

			CLASSIFIED STAFF HANDBOOK SUMMARIES	
Pages	CSC Experts	Table of Content Topics	SECTION SUMMARIES - 1	SECTION SUMMARIES - 2
21 sections				
10-14	Karen Schwab	<b>2-7603 schwabk@bgsu.edu</b>		
10		General Rules of Conduct/Code of Ethics	On June 24, 2005, the Board of Trustees approved a Code o Ethics and Conduct policy to cover all employees. The 5 page document is in the "Handbook of Commonly Shared Employment Policies."	All employees of BGSU have the responsibility of promoting a healthy climate for learning.....
11-12		Office of Human Resources	Most personnel records are considered public information and Human Resources will indicate in your file who has viewed it.	BGSU employees should be aware that most personnel records are considered public information. ...HR will indicate in your file who has viewed it. Make an appointment with an HR Staff Member.
13		Benefits - Employee Assistance Program	The Employee Assistance Program is provided or all employees and their family members. These services are provided at no cost and are strictly confidential.	check accidental death & dismemberment statement
14		Insurance (Permanent Full Time Staff Only)	Insurance coverage for permanent full-time staff begins the first of the month after date of hire. This includes Life Insurance and Accidental Death and Dismemberment coverage.	You can receive free blood pressure readings on a walk in basis at the Student Health Center. You can borrow a wheelchair and purchase crutches there, also. Go to <a href="http://www.bgsu.edu/offices/sa/health/facstaff/index.html">www.bgsu.edu/offices/sa/health/facstaff/index.html</a>
15-19	Maria Dandar	<b>2-8388 dandare@bgsu.edu</b>		
15		Military Duty Leave Policy	Classified staff are eligible for military leave with pay if they are members of the Ohio Nat'l Guard or reserve units. This cannot exceed 31 calendar days per year. More info at <a href="http://www.osc.gov/userra.htm">http://www.osc.gov/userra.htm</a>	Classified Staff who are members of the Ohio National Guard or military reserve units are eligible for military leave with pay. Such leave is in addition to regular vacation time. Maximun hours in a calendar year for military leave are 176 (or 22 days).
16		Military Service Credit (PERS)	If a staff member has 5 years of retirement credit with (PERS, SERS, or STRS) and has completed a tour of military service, you can "buyback" up to 5 years of military time for retirement credit. Go to OPERS website at <a href="http://www.opers.org/about/membership/service-credit.shtml">http://www.opers.org/about/membership/service-credit.shtml</a>	
17		Out-of-State Service Credit (PERS)	Out-of-State Service Credit (PERS)- Having 5 years of retirement credit with an Ohio retirement system(PERS,SERS OR STRS) you are entitled to buy back up to 5 years of out-of-state time for retirement credit. This is if you have worked under the federal civil service, another state's civil service program or other public employment. For more info go to OPERS website at: <a href="http://www.opers.org">http://www.opers.org</a>	
18		T.I.R.E.S.	Toledo Industrial Recreation and Employee Services(T.I.R.E.S.) – B.G.S.U. is a member of this organization which entitles all staff members special rates and discounts on products and services that T.I.R.E.S. members have to offer. You can call Human Resources at 372-8421 for info or go to: <a href="http://www.tirestoledo.org/index.php">http://www.tirestoledo.org/index.php</a>	
19		Retirement (PERS)	Retirement(P.E.R.S.) It is required by law that all classified staff members participate in OPERS. After 18 months of employment and contributions to PERS, the system will pay benefits and medical coverage to survivors of deceased members. More details can be obtained by calling Human Resources at 372-8421	
20-21	Bill LaGrange	<b>2-7984 wlagran@bgsu.edu</b>		
20		Retirement (Public Employees Retirement System)		
21		Fee Waiver Policy	Policy included in B of T resolutions in May 5, 2010	

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22-26	Jan Garber	<b>2-7943 jgarber@bgsu.edu</b>		
22		Classified Staff Council	Classified Staff Council was established to provide communication between classified staff and University administration? We have our own website? <a href="http://www.bgsu.edu/organizations/csc/">Http://www.bgsu.edu/organizations/csc/</a>	CSC will (this is a great word) serve as a representative board for the discussion of policies, procedures, benefits and services affecting classified staff and providing University officials with assistance in addressing matters of concern or interest to CS. "Shared Governance"
23		Classified Staff Council Standing Committees		
24		University Committees	Join a committee	
25		Classified Staff Council Awards and Recognitions		
26		Classified Staff Council Scholarship Program		
27-31	TBD			
27		CSC Spirit of BG Award		CSC presents award on monthly basis. Every classifies staff is eligible to receive or nominate.
28		CSC Team Award		
29		Professional and Personal Development	Professional Development Committee was established in 2005 to assist classified staff with professional individual growth and development opportunities	The University supports employee growth and development through regular classes, workshops or seminars. Maximum amount of funding is available per employee per fiscal year is \$250 based on available funds.
30		Civil Service System and Wage Policy		All permanent full time and part time classified employees can request funding for development training. You can use flex time, vacation, personal days for professional and personal development. The Ohio Department of Administrative Services establishes classification specifications for each job here at BGSU. Each job assigned a pay grade established by the civil service law.
31		Break Periods	Although rest periods are not provided under State civil service laws, it is the University that each department may allow two 15 minute rest periods during each 8 hour work day. These must be taken through the day.	University policy states that each department may allow for two 15-minute rest periods during each 8-hour day. Break periods are a privilege rather than a right- can be revoked for overextending.
32-36	Tammy Corpe			
32		Flextime	The University policy allows classified staff members to adopt a flexible work schedule under certain circumstances as long as it's arranged in advance and all parties involved agree.	Flex time - must be arranged in advance/flex'd time must be completed in week worked.
33		Garnishment	Garnishment is court ordered.	
34		Hours Worked	Hours worked - 40 hrs. full time	*New Process - Newtime/Labor reporting system in effect for classified staff. Go to website. <a href="http://www.bgsu.edu">Www.bgsu.edu</a> / Links A-Z / Click Payroll / Time/Labor / Tutorials & Test for training.
35		Pay Day and Pay Periods		
36		Pay Transactions - Classified Staff -- A - E	(D)- Overtime Pay- The choice of taking overtime pay or comp. time off is the employee's alone and cannot be altered by the immediate supervisor.	
37-41	Jim Hjortsberg	<b>2-8757 jhort@bgsu.edu</b>		

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37		Pay Transactions-Classified Staff F - L	(J) - Temporary Reassignment - If reassigned for a minimum of two weeks (14 days), hourly rate will be increased 5% or duration of reassignment. Normally the reassignment should last no longer than 10 weeks. But can go longer if someone is filling in for an employee on leave and scheduled to return.	
38		Payroll Deductions	(K) - Demotion & (L) - Layoff - Pay reduction will be no lower than end of probation rate for new classification.	
39		Tax Deferred Annuities		
40		Time Sheets/Reporting Forms	Any changes made by the immediate supervisor will be communicated back to employee. HINT: Request a copy of the time sheet when there is an exception to working a 40 hour week. Use to match up with pay sheet.	
41		Travel	All employees who travel on University business are covered by a \$50,000 individual life insurance policy in the event of accidental death or dismemberment.	
42-46	Karen Weber	<b>2-2241 kweber@bgsu.edu</b>		
42		Unemployment Compensation Policy		
43		Workers' Compensation	Employees who are injured at work must complete a BGSU Injury/Illness Report Form within 24 hours of the incident.	
44		Employment - Reporting Address and Personal Changes		
45		Resignations, Clearance and Exit Interviews	A two-week notice is requested for resignations	
46		Employee Recognition-Staff Awards	Being reviewed	
47-51	Scott Spaulding	<b>sspaul@bgsu.edu</b>		
47		Job Bidding Procedures & Lateral Transfers	Employees who complete probation can bid on vacancies	vacancies in the MONITOR? Elsewhere?
48		Layoff and Recall		
49		Performance Evaluation	Performance evaluation is done at 60 days and again about 110 days for a 120 day probation. Evaluation done at 90 days and 170 days for a 180 day probation. Thereafter, once a year around April.	
50		Position Job (Audits) and Reclassifications		
51		Promotion		
52-56	Mary Zuzik	<b>2-8914 mzuzik@bgsu.edu</b>		
52		Transfer from Classified to Another Status		
53		Probationary Period	Any appeal of a probationary removal will only be looked at to determine that the University has complied with the rules governing probationary removals.	
54		Employee Relations - Disciplinary Guidelines Chart		
55-56		Discipline Policy and Procedure	pg. 59 - Procedures, Step 1: Verbal Warning -- The employee's supervisor has five working days of a violation of any University policy, procedure or rule or failure to perform his/her job, to meet to discuss issue. Step 2: Written warning -- A written warning may be more serious as it can become part of employee's record.	
57-61	Kathy Dean	<b>2-7951 kkdean@bgsu.edu</b>		
57		Step 3 + Disciplinary Recommendation Panel	This is a 3-member panel made up of an employee's choice, the supervisor's choice and the chair (who is selected by the other two panel members)	
58		- Disciplinary Hearing Rules and Regulations 1-6		

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59		- Disciplinary Hearing Rules and Regulations 7-12 + Appeals & Training	Employee and supervisor can be accompanied by an advisor who is in the hearing at all times. If there are witnesses, they are not in the room expect to testify.	
60		Grievance Procedure	BGSU has a policy to provide grievance procedures through which Classified Staff may have a review of their job-related problems or concerns. Grievance is defined as: a problem or complaint that arises in the course of employment over the application of federal law, state civil service laws and/or University policies and procedures and which is within the authority of the University to resolve.	A problem or complaint that arises over the application of federal law, state civil service laws and/or University policies and procedures and which is within the authority of the University to resolve
61		Grievance Procedure - general provisions	The burden of proof lies with the employee filing the grievance.	
62-66	Kris Sautter	<b>2-0405 ksautte@bgsu.edu</b>		
62		Grievance Procedures - General Provisions	Did you know before filing a formal grievance every effort should be taken to resolve the issue informally? Did you know a classified staff member must formally present a grievance to his/her immediate supervisor 14 calendar days of the date of a grievable incident?	Staff members in the HR office are available to assist in informal resolution of differences between empl. & supervisor or to assist with interpretation of policies & procedures. Respondent(supervisors,etc.) will discuss the grievance with grievant as soon as possible, but no later than 14 days from receipt of grievance form.
63		Procedures for Filing a Grievance + Step 1		
64		Step 2 and Step 3		
65		Grievance Advisory Panel Hearing Procedures 1-10	The burden of proof rests with the employee filing the grievance.	
66		Grievance Advisory Panel Hearing Procedures 11-12	Any individual involved in grievance procedure will not suffer any type of retaliation or harassment from any university employee regardless of outcome.	
67-71	Kate Najacht	<b>2-2362 knajach@bgsu.edu</b>		
67		Sample Memorandum for Intent to File a Grievance	Did you know that the Assistant VP of HR can be involved in grievances?	**New title
68		Grievance Procedure Flow Chart		
69		Classified Staff Grievance Form		
70		Step 2 and Step 3 of Grievance Process	Know Your Rights? You can request that an advisory panel be convened to settle your grievance	
71		Office of Equity and Diversity (OED)	Did you know that our anti-harassment/anti-discrimination policy includes sexual orientation, marital status, and veteran's status?	**New name?
			Know Your Rights? Discrimination/harassment not covered by the anti-discrimination/anti-harassment policy may be included/covered by other policies.	
72-76	TBD			
72		Compliance With Disability Regulations		
73		Compliance with Sexual Harassment Policy		
74		Discrimination Complaint Process	Change: The Equity and Diversity Office is in 308 McFall	
75		Immigration Compliance		

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76		Racial and Ethic Harassment Policy	Any individual who believes he/she has been racially or ethnically harrassed should contact the Office of Equity and Diversity. ... Before the office can begin its investigation, the allegations must be submitted in writing to the Director of Equity and Diversity--.	
77-81	Terry Carver	<b>2-7487 tcarver@bgsu.edu</b>		
77		Grievance Procedure		
78		Grievance Procedure (continued)		
79		Policies & Procedures (Injury and Illness & Accident Report)	Employees are to report injuries and/or accidents using the Injury and Illness Report Form within 24 hours. Go to <a href="http://www.bgsu.edu/downloads/finance/file14224.pdf">http://www.bgsu.edu/downloads/finance/file14224.pdf</a>	
80		Safety Guidelines		
81		Safety Guidelines (continued)	Be sure doors are locked if you work after hours. Use the 2-Ride or Campus Escort Service (2-8360) when travelling on campus late at night.	
82-86	Lisa Bowen	<b>2-2277 lisage@bgsu.edu</b>		
82		Disabilities/Reasonable Accommodation Policy		
83		Smoking	Smoking is prohibited in all buildings & structures on campus, as well as, all vehicles both owned and leased by BGSU.	
84		Substance Abuse Policy		
85		Substance Abuse Policy (continued)		
86		Violence in the Workplace	With regard to violence in the workplace, intimidation includes any verbal or non-verbal act towards another person that may cause the person to fear their safety or safety of others.	
87-91	Nancy McQuillen	<b>2-0652 nmcquil@bgsu.edu</b>		
87		Consensual Amorous Relationships Policy	Supervisors and faculty are not to have supervisory, evaluative, instructional, coaching, advisory or any other consensual amorous relationship with students or employees	Faculty or staff member of superior rank must disclose relationship to supervisor. Supervisor must take steps to end formal connections without prejudice. Disclosure is responsibility of those involved in amorous relationships.
88		Campus ID Cards	All classified staff members are issued an ID card. This card identifies and entitles employee to discounts at various BG sites. It is also your library card and gives check-cashing privileges.	
89		Uniforms	BGSU will provide uniforms for all classified staff required to wear attire other than personal clothing. Employees must wear uniforms provided. Laundering procedures vary by department.	
90		Key Issuance Policy	If no key is available for reissue, there will be a \$2.00 cost per key and should be requested by description of the area to be accessed. Less than 5 keys may be ordered by phone.	Key requests must be signed by Department Chair or Dean. Building master key requests require justification and approval of VP for Facilities. Grand master keys are only for police and essential maintenance.
91		Driver Insurability Statement	All employees who operate university vehicles must emet university established criteria to drive, i.e., minimum of 18 years, consent to annual motor vehicle record check.	
92-96	TBD			
92		Parking & Traffic	Revised rules have been distributed to campus community	
93		Energy Conservation	Your help is necessary and important to reduce costs by turning off lights, computers, etc. We all benefit when everyone contributes.	
94		Nepotism		
95		Solicitation Policy		

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96		Solicitation Policy (continued)		
97-101	Jan Garber	<b>2-7943 jgarber@bgsu.edu</b>		
97		Property Use and Diposal Policy	You are no longer permitted to loan or borrow university tools to perform personal tasks at home or work. The university has negotiated certain agreements accessible to employees at a substantial savings. Check out this website: <a href="http://www.bgsu.edu/offices/purchasing/page24084.html">http://www.bgsu.edu/offices/purchasing/page24084.html</a>	
98		Political Activity	Register and Vote!	
99-101		Severe Weather Closing Policy and Procedures		
102-106	Bob Mason	<b>2-7986 bmason@bgsu.edu</b>		
102		Time Off Work/Leaves (Absences)		
103		Family and Medical Leave Act (FMLA) Policy	FMLA can be for up to 12 weeks but limited to a 12-month period. Sick leave will run concurrently with FMLA.	
104		Court Leave and Jury Duty	All compensation the employee receives from serving on a jury, during working hours, must turn that compensation into the University Bursar because the University paid the employees regular salary.	
105		Leave-of-Absence		
106		Maternity Leave and Paternal/Adoption Leave		
107-111	Teri Gentry	<b>2-7941 tgentry@bgsu.edu</b>		
107		Personal Leave Policy	1) You may know that failure to use personal leave balance in the calendar year it was received will result in forfeiture of the unused personal leave 2) Did you know at the time of separation from the University, employees are NOT eligible for payment o unused personal leave balances.	Both FT and PT classified staff are eligible for up to 24 hours of personal leave per calendar year and this time is prorated based on accrued sick leave balances as of the first pay day of the claendar year and must be used in the calendar year in which it is received. Persocal leave may not be used to cover unexcused absences or to make up time.
108		Reduced Work Week Policy		A reduced work week is subject to medical certification.
109-110		Sick Leave		Sick leave is determined by state civil service procedures and provides insurance for an employee against a lengthy absence because of illness or injury.
111		Special Leave	During a special leave if you earn a minimum \$250.00 per month, you will receive a full month of credit of PERS retirement credit accrual. Earn less -- partial credit. No earnings - no credit.	
112-118	Terry Carver	<b>2-7487 tcarver@bgsu.edu</b>		
112		Vacation	Did you know vacation time off is not earned on overtime hours worked.	You will lose all vacation hours past maximum accrual - monitor your time know and check your paycheck website *maximum accrual based on length of service* No vacation time is earned: During leave-of absence or Military leave period.
113		12-Month Permanent Part-time CS Vacation		
114		Holidays		
115		Red Cross Blood Donations	Did you know making prior arrangements with your supervisor, you are allowed time off with pay while donating blood	

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116		Religious Accommodation Policy	At BGSU all employees are to be granted a 2-hour release time period to attend any religious service or to meet a religious need that occurs during normal working hours, without loss of compensation, vacation, or personal time for this period.	You are granted a two(2) hour release time to attend any religious service more than two(2) hours - use personal, vacation time, or LWOP. (Example: Good Friday)
117		Voting Time	If for some reason you cannot vote before or after work, or during your lunch break, you may be excused one hour to vote. You must make arrangements with your supervisor.	Allowed to be excused one (1) hour to vote in a local/national election. Very uncommon due to polling places's extended hours. (Policy does not state paid or not - I suspect not)
118		Ohio Staff Council of Higher Education (OSCHE)		