

### Compensation

The University seeks to provide employees with monetary compensation for the work they perform that:

- recognizes the value of the work performed;
- is competitive with the appropriate local, regional or national job market for each position; and
- is consistent with all relevant laws and regulations governing employee compensation.

### Categories of Employment

Different kinds of work are subject to different guidelines regarding compensation and other aspects of employment. Jobs may be compensated on an hourly or salaried basis, they may be classified or unclassified, and they may be faculty or staff. Faculty positions may be either tenured or non-tenured.

### Employee Types

The University recognizes each of the following types of employees. There is a separate pay structure for each type.

#### **Administrative**

Unclassified salaried positions involving academic support or administration. These employees are paid monthly.

#### **Faculty**

Unclassified salaried positions involving teaching, research and other creative work. These employees are paid monthly.

#### **Research**

Unclassified salaried positions involving support of externally funded research and creative work. These employees are paid monthly.

#### **Classified Civil Service**

Classified Civil Service positions supporting various University functions. These employees are paid biweekly.

#### **Unclassified Hourly**

Unclassified hourly positions support various University functions and are exempt from Ohio Civil Service laws. These employees are paid biweekly.

### Pay Structure

The University has developed schedules of pay ranges for each different job category. Each position is assigned to a specific pay range on the basis of the responsibilities of that position and the determination of the prevailing compensation rate for similar positions in the appropriate job market. [[Compensation Program](#)]

### Position Reclassification

When the duties, responsibilities or qualifications for a position change, an employee may request a position audit in order to re-evaluate the classification for that position. The immediate supervisor,

department head or Director of Human Resources may also initiate a position audit. Once a position audit has been initiated, the Department of Human Resources is responsible for conducting this audit. A position audit that results in the reclassification of a position may bring about a promotion, demotion, or lateral transfer. [[Classification, Position Classification, Audit & Appeals](#)]

## **Changes in Pay**

After employees are hired, their rate of pay will only change under certain circumstances. The events that may result in a change in regular compensation are the following:

### **Salary Review**

There is no automatic process for annual salary increases. The President may, however, recommend to the Board of Trustees that the annual budget include provisions for an annual salary increase. If an increase is approved, the appointing authority will make final determinations on the amount of each individual's pay rate. Some positions, such as those funded by grants or other external funds, may not be eligible for an increase.

### **Promotion**

When current employees are appointed to a different position in a higher pay range, their rate of pay will be adjusted to at least the minimum of the new pay range.

### **Lateral Transfer**

When current employees transfer to a different position in the same pay range, they may be eligible for an increase of up to five percent.

### **Demotion**

When current employees are appointed to a different position in a lower pay grade, their pay rate may be reduced.

## **Timekeeping for Hourly Employees**

Because hourly employees are eligible for overtime compensation, it is necessary for the employee and supervisor to accurately report all time worked. The following provisions apply only to hourly employees.

### **Work Schedules**

Classified Civil Service Employees and Unclassified Hourly Employees are generally scheduled to work a regular number of hours in every work week. The University's work week begins at 12:01 a.m. on Monday and ends at midnight the following Sunday. Normal work hours are 8:00 to 5:00 Monday through Friday.

Employees who work at least 5 hours in a day are entitled to take a meal break of at least ½ hour and not more than 1 hour. Meal breaks are scheduled by department to meet business requirements. Meal breaks are generally unpaid. However, employees who are required to work or remain at their stations during meal break will be paid for their time. [[Overtime & Holiday Compensation](#)]

### **Overtime**

Employees who work more than forty hours within any work week are entitled to overtime compensation at the rate of one and one-half hours pay for every hour worked over forty hours. An employee must have the immediate supervisor's approval in advance to work overtime. [[Overtime & Holiday Compensation](#)]

### **Compensatory Time Off**

Employees who work overtime may request compensatory time off instead of payment. Such requests must be made in advance and are subject to approval by an employee's supervisor. Employees may accumulate a maximum of 240 hours of compensatory time. [[Overtime & Holiday Compensation](#)]

### **Call-Back Pay**

Employees who leave at the end of their regular working schedule and are required to return to work will be paid the greater amount of either four hours pay or pay for the call-back time worked at the overtime rate. [[Overtime & Holiday Compensation](#)]

### **Working on Holidays**

Full-time employees who are required to work on a legal holiday will be paid at the overtime rate in addition to compensation for the holiday. [[Overtime & Holiday Compensation](#)]

## **Campus Closing**

Campus closings will be announced on the University's official notification sites. Employees scheduled to work during a campus closing will be compensated for their normal work hours. Employees who are required to work on a day when the University is officially closed due to weather or other unforeseen circumstances will be compensated for the number of hours for which other hourly personnel are compensated; plus they will be compensated at one and one half times their Regular Rate of Pay at the time earned, for the number of hours actually worked. Compensatory time may be elected in lieu of overtime compensation. [[Campus Closing](#)]

## **Pay Processing**

### **Pay Dates**

Classified Civil Service Employees and Unclassified Hourly Employees are paid every two weeks for hours worked in the previous two-week pay period. Faculty and administrative employees are paid at the end of every month worked.

## **Taxes and Other Mandatory Withholdings**

In compliance with relevant laws, the University will regularly deduct the following from each employee's paycheck:

### **Health Care Benefit Contributions**

#### **Income Tax**

Federal, state, city and school district income taxes, according to information supplied by the employee.

#### **Employee's Retirement System Contributions**

#### **Medicare Tax** (if applicable)

#### **Garnishments**

The University will comply with any lawful court order requiring garnishment of an employee's wages. More than one such court order within a twelve-month period may result in disciplinary action up to and including discharge. [[Garnishment of Wages Policy](#)]

### **Voluntary Payroll Deductions**

At the employee's request, the University will also withhold earnings for the following:

- United Way contributions;
- credit union deposits;
- tax-deferred annuities;
- donations to the University's development funds;
- contributions for voluntary benefits;
- contributions for purchase of retirement service credit.

## SECTION 6: DURATION OF EMPLOYMENT

### Duration of Employment

Ohio is an employment-at-will state. Unless otherwise specified, all employees of the University, excluding tenured faculty, are at-will employees

Employees are appointed to fulfill the mission of the University and are expected to perform their assigned responsibilities until one of the following events occurs:

- employees are reassigned or promoted to a different position;
- an appointment with a specific duration comes to an end;
- an employee retires from the University, following retirement system guidelines and University policy;
- an employee resigns his or her position, following University policies;
- an employee's appointment is terminated by the University.

### Retirement

Employees who meet the requirements of the appropriate State retirement system for retirement based upon age and service may retire from the University. In order to retire in good standing, they must notify their immediate supervisor in advance.

Employees who are unable to perform their job may qualify for disability retirement under the appropriate state retirement system. The employee must contact the retirement system to initiate this process.

Employees who retire in good standing from the University may be entitled to certain retiree benefits. Information about benefit options can be found at [www.strsoh.org](http://www.strsoh.org) or [www.opers.org](http://www.opers.org).

Employees are encouraged to contact the Department of Human Resources at least three months in advance of their retirement to allow time for processing of benefits.

### Resignation

Employees may resign from their position at the University after giving appropriate advance notice to their immediate supervisor.

In the event of a resignation, an hourly employee should provide written notice to the immediate supervisor and to the Department of Human Resources at least two weeks in advance of the last working day at the University.

Administrative employees are expected to provide a written notice of resignation at least one month in advance of the last working day.

## **Separation**

The University may terminate employment under the following circumstances:

### **Termination of a Probationary Appointment**

Classified Civil Service Employees and Unclassified Hourly Employees may be terminated or reduced in status with or without cause during the probationary period of 120 days after hire.

### **Layoffs**

In the event that a reduction in Classified Civil Service Employee staff is necessary, the University will follow University policy regarding layoffs, retention points and recall for those employees. [[Layoff Policy](#)]

### **Work-Related Termination of Classified Civil Service Employees and Unclassified Hourly Employees**

The University may discharge a Classified Civil Service Employee or Unclassified Hourly Employee for unacceptable work performance or conduct. Except in extraordinary cases, termination will follow a process of corrective action. [[Corrective Action](#)]

### **Termination of Administrative Employees**

The University may elect to discontinue an administrative employee in his or her position after appropriate advance notice. No advance notice is required when an employee is terminated for cause.

### **Involuntary Disability Separation**

When a Classified Civil Service Employee is unable to perform essential job duties, the University will conduct a hearing to review evidence concerning the employee's fitness for continued work. [[Involuntary Disability Separation](#)]