

3359-26-02 General staff personnel policies and procedures.

(A) Accidents and injuries on the job.

- (1) Any work related injury or illness, no matter how minor, must be reported to the employee's supervisor, as soon as possible. The supervisor will, after attending to the injury, make a report of the incident and submit it to the office of environmental health and occupational safety. An investigation of the accident may be conducted by the director, environmental health and occupational safety.
- (2) Each university staff employee is protected by the provisions of the worker's compensation law of Ohio which covers expenses for medical care as well as certain compensation benefits in lieu of salary loss. For work related illnesses and injuries, medical care costs are not covered by the university group health plan.

(B) Appointing authority.

"Appointing authority" means the officer having the power of appointment to, removal from, audit, reduction or suspension of positions or employees in any office, department, or unit within the institution.

(C) Audits/position classification.

- (1) A classified employee or an employee's supervisor may request a review of the employee's position from the university appointing authority. Upon receipt of a signed, written request for a position audit, the appointing authority will forward a position description/audit questionnaire. The completed questionnaire, reviewed and signed by the appropriate administrative unit head, dean/director, and vice president, should be forwarded to the appointing authority for review. An audit may result in a higher, lower, lateral or no reclassification. An employee who is not satisfied with the results of the audit may request a review of the original determination. This review must be requested in writing to the appointing authority, who may request additional information and/or perform a desk audit. After review and final determination by the appointing authority, a classified employee

may within thirty days of such final notification, appeal the audit results to the state personnel board of review.

- (2) Requests for audits of a position, from either the incumbent or the appointing authority, may not be requested more than once a year. A classified employee may request only one position audit per year unless the employee provides, at the time of the request, documentation showing that the duties of the position have been substantially changed since the date of the completion of the previous audit. The "one-year period" is defined as one calendar year from the date which appears on the original notification letter of the most recent position audit.
- (3) Unclassified staff employees should refer to the position and salary administration program for information on audits/position classification.

(D) Breaks.

Although rest periods are not officially provided for under state civil service laws, departments may allow two fifteen-minute breaks during each eight hour day. The first break is generally taken midmorning; the second is taken mid-afternoon. Supervisors will determine whether such breaks would hinder efficient departmental operation at certain times. Breaks are a privilege rather than a right; misuse of break periods or over-extending them may result in this privilege being revoked. Unused break periods are not cumulative, and may not be used to arrive late or leave work early.

(E) Discipline and discharge.

- (1) At the university of Akron, there are occasions when employees fail to meet performance standards or to abide by university policies, procedures, and rules governing appropriate conduct on the job. In order to deal with such situations in a fair and consistent manner, the university has developed a disciplinary

- (a) The university will respond in a consistent and predictable manner if an employee violates the rules.
- (b) Disciplinary matters will be handled in a confidential and expeditious manner.

- (b) A written warning is more serious than a verbal warning and may become a permanent part of the employee's official record. A written warning is issued if the required corrective behavior from a previous verbal warning(s) is not exhibited within the specified time limits, or if the offense is of a serious nature. A copy of the written warning is given to the employee and the original is forwarded to personnel services to be placed in the employee's official file. When a written warning is issued, the supervisor should take immediate constructive steps to help the employee avoid a reoccurrence of the offense.
- (c) Continued unsatisfactory performance or the commission of a serious offense may serve as the basis for more severe disciplinary actions beyond a verbal or written warning. A suspension without pay can vary from one day to(a)-6(c)4(t5c)4vT* [(s)-1(t)-

grievance procedure, and should be referred to the university's affirmative action officer.

(1) General provisions.

- (a) For the purposes of the grievance policy 3359-26-02(H), the term "employee(s)" refers to a classified or nonclassified staff member who is not represented by a bargaining unit. The term "fellow employee" refers to any university employee who has not initiated the grievance procedure but one that is participating in the process as a witness. There are no restrictions on the type of employee who may serve as a witness (i.e. staff, faculty, contract professional, or bargaining unit staff).
- (b) The grievance procedure may be utilized by employees who are currently employed on an active basis, or those not under suspension. Termination of employment during the grievance process will end the grievance.
- (c) The employee has the right to be advised by legal counsel, if so desired.
- (d) Only an employee who is directly affected has standing to file a grievance. Grievances may not be filed on behalf of an employee or group of employees.
- (e) Filing deadlines noted for any step may be extended as a result of absence of either party due to approved leave, or with mutual written agreement.
- (f) If a decision by supervision is not rendered within the agreed upon time limits, the grievance will automatically be moved to the next step of the grievance procedure.
- (g) If the results of a grievance by an employee are not appealed within the time limits, the grievance will be considered withdrawn.
- (h) All time limits are working days.

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the relevant facts, and the specific remedy requested. The supervisor shall hold a meeting with the employee within five working days following the submission of the grievance to the supervisor.

Within five working days after such meeting, the supervisor will respond to the grievance in writing and return same to the employee.

An employee not satisfied with the response may appeal within five working days by returning the grievance to the supervisor and indicating in writing the desire to appeal the step one decision.

(b) Step two.

Within five working days after the receipt of the employee's notice of appeal, the employee, the employee's supervisor and the appointing authority will hold a step two meeting to discuss the grievance.

Within five working days after such step two meeting, the deputy appointing authority or designee will respond in writing to the grievance appeal.

If the employee is still not satisfied with the written response to the step two appeal, the employee may appeal the grievance to step three.

(c) Step three.

The employee will, within five working days, appeal to the step two response in writing through the employee's own reporting structure. This will begin with the person to whom the employee's supervisor reports, and follow through to the appropriate vice president/dean.

If the results of the written appeal through these steps are not satisfactory to the employee, the matter will be appealed to the associate vice president for talent development and human resources or designee. The appeal

meeting will involve the employee, the employee's supervisor, and the appointing authority or designee.

- (2) In the event of a layoff, performance evaluations will determine efficiency points, which are a part of total retention points.

(L) Personal changes.

- (1) Since complete and up-to-date employee records are essential, it is required that each employee report any of the following changes to personnel services:

- name
- address
- telephone number
- additional education and/or training

- (2) The following changes need to be reported to benefits administration:

- any insurance related information, e. g., change of beneficiary for life insurance, addition or deletion of a dependent.

- (3) The following information needs to be reported to the payroll office:

- requested payroll deductions
- income tax exemptions

(M) Political activity.

- (1) No officer or employee in the classified service of the state, shall directly or indirectly, orally or by letter, solicit or receive, or be in any manner concerned in soliciting or receiving any assessment, subscription or contribution for any political party or for any candidate for public office; nor shall any person solicit directly or indirectly, orally, or by letter, or be in any manner concerned in soliciting any such assessment, contribution, or payment from any officer or employee in the classified service of the state; nor shall any officer or employee in classified service of the state be an officer in any political organization or take part in politics other

than to vote as the employee pleases and to express freely political opinions.

- (2) Complete details regarding political activities strictly prohibited and/or permitted appear in rule 123:1-46-02 of the Ohio Administrative Code.

(N) Position testing.

Certain staff positions at the university require that an applicant pass an appropriate clerical and/or skills test. The test will be scheduled by employment services. The cost of this test is paid by the university.

(O) Pre-employment physical examinations.

Certain staff positions at the university - law enforcement officer, day care and food service personnel, etc., - require that an applicant pass a pre-employment physical and/or psychological examination. Examinations are scheduled by employment services and are performed by a licensed physician and/or psychologist selected by the university. The cost of the required examinations is paid for by the university.

(P) Promotions and transfers.

- (1) Current employees are eligible to apply for vacant positions, according to skills and interest, providing the employee meets all requirements for same. The "employment opportunities bulletin" is published by employment services for campus distribution. All faculty, administrative, and staff positions currently open appear in this "bulletin." Some positions are restricted to employees who have been in their current position one year or longer. All applications must be received by the "deadline for applications" date indicated for the position. Probationary employees are not eligible to apply for another position.
- (2) Eligible employees who are interested in applying for an available position must complete an applicant update form by the deadline date. "Employment Services, Administrative Services Building," accepts applications Monday through Friday, eight a.m. to four p.m.

Any full-time university staff member (or retired full-time university staff member) shall be permitted to take a total of four credit courses during the summer semester. The credit courses may be taken in any of the summer sessions comprising the summer semester. However, the aggregate of courses will not exceed four credit courses which will be free of all charges, excluding late fees and including instructional and general fees, graduate level, laboratory, or other fees associated with the courses. Unused portions of these reductions are not cumulative.

(b) Non-credit courses.

Any full-time university staff member (or retired full-time university staff member) shall be permitted to take two non-credit courses per semester (i.e., combined summer, fall, spring), which shall not affect his or her eligibility for credit fee reduction enrollment.

Some courses are not available for students using non-credit course fee reduction (AutoCAD, "Microsoft NT," polymer science courses, etc.). A list of such courses will be maintained by the division of ~~workforce development and continuing education~~ university of Akron (UA) business solutions.

All individuals using fee reduction for non-credit courses will be placed on a waiting list in the division of continuing education (with a university of Akron designation assigned) on a first-come, first-served basis, until class meets minimum paying enrollment. These individuals will pay such costs as materials, supplies, lab fees, etc.

- (2) Fee reductions for relatives of full-time staff employees - the instructional fees, or an amount equivalent to the graduate level credit fees for Ohio residents, or an amount equivalent to the school of law credit hour fees for Ohio residents shall be deducted from total fee charges for the following groups (general fees, course fees and other special fees not being affected):

- (a) Unmarried and dependent children of all full-time university staff while the parent is in the service of the university of Akron;
- (b) Spouses of all full-time university staff while one or both are in the service of the university of Akron. Spouses of full-time university staff who are also employees may elect to receive the reductions as an employee.

transportation, recreation, child care expenses and other generally recognized indicia of financial assistance.

- (f) Spouses and dependents are not eligible for fee reduction of non-credit courses.
- (3) Employee fee reduction for part-time staff members.
- (a) Eligibility: A part-time staff member is one who works twenty or more hours per week on a regular schedule and whose appointment indicates part-time status. Part-time staff who have worked at least one thousand forty hours in the previous twelve month period are eligible.
 - (b) Credit courses.

Any part-time university staff member shall be permitted to take one credit course or three credit hours, whichever is greater, during a semester, free of all charges, excluding late fees, and including instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.

Any part-time university staff member shall be permitted to take one credit course or three credit hours, whichever is greater, during a summer session. The aggregate of courses for which fee reduction will be received, during the sessions in the summer semester, will not exceed two credit courses, free of all charges, excluding late fees, including instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.

- (c) Non-credit courses.

Any part-time university staff member shall be permitted to take one non-credit course per semester (i.e., combined summer, fall, spring), which shall not affect his or her eligibility for credit fee remission enrollment.

Some courses are not available for students using non-credit course fee reduction (AutoCAD, "Microsoft NT," polymer science courses, etc.). A list of such courses will be maintained by the division of ~~workforce development and continuing education~~ UA business solutions.

All individuals using fee reduction for non-credit courses will be placed on a waiting list in the division of ~~workforce development and continuing education~~ UA business solutions (with a university of Akron designation assigned) on a first-come basis, until class meets minimum paying enrollment. These individuals will pay such costs as materials, supplies, lab fees, etc.

(4) General provisions.

(a) No reductions of residence hall room and board fees shall be granted to any person except members of the resident advisory staff.

(b) The requirements of residence in Ohio for one year before the first day of any term or semester to be eligible for reduction of nonresident tuition charges shall be waived for 96 0 Td (o)-16()JT

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3359-26-02

(i) Eligibility: A part-time staff member is one who works twenty or more hours per week on a regular schedule and whose appointment indicates part-time status. Part-time staff who have worked at least one thousand forty hours in the previous twelve month period are eligible.

(ii) Credit courses.

Any part-time university staff member shall be permitted to take one credit course or three credit hours, whichever is greater, each semester, free of all charges, excluding late fees, and including instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.

Any part-time university staff member shall be permitted to take one credit course or three credit hours whichever is greater during a summer session. The aggregate of courses for which fee reduction will be received, during the sessions in the summer semester, will not exceed two credit courses, free of all charges, excluding late fees, including instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.

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All individuals using fee reduction for non-credit

whenever the employee's connection with the university is either obvious or implicit. The solicitation of advertising for any publication bearing the university's name must be approved by the president or other authorized representative.

- (U) Transfer of service and sick leave.
 - (1) In certain instances, a state employee with prior state agency service credit may be entitled to an adjustment of the basis on which sick leave or vacation eligibility is determined.
 - (2) Transfer of service credit from another state agency to the university:
 - (a) If an employee has prior service with another state agency, the employee must request that a written verification - including service dates, status, and/or sick leave - be sent to personnel services. A separate verification must be submitted for each instance of service with another state agency.
 - (b) Transfer of prior service credit will be effective on the first day of the pay period during which official verification of service is received by personnel services.
 - (c) The university of Akron does not recognize student employment for the purpose of adjusting service dates.
 - (3) Transfer of university service to other state agencies:
 - (a) If a current or former employee requests transfer of prior service and/or sick leave to other state agencies, the employee must submit a written request to personnel services. In order to insure correct and expedient processing, the requestor should provide service dates with the university and position held.
 - (b)

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Prior Effective Date: 5/22/91, 8/16/91, 9/4/91, 7/31/92, 1/20/00, 5/27/02, 1/27/03,
2/22/03, 5/23/03, 4/25/04, 5/29/05, 6/25/07, 6/30/11