

***INTERMITTENT***  
**CLASSIFIED STAFF HANDBOOK**  
**Bowling Green State University**

Approved by Board of Trustees  
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## *Intermittent Classified Staff Employee Handbook*

### **Notice:**

The Intermittent Classified Staff Handbook is provided for information purposes only for intermittent classified staff employees not part of a collective bargaining agreement. Nothing in this handbook should be construed as a formal contract between you and the University. If any information contained in this handbook is or becomes in conflict with any federal, state, or local laws - including Civil Service Laws established in the Ohio Revised Code - those laws will take precedence over the material presented in this handbook. The University retains the right to modify this handbook as deemed necessary.

Changes in guidelines affecting intermittent classified staff will be issued as appendices and should be filed at the end of this handbook.

### **General Introduction**

This Intermittent Classified Staff Handbook is written for intermittent classified hourly staff employees to help them understand their work environment. For more information on topics covered in this Handbook, contact your supervisor or the Office of Human Resources.

In accordance with the Ohio Administrative Code 123:1-47-01, an intermittent classified staff employee is defined as:

“An appointment where an employee works on an irregular schedule which is determined by the fluctuating demands of the work and is not predictable and is generally characterized as requiring less than one thousand hours per year.”

Further, in accordance with the Ohio Revised Code section 124.30, “individuals receiving an intermittent appointment shall serve at the pleasure of the appointing authority.”

### **BGSU Vision Statement**

Bowling Green State University aspires to be a learning community, and a national model, for developing individuals and shaping the future through learning, discovery, collaboration and personal growth.

### **BGSU Mission Statement**

Bowling Green State University provides educational experiences inside and outside the classroom that enhance the lives of students, faculty and staff. Students are prepared for lifelong career growth, lives of engaged citizenship and leadership in global society. Within our 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.

### **Core Values**

1. Respect for one another
2. Collaboration
3. Intellectual and personal growth
4. Creativity and innovation
5. Pursuit of excellence

## **Learning Outcomes**

### Critical and Constructive Thinking

- Inquiry
- Creative problem solving
- Examining Values in decision making

### Communicate Skillfully

- Writing
- Presenting

### Engage Others in Action

- Participation
- Leadership

## **Human Resources**

The Office of Human Resources, located in Room 100, College Park Office Building, handles general employment matters for intermittent classified staff employees such as recruiting, interviewing, testing and former-employer verification. Because BGSU is a state-assisted agency, it must operate by State of Ohio procedures. Human Resources therefore, is responsible for ensuring that all staff members follow policies and procedures. The contact information for the Office of Human Resources is as follows: phone 419372-8421 fax 419-372-2920 fax; email – [ohr@bgsu.edu](mailto:ohr@bgsu.edu); website - <http://www.bgsu.edu/offices/ohr/>

Human Resources maintains a personnel file on every intermittent classified staff employee. You may review your personnel file by making an appointment with a Human Resources staff employee.

If you change your name please complete the Personal Identification Data Change Request form and bring it to Human Resources immediately. The form can be downloaded at <http://www.bgsu.edu/downloads/execvp/file55897.pdf> If you change your address or phone number you may change it by going to the MyBGSU Web Portal on the BGSU website at <https://my.bgsu.edu/portal/page/portal/MyBGSU/Welcome>. All of your information must be as accurate and up-to-date as possible.

## **Civil Service System**

BGSU is one of the state-assisted universities in Ohio. The Ohio civil service laws and BGSU Board of Trustees actions govern its job classifications, wage scales, and procedures.

The Chief Human Resources Officer is designated as the appointing authority for intermittent classified staff employees at Bowling Green State University and is responsible for explaining and interpreting personnel policies and civil service laws. Ohio Administrative Code 123:1-47-01, defines the appointing authority as the officer charged with having the power of appointment to, or removal from, positions in the institution.

## **Classified Staff Council**

The Classified Staff Council (CSC) is established to provide for direct channels of communication between classified staff members, including intermittent, and University officials. Composed of permanent full-time and permanent part-time classified staff, the Council addresses matters of concern or of interest to intermittent classified staff members. For information purposes only, please visit the CSC web site at <https://www.bgsu.edu/organizations/csc>.

## **GUIDE TO EMPLOYMENT POLICIES AND PROCEDURES**

### **Absences**

One of the most important responsibilities as a BGSU intermittent classified staff employee is that of being dependable and prompt in your attendance. You must notify your supervisor prior to your scheduled work shift when you have to be absent from work. When you know in advance that you will be absent, tell your supervisor before your absence. When you are unable to report to work, you must call and speak with your supervisor, preferably 2 hours before your scheduled reporting time but no later than one half hour (30 minutes) after the scheduled time for reporting to work.

### **Break Periods**

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

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

### **Campus ID Cards**

Intermittent classified staff employees will be issued a Photo ID card after a PIN (Personal Identification Number) is assigned to you. This card identifies you as a member of the University staff and entitles you to discounts on items purchased at the Bookstore, Skate Shop, and the Peregrine Shop (Bowen Thompson Student Union).

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

In January 2007, the University instituted the BG1 Card.

For more information on the BG1 Card, go to:

<http://www.bgsu.edu/bg1card/>

For more information on Campus ID Cards, and lost ID cards, go to:

<http://www.bgsu.edu/bg1card/loststolen.html>

To view the Campus ID Card Policy, go to:

<http://www.bgsu.edu/downloads/execvp/file8102.pdf>

### **Classification System and Compensation Policy**

Each intermittent classified staff job at BGSU will be given a classification based on the duties and responsibilities assigned to the job. Each classification is assigned a pay grade. New intermittent classified staff employees begin at the pay rate of the assigned pay grade. Pursuant to ORC 123:1-19-04, intermittent employees do not serve a probationary period.

Intermittent staff members who have not been called or do not report to work for a period of three consecutive semesters will be terminated and you must re-apply for intermittent classified staff employment.

The intermittent pay rates are subject to market review.

## Wage Table for Intermittent Classified Staff Employees

To view information of intermittent Job Classification Title and Pay Rates go to:  
<http://www.bgsu.edu/downloads/execvp/file79482.pdf>

To view the pay schedule for the current fiscal year go to:  
<http://www.bgsu.edu/offices/ohr/compensation/page11195.html>

### **Court Leave, Jury Duty and Voting**

An intermittent classified staff employee will be granted court leave with pay to attend a hearing by the Bureau of Workers' Compensation, State Personnel Board of Review, Industrial Commission of Ohio, or the State Employment Relations Board.

If an intermittent classified staff employee is subpoenaed for court or summonsed jury duty – federal, state, or local, and scheduled to work the absence will be excused, and compensation from BGSU will be received for scheduled but unworked hours.

University employees are encouraged to participate in local and national elections. If for some reason you cannot vote before or after work or during your lunch break, you will be excused one hour without pay to vote. You must make arrangements with your supervisor, so as not to interfere with the operations of the department involved.

### **Disciplinary Guidelines**

Intermittent classified staff employees may receive verbal warnings, written warnings, suspensions, or be terminated for inappropriate job performance or behavior. Reasons for discipline include but are not limited to the following:

- Insubordination
- Safety violations
- Non-excused tardiness/absences
- Unsatisfactory work performance
- Use of abusive language
- Leaving the premises without permission
- Extending break periods
- Misuse of telephones/computing equipment
- Discourteous treatment of the public
- Abuse of Solicitation Policy
- Improper off duty conduct that affects job performance or public trust
- Discrimination, violation(s) of sexual, racial/ethnic harassment policies
- Defacing/damaging or misuse of University property
- Threatening, fighting or assault of supervisor or other staff member or customer
- Failure to obey a proper order or instruction
- Sleeping on the job
- Multiple uses of unsatisfactory behavior
- Violation of University's Drug Free Work Place Policy
- Use/consumption/or possession of drugs, including alcohol on University premises
- Reporting to work while under the effect of drugs, including alcohol
- Unauthorized release of confidential information
- Immoral behavior
- Theft
- Falsification of University documents

## **Driver Insurability Policy**

BGSU requires that all employees who operate university vehicle follow the University Vehicle Use Policy. This policy stipulates that drivers must be a minimum of 18 years of age or older, consent to an annual motor vehicle record check and meet the university's established criteria to drive. All intermittent employees whose duties include operating a university vehicle should familiarize themselves with the terms and conditions of this policy in its entirety.

To view the Vehicle Use Policy, go to:

<http://www.bgsu.edu/downloads/finance/file64552.pdf>

## **Equal Opportunity and Discrimination/Harassment Policies**

BGSU is committed to equal opportunity for intermittent employees in employment and education, and does not discriminate on the basis of race, color, religion, national origin, gender, age, disability or veteran status.

It is the policy of BGSU that discrimination/harassment on the basis of sex, race, ethnicity and disability will not be condoned. BGSU complies with the relevant federal (i.e. Americans with Disability Act), state and municipal regulations and university guidelines. This policy applies equally to faculty, administrative and classified staff and students and is in keeping with the spirit and intent of guidelines on discrimination.

The complete policies on Sexual Harassment, Racial and Ethnic Harassment, including regulations and procedures are available on the Office of Equity and Diversity website at

<http://www.bgsu.edu/offices/oed/index.html> . All complaints regarding discrimination in the areas covered under this section, if not otherwise resolved should be registered with the Office of Equity and Diversity, 705 Administration Building, 419- 372-8472.

### **Immigration Compliance**

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

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

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

For more information, go to: <http://www.bgsu.edu/downloads/execvp/file8120.pdf>

To view the Immigration and Control Act of 1986, go to:

<http://www.oig.lsc.gov/legis/irca86.htm>

To view the Declaration of Material Assistant to Terrorist Organizations form go

to: <http://www.bgsu.edu/downloads/execvp/file20582.pdf>

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

## **General Rules of Conduct and Code of Ethics**

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

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

<http://www.bgsu.edu/downloads/execvp/file8118.pdf>

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

To view this policy, go to: <http://www.bgsu.edu/downloads/execvp/file12700.pdf>

## **Holidays/Holiday Pay**

BGSU observes ten (10) holidays each year. As an Intermittent classified staff employee you are not eligible for Holiday Pay unless you work on the actual holiday and then you would receive 1 1/2 times your regular rate of pay for the actual hours worked. The holidays currently observed are:

### **January 1**

**\*3rd Monday in January**

**\*3rd Monday in February**

**Last Monday in May**

**July 4**

**1st Monday in September**

**\*2nd Monday in October**

**November 11**

**4th Thursday in November**

**December 25**

**New Year's Day**

**Martin Luther King Day**

**President's Day**

**Memorial Day**

**Independence Day**

**Labor Day**

**Columbus Day**

**Veteran's Day (formerly Armistice)**

**Thanksgiving Day**

**Christmas Day**

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

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

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

## **Injury and Illness**

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

To access an Injury and Illness Report, go to:

<http://www.bgsu.edu/downloads/finance/file14224.pdf>

## **Accident Report**

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

To access the form go to <http://www.bgsu.edu/downloads/finance/file24053.doc>

## **Job Bidding Procedures**

Intermittent classified staff employees who have completed 700 hours of work with BGSU are eligible to bid for posted classified position vacancies appearing on the Office of Human Resources website at [http://www.bgsu.edu/offices/ohr/employment/cl\\_staff/page11145.html](http://www.bgsu.edu/offices/ohr/employment/cl_staff/page11145.html). Further information on job bidding can be obtained by contacting the Human Resources office at 419-372-8421.

## **Nepotism**

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

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

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

For more specific information relative to nepotism, you may contact the Office of Equity and Diversity or the Office of Human Resources.

## **Parking**

During your first day as an intermittent classified staff employee you must register with Parking Services, Commons Bldg. 419-372-2776. Consult with your employing supervisor for details on how to obtain parking permit. Campus maps and parking rules and regulations are available at Parking Services.

## **Payroll Deductions**

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

- Federal Income Tax,
- Public Employees Retirement System,
- State Income Tax,
- City Income Tax,
- Medicare premium for staff hired after April 1, 1986,
- Garnishments, IRS tax levies, child support and any other legal or court ordered deduction.

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

- Gifts to the University,
- Purchases charged at the Bookstore, Dining Services, Athletics, etc.,
- Purchase of PERS military and out-of-state public service credit,
- Falcon Club dues,
- Savings Bonds,
- United Way contributions.

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

Automatic deposit of biweekly pay is a condition of employment. If question, please contact the Payroll Office, 322 Administration Building, 419-372-2201 or in the Office of Human Resources.

### **Performance Evaluation Program**

Each intermittent classified staff employee's work performance may be evaluated at least twice during the probationary period: one at 350 hours of work and again at 700 hours of work. Each evaluation may be accompanied by an interview with the supervisor. Thereafter performance evaluations may be conducted annually.

### **Political Activity**

Intermittent classified staff employees are prohibited by Section 124.57 of the Ohio Revised Code from engaging in partisan political activity.

### **Probationary Period**

Intermittent employees shall not serve a probationary period.

### **Religious Accommodation**

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

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

It is recognized that individuals of certain religions observe their holidays on days that have not been designated as legal holidays by state or federal law. Arrangements relative to time off, such as

rearranging a work schedule, are to be mutually agreed upon by the employee and the immediate supervisor. If arrangements relative to the exchange of time cannot be made, the excess time the individual is excused must be taken as vacation, personal leave, or leave without pay. Supervisors are encouraged to be flexible in the application of this policy and to make reasonable accommodation unless such an accommodation would clearly cause “undue hardship” in the conduct of university business.

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

All intermittent classified staff employees of BGSU are required by law to participate in the Ohio Public Employees Retirement System (OPERS). For more information on contribution amounts go to <http://www.opers.org>.

### **Safety and Security**

Staff is required to comply with safety and environmental requirements that are established by Federal, State, and local agencies, and by University policies and procedures. Regulated areas include, but are not limited to, fire prevention, occupational safety and health, hazardous waste, radioactive materials, and lasers used in a research setting. Employees must also comply with additional safety and environmental requirements set by their departments or areas. Employees are encouraged to discuss any concerns regarding these requirements with their supervisors or administrators and with Environmental Health and Safety at 419-372-2171.

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

#### **Safety Tips:**

- Always evacuate the building during fire alarms via the nearest exit. Do not re-enter the building until Police or Fire officials give their authorization.
- Obey all safety rules and signs.
- Use proper guards and protective equipment for all machinery, according to manufacturer's instructions.
- Get help to lift heavy loads.
- Wear appropriate clothes or equipment (e.g., hard hats, respirators, eye protection, gloves, etc.) provided for certain tasks where personal protection is necessary.
- Avoid slips and falls by watching out for and reporting wet or oily floors, icy sidewalks, uneven steps or walkways, etc.
- Keep a clean work area.
- Know the location of the tornado shelter(s) in your building; read posted instructions.
- Report all unsafe conditions to the next administrative level. If this notification does not result in the hazard removal, or if the hazard is not in the employee's unit, call Environmental Health and Safety 419-372-2171.

#### **Security Tips:**

- Be sure doors are locked behind you if you work after hours.

- Do not walk on campus late at night in poorly lighted areas; if you do go out, if possible, let someone know where you are going and how long you will be gone. Use the Escort or 2-Ride service when traveling on campus late at night.
- Know your Police officers; report suspicious activity to them. Report any suspicious activity to the Campus Police at 419-372-2346.
- Guard against theft; do not leave offices unattended; lock doors and desk drawers when you leave.
- Keep your personal property (purses, wallets, clothing, etc.) in a secure place.
- Be careful in handling university keys; loss or improper handling may lead to an expensive loss to you and the university.
- Lock your car; place your valuable items in the trunk and out of sight.
- Park your car carefully within the spaces marked to avoid possible damage from other cars.
- Drive safely and carefully; BGSU is a residential campus and in many places, the pedestrian has the right-of-way.

For information on reporting potential Safety Hazards, go to:  
<http://www.bgsu.edu/offices/envhs/page18403.html>

### **Scheduling**

Intermittent classified staff jobs are on an as needed basis so changes in schedules may happen frequently. As an Intermittent classified staff employee, your work schedule will be as determined by your immediate supervisor. It is important that University personnel be able to contact you by telephone each day as you will often be called to report to work that day to replace permanent staff members who are off on sick leave or vacation or when work demands are high. Your immediate supervisor will discuss the requirements of your work schedule with you. Rearrangement of the work schedule may include days as well as hours of work. Some work units take ½-hour meal breaks while others take one-hour meal breaks. Meal breaks will be scheduled if you are scheduled to work longer than 4.1 consecutive hours per day and need to be taken.

Intermittent classified staff employees are limited to working 1000 hours or less each calendar year (Jan 1 – Dec 31). When an intermittent classified staff member's total hours worked each year reaches 840 hours the budget administrator and the staff member will be informed by Human Resources of the need to adjust schedules to keep the intermittent classified staff employee in compliance with this regulation.

Intermittent classified staff employees can hold more than one BGSU Intermittent classified staff position at a time; however, the employee may **not** work more than 40.0 hours per work week (Sunday through Saturday) without supervisory approval. It is your responsibility as an intermittent classified staff employee to monitor hours worked each week to stay below 40.0 hours. Failure to notify your immediate supervisor of reaching the 40.0 hour maximum each week may result in disciplinary action. If overtime is needed, the supervisor of the unit requesting the overtime must approve the time on the staff member's time sheet prior to the overtime work commencing. The overtime pay will be charged against the requesting unit.

### **Severe Weather Policy and Procedure**

On occasion, weather conditions develop which may cause staff members difficulty in getting to work on time. Extreme weather conditions may also cause the University to be closed. In the event of severe weather, any decision to close the University will be communicated by the Office of Public Relations, which will notify the University Fact Line 419-372-2445, WBGU-FM (88.1), WFAL-AM (680), WFOB, WOHO, WCWA, WRVF-FM (101.5), WRON-FM, WFIN, and WGTE. In addition three Toledo television stations (Channels 11, 13, and 24) will also be notified. The telephone number, 419-372-SNOW will also be activated during winter storms. If the University closes intermittent classified staff employees will not be expected to report to work and will not be paid for time not worked.

During periods of inclement weather when no emergency is declared, intermittent classified staff members are expected to make every effort to report to work.

### **Sick Leave**

Sick leave is earned for all hours in active pay status. Each intermittent classified staff employee earns sick leave at the rate of 4 hours, 36 minutes for every 80 hours paid.

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

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

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

- employee's spouse
- parents
- children
- or a legal guardian or other person who stands in the place of a parent (in loco parentis)

Anytime sick leave pay is requested, you must provide documentation as to why you were out. You must notify your supervisor as soon as possible, but no later than ½-hour after your scheduled reporting time, each day you are unable to report to work because of illness or injury. If you have a pre-arranged appointment for medical, dental or vision services you must inform your supervisor as far in advance as possible. If you fail to comply with the sick leave rules and regulations, you may not be paid for the absence and you could become subject to disciplinary action.

### **Smoking Regulations**

Smoking is prohibited inside all buildings, structures, and vehicles owned or leased by BGSU, including those at the Firelands Campus.

To view State of Ohio Smoking regulations, go to:

<http://www.odh.ohio.gov/alerts/ohiosmokingban.aspx>

For information on the Smoke Free Workplace Act, go to:

<http://ohionosmoke.com>

### **Solicitation Policy**

An intermittent classified staff employee's ability to perform his or her duties while engaged in the primary University function for which she or he was hired shall not be impaired by any activity conducted for the purpose of advertising, promoting, or selling any product or commercial service or for encouraging or being encouraged to join any group, association or organization.

### **Substance Abuse Policy**

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

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

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

### **Drug Free Workplace**

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

Adopted Board of Trustees adopted the following policy on May 10, 1991 regarding this.

### **Campus Wide Drug and Alcohol Policy**

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

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

It is the responsibility of each faculty member, employee, and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken up to and including dismissal or expulsion from the University and possible criminal prosecution. The University will make appropriate efforts to provide rehabilitative support before giving consideration to termination of employment as stipulated in Section B-I.C.3.c (old Section B-I,I) of the Academic Charter and Sections 124.34 and 3345.22-25 of the Ohio Revised Code. Substance Abuse Policy is located under the general student regulations Appendix B, #1, #17, #18, which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on Bowling Green State University property or as part of any of its activities.

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

To view the Drug Free Workplace Policy, go to:

<http://www.bgsu.edu/downloads/execvp/file8111.pdf>

### **Terminations and Exit Interviews**

At the time of termination it will be necessary to return all University uniforms, equipment, supplies, etc. to your immediate supervisor. If University items are not returned, the final paycheck will be held up until the items are returned or until appropriate amounts are deducted for the items as follows:

- Parking Decal-cost of current decal (if applicable),
- Uniforms-cost of replacement,
- Supplies-cost of replacement,
- Equipment-cost of replacement,

Keys-cost of key/lock replacement,  
Photo ID Card-cost of replacement,  
Bursar Charges-face value due,  
Library Books – cost of replacement,  
Library Fines.

If you should have to terminate your employment with the University please give your supervisor at least two weeks' notice before the date you plan to resign.

### **Time Sheets/Pay Periods**

Time keeping systems are different from department to department. Consult with your employing supervisor for details of time reporting. BGSU employees are paid every other Friday. (See pay schedule for details). All new employees are required to have a mandatory direct deposit of their paychecks with a bank that is federally insurable. Paycheck advises can be viewed/printed from <http://My.bgsu.edu/portal/page/portal/MyBGSU/Welcome>

### **Uniforms and Keys**

The University will provide uniforms for all intermittent classified staff employees who are required to wear attire other than personal clothing in the normal pursuit of their duties. All staff members are required to wear the uniforms provided. For further definition of the specific allotment of uniforms and laundering procedures, refer to the specific department.

Personal dress requirements are different from department to department. Consult with your employing supervisor for details of the dress required.

The University will determine if you need to be issued keys in order to perform your job. While in possession of University keys, the keys are your responsibility and you will be held personally responsible for the cost of the keys if they are lost or misplaced. Requirements for key(s) distribution and return may vary from department to department. Consult with your employing supervisor for details.

### **Use of University Equipment/Facilities**

Ohio law and University policy prohibit personal use of any university property for personal gain. Under no circumstances can university property, equipment, supplies or facilities be used by a University employee for any reason other than those duties assigned as a direct result of employment.

### **Vacation**

As intermittent classified staff employees you are not eligible for vacation benefits from BGSU.

### **Wages**

See Compensation Policy.

### **Workers' Compensation**

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

Employees who are injured at work must complete a BGSU Injury/ Illness Report Form within 24 hours of the incident. If the injured worker is unable to do so, the employee's immediate supervisor

may complete the form using the best information available. The completed form, which can be found at <http://www.bgsu.edu/downloads/finance/file14224.pdf> is to be sent to Environmental Health and Safety, 102 College Park.

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

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

For more information, go to: <http://www.bgsu.edu/downloads/execvp/file8146.pdf>

To visit Ohio's BWC web site, go to:

<http://www.ohiobwc.com/>

### **Questions**

Hopefully you have found in this handbook the information that you need to be successful as a BGSU Intermittent classified staff employee. If there are any questions, which remain unanswered, please check with your supervisor or the Office of Human Resources.