

INTERMITTENT
CLASSIFIED STAFF HANDBOOK
Bowling Green State University

Approved by Board of Trustees
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Intermittent Classified Staff Employee Handbook

Applicable for Staff Members hired as of _____

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, with approval by the Board of Trustees, 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 the premier Learning Community in Ohio and one of the best in the Nation. Through the interdependence of teaching, learning, scholarship, and service we will create an academic environment grounded in intellectual discovery and guided by rational discourse and civility. Bowling Green State University serves the diverse and multicultural communities of Ohio, the United States and the world.

Core Values

1. Respect for one another.
2. Cooperation.
3. Intellectual and spiritual growth.
4. Creative imaginings.
5. Pride in a job well done.

Human Resources

372-2225, 372-8421

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.

Human Resources keeps 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, address, phone number, or marital status, etc., please inform Human Resources immediately. All information in your personnel file must be as accurate and up-to-date as possible.

Civil Service System

BGSU is one of 14 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 Assistant Provost of Human Resources (372-2259) 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 and University officials. Composed of permanent full-time and permanent part-time classified staff, the Council addresses matters of concern or of interest to classified staff members. For information purposes only, please visit the CSC web site at 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.

Accident Reporting

Every campus accident sustained by a staff member shall be reported initially to your supervisor and to the Office of Environmental Health and Safety. Injuries are reported on a University injury report form. **Call 911 only for serious injuries and accidents.**

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, Little Shop and Skate Shop. It may also be used to make purchases in the Dining Services units, the Student Union Information Desk, Billiards & Bowling, selected vending locations, the Bookstore, and the Little Shop on campus and to use the Library. Contact the Office of the Bursar (372-6081) to have your card made or if you lose your card.

Classification System

The classification for each position at Bowling Green State University is established on the basis of the duties and responsibilities assigned to the job. The Ohio Department of Administrative Services has established classification specifications for each job and these are used at this university.

Compensation Policy

Each intermittent classified staff employee position 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 starting rate of the assigned pay grade. At the successful completion of 700 hours, they will advance to the end of probation rate of assigned pay grade. Intermittent staff members who have not been called or do not report to work for a period of three consecutive semesters will be removed from the payroll. Once the employee has been removed from the payroll they must re-apply for intermittent classified staff status.

The following table is not subject to across the board increases without market review and approval by the University Board of Trustees. This table was approved by the Board of Trustees on October 2, 1998.

Wage Table for Intermittent Classified Staff Employees

Pay grade	Starting rate	End probation rate	Job
01	\$7.30	\$7.31	Food Service Worker
02	\$7.31	\$7.60	Laborer Clerk/Receptionist Sales Clerk
03	\$7.60	\$7.90	Cashier Cook1 Data Entry Operator
04	\$7.92	\$8.24	Account Clerk Typist Data Entry Operator2
05	\$8.26	\$8.59	Word Process Spl.1 Cook 2 Clerical Specialist
06	\$8.64	\$8.99	Secretary

Court Leave, Jury Duty and Voting

An intermittent classified staff employee will be granted court leave without 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, the absence will be excused, but no 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 staff members 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.

Drug Free Work Place

In order to ensure BGSU'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 BGSU 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 work performance or pose a hazard to the individual, public, students or any staff member of the University on institutional property or any of its activities.

It is the responsibility of each intermittent classified staff 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.

Equal Opportunity and Discrimination/Harassment Policies

BGSU is committed to equal opportunity for employees in employment and education, and does not discriminate on the basis of race, color, religion, national origin, gender, age, or against qualified handicapped persons, disabled veterans, or veterans of the Vietnam era as identified and defined by law.

It is the policy of BGSU that discrimination/harassment on the basis of disability will not be condoned. BGSU complies with the relevant regulations established by the Americans with Disability Act (ADA). 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 because of disability.

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

It is the policy of BGSU that sexual harassment will not be condoned. 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 because of sex.

The complete policies on Sexual Harassment, Racial and Ethnic Harassment, including regulations and procedures are available in the Office of Affirmative Action. All complaints regarding discrimination in the areas covered under this section, if not otherwise resolved should be registered with the Office of Affirmative Action, 705 Administration Building, (419) 372-8472.

Immigration Reform and Control Act of 1986. In accordance with the Immigration Reform and Control Act of 1986, it is BGSU'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. Employees will be required to also 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. intermittent 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. No employee will be retained on the payroll of the University for a period of more than three (3) days without a Form I-9 on file in the Office of Human Resources.

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

General Rules of Conduct and Code of Ethics

Although this handbook is designed to cover basic information you will need as an intermittent classified staff employee, it cannot cover all the special circumstances, which may arise. It should be used as a general guide. Special problems and other questions should be referred to your supervisor and then the Office of Human Resources. The guidelines set forth in this booklet are subject to change; revisions will be printed as deemed necessary. Below are listed some general rules of conduct considered the responsibility of each intermittent classified staff employee at BGSU:

- Perform tasks as assigned by your immediate supervisor.
- Be courteous, cheerful, and cooperative with fellow staff employees, students, and faculty.
- Be at work on time and begin work promptly. Call your supervisor within the established time limits if you cannot report to work.
- Dress appropriately for work and keep your appearance neat, clean, and attractive.
- Do not leave your workstation without permission of your supervisor, unless in line of duty or otherwise instructed by an appropriate authority.
- Be a safe worker. Follow proper safety practices and report any safety hazards to your supervisor. Wear the proper safety equipment provided for the task.
- Protect University property from misuse or theft. Treat supplies and equipment you use on the job with care.
- Manage your finances so the University does not receive credit complaints.
- University telephones are for official use only. Pay telephones are installed in various areas for personal calls.
- A staff member will not exhibit or discuss any confidential matters without prior approval.
- In the case of lost-and-found articles or keys, contact your supervisor or Campus Safety (372-2346).
- Report all incidents of suspicious nature to your supervisor or to Campus Safety (372-2346).

Intermittent classified staff employees should not engage in conduct that is dishonest or fraudulent nor should they accept duties, obligations, gifts or favors of monetary value or engage in private business or professional activities which conflict with the interests and policies of BGSU and the State of Ohio.

Holidays/Holiday Pay

BGSU operates on a calendar year that includes 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 – New Year’s Day, 3rd Monday in January – Martin Luther King Day, *3rd Monday in February – President’s Day, last Monday in May – Memorial Day, July 4 – Independence Day, 1st Monday in September – Labor Day, *2nd Monday in October – Columbus Day, November 11 – Veteran’s Day, 4th Thursday in November – Thanksgiving Day, December 25th – Christmas Day. In accordance with Ohio law BGSU has the

privilege of reassigning 2 holidays to any other day of the year to coincide better with the academic calendar. These holidays are marked with an asterisk (*) above.

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 in the Monitor. Further information on job bidding can be obtained by contacting the Human Resources office at 372-8421.

Nepotism

If a proposed hire, marriage, or other action places a member of a family in supervision of another family member, the matter should be brought to the attention of the area supervisor. Appointment of spouses or other relatives to the same department is not necessarily nepotism; but relatives may not participate in career decisions of each other.

Parking

During your first day as an intermittent classified staff employee you must register with Parking Services, Commons Bldg. (372-2776). Consult with your employing supervisor for details on how to obtain parking permit. If your employment is terminated the decal must be returned to receive your last paycheck. 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.

Payroll deduction authorization cards must be completed by each individual employee at the Payroll Office, 322 Administration Building, 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 60 days or 350 hours of work and/or again at about 120 days or 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 and Pay Raises

Each classification is assigned a pay grade. New intermittent classified staff employees begin at the starting rate of the assigned pay grade. At the successful completion of the probationary period they advance to the end of the probation rate. The pay grade for each classification is shown at the end of this section. The starting and end of probation rates for each pay grade for fiscal year 1997-1998 are shown on the wage table found on page 3.

Rest Periods

Although rest periods are not officially provided for under state civil service laws, it is University policy that each department allow two 15-minute paid rest periods during each 8.0 consecutive hour day, or one for each 4.0 consecutive hours worked. Supervisors will determine the best time for each employee to take a break to maintain efficient operations and departmental practices. You should recognize that rest periods are a privilege rather than a right; misuse of rest periods or over-extending 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 or leave from work early.

Retirement (Public Employees Retirement System)

All intermittent classified staff employees of BGSU are required by law to participate in the Ohio Public Employees Retirement System (PERS).

Intermittent classified staff employees contribute 8.5% of gross salary, and the University, as the employer, contributes 13.31% of each intermittent classified staff employee's annual earnings to PERS. The University picks up payment of the staff member's 8.5% share thereby reducing the taxable gross salary. For purposes of Federal and State income taxes, this 8.5% is excluded from the staff member's taxable income. It becomes taxable upon claiming the funds after retirement or upon the optional withdrawal of the account when a person leaves PERS-sponsored employment.

Service Credit is based on income earned each month. A full month's credit is granted if the staff member earns at least \$250 per month. Staff members earning less than \$250 per month will receive pro-rated service credit based on the amount of money earned.

Safety and Security

BGSU is required to comply with the standards set by the Public Employee Risk Reduction Act, Ohio Revised Code 4167.07. This act and its subsequent rules (Ohio Administrative Code 4101:17-3-01) requires BGSU to comply with all applicable Occupational Safety and Health Administration (OSHA) standards. OSHA regulations involve safe work practices, identification of problem situations, and proper handling of hazardous chemicals.

It is the responsibility of individual departments and each individual to be safety-conscious. You should follow these safety and security practices to minimize the possibility of theft or personal injury.

Safety Tips:

- Obey all safety rules and signs.

- Use proper guards and protective equipment for all machinery.
- Get help with 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 wet or oily floors, icy sidewalks, uneven steps or walkways, etc.
- Keep your work area clean and organized.
- Report all unsafe conditions to your supervisor or the Office of Environmental Health & Safety (372-2171).

Security Tips:

- Be sure doors are locked.
- Do not walk on campus at night in poorly lighted areas.
- Report suspicious activity to Campus Safety (372-2346).
- Guard against theft; do not leave work areas unattended.
- 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 valuable items in the trunk.
- Park your car carefully within the spaces marked to avoid possible damage from other cars.

Drive safely and carefully; this is a pedestrian campus and in many places, the pedestrian has the right-of-way.

Scheduling

Intermittent classified staff positions are totally need-based 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 30). 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 (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, 372-SNOW will also be activated during winter storms.

During periods of severe 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. Earned sick leave may be used for your illness or injury and that of immediate family members only for scheduled workdays. It may also be used for medical, dental or optical examinations or treatments and the death in the immediate family or attending the funeral of a friend or relative.

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.

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.

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. Check stubs will be distributed by the employing unit(s).

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

If you suffer an on-the-job injury requiring medical care and/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 preventive measures. Information and assistance on Workers Compensation claims can be obtained from the Insurance Office (372-7987).

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.

