



# Classified Staff Handbook

**Revised Notice Statement Approved by Classified Staff Council on February 20, 2008**  
**Revised Notice Statement Approved by the Board of Trustees on May 2, 2008**

**Revision of Handbook Approved by Classified Staff Council on 2/12/2007**  
**Revision of Handbook Approved by the Board of Trustees on 3/23/2007**

## **WELCOME FROM THE PRESIDENT**

Welcome to Bowling Green State University. All BGSU employees play a critical role in the success of the university. As a member of our distinguished support team, you have the chance to make a difference in the lives of our students, faculty and staff, and community supporters. I encourage you to make the most of that opportunity.

This Handbook describes the policies, procedures, benefits, and services available to you at BGSU. Please refer to it in order to understand your opportunities for professional growth and your responsibilities as a BGSU employee.

We have attempted to anticipate many of the questions and concerns you may have about working at BGSU, but do not hesitate to bring to the attention of the Office of Human Resources or the Classified Staff Council anything we may have overlooked. We welcome your suggestions as well as your questions.

Best wishes for a satisfying career at BGSU.

Sincerely,

A handwritten signature in cursive script that reads "Mary Ellen Mazey".

Mary Ellen Mazey  
President

## **VISION**

In the spirit of innovation Bowling Green State University (BGSU) will be a national model for a premier learning community that develops, transforms, and impacts individuals and communities by shaping their futures through learning, discovery, and collaboration. BGSU will meet the educational, economic, and social challenges of our region, the State of Ohio, the nation and the world.

# **CORE VALUES**

**The Core Values to which the University adheres are:**

- We respect one another and foster diversity and a culture of inclusion.
- We collaborate with each other and our community partners in the region, the State of Ohio, the nation and the world.
- We promote intellectual and personal growth through curricular and co-curricular efforts.
- We foster an environment of creativity, innovation, and entrepreneurship.
- We expect excellence in all we do.

# **MISSION**

Bowling Green State University provides educational experiences inside and outside of the classroom that enhance the lives of all of our students, other stakeholders, and the many publics we serve. BGSU students are prepared for lifelong career growth, lives of engaged citizenship and leadership in a global society. With our learning communities we build a welcoming, safe and diverse environment where creative ideas and entrepreneurial achievements can benefit others throughout our region, the State of Ohio, the nation and the world.

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**NOTICE**

The Classified Staff Handbook describes the policies, procedures, benefits and services available to you at BGSU as a permanent full-time or permanent part-time classified staff member and is not part of a collective bargaining agreement or an official contract. If any information contained in this Handbook is, or becomes, in conflict with any federal, state or local laws-including Civil Service Laws established in the Ohio Revised Code, those laws will take precedence over the materials presented in this Handbook. This Notice revision was approved by Classified Staff Council on February 20, 2008 and Board of Trustees on May 2, 2008.

## BGSU WEB PAGE LINKS

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<b>BOARD OF TRUSTEES</b>	<a href="http://www.bgsu.edu/president/trustees.html">http://www.bgsu.edu/president/trustees.html</a>
<b>BOWEN-THOMPSON STUDENT UNION</b>	<a href="http://www.bgsu.edu/bowen-thompson-student-union.html">http://www.bgsu.edu/bowen-thompson-student-union.html</a>
<b>CAMPUS MAPS</b>	<a href="http://www.bgsu.edu/campus-map.html">http://www.bgsu.edu/campus-map.html</a>
<b>CLASSIFIED STAFF COUNCIL</b>	<a href="http://www.bgsu.edu/classified-staff-council.html">http://www.bgsu.edu/classified-staff-council.html</a>
Committees	<a href="http://www.bgsu.edu/classified-staff-council/committee-information.html">http://www.bgsu.edu/classified-staff-council/committee-information.html</a>
Members	<a href="http://www.bgsu.edu/classified-staff-council/csc-members.html">http://www.bgsu.edu/classified-staff-council/csc-members.html</a>
<b>EMPLOYEE ASSISTANCE PROGRAM</b>	<a href="http://www.bgsu.edu/human-resources/benefits/impact-solutions-employee-assistance-program.html">http://www.bgsu.edu/human-resources/benefits/impact-solutions-employee-assistance-program.html</a>
<b>ENVIRONMENTAL HEALTH AND SAFETY</b>	<a href="http://www.bgsu.edu/environmental-health-and-safety.html">http://www.bgsu.edu/environmental-health-and-safety.html</a>
Injury and Illness Report Form	<a href="http://www.bgsu.edu/content/dam/BGSU/envhs/documents/Injury-and-illness-report-form.pdf">http://www.bgsu.edu/content/dam/BGSU/envhs/documents/Injury-and-illness-report-form.pdf</a>
Reporting Safety Hazards Information	<a href="http://www.bgsu.edu/environmental-health-and-safety/general-health-and-safety/reporting-safety-hazards.html">http://www.bgsu.edu/environmental-health-and-safety/general-health-and-safety/reporting-safety-hazards.html</a>
<b>INFORMATION TECHNOLOGY SERVICES</b>	<a href="http://www.bgsu.edu/its.html">http://www.bgsu.edu/its.html</a>
<b>LIBRARIES AND LEARNING RESOURCES</b>	<a href="http://www.bgsu.edu/library.html">http://www.bgsu.edu/library.html</a>
<b>OFFICE OF THE BURSAR</b>	<a href="http://www.bgsu.edu/bursar.html">http://www.bgsu.edu/bursar.html</a>
<b>OFFICE OF EQUITY AND DIVERSITY</b>	<a href="http://www.bgsu.edu/equity-and-diversity.html">http://www.bgsu.edu/equity-and-diversity.html</a>
Sexual Harassment Policy	<a href="http://www.bgsu.edu/equity-and-diversity/training-programs/sexual-harassment-trainings.html">http://www.bgsu.edu/equity-and-diversity/training-programs/sexual-harassment-trainings.html</a>
<b>OFFICE OF HUMAN RESOURCES</b>	<a href="http://www.bgsu.edu/human-resources.html">http://www.bgsu.edu/human-resources.html</a>
Benefits	<a href="http://www.bgsu.edu/human-resources/benefits.html">http://www.bgsu.edu/human-resources/benefits.html</a>
Frequently Asked Questions	<a href="http://www.bgsu.edu/human-resources/frequently-asked-questions.html">http://www.bgsu.edu/human-resources/frequently-asked-questions.html</a>
Caremark –Prescription	<a href="https://www.caremark.com/wps/portal">https://www.caremark.com/wps/portal</a>
COBRA Insurance Information	<a href="http://www.bgsu.edu/human-resources/benefits/cobra.html">http://www.bgsu.edu/human-resources/benefits/cobra.html</a>
Delta Dental Information	<a href="http://www.deltadentaloh.com/">http://www.deltadentaloh.com/</a>
Group Life Insurance Information	<a href="http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/new-staff/benefits-signup-process/insurance/staff-life-insurance-certificates.pdf">http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/new-staff/benefits-signup-process/insurance/staff-life-insurance-certificates.pdf</a>
BWC Information	<a href="http://www.bgsu.edu/human-resources/benefits/ohio-bureau-of-workers-compensation-information.html">http://www.bgsu.edu/human-resources/benefits/ohio-bureau-of-workers-compensation-information.html</a>
BWC Injury on the Job Procedures	<a href="http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/benefits/injury-job-procedures.pdf">http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/benefits/injury-job-procedures.pdf</a>
Medical Mutual Website	<a href="https://www.medmutual.com/">https://www.medmutual.com/</a>
Employment	<a href="http://www.bgsu.edu/human-resources/employment-staff.html">http://www.bgsu.edu/human-resources/employment-staff.html</a>
Civil Service Classification and Pay Grade	<a href="http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/compensation/classified-positions-payranges.pdf">http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/compensation/classified-positions-payranges.pdf</a>
Classified Staff Pay Rates, Schedules & Staff Specifications	<a href="http://www.bgsu.edu/human-resources/compensation.html">http://www.bgsu.edu/human-resources/compensation.html</a>
Appraisal Instructions and Forms	<a href="http://www.bgsu.edu/human-resources/training/classified-staff-performance-appraisal.html">http://www.bgsu.edu/human-resources/training/classified-staff-performance-appraisal.html</a>
Classified JAQ Form	<a href="http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/compensation/classified-jaq-revised-3-14.doc">http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/compensation/classified-jaq-revised-3-14.doc</a>
FMLA Government Website	<a href="http://www.dol.gov/dol/topic/benefits-leave/fmla.htm">http://www.dol.gov/dol/topic/benefits-leave/fmla.htm</a>
FMLA (additional information)	<a href="http://www.bgsu.edu/human-resources/benefits/family-medical-leave-act.html">http://www.bgsu.edu/human-resources/benefits/family-medical-leave-act.html</a>
Fee Waiver Information	<a href="http://www.bgsu.edu/human-resources/benefits/fee-waiver-policy.html">http://www.bgsu.edu/human-resources/benefits/fee-waiver-policy.html</a>
Forms	<a href="http://www.bgsu.edu/human-resources/forms.html">http://www.bgsu.edu/human-resources/forms.html</a>
Holiday Schedule	<a href="http://www.bgsu.edu/human-resources/resources/holiday-schedule.html">http://www.bgsu.edu/human-resources/resources/holiday-schedule.html</a>
Tax Deferred Annuity 403B Program	<a href="http://www.bgsu.edu/human-resources/benefits/tax-deferred-annuity-403b-program.html">http://www.bgsu.edu/human-resources/benefits/tax-deferred-annuity-403b-program.html</a>
Training/Development Information	<a href="http://www.bgsu.edu/human-resources/training.html">http://www.bgsu.edu/human-resources/training.html</a>
<b>OFFICE OF PUBLIC SAFETY</b>	<a href="http://www.bgsu.edu/public-safety.html">http://www.bgsu.edu/public-safety.html</a>
Parking Services	<a href="http://www.bgsu.edu/parking-services.html">http://www.bgsu.edu/parking-services.html</a>
Shuttle Bus Information	<a href="http://www.bgsu.edu/parking-services/shuttle-services.html">http://www.bgsu.edu/parking-services/shuttle-services.html</a>
<b>OSCHE – Ohio Staff Council of Higher Education</b>	<a href="http://www.bgsu.edu/classified-staff-council/osche.html">http://www.bgsu.edu/classified-staff-council/osche.html</a>
<b>PUBLIC EMPLOYEES RETIREMENT SYSTEM</b>	<a href="http://www.opers.org">http://www.opers.org</a>
Retirement Information	<a href="http://www.bgsu.edu/human-resources/benefits/retirement-plans-for-bgsu-employees.html">http://www.bgsu.edu/human-resources/benefits/retirement-plans-for-bgsu-employees.html</a>

**PROPERTY USE & DISPOSAL POLICY** <http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/resources/policy/property-use-disposal-policy.pdf>

**EMERGENCY CANCELLATION, DELAY CLOSING POLICY & PROCEDURES** <http://www.bgsu.edu/content/dam/BGSU/general-counsel/documents/Emergency-Cancellation-Delay-and-Closing-Policy.pdf>

**UNIVERSITY BOOKSTORE** <http://www.bgsu.edu/bookstore.html>

**VIOLENCE IN WORKPLACE POLICY** <http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/resources/policy/violence-workplace-policy.pdf>

**Violence in Workplace Report Form** <http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/forms/violence-workplace-incident-report.pdf>

**ACCEPTABLE USE FOR INFORMATION TECHNOLOGIES POLICY** <http://www.bgsu.edu/content/dam/BGSU/general-counsel/documents/BGSU-Information-Technology.pdf>

**CONCEALED WEAPONS POLICY** <http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/resources/policy/concealed-weapons-policy.pdf>

**CONTACT WITH STATE/FEDERAL LEGISLATORS AND GOVERNMENTAL AGENCIES POLICY** <http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/resources/policy/governmental-agencies-policy.pdf>

**FRAUD, WASTE OR ABUSE OF UNIVERSITY RESOURCES REPORTING POLICY** <http://www.bgsu.edu/internal-auditing/reporting-fraud-waste-or-abuse.html>

**CONSENSUAL AMOROUS RELATIONSHIPS POLICY** <http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/employment/approved-policies/consensual-amorous-relationships-policy.pdf>



## **GENERAL RULES OF CONDUCT/CODE OF ETHICS**

All members of the University community share the responsibility of sustaining the highest principles of professional behavior. Regardless of the position to which one is assigned, each person employed by BGSU has the responsibility of promoting a healthy climate for learning and contributing to the success of the University's programs and services. Effective job performance serves to sustain and promote academic and professional excellence as well as ensure the sound management of institutional resources.

More information on the General Rules of Conduct/Code of Ethics can be viewed at:

<http://www.bgsu.edu/general-counsel/ethics.html>

**On June 24, 2005 the Board of Trustees approved a Code of Ethics and Conduct Policy to cover all University Employees.**

## **OFFICE OF HUMAN RESOURCES**

The Office of Human Resources, located in Room 106, 1851 North Research Drive, handles all matters for classified staff members such as recruiting, interviewing, testing and former-employer verification. Because BGSU is a state-supported agency, it must operate by State of Ohio procedures. The Office of Human Resources, therefore, is responsible for making sure those policies and procedures are followed in the employment of all classified staff.

The Office of Human Resources keeps a personnel file on every classified staff member. You may review your personnel file, with the exception of confidential letters of reference, by making an appointment with a Human Resources' staff member. Included in your file will be information on your employment history at BGSU, all personnel/pay actions, performance evaluations, application form and other materials essential to your work record.

If you change your name, address, phone number, or marital status, etc., contact the Office of Human Resources immediately. All information in your personnel file must be as accurate and up-to-date as possible.

The Chief Human Resources Officer is designated as the appointing authority for classified staff employees at Bowling Green State University and is responsible for explaining and interpreting personnel policies and civil service laws, advising and counseling classified staff on human resource matters, and developing and implementing benefit programs. In addition, the Chief Human Resources Officer manages the entire Human Resources area, which includes the following services:

### **Employment/Employee Relations**

Assists classified staff members and supervisors with job-related questions or problems. Deals with all matters related to recruitment, interviewing, applications, job posting, job audits and reclassifications, and affirmative action matters.

### **Training and Development**

Provides individual and group training, professional development, upward mobility and employee orientation. For more information, go to: <http://www.bgsu.edu/human-resources/training.html>

### **Records and Processes**

Processes all personnel/pay actions and maintains personnel files.

### **Human Resources Administration**

Deals with matters relating to University policies and procedures, Ohio civil service law, compensation, wage and salary administration, classification plan, unemployment compensation, layoffs, performance evaluations, employee handbooks and retirement counseling and assistance.

### **Insurances/Benefits**

Deals with all matters related to staff health, dental and vision insurances, as well as life insurance, tax-deferred annuities, and workers compensation. For more information, go to: <http://www.bgsu.edu/human-resources/benefits.html>

The Office of Human Resources keeps you informed through Campus Update, a University –wide email, of the following types of announcements:

- Training programs
- Explanation of policies and procedures
- Items of interest

In the Handbook, we will try to answer as many of your questions about the University as we can. If you still have questions, call or visit the Office of Human Resources. Don't let questions go unanswered about your:

- Classification
- Pay Rate
- Next Pay Raise
- Benefits

Staff members in the Office of Human Resources will be happy to counsel you about career plans. They can tell you about different opportunities at BGSU for which you may be qualified. Or, if you are interested in a position for which you need additional training, the Office of Human Resources staff members can counsel you on ways to improve your qualifications. In all matters, your discussions and visits to the Office of Human Resources will be kept strictly confidential.

#### **HR Information:**

**Front Desk:** 419-372-8421 Fax 419-372-2920  
**Web Address:** <http://www.bgsu.edu/human-resources.html>  
**Classified Jobline:** 419-372-8669  
**Administrative Jobline** 419-372-8522

#### **OUR MISSION STATEMENT**

*The Office of Human Resources is committed to providing the highest quality of customer service, delivered with a friendly, courteous, and professional Falcon spirit.*

*As a team, we partner with members of the community to foster a diverse work environment to attract and inspire excellence in support of the University's mission.*

BGSU employees should be aware that most personnel records are considered public information pursuant to Ohio Revised Code Section 149.43. Certain records, including medical information, Social Security numbers, and residential and family information of law enforcement officers, are exempt from disclosure. Most other records, including performance evaluations, salary, leave balances, disciplinary actions, grievances, and applications of employment, are publicly available. Human Resources will indicate in your file who has viewed it.

## **BENEFITS**

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The Bowling Green State University Employee Assistance Program (EAP) is provided for all employees and their family members as a means to obtain confidential and professional assistance in dealing with the difficult situations in life, which most of us face at one time or another.

The EAP is provided through an external organization, IMPACT Solutions. The following features are found in this program:

1. Always someone to talk to 24 hours a day, 365 days a year.
2. Unlimited phone consultations with a live mental health professional
3. Assistance available to ALL employees and their household members, as well as dependents living away from home and parents and parents-in-law.
4. Guaranteed face-to-face counseling sessions, refreshed on a per problem basis
5. Priority scheduling to promptly address high-risk situations
6. Management referral process
7. Promotional materials, including member cards, newsletters, and posters
8. Legal, financial & identity theft recovery assistance
9. Child & elder care assistance
10. Web portal with daily living/wellness articles, resources, and interactive features
11. Referrals to community resources
12. On-site support
13. Other services

For further information, please contact the Office of Human Resources at 372-8421, call 1-800-227-6007 or go to: <http://www.myimpactsolution.com/>

Approved by CSC 11/17/10

IMPACT Solution Program began January 1, 2011.

### **INSURANCE (PERMANENT Full Time Staff Only)**

Beginning the first of the month after your date of hire, you and your eligible dependents are covered under Medical, Dental and Prescription services. The employee pays a portion of the premium costs of individual and family coverage. On the first day you go to work, however, you are insured with Life Insurance and Accidental Death and Dismemberment coverage.

If any changes occur in your marital or family status, contact the Office of Human Resources at 372-8421. Benefit information can be found at <http://www.bgsu.edu/human-resources/benefits.html>

### **MILITARY DUTY LEAVE POLICY**

Bowling Green State University's policy on military duty leave covers all classified employees. Those who are called to duty are covered by the Uniformed Services Employment and Re-employment Rights Act (USERRA), the Ohio Revised Code, and the Ohio Administrative Code related to military duty. For information on the specific details for coverage for those needing military leave, contact the Office of Human Resources or go to: [http://www.dol.gov/vets/programs/userra/userra\\_fs.htm](http://www.dol.gov/vets/programs/userra/userra_fs.htm)

Classified staff who are members of the Ohio National Guard or military reserve units are eligible for military leave with pay. Leave for active duty or field training cannot exceed 31 calendar days per calendar year. A copy of military orders or other authorization document for such duty must be submitted to your supervisor and the Office of Human Resources to qualify for military leave. Such leave is in addition to regular vacation time. The maximum hours for which payment under this provision will be made in any calendar year are 176 hours (22 days).

Classified staff with at least 90 days of University service who are involuntarily called to extended active duty in the military service shall be granted military leave without pay for the duration of such service. Upon application within 90 days of the date of discharge from extended active duty, the individual shall be reinstated to the position held prior to military service. This reinstatement right should be recognized by anyone hired to replace an individual on military leave. If a classified staff member re-enlists or voluntarily extends the original tour of active duty, reinstatement rights are forfeited.

### **MILITARY SERVICE CREDIT (Public Employees Retirement System)**

If you have five (5) years of retirement credit with an Ohio retirement system (PERS, SERS, or STRS), and if you have completed a tour of active military service, you are entitled to "buyback" up to five (5) years of military time for retirement credit. Obviously, you can increase your monthly retirement benefits under PERS by purchasing your active military service credit.

Career military retirees receiving a pension are exempt from this provision. Payment for the purchase of active military service may be made by payroll deduction. For additional information on this contact the Office of Human Resources at 372-8421.

For more information, go to OPERS website at: <https://www.opers.org/about/membership/service-credit.shtml>

### **OUT-OF-STATE SERVICE CREDIT (Public Employees Retirement System)**

If you have five (5) years of retirement credit with an Ohio retirement system (PERS, SERS, or STRS), and if you have worked under the federal civil service, another state's civil service program, or other public employment, you are entitled to "buy back" up to five (5) years of out-of-state time for retirement credit. Payment for the purchase of federal civil service, other state civil service, or other public employment may be made by payroll deduction. For additional information on this, contact the Office of Human Resources at 372-8421.

For more information, go to OPERS website at: <http://www.opers.org/>

## RETIREMENT

As a new full-time Classified Staff member to B.G.S.U., you are eligible to select between two retirement programs

- [The Ohio Public Employees Retirement System \(OPERS\)](#)
- (or)
- [The Alternative Retirement Plan \(ARP\)](#)

The two programs differ regarding how your retirement benefits are determined, therefore, it is important that you understand how each program works, so that you pick the one that best fits your retirement needs. Your election between the OPERS and ARP retirement programs is irrevocable while employed at the University, so you need to thoroughly review the programs and make your decision wisely. You will have a 120 day election period from the first day on payroll with B.G.S.U. to return the completed OPERS/ARP Retirement Election form.

During your election period or until your election form is received by the Office of Human Resources/Benefits Department, deductions taken from your check(s) and contributions made by the University on your behalf will be sent to the OPERS Traditional Plan. If you elect ARP or one of the other OPERS plans, contributions made by you and the employer will be rolled over to the program you have chosen, if requested.

If, within your 120-day election period you elect OPERS, you will be sent an enrollment kit regarding the three options offered by OPERS, providing more detailed information and you will have an additional 60 days to select one of three different retirement plan options. (Note: You have a total of 180 days from your first date of contract to select between the OPERS Traditional Pension, Member-Directed or Combined Plan options).

If you elect to participate in the ARP, you need to select one of the following as your ARP vendor:

- ING
- AXA Equitable Life Insurance Company
- Lincoln National Life Insurance
- Nationwide Life Insurance
- TIAA-CREF
- Variable Annuity Life Insurance Company (VALIC)

If you choose the ARP, contributions to your chosen vendor will begin with the next pay period after receipt of the election form. Contributions made by BGSU and you during the 120 election period will be rolled over to the ARP vendor you choose, if requested.

[ARP program and vendor information](#)

[OPERS program and contribution information](#)

[ARP & OPERS Comparison Highlight Sheet](#)

When full-time classified staff members retire from BGSU, they are eligible for the following benefits:

- A permanent ID card designating the individual as retired staff.
- The same library and computer privileges as current staff.
- Receipt of the BGSU publications.
- The same discounts or charging privileges granted to current staff.
- Appropriate office space and support services when possible if the retiree is engaged in part-time instruction or other paid services.

- Opportunity to audit or take a course without payment of the instructional, facility or general fees on a space available basis.
- When requested, the same ticket arrangements and prices for intercollegiate sports events and musical and drama productions.
- When requested, continuing access to BGSU's recreational facilities.  
**approved by the Board of Trustees, October 11, 1979**

The Office of Human Resources encourages classified staff members to contact OPERS (1-800-222-7377) or your ARP vendor at least three months prior to their planned retirement date.

## **FEE WAIVER POLICY**

The policies governing fee waiver benefits for classified staff members include the following two divisions with specified sections:

### [Faculty/Staff Member Fee Waiver Policy](#)

- I. Full-time Faculty and Staff Member
- II. Part-Time Faculty/Staff Member
- III. Retired Faculty/Staff Member

### [Dependent Fee Waiver Policy](#)

- I. Full-time Permanent Faculty/Staff Member
- II. Part-Time Employee
- III. Post Doctoral Employee
- IV. Widow/Widower or Child of a Deceased Permanent Full-Time Faculty/Staff Member
- V. Cohabitant Spouse and/or Child of a Retired Faculty/Staff Member

The forms can be located at the Office of Human Resources web site under Benefit Forms:

[Dependent Fee Waiver](#)

[Employee Fee Waiver](#)

Fee Waiver Policies approval dates by the BGSU Board of Trustees: Initial approval 1976; Revised July 23, 1982, December 10, 1982, December 6, 1999 and May 7, 2010.

CSC Approved 11/17/10

## **CLASSIFIED STAFF**

### **CLASSIFIED STAFF COUNCIL**

Classified Staff Council was established to provide direct channels of communication between classified staff employees and the University administration. Composed of permanent full-time and part-time classified employees, Council addresses matters of interest and/or concern to classified staff employees. Such matters may be policies, procedures, benefits, and/or services. The membership of the Classified Staff Council consists of representatives from each division of the University and apportionment is approximately 1 representative for every 40 employees.

#### **Classified Staff Council will:**

1. Serve as a representative board for the discussion of policies, procedures, benefits and services affecting classified staff.
2. Provide an avenue of input from classified staff to the President's designee involving matters of concern related to their employment at BGSU.
3. Provide University officials with an effective method for soliciting and disseminating information about plans, policies and concerns affecting classified staff.
4. Follow through on the charge of the Classified Staff Council as a working group providing University officials with assistance in addressing matters of concern or of interest to classified staff.

To view Classified Staff Council website, go to:

<http://www.bgsu.edu/classified-staff-council.html>

In light of the University's desire to have classified staff members actively participate in the activities of the Classified Staff Council, its committees and other University committees, classified staff members appointed or elected to serve on the Classified Staff Council, its committees, or any University committee will be allowed time to perform the duties associated with such appointment or election.



## **CLASSIFIED STAFF COUNCIL STANDING COMMITTEES**

**Bylaws Committee:** Update and review, on a yearly basis, the CSC Bylaws and Classified Staff Handbook.

**Campus/Community Committee:** Develop and manage all fundraising ventures and special events for the benefit of the classified staff and CSC.

**Committee on Committees:** Maintain and update all CSC standing and ad hoc committee memberships.

**Election Committee:** Supervise regular and/or special elections conducted by CSC to insure fair and accurate results.

**Merit Appeals Committee:** Review appeals from classified staff for the merit portion of their yearly salary increase.

**Outstanding Service Award Committee:** Develop criteria and methods for the selection of a classified staff person to be named recipient of this award and publicize those guidelines sufficiently. This award is to recognize and commend a classified employee whose efforts benefit students, academic units, and the University community and who encourages and promotes excellence within the workplace.

**Parking Appeals Committee:** Review appealed parking citations in which they grant or deny an appeal.

**Personnel Welfare Committee:** Gather and compile a report of related information to make recommendations for enhancement of the current benefit package for staff at BGSU.

**Professional Development Committee:** Develop criteria and methods to provide financial support to eligible classified staff who wish to seek professional and individual growth and development.

**Salary Compensation Committee:** Work with the Office of Human Resources in conducting wage surveys and gathering additional information available through other sources to insure all classified staff receive a fair market wage.

**Scholarship Committee:** Develop criteria and methods for selection of person(s) to be named recipient(s) of the scholarship award and publicize guidelines. Scholarships are awarded to deserving classified staff members, their spouses or dependents, who have a minimum of a 2.5 grade point average. The scholarships are used to pay any education related expenses.

**Spirit of BG Award Committee:** Develop criteria and methods for the selection of a classified staff person to be named recipient of this award and publicize guidelines. This award is to recognize on a monthly basis, BGSU staff who are caught showing “the spirit of BG”. Criteria for this award include specific contributions that the employee demonstrates to his/her department and to the campus community.

**Team Award Committee:** Develop criteria and methods for the selection of a group of employees within a classified staff area to be named recipient of this award and publicize guidelines. This award is to recognize persons within a classified staff area who work together on a daily basis as a team and whose collective efforts benefit students, units, department divisions and the University community.

**Website Committee:** Gather and update the CSC website with pertinent information for classified staff.

**Ad Hoc Committees** may be appointed as necessary to facilitate the business of the CSC Members

For more information, go to:

<http://www.bgsu.edu/classified-staff-council/committee-information.html>

## UNIVERSITY COMMITTEES

The University has numerous standing committees, which provide assistance to specific departments or the University in general. Membership on committees varies. In some cases, the Classified Staff Council elects classified staff members to committees. University standing committees include, but are not limited to, the following:

- Dining Services Advisory Board
- Equal Opportunity Compliance
- Health, Wellness and Insurance
- Information Technology
- Insurance Appeals
- Public Arts Committee
- University Naming
- University Parking
- University Planning – 2-year position
- University Union Advisory

For more information about these or other standing committees, contact the Classified Staff Council, Box 91, University Hall or go to: <http://www.bgsu.edu/classified-staff-council/committee-information.html>

## CLASSIFIED STAFF COUNCIL AWARDS AND RECOGNITIONS

### CLASSIFIED STAFF COUNCIL OUTSTANDING SERVICE AWARD

During the annual Classified Staff Convocation the Classified Staff Council recognizes a number of classified staff members who have provided outstanding service to Bowling Green State University. Any current classified staff member, either permanent full-time or permanent part-time, who has been on the University payroll for twelve continuous months is eligible to be recognized. Any faculty, administrative staff or classified staff member is eligible to nominate a classified staff member for the award.

Criteria used to recognize outstanding service include job performance (dependability and attendance, cooperation, willingness to serve, innovation, initiative, attitude and ability to give more than required) and relationship to the University (concern, commitment, willingness to give uncompensated time to University activities: willingness to work on committees making up work time or job time that is missed, assisting people even though it is not their job to do so, positive interaction and promoting harmony).

Information and forms are available from your Classified Staff Council representative or online.

## **CLASSIFIED STAFF COUNCIL SCHOLARSHIP PROGRAM**

Each year the Classified Staff Council awards scholarships to deserving classified staff members, their spouses or dependents, who have a minimum of a 2.5 grade point average. The scholarships are used to pay any education related expenses. The awards will be made in one payment from funds deposited with the BGSU Foundation, Inc. The scholarship is funded through donations from BGSU classified staff members.

## **CLASSIFIED STAFF COUNCIL SPIRIT OF BG AWARD**

BGSU operates on daily acts which build and strengthen our community on and off campus. These acts, along with other deeds that are above and beyond the call of duty, may be acknowledged and the responsible individual recognized. The Classified Staff Council presents the "Spirit of BG" award on a monthly basis.

## **CLASSIFIED STAFF COUNCIL TEAM AWARD**

The Classified Staff Council Team Award (CSCTA) recognizes and applauds classified employees who, as a group of outstanding individuals within a classified staff area, work as a team and whose collective efforts benefit students, academic units, and the University community as well as encouraging and promoting excellence within the workplace.

## **PROFESSIONAL AND PERSONAL DEVELOPMENT**

Bowling Green State University's Classified Staff Council Professional Development Fund (CSCPFD) was established in September 2005 with the mission to provide financial support to classified employees who wish to seek professional and individual growth and development through opportunities such as workshops, conferences, job-related classes, training and/or presentations which will further their knowledge and/or attain new skills.

All permanent full-time and permanent part-time classified employees who have passed their current position's probationary period are eligible to request funding. Maximum amount of funding available per employee per fiscal year is \$250.00 based on available funds.

Employees are encouraged to improve themselves either through regular classes, workshops, or seminars. This may be permitted through the use of flextime, vacation, or personal days. However, when the department requires the employee to attend development courses, the employee will not be charged for vacation or personal days.

## **CIVIL SERVICE SYSTEM**

## **CIVIL SERVICE SYSTEM**

BGSU is one of 14 state-assisted universities in Ohio. On December 29, 2006, Ohio passed House Bill 187, which gave public colleges and universities in Ohio the opportunity to adopt their own civil service employment rules to better meet their particular employment needs. As a result, BGSU maintains its own job classification system, pay grades and pay ranges.

## **COMPENSATION GUIDELINES FOR CLASSIFIED EMPLOYEES**

The classification for each position at Bowling Green State University is established on the basis of the duties and responsibilities assigned to the job.

Each classification is assigned a pay grade. Each pay grade has a pay range associated with it that reflects the current market. Each pay range has a minimum rate, end of probation rate and a maximum rate. At the successful completion of the probationary period, an employee advances to the end of the probation rate. Thereafter, increases will normally be granted as approved by the Board of Trustees.

More information about the compensation guidelines can be found at:

<http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/compensation/bgsu-compensation-guidelines-final-4-2-14.pdf>

The pay grades and rates for each classification are available to view at:

<http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/compensation/job-classification/2014-2015-pay-ranges.pdf>

To view information of Job Classification Title and Pay ranges go to:

<http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/compensation/job-classification/2014-2015-titles-and-pay-ranges.pdf>

## **COMPENSATION**

### **BREAK PERIODS**

Although rest periods are not officially provided for under state civil service laws, it is University policy that each department may allow two 15-minute rest periods during each eight-hour day. The first rest period is generally taken during mid-morning. The second is taken during mid-afternoon. Your supervisor will determine whether such periods would hinder efficient operation of the department at certain times. You should recognize that rest periods are a privilege rather than a right; misuse of rest periods or overextending them could result in this privilege being revoked.

Unused rest periods may not be saved. Likewise, you may not use unused periods as a reason to arrive late to work or leave from work early.

## **FLEXTIME**

University policy permits, in certain circumstances, for classified staff members to adopt a flexible work schedule, either continuous or intermittent. The flexible work schedule must be arranged in advance and must be mutually agreed upon by the staff member and immediate supervisor, and approved by area or department head. Normal business hours as well as the operational needs of the department must be maintained. In addition, a periodic review of a classified staff member's flexible work schedule will be conducted by the immediate supervisor to determine whether it should continue or not. Flextime is not to be used as a means of facilitating or responding to tardiness. Classified staff members are expected to be on time for the starting hour of work.

## **GARNISHMENT**

The policy on the garnishment of wages applies to all employees, faculty, administrative and classified staff. While the manner in which employees use their wages is, of course, a private matter, the courts have the authority to force the university to hold back a portion of an employee's wages to pay a debt if a creditor has not been able to collect that which is owed. When this is court-ordered, the procedure is called "garnishment". Garnishment occurs for child support payments as well.

## **HOURS WORKED**

### **Full-Time Classified Staff**

The standard workweek for full-time staff members at BGSU consists of forty hours (five days). If you are employed in an office, your workday will probably be from 8 a.m. to noon and 1 p.m. to 5 p.m. with one hour for lunch. Although the usual workweek is Monday through Friday, if you are in an operating area, you may be assigned one of several work shifts. Some operating departments also observe a half-hour lunch break. Your supervisor will tell you about the particular work schedule in your department. Should the need arise to rearrange your work schedule; you should discuss the possibilities with your supervisor. It is possible that the University will rearrange work hours during the summer months. A total of 40 hours per week is still the standard, no matter how hours may be arranged.

Time is reported through Self-Service Time & Labor and is accessible by logging into your [MyBGSU](#).

Time & Labor Reference Guides are located on Payroll's web site:

<http://www.bgsu.edu/payroll/time-and-labor.html>

### **Permanent Part-Time Classified Staff**

As a permanent part-time classified staff member, your work schedule will be as determined by your immediate supervisor. Should the need arise to rearrange your work schedule; your immediate supervisor will discuss the requirements with you. Rearrangement of the work schedule may include days as well as hours of week. Part-time staff members must not work more than 24 hours a week. BGSU staff members may not hold more than one part-time job at a time.

[ACA Eligibility/max hours](#)

## **PAY DAY AND PAY PERIODS**

Classified staff members are paid every other Friday. Although the usual workweek is Monday through Friday, if you are employed in certain areas of the University, you may be assigned one of several work shifts.

Time is reported through Self-Service Time & Labor and is accessible by logging into your [MyBGSU](#).

### [Time & Labor Reference Guides](#)

All new employees or employees who change their status (part-time to full-time) are required to have a mandatory direct deposit of their paychecks with a bank that is federally insurable.

### [Current Pay Schedules](#)

## **PAY TRANSACTIONS-CLASSIFIED STAFF**

All other pay actions provided for by Ohio law remain in effect and are outlined below. They apply to full-time and part-time classified staff uniformly.

### **A. Lateral Move within Classification/Pay Grade**

There is no change in total rate of pay.

### **B. Reclassification**

The employee will be placed at the end of probation rate for the new pay grade or a 6% increase, whichever is greater.

### **C. Promotion**

The employee will be placed at the starting rate of the new pay grade or a 4% increase, whichever is greater. At the end of the probationary period, the employee will advance to the end of probation rate or a 4% increase, whichever is greater. In the event the probationary period is not satisfactorily completed, the employee will be returned to the former classification and rate of pay and to the same or similar position.

### **D. Overtime**

At certain times, it may be necessary for your department to work more than 40 hours per week. If this occurs and your supervisor asks you to work overtime, you are expected to comply with this request, unless prohibited by some bona fide emergency. Overtime will be distributed as evenly as possible among eligible employees in the department.

All classified staff members are entitled to overtime pay for authorized overtime resulting in more than 40 hours of active pay status in a work week. Active pay status includes work time, sick leave, personal leave, vacation and compensatory time used. Overtime may be either one-and-one-half times the total rate of pay, or compensatory time at one-and-one-half times the overtime hours worked. Compensatory time must be used at a time mutually agreeable between the employee and supervisor. The choice of taking overtime pay or compensatory time off is the employee's alone and cannot be altered by the immediate supervisor.

A maximum accrual of 480 hours of compensatory time is permitted for university law enforcement officers and 240 hours for all other employees. When the maximum number of hours of compensatory time accrual is reached, payment for overtime will be made.

**E. Scheduled Call-In Pay**

If you are scheduled (prearranged between supervisor and employee) to return to work outside your normal work schedule, the University will pay you for all hours worked but in no event will you be paid less than two hours at your total rate of pay.

**F. Emergency Call-Back Pay**

After regularly scheduled hours of work have ended and without prearrangement, if the employee is called-back to work, callback pay is guaranteed. An employee entitled to call-back pay is entitled to a minimum of four times the employee's total rate of pay regardless of the number of hours worked. When the point is reached where the actual hours worked (more than 2 hours, 40 minutes) provide compensation exceeding the assured minimum, regular overtime provisions will apply.

**G. Holiday Pay**

If you are required to work on a holiday, in addition to holiday pay, you will be paid for your time worked at one-and-one-half times your total hourly rate of pay; or you may elect compensatory time off at one-and-one-half times the number of hours worked in lieu of receiving compensation for time worked on the holiday.

**H. Professional Achievement Pay**

If your job requires a specific license or certification required by law and the requirement is not contained in the classification specification, you may be eligible for an increase in hourly rate that is 5% of the starting rate for as long as the licensing or certification is needed and maintained.

**I. Hazardous Duty Pay**

If your job requires you to be exposed to hazardous conditions not contained or specifically intoned in the classification specification, you may be eligible to be paid an additional 5%, 7.5% or 10% of the starting rate of pay for the duration of time that the hazardous duty is performed. The percentage to be paid is based on the degree of hazard. An example of a hazardous condition not contained in a classification specification is asbestos removal.

**J. Temporary Reassignment**

If you are temporarily assigned to a classification that has a higher pay grade than the one to which you are presently assigned, you will receive a 5% increase to your total hourly rate of pay for the duration of the temporary reassignment. Temporary reassignments must exceed a minimum of two weeks (14 calendar days) and not exceed ten weeks in duration. If the temporary reassignment is the result of an employee on a leave of absence, and where the employee is scheduled to return, the Assistant Vice President may waive the 10-week maximum period, Human Resources as appointing authority.

**K. Demotion**

If an employee voluntarily bids and accepts a position that has a lower pay grade, the individual will be assigned to a rate of pay in the lower classification that provides the same percentage differential between the end of probation rates for the two classifications. If the difference in the end of probationary rates between a Secretary1 (Pay Grade 6) and a Clerical Specialist (Pay Grade 5) is 4.7%, the individual's hourly rate will be reduced by this percentage and will be no lower than the end of probation rate.

**L. Layoff**

If an employee displaces to a classification that has a lower pay grade, the individual will be assigned to a rate of pay in the lower classification that provides the same percentage differential between the end of probation rates for the two affected classifications. If a Cook 1 (Pay Grade 3) displaces to a Food Service Worker (Pay Grade 1) and the difference between end of probationary rates is 8.3%, the affected individual's hourly rate will be reduced by this percentage and will be no lower than the end of probation rate.

## **PAYROLL DEDUCTIONS**

Bowling Green State University is required by law to make certain deductions from your paycheck. The following list contains those items, which the University must deduct in order to comply with federal and local laws:

1. Federal Income Tax
2. Public Employees' Retirement System
3. State Income Tax
4. City Income Tax
5. Medicare premium for new employees hired after April 1, 1986
6. Garnishments, IRS tax levies, child support and any other legal or court ordered deduction

**In addition, other deductions can be withheld at your request, such as:**

1. Tax deferred annuities (this is a reduction, not a deduction; see below)
2. Hospitalization and Surgical coverage for sponsored dependents
3. Educators Insurance
4. Employee Organization dues
5. United Way contributions
6. Dependent Life Insurance
7. Credit Union
8. Falcon Club dues
9. Gifts to the University, i.e., President's Club, Parent's Club, etc.
10. Purchase of PERS military and out-of-state public service credit
11. Employee Meal Plan
12. Employee Parking
13. Employee Athletic Ticket Plan



## **TAX DEFERRED ANNUITIES**

Federal legislation enables staff members of educational institutions to invest money and reduce their taxes at the same time. The program is called a "tax-deferred annuity." The Board of Trustees approved such a program for BGSU faculty and staff effective June 1, 1970. The Board stipulated that companies who provide the annuities must:

1. Obtain a minimum of twenty bona fide annuity applications from BGSU employees.
2. Meet all criteria compatible with BGSU payroll procedures and with Federal Internal Revenue Code requirements. The University does NOT provide comparative cost figures, performance data, or any information about the various annuity companies. For basic information, call the BGSU Benefits Office.

## **TIME SHEETS/REPORTING FORMS**

All full-time, part-time and temporary classified staff members are required to report their time using Time & Labor.

Time is reported through Self-Service Time & Labor and is accessible by logging into your [MyBGSU](#).

### **Time & Labor Reference Guides**

Permanent part-time employees who are not on an approved leave of absence (maternity, medical, disability, family leave, summer furlough, etc.) and who absent themselves from employment and have not reported time for at least a ninety (90) day period, will be removed from employment at Bowling Green State University.

## **TRAVEL**

The University follows the Federal Fair Labor Standards Act of 1938 for hourly employees. The link to the Act is [Compliance Assistance By Law - The Fair Labor Standards Act \(FLSA\)](#)

University employees who travel off-campus on university business, including to professional meetings and conferences, may be reimbursed in part or in full depending upon departmental policies and available funds. Unit budget administrators are responsible for approving travel expenses for their employees. Other administrators may also be asked to review and approve expenditures prior to reimbursement. Regulations on reimbursement for transportation, meals, accommodations, registration fees, etc., are explained in the Business Procedures Manual. For further clarification, the employee or supervisor may contact the Business Office. Transportation fares through travel agencies, on-line sources, and registrations in excess of \$50.00 may be reimbursed in advance. A complete copy of the BGSU Travel Expense Report form must be submitted to the Business Office in order to receive reimbursement.

All employees who travel on University business are covered by a \$50,000 individual life insurance policy in the event of accidental death or dismemberment while traveling.

### **University Travel & Business Entertainment**

Revised 8/13/10

## **UNEMPLOYMENT COMPENSATION POLICY**

Unemployment compensation is a benefit established to assist those employees who, due to a variety of circumstances beyond their control, have lost their positions. If a classified staff member's employment is permanently terminated through no fault of their own and there is no assurance of continued work, such a change in one's employment situation at Bowling Green State University is covered under Ohio Unemployment Compensation laws. Examples of circumstances under which an employee would be eligible for unemployment compensation include a lay-off due to a lack of work, a reduction in force for budget reasons, loss of grant-funding, etc. University employees who are temporarily furloughed during the semester break periods (3 per year) are not covered by the Ohio Unemployment Compensation laws and are, thus, ineligible for unemployment compensation benefits during these break periods.

The standard procedure for applying in Ohio involves registering for benefits by telephone or internet. The application process requires information on your work history for the past year, dependency information, and the reason for being out of work. The Bureau will confirm the information you provide with your employer(s), and then determine if you are eligible to receive benefits, how much you will receive each week, and the duration of payment. Once approved, you are eligible for benefits for any period of unemployment that occurs within one year from the date the initial application was made. However, you must reopen the claim for each period of unemployment, and again, the Bureau will determine your eligibility.

Ohio law requires a waiting week for each new application filed. Benefits cannot be paid for the waiting week until after the period has been served and you have qualified and received three consecutive payable weeks of total unemployment.

The Office of Human Resources will assist you with any questions or problems regarding your rights and eligibility regarding unemployment compensation.

[Department of Job & Family Services - Office of Unemployment Compensation](#)

## **WORKERS' COMPENSATION**

It is your responsibility as a BGSU staff member to observe all safety precautions on your job. Assistance is available through the Office of Environmental Health and Safety 372-2171 on safety rules and practices (for more information go to section SAFETY GUIDELINES).

Employees who are injured at work must complete a [BGSU Injury/ Illness Report Form](#) within 24 hours of the incident. If the injured worker is unable to do so, the employee's immediate supervisor may complete the form using the best information available. The completed form is to be sent to Environmental Health and Safety, 1851 N. Research Drive.

If you do suffer an on the job injury requiring medical or lost time, you are eligible to apply for Workers' Compensation assistance. All accident claims will be investigated to document time and place of occurrence, determine cause and develop preventative measures.

Any employee injured in the workplace as a result of performing assigned duties and who need to seek medical attention should go to the nearest hospital. The employee should present the Workers' Compensation (WC) card immediately so the hospital does not invoice the university's medical plan. Workers' Compensation cards are available by contacting Benefits Office within the Office of Human Resources.

For more information: [Ohio Bureau of Worker's Compensation Information](#)  
[BGSU Injury on the Job Procedures Fact Sheet](#)      [Ohio's BWC web site](#)

## **PAY TRANSPARENCY NONDISCRIMINATION PROVISION**

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

## **EMPLOYMENT**

### **REPORTING ADDRESS AND PERSONAL CHANGES**

The Office of Human Resources is responsible for maintaining complete and up-to-date records on each classified staff member. Below is a guide to how to change your information:

- Name ([Name Change Request Form](#))
- Marital status (Contact HR at 372-8421)
- Permanent home address (appears on check) (Change through MyBGSU portal)
- Local home address (appears on W-2 form) (Change through MyBGSU portal)
- Home telephone number (Change through MyBGSU portal)
- Business address & telephone number (use [On-Line Directory Update Form](#))
- Education/training (Notify HR by submitting official transcripts for your personnel file)
- Income tax exemptions (Forms can be found on Payroll's web site - <http://www.bgsu.edu/payroll/withholding-tax-forms.html>)
- Beneficiary for retirement insurance plan (Contact HR at 372-8421)
- Insurance coverage (Contact HR at 372-8421)
- Requested payroll deductions (Contact Payroll – 372-2201)

To update personal information, go to [MyBGSU](#) .

## **RESIGNATIONS, CLEARANCE AND EXIT INTERVIEWS**

If you should have to terminate your employment with the University, we ask that you:

1. Give your supervisor at least a two week notice before the date you plan to resign. Notice should be given in writing to your supervisor with a copy sent to Human Resources.
2. Clear offices in which you may have property/equipment, clear up any financial obligations that you may have with the University, and return University owned property and equipment (library books, keys, etc.). A copy of a clearance form for this purpose is available from the Office of Human Resources (372-8421).
3. Call the Office of Human Resources (419-372-8421) to schedule an exit interview.

The exit interview will cover the status of insurance, retirement, and other benefits upon termination, and instructions about the return of identification cards, parking decals, keys and other property belonging to the University. A fee may be deducted from the employee's last payroll check in the event that university identification cards, keys, telephone cards, uniforms, and parking decals, etc., are not returned. Failure to return other university property, including library materials, will be dealt with on an individual basis.

Please follow these procedures when you resign. They will provide you with all the information needed as you leave the University, and allow your supervisor the time to plan for your replacement.

## **EMPLOYEE RECOGNITION-STAFF AWARDS**

Bowling Green State University has traditionally recognized the value and support rendered by the classified staff in accomplishing its assigned mission of providing the best possible environment for the student population. The Classified Staff Award Ceremonies recognizes classified staff achievements as well as provides a venue for appreciation of all classified staff members who make Bowling Green State University the best that it can be. These ceremonies also recognize classified staff whose service to the University has reached a milestone for each five-year period following when the requisite service is completed.

## **JOB BIDDING PROCEDURES**

Classified employees who have completed their probationary period are eligible to bid for posted internal position vacancies appearing on BGSU HireTouch web site. Interested university employees will need to apply and complete an application on the BGSU HireTouch web site. All qualified employees meeting minimum requirements, determined by the Office of Human Resources must be interviewed. The hiring official may review final candidates' employee personnel file and the past three years of sick leave usage.

If a selection cannot be made from within the university, position vacancies will be made public for external recruitment. Public applicants and employees currently serving a probationary period may then apply. However, interviews are not guaranteed.

Classified Staff employees can hold only one university position at a time. If a part-time employee is offered and accepts another BGSU position, he/she must relinquish their current position before beginning the offered position.

Further information on job bidding can be obtained by contacting the Office of Human Resources at 372-8421.

## **LATERAL TRANSFERS**

In the event of an opening for a given classification, classified staff seeking lateral transfers or promotions will be given equal consideration. The unit administrator, however, will make the appointment decision.

A classified staff member interested in applying for a lateral transfer is not required to obtain the approval of the supervisor and/or budget administrator of his/her employing unit.

[Employment Opportunities](#)

## **LAYOFF AND RECALL**

There may be occasion for classified staff layoffs due to lack of work, lack of funds, or job abolishment. Realizing the possibility of such occurrences, the Ohio Revised Code and Administrative Rules have worked out a very detailed set of procedures establishing the order of layoff of employees in specific or groups of classifications. These procedures take into account such things as type of appointment, length of service, calculation of retention points (Section 124.321 of the Ohio Revised Code).

The Office of Human Resources will continue the current practice of adding 100 efficiency points as the base for the retention points for each newly hired permanent full-time and/or permanent part-time classified employee. These points are given in lieu of using the points on an employee's annual performance evaluation. Permanent full-time classified employees earn retention points at 1 per active pay period. Permanent part-time classified employees earn retention points at .5 per active pay period.

Classified staff laid off under these circumstances may have the option of displacing other staff members in the same or lower classifications within established groups, and have recall rights for one year from the effective date of layoff or displacement.

The Office of Human Resources will provide affected staff members at least fourteen (14) days advance notice in writing, explain the reasons for layoff, and explain and review staff members' rights and obligations. If for some reason the notice must be mailed instead of hand delivered seventeen (17) days notice will be provided.

Revision of Policy Approved by CSC 4/15/15

## **PERFORMANCE APPRAISAL**

The Performance Appraisal Program is intended to be a system of communication between the supervisor and employee on one hand, and between the supervisor and the Office of Human Resources on the other. This program provides for a systematic, period evaluation of the work of each classified employee. It will provide you with an increased awareness of your work performance and what is expected of you. You will be able to tell what area of your work is in most need of improvement, or is worthy of praise and recognition. If you disagree with the evaluation received from your immediate supervisor, you may request an appeal, in writing, to the next level of supervision. For more information on the Classified Staff Merit Appeal Process information contact the Office of Human Resources at 419-372-8421.

### **[Classified Staff Pay and Merit Increase Appeal Process](#)**

#### **Full-Time Classified Staff**

Your work performance is evaluated twice during the initial probationary period: one at 60 days, and again at about 110 days for a 120-day probationary period. Each evaluation will be accompanied by an interview with your supervisor. Thereafter, performance evaluations are conducted annually around April of each year. If you bid on and accept a position in a higher classification, a performance evaluation is made at the end of the probationary period.

#### **Permanent Part-Time Classified Staff**

Your work performance is evaluated twice during the initial probationary period: one at 60 days or 350 hours of work, and again at about 110 days or 650 hours of work for a 120-day/700 hour probationary period. Each evaluation will be accompanied by an interview with your supervisor. Thereafter, performance evaluations are conducted annually around April of each year. If you bid on and accept a position in a higher classification, a performance evaluation is made at the end of the probationary period.

## **POSITION JOB (AUDITS) AND RECLASSIFICATIONS**

A job specification issued by the state briefly describes the classification for your position. The information in the job specification is only general and does not contain all the specific tasks that you may be expected to perform on the job. You may request an audit of your job to determine if it is properly classified.

The audit process consists of completing a Job Analysis Questionnaire for classified staff (available in the Office of Human Resources or by electronic transfer), which is completed and forwarded to the Office of Human Resources. A staff member from the Office of Human Resources will review and research information contained in the Questionnaire and contacts the employee's supervisor when a classification is determined. A current, updated position description is developed by the Office of Human Resources and sent to the employee and the direct supervisor. If changes or modifications need to be made to the description, the employee, supervisor and the Office of Human Resources staff may meet to discuss before a recommendation is finalized. An on-site interview may also be conducted if the Office of Human Resources determines there is a need or if the employee requests the on-site interview.

According to the Ohio Revised Code, a classified staff member may request a job audit no more than once a year. Audits that result in a reclassification will be effective on the beginning of the pay period following the date Human Resources received the audit questionnaire. The employee will be placed at the end of probation rate for the new grade or a 6% increase, whichever is greater.

All audits are based on the actual duties performed, level of responsibility, job knowledge and skills required. Audits are not based on salary, desired position, length of employment, quality of work, personalities or proposed assignments. If you are not satisfied with the results of an audit, you may file an appeal with the Ohio Personnel Board of Review, 65 East State Street, Columbus, OH 43215, within thirty days after receipt of the recommendation.

[Job Analysis Questionnaire](#)

## **PROMOTION**

It is the policy of BGSU to encourage classified staff members to apply for higher-level positions. Naturally, you will have to meet the necessary requirements to qualify for promotion. Those items that will be taken into consideration are:

- Satisfaction of the minimum job qualifications as established in the Department of State Personnel specifications for the classification
- Applicant's work history and performance of all previous assignments
- Educational background
- Training background
- Aptitude and/or familiarity with the required duties of the vacant position
- Other job-related items

Past service to the University is recognized as a valuable attribute in an applicant. Therefore, seniority determined by the applicant's employment with the University will be considered as the determining factor, when qualifications and abilities as outlined above are not substantially disproportionate.

Announcements of classified staff vacancies will be published on the Human Resources Employment web site. If you wish to be considered for a promotion to another position in the University, you are encouraged to discuss the situation with your immediate supervisor or contact the Office of Human Resources. Each staff member's request will be given full consideration, providing that the initial probationary period has been satisfactorily completed. If

you are promoted to a higher classification in the civil service, you will be placed at the starting rate of the new pay grade or a 4% increase, whichever is higher. At the conclusion of the probationary period, you will be placed at the end of probation rate or a 4% increase, whichever is greater. Classified staff members interested in contract or faculty positions should contact the hiring department for information on qualifications and application procedures.

To view job vacancies online:

Administrative & Classified

[Internal](#)

[External](#)

[Faculty](#)

## **TRANSFER FROM CLASSIFIED TO ANOTHER STATUS**

The Ohio Revised Code and Trustees' guidelines generally authorize unclassified appointments only to staff members broadly engaged in professional, executive or managerial responsibilities.

A transfer between Classified and Unclassified status must satisfy all of the following conditions:

1. It must enhance the administrative and/or operational effectiveness of the unit concerned
2. It must be based upon a substantive and demonstrable change in duties and responsibilities
3. It cannot be justified solely upon the basis of factors related to compensation; and
4. In the case of a proposed movement to Unclassified status, it must be demonstrated that there is no suitable classification in Classified status that would be more appropriate

### **Procedures**

The procedures for requesting a transfer from one status to the other will be as follows:

1. Requests for transfer will be directed to the appropriate Vice President through the Office of Human Resources (for technical review, comment and recommendation)
2. Final approval for a transfer between Classified and Unclassified status rests with the appropriate Vice President, consistent with University Policy

### **Scope**

This policy applies to all positions at the University, including the Firelands Campus and other Bowling Green State University off-campus sites.



## **PROBATIONARY PERIOD**

A probationary period provides time for learning and adjusting to a new job. It also provides a period for determining suitability for the job. If you are a new employee, or an existing employee who has bid on and has been offered a position that results in a higher pay range, you must satisfactorily complete a probationary period of:

### **Full-Time Classified Staff**

- 120 days for all classifications

### **Part-Time Classified Staff**

If you work a portion of each normal working day, the probationary period is 120 days.

A portion of each working day is defined as working on Monday, Tuesday, Wednesday, Thursday, and Friday. In the event a department works on all seven days of a week, the employee must work a portion of five of the seven days. For purposes of the probationary period the work schedule must be continuous.

If the work schedule is broken, the probationary period is 700 work hours for individuals.

Initial non-union appointments as a police or a university law enforcement officer require a one-year probationary period.

Under the Ohio Civil Service System, if your performance is unsatisfactory, you may be removed after completing 60 days, or one-half the probationary period, whichever is greater. If this occurs the Assistant Vice President will provide you with a written statement for Human Resources, indicating the effective date of the removal and the reasons for the removal showing the respects in which your service was not satisfactory. A probationary removal is not under the jurisdiction of the Ohio Personnel Board of Review. Any appeal of a probationary removal will only be looked at to determine that the University has complied with the rules governing probationary removals.

A removal may also be accomplished during the first half of the probationary period or in the first 60 days; whichever is greater, only for failure of good behavior and efficient service as well as disciplinary reasons as outlined in Section 124.34 of the Ohio Revised Code. This is outlined in another section of this booklet under Discipline.

## EMPLOYEE RELATIONS

### DISCIPLINARY GUIDELINES CHART

The following chart lists offenses and is intended to serve as a guide for applying the appropriate level of discipline for a given offense. The offenses are broken down into minor and serious offenses and offer a recommended range of disciplinary actions from verbal warnings to removals based on whether the offense(s) are of a serious or minor nature. This list reflects only a partial listing of offenses and is not all inclusive.

<b>MINOR OFFENSES</b>	<b>Verbal</b>	<b>Written</b>	<b>Suspension/ Removal</b>	<b>Removal</b>
Insubordination	X	X	X	X
Minor Safety Violation	X	X	X	X
Unexcused Tardiness/Absences	X	X	X	X
Unsatisfactory Work Performance	X	X	X	X
Use of Abusive Language	X	X	X	X
Leaving Premises During Scheduled Work Time Without Supervisor Permission	X	X	X	X
Extending Break or Lunch Period Without Permission	X	X	X	X
Misuse of Telephones for Personal Use	X	X	X	X
Discourteous Treatment of the Public	X	X	X	X
Failure to Abide by University Solicitation Procedures	X	X	X	X
Improper Off Duty Conduct that Affects Job Performance or Public Trust	X	X	X	X
<b>SERIOUS OFFENSES</b>	<b>Verbal</b>	<b>Written</b>	<b>Suspension/ Removal</b>	<b>Removal</b>
Sexual Harassment		X	X	X
Racial/Ethnic Harassment		X	X	X
Defacing/Damaging or Misuse of University Property		X	X	X
Fighting or Assault of Supervisor or Other Employee		X	X	X
Failure to Obey a Proper Order or Instruction		X	X	X
Sleeping on the Job		X	X	X
Multiple Uses of Unsatisfactory Behavior		X	X	X
Violation of University's Substance Abuse Policy		X	X	X
Use/Consumption/or Possession of Drugs Including Alcohol on University Premises			X	X
Reporting to Work While Under the Effect of Drugs, Including Alcohol			X	X
Unauthorized Release of Confidential Information			X	X
Immoral Behavior			X	X
Theft			X	X
Falsification of University Documents			X	X
Falsification of Employee Application				X

## **DISCIPLINE POLICY AND PROCEDURE**

Policy Statement: At Bowling Green State University, 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 policy and procedure designed to improve productivity and morale, and not merely to punish. The disciplinary policy and procedure is designed so that:

1. Management will respond in a consistent and predictable manner if an employee violates the rules.
2. Disciplinary matters will be handled in a confidential and expeditious manner.
3. Employees will be told what is expected of them and the possible consequences if they do not live up to performance expectations.
4. Employees will be disciplined progressively except for instances where the seriousness of the offense may warrant bypassing one or all steps (e.g., the illegal use of drugs, etc.).
5. Discipline will be based on facts and not hearsay or opinion.
6. Employees can appeal disciplinary actions through the University's internal grievance procedure or through the State Personnel Board of Review.

Disciplinary action is normally progressive in nature, that is, repetitions of causes for disciplinary action or a combination of offenses should lead to application of more serious disciplinary sanctions. However, some actions, because of their seriousness represent a threat to the safety and well-being of the individual, other employees, students, or to University operations warrant bypassing one or all steps of the disciplinary process. The following defines and outlines the suggested sequence of the various disciplinary actions.

A verbal warning is an oral discussion between a supervisor and an employee who fails to meet performance standards or exhibits unsatisfactory behavior. Verbal warnings are generally issued for minor offenses and should be considered by the employee as a clear indication that a repetition of unsatisfactory behavior may call for more serious disciplinary action. When a verbal warning is issued, the supervisor should take immediate constructive steps to help the employee avoid the repetition of unsatisfactory behavior.

A written warning is more serious and may become a permanent part of the employee's official record. A written warning is issued if the corrective behavior from any 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 the Office of Human Resources 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 the repetition of unsatisfactory behavior.

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 several weeks or months. A suspension is designed to give an employee some time to think over the seriousness of the offense and it is hoped that he/she will make a commitment to better behavior or performance in the future.

A reduction in pay or position (demotion) may be on a permanent or temporary basis. Demotions are for situations in which an employee has been promoted and cannot handle the job or is no longer able to perform his or her regular duties in a competent manner, or in some circumstances may be warranted for commission of a serious offense.

A removal is the most serious penalty that can be imposed and should be used with care in the event that previous progressive discipline has not achieved the corrective behavior or when a serious offense has been committed. A bad discharge decision hurts the employee who loses a job, the employer who loses a trained worker, and the supervisor and co-workers who have to get the work done while waiting for and training a replacement.

Under Ohio Law a classified employee may be disciplined, discharged, or reduced in pay for unsatisfactory conduct such as incompetence, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of public, neglect of duty, or any acts of misfeasance, malfeasance, or nonfeasance. (Section 124.34 of the Ohio Revised Code).

## **Procedures**

### **Step 1: Verbal Warning**

Within five (5) working days of a violation of any University policy, procedure, or rule or failure to perform his or her job satisfactorily, the employee's supervisor shall meet with the employee in private and 1) identify the specific performance problem to the employee, 2) specify what changes in performance must occur to correct the behavior, emphasizing job expectations relating to the problem, 3) state what disciplinary consequences may occur if corrective behavior or continued satisfactory performance is not exhibited within a reasonable time period specified by the supervisor, and 4) sign a form recording the verbal warning along with the employee concerning items 1-3 of Step 1 and giving a copy to the employee and retaining a copy for the supervisor's file. Failure on the part of an employee to sign the form recording the verbal warning, if appropriate, will be noted on the form.

### **Step 2: Written Warning**

If corrective behavior is not exhibited after the specified time period; or if another infraction occurs unrelated to the offense for which a verbal warning was issued; or if the offense is of a serious nature, the supervisor should issue a written warning to the employee. A written warning is an appropriate first disciplinary step if the offense is of a serious nature. The supervisor shall meet with the employee in private and discuss the specifics of the unsatisfactory behavior and identify the reasons for the written warning. Items 1-3 of Step 1 should be included in the warning, signed by both parties, with a copy given to the employee, a copy retained by the supervisor, and the original forwarded to the Office of Human Resources to be placed in the employee's official personnel file. If no disciplinable offense occurs within one (1) year after the written warning is issued, the warning may be removed from the employee's personnel file upon written request from the employee to the Assistant Vice President for Human Resources. The Chief Human Resources Officer will review the request and determine whether the written warning will be removed. In some cases, where the written warning is for a serious offense, the Assistant Vice President reserves the right to disapprove the request. Failure to sign a written warning by the employee, if appropriate, will be noted on the form.

### **Step 3: Suspension/Demotion/Removal**

Continued unsatisfactory behavior for a succession of minor offenses, or the commission of a more serious offense, may serve as the basis for recommending more severe disciplinary actions. The department or area head, before meeting with the employee, must endorse all recommendations for suspensions, demotions, or removals with the employee to discuss the recommended disciplinary action and before submitting the recommendation to the Assistant Vice President for Human Resources. The Chief Human Resources Officer shall review the recommended disciplinary action to determine whether all necessary steps (e.g., verbal and or written warnings) to obtain desirable behavior through progressive discipline have been properly followed. If the supervisor has requested a variation of the progressive disciplinary process because the infraction is of a serious nature, the Assistant Vice President shall determine the validity of the request. If the Chief Human Resources Officer deems the request for a variation in the progressive disciplinary process invalid, a disciplinary recommendation panel will not be convened. However, this would not preclude a supervisor from issuing a verbal or written warning if an offense or infraction of policies or rules did in fact occur. If the recommended disciplinary action is deemed to be valid, the Assistant Vice President or his/her designee shall convene a disciplinary recommendation panel and submit to the involved employee and the department the rules and regulations for the selection and jurisdiction of the Disciplinary Recommendation Panel and the Disciplinary Hearing Rules and Regulations. For serious offenses, the Chief Human Resources Officer retains the right to exercise his or her authority as the appointing

authority to suspend, demote, or remove any employee without convening a disciplinary recommendation panel or following progressive disciplinary actions. This right will normally be exercised when an employee has committed a serious offense. The determination of whether a request for disciplinary action or for a variation of the progressive disciplinary process must occur within five (5) working days after receipt of the request. An employee may request to waive the convening of a Disciplinary Recommendation Panel by placing the request in writing to the Chief Human Resources Officer within five (5) working days after being notified that a panel will be convened. If a waiver is granted, the employee, supervisor, and the Chief Human Resources Officer will meet and the Chief Human Resources Officer will make a decision on the recommended disciplinary action.

#### **Disciplinary Recommendation Panel:**

After determining the validity of a request for a suspension, demotion, or removal the Chief Human Resources Officer or his or her designee shall convene a three-member panel of University employees to conduct the hearing. The Assistant Vice President will follow the following guidelines for Human Resources or his or her designee in forming and convening the disciplinary recommendation panel.

1. Direct the employee to select a neutral/impartial panel member who is presently an employee of the University, but has no current or prior involvement with the recommended disciplinary action or a close working relationship that might bias the panel member. The employee will have five (5) working days to submit the name of their panel member to the Chief Human Resources Officer or his or her designee.
2. Direct the supervisor to select a neutral/impartial panel member who is presently an employee of the University, but has no current or prior involvement with the recommended disciplinary action or a close working relationship that would bias the panel member. The supervisor will have five (5) working days to submit the name of the panel member to the Chief Human Resources Officer or his or her designee.
3. Direct the two panel members to select a third member to chair the panel from a neutral/impartial list of classified employees mutually agreed upon between the Classified Staff Council and the Assistant Vice President for Human Resources. The chair must have no current or previous involvement in the recommended disciplinary action, and not be assigned to the work area of the employee involved in the proposed disciplinary action. The two panel members will have three (3) working days to submit the selection to the Chief Human Resources Officer or his or her designee.
4. The Assistant Vice President, Human Resources, or his or her designee will handle all administrative functions which includes ensuring that all time limits are met, and that both parties are given at least a five (5) working-day notification of the hearing date and arrange for facilities for conducting the hearing.
5. The Chief Human Resources Officer or his or her designee will convene a meeting of all parties involved to explain the disciplinary rules and process and to assure that all aspects of the procedures are clearly explained.
6. Copies of factual information for presentation at the hearing must be furnished to the Office Human Resources at least three (3) working days before the hearing for dissemination to members of the panel. Additional factual information may be submitted at the hearing if extenuating circumstances create a delay in securing the documents ahead of time or if the information is key to either party's presentation. Lists of any consenting witnesses to be called to testify at the hearing must also be submitted at this time. The Office of Human Resources will arrange for witnesses to be released from their work assignments to provide their testimony. If any witnesses are unable to appear, the hearing will proceed as scheduled.

#### **Disciplinary Hearing Rules and Regulations:**

1. The procedures will be informal and controlled by the chair. The panel may establish procedures, which provide a fair opportunity for both sides to present relevant facts; however, the hearing will not be conducted in the manner of a trial. Witnesses may be asked to narrate their knowledge or respond to specific questions from panel members.

2. The employee and the supervisor may be accompanied by another Bowling Green State University employee to serve as his/her advisor. Advisors may assist in clarifying points or discussing procedures with the panel. Either party or their advisors can make their presentation to the panel.
3. The burden of proof rests with the department recommending disciplinary action.
4. Only relevant material that was previously submitted to Human Resources and oral statements may be presented by the employee, the supervisor or their respective advisors. The chair shall have the final authority to determine the relevance of any written or oral information submitted. Additional factual information may be submitted at the hearing if extenuating circumstances created a delay in securing the documents ahead of time or if the information is key to either party's presentation.
5. The Chief Human Resources Officer will arrange to have the involved employee, supervisor, panel members, advisors, and consenting witnesses excused from work to attend the hearing. All participants will be paid for time spent at the hearing that occurs during their regular working schedule. If participation places a person in an overtime status, the employee will be compensated in accordance with the University's overtime policy.
6. The opening statements and/or presentations by both parties shall be limited to approximately 15-25 minutes, unless otherwise determined by the chair.
7. Witnesses shall be present in the hearing room only to testify and their testimony shall be limited to approximately 15-25 minutes, unless otherwise determined by the chair. The employee and the supervisor along with their advisors shall be present to hear the testimony of all witnesses. All testimony given by the employee, supervisor, and witnesses shall be directed at the panel. Either party may direct questions to witnesses specifically concerning their testimony.
8. Except in the case of an extreme emergency or an unusual circumstance, no request for postponement will be considered unless received in writing by the chairperson at least three (3) working days in advance of the scheduled hearing date.
9. In the absence of any extenuating circumstances, failure on the part of either or both parties to appear at the hearing could result in the employee and/or supervisor losing their right to present their case before the panel. The Chief Human Resources Officer will decide whether to cancel or reschedule the hearing.
10. Within five (5) working days after the conclusion of the hearing, the panel will issue its written report and recommendation to the Assistant Vice President for Human Resources. The report will detail the factual findings along with a summary of evidence presented and the rationale for reaching their recommendation.
11. Unless additional clarification of the panel's report and recommendations is required, the Assistant Vice President, within seven (7) working days after receiving the panel's report, shall adopt, reject, or modify the report and its recommendation(s) and notify the employee, department, panel chair, and the appropriate Vice President in writing. Reasons for rejection or modification must be given in such recommendation.
12. Any individual acting as a witness for either the employee or the department bringing forth the recommended disciplinary action will not suffer any type of retaliation or harassment from either party regardless of the outcome of the hearing.

### **Appeals**

Disciplinary actions up to step 3 (Disciplinary Recommendation Panel) may be appealed through the Bowling Green State University Grievance Procedure. Suspensions of more than 3 days, removals, and demotions, may be appealed through the State of Ohio Personnel board of review. Appeals must be made within the time limits applicable to both procedures.

## **Training**

Human Resources is responsible for providing training sessions on conducting a hearing for all individuals selected to serve as panel chairs from the neutral-impartial list. All potential chairpersons are required to attend a training session before they are permitted to chair a panel.

## **GRIEVANCE PROCEDURES**

### **Policy Statement**

It is the policy of Bowling Green State University to provide grievance procedures through which classified staff members may have a review of their job-related problems or concerns. Bowling Green State University retains the right to formulate its own policies and procedures as well as to interpret, implement, and administer those policies and procedures and all state and federal laws. The interpretation, implementation, and administration of state and federal law, as well as University policies and procedures, are not grievable. Complaints pertaining to these rights will not be considered for handling within the framework of these procedures. Employee problems or concerns should be resolved as quickly as possible in a positive, constructive manner and employees are encouraged to consult their immediate supervisor or a representative from the Office of Human Resources. If, however, an employee believes that matters relating to his or her concerns continue and/or the problem is growing worse, the employee should follow the grievance procedure outlined below.

### **Definitions**

**Grievance:** A problem or complaint that arises in the course of employment over the application of federal law, state civil service laws and/or University policies and procedures and which is within the authority of the University to resolve.

**Example of a Grievable Incident:** An employee is singled out in a department as the only individual having to purchase their own tools/equipment in order to perform their job. This would be a misapplication of the standard University practice of providing equipment/tools for employees.

**Example of Non-grievable Incident:** An employee does not like the particular brand of tools/equipment that they are required to use in the performance of their duties and wants a different brand purchased. This would not be a grievable incident, because the University retains the right to choose the type of equipment/tools that are issued to employees.

**Grievant:** A classified staff member who is filing the grievance that is not otherwise covered under a collective bargaining unit's agreement.

**Respondent:** The supervisor (or other individual if determined by the Assistant Vice President for Human Resources) who is responsible for investigating the grievance and preparing the response on the appropriate grievance form at either Step 1 or Step 2.

**Advisor:** A current University employee who may accompany and advise a respondent or grievant during the grievance process.

### **General Provisions**

1. A grievance is a problem or complaint, which arises in the course of employment over the application of federal law, state civil service laws and/or university policies and procedures and is within the authority of the university to resolve.

2. Discrimination based on gender, race, religion, age, national origin, disability or sexual orientation are not proper within the framework of the grievance procedure and should be handled through the Office of Equity and Diversity.
3. All the time limits are in calendar days, unless otherwise indicated in the grievance procedures. Time limits may be extended upon mutual agreement of both parties.
4. If a decision is not made by respondents within the time limits established up through Step 2 of the grievance process, and if the employee desires, the grievance may automatically be moved to the next step of the grievance procedure.
5. If the results of a grievance at any step are not appealed by a classified staff member within the established time limits by going to the next step of the grievance procedures, the grievance will be considered terminated.
6. The burden of proof lies with the employee filing the grievance. The employee may withdraw his or her grievance at any stage of the grievance procedure.
7. An employee and witnesses will be allowed time off, with pay, during regularly assigned shift(s) to present a grievance or testify at any step of the grievance procedure.
8. Employees currently employed on an active basis are eligible to use the grievance procedure. Employees who are suspended are not eligible to utilize the grievance procedure during the period of suspension. Dismissal or voluntary resignation from the University will terminate any grievance initiated by the former employee.
9. A grievance, which is appealed to the courts or to the State Personnel Board of Review, will be automatically withdrawn from the University's grievance procedure.
10. Only the employee who is directly affected can file a grievance. Grievances may not be filed on behalf of a classified staff member or group.
11. All discussions and meetings regarding grievances will take place in a private setting and will not be open to the public.
12. The respondent and the grievant may seek legal counsel, but may not be represented by legal counsel during any steps of the grievance procedure.
13. The grievant may be accompanied through all steps of the grievance procedure by another university employee of his/her choice who may serve as an advisor, but such advisor may not participate in the role of legal counsel during the proceedings. Advisors may assist in clarifying points or discussing procedures with the panel.



## **Procedures for Filing a Grievance**

Note: Before filing a formal grievance every effort should be taken to resolve the issue informally. Staff members of the Office of Human Resources are available to assist in informal resolution of differences between employees and their supervisors and managers or to assist in the interpretation of policies and procedures and their proper applications. If an employee has intent to formally file a grievance the individual should send a memorandum, a sample of which is included in this handbook, to the immediate supervisor and the Office of Human Resources notifying them of this intention if the grievance cannot be resolved informally. To assist employees regarding grievance procedures, a flowchart highlighting the steps is included in this handbook. A copy of the University grievance form is also included. Copies of the form are also available from the Office of Human Resources (372-8421).

### **Step 1**

The classified staff member must formally present a grievance to his/her immediate supervisor within fourteen (14) calendar days of the date of a grievable incident. In the situation where the grievance involves the immediate supervisor, the grievant may present the grievance to the Chief Human Resources Officer or his/her designee who will designate another individual as respondent at Step 1 with the consent of the grievant.

The following information must be clearly stated on the appropriate grievance form designated by the University.

1. Nature and specifics of the grievance.
2. Alleged misapplication of rules/procedures.
3. Date of alleged misapplication.
4. Corrective action requested and reasons.
5. Summary of efforts made to resolve the grievance informally.
6. Any other information pertinent to the grievance, including all factual information available, including dates, names of individuals involved incidents, occurrences, circumstances and dates of any relevant decision or action.

Upon receipt of the grievance form, the respondent (immediate supervisor or other individual), if designated as step one respondent, will date-stamp the grievance form to establish the effective date for time limits applicable in this procedure, and return a date-stamped copy to the grievant immediately.

The respondent will discuss the grievance with the grievant as soon as possible, but no later than fourteen (14) days from receipt of the grievance form. In addition, the respondent will meet with other individuals who may have information relevant to the grievance.

After the meeting, the respondent will respond to the grievant on the grievance form as soon as possible, but no later than fourteen (14) days after meeting with the grievant. If both parties agree that the grievance has been resolved, the original form should indicate the manner of resolution. Both parties should sign and date the form and forward it to Human Resources to be placed in the grievant's file. The Office of Human Resources will provide a copy to the grievant, immediate supervisor and the next level of supervision.

If the grievance is not resolved, the original form is returned to the grievant who may pursue the grievance by following the procedures outlined in Step 2.

## **Step 2**

If the employee is not satisfied with the response of Step 1, he/she may within fourteen (14) calendar days, submit the original form to his/her department/administrative unit head, as the Step 2 respondent, who will date-stamp the grievance form upon receipt and return a date-stamped copy to the grievant. If the situation exists where the grievance involves the department/unit head, the grievant may present the grievance to the Chief Human Resources Officer or his/her designee who will designate another individual at Step 2, or choose to forward the grievance for consideration at Step 3.

If the grievance is to proceed at Step 2, the appropriate respondent will attempt to determine the facts relating to the grievance and may use the following approaches in whatever order is deemed appropriate.

1. Meet with the grievant.
2. Meet with the grievant's immediate supervisor and/or department head or any other individuals who may have information relevant to the grievance.
3. Meet jointly with the grievant and respondent to try to resolve the grievance.

The Step 2 respondent will prepare the response on the grievance form and return it to the grievant as soon as possible, but no later than fourteen (14) calendar days after filing date at Step 2. The report will confirm or disaffirm if there is actually a misapplication of policy, rules, or procedures.

If both parties agree that the grievance has been resolved, the original grievance form should indicate the manner of resolution. Both parties should sign the form and forward it to Human Resources to be placed in the grievant's file.

A copy of the grievance will be provided to the grievant, immediate supervisor, and the next level of supervision.

If the grievance has not been resolved, the original form is returned to the grievant who may pursue the grievance by following the procedures outlined in Step 3.

## **Step 3**

An employee who is still not satisfied with the results of Step 2 may, within fourteen (14) days after receipt of the results of Step 2, submit the original grievance form to the Assistant Vice President for Human Resources, requesting that a grievance advisory panel be convened. Upon receipt of the original grievance form, the Office of Human Resources will date-stamp the form to establish the effective date for time limits outlined in Step 3.

Within fourteen (14) days after receipt of a request to convene a grievance advisory panel, the Chief Human Resources Officer or his/her designee, will begin the task of convening a panel in accordance with the following guidelines.

1. Direct the grievant to select a neutral/impartial panel member who is presently an employee of the University, but has no current or prior involvement in the grievance, nor has a close working relationship with the grievant or respondent(s) that might bias the panel member. The employee will have fourteen calendar days to submit the name of his/her panel member to the Chief Human Resources Officer or his/her designee.
2. Direct the Step 2 respondent (or Step 1 respondent if Step 2 was bypassed) to select a neutral/impartial panel member who is presently an employee of the University, but has no current or prior involvement with the grievance, nor has a close working relationship with the grievant or respondent that would bias the panel member. The respondent will have fourteen calendar days to submit the name of their panel member to the Chief Human Resources Officer or his/her designee.

3. Direct the two panel members to select a third member to chair the grievance advisory panel from a list of University employees mutually agreed upon between the Classified Staff Council and the Assistant Vice President for Human Resources. The chair must have no current or previous involvement in the grievance, and may not be assigned to the work area of the employee involved in the grievance. The two panel members will have three (3) working days to submit the chair selection to the Chief Human Resources Officer or his/her designee.
4. The Chief Human Resources Officer or his/her designee will handle all the administrative functions which includes ensuring that all time limits are met, and that both parties are given at least a seven calendar day notification of the hearing date and arrange for facilities for conducting the hearing.
5. The Chief Human Resources Officer or his/her designee will convene a meeting of all panel members involved to explain the grievance advisory panel rules and process and to assure that all aspects of the procedures are clearly explained and understood.
6. Copies of documentation for presentation at the hearing must be furnished by the grievant and respondent to the Office of Human Resources at least three (3) working days before the hearing for dissemination to the panel members. Lists of any consenting witnesses to be called to testify at the hearing must also be submitted at this time. If any witnesses are unable or fail to appear, the hearing will proceed as scheduled.

#### **Grievance Advisory Panel Hearing Procedures**

1. The procedures will be informal and controlled by the chair of the panel. These procedures will present a fair opportunity for both sides to present relevant facts. The hearing will not be conducted in the manner of a trial. Witnesses may be asked to narrate their knowledge of the grievance specifics or respond to specific questions from panel members.
2. The grievant and the respondent may be accompanied by another Bowling Green State University employee to serve as his/her advisor. Advisors may assist in clarifying points or discussing procedures with the panel. Either party or their advisors can make the presentation to the panel.
3. The burden of proof rests with the employee filing the grievance.
4. Only material relevant to the grievance that was previously submitted to the Office of Human Resources and oral statements may be presented by the grievant, respondent or their respective advisors. Additional factual documentation may be submitted at the hearing if extenuating circumstances created a delay in securing the documents. The chair has the final authority to determine the relevance of any written or oral information submitted by either party, their advisors, or witnesses.
5. The Chief Human Resources Officer will arrange to have the involved employee, respondent, panel members, advisors, and consenting witnesses excused from work to attend the hearing. All participants will be paid for time spent at the hearing. If participation places a person in an overtime status, the employee will be compensated in accordance with the University's overtime policy.
6. The opening statements and/or presentations by both parties shall be limited to approximately 15-25 minutes, unless otherwise determined by the chair.
7. Witnesses shall be present in the hearing room only to testify and their testimony shall be limited to approximately 15-25 minutes, unless otherwise determined by the chair. The grievant and the respondent shall be present to hear the testimony of all witnesses. All testimony given by the grievant, respondent, and witnesses shall be directed to the panel. Either party may direct questions to witnesses specifically regarding their testimony.

8. Except in the case of an extreme emergency or an unusual circumstance, no request for postponement will be considered unless received in writing by the chair at least three (3) working days in advance of the scheduled hearing date. The chair in consultation with the Assistant Vice President for Human Resources, will determine if a postponement is warranted.
9. In the absence of any extenuating circumstances, failure on the part of either or both parties to appear at the hearing will result in the grievant and/or respondent losing their right to present their case before the panel. The Chief Human Resources Officer will decide whether or not to cancel, proceed with, or reschedule the hearing.
10. Within fourteen (14) calendar days after the conclusion of the hearing, the panel will issue a written report and recommendation to the Assistant Vice President for Human Resources. The report will detail the factual findings along with a summary of evidence presented and the rationale for reaching their recommendation.
11. Unless clarification of the panel's report and recommendation(s) is required, the Chief Human Resources Officer shall adopt, reject, or modify the report and/or recommendations(s) within fourteen (14) calendar days after receiving the panel's report. The Chief Human Resources Officer will notify the grievant, respondent, panel members, and appropriate vice president of his/her final disposition of the grievance in writing with reasons given in the case of rejection or modification.
12. Any individual involved in the grievance procedure will not suffer any type of retaliation or harassment from any university employee, regardless of the outcome of the grievance.

### **Appeals**

The grievant may opt to pursue appeals through the court system, or through the State Personnel Board of Review subject to the specific regulations of the Board.

## **SAMPLE MEMORANDUM OF INTENT TO FILE A GRIEVANCE**

The following is a sample of a memorandum to assist classified staff employees in filing a formal grievance, but allowing efforts to resolve the issue in an informal manner. The employee should retain a copy of the memorandum for his or her own records.

Date

### **MEMORANDUM**

**TO:** John Doe  
Immediate Supervisor  
Title  
Department

**FROM:** Mary J. Smith  
Department

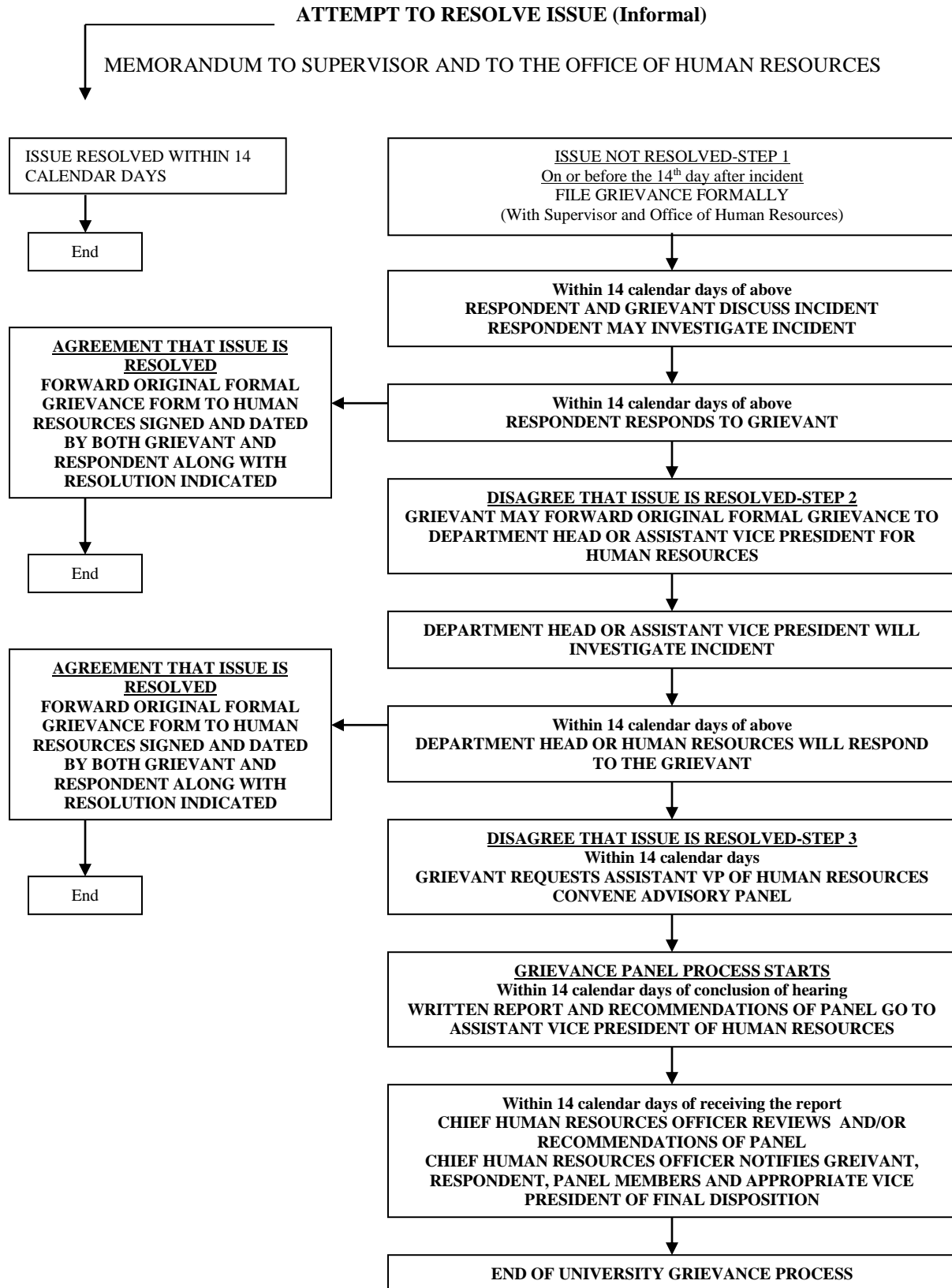
**SUBJECT:** Notice of Intent to File a Formal Grievance

This memorandum serves as a written notification of a grievable incident as described below and of my attempt to resolve the issue informally. Should I not be able to do so, I reserve my right to file a formal grievance within the 14 calendar days' time limit as outlined in the Classified Staff grievance procedures. During this period it is my intent to encourage open discussion of the incident and to obtain suggestions for resolution of the grievance.

Date of Incident:

Brief Explanation of Incident:

# GRIEVANCE PROCEDURE FLOW CHART



**CLASSIFIED STAFF GRIEVANCE FORM**

DATE PREPARED:

NAME:

CLASSIFICATION:

IMMEDIATE SUPERVISOR/TITLE:

**STEP 1**

DATE GRIEVANCE OCCURRED:

SUPERVISOR & DEPARTMENT INVOLVED:

GRIEVANCE SPECIFICS (Specify what happened and how action grieved was misapplication of policy and procedures):

CORRECTIVE ACTION REQUESTED AND REASONS (Use reverse side if necessary):

IMMEDIATE SUPERVISOR/HUMAN RESOURCES:

DATE SUBMITTED:

DISPOSITION OF GRIEVANCE BY RESPONDENT:

DATE CLASSIFIED STAFF MEMBER NOTIFIED:

**STEP 2**

DEPARTMENT/ADMINISTRATIVE HEAD:

DATE SUBMITTED:

DISPOSITION OF GRIEVANCE BY RESPONDENT:

DATE CLASSIFIED STAFF MEMBER NOTIFIED:

SIGNATURE OF RESPONDENT:

**STEP 3**

**GRIEVANCE ADVISOR PANEL**

DATE SUBMITTED TO ASSISTANT VICE PRESIDENT FOR HUMAN RESOURCES:

GRIEVANT SIGNATURE:

**FOR COMPLETION BY ASSISTANT VICE PRESIDENT FOR HUMAN RESOURCES**

DATE RECEIVED AND COMMENTS:



## **EQUITY AND DIVERSITY**

### **OFFICE OF EQUITY AND DIVERSITY (OED)**

Bowling Green State University declares and reaffirms a policy of equal employment opportunity, equal educational opportunity, and non-discrimination in providing educational and other services to the public. The University also will not knowingly cooperate with, support, or employ the services of other organizations, which do not adhere to a policy of nondiscrimination.

The Anti-harassment and Anti-discrimination Policy covers harassment and/or discrimination based on sex, sexual orientation, race or color, marital status, ethnicity, religion or creed, ancestry, national origin, disability, age, and veteran's status. Other forms of harassment and /or discrimination, while harmful and unwanted, do not fall under the purview of this policy. Further, the Affirmative Action Policy establishes administrative procedures for both a periodic review of employment practices, and for correction procedures in cases that do not insure equal opportunities.

If you have any questions or concerns about discriminatory practices, call or visit the Office of Equity and Diversity 372-8472.

### **Training Programs**

## **COMPLIANCE WITH DISABILITY REGULATIONS**

### **The Office of Disability Services**

Parking spaces marked with disability/wheelchair signs are available in various campus parking lots for persons with disabilities who properly display a current state-issued plaque/card in accordance with Section 4503.55 of the Ohio Revised Code. The University continues to improve the accessibility of its buildings; for example, building ramps for persons in wheelchairs and removing architectural barriers. Both classified staff members and applicants for classified service positions should get in touch with the Office of Human Resources at 372-8421 or the Director of Disability Services at 372-8495 if they need help or accommodations for specific disabilities. Regulations for disabled individuals are covered under the DISABILITIES REASONABLE ACCOMMODATION PROCEDURES Section of this Handbook.

## **COMPLIANCE WITH SEXUAL HARASSMENT POLICY**

It is the policy of Bowling Green State University that sexual harassment will not be condoned. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

If you have questions, contact the [Office of Equity and Diversity](#) 372-8472

## **DISCRIMINATION COMPLAINT PROCESS**

The University confirms its commitment to provide equal employment opportunity to all qualified persons without regard to race, sex, gender identity, genetic information, gender expression, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, pregnancy, military status, or status as a Special Disabled or Vietnam-era Veteran. However, regardless of University policy or action, a staff member may feel discriminated against with regard to such things as assignment, promotions, or accepted employee work practices. In such situations, the University tries to resolve alleged discrimination complaints fairly and as quickly as possible.

If you feel you have been discriminated against, and personal attempts to resolve the situation have been unsuccessful, you may present your complaint to the Director of Equity and Diversity who will:

- attempt to resolve your complaint informally
- discuss your problem with your supervisors and associates if it is agreeable to you
- assist you in filing a formal complaint if the problem cannot be resolved informally
- investigate your complaint and make available to you any documents of the investigation
- assure that you and any staff members who assist you are free from reprisal or discrimination at any stage of the complaint presentation or processing.

For more information, call the [Office of Equity and Diversity](#) (372-8472).

## **IMMIGRATION COMPLIANCE**

In accordance with the Immigration Reform and Control Act of 1986, it is Bowling Green State University's policy to hire only those individuals who are authorized to work in the United States. Pursuant to this law, all individuals who are offered employment will be required to submit documentary proof of their identity and employment authorization, within three days of employment, employees, as distinguished from the hire date, will also be required to complete, and sign under oath, Immigration and Naturalization Form I-9. This form requires you to attest that you are authorized to work in the job for which you are hired and that the documents you submitted are genuine. In addition to requiring all off-campus applicants hired for employment to comply with this law, it will also apply to on-campus applicants who are offered and accept employment in which there is a status change, i.e., temporary part-time to permanent part-time to permanent full-time.

If you are authorized to work in this country for a limited period of time, before the expiration of that period, you will be required to submit proof of your employment authorization and sign another Form I-9 in order to remain employed.

Bowling Green State University will not discriminate based upon national origin or citizenship.

For more information, go to: <http://www.bgsu.edu/provost/resources/employment-recruitment/faculty-staff-immigration/immigration-resources.html>  
[Immigration and Control Act of 1986](#)

## **RACIAL AND ETHNIC HARASSMENT POLICY**

The policy of Bowling Green State University is that racial and ethnic harassment will not be condoned. Moreover, the university will use its influence to encourage the community-at-large to treat its students, faculty, staff and affiliated visitors in a manner consistent with the principles of this policy. The policy is in keeping with the spirit and intent of federal, state, municipal and university guidelines governing racial discrimination.

## **POLICIES & PROCEDURES**

### **INJURY AND ILLNESS**

For any serious accident or injury that occurs on campus or as a part of an employee's work assignment, 911 is to be called. Any employee injury or campus accident, regardless of the judged severity, is expected to also be reported to Environmental Health & Safety on the Main Campus or the Office of Budget and Operations on the Firelands Campus. Employees are to report injuries and/or accidents using the Injury and Illness Report Form. This form, complete with all required signatures, is to be submitted within 24 hours of the accident and/or injury. Environmental Health & Safety will conduct accident and injury investigations as needed.

[Injury and Illness Report](#)

### **ACCIDENT REPORT**

This Accident Investigation Report is a tool for department supervisors and accident investigation teams to find main causes of illnesses, injuries, and "near misses," and to take corrective actions. Departments are strongly encouraged to use this form as a method of reducing hazards in their areas. Environmental Health and Safety may request departments to supply this information for certain types of accidents.

[Accident Report](#)

### **SAFETY GUIDELINES**

Classified staff is required to comply with safety and environmental requirements that are established by Federal, State, and local agencies, and by University policies and procedures. Regulated areas include, but are not limited to, fire prevention, occupational safety and health, hazardous waste, radioactive materials, and lasers used in a research setting. Employees must also comply with additional safety and environmental requirements set by their departments or areas. Employees are encouraged to discuss any concerns regarding these requirements with their supervisors or administrators and with Environmental Health and Safety at 372-2171.

Under the Ohio Public Employment Risk Reduction Program, each public employer shall provide a place of employment free from recognized hazards. Any public employee acting in good faith may refuse to work under conditions reasonably believed to present an imminent danger of death or serious harm, provided that the condition is not such as normally exists or reasonably might be expected to occur in the normal and regular duties of the employee. Information on this program may be obtained by contacting Environmental Health and Safety, the Office of Human Resources, or the Division of Labor and Worker Safety, 50 West Broad Street, Columbus, Ohio 43215, Phone: 800-671-6858, Fax: 614-644-3133, or Refusal to Work, Phone: 614-731-4380.

The safety of BGSU employees is of vital importance to University operations. Examples of safety and security practices that minimize personal injury and losses are noted below.

## **Safety Tips:**

- Always evacuate the building during fire alarms via the nearest exit. Do not re-enter the building until Police or Fire officials give their authorization.
- Obey all safety rules and signs.
- Use proper guards and protective equipment for all machinery, according to manufacturer's instructions.
- Get help to lift heavy loads.
- Wear appropriate clothes or equipment (e.g., hard hats, respirators, eye protection, gloves, etc.) provided for certain tasks where personal protection is necessary.
- Avoid slips and falls by watching out for and reporting wet or oily floors, icy sidewalks, uneven steps or walkways, etc.
- Keep a clean work area.
- Know the location of the tornado shelter(s) in your building; read posted instructions.
- Report all unsafe conditions to the next administrative level. If this notification does not result in the hazard removal, or if the hazard is not in the employee's unit, call Environmental Health and Safety (372-2171).

## **Security Tips:**

- Be sure doors are locked behind you if you work after hours.
- Do not walk on campus late at night in poorly lighted areas; if you do go out, if possible, let someone know where you are going and how long you will be gone. Use the Campus Escort (372-8360) service when traveling on campus late at night.
- Know your Police officers; report suspicious activity to them. Report any suspicious activity to the Campus Police at 372-2346.
- Guard against theft; do not leave offices unattended; lock doors and desk drawers when you leave.
- Keep your personal property (purses, wallets, clothing, etc.) in a secure place.
- Be careful in handling university keys; loss or improper handling may lead to an expensive loss to you and the university.
- Lock your car; place your valuable items in the trunk and out of sight.
- Park your car carefully within the spaces marked to avoid possible damage from other cars.
- Drive safely and carefully; BGSU is a residential campus and in many places, the pedestrian has the right-of-way.

For information on reporting potential Safety Hazards, go to: <http://www.bgsu.edu/environmental-health-and-safety/general-health-and-safety/reporting-safety-hazards.html>

## **DISABILITIES/REASONABLE ACCOMMODATION POLICY**

Section 504 of the Rehabilitation Act of 1973, provides that no otherwise qualified handicapped individual shall receive unequal treatment or be discriminated against under any program or activity receiving federal financial assistance. This legislation applies to all classified staff.

Determining that an individual is handicapped within the applicable Federal or State law is only the first step towards determining that he or she is protected under the law. Section 504 protects individuals who are "otherwise qualified". This means that a handicapped employee must be able to perform the "essential functions" of the job with, or without, reasonable accommodation.

A disability is defined as having a physical or mental impairment which substantially limits one or more major life activity, having a record of such an impairment, or being regarded as having such an impairment. Employees who feel that they have a disability as defined above should take the following steps to ensure that their needs are met to the extent possible under ADA guidelines so that BGSU is in compliance with federal law.

1. Employees with a disability should speak with the immediate supervisor and/or the Director of Disability Resources to make them aware of the perceived disabling condition.
2. The Director of Disability Resources will meet with the individual, the work supervisor and appropriate Human Resources representative to discuss the employment concern and clarify the procedures for establishing a reasonable accommodation.
3. The employee will participate in a job analysis. With permission, the attending physician will be contacted to review the job analysis and provide an opinion on the employee's ability to perform the job duties as outlined. The physician will also be asked to complete a Physical Capacities Form. In some instances, an independent physician may be asked to perform these evaluations.
4. The employee will then participate in discussions to determine what reasonable accommodations will be made to allow performance of the "essential functions" of the job. The information from the physician will provide information for these discussions.

Questions regarding this procedure should be directed to the Office of Disability Services at 372-8495 or the Office of Human Resources 372-8421. **For more information on the Office of Disability Services, go to:** <http://www.bgsu.edu/disability-services.html>

[Rehabilitation Act of 1973](#)

## **CLEAN AIR & SMOKING POLICY**

Smoking is prohibited in all facilities owned or leased by Bowling Green State University and on the grounds of any property owned or leased by the University.

For information on the Smoke Free Workplace Act, go to: <http://www.odh.ohio.gov/smokefree/sf1/>

## **CAMPUS WIDE DRUG AND ALCOHOL POLICY**

In order to ensure the University's commitment to a quality educational and work environment, every employee and student has a right to work and learn in an environment free from the effects of drugs and alcohol.

Therefore, it is the policy of Bowling Green State University to prohibit the unlawful use, sale, dispensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized or any other substance which may impair an individual's academic or work performance or pose a hazard to the individual, public, students, or employees of the university on institutional property or any of its activities.

It is the responsibility of each student and employee to adhere to this policy. If a violation of this occurs, support programs will be available, if appropriate. Disciplinary action will be taken up to and including dismissal or expulsion from the university and possible criminal prosecution.

Employees must, as a condition of employment, abide by the terms of the university drug free work place policy, and report any conviction under a criminal drug statute for violations occurring on or off University premises while conducting University business. A report of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988.)

It is the intent and obligation of Bowling Green State University to provide a drug-free work and learning environment.

[Alcohol & Controlled Substance Policy for Employees with Commercial Driver License](#)  
[Drug Free Workplace and Reasonable Suspicion Protocol Policy](#)

## VIOLENCE IN THE WORKPLACE

Bowling Green State University has a very clear policy that acts of violence, threats of violence, or intimidation will not be tolerated among its employees (*faculty, administrative and classified staff*) while engaged in the work they were hired to do. The university recognizes the importance of providing a safe environment for all of its employees. In this community, victims/survivors will be treated with dignity and respect. Any persons found in violation of this policy may be subject to disciplinary action. Violators may also be subject to criminal prosecution.

For purposes of this policy, violence shall be defined as:

- any exercise of force against another person or against property that could result in physical or emotional harm.
- any threats of violence including any verbal or non-verbal communication that inflict harm.
- intimidation including any verbal or non-verbal act towards another person, the purpose of which may be to coerce, and the result of which could cause the other person to fear for their safety or the safety of others.

In many situations, these actions could also rise to the level of criminal acts under the Ohio Revised Code. Acts defined in this section include, but are not limited to, physical assault or abuse, sexual assault or abuse, stalking, verbal or other threats of physical or sexual assault, threats that may include a weapon, and damage or destruction of another's property.

BGSU is committed to providing education, prevention, advocacy, intervention, and support services which address acts of violence, threats of violence, and intimidation. In addition, the university collaborates with community agencies and professionals in providing services and referrals. All members of the university community are asked to report violations of the policy on violence in the workplace to appropriate authorities. Additional information on the Violence in the Workplace Policy may be found in the Classified Staff Handbook, the Administrative Staff Handbook and the Charter's Faculty Handbook.

9/04

## CONSENSUAL AMOROUS RELATIONSHIPS POLICY

On June 22, 2007, the Board of Trustees of Bowling Green State University approved the statement below to cover all university employees.

The university takes seriously its duty to provide a place to study and work free of situations that may be construed as abuse of authority, an inappropriate conflict of interest, preferential treatment, or other unprofessional and unethical conduct. The policy below is established in order to avoid such instances.

1. Within the University community, supervisors and faculty are not to have supervisory, evaluative, instructional, coaching, advisory, or other relationships with students or employees with whom they have or have had a consensual amorous relationship.
2. If an amorous relationship exists or develops, the faculty or staff member of superior rank must disclose the relationship to his/her immediate supervisor in a timely manner. The supervisor will then take steps to make alternate arrangements affecting one or both parties, to effectively discontinue any supervisory, evaluative, instructional, coaching, advisory, or other formal connections between them. If possible, such arrangements should be made in ways that respect the interest of all involved and will not be prejudicial toward or against either party.
3. The decision of an immediate supervisor may be appealed by either or both parties to the next higher administrative level.
4. Disclosure is the responsibility of those who engage in, or are about to engage in, amorous relationships within the University community. Failure to abide by this policy may result in disciplinary actions taken against any negligent party. The range of disciplinary actions would depend upon the circumstances and culpability of those involved. Disciplinary actions may include, but are not limited to, a verbal warning, a letter of warning, temporary reassignment, temporary suspension or other measures, as the case may warrant. The imposition of faculty sanctions beyond the written warning should abide by the policy on sanctions contained elsewhere in the Academic Charter. Disciplinary actions regarding administrative staff and classified staff are administered by the Office of the Executive Vice President; disciplinary actions regarding faculty are administered by the Office of the VPAA/Provost.

## CAMPUS ID CARDS

All permanent full-time and permanent part-time classified staff members are issued an ID card. (Approved by CSC April 18, 2008). This card identifies you as a member of the University staff and entitles you to a discount on items purchased at:

- The University Bookstore (Bowen-Thompson Student Union),
- The Skate Shop (Ice Arena)
- BG@Main

Also, your ID card entitles you to use the library, and it gives you certain check-cashing privileges.

In January 2007, the University instituted the BG1 Card.

For more information on the BG1 Card, go to: <http://www.bgsu.edu/bg1card.html>

## UNIFORMS

The University will provide uniforms for all classified staff that are required to wear attire other than personal clothing in the normal pursuit of their duties. All employees will be required to wear the uniforms provided.

Uniforms are issued in some departments and for some classifications. For example:

### **Physical Plant**

- Custodial Services
- Groundskeeping Staff
- Maintenance Staff
- Supervisors
- Heating Plant Staff

### **Auxiliary Support Services**

- Dining Hall Staff

### **Management Support Services**

- Inventory Control Staff
- Union Housekeeping Staff
- Union Food Service Staff

### **Public Safety**

- Police Officers
- Dispatchers
- Parking Service Staff

### **Intercollegiate Athletics**

- Groundskeeping Staff
- Maintenance Staff

Special uniforms will be issued as needed. For further definition of the specific allotment of uniforms and laundering procedures applied to each classification and department, call the specific department.

Revised 8/12/10



## **KEY ISSUANCE POLICY**

For the security and benefit of all, the lock system at Bowling Green State University must be as secure as possible. For that reason, the following policy applies to all key-holders, *faculty, administrative and classified staff*:

## **UNIVERSITY VEHICLE USE POLICY**

Members of the Bowling Green State University (BGSU) community engage in many activities requiring University-provided transportation. The University is committed to protecting both the vehicles and especially the people involved in these activities. Because of the hazards such transportation activities may involve, the following policy has been adopted by the University. This policy is applicable to anyone driving a University vehicle that is insured under the University vehicle insurance policy.

University vehicles include all fleet vehicles owned or leased by the University, as well as any vehicles purchased, leased, or rented by the University and assigned to individual employees or departments for their use.

## **PARKING SERVICES**

Parking Services is here to manage and coordinate all of BGSU's employee, student, and guest parking needs. They strive to reduce parking congestion and improve pedestrian safety through the sale of permits, fair and consistent application of the parking regulations, and the promotion of our transportation system/shuttle services.

For more information on Parking Services, go to: <http://www.bgsu.edu/parking-services.html>

[Parking Regulations](#)

## **ENERGY CONSERVATION**

Energy conservation is important to everyone. You are conscious of it at home and with your family. BGSU also is conscientious about fulfilling its part in conserving energy. One of the ways this is accomplished is by promoting energy saving and awareness on this campus. Remember that energy is consumed in many ways - heat, light, computers and transportation, to name a few. If each student and staff member makes an effort to reduce energy use, the whole University will benefit. Your help is necessary and important and it will make a difference.

[Campus Sustainability](#)

## NEPOTISM

In keeping with good personnel management procedures and to guarantee equal employment opportunities to all, classified staff may not participate in career decisions (including tenure, promotion, merit, reassignment, hours, scheduling, etc.) that affect other members of their immediate family. Immediate family for purposes of this policy is defined as: spouse, mother, father, son, daughter, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent and legal guardian or other person who stands in place of a parent.

This policy will be upheld regardless of the sex of the parties involved and will be equally applied to both males and females. If a proposed hire, promotion, or other job action places an employee in a supervisory role vis-a-vis another immediate family member, the matter should be brought to the attention of the supervisor and the appropriate vice president. If a marriage takes place which results in immediate family members coming into direct reporting relationships with one another, the immediate supervisor and vice president must be informed. While appointment of spouses or other members of the immediate family to the same department or unit is not necessarily nepotism, employees may not participate in career decisions (including tenure, promotion, merit, reassignment, etc.) on other members of their immediate family.

The university will do whatever is possible to avoid the conflict or appearance of a conflict of interest although all parties should recognize that easy accommodation of the situation may not always be possible.

For more specific information relative to nepotism, you may contact the [Office of Equity and Diversity](#) 419-372-8476 or the [Office of Human Resources](#) 419-372-8421.

Ohio Ethics Commission - <http://ethics.ohio.gov/education/factsheets/InfoSheet1-Nepotism.pdf>

## SOLICITATION POLICY

### Preface

This policy is framed to permit all Bowling Green State University employees to perform their jobs free from intrusions and to ensure that the mission of the University shall proceed unhampered. It also is recognized, however, that the atmosphere of a University requires "academic freedom, the full freedom of speech, freedom to teach, to learn, and to conduct inquiry in a spirit of openness necessary to the acceptance of criticism, the expression of differing opinions and the pursuit of truth" (Article I, Academic Charter). Furthermore, "all members of the University Community and the Trustees have legitimate concerns about all aspects of the University" (Article I) and "the people who create and maintain the University constitute the University Community" (students, faculty, administrative staff, classified staff, administration).

### Definitions

- **Working time:** Those hours during which faculty employees are engaged in the primary university function for which they were hired. Classified staff and administrative staff working time shall mean accepted work-shift or hours during which employees are engaged in the primary function for which they were employed.
- **Internal organization:** Any organization or association made up exclusively of university employees. Local affiliation with a regional, state, or national organization shall not preclude a university group being defined as an internal organization.
- **External organization:** Any organization or association of individuals that is not exclusively made up of university employees.
- **Solicitation:** Any activity which is designed to advertise, promote, or sell any product or commercial service, or encourage support for or membership in any group, association or organization.

## **I. Disruption of Working Time**

Employees' ability to perform their duties while engaged in the primary university function for which they were hired shall not be impaired by any activity conducted for the purpose of advertising, promoting, or selling any product or commercial service or for encouraging or being encouraged to join any group, association, or organization.

## **II. Use of Facilities:**

### **A. Campus Mail**

The internal campus mail system is for the exclusive use of the university and any organization sponsored by (or affiliated with) the university or made up exclusively of students or university employees (whether or not affiliated with state or national societies or associations). No commercial use shall be made of the campus mail system.

### **B. Space**

Any organization or individual who wishes to use university space to advertise, promote or sell any product or commercial service or who wishes to encourage membership in any group, association or organization, must obtain authorization of the person or office responsible for that space or facility. Normally, requests to reserve or have access to university space must be filed 48 hours prior to a meeting or visit. The request must state:

the purpose of the proposed visit and  
the name of any person(s) or alternates who desire access to the campus.

The office of Event Planning and Reservations will attempt to locate a designated area for use by the non-employee or organization submitting the request and will then issue a permit designating the room and the date and time it may be used. If two or more requests for access to a designated area for the same or overlapping times have been made, the university will attempt to provide alternate designated areas. If no alternate designated area is available, the university will grant access to the available designated area on a rotating basis with equal time for its use. If the designated areas are unavailable due to a prior reservation, then the university will immediately notify the requesting party of such conflict.

### **Bulletin Boards or Other Public Access Areas**

Any employee may post notices or other appropriate information on designated employee bulletin boards or other designated public access areas. If the notice contains information about an on-campus meeting during which a product or commercial service is to be advertised, promoted or sold or during which membership in a group, association, or organization shall be advocated, the notice shall be consistent with (in terms of designated area, time and date) the permission granted to the organization.

### **Distribution of Literature**

Distribution of literature by any external organization or non-employee within any building on campus shall be limited to public access areas or to other designated areas reserved according to procedures described above under Space.

### **Violations**

Any visitor who violates this policy may be denied use of university facilities for up to one year. Any employee who violates this policy may be disciplined under the conditions and in accordance with the procedures established by and published within the appropriate employee handbook.

## **PROPERTY USE AND DISPOSAL POLICY**

State directives and university policy prohibit personal use of any government property for personal gain. Under no circumstances can university property, equipment, supplies or facilities be used by a university employee for any reason other than those duties assigned as a direct result of employment. Past practices such as the following are no longer permitted:

- Loaning/borrowing university tools to perform personal tasks at home or at work.
- Borrowing university supplies for personal use and replacing them later.
- In general, ordering personal supplies from university vendors for delivery at university work site. However, the University has negotiated certain agreements accessible to employees at substantial savings. Only these purchases are permissible for employees.
- Servicing personal vehicles or other personal equipment in university facilities or on university property regardless of whether performed outside working hours.
- Removing surplus waste or discarded university supplies from university property, i.e., dumpsters, trash receptacles, recycling bins, aluminum, paper, cardboard, etc.

Any action in which university property, equipment, supplies or facilities are not used for the purpose intended is considered inappropriate and disciplinary action will be initiated when any infraction is disclosed.

[Surplus Property Procedure](#)  
[Property Disposal Form](#)

## **POLITICAL ACTIVITY**

Section 124.57, Ohio Revised Code, prohibits classified staff members from engaging in partisan political activity. "Political activity" and "politics" refer to partisan activities, campaigns, and elections involving primaries, partisan ballots and partisan candidates.

**As a classified staff member you may:**

- register and vote.
- express opinions, either oral or in writing.
- volunteer financial contributions to political candidates or organizations.
- circulate nonpartisan petitions or petitions stating views on legislation.
- attend political rallies.
- sign nominating petitions in support of individuals.
- display political materials in your home or on your property.
- wear political badges or buttons, or display political stickers on private vehicles.
- serve as a precinct election official.

**As a classified staff member, you may not:**

- declare your candidacy or be a candidate for public office in a partisan election.
- declare your candidacy for or be a candidate for public office in a nonpartisan primary or through the circulation of nominating petitions identified with a political party.
- file petitions meeting statutory requirements for partisan candidacy to elective office.
- circulate official nominating petitions for any candidate participating in a partisan election.
- serve in an elected or appointed office in any partisan political organization.

- accept a party-sponsored appointment to any office normally filled by partisan election.
- campaign by writing for publications, by distributing political materials, or by writing and making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success.
- solicit, either directly, or indirectly, any assessment, contribution or subscription, either monetary or in-kind, for any political candidate or political party.
- solicit the sale of or actual selling of political party tickets.
- engage in partisan activities at the election polls such as soliciting votes for other than nonpartisan candidates and nonpartisan issues.
- serve as a recorder, checker, watcher, challenger, judge or board of election poll worker for any party or partisan committee.
- participate in political caucuses of a partisan nature.
- participate in a political action committee, which supports partisan activity.

Any questions you may have about political activity should be reviewed with the Chief Human Resources Officer or view the [Political Activity Policy](#).

## **EMERGENCY CANCELLATION, DELAY AND CLOSING POLICY AND PROCEDURES**

This policy provides a framework and protocol for modifying normal operations during seasonal inclement weather, health hazards, or other emergencies.

### **Emergency Cancellation, Delay and Closing Policy and Procedures**

## **TIME OFF WORK/LEAVES**

### **ABSENCES**

One of your most important responsibilities as a BGSU classified staff member is that of being dependable and prompt in your attendance. Any classified staff employee unable to report to work must notify the supervisor no later than one-half hour after the scheduled time for reporting to work. For classified staff with duties that must be continuously performed in a department operating 24/7, the supervisor is to be informed at least two hours before the scheduled reporting time. Staff employees must also keep the supervisor informed if the absence continues as well as when they expect to return to work. Ohio Administrative Code Rule 123:1-31-03 provides that any classified employee who is absent from duty habitually or for three or more successive days, without leave and without notice to their immediate supervisor of the reasons for the absence, may be subject for removal for neglect of duty under the provisions of Section 124.34, Ohio Revised Code. It is the employee's responsibility to notify the supervisor directly about planned or unplanned absence from work.

When reporting an absence you should first contact your immediate supervisor. If the supervisor is not present or available you should contact the next level of supervision within your department or area. If you are hospitalized or sick to the extent that you cannot notify the supervisor yourself, a spouse or family member may also make the notification. If there is no spouse or family member, you may use some other individual or other means to notify the supervisor. Regardless of how the notification is made it is your responsibility to insure that the absence is reported.

If you fail to comply with the rules regarding absences, you will not be paid for the absences and you could become subject to progressive disciplinary action. Whenever a supervisor begins to suspect an absence pattern developing, he/she will set up an interview with the employee for the purpose of identifying the pattern and the reason for it. The supervisor and employee will implement a plan, setting short-term and long-term goals, to overcome the problem. The information on absences, attendance, use of sick leave and vacation contained in this handbook should be emphasized. The plan will be put in writing and signed by both the employee and supervisor.

Whenever an absence is necessary, often other individuals in your department must take on your share of work. Should the absences continue, the supervisor would arrange another interview with the employee. The absence pattern and reasons for it will be reviewed and the employee may, in the future, be required to submit a written statement from a doctor for any period where illness occurs. Any absence due to illness not covered by a doctor's statement will be recorded as absence without leave (AWOL). The meeting will stress that attendance problems are a matter of record in the individual's personnel file and that failure to improve will result in disciplinary matters. In addition, the university policy and procedure regarding attendance and absences will again be reviewed. A memorandum of the interview will be prepared with a copy given to the employee and a copy placed in the personnel file. If after a period of time, established by the supervisor, satisfactory results have not occurred, progressive discipline actions will begin.

## **FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY**

Bowling Green State University understands the importance of family issues in today's work force. The University also recognizes that more of its employees than ever face conflicting demands of family obligations and work. Because employees may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their own serious health conditions, and in order to comply with the Family and Medical Leave Act (FMLA) of 1993, the University has established a Parental Leave and Family and Medical Leave Policy.

The University will grant an eligible employee leave for up to 12 weeks during a 12-month period for the following reasons:

- The birth or adoption of a child, or the foster care placement of a child.
- To care for a family member of the employee when that family member has a serious health condition.
- A serious health condition of the employee renders the individual unable to perform his or her job functions.

Procedures for FMLA leave will apply also to leaves under state law and University policy that are longer than 12 weeks (medical, disability, maternity, etc.). Leave under state law and University policy will run concurrently with leave under this policy. The University will comply with both federal and state law, as well as University policy regarding these leaves.

A packet of information covering the University's policy, request forms, and required documentation is available in the Office of Human Resources. Employee Rights under the Family and Medical Leave Act of 1993 is contained at the end of this handbook.

Questions or concerns regarding family or medical leave under this action can be addressed by calling the Office of Human Resources 372-8421)

[FMLA BGSU Guidelines](#)

[FMLA government website](#)

## **COURT LEAVE**

Employees will be granted court leave with pay to attend a hearing by the Bureau of Workers' Compensation, State Personnel Board of Review, Industrial Commission of Ohio, or the State Employment Relations Board. The amount of leave time allowed will depend upon the location of the hearing. For a hearing in Toledo, Ohio, four hours of court leave will be allowed. For hearings located in a city other than Toledo, or requiring more than four hours, the employee may receive authorization for additional court leave with pay by the Assistant Vice President for Office of Human Resources.

If an employee is on paid sick leave or vacation, the employee will be paid court leave with pay for the time spent attending the hearing and the time will not be charged against accrued sick leave or vacation. If on a leave of absence without pay or in any other unpaid status, the employee will not be paid for the time spent attending the hearing.

Classified staff members subpoenaed to appear in court will receive leave with full pay if they are not a party to the action. If a staff member receives a summons to appear before a court - that is, the employee is a party to the action – the employee may use vacation time or take leave without pay to cover the absence.

## **JURY DUTY**

Classified staff who are called to serve on jury duty at the federal, state, or local level, will receive full pay for the days served. All compensation that the employee receives from the court as a result of serving during working hours, however, must be turned into the university bursar; in turn, Bowling Green State University will pay the employee's regular salary for the time served. If, however, the employee performed the jury duty while on vacation or outside of normal working hours, the employee may keep the court payment.

Employees who appear before a court or jury in a matter to which they are a party may use vacation time, personal leave, or unpaid leave. Examples of this include, but are not limited to, criminal or civil cases, traffic court, divorce proceedings, custody hearings or other court-ordered appearances.

## **LEAVE-OF-ABSENCE**

A leave-of-absence without pay may be granted for either medical or personal reasons. In no case is an approval of a request for a leave without pay an automatic procedure. Each case is judged by its merits and the impact the absence would have on the effectiveness of the unit and on the mission of the university. A personal leave-of-absence without pay may be granted for the purposes of education or training, which would be of benefit to the University. Classified Staff who seek a leave without pay must obtain a request form through the Office of Human Resources.

A medical leave-of-absence without pay may be granted for illness or disability if the absence is prolonged and sick leave, vacation or personal leave has been exhausted. If granted, the classified staff member may be reinstated to his/her former position or to a similar position upon application for reinstatement and subject to a physician's evaluation. Medical leaves of absence may be for a period up to six months in duration. If a longer period is needed, a disability leave of absence may be granted for up to two-and-one-half years after the initial six-month period.

While on an approved leave-of-absence, group insurance coverage will be continued for the first month of leave, plus two additional months. After that time, arranging for premium payments with the Insurance Office may

continue coverage. During the first three months of leave, employees pay the group rate; after that employees will pay the full insurance premium rate.

A classified staff member returning from an approved leave-of-absence will be placed in the job formerly held or to a similar job. Any replacement for a classified staff member on leave-of absence will be on a temporary basis.

The Office of Human Resources must be notified when an employee returns from a leave-of absence.

## **MATERNITY LEAVE**

Prior to a maternity leave request, the employee and supervisor should discuss the length of the leave required, and the amount of sick leave, vacation, or leave without pay that will be applied to the Maternity Leave Request.

A maternity leave for childbirth purposes will be allowed for a period of time that may include pre-delivery, delivery, and recovery time, and not to exceed six months. Medical certification by a physician is required for the required period of time. The medical certification must include the probable period for which the employee will be absent and accompany the maternity leave request.

If the employee is unable to return to work at the conclusion of the maternity leave, or within the six-month period, a medical leave of absence without pay may be requested. Medical certification by a physician is required for the medical leave of absence.

A classified staff member may use any or all of her accrued but unused vacation credit, compensatory time, and accrued but unused sick leave credit during the maternity leave period before going on unpaid leave of absence.

## **PATERNITY/ADOPTION LEAVE**

Pregnancy, childbirth or adoption may require a temporary interruption in the way in which a classified staff member meets customary employment obligations. It is the responsibility of the classified staff member to notify the immediate supervisor of an anticipated birth or adoption, which the classified staff member expects will result in such a work interruption. Moreover, it is the right of the classified staff member to secure the time to attend to pregnancy, childbirth, or adoption leave without affecting his or her employment.

Time needed for paternity/adoption leave is to be arranged and granted under the provisions of the Family and Medical Leave Act (FMLA) Policy. Questions or concerns regarding paternity or adoption leave can be addressed by calling the Office of Human Resources 372-8421.

Family and Medical Leave forms are found on at: <http://www.bgsu.edu/human-resources/benefits/family-medical-leave-act.html>



## PERSONAL LEAVE POLICY

Administrative and classified staff are eligible for personal leave on an annual basis as described below. Personal leave may be used for unusual personal or family obligations, mandatory court appearances other than jury duty (criminal or civil cases, traffic court, divorce proceedings, custody proceedings, or appearing as a parent or guardian of juveniles), legal or business matters, family emergencies of a nature that require an employee's immediate attention; medical, psychological, dental or optical examinations of the employee or the employee's immediate family; weddings of members of the immediate family, religious holidays which fall on a normally scheduled workday for an employee, and any other matter of a personal nature.

Personal leave may be used in conjunction with vacation or vacation purposes. It may not be used to cover unexcused absences, or to make up time.

Full-time classified and administrative staff are eligible for up to twenty-eight hours of personal leave per calendar year. Part-time staff are eligible for up to fourteen hours of personal leave per calendar year. Personal leave hours will be based on service time to BGSU.

New Hires: Personal leave will be provided to all new Classified and Administrative employees upon initial hire:

	<b>Full Time Employees</b>	<b>Part-time employees</b>
Hired on or between January 1 <sup>st</sup> to June 30 <sup>th</sup>	16 hours	8 hours
Hired on or between July 1 <sup>st</sup> to December 31 <sup>st</sup>	8 hours	4 hours

For all continuing fulltime and part-time administrative and classified employees; As of January 1<sup>st</sup> and each year after initial year of hire, the following accruals will apply:

### **Full-time staff**

0 to 2.99 years of service	16 hours per year
3 to 4.99 years of service	20 hours per year
5 to 9.99 years of service	24 hours per year
10 years or more years of service	28 hours per year

### **Part-time staff**

0 to 2.99 years of service	8 hours per year
3 to 4.99 years of service	10 hours per year
5 to 9.99 years of service	12 hours per year
10 years or more years of service	14 hours per year

Request for use of personal leave balances must be made in advance giving notice to the immediate supervisor, unless the leave is for use in an emergency situation. The immediate supervisor/department/area head as appropriate will establish reasonable notice. Personal leave will be reported using the Time & Labor System.

Personal Leave may not be used to extend an employee's active pay status, for the purpose of accruing overtime or compensatory time, employee's date of resignation, or date of retirement.

Failure to use all personal leave balances during the calendar year in which it is received, will result in forfeiture of the unused personal leave. At the time of separation from the University, employees are not eligible for payment of unused personal leave balances.

The University Payroll Department will maintain records of accruals, usage, and balances for those eligible for personal leave.

This policy does not apply to Faculty.

## **REDUCED WORK WEEK POLICY**

In the event a classified staff member receives medical certification that he/she is unable to work for a full 40 hours a week, the University will allow a reduced work week subject to the following conditions:

1. Medical certification, which indicates how many hours per day or week an employee may work, must be provided in advance to the immediate supervisor with a copy to the Office of Human Resources. Such workweek must be related to the work schedule of the department and approved by the immediate supervisor.
2. Time not worked should be reflected in Time & Labor reporting indicating sick leave, vacation, or leave without pay.
3. Reduced work week assignments will not exceed 4 weeks per occurrence.
4. Minimum work time allowed is 20 hours per week, 4 hours minimum per day as determined by the immediate supervisor.
5. All duties of the classification must be performed.
6. No light duty work will be assigned. A light duty assignment is defined as a work assignment, which is adjusted because of the employee's inability to perform all of the duties of his/her classification.

## **SICK LEAVE**

The University's sick leave policy is determined by state civil service procedures. It provides financial security to classified staff who must be absent because of illness or injury. When an absence is necessary, other individuals in your department must take on your share of the work. Sometimes a temporary staff member may be hired to fill in for you, adding more expense to your department and the University. The sick leave policy, however, provides insurance for you against a lengthy absence because of illness or injury.

All full time employees earn sick leave at the rate of 4 hours, 36 minutes for every 80 hours paid. Sick leave is earned for all hours in active pay status (including vacation, sick leave, and overtime). Part-time classified staff earn sick leave on a pro-rated basis. It is not earned while you are on unpaid leave of absence. The amount of sick leave that may be accrued is not limited. Sick leave is credited bi-weekly. Your sick leave balance appears on your paycheck (viewable online through your [MYBGSU](#) portal). If you have worked for any government body in the State of Ohio in a non-student capacity, within the last ten years, any unused sick leave hours at that agency may be transferred to BGSU and added to your sick leave balance here.

### **Accumulated sick leave may be used only for absences because of:**

- illness-injury-exposure to contagious disease
- pregnancy and postnatal recovery period
- care of staff member's wife and family during postnatal period (maximum 5 days)
- medical, dental or optical examinations or treatment
- serious illness in the immediate family
- death in the staff member's immediate family (maximum 10 days)
- attending the funeral of a friend or relative not in the immediate family (maximum 8 hours)

### **Family Member is defined as:**

- employee's spouse
- same-sex domestic partner
- parents
- children
- grandparents
- siblings
- grandchildren
- brother- in-law
- sister-in-law
- daughter-in-law
- son-in-law
- mother-in-law
- father-in-law
- step-parents
- step-children
- step-siblings
- or a legal guardian or other person who stands in the place of a parent (in loco parentis)

Anytime sick leave pay is requested, you must report the time in Time and Labor. If the employee or member of the employee's family requires professional medical attention, a certificate from a licensed physician stating the nature of the condition may be required by your supervisor to justify the use of sick leave. Your supervisor will approve or disapprove all requests for sick leave pay.

You must notify your supervisor as soon as possible, but no later than one-half hour after your scheduled reporting time, each day you are unable to report to work because of illness or injury. An exception to this rule applies to classified staff members whose duties must be continuously performed in a department which operates 24 hours a day, seven days a week; in this case, you must notify your supervisor at least two hours before your scheduled reporting time each day of your absence. If you do not give adequate notification, your absence may be charged to AWOL - "absence without leave".

If you have frequent absences due to illness, your absence due to illness lasts three consecutive workdays, or if there is a recognizable pattern to being absent, your immediate supervisor may require a statement from your attending physician regarding your state of health.

If you have a pre-arranged appointment for medical, dental, or vision services, you must inform your supervisor as far in advance as possible so arrangements may be made to cover work requirements.

In case of a medical condition (illness, hospitalization, or convalescence) exceeding seven calendar days, you must keep your supervisor informed of the start and termination of this absence. At the start of such an absence you must provide a doctor's statement concerning your inability to work. When the extended period has ended, you must provide your supervisor with a doctor's statement confirming recovery and ability to perform normal duties. For more information on FMLA information: [FMLA information & Forms](#)

In some extreme instances, you may be required to take a physical examination, conducted by a licensed physician and paid for by BGSU.

If you fail to comply with the sick leave rules and regulations, you may not be paid for the absence and you could become subject to disciplinary action. If you apply for sick leave "with intent to defraud", your employment could be terminated and you will have to refund all salary/wages you received during your absence to the State of Ohio.

At the time of your retirement from BGSU with 10 or more years of total public service, you may elect to receive cash for one-fourth of your accrued but unused sick leave balance not to exceed a maximum of 240 hours. In order to be eligible, you must meet the age and service requirement set by the state retirement as well as the service requirements for sick leave conversion. If you decide you want this option, payment will be based on the rate of pay you earned at your retirement date. NOTE: If you leave BGSU and apply for retirement later, you may not be eligible for this sick leave payment. You must be a public employee in a paid status at the time you retire in order to receive your one-fourth accrued/unused sick leave balance payment.

In the event of your death while in service to Bowling Green State University, and with ten or more years of total public service in the State of Ohio, your beneficiary or your estate is eligible to receive payment for one-fourth of your accrued but unused sick leave balance not to exceed the same maximum number of 240 hours.

## **SPECIAL LEAVE**

The Special Leave Policy allows full and part-time classified staff members the opportunity to voluntarily request leaves of absence anytime during the calendar year subject to the following stipulations:

1. Leave may occur over a period of weeks, months, monthly, or a reduced work schedule of less than 40 hours per week (leave and/or a reduced work schedule is not to exceed a total of three [3] months in a 12 month period).
2. All leaves must be approved by the immediate supervisor and the dean, director, or area head. To request a leave of absence, the staff member must complete a special leave request form and send the completed form to the Office of Human Resources.
3. No approval will be given to the hiring of temporary/part-time help to fill in for the temporary vacancies created by these leaves. The staff member's absence must not interfere or impede other University operations. Employees on special leave should be available to return to their assignment in the event of unforeseen emergencies.
4. Employees will continue to receive paid regular medical, dental, prescription and life insurance benefits. Employees are responsible for paying applicable insurance premiums.
5. Vacation and sick leave will accrue for hours actually worked.
6. For PERS retirement credit accrual information please refer to the [OPERS web site](#).
7. The status of full-time and part-time staff members remains the same.

[Special Leave Request Form](#)

## VACATION

### Full-time Classified Staff

Bowling Green State University regards vacation as a period of rest and relaxation earned by past service. The University's vacation policy is determined by state civil service procedures. Time away from the work place is an important benefit earned.

All permanent, full-time, classified staff members earn annual vacation leave. Upon completion of the staff member's initial probationary period, vacation may be utilized as it is accrued.

If you have worked for any governmental body in the State of Ohio in a non-student capacity; the amount of prior Ohio public service may be credited to you in determining your accrual rate. If you are a full-time classified staff member, you earn vacation according to years of service with the State on the following schedule effective July 1, 1996:

Length of Service	Annual Vacation	Accrual Rate Per Pay Period	Maximum Accrual Effective 1-1-99
Under 1 year	As Accrued (Upon completion of Initial probationary Period)	3.07692 hours	Not Applicable
1 through 5 years	80 hours	3.07692 hours	160 Hours
6 through 10 years	120 hours	4.615384 hours	240 hours
11 through 15 years	160 hours	6.153846 hours	320 hours
16 years and over	200 hours	7.692304 hours	480 hours

Vacation is earned each bi-weekly pay period at the rate shown above for each period of paid service. Vacation leave can be accumulated up to the maximum number of hours as shown in the maximum accrual column above. Your biweekly paycheck (online at MyBGSU web portal) shows the vacation accrual balance you have. If you do not use your vacation, you will lose all hours beyond the maximum accrual. It is your responsibility to monitor your accrued vacation time. Vacation is not earned on overtime. Vacation used must be reported on your time reporting form the Monday following the week it was used.

For purposes of determining whether a classified staff member has 1, 6, 11, or 16 years of service, active employment with any agency or subdivision of Ohio shall be counted. Time spent in military service or time spent on authorized leave-of-absence (12 months or less, followed by reinstatement) is counted. Time spent in the Ohio National Guard prior to becoming a public employee is also counted. However, no vacation is earned during the leave-of-absence or military leave period. Your up-to-date accumulated vacation will be reported on your paycheck website.

If a holiday falls during your vacation period, the holiday does not count as a day of vacation. If you terminate your employment with less than one year of BGSU service, you are not entitled to payment for unused vacation. At the time of separation or retirement, all permanent full-time classified staff who have completed at least 2,081 hours of service to the university are eligible to receive payment for accrued but unused vacation time.

Your supervisor is responsible for scheduling and approving vacations in your department. Vacations are taken at such time as your supervisor approves. Vacation approval is not dependent on the employee's reason for such requests. You should arrange your vacation dates with your supervisor as far in advance as possible.

## 12-Month Permanent Part-time Classified Staff

Permanent part-time classified staff employed on a continuous (12-month) basis earns vacation upon completion of their initial probationary period, on a prorated basis, depending on the amount of hours worked per pay period. Vacation is earned according to the number of hours worked, as shown on the following schedule effective July 1, 1996:

Total Hours Worked	Hours Accrued for 80 Hours Worked	Hours Accrued for 2,080 Hours Worked	Maximum Accrual Effective 1-1-99
Less than 2,080	3.07692 hours	80 hours	80 hours
2,080 to 10,400	3.07692 hours	80 hours	160 Hours
10,401 to 20,800	4.615384 hours	120 hours	240 hours
20,801 to 31,200	4.615384 hours	160 hours	320 hours
31,201 and over	7.692304 hours	200 hours	480 hours

Vacation time may be used only in lieu of scheduled work time. Permanent part-time classified staff positions may not be replaced while an individual is on vacation. The scheduling of vacation time requires the approval of the staff member's immediate supervisor and may be utilized as accrued, after completion of the initial probationary period.

Vacation leave can be accumulated up to the maximum number of hours as shown in the maximum accrual column above. If you do not use your vacation, you will lose all hours beyond the maximum accrual.

At the time of separation or retirement, 12-month permanent part-time classified staff who have completed at least 2,081 hours of service to the university are eligible to receive payment for accrued but unused vacation time.

When the employment status of a member of the classified staff is changed from 12-month permanent part-time to full-time, the individual is permitted to transfer accrued but unused vacation time. Use of the transferred vacation time during the first year of full-time service is subject to the rules for full-time staff members.

## HOLIDAYS

BGSU observes ten (10) holidays each year. The holidays currently observed are:

<b>January 1</b>	<b>New Year's Day</b>
<b>*3rd Monday in January</b>	<b>Martin Luther King Day</b>
<b>*3rd Monday in February</b>	<b>President's Day</b>
<b>Last Monday in May</b>	<b>Memorial Day</b>
<b>July 4</b>	<b>Independence Day</b>
<b>1st Monday in September</b>	<b>Labor Day</b>
<b>*2nd Monday in October</b>	<b>Columbus Day</b>
<b>November 11</b>	<b>Veteran's Day (formerly Armistice)</b>
<b>4th Thursday in November</b>	<b>Thanksgiving Day</b>
<b>December 25</b>	<b>Christmas Day</b>

State Universities in Ohio have the privilege of reassigning three holidays to any other day of the year to coincide better with the academic calendar. Those three holidays are marked with an asterisk (\*) above. The reassignment of those three floating holidays is determined each year. Currently, the University observes Martin Luther King Day on the third Monday in January and this holiday is not reassigned.

- If a holiday falls on a Sunday, it will be observed on the following Monday.
- If a holiday falls on a Saturday, it will be observed on the preceding Friday.

\*Also, see Religious Accommodation Policy included in this handbook.

### 1. Full-Time Classified Staff

If you are a full-time classified staff member and if your work schedule differs from the Monday-Friday schedule, you are entitled to pay for holidays observed on your day off-regardless of the day of the week when they are observed.

You will receive "holiday pay" if you are in an active pay status on the workday immediately before the holiday. If you are absent without leave on the workday immediately preceding and immediately following the holiday, you will not be eligible for holiday pay. If you are required to work on a holiday, you will be compensated with overtime pay or compensatory time off (see OVERTIME).

### 2. Permanent Part-Time Classified Staff

Permanent part-time classified staff members are eligible for holiday pay for the hours they normally would have been scheduled to work on the particular holiday.

If you have an excused illness and do not work on a holiday, or if you are on vacation, you will receive holiday pay for that holiday instead of sick leave or vacation credit. Payment will not be made for a holiday, which occurs during a leave of absence.

[Holiday Schedule](#)



## **RED CROSS BLOOD DONATIONS**

Several times throughout the year the Red Cross visits the university to obtain donations of blood from employees who volunteer to donate. If you wish to donate blood, you should make arrangements with your supervisor as to the most convenient time. When such arrangements have been made, you are allowed time off with pay while donating blood.

For more information on donating blood, go to: <http://www.redcrossblood.org/>

## **RELIGIOUS ACCOMMODATION POLICY**

Title VII of the Civil Rights Act of 1964 prohibits employers from discriminating on the basis of religion and requires that they take steps to accommodate the religious practices and needs of their employees. At BGSU, all employees, faculty, administrative and classified staff, are to be granted a two-hour release time period to attend any religious service or to meet a religious need that occurs during normal working hours. There may be no loss of compensation, vacation or personal time for this period.

Religious practice or need is defined by the Equal Employment Commission in a broad way that includes moral or ethical beliefs as to what is right and wrong that are sincerely held by the individual person with the strength of traditional religious views. Arrangements for a religious practice must be made in advance with the employee's immediate supervisor. If an employee requires more than two hours for a religious practice, that excess time must be taken as vacation, personal leave or leave without pay.

It is recognized that individuals of certain religions observe their holidays on days that have not been designated as legal holidays by state or federal law. Arrangements relative to time off, such as rearranging a work schedule, are to be mutually agreed upon by the employee and the immediate supervisor. If arrangements relative to the exchange of time cannot be made, the excess time the individual is excused must be taken as vacation, personal leave, or leave without pay. Supervisors are encouraged to be flexible in the application of this policy and to make reasonable accommodation unless such an accommodation would clearly cause "undue hardship" in the conduct of university business.

## **VOTING TIME**

University staff members are encouraged to participate in local and national elections. If for some reason you cannot vote before or after work or during your lunch break, you may be excused one hour to vote. You must make arrangements with your supervisor, so as not to interfere with the operations of the department involved.

**OHIO STAFF COUNCIL OF HIGHER EDUCATION (OSCHE)\***  
**OSCHE**

Classified Staff Council will appoint two delegates and one alternate from self nominations yearly beginning July 1, 2007.

Reimbursement of expenses will be determined yearly beginning July 1, 2007.



The Ohio Staff Council of Higher Education (OSCHE) promotes networking and encourages high quality of work performance and professionalism of employees employed at non-bargaining units/non-union two and four year public state-assisted institutions of higher education in Ohio. OSCHE encourages our individual institutions from being at a disadvantage in competing with other states, private industry, or federal agencies, for competent personnel by striving for adequate standard of living and quality of workplace. OSCHE also encourages the establishment of adequate and fair standards for the appointment, promotion and separation of employees at their respective institutions.

Excerpt from OSCHE Bylaws

Art 2 Sec 1

Any non-union employee of a two or four year public, state-assisted institution of higher education shall be eligible for membership in OSCHE. Members shall abide by the provisions of the Bylaws of OSCHE. Each delegate who serves on OSCHE will be selected by the members groups who participate.

Art 4 Sec 2

Each member institution shall select two (2) delegates and one (1) alternate to serve on the OSCHE Executive Board.

Art 4 Sec 1 1:4

Each member institution shall select no more than five (5) members to be their voting delegates for the purpose of electing officers and conducting business.



Disclaimer: In no way does OSCHE represent any employee, employed at a publicly funded college or university in disputes between the employee and the administration. The sole purpose of OSCHE is to network between its participating institutions for the sharing and exchange of information and ideas.

For more information:

<http://osche.org/>

\*Approved by CSC \_\_\_\_\_ 5/16/07 \_\_\_\_\_ BOT \_\_\_\_\_