

BOWLING GREEN STATE UNIVERSITY
CLASSIFIED STAFF
EMPLOYEE HANDBOOK



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Section 1: Introduction & Overview

Welcome!

All BGSU employees play a critical role in the success of the University, a place where our vision is to be a national model of a learning community. As a staff member, you're an important part of this learning community and can make a difference in the lives of our students, faculty, staff, alumni and donors each and every day.

This handbook contains information about the policies, procedures, benefits and services available to you as a BGSU employee. While the handbook is designed to be a comprehensive overview, employees often have questions about the information. The Office of Human Resources is available to answer any questions.

Thank you for the work you do at Bowling Green State University. Together, we offer an outstanding environment where our students can **belong**, and they have an opportunity to **stand out** so that they can **go far**.

All the best for a rewarding career at BGSU.

Sincerely,
Rodney K. Rogers, Ph.D. '81
President

Disclaimer

This manual provides an overview of the policies and procedures for classified staff employees, but is not meant to replace or override existing policies. Links are included for specific policies referenced in the manual; however, it is the employee's responsibility to read and understand that information and seek clarification when needed. The entire [University policy register](#) can be found on the website for the Office of General Counsel.

This manual is not intended to create any type of contract with the employee. It is designed for informational purposes only and the provisions are not contractually binding. The University has the discretion to make revisions to the manual to remain current and consistent with current practices or changes in local, state or federal law. Thus, the University reserves all management rights and retains all right to take actions deemed necessary to achieve organizational goals and the right to set productivity and performance standards.

Office of Human Resources

The Office of Human Resources is responsible for and has oversight of the following areas: benefits administration, employee and labor relations, professional development training, equal employment opportunity and compliance, organizational development and compensation. The Chief Human Resources Officer is designated as the appointing authority for classified staff employees and is responsible for explaining and interpreting personnel policies and civil service laws, and developing and implementing benefit programs and workplace policies and procedures.

The Office of Human Resources is located in the Huntington Building at 1851 N. Research Drive, Bowling Green, Ohio 43403.

Phone: 419-372-8421

Fax: 419-372-2920

Email: ohr@bgsu.edu

Website: [Human Resources](#)

Overview

Bowling Green State University provides experiences that enhance lives. Students are prepared for lifelong career growth, lives of engaged citizenship and leadership in a global society. *U.S. News and World Report* names BGSU among the top public universities nationwide, with a strong commitment to first-year programs that lead to success. Within our transformative learning community, we build a welcoming, safe and diverse environment where the creative ideas and achievements of all can benefit others throughout Ohio, the nation and the world.

Please review the [Bowling Green State University](#) website for more information about BGSU.

Mission Statement

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.

Vision Statement

In the spirit of innovation, Bowling Green State University 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

Bowling Green State University adheres to the following core values:

- Respect for one another
- Collaboration
- Intellectual and personal growth
- Creativity and innovation
- Pursuit of excellence

Classified Staff Council

Classified Staff Council's (CSC) primary purpose is to provide a direct channel of communication between classified employees and University administrators. Composed of full-time and part-time classified employees, the council reviews matters of interest and/or concerns related to classified staff employees. Such matters may be policies, procedures, benefits, and/or services.

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. While the University supports the commitment and dedication, please ensure that the time spent on committee engagement does not disrupt the operations of the unit and/or department.

For additional information, please see the [Classified Staff Council](#) website.

Section 2: Equal Opportunity and Commitment to Diversity

Equal Opportunity

Bowling Green State University provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Bowling Green State University expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated. For more information, please review the [Equal Employment Policy](#).

Religious Accommodation

At BGSU, all employees, including faculty, administrative and classified staff, are to be granted a two-hour release time 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.

The policy governing the accommodation of [religious observances](#) by University employees and students should be reviewed for additional information.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Bowling Green State University will make reasonable accommodations for the known disability of an otherwise qualified individual.

Employees who may require a reasonable accommodation should contact the Office of Accessibility Services at 372-8495.

The policy governing disability/reasonable accommodation can be found at: [Disability-Reasonable Accommodation](#)

Anti-Harassment and Retaliation

It is Bowling Green State University's policy to provide a work environment free of sexual and other harassment. To that end, harassment of Bowling Green State University employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

The Anti-Harassment Policy can be found at: [Anti-Harassment](#)

The Retaliation Policy can be found at: [Retaliation](#)

The Racial and Ethnic Harassment Policy can be found at: [Racial and Ethnic Harassment](#)

The Sexual Harassment Policy can be found at: [Sexual Harassment](#)

Compliance with Disability Regulations – Office of Accessibility 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, such as providing building ramps for persons in wheelchairs and

removing architectural barriers. Staff members and applicants needing assistance should call the Office of Human Resources at 372-8421 or the Director of Accessibility Services at 372-8495.

Discrimination/Harassment and Complaint Procedure

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.

The University further confirms its commitment to provide an environment free of unlawful harassment. 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 an employee feels discriminated against, and personal attempts to resolve the situation have been unsuccessful, a complaint may be filed with the Office of Human Resources. The director or the designee in Human Resources will:

- Attempt to resolve the complaint informally
- Discuss the problem with the supervisors and associates, if it is agreeable to the individual filing the complaint
- Assist with filing a formal complaint if the problem cannot be resolved informally
- Investigate the complaint and make available any documents of the investigation
- Assure that the complainant and any staff members who assist are free from retaliation or discrimination at any stage of the complaint presentation or processing

For more information, call the Office of Human Resources, 372-8421. The link to file an informal/formal complaint is: [Complaint Form](#)

Section 3: Workplace Guidelines

Code of Ethics and Conduct

Bowling Green State University pursues its mission and conducts its academic and business affairs with the highest degree of integrity and honesty and in a manner that is, and appears to be, in full accord with principles of academic excellence, canons of ethical and professional conduct, and all controlling laws.

The policy governing The Code of Ethics and Conduct can found at: [Code of Ethics and Conduct Policy](#)

Attendance and Notification of Absence

All University employees are expected to maintain a good record of attendance. However, we understand that absence from work is sometimes unavoidable. Any classified staff employee unable to report to work must notify the supervisor no later than one-half hour before the scheduled reporting time. In departments operating on a 24/7 basis, employees must notify their supervisor at least two hours before the scheduled reporting time. Employees must also keep the supervisor informed if the absence continues and of the expected return-to-work date.

Ohio Administrative Code 123:1-31-03 provides that any employee in the classified service who is absent from duty habitually or for three or more successive duty days without leave and without approval by the employee's appointing authority for such absence may be subject to removal for neglect of duty under provisions of Section 124.34 of the Ohio Revised Code.

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

If the employee fails to comply with the rules regarding absences, they will not be paid for the absences and could become subject to progressive disciplinary action. Whenever a supervisor begins to suspect there is a pattern of absenteeism 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.

When an employee's absence is necessary, often other individuals in the department must take on their 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 physician for any period where illness occurs. Any absence due to illness not covered by a physician'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 be reviewed. A memorandum of the interview will be prepared and 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 will begin.

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.

The policy governing the circumstances when a University employee may hold political office, engage in partisan political activity, use University time, property and equipment for political activity, and participate in other activities of a political nature can be found at: [Political Activity Policy](#)

Solicitation

Bowling Green State University employees are 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."

The policy governing solicitation activities on campus can be found at: [Solicitation Policy](#)

Nepotism

The policy governing the hiring and employment decisions affecting members of the same family can be found at: [Nepotism Policy](#)

Consensual Amorous Relationships

Bowling Green State University promotes an atmosphere of professionalism based on mutual trust and respect. The integrity of interaction among faculty, staff, and students must not be compromised. Consensual amorous relationships between persons having an evaluative, supervisory, or decision-making relationship present an inherent risk of a conflict of interest.

The policy governing consensual amorous relationships can be found at: [Consensual Amorous Relationship Policy](#)

Driver Insurability

Bowling Green State University requires that all employees who operate state vehicles be insurable by the University's insurance provider. The purpose of the policy is to reduce the

exposure and liability of the University to high-risk drivers and provide a safe working environment for the students, faculty, staff and visitors.

University employees and off-campus applicants who apply for a position that will require driving a state vehicle must complete a motor vehicle record statement authorizing a University official to request a driver record check. The record check will be repeated yearly as long as the employee is in a position that requires operation of a state vehicle.

An employee may be transferred, suspended, demoted or dismissed if driver insurability is lost due to a poor driving record. Loss of insurability may result from violations in the last three years that consist of any combination of accidents and moving violations that total six or more points as determined by the Office of Risk Management.

Please review the University policy on [driver insurability](#) for additional information.

Emergency Cancellation, Delay and Closings

The policy governing the framework and protocol for modifying normal operations during seasonal inclement weather, health hazards or other emergencies can be found at: [Emergency Cancellation, Delay and Closings Policy](#)

Section 4: Employment Status and Records

Civil Service System

BGSU is one of 14 state-assisted universities in Ohio. House Bill 187 (2006) allowed public colleges and universities in Ohio the opportunity to adopt their own job classification systems to better meet their particular employment needs. As a result, BGSU maintains its own job classification system, pay grades and pay ranges.

Full-Time Classified Staff

The standard work schedule for full-time staff members at BGSU consists of a five-day, 40-hour work week. Most daily schedules consist of nine hours with a one-hour unpaid meal period. The operating days and hours of BGSU are Monday through Friday, 8:00 a.m. to 5:00 p.m. Some operating units/areas work varying shifts (e.g., first, second and third) and observe a half-hour lunch. The immediate supervisor will be responsible for assigning the particular work schedule. Schedules may be rearranged with the supervisor's approval.

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.

Part-Time Classified Staff

The work schedule will be determined by the immediate supervisor. Work hours are limited to 24 hours in a week. Schedules may be rearranged with the supervisor's approval. Rearrangement of the work schedule may include days as well as hours.

Note: Only one part-time job can be held at a time.

[ACA Eligibility/max hours](#)

Probationary Period

A probationary period provides for learning and adjusting to a new job as well as demonstrating suitability for the job. A new employee or an existing employee who has been promoted or assigned to a higher classification must satisfactorily complete the described probationary period:

Full-Time Classified Staff

- 120 days for all classifications

Part-Time Classified Staff

- A portion of each normal working day (a portion is defined as working Monday through Friday), the probationary period is 120 days. If the work schedule is broken, the probationary period is 700 work hours.

Under the Ohio Civil Service System, an employee in a probationary period may be removed after completing 60 days or one-half of the probationary period, whichever is greater, for the following reasons:

- Unsatisfactory performance
- Failure of good behavior and efficient services
- Disciplinary reasons

If this occurs the employee will be issued a written notice from the Chief Human Resources Officer indicating the effective date and the reasons for removal.

A probationary removal for new employees 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.

In the event the probationary period for a promoted individual is not satisfactorily completed, the employee will be returned to the former classification and rate of pay or to the same or similar position.

Break Periods

Although break periods are not guaranteed under state civil service laws, it is the University standard that each department may allow two 15-minute rest periods during each eight-hour

day. Break periods should not be used to cover late arrivals to work, early departure, or extended lunch periods, nor should they be regarded as cumulative if not taken. Break periods need to be approved and scheduled by the supervisor.

New Staff Orientation

New or returning Falcons will participate in a new staff orientation as part of the onboarding process. Employees will receive general information about Bowling Green State University and employee benefits. For additional information, please visit the Office of Human Resources website at: [OHR](#)

Employee Identification Cards

All employees are issued a BG1 Card upon hire. This card identifies each employee as a member of the University staff and provides additional discounts and resources to the University community.

For additional information, please visit the BG1 Card Services at: [BG1 Card Services](#)

Parking

Employee parking areas are located throughout the campus. All vehicles must be registered with Parking Services. For additional information, please visit Parking Services at: [Parking Services](#)

Personal Data Changes

Changes in personal information should be reported promptly to ensure accurate information is maintained on all staff members. Changes may include address, phone number(s), emergency contact information, demographic information, disability and veteran's status, etc.

Name changes can be completed at the Office of Human Resources. All other personal information can be updated through the [myBGSU](#) portal. Please contact the Office of Human Resources at 419-372-8421 with any questions.

Job Announcements

Classified employees who have completed their probationary period are eligible to apply for internal position vacancies at BGSU. Employees will need to complete the online application process through the BGSU HireTouch website. All qualified employees meeting minimum requirements determined by the Office of Human Resources will be interviewed. The hiring official may review the final candidates' personnel files.

If a selection cannot be made from within the University, position vacancies will be made public for external recruitment. Employees currently serving a probationary period may apply for external positions; 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 resign their current position before starting the new position.

Performance Management

Performance management is the process supervisors use to maintain or improve employee job performance through the use of performance assessment tools, coaching and counseling, as well as providing continual feedback.

The performance management process documents and communicates with employees about their work performance through the use of an appraisal tool. Formal performance appraisals are conducted annually for supervisors to measure and communicate employee performance for the prior year, which serves as a foundation to provide praise and recognition, direction, clarify expected results and help focus efforts.

Classified employees serving in a classification shall be rated or evaluated with respect to performance efficiency twice during the employee's probationary period and once each calendar year thereafter on a schedule set by the appointing authority (OAC 123:1-29-01).

Upon completion of the performance appraisal, the employee shall sign the evaluation to acknowledge the employee has reviewed the completed evaluation. The employee's signature merely indicates an acknowledgement that the employee has reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. An electronic signature, using a method approved by the director, is a valid form of signature on the evaluation. Refusal of the employee to sign the evaluation form shall constitute waiver of the employee's right to a review of the performance evaluation (OAC 123:1-29-02).

Employees not in their probationary period who disagree with the evaluation received from their immediate supervisor may request an appeal, in writing, to the next level of supervision.

Access to Personnel Files

Human Resources keeps a personnel file on every classified staff member. Employees may review their personnel file, with the exception of confidential letters of reference, by contacting the office to schedule an appointment. Information included in the file will include but is not limited to the following: employment history, all personnel/pay transactions, performance evaluations, application forms and other materials essential to an employee work record. 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.

The Office of Human Resources is located in the Huntington Building at 1851 N. Research Drive, Bowling Green, Ohio 43403. Phone: 419-372-8421; Email: ohr@bgsu.edu

Separation from Employment

Separation from employment may be voluntary or involuntary. If an employee should voluntarily separate their employment from BGSU, they are asked to submit notice of resignation at least two weeks in advance to the direct supervisor, with a copy to Human Resources.

Contact the Office of Human Resources (419-372-8421 or ohr@bgsu.edu) to schedule an exit interview. The exit interview has two segments: first, to cover the status of insurance, retirement, and other benefits upon termination, and instructions about the return of identification cards, keys and other property belonging to the University; second, to obtain meaningful information about an employee's BGSU employment experience and share reasons of transfer or departure as an element of organizational development.

Employees separating are to clear offices of personal property/equipment, clear up any financial obligations with the University, and return University-owned property and equipment (library books, keys, uniforms, etc.). A copy of a clearance form for this purpose is available from the Office of Human Resources. A fee may be deducted from the employee's last payroll check in the event that University property is not returned. Failure to return other University property will be handled on a case-by-case basis.

Please review the policy on [exit interviews](#) when considering leaving BGSU.

Layoff /Reduction in Workforce

There may be occasions when the University needs to have a reduction in force or lay off classified staff due to lack of work, lack of funds, or job abolishment. BGSU follows the Ohio Revised Code and Administrative Rules when establishing the order of layoff of employees in specific or groups of classifications. These procedures take into account type of appointment, length of service, and calculation of retention points (Section 124.321 of the Ohio Revised Code).

Classified staff laid off under these circumstances may have the option of displacing a staff member with fewer retention points in the same or lower classifications within established groups, or have recall rights for one year from the effective date of layoff or displacement.

If an employee displaces to a classification with 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.

Newly hired full-time and/or part-time classified employees receive 100 points as the base for retention points ([Retention Point Report](#)). These points are given in lieu of using the points on an employee's annual performance evaluation. Full-time classified employees earn one retention

point per active pay period. Part-time classified employees earn .5 retention points per active pay period.

The Office of Human Resources will provide affected staff members at least 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, 17 days' advance notice will be provided.

Job Audit/Reclassification

The University has its own classification system. A job specification briefly describes the classification for each position. The information in the job specification is general and does not contain all the specific tasks that may be performed on the job. A request for a position audit can be made 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 Human Resources. A Human Resources staff member will review and research information contained in the questionnaire and contact 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 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. Reclassifications resulting from audits will become effective at 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, or length of employment, quality of work, personalities or proposed assignments. If the employee is not satisfied with the results of an audit, they may file an appeal with the Ohio Personnel Board of Review, 65 E. State St., Columbus, OH 43215, within 30 days after receipt of the recommendation.

Transfer from Classified to Another Status

The Ohio Revised Code 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.
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:

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

More information can be found in the University policy on [pay transactions](#).

Section 5: Classification and Compensation

BGSU has a market-based salary structure. The structure consists of grades with associated salary ranges. Each salary range has a defined minimum rate, end-of- probation rate, and a maximum rate of pay. The salary structure will be reviewed at least annually to determine the amount of adjustment needed, if applicable.

Pay Transparency Nondiscrimination Provision

BGSU is considered a federal contractor. A 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.

Flexitime

General operating days and hours for BGSU are Monday through Friday, 8:00 a.m. to 5:00 p.m. All first-shift employees are expected to be at work during these hours unless approval is granted for a flexible work schedule (flexitime), differing by no more than two hours; for example, flexitime arrangement no later than 10:00 a.m. arrival and 7:00 p.m. departure.

Flexible work schedules must be requested in writing to the supervisor and may be approved on a case-by-case basis. The supervisor will approve or deny the flextime request based on staffing needs, the employee's job duties, the employee's work record and the employee's ability to temporarily or permanently return to a standard work schedule when needed. Flextime must be arranged in advance and must be agreed upon by the staff member and immediate supervisor and approved by the department head.

Normal business hours as well as operational needs of the department must be maintained. A periodic review of the flexible schedule arrangement will be conducted to determine its continuation. A flextime arrangement may be suspended or canceled at any time. Flextime is not to be used to facilitate or respond to tardiness. Employees are expected to report to work at their regular scheduled starting time. Classified staff employees may be asked to work overtime regardless of a flextime schedule.

Overtime

Classified staff employees are eligible for overtime for all hours worked over 40 hours per week. All overtime must be approved in advance by the supervisor and then reported on the electronic timesheet for the period in which it was earned. Active pay status includes sick leave, personal leave, vacation and compensatory time (if applicable) and hours worked. Overtime is paid at one and one-half times the hourly rate of pay for each hour of overtime worked. If the employee is requested to work overtime, they are expected to comply. Emergency situations will be taken into consideration, if applicable. Overtime will be distributed as evenly as possible among eligible employees in the department.

Compensatory Time

Compensatory time may be granted at the discretion of the employee only, at a rate of one and one-half hours for every hour of overtime worked. Employees cannot be required to take compensatory instead of overtime pay. Compensatory time must be used at a time mutually agreeable between the employee and supervisor. The maximum accrual is 240 hours. When the maximum hours are reached, payment for overtime will be issued.

Pay periods

Classified staff employees are paid on a biweekly basis. Each pay period consists of two work weeks, beginning at 12:01 a.m. Sunday and ending at midnight Saturday. Paychecks are directly deposited into employees' checking and/or savings account. Employees will be able to log in to review and/or print their electronic pay record in the MyBGSU portal.

Payroll Deductions

Bowling Green State University is required by law to withhold all applicable tax deductions, as well as retirement contributions, from each employee's paycheck. In addition, deductions can also be withheld for the following:

- Charitable contributions, applicable to income tax regulations
- Gifts to the University or University Foundation
- Employee associations dues, if applicable
- Medical, dental, life or other insurance purchased through the University

Questions regarding taxes, deductions or net payment amounts should be directed to the Payroll Office. For additional information, please visit the Payroll website at: [Payroll Department](#)

Garnishments

Bowling Green State University will comply with wage garnishment orders issued by court order or other legal or equitable procedures; e.g., Internal Revenue Service (IRS) or state tax collection.

The policy governing wage garnishments can be found at: [Garnishment of Wages](#)

Time Records

Classified staff employees must accurately report all time worked and paid time away from work on a daily basis. All hours must be reported through Time & Labor, the self-service portal through the [MyBGSU](#) portal. Anyone falsifying the reporting of time worked or paid time away from work may be subject to disciplinary action up to and including termination of employment.

Part-time employees who are not on an approved leave of absence and who have not reported time for at least 90 days will be removed from employment at Bowling Green State University.

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

Pay Descriptions

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

A. Demotion

Demotions may occur for the following reasons:

- Performance-based demotions due to inadequate performance
- Voluntary (staff-initiated demotions)

The staff member 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. The staff member's hourly rate will be reduced by this percentage.

B. Emergency Call-Back Pay

After regularly scheduled hours of work have ended and without prearrangement, if the employee is called back to work, call-back 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.

C. Hazardous Duty Pay

If the job requires an employee to be exposed to hazardous conditions not contained or specifically mentioned in the classification specification, the employee 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.

D. Holiday Pay

If an employee is required to work on a holiday, in addition to holiday pay, they will be paid for their time worked at one-and-one-half times the total hourly rate of pay; or the employee 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.

E. Lateral Move within Classification/Pay Grade

A lateral transfer is the movement of a classified staff member to another classification within the same pay grade as their present classification. Lateral transfers should be accomplished without an increase in salary and without a probationary period in the new role.

F. Professional Achievement Pay

If a job requires a specific license or certification required by law and the requirement is not contained in the classification specification, the employee 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.

G. Promotion

A promotion is the movement of a classified staff member to a classification with greater responsibility and a higher pay grade than the staff member's present classification. 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 120-day 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 or to the same or similar position.

Increased workload within the employee classification will not result in a promotion.

H. Scheduled Call-In Pay

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

I. Stand-By Pay

Maintenance and trades employees who are designated as required to “stand by” and are required to carry a University-issued cell phone and respond to calls for service as a condition of their position will be compensated according to established guidelines. Calls need to be responded to within 30 minutes of receipt, and if called the employee needs to be able to be on site within 30 minutes of the call. Employees must be able to work and refrain from the use of alcohol or prescription medications which may render them unable to perform their job duties. Employees who fail to comply are subject to the University’s progressive discipline policy and may not receive additional compensation.

J. Temporary Reassignment

If an employee is temporarily assigned to a classification that has a higher pay grade than the one to which the employee is presently assigned, they will receive a 5% increase to their 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 10 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 Chief Human Resources Officer may waive the 10-week maximum period.

Section 6: Employee Benefits

Insurance Benefits

Bowling Green State University provides a comprehensive benefit program for employee and their families as part of the total compensation package. These plans are reviewed annually to maintain competitiveness while being cost effective. Specific details about the current benefit plans can be found on the Human Resources website in the [Benefits Section](#).

Full-time employees are eligible for several insurance plan options through BGSU, and include:

- Health and Prescription
- Dental
- Vision
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Flexible Spending Accounts (health care and dependent care)
- Voluntary Plans

Information regarding all current plans, eligibility, and employee cost can be found on the Office of Human Resources website at www.bgsu.edu/hr, under Benefits. Enrollment is required within 30 calendar days (including weekends and holidays) from the date of eligibility (such as new hire or newly full-time). Once initial election is complete, changes cannot be made at any time other than annual Open Enrollment for the following calendar year or a Qualified Life Event. Life Event completion must be made within 30 calendar days (including weekends and holidays) from the date of the event. For a list of qualified events, step-by-step instructions and additional information, please see the Life Event tab in the Benefits section of the Office of Human Resources website. Please contact the Office of Human Resources at 419-372-8421 with questions or for assistance. We also offer in-person assistance during normal business hours.

Communication regarding upcoming changes or enrollment periods will be communicated through University email, the OHR website, and Campus Updates.

Deadlines for new enrollments, life events, and Open Enrollment are firm. Please make sure you click Submit to save your selections, and print a confirmation statement for your records. Review the confirmation statement for accuracy because the completion of your enrollment is your electronic signature authorizing the enrollment in these plans along with any associated payroll deductions.

Employee Assistance Program/Work-Life Balance

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 difficult situations in life, which most of us face at one time or another. This program also provides a host of information and services available to assist with everyday life to include areas such as relationships, personal growth, emotional well-being, financial fitness, legal, and much more.

This program is provided through an external organization, IMPACT Solutions, and is kept confidential. The following features are a part of this program:

- A master's level-educated individual to talk to 24 hours a day, 365 days a year
- Service and information available to ALL employees and their household members, as well as dependents living away from home and parents and parents-in-law
- Guaranteed face-to-face counseling sessions – 5 sessions per topic. (Note: If the member should want additional visits, please validate the provider is a member of their health insurance network for the best coverage.)
- Priority given for high-risk situations
- Management referral process (used by supervisors, after coordination with the Office of Human Resources)
- On-site support for training programs
- Web portal with daily living information, resources, and interactive features
- Referrals to community resources
- And much more!

To use this program, call 1-800-227-6007 or visit www.myimpactsolution.com and use the username BGSU.

Tuition Fee Waivers

The policies governing fee waiver benefits for classified staff members and eligible dependents can be located on the website for the Office of General Counsel in the University Policies section. Fee waiver benefits for eligible employees and dependents are available as of the beginning of the first semester following the employee's hire into a full-time or part-time position with BGSU. Any requests for fee waiver benefits can be made after login to the MyBGSU portal.

[Employee Fee Waiver](#)

[Dependent Fee Waiver](#)

Retirement

New employees of BGSU are eligible for the Ohio Public Employees Retirement System (OPERS). If the new employee is full-time, they have the choice of participating in OPERS or an Alternative Retirement Plan (ARP). The two programs differ regarding many aspects, so it is important that employees review all information and understand how each program works. The election made between the OPERS and ARP retirement programs is irrevocable. Employees will have a 120-day election period from their hire date with BGSU to return the completed OPERS/ARP Retirement Election form to the Office of Human Resources. Please note that Ohio law (Ohio Revised Code Section 3305.06) requires a portion of the employer contribution for an ARP member go to the state retirement system to mitigate any negative financial impact of the ARP on the state retirement system. This portion is known as the mitigating rate. In addition, OPERS and STRS have the authority to collect a mitigating rate from the employer contribution made on behalf of their members who elect their defined contribution or combined plan. The mitigating rate is subject to fluctuation and may increase or decrease at any time based on current law. Only the Ohio General Assembly has the ability to reduce the impact of the mitigating rate on plan

participants. The current mitigating rate is listed in the ARP section of the OHR website. Please contact OPERS or STRS for more information regarding the mitigating rate.

During the election period or until the election form is received by the Office of Human Resources, deductions taken from the employee's check(s) and contributions made by the University on behalf of the employee will be sent to the OPERS Traditional Plan. If the employee elects the ARP or one of the other OPERS plan options, contributions made by the employee and the employer will be rolled over to the program chosen, if requested by the employee.

If within the 120-day election period the employee elects OPERS, they will receive an OPERS enrollment kit regarding the three options (Traditional, Member-Directed, or Combined) offered with detailed information. The employee will have an additional 60 days to select one of the three options, for a total of 180 days from the date of hire. If the ARP is elected, contributions to the chosen vendor will begin with the next pay period after receipt of the election form. Contributions made by BGSU and the employee during the 120 day election period will be rolled over to the ARP vendor selected, if requested.

The Alternative Retirement Plan providers used by BGSU are listed with their contact information in the OHR website. In addition, a link to the OPERS site with contact information is provided as well.

In addition to the retirement benefit listed above, employees can also invest money and reduce their taxes at the same time through supplemental programs offered at BGSU. These supplemental retirement programs are voluntary and are taken as pre-tax deductions. The programs offered by BGSU, along with the current providers and contact information, are available in the OHR website in the Benefits section.

Additional information regarding the retirement plans and procedures at BGSU can be reviewed on the [Office of Human Resources website under Retirement](#).

Employee Recognition – Service Awards

Bowling Green State University has traditionally recognized the value and support rendered by all employees in accomplishing its assigned mission of providing the best possible environment for the student population. The annual Service Award program recognizes all employees whose service to the University has reached a milestone for each five-year period, following when the requisite service is completed. Therefore, an employee completing five years of service in 2017 will be recognized at the 2018 Service Award program.

More information about Service Awards and any upcoming events can be found on the Office of Human Resources website at [Service Awards](#) .

Section 7: Leave Benefits

Holidays

The Office of Human Resources issues a University Holiday Schedule for each year, summarizing holiday observances. BGSU observes ten (10) holidays each year. Below is the list of holidays.

New Year's Day	January 1
Martin Luther King Day*	January (third Monday)
Presidents Day*	February (third Monday)
Memorial Day	May (last Monday)
Independence Day	July 4
Labor Day	September (first Monday)
Columbus Day*	October (second Monday)
Veterans Day	November 11
Thanksgiving Day	November (fourth Thursday)
Christmas Day	December 25

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 and are noted in the annual University Holiday Schedule found on the Human Resources website. 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.

An employee who is not in an active pay status for the entire scheduled work day immediately before the holiday shall not receive holiday pay.

Regular part-time classified staff are eligible for holiday pay for the hours they would normally have been scheduled to work on the day the holiday is observed. If they are not scheduled to work on the day the holiday is observed, they will not receive holiday pay.

Vacation Leave

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 workplace is an important benefit earned.

All regular, 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 an employee has 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 the employee in determining their accrual rate. If the employee is a full-time classified staff member, they earn vacation according to years of service with the state on the following schedule.

Length of Service	Annual Vacation	Accrual Rate Per Pay Period	Maximum Accrual
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. Employee biweekly paychecks (viewable online via [MyBGSU](#) web portal) will show the vacation accrual balance. If an employee does not use their vacation, they will lose all hours beyond the maximum accrual. It is each employee’s responsibility to monitor their accrued vacation time. Vacation is not earned on overtime. Vacation used must be reported in the electronic timesheet 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 periods.

If a holiday falls during an employee’s vacation period, the holiday does not count as a day of vacation. If employment with BGSU ends with less than one year of service, the employee is not entitled to payment for unused vacation. At the time of separation or retirement, all regular 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.

The supervisor is responsible for scheduling and approving vacations in their department. Vacations may be taken at such time as the supervisor approves. Vacation approval is not dependent on the employee’s reason for such requests. The employee should request their vacation dates with the supervisor as far in advance as possible.

12-Month Regular Part-time Classified Staff

Regular part-time classified staff employed on a continuous (12-month) basis earn vacation 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:

Total Hours Worked	Hours Accrued for 80 Hours Worked	Hours Accrued for 2,080 Hours Worked	Maximum Accrual
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. Regular 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 an employee does not use their vacation, they will lose all hours beyond the maximum accrual.

At the time of separation or retirement, 12-month regular 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, regular 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.

Sick Leave Policy

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 the department must take on an additional share of the work. Sometimes a temporary staff member may be hired to fill in for absent employees, adding more expense to the department and the University. The sick leave policy, however, provides insurance for employees 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 employees are on an unpaid leave of absence. The amount of sick leave that may be accrued is not limited and is credited bi-weekly. Sick leave balances appear on employee paychecks (viewable online through the [MyBGSU](#) portal). If employees have worked for any government body in the state of Ohio in a non-student capacity, within the last 10 years, any unused sick leave hours at that agency may be transferred to BGSU and added to the employee's 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 spouse 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:	
<ul style="list-style-type: none"> • Spouse • Children • Siblings • Brother-in-law • Daughter-in-law • Mother-in-law • Step-parents • Step-siblings 	<ul style="list-style-type: none"> • Parents • Grandparents • Grandchildren • Sister-in-law • Son-in-law • Father-in-law • Step-children • Legal guardian or other person who stands in place of a parent (in loco parentis)

Anytime sick leave pay is requested, it must be reported in Time and Labor, the electronic timesheet. 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 the supervisor to justify the use of sick leave. The supervisor will approve or disapprove all requests for sick leave pay.

Employees must notify their supervisor as soon as possible, but no later than one-half hour after the scheduled reporting time, each day they 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 that operates 24 hours a day, seven days a week; in this case, they must notify the supervisor at least two hours before the scheduled reporting time each day of absence. If they do not give adequate notification, the absence may be charged to AWOL - "absence without leave."

If an employee has frequent absences due to illness, and the absence due to illness lasts three consecutive workdays, or if there is a recognizable pattern to being absent, the immediate supervisor may require a statement from the attending physician regarding the employee’s state of health. This should be submitted to the Office of Human Resources, which will confirm the need with the direct supervisor.

If an employee has a pre-arranged appointment for medical, dental, or vision services, they must inform the supervisor as far in advance as possible so arrangements may be made to cover work requirements.

Return-to-work eligibility must also be submitted to the Office of Human Resources from the physician confirming the employee’s ability to return to full duty with no restrictions.

In some extreme instances, an employee may be required to take a physical examination, conducted by a licensed physician and paid for by BGSU. If they fail to comply with the sick leave

rules and regulations, they may not be paid for the absence and could become subject to disciplinary action. If an employee applies for sick leave "with intent to defraud," employment could be terminated and the employee will have to refund all salary/wages received during the absence to the state of Ohio.

At the time of retirement from BGSU with 10 or more years of total public service (in the state of Ohio), an employee may elect to receive a payout for one-fourth of their accrued but unused sick leave balance, not to exceed a maximum of 240 hours. In order to be eligible, the employee must meet the age and service requirements defined by their elected retirement plan. If they decide on this option, payment will be based on the rate of pay earned at their retirement date.

Note: Under current Ohio law, retirement from the state of Ohio can only occur once. Therefore, if an employee retires from a state institution and does **not** elect a sick leave payout, they will **forfeit any future sick leave payout**. However, they may **transfer** their unused sick leave balance to another state institution within a **10-year** period for future use, but no future payout can occur.

In the event of an employee death while in service to Bowling Green State University and with 10 or more years of total public service in the state of Ohio, the beneficiary or estate of the employee is eligible to receive payment for one-fourth of the employee's accrued but unused sick leave balance, not to exceed the same maximum number of 240 hours.

Personal Leave

Classified staff are eligible for personal leave on an annual basis. Personal leave may be used for unusual personal or family obligations; however, it may not be used to cover unexcused absences or to make up time. Personal leave must be scheduled and approved by the supervisor prior to use. The policy governing Personal Leave can be found at: [Personal Leave](#)

Leaves of Absence

Bowling Green State University provides several leave-of-absence categories that cover specific circumstances. Any leave of absence is subject to the approval of the department head and Human Resources.

Leave of Absence (without pay)

A leave of absence without pay may be granted for medical, educational or personal reasons. In no case is an approval of a request for a leave without pay an automatic procedure. Each case is judged based on the nature of the request and the impact the absence would have on the effectiveness of the unit and on the mission of the University. While an employee is on a leave of absence without pay, all employee contributions for insurance benefits are required to be paid to the University on a monthly basis. If they are not received for more than 30 days, the insurance coverage may be terminated. The Office of Human Resources must be notified when

an employee returns from a leave of absence. Please contact the Office of Human Resources for further information.

The policy governing Leave without Pay can be found at: [Leave Without Pay](#)

Family Medical Leave

Bowling Green State University understands the importance of family issues and 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 compliance with the Family and Medical Leave Act (FMLA) of 1993, the University has 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 rolling calendar 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**

Leaves under state law and University policy will run concurrently under this policy. The University will comply with both federal and state law, as well as University policy regarding these leaves. Additional information regarding leaves of absence and the Family and Medical Leave Act, along with the required forms, can be found on the Human Resources website under the Employee section.

Questions or concerns regarding family or medical leave under this action can be addressed by calling the Office of Human Resources 419-372-8421.

Maternity Leave

A maternity leave related to childbirth will be allowed for a period of time that may include pre-delivery, delivery and recovery time, 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.

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.

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 their 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.

Military Duty

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.

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 the 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 is 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.

The policy governing Military Duty can be found at: [Military Duty](#)

Court and Jury Duty

If an employee is serving on a jury or is subpoenaed to appear in court as a witness for the federal, state, or local government, they will be excused from work with pay during the time required. Employees appearing before a court or other legally constituted body for personal reasons may be granted vacation, personal, or leave without pay for their absence. If an employee is on paid sick leave or vacation, the employee will be paid court leave for the time spent attending the hearing, and those hours 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 by BGSU for the time spent attending the hearing.

All compensation that the employee receives from the court as a result of serving on jury duty during working hours must be turned in to the University Bursar's Office. However, if the employee performed the jury duty while on vacation or outside of normal working hours, the employee may keep the court payment.

Section 8: Work Environment and Conditions

Workplace Safety

All employees of BGSU are required to comply with safety and environmental requirements that are established by federal, state, and local agencies, and by University policies and procedures. 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 superiors and administrators and also with Environmental Health and Safety.

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 normally and regular duties of the employee. Information on the program may be obtained by contacting Environmental Health and Safety, the Office of Human Resources, or the Division of Labor and Worker Safety. The Division of Labor and Worker Safety is located at 50 West Broad St., Columbus, Ohio 43215. Phone: 800-671-6858, Fax: 614-644-3133, or Refusal to Work Phone: 614-731-4380.

Drug-Free Workplace

In order to ensure the University's commitment to a quality educational and work environment, every faculty, staff and student has a right to work and learn in an environment free from the effects of abuse of alcohol and other drugs. The policy governing the drug-free workplace can be found at: [Drug Free Workplace](#)

Smoke-Free Workplace

Smoking is prohibited inside all buildings, structures, and vehicles owned or leased by Bowling Green State University. The policy governing the smoke-free workplace can be found at: [Smoke Free Workplace](#)

Workplace Violence Prevention

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.

The policy governing workplace violence prevention can be found at: [Violence in the Workplace](#)

Workers' Compensation

Bowling Green State University takes pride in the safety of our staff, faculty, students and community. However, accidents do happen. Each employee of BGSU is responsible to observe all safety precautions. Safety training and assistance are available through the Office of Environmental Health and Safety.

Employees who are injured at work must complete the BGSU online injury/illness 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. All accident claims will be investigated to document time and place of occurrence, determine cause and develop preventative measures.

More information is available on the Office of Human Resources website in the [Employee section under Leave of Absence/Workers' Compensation](#), or you may contact the Human Resources office at 419-372-8421.

Injury and Illness and Accident Reporting

It is Bowling Green State University's policy to comply with occupational safety and health standards of the Ohio Public Employees Risk Reduction Act and all applicable federal, state, and local rules, regulations, and directives. This applies to faculty, staff, students, and guests.

Accident reporting is required for all injuries/illnesses which are work or educational related regardless of where the injury/illness occurs and also for injuries/illnesses that take place on BGSU property.

Reporting is to occur for all incidents using the electronic form located on the Environmental Health and Safety website. This should be submitted within 24 hours of the incident.

If a serious accident or injury occurs on campus or as a part of an employee's work assignment, call 9-1-1.

[Injury and Illness Reporting](#)

Section 9: Employee Conduct

Progressive Discipline

Bowling Green State University's progressive discipline policy and procedures are designed to provide a structured corrective-action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with BGSU's organizational values, human resource best practices and employment laws.

The following are the recommended steps of BGSU's progressive discipline policy and procedure. However, BGSU reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization. Consultation with Human Resources is expected for written warnings, demotions, suspensions and terminations.

Disciplinary Policy

Step 1: Verbal Warning (Counseling)

Provides an opportunity for the immediate supervisor to meet with an employee to discuss how the employee has either failed to meet performance standards or exhibited unsatisfactory work conduct or attendance behavior. The supervisor should discuss with the employee the nature of the problem or the violation of University policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem, and the employee is expected to follow directives provided and should ask questions if clarification is needed. Within five 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 complete the verbal warning form and meet with the employee. The employee will be asked to sign this document to acknowledge his or her understanding of the issues and the corrective action. This record is not placed in the Human Resources file. The form may found at: [\(Verbal Warning\)](#)

2: Written warning

Although BGSU expects the employee will promptly correct any performance, conduct or attendance issues that were identified in Step 1, BGSU recognizes that this may not always occur. The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences and becomes a part of the employee's personnel file.

During Step 2, the immediate supervisor, a division manager or director will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations. A written warning is an appropriate first disciplinary step if there are multiple offenses or if the offense is of a serious nature.

The written warning form will outline the employee's performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action and will be issued within five business days of a Step 2 meeting on the written warning form. A written warning further notes that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken.

If no disciplinable offense occurs within one 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 Chief Human Resources Officer or designee. 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 Chief Human Resource Officer reserves the right to disapprove the request. The employee's failure to sign a written warning does not negate its effect and will be noted on the form.

The form may found at: [\(Written Warning\)](#)

Step 3: Suspension, reduction in pay or position (demotion) and final written warning

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the Chief Human Resources Officer may suspend the employee pending the results of an investigation.

Suspensions may be recommended as part of the normal progression of this progressive discipline policy and procedure and are subject to approval from Human Resources and may

range from one to five days following a pre-disciplinary hearing. For serious offenses, the Chief Human Resources Officer reserves the right to suspend, demote, or remove any employee without convening a disciplinary hearing or following progressive disciplinary actions according to ORC 124.34. This right will 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 working days after receipt of the request. The employee may be suspended with or without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Classified/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension.

The department or area head must submit the recommendation for disciplinary action to the Chief Human Resources Officer or designee. The recommendation for disciplinary action shall be reviewed to determine whether prior steps (e.g., verbal and or written warnings, if relevant) were taken to obtain desirable behavior through progressive discipline and 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 Chief Human Resources Officer 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, the supervisor may issue 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 Chief Human Resources Officer or his/her designee shall convene a disciplinary hearing and submit to the involved employee and the department the rules and regulations for the Pre-Disciplinary Hearing.

A reduction in pay or position (demotion) may be on a permanent or temporary basis as determined by the Chief Human Resources Officer. 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 a serious offense.

A removal or termination of employment is the most serious disciplinary action that can be imposed when previous progressive discipline has not achieved the corrective behavior, or when such a serious offense has been committed that a removal may be warranted.

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 the public, neglect of duty, or any acts of misfeasance, malfeasance, or nonfeasance (Section 124.34 of the Ohio Revised Code).

Pre-Disciplinary Hearing Rules and Regulations:

The hearing will be a fair and formal process, controlled by the Director of Employee Relations or his or her designee.

- The employee may be accompanied by a support person, and may include a Classified Staff representative. A support person may attend but may not assist in clarifying points or discussing points. If an employee intends to bring an attorney as a support person, they must provide 48 hours' notice before the hearing.
- The burden of proof rests with the department recommending disciplinary action.
- Only relevant material that was previously submitted to Human Resources and oral statements may be presented by the employee and the supervisor. The Director of Employee Relations or his or her designee 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.
- The involved employee, supervisor, and support person will be excused from work to attend the hearing. All BGSU 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.
- The opening statements and/or presentations by both parties shall be brief and limited to approximately five minutes, unless otherwise determined by the Director of Employee Relations or his or her designee.
- The employee and the supervisor along with their support person shall be present to hear all of the testimony. All testimony given by the employee and the supervisor shall be directed to the Director of Employee Relations or his or her designee.
- 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 Director of Employee Relations at least three working days in advance of the scheduled hearing date.
- 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. The Chief Human Resources Officer will decide whether to cancel or reschedule the hearing.
- Within seven working days after the conclusion of the hearing, the Director of Employee Relations will issue a written report and recommendation to the Chief Human Resources Officer. The report will detail the factual findings along with a summary of evidence presented and the rationale for reaching the recommendation.

- Unless additional clarification of the director’s report and recommendations is required, the Chief Human Resources Officer, within seven working days after receiving the report, shall adopt, reject, or modify the report and its recommendation(s). The employee and the direct supervisor will be notified in writing.
- No retaliation or harassment from either party will be tolerated regardless of the outcome of the hearing.

Appeals:

Suspensions of more than three days, removals, and demotions may be appealed through the state of Ohio Personnel Board of Review. Appeals must be made within the applicable time limits.

DISCIPLINARY GUIDELINES

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 is not an all-inclusive list of offenses that may be considered in the disciplinary process.

MINOR OFFENSES	Verbal	Written	Suspension/ Removal	Removal
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 Equipment (e.g., computer, phone, etc.) 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
SERIOUS OFFENSES	Verbal	Written	Suspension/ Removal	Removal
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 Instances of Unsatisfactory Behavior	X	X	X
Violation of University's Substance Abuse Policy	X	X	X
Use/Consumption/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

Dispute/Conflict Resolution

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 for dispute. Complaints pertaining to these rights will not be considered for handling within the framework of these procedures. Employee problems or conflicts 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. In the workplace disputes, conflicts or misunderstandings may potentially occur. However, an employee may file a notice of dispute/conflict following the procedure outlined below for classified employees not covered by a collective bargaining agreement with the purpose of resolving work related disputes.

Definitions

Dispute/Conflict: 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 that is within the authority of the University to resolve.

Example of a Dispute/Conflict 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-Disputable Incident/Non-Conflict 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 valid incident, because the University retains the right to choose the type of equipment/tools that are issued to employees.

Employee with Dispute: A classified staff member who is filing a request for dispute/conflict resolution that is not otherwise covered under a collective bargaining unit's agreement.

Employee Named in Dispute: The supervisor (or designee if determined by the Chief Human Resources Officer) is responsible for reviewing the written request for dispute/conflict resolution and preparing the response on the dispute resolution form at either Step 1 or Step 2.

Support Person: A current University employee who may accompany a classified staff employee during the process, but cannot speak on behalf of the employee during the proceedings.

General Provisions

1. A dispute/conflict is 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 is within the authority of the University to resolve.
2. Discrimination based on gender, race, religion, age, national origin, disability or sexual orientation is not properly within the framework of the dispute/conflict resolution process and should be handled through the Office of Human Resources.
3. All the time limits are in calendar days, unless otherwise indicated in the dispute/conflict resolution 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 dispute/conflict resolution process, and if the employee desires, the dispute/conflict may be moved to the next step of the dispute/conflict resolution process.
5. If the results of a dispute/conflict at any step are not appealed by a classified staff member within the established time limits by going to the next step of the dispute/conflict resolution process, the dispute/conflict will be considered terminated.
6. The burden of proof lies with the employee filing the written request for dispute/conflict resolution. The employee may withdraw his or her dispute/conflict at any stage of the dispute/conflict resolution process.
7. An employee and witnesses will be allowed a reasonable amount of time off, with pay, during regularly assigned shift(s) to present a dispute/conflict or provide a witness statement at any step of the dispute/conflict resolution process.
8. Employees currently employed on an active basis are eligible to use the dispute/conflict resolution process. Employees who are suspended are not eligible to utilize the dispute/conflict resolution process during the period of suspension. Dismissal or voluntary resignation from the University will terminate any dispute/conflict initiated by the former employee.

9. A dispute/conflict that is appealed to the courts or other external process will be automatically withdrawn from the University's dispute/conflict resolution process.
10. Only the employee who is directly affected can file a dispute/conflict resolution request. Dispute/conflict resolution requests may not be filed on behalf of a classified staff member or group.
11. All discussions and meetings regarding dispute/conflict resolution will take place in a private workplace setting and will not be open to the public.
12. The respondent and the classified employee requesting dispute/conflict resolution may seek legal counsel, but may not be represented by legal counsel during any steps of the dispute/conflict resolution process.
13. The classified employee may be accompanied through all steps of the dispute/conflict resolution process by another University employee of his/her choice who may serve as a support person, but such support person may not participate in the role of legal counsel or speak on behalf of the employee during the proceedings. It will be the responsibility of the classified employee to make arrangements to fit the meeting date and time established.

Procedures

Prior to filing a written request for dispute/conflict resolution, every effort should be taken to resolve the issue informally. Designated 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 chooses to request a dispute/conflict resolution after informal measures occur, the individual should send a memorandum to the immediate supervisor and the Office of Human Resources notifying them of this intention if the dispute/conflict for resolution could not be resolved informally.

Step 1

The classified staff member must formally present a dispute/conflict to his/her immediate supervisor within seven calendar days of the date of a disputable incident. In the situation where the alleged dispute/conflict involves the immediate supervisor, the classified employee may present the dispute/conflict 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 employee.

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

1. Nature and specifics of the dispute or conflict.
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 dispute or conflict informally.
6. Any other information pertinent to the dispute or conflict, 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 dispute form, the respondent (immediate supervisor or other individual), if designated as Step 1 respondent, will date-stamp the dispute form to establish the effective date for time limits applicable in this procedure, and return a date-stamped copy to the employee immediately.

The respondent will discuss the dispute/conflict with the classified employee as soon as possible, but no later than seven calendar days from receipt of the dispute resolution form. In addition, the respondent will meet with other individuals who may have information relevant to the alleged dispute/conflict.

After the meeting, the respondent will respond to the classified employee on the dispute resolution form as soon as possible, but no later than seven calendar days after meeting with the classified employee. If both parties agree that the dispute/conflict 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 employee relations file, by classified employee name. The Office of Human Resources will provide a copy to the classified employee, immediate supervisor and the next level of supervision.

If the dispute/conflict is not resolved, the original form is returned to the classified employee, who may pursue the dispute/conflict 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 seven calendar days submit the original form to his/her department/administrative unit head, as the Step 2 respondent, who will date-stamp the dispute resolution form upon receipt and return a date-stamped copy to the classified employee. If the situation exists where the dispute/conflict involves the department/unit head, the classified employee may present the dispute/conflict resolution to the Chief Human Resources Officer or his/her designee who will designate another individual at Step 2, or choose to forward the dispute/conflict for consideration at Step 3.

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

1. Meet with the classified employee who has requested dispute resolution.
2. Meet with the classified employee's immediate supervisor and/or department head or any other individuals who may have information relevant to the dispute/conflict
3. Meet jointly with the classified employee and respondent to try to resolve the dispute/conflict.

The Step 2 respondent will prepare the response on the dispute resolution form and return it to the classified employee as soon as possible, but no later than seven 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 dispute/conflict has been resolved, the original dispute resolution form should indicate the manner of resolution. Both parties should sign the form and forward it to Human Resources to be placed in the dispute resolution file.

A copy of the resolution will be provided to the classified employee, immediate supervisor, and the next level of supervision.

If the dispute/conflict has not been resolved, the original form is returned to the classified employee who may pursue the dispute/conflict 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 seven calendar days after receipt of the results of Step 2, submit the original dispute resolution form to the Chief Human Resources Officer. Upon receipt of the original dispute resolution form, the Office of Human Resources will date-stamp the form to establish the effective date for time limits outlined in Step 3.

Within seven calendar days after receipt of a request, the Chief Human Resources Officer or his/her designee, will begin the task of convening a meeting in accordance with the following guidelines. If an extension of time is needed, the Chief Human Resources Officer or his/her designee, may extend the timeframe up to five additional calendar days. If unavailable, a meeting may be established within 10 additional days if necessary.

1. The Chief Human Resources Officer or his/her designee will direct the classified employee to provide a listing of available meeting dates and times to coordinate a meeting.
2. Copies of documentation for presentation at the meeting must be furnished by the classified employee and the respondent to the Office of Human Resources at least three working days before the meeting. Lists of any consenting witnesses to be called to serve as a witness during the meeting must also be submitted at this time. If any witnesses are unable or fail to appear, the meeting will proceed as scheduled.

3. The outcomes of the Step 3 meeting by the Chief Human Resources Officer or designee are final and have no further appeal rights.

For further information or clarification on topics contained in this handbook, please feel free to contact the Office of Human Resources at ohr@bgsu.edu or 419-372-8421. **GO FALCONS!**