WELCOME FROM THE PRESIDENT

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

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

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

Best wishes for a satisfying career at BGSU.

Sincerely,

Mary Ellen Mazey
President
VISION

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.

This Vision is supported by:

- an extensive portfolio of distinctive undergraduate programs, focused master’s and specialist degrees and a select number of nationally recognized doctoral programs;
- scholarly and creative endeavors of the highest order;
- academically challenging teaching, fully connected with research and public service; innovative academic planning that focuses on society’s changing needs, student outcomes and the appropriate integration of technology;
- an educational environment that develops culturally literate, self-assured, technologically sophisticated, productive citizens who are prepared to lead, to inspire and to preserve the great traditions of our democracy.

CORE VALUES

The Core Values to which the University adheres are:

- respect for one another;
- cooperation;
- intellectual and spiritual growth;
- creative imaginings;
- pride in a job well done.

Bowling Green State University is dedicated to providing quality academic programs in a learning environment that promotes academic and personal excellence in students, as well as appreciation of intellectual, ethical and aesthetic values. Wisdom, sound judgment, tolerance and respect for other persons, cultures and ideas are the hallmarks of an educated person and the characteristics that the University hopes to develop in its students.
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Notice
The Classified Staff Handbook describes the policies, procedures, benefits and services available to you at BGSU as a permanent full-time or permanent part-time classified staff member and is not part of a collective bargaining agreement or an official contract. If any information contained in this Handbook is, or becomes, in conflict with any federal, state or local laws—including Civil Service Laws established in the Ohio Revised Code, those laws will take precedence over the materials presented in this Handbook.
This Notice revision was approved by Classified Staff Council on February 20, 2008 and Board of Trustees on May 2, 2008.
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| Members                | [http://www.bgsu.edu/organizations/csc/page49477.html](http://www.bgsu.edu/organizations/csc/page49477.html) |
| **CONTINUING AND EXTENDED EDUCATION** | [http://cee.bgsu.edu/](http://cee.bgsu.edu/) |
| **EMPLOYEE ASSISTANCE PROGRAM** | [http://www.4symmetry.org/](http://www.4symmetry.org/) |
| **ENERGY CONSERVATION** | [http://www.bgsu.edu/offices/recycling/](http://www.bgsu.edu/offices/recycling/) |
| **ENVIRONMENTAL HEALTH AND SAFETY** | [http://www.bgsu.edu/offices/envhs/](http://www.bgsu.edu/offices/envhs/)  
| Reporting Safety Hazards Information | [http://www.bgsu.edu/offices/envhs/page18403.html](http://www.bgsu.edu/offices/envhs/page18403.html) |
| **INFORMATION TECHNOLOGY SERVICES (ITS)** | [http://www.bgsu.edu/its/](http://www.bgsu.edu/its/) |
| **LIBRARIES AND LEARNING RESOURCES** | [http://www.bgsu.edu/colleges/library/](http://www.bgsu.edu/colleges/library/) |
| **OFFICE OF THE BURSAR** | [http://www.bgsu.edu/offices/bursar/index.html](http://www.bgsu.edu/offices/bursar/index.html) |
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| Sexual Harassment Policy | [http://www.bgsu.edu/offices/oed/page7603.html#4](http://www.bgsu.edu/offices/oed/page7603.html#4) |
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| Medical Payroll Deduction Chart | [http://www.bgsu.edu/offices/ohr/benefits/page11342.html](http://www.bgsu.edu/offices/ohr/benefits/page11342.html) |
| Classified Staff Pay Rates | [http://www.bgsu.edu/offices/ohr/compensation/page11194.html](http://www.bgsu.edu/offices/ohr/compensation/page11194.html)  
| Classified Staff Pay Schedules | [http://www.bgsu.edu/offices/ohr/compensation/page11195.html](http://www.bgsu.edu/offices/ohr/compensation/page11195.html)  
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| Evaluation Instructions and Forms | [http://www.bgsu.edu/offices/ohr/training/page12622.html](http://www.bgsu.edu/offices/ohr/training/page12622.html)  
| FMLA Website           | [http://www.dol.gov/whd/fmla/]  
| FMLA (additional information) | [http://www.bgsu.edu/offices/ohr/benefits/page11364.html](http://www.bgsu.edu/offices/ohr/benefits/page11364.html)  
| Fee Waiver Information | [http://www.bgsu.edu/offices/ohr/benefits/page12550.html](http://www.bgsu.edu/offices/ohr/benefits/page12550.html)  
| Forms                  | [http://www.bgsu.edu/offices/ohr/forms/index.html](http://www.bgsu.edu/offices/ohr/forms/index.html)  
| Holiday Schedule       | [http://www.bgsu.edu/offices/ohr/resources/page12569.html](http://www.bgsu.edu/offices/ohr/resources/page12569.html)  
| Tax Deferred Annuity 403B Program | [http://www.bgsu.edu/offices/ohr/benefits/page12558.html](http://www.bgsu.edu/offices/ohr/benefits/page12558.html)  
| Training/Development Information | [http://www.bgsu.edu/offices/ohr/training/index.html](http://www.bgsu.edu/offices/ohr/training/index.html) |
OFFICE OF PUBLIC SAFETY
Campus Escort Service
http://www.bgsu.edu/offices/safety/page25629.html
Parking and Traffic
http://www.bgsu.edu/offices/safety/parking/parking.html
Safety and Security Report Information
http://www.bgsu.edu/offices/safety/page23090.html#services
Shuttle Bus Information
http://www.bgsu.edu/offices/safety/page25627.html

OSCHE – Ohio Staff Council of Higher Education
http://www.bgsu.edu/organizations/csc/page49691.html

PUBLIC EMPLOYEES RETIREMENT SYSTEM
Retirement Information
http://www.opers.org
http://www.bgsu.edu/offices/ohr/benefits/page12557.html

PROPERTY DISPOSAL POLICY

SEVERE WEATHER CLOSING POLICY

STUDENT HEALTH (STAFF) SERVICE
http://www.bgsu.edu/offices/health/facstaff/page11238.html

TOLEDO INDUSTRIAL RECREATION AND EMPLOYEE SERVICES (T.I.R.E.S)
http://www.tirestoledo.org/index.php

UNIVERSITY BOOKSTORE
http://www.bgsu.edu/offices/bookstore/

VIOLENCE IN WORKPLACE POLICY
Violence in Workplace Report Form

INFORMATION FROM COMMON HANDBOOK RELEVANT TO ALL EMPLOYEES
(CURRENTLY NOT IN CLASSIFIED STAFF HANDBOOK)

ACCEPTABLE USE FOR INFORMATION TECHNOLOGIES POLICY

CONCEALED WEAPONS POLICY

CONTACT WITH STATE/FEDERAL LEGISLATORS AND GOVERNMENTAL AGENCIES POLICY

FRAUD, WASTE OR ABUSE OF UNIVERSITY RESOURCES REPORTING POLICY

CONSENSUAL AMOROUS RELATIONSHIPS POLICY
GENERAL RULES OF CONDUCT/ CODE OF ETHICS

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


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
OFFICE OF HUMAN RESOURCES

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

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

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

The Chief Human Resources Officer (372-2259) is designated as the appointing authority for classified staff employees at Bowling Green State University and is responsible for explaining and interpreting personnel policies and civil service laws, advising and counseling classified staff on human resource matters, and developing and implementing benefit programs. In addition, the Chief Human Resources Officer manages the entire Human Resources area, which includes the following services:

**Employment/Employee Relations (372-2227)**
Assists classified staff members and supervisors with job-related questions or problems. Deals with all matters related to recruitment, interviewing, applications, job posting, job audits and reclassifications, and affirmative action matters.

**Training and Development (372-2628)**
Provides individual and group training, professional development, upward mobility and employee orientation. For more information, go to:
http://www.bgsu.edu/offices/ohr/training/index.html

**Records and Processes (372-2558)**
Processes all personnel/pay actions and maintains personnel files.

**Human Resources Administration (372-2113)**
Deals with matters relating to University policies and procedures, Ohio civil service law, compensation, wage and salary administration, classification plan, unemployment compensation, layoffs, performance evaluations, employee handbooks and retirement counseling and assistance.

**Insurances/Benefits (372-2112)**
Deals with all matters related to staff health, dental and vision insurances, as well as life insurance, tax-deferred annuities, and workers compensation. For more information, go to:
http://www.bgsu.edu/offices/ohr/benefits/index.html
The Office of Human Resources keeps you informed through the Monitor, a University publication, of the following types of announcements:

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

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

- Classification
- Pay Rate
- Next Pay Raise
- Benefits

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

HR Information:

Front Desk: 419-372-8421    Fax 419-372-2920
Web Address: [http://www.bgsu.edu/offices/ohr/](http://www.bgsu.edu/offices/ohr/)
Classified Jobline: 419-372-8669
Administrative Jobline 419-372-8522

OUR MISSION STATEMENT

The Office of Human Resources working as a team within the office and throughout the University:

- Recruits the Best
- Retains the Best
- Assists the employees as they reinvest in their future

BGSU employees should be aware that most personnel records are considered public information pursuant to Ohio Revised Code Section 149.43. Certain records, including medical information, Social Security numbers, and residential and family information of law enforcement officers, are exempt from disclosure. Most other records, including performance evaluations, salary, leave balances, disciplinary actions, grievances, and applications of employment, are publicly available. Human Resources will indicate in your file who has viewed it. For more information on the Office of Human Resources, visit their website at: [http://www.bgsu.edu/offices/ohr/](http://www.bgsu.edu/offices/ohr/)
BENEFITS

EMPLOYEE ASSISTANCE PROGRAM (EAP)

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

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

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

For further information, please contact the Office of Human Resources at 372-8421 or go to: http://www.myimpactsolution.com/

Approved by CSC 11/17/10

IMPACT Solution Program begins January 1, 2011.
INSURANCE (PERMANENT Full Time Staff Only)

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

If any changes occur in your marital or family status, contact the Office of Human Resources at 372-2112 or go to:
http://www.bgsu.edu/offices/ohr/benefits/page11202.html

For information on employee related services at the Student Health Service, go to:
http://www.bgsu.edu/offices/sa/health/facstaff/page11238.html
MILITARY DUTY LEAVE POLICY

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

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

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

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

(Career military retirees receiving a pension are exempt from this provision.) Payment for the purchase of active military service may be made by payroll deduction. For additional information on this contact the Office of Human Resources at 372-2113).

For more information, go to OPERS website at: https://www.opers.org/about/membership/service-credit.shtml
OUT-OF-STATE SERVICE CREDIT (Public Employees Retirement System)

If you have five (5) years of retirement credit with an Ohio retirement system (PERS, SERS, or STRS), and if you have worked under the federal civil service, another state's civil service program, or other public employment, you are entitled to "buy back" up to five (5) years of out-of-state time for retirement credit. Payment for the purchase of federal civil service, other state civil service, or other public employment may be made by payroll deduction. For additional information on this, contact the Office of Human Resources at 372-2113.

For more information, go to OPERS website at: http://www.opers.org/
TOLEDO INDUSTRIAL RECREATION AND EMPLOYEE SERVICES (T.I.R.E.S.)

The Toledo Industrial Recreation and Employee Services Council is a non-profit association of management representatives from leading Toledo and surrounding area businesses, academia, industry, government and community service organizations, established to promote employee services and recreational programs for employees, to promote the exchange of ideas and administrative expertise, and to provide discounted member services.

Bowling Green State University is a member of this organization, and as such, University staff members are eligible for special rates or discounts on products and services that T.I.R.E.S. members have to offer.

Additional information on these services can be obtained by contacting the Office of Human Resources at 372-8421 or going to: http://www.tiretoledo.org/index.php
RETIREMENT (Public Employees Retirement System)

All classified staff members of Bowling Green State University are required by law to participate in the Ohio Public Employees Retirement System (OPERS). [http://www.opers.org](http://www.opers.org)

PERS provides hospital and medical insurance to each retiree who receives a monthly benefit and who on July 1, 1986 and after has ten years of Ohio retirement service credit. Time under the State Teachers Retirement System, School Employees Retirement System, as well as military service, out-of-state public service, and Federal Civil Service purchased before January 29, 1981 may also be used in the calculation of this ten-year requirement. Classified staff retiring with less than ten years retirement service credit must make separate arrangements for hospital and medical insurance.

Classified staff members contribute 9.5% of their gross salary, and the University, as the employer, contributes 13.77% of each classified staff member's annual earning to PERS. The University picks up payment of the staff member's 9.5% share. For purposes of Federal and State income taxes, this 9.5% 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.

These contributions plus interest from investments provide a fund from which staff members will receive monthly checks after they retire. Staff members are eligible to retire at age 60 with five years of service, at age 55 with 25 years of service, or at any age with 30 years of service. With exception of police officers there is no mandatory retirement age. Police officers must presently retire at the end of the fiscal year in which age 70 is reached.

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

Retirees eligible for free health coverage may also pick up a dependent spouse and dependent children subject to a premium deducted from the monthly retirement check.

After eighteen months of employment and contributions to PERS, the retirement system provides for the payment of benefits as well as medical coverage to survivors of deceased members. The retirement system also has provisions for disability retirement due to illness or injury and provides income and medical coverage to the member, medical coverage to the spouse and dependent children, and survivor benefits. To be eligible for disability retirement members must have five years of retirement service credit. Details of these benefits as well as informational brochures are available in the Office of Human Resources (372-8421).

Classified staff members who are on a University-approved leave of absence may be able to purchase a maximum of one year of PERS retirement service credit after they have returned to full-time University service for at least one year.
Classified staff members who terminate public employment before retirement may request a refund of PERS contribution by completing an application form in the Office of Human Resources. After a 90-day waiting period from the last day of employment, PERS will refund the staff member's direct retirement contributions.

When full-time classified staff members retire from BGSU into the Public Employees Retirement System, they are eligible for the following benefits:

- A permanent ID card designating the individual as retired staff.
- The same library and computer privileges as current staff.
- Receipt of the BGSU publications, AT BOWLING GREEN and the MONITOR.
- The same discounts or charging privileges granted to current staff.
- Appropriate office space and support services when possible if the retiree is engaged in part-time instruction or other paid services.
- Opportunity to audit or take a course without payment of the instructional, facility or general fees on a space available basis.
- When requested, the same ticket arrangements and prices for intercollegiate sports events and musical and drama productions.
- When requested, continuing access to BGSU's recreational facilities.

approved by the Board of Trustees, October 11, 1979

The Office of Human Resources encourages classified staff members to visit at least three months prior to their planned retirement date for a pre-retirement interview.

For information on Retirement Plans, go to: http://www.bgsu.edu/offices/ohr/benefits/page12557.html
FEE WAIVER POLICY

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

Faculty/Staff Member Fee Waiver Policy

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

Dependent Fee Waiver Policy

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

The policies can be located at following web site: [http://www.bgsu.edu/downloads/execvp/file84730.pdf](http://www.bgsu.edu/downloads/execvp/file84730.pdf)

The forms can be located at the Office of Human Resources web site under Benefit Forms: [http://www.bgsu.edu/offices/ohr/benefits/index.html](http://www.bgsu.edu/offices/ohr/benefits/index.html)


CSC Approved 11/17/10
CLASSIFIED STAFF

CLASSIFIED STAFF COUNCIL

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

Classified Staff Council will:

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

To view Classified Staff Council website, go to:
http://www.bgsu.edu/organizations/csc/

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

For more information, go to:
http://www.bgsu.edu/organizations/csc/page35608.html
UNIVERSITY COMMITTEES

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

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

For more information about these or other standing committees, contact the Classified Staff Council, Box 91, University Hall or go to: [http://www.bgsu.edu/organizations/csc/page35608.html](http://www.bgsu.edu/organizations/csc/page35608.html)
CLASSIFIED STAFF COUNCIL AWARDS AND RECOGNITIONS

CLASSIFIED STAFF COUNCIL OUTSTANDING SERVICE AWARD

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

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

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

For more information on the CSC Outstanding Service Award, go to:
http://www.bgsu.edu/organizations/csc/page35906.html

For a nomination form, go to:
CLASSIFIED STAFF COUNCIL SCHOLARSHIP PROGRAM

Each year the Classified Staff Council awards scholarships to deserving classified staff members, their spouses or dependents, who have a minimum of a 2.5 grade point average. The scholarships are used to pay any education related expenses. The awards will be made in one payment from funds deposited with the BGSU Foundation, Inc. The scholarship is funded through donations from BGSU classified staff members. Application forms may be obtained by contacting the Office of Human Resources 372-8421, contacting a Classified Staff Council representative or online at: http://www.bgsu.edu/organizations/csc/page35901.html for information or: http://www.bgsu.edu/downloads/bgsu/file35896.pdf for application.
CLASSIFIED STAFF COUNCIL SPIRIT OF BG AWARD

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

Further information is available at:
http://www.bgsu.edu/organizations/csc/page35884.html

To download a CSC Spirit of BG Award Form, go to:
CLASSIFIED STAFF COUNCIL TEAM AWARD

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

For more information on the CSC Team Award, go to:
http://www.bgsu.edu/organizations/csc/page35915.html

For an award nomination form, go to:
PROFESSIONAL AND PERSONAL DEVELOPMENT

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

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

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

For more information on CSCPDF, go to:
http://www.bgsu.edu/organizations/csc/page35869.html

To download a CSCPDF application, go to:
CIVIL SERVICE SYSTEM

CIVIL SERVICE SYSTEM

BGSU is one of 14 state-assisted universities in Ohio. The Ohio civil service laws govern job classifications, wage scales, and procedures. In addition, specific rules and policies concerning your employment at BGSU have been established. Under the civil service system, classified positions at the University are determined by the duties and responsibilities of the job. Each job classification is assigned to a pay grade established by the civil service law.

CIVIL SERVICE SYSTEM WAGE POLICY

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 at this University.

Each classification is assigned a pay grade. New staff members begin at the probationary rate of the assigned pay grade. At the successful completion of the probationary period they advance to the end of probation rate. Thereafter, increases, as approved by the Board of Trustees, will normally be granted on the beginning of the pay period.

The starting and end of probation rates will increase at a rate that is one percent less than that approved by the Board of Trustees. In this way the pay grade rates will insure a differential between longer term and newly hired employees.

The pay rate for each classification is available to view at:
http://www.bgsu.edu/offices/ohr/compensation/page11194.html

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

BREAK PERIODS

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

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

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

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

Full-Time Classified Staff

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

Use of the time accounting form is based upon the exception principle. Specifically, no forms will be transmitted to Payroll for individuals who work 40 hours. If, however, variations in time worked during the pay period occur, the reporting form will instruct Payroll to make appropriate changes in pay and indicate factors accounting for instructions, e.g., overtime, sickness, vacation, etc.

Permanent Part-Time Classified Staff

As a permanent part-time classified staff member, your work schedule will be as determined by your immediate supervisor. Should the need arise to rearrange your work schedule; your immediate supervisor will discuss the requirements with you. Rearrangement of the work schedule may include days as well as hours of week.
PAY DAY AND PAY PERIODS

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

- Your supervisor will show you how to prepare a time report form when variations occur during the pay period.
- All new employees or employees who change their status (part-time to full-time) are required to have a mandatory direct deposit of their paychecks with a bank that is federally insurable.

To view current pay schedules, go to: http://www.bgsu.edu/offices/ohr/compensation/page11195.html
PAY TRANSACTIONS-CLASSIFIED STAFF

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

A. **Lateral Move within Classification/Pay Grade.**
   There is no change in total rate of pay.

B. **Reclassification.**
   The employee will be placed at the end of probation rate for the new pay grade or a 4% increase, whichever is greater. At the end of sixty (60) days, the employee may qualify for an additional 2% increase after a successful supervisory review.
   Approved by the Board of Trustees March 3, 2006.

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

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

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

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

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

Revised 11/16/09
F. Emergency Call-Back Pay.
After regularly scheduled hours of work have ended and without prearrangement, if the employee is called-back to work, callback pay is guaranteed. An employee entitled to call-back pay is entitled to a minimum of four times the employee's total rate of pay regardless of the number of hours worked. When the point is reached where the actual hours worked (more than 2 hours, 40 minutes) provide compensation exceeding the assured minimum, regular overtime provisions will apply.

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

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

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

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

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

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

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

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

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

1. Tax deferred annuities (this is a reduction, not a deduction; see below)
2. Hospitalization and Surgical coverage for sponsored dependents
3. Educators Insurance
4. Employee Organization dues
5. Savings Bonds
6. United Way contributions
7. Dependent Life Insurance
8. Credit Union
9. Falcon Club dues
10. Gifts to the University, i.e., President's Club, Parent's Club, etc.
11. Purchases charged at the Bookstore, University Union, season athletic tickets, etc.

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

12. Purchase of PERS military and out-of-state public service credit

Each individual employee must complete payroll deduction authorization cards at the Payroll Office or the Office of Human Resources. This form can also be found online at:
http://www.bgsu.edu/bg1card/Resources/payrolloddeduction.pdf
TAX DEFERRED ANNUITIES

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

1. Obtain a minimum of twenty bona fide annuity applications from BGSU employees.

2. Meet all criteria compatible with BGSU payroll procedures and with Federal Internal Revenue Code requirements. The University does NOT provide comparative cost figures, performance data, or any information about the various annuity companies. For basic information, call the BGSU Benefits Office.

http://www.bgsu.edu/offices/ohr/benefits/page12558.html
TIME SHEETS/REPORTING FORMS

Full-time Classified Staff.
All full-time classified staff are required to complete a time reporting form when there is an exception to working a 40-hour week. Exceptions include use of sick leave, vacation, overtime, personal time, leave without pay, etc. The staff member will complete and sign the form and submit it to the immediate supervisor who will review and approve the form by signing it. Any changes made by the immediate supervisor will be communicated back to the staff member. The report forms are due in the University Payroll Office on Monday following the previous week. Your immediate supervisor will determine when the forms are to be completed and turned in. If you are absent and cannot complete a time report form, your immediate supervisor will do it for you in order to meet established deadlines.

Part-time/Temporary Classified Staff.
All part-time and temporary classified staff are required to complete a time sheet indicating hours worked, use of sick leave, and vacation as appropriate for twelve-month permanent part-time staff. The time sheet will cover a standard 80-hour bi-weekly pay period. The staff member will complete and sign the time sheet and forward it to the immediate supervisor who will then review and approve the form. Your immediate supervisor will determine when the forms are to be completed and turned in. Time reports are due in the University Payroll Office on the Monday following completion of the biweekly pay period.

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


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

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

The Travel Expense Report form may be found at [http://www.bgsu.edu/offices/business/page22084.html](http://www.bgsu.edu/offices/business/page22084.html).
UNEMPLOYMENT COMPENSATION POLICY

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

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

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

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

For more information or to view the Office of Unemployment’s website, go to: http://jfs.ohio.gov/ouc/
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/
EMPLOYMENT

REPORTING ADDRESS AND PERSONAL CHANGES

The Office of Human Resources is responsible for maintaining complete and up-to-date records on each classified staff member. It is essential that you notify the Office of Human Resources at 372-8421 promptly whenever you have any change in your status, such as:

- Name
- Marital status
- Permanent home address (appears on check)
- Local home address (appears on W-2 form)
- Home telephone number
- Campus address
- Campus telephone number
- Education/training
- Income tax exemptions
- Beneficiary for retirement insurance plan
- Insurance coverage
- Requested payroll deductions

A separate mailing address (in addition to permanent and local address as described above) is maintained by the Registrar's Office. It is used to send grades, student records, and other Registration & Records’ information to a staff member who is taking classes. If you take a class, check with the Registrar's Office (372-8441) to make sure that this mailing address is correct.

To update personal information, go to BGSU home page at: http://www.bgsu.edu and click on mybgsu web portal link.
RESIGNATIONS, CLEARANCE AND EXIT INTERVIEWS

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

1. Give your supervisor at least two weeks notice before the date you plan to resign.

2. Clear offices in which you may have property/equipment, clear up any financial obligations that you may have with the University, and return University owned property and equipment (library books, keys, etc.). A copy of a clearance form for this purpose is available from the Office of Human Resources (372-8421).

3. Go to the Office of Human Resources for an exit interview and completion of a written resignation form.

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

Please follow these procedures when you resign. They will provide you with all the information needed as you leave the University, and allow your supervisor the time to plan for your replacement.
Bowling Green State University has traditionally recognized the value and support rendered by the classified staff in accomplishing its assigned mission of providing the best possible environment for the student population. The Classified Staff Award Ceremonies recognizes classified staff achievements as well as provides a venue for appreciation of all classified staff members who make Bowling Green State University the best that it can be. These ceremonies also recognize classified staff whose service to the University has reached a milestone for each five-year period following when the requisite service is completed.

For more information on the service credit, follow this link [http://www.bgsu.edu/downloads/execvp/file80582.pdf](http://www.bgsu.edu/downloads/execvp/file80582.pdf)
JOB BIDDING PROCEDURES

Classified employees who have completed their probationary period are eligible to bid for posted position vacancies appearing in the MONITOR. Interested university employees will complete a Request for Transfer Form for each vacancy and will be given a Position Vacancy Announcement at the Office of Human Resources. The Request for Transfer Form must be turned into the Office of Human Resources prior to the posting deadline if bidding on the position. All qualified employees meeting minimum requirements, determined by the Office of Human Resources must be interviewed. The hiring official may review the three most recent Employee Performance Evaluations of final candidates in the Office of Human Resources.

If a selection cannot be made from within the university, position vacancies will be announced on the Classified Job Line (372-8669) for open recruitment. The Job Line is updated on Mondays. Public applicants and employees currently serving a probationary period may then apply. However, interviews are not guaranteed.

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

Further information on job bidding can be obtained by contacting the Employment Office at 372-2227 or 372-8421.

LATERAL TRANSFERS

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

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

To view available job positions, go to:  
http://www.bgsu.edu/offices/ohr/employment/BGSU_only/page11151.html
LAYOFF AND RECALL

There may be occasion for classified staff layoffs due to lack of work, lack of funds, or job abolishment. Realizing the possibility of such occurrences, the Ohio Revised Code and Administrative Rules have worked out a very detailed set of procedures establishing the order of layoff of employees in specific or groups of classifications. These procedures take into account such things as type of appointment, length of service, and overall ratings as shown in staff member's annual performance evaluation. Classified staff laid off under these circumstances may have the option of displacing other staff members in the same or lower classifications within established groups, and have recall rights for one year from the effective date of layoff or displacement.

The Office of Human Resources will provide affected staff members at least two weeks advance notice in writing, explain the reasons for layoff, and explain and review staff members' rights and obligations. Although the University does not contemplate the need for a layoff, the procedure is mentioned to briefly provide you with some information should such an action be required.
PERFORMANCE EVALUATION

The Performance Evaluation Program is intended to be a system of communication between the supervisor and employee on one hand, and between the supervisor and the Office of Human Resources on the other. This program provides for a systematic, period evaluation of the work of each classified employee. It will provide you with an increased awareness of your work performance and what is expected of you. You will be able to tell what area of your work is in most need of improvement, or is worthy of praise and recognition. If you disagree with the evaluation received from your immediate supervisor, you may request an appeal, in writing, to the next level of supervision. For information on performance evaluations, go to: http://www.bgsu.edu/offices/ohr/training/page12622.html

For Classified Staff Merit Appeal Process information, go to: http://www.bgsu.edu/downloads/execvp/file12633.pdf

Full-Time Classified Staff

Your work performance is evaluated twice during the initial probationary period: one at 60 days, and again at about 110 days for a 120-day probationary period (90 days and 170 days for a 180-day probationary term). Each evaluation will be accompanied by an interview with your supervisor. Thereafter, performance evaluations are conducted annually around April of each year. If you bid on and accept a position in a higher classification, a performance evaluation is made at the end of the probationary period.

Permanent Part-Time Classified Staff

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

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

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

According to the Ohio Revised Code, a classified staff member may request a job audit no more than once a year. Audits that result in a reclassification will be effective on the beginning of the pay period following the date Human Resources received the audit questionnaire. An additional 2% increase shall be available to the classified staff member who completes sixty (60) days in the new classification and receives a successful supervisory review. A reclassification does not require a probationary period in the new classification.

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

To obtain a Job Analysis Questionnaire, go to: http://www.bgsu.edu/downloads/execvp/file12508.pdf
PROMOTION

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

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

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

Announcements of classified staff vacancies will be published in the MONITOR, which is distributed electronically to all departments weekly. If you wish to be considered for a promotion to another position in the University, you are encouraged to discuss the situation with your immediate supervisor or contact the Office of Human Resources. Each staff member's request will be given full consideration, providing that the initial probationary period has been satisfactorily completed. If you are promoted to a higher classification in the civil service, you will be placed at the starting rate of the new pay grade or a 4% increase, whichever is higher. At the conclusion of the probationary period, you will be placed at the end of probation rate or a 4% increase, whichever is greater. Classified staff members interested in contract or faculty positions should contact the hiring department for information on qualifications and application procedures.

To view job vacancies online, go to:
Classified Staff: http://www.bgsu.edu/offices/ohr/employment/BGSU_only/page11151.html
Administrative Staff: http://www.bgsu.edu/offices/ohr/employment/adm_staff/page11137.html
Faculty: http://www.bgsu.edu/offices/provost/facultyEmployment.htm
TRANSFER FROM CLASSIFIED TO ANOTHER STATUS

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

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

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

Procedures

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

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

Scope

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

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

Full-Time Classified Staff

- 120 days for classifications assigned to Pay Grades 1 through 8
- 180 days for classifications assigned to Pay Grades 9 through 16

Part-Time Classified Staff

If you work a portion of each normal working day, the probationary period is determined by the number of calendar days following appointment in the same manner as full-time employees:

- 120 days for classifications assigned to Pay Grades 1 through 8
- 180 days for classifications assigned to Pay Grades 9 through 16

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

If the work schedule is broken, the probationary period is 700 work hours for individuals whose classification is assigned to Pay Grades 1 through 8. For employees whose classifications are assigned to Pay Grades 9 through 16, the probationary period is 1,000 work hours.

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

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

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

DISCIPLINARY GUIDELINES CHART

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

<table>
<thead>
<tr>
<th>MINOR OFFENSES</th>
<th>Verbal</th>
<th>Written</th>
<th>Suspension/Removal</th>
<th>Removal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insubordination</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Minor Safety Violation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Unexcused Tardiness/Absences</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Unsatisfactory Work Performance</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Use of Abusive Language</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Leaving Premises During Scheduled Work Time Without Supervisor Permission</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Extending Break or Lunch Period Without Permission</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Misuse of Telephones for Personal Use</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Discourteous Treatment of the Public</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Failure to Abide by University</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Solicitation Procedures</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Improper Off Duty Conduct that Affects Job</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Performance or Public Trust</td>
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</table>

<table>
<thead>
<tr>
<th>SERIOUS OFFENSES</th>
<th>Verbal</th>
<th>Written</th>
<th>Suspension/Removal</th>
<th>Removal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Harassment</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Racial/Ethnic Harassment</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Defacing/Damaging or Misuse of University Property</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Fighting or Assault of Supervisor or Other Employee</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Failure to Obey a Proper Order or Instruction</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Sleeping on the Job</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Multiple Uses of Unsatisfactory Behavior</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Violation of University's Substance Abuse Policy</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Use/Consumption/or Possession of Drugs</td>
<td></td>
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<td></td>
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<tr>
<td>Including Alcohol on University Premises</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Reporting to Work While Under the Effect of Drugs,</td>
<td></td>
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<tr>
<td>Including Alcohol</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Unauthorized Release of Confidential Information</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Immoral Behavior</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Theft</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Falsification of University Documents</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Falsification of Employee Application</td>
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</table>
DISCIPLINE POLICY AND PROCEDURE

Policy Statement: At Bowling Green State University, there are occasions when employees fail to meet performance standards or to abide by University policies, procedures, and rules governing appropriate conduct on the job. In order to deal with such situations in a fair and consistent manner, the University has developed a disciplinary policy and procedure designed to improve productivity and morale, and not merely to punish. The disciplinary policy and procedure is designed so that:

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

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

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

A written warning is more serious and may become a permanent part of the employee's official record. A written warning is issued if the corrective behavior from any previous verbal warning(s) is not exhibited within the specified time limits or if the offense is of a serious nature. A copy of the written warning is given to the employee and the original is forwarded to the Office of Human Resources to be placed in the employee's official file. When a written warning is issued, the supervisor should take immediate constructive steps to help the employee avoid the repetition of unsatisfactory behavior.
Continued unsatisfactory performance or the commission of a serious offense may serve as the basis for more severe disciplinary actions beyond a verbal or written warning. A suspension without pay can vary from one day to several weeks or months. A suspension is designed to give an employee some time to think over the seriousness of the offense and it is hoped that he/she will make a commitment to better behavior or performance in the future.

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

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

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

Procedures

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

Step 2: Written Warning:
If corrective behavior is not exhibited after the specified time period; or if another infraction occurs unrelated to the offense for which a verbal warning was issued; or if the offense is of a serious nature, the supervisor should issue a written warning to the employee. A written warning is an appropriate first disciplinary step if the offense is of a serious nature. The supervisor shall meet with the employee in private and discuss the specifics of the unsatisfactory behavior and identify the reasons for the written warning. Items 1-3 of Step 1 should be included in the warning, signed by both parties, with a copy given to the employee, a copy retained by the supervisor, and the original forwarded to the Office of Human Resources to be placed in the employee's official personnel file. If no disciplinable offense occurs within one (1) year after the written warning is issued, the warning may be removed from the employee's personnel file upon written request from the employee to the Assistant Vice President for Human Resources. The Chief Human Resources Officer will review the request and determine whether the written warning will be removed. In some cases, where the written warning is for a serious offense, the Assistant Vice President reserves the right to disapprove the request. Failure to sign a written warning by the employee, if appropriate, will be noted on the form.

Step 3: Suspension/Demotion/Removal:
Continued unsatisfactory behavior for a succession of minor offenses, or the commission of a more serious offense, may serve as the basis for recommending more severe disciplinary actions. The department or area head, before meeting with the employee, must endorse all recommendations for suspensions, demotions, or removals with the employee to discuss the recommended disciplinary action and before submitting the recommendation to the Assistant Vice President for Human Resources. The Chief Human Resources Officer shall review the
recommended disciplinary action to determine whether all necessary steps (e.g., verbal and or written warnings) to obtain desirable behavior through progressive discipline have been properly followed. If the supervisor has requested a variation of the progressive disciplinary process because the infraction is of a serious nature, the Assistant Vice President shall determine the validity of the request. If the Chief Human Resources Officer deems the request for a variation in the progressive disciplinary process invalid, a disciplinary recommendation panel will not be convened. However, this would not preclude a supervisor from issuing a verbal or written warning if an offense or infraction of policies or rules did in fact occur. If the recommended disciplinary action is deemed to be valid, the Assistant Vice President or his/her designee shall convene a disciplinary recommendation panel and submit to the involved employee and the department the rules and regulations for the selection and jurisdiction of the Disciplinary Recommendation Panel and the Disciplinary Hearing Rules and Regulations. For serious offenses, the Chief Human Resources Officer retains the right to exercise his or her authority as the appointing authority to suspend, demote, or remove any employee without convening a disciplinary recommendation panel or following progressive disciplinary actions. This right will normally be exercised when an employee has committed a serious offense. The determination of whether a request for disciplinary action or for a variation of the progressive disciplinary process must occur within five (5) working days after receipt of the request. An employee may request to waive the convening of a Disciplinary Recommendation Panel by placing the request in writing to the Chief Human Resources Officer within five (5) working days after being notified that a panel will be convened. If a waiver is granted, the employee, supervisor, and the Chief Human Resources Officer will meet and the Chief Human Resources Officer will make a decision on the recommended disciplinary action.

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

1. Direct the employee to select a neutral/impartial panel member who is presently an employee of the University, but has no current or prior involvement with the recommended disciplinary action or a close working relationship that might bias the panel member. The employee will have five (5) working days to submit the name of their panel member to the Chief Human Resources Officer or his or her designee.

2. Direct the supervisor to select a neutral/impartial panel member who is presently an employee of the University, but has no current or prior involvement with the recommended disciplinary action or a close working relationship that would bias the panel member. The supervisor will have five (5) working days to submit the name of the panel member to the Chief Human Resources Officer or his or her designee.
3. Direct the two panel members to select a third member to chair the panel from a neutral/impartial list of classified employees mutually agreed upon between the Classified Staff Council and the Assistant Vice President for Human Resources. The chair must have no current or previous involvement in the recommended disciplinary action, and not be assigned to the work area of the employee involved in the proposed disciplinary action. The two panel members will have three (3) working days to submit the selection to the Chief Human Resources Officer or his or her designee.

4. The Assistant Vice President, Human Resources, or his or her designee will handle all administrative functions which includes ensuring that all time limits are met, and that both parties are given at least a five (5) working-day notification of the hearing date and arrange for facilities for conducting the hearing.

5. The Chief Human Resources Officer or his or her designee will convene a meeting of all parties involved to explain the disciplinary rules and process and to assure that all aspects of the procedures are clearly explained.

6. Copies of factual information for presentation at the hearing must be furnished to the Office Human Resources at least three (3) working days before the hearing for dissemination to members of the panel. Additional factual information may be submitted at the hearing if extenuating circumstances create a delay in securing the documents ahead of time or if the information is key to either party's presentation. Lists of any consenting witnesses to be called to testify at the hearing must also be submitted at this time. The Office of Human Resources will arrange for witnesses to be released from their work assignments to provide their testimony. If any witnesses are unable to appear, the hearing will proceed as scheduled.

**Disciplinary Hearing Rules and Regulations:**

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

2. The employee and the supervisor may be accompanied by another Bowling Green State University employee to serve as his/her advisor. Advisors may assist in clarifying points or discussing procedures with the panel. Either party or their advisors can make their presentation to the panel.

3. The burden of proof rests with the department recommending disciplinary action.

4. Only relevant material that was previously submitted to Human Resources and oral statements may be presented by the employee, the supervisor or their respective advisors. The chair shall have the final authority to determine the relevance of any written or oral information submitted. Additional factual information may be submitted at the hearing if extenuating circumstances created a delay in securing the documents ahead of time or if the information is key to either party's presentation.

5. The Chief Human Resources Officer will arrange to have the involved employee, supervisor, panel members, advisors, and consenting witnesses excused from work to attend the hearing. All participants will be paid for time spent at the hearing that occurs during their regular working schedule. If participation places a person in an overtime status, the employee will be compensated in accordance with the University's overtime policy.

6. The opening statements and/or presentations by both parties shall be limited to approximately 15-25 minutes, unless otherwise determined by the chair.
7. Witnesses shall be present in the hearing room only to testify and their testimony shall be limited to approximately 15-25 minutes, unless otherwise determined by the chair. The employee and the supervisor along with their advisors shall be present to hear the testimony of all witnesses. All testimony given by the employee, supervisor, and witnesses shall be directed at the panel. Either party may direct questions to witnesses specifically concerning their testimony.

8. Except in the case of an extreme emergency or an unusual circumstance, no request for postponement will be considered unless received in writing by the chairperson at least three (3) working days in advance of the scheduled hearing date.

9. In the absence of any extenuating circumstances, failure on the part of either or both parties to appear at the hearing could result in the employee and/or supervisor losing their right to present their case before the panel. The Chief Human Resources Officer will decide whether to cancel or reschedule the hearing.

10. Within five (5) working days after the conclusion of the hearing, the panel will issue its written report and recommendation to the Assistant Vice President for Human Resources. The report will detail the factual findings along with a summary of evidence presented and the rationale for reaching their recommendation.

11. Unless additional clarification of the panel's report and recommendations is required, the Assistant Vice President, within seven (7) working days after receiving the panel's report, shall adopt, reject, or modify the report and its recommendation(s) and notify the employee, department, panel chair, and the appropriate Vice President in writing. Reasons for rejection or modification must be given in such recommendation.

12. Any individual acting as a witness for either the employee or the department bringing forth the recommended disciplinary action will not suffer any type of retaliation or harassment from either party regardless of the outcome of the hearing.

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

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

Policy Statement

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

Definitions

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

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

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

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

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

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

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

2. Discrimination based on gender, race, religion, age, national origin, disability or sexual orientation are not proper within the framework of the grievance procedure and should be handled through the Office of Equity and Diversity.

3. All the time limits are in calendar days, unless otherwise indicated in the grievance procedures. Time limits may be extended upon mutual agreement of both parties.

4. If a decision is not made by respondents within the time limits established up through Step 2 of the grievance process, and if the employee desires, the grievance may automatically be moved to the next step of the grievance procedure.

5. If the results of a grievance at any step are not appealed by a classified staff member within the established time limits by going to the next step of the grievance procedures, the grievance will be considered terminated.

6. The burden of proof lies with the employee filing the grievance. The employee may withdraw his or her grievance at any stage of the grievance procedure.

7. An employee and witnesses will be allowed time off, with pay, during regularly assigned shift(s) to present a grievance or testify at any step of the grievance procedure.

8. Employees currently employed on an active basis are eligible to use the grievance procedure. Employees who are suspended are not eligible to utilize the grievance procedure during the period of suspension. Dismissal or voluntary resignation from the University will terminate any grievance initiated by the former employee.

9. A grievance, which is appealed to the courts or to the State Personnel Board of Review, will be automatically withdrawn from the University's grievance procedure.

10. Only the employee who is directly affected can file a grievance. Grievances may not be filed on behalf of a classified staff member or group.

11. All discussions and meetings regarding grievances will take place in a private setting and will not be open to the public.

12. The respondent and the grievant may seek legal counsel, but may not be represented by legal counsel during any steps of the grievance procedure.

13. The grievant may be accompanied through all steps of the grievance procedure by another university employee of his/her choice who may serve as an advisor, but such advisor may not participate in the role of legal counsel during the proceedings. Advisors may assist in clarifying points or discussing procedures with the panel.
Procedures for Filing a Grievance

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

Step 1

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

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

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

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

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

After the meeting, the respondent will respond to the grievant on the grievance form as soon as possible, but no later than fourteen (14) days after meeting with the grievant. If both parties agree that the grievance has been resolved, the original form should indicate the manner of resolution. Both parties should sign and date the form and forward it to Human Resources to be placed in the grievant's file. The Office of Human Resources will provide a copy to the grievant, immediate supervisor and the next level of supervision. If the grievance is not resolved, the original form is returned to the grievant who may pursue the grievance by following the procedures outlined in Step 2.

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

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

1. Meet with the grievant.

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

3. Meet jointly with the grievant and respondent to try to resolve the grievance.

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

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

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

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

**Step 3**

An employee who is still not satisfied with the results of Step 2 may, within fourteen (14) days after receipt of the results of Step 2, submit the original grievance form to the Assistant Vice President for Human Resources, requesting that a grievance advisory panel be convened. Upon receipt of the original grievance form, the Office of Human Resources will date-stamp the form to establish the effective date for time limits outlined in Step 3.
Within fourteen (14) days after receipt of a request to convene a grievance advisory panel, the Chief Human Resources Officer or his/her designee, will begin the task of convening a panel in accordance with the following guidelines.

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

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

3. Direct the two panel members to select a third member to chair the grievance advisory panel from a list of University employees mutually agreed upon between the Classified Staff Council and the Assistant Vice President for Human Resources. The chair must have no current or previous involvement in the grievance, and may not be assigned to the work area of the employee involved in the grievance. The two panel members will have three (3) working days to submit the chair selection to the Chief Human Resources Officer or his/her designee.

4. The Chief Human Resources Officer or his/her designee will handle all the administrative functions which includes ensuring that all time limits are met, and that both parties are given at least a seven calendar day notification of the hearing date and arrange for facilities for conducting the hearing.

5. The Chief Human Resources Officer or his/her designee will convene a meeting of all panel members involved to explain the grievance advisory panel rules and process and to assure that all aspects of the procedures are clearly explained and understood.

6. Copies of documentation for presentation at the hearing must be furnished by the grievant and respondent to the Office of Human Resources at least three (3) working days before the hearing for dissemination to the panel members. Lists of any consenting witnesses to be called to testify at the hearing must also be submitted at this time. If any witnesses are unable or fail to appear, the hearing will proceed as scheduled.
Grievance Advisory Panel Hearing Procedures

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

2. The grievant and the respondent may be accompanied by another Bowling Green State University employee to serve as his/her advisor. Advisors may assist in clarifying points or discussing procedures with the panel. Either party or their advisors can make the presentation to the panel.

3. The burden of proof rests with the employee filing the grievance.

4. Only material relevant to the grievance that was previously submitted to the Office of Human Resources and oral statements may be presented by the grievant, respondent or their respective advisors. Additional factual documentation may be submitted at the hearing if extenuating circumstances created a delay in securing the documents. The chair has the final authority to determine the relevance of any written or oral information submitted by either party, their advisors, or witnesses.

5. The Chief Human Resources Officer will arrange to have the involved employee, respondent, panel members, advisors, and consenting witnesses excused from work to attend the hearing. All participants will be paid for time spent at the hearing. If participation places a person in an overtime status, the employee will be compensated in accordance with the University's overtime policy.

6. The opening statements and/or presentations by both parties shall be limited to approximately 15-25 minutes, unless otherwise determined by the chair.

7. Witnesses shall be present in the hearing room only to testify and their testimony shall be limited to approximately 15-25 minutes, unless otherwise determined by the chair. The grievant and the respondent shall be present to hear the testimony of all witnesses. All testimony given by the grievant, respondent, and witnesses shall be directed to the panel. Either party may direct questions to witnesses specifically regarding their testimony.

8. Except in the case of an extreme emergency or an unusual circumstance, no request for postponement will be considered unless received in writing by the chair at least three (3) working days in advance of the scheduled hearing date. The chair in consultation with the Assistant Vice President for Human Resources, will determine if a postponement is warranted.

9. In the absence of any extenuating circumstances, failure on the part of either or both parties to appear at the hearing will result in the grievant and/or respondent losing their right to present their case before the panel. The Chief Human Resources Officer will decide whether or not to cancel, proceed with, or reschedule the hearing.

10. Within fourteen (14) calendar days after the conclusion of the hearing, the panel will issue a written report and recommendation to the Assistant Vice President for Human Resources. The report will detail the factual findings along with a summary of evidence presented and the rationale for reaching their recommendation.
11. Unless clarification of the panel's report and recommendation(s) is required, the Chief Human Resources Officer shall adopt, reject, or modify the report and/or recommendations(s) within fourteen (14) calendar days after receiving the panel's report. The Chief Human Resources Officer will notify the grievant, respondent, panel members, and appropriate vice president of his/her final disposition of the grievance in writing with reasons given in the case of rejection or modification.

12. Any individual involved in the grievance procedure will not suffer any type of retaliation or harassment from any university employee, regardless of the outcome of the grievance.

**Appeals**

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

To view the Grievance Policy, go to: [http://www.bgsu.edu/downloads/execvp/file8119.pdf](http://www.bgsu.edu/downloads/execvp/file8119.pdf)
SAMPLE MEMORANDUM OF INTENT TO FILE A GRIEVANCE

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

Date

MEMORANDUM

TO: John Doe
   Immediate Supervisor
   Title
   Department

FROM: Mary J. Smith
   Department

SUBJECT: Notice of Intent to File a Formal Grievance

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

Date of Incident:

Brief Explanation of Incident:
GRIEVANCE PROCEDURE FLOW CHART

**ATTEMPT TO RESOLVE ISSUE (Informal)**

**MEMORANDUM TO SUPERVISOR AND TO THE OFFICE OF HUMAN RESOURCES**

**ISSUE RESOLVED WITHIN 14 CALENDAR DAYS**

End

**ISSUE NOT RESOLVED-STEP 1**
On or before the 14th day after incident
FILE GRIEVANCE FORMALLY
(With Supervisor and Office of Human Resources)

Within 14 calendar days of above
RESPONDENT AND GRIEVANT DISCUSS INCIDENT
RESPONDENT MAY INVESTIGATE INCIDENT

Within 14 calendar days of above
RESPONDENT RESPONDS TO GRIEVANT

**DISAGREE THAT ISSUE IS RESOLVED-STEP 2**
GRIEVANT MAY FORWARD ORIGINAL FORMAL GRIEVANCE TO DEPARTMENT HEAD OR ASSISTANT VICE PRESIDENT FOR HUMAN RESOURCES

**AGREEMENT THAT ISSUE IS RESOLVED**
FORWARD ORIGINAL FORMAL GRIEVANCE FORM TO HUMAN RESOURCES SIGNED AND DATED BY BOTH GRIEVANT AND RESPONDENT ALONG WITH RESOLUTION INDICATED

End

**DISAGREE THAT ISSUE IS RESOLVED-STEP 3**
Within 14 calendar days
GRIEVANT REQUESTS ASSISTANT VP OF HUMAN RESOURCES CONVENE ADVISORY PANEL

**END OF UNIVERSITY GRIEVANCE PROCESS**

Within 14 calendar days of receiving the report
CHIEF HUMAN RESOURCES OFFICER REVIEWS AND/OR RECOMMENDATIONS OF PANEL
CHIEF HUMAN RESOURCES OFFICER NOTIFIES GRIEVANT, RESPONDENT, PANEL MEMBERS AND APPROPRIATE VICE PRESIDENT OF FINAL DISPOSITION

**GRIEVANCE PANEL PROCESS STARTS**
Within 14 calendar days of conclusion of hearing
WRITTEN REPORT AND RECOMMENDATIONS OF PANEL GO TO ASSISTANT VICE PRESIDENT OF HUMAN RESOURCES

Within 14 calendar days of above
DEPARTMENT HEAD OR ASSISTANT VICE PRESIDENT WILL INVESTIGATE INCIDENT

Within 14 calendar days of above
DEPARTMENT HEAD OR HUMAN RESOURCES WILL RESPOND TO THE GRIEVANT

**Within 14 calendar days of above**
CHIEF HUMAN RESOURCES OFFICER REVIEWS AND/OR RECOMMENDATIONS OF PANEL
CHIEF HUMAN RESOURCES OFFICER NOTIFIES GRIEVANT, RESPONDENT, PANEL MEMBERS AND APPROPRIATE VICE PRESIDENT OF FINAL DISPOSITION

**END OF UNIVERSITY GRIEVANCE PROCESS**

Within 14 calendar days of above
RESPONDENT RESPONDS TO GRIEVANT

Within 14 calendar days of above
RESPONDENT RESPONDS TO GRIEVANT

Within 14 calendar days of above
RESPONDENT RESPONDS TO GRIEVANT
CLASSIFIED STAFF GRIEVANCE FORM

DATE PREPARED:

NAME: CLASSIFICATION:

IMMEDIATE SUPERVISOR/TITLE:

STEP 1

DATE GRIEVANCE OCCURRED:

SUPERVISOR & DEPARTMENT INVOLVED:

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

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

IMMEDIATE SUPERVISOR/HUMAN RESOURCES:

DATE SUBMITTED:

DISPOSITION OF GRIEVANCE BY RESPONDENT:

DATE CLASSIFIED STAFF MEMBER NOTIFIED:
STEP 2

DEPARTMENT/ADMINISTRATIVE HEAD:

DATE SUBMITTED:

DISPOSITION OF GRIEVANCE BY RESPONDENT:

DATE CLASSIFIED STAFF MEMBER NOTIFIED:

SIGNATURE OF RESPONDENT:

STEP 3

GRIEVANCE ADVISOR PANEL

DATE SUBMITTED TO ASSISTANT VICE PRESIDENT FOR HUMAN RESOURCES:

GRIEVANT SIGNATURE:

FOR COMPLETION BY ASSISTANT VICE PRESIDENT FOR HUMAN RESOURCES

DATE RECEIVED AND COMMENTS:
OFFICE OF EQUITY AND DIVERSITY (OED)

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

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

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

For more information on the Office of Equity and Diversity, go to: http://www.bgsu.edu/offices/oed/index.html

To view the Anti-Harassment policy, go to: http://www.bgsu.edu/downloads/execvp/file8101.pdf
COMPLIANCE WITH DISABILITY REGULATIONS

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

For more information on the Office of Disability Services, go to:  
http://www.bgsu.edu/offices/sa/disability/

For more information on disability regulations, go to:  
http://www.bgsu.edu/offices/sa/disability/page8761.html
COMPLIANCE WITH SEXUAL HARASSMENT POLICY

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

- it is used as a condition of an individual's employment or academic opportunities or as the basis for employment or academic decisions, or
- it unreasonably interferes with an individual's employment or academic performance or creates an intimidating, hostile, or offensive work or educational environment.

No campus employee who has any information, no matter how slight, should ignore the possibility that illegal harassment and discrimination are occurring in the workplace or educational setting. Therefore, all related information should immediately be reported to the Office of Equity and Diversity for their review and action, if appropriate. Further, it is a violation of university policy, as well as state and federal law, to retaliate against anyone bringing forth an honestly perceived complaint of harassment or discrimination. Retaliation is prohibited whether or not the charging party prevails in the original charge. The Office of Equity and Diversity will also investigate charges of retaliation.

Investigations will be handled on an individual, case-by-case, basis considering the complete record and all relevant circumstances. Investigations will be conducted as fairly and expeditiously as possible assuring confidentiality for both the complainant and the respondent to the extent possible.

Nothing in this policy should be interpreted as interfering with the practice of academic freedom at Bowling Green State University.

Since this policy applies equally to faculty, administrative and classified staff, and students, it is the responsibility of all members of the University community to discourage sexual harassment, report such incidents, and cooperate in investigations. If you have questions, contact the Office of Equity and Diversity 372-8472) or visit their website at:

http://www.bgsu.edu/offices/oed/index.html

For State of Ohio guidelines on Sexual Harassment, go to: http://das.ohio.gov/Eod/AAEO9904T.htm
DISCRIMINATION COMPLAINT PROCESS

The University confirms its commitment to provide equal employment opportunity to all qualified persons without regard to race, religion, color, national origin, sex, age, handicap or Veteran status. However, regardless of University policy or action, a staff member may feel discriminated against with regard to such things as assignment, promotions, or accepted employee work practices. In such situations, the University tries to resolve alleged discrimination complaints fairly and as quickly as possible.

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

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

For more information, refer to the Affirmative Action Plan or call the Office of Equity and Diversity (372-8472). http://www.bgsu.edu/offices/oed/page7616.html
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
RACIAL AND ETHNIC HARASSMENT POLICY

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

I. Definition

Racial and ethnical harassment constitutes any physical or verbal behavior that subjects an individual to intimidating, hostile, or offensive educational, employment or living environment. Such harassment:

A. Denigrates or stereotypes an individual because of his or her racial or ethnic affiliation;

B. Demeans or slurs an individual through pictorial illustrations, graffiti or written documents or material because of his or her racial or ethnic affiliation;

C. Makes unwarranted and disparaging references or innuendoes in attributing an individual's personal conduct, habit or lifestyle to his or her racial or ethnic affiliation.

II. Regulations

A. It is a violation of university policy and the student code for any member of the faculty, administrative and classified staff or student body to engage in harassment, as is defined in Section I.

B. It is a violation of university policy to retaliate against anyone bringing forth an honestly perceived complaint of racial or ethnic harassment.

III. Responsibilities

A. On a university-wide basis, the Office of Equity and Diversity is responsible for the coordination and implementation of Bowling Green State University's Racial and Ethnic Harassment Policy. This office will serve as the resource with regard to all matters of this nature.

B. Each dean, director, department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this policy within his or her area of responsibility. Persons at this level are also responsible for referring reported unresolved incidents of racial and ethnic harassment to the Office of Equity and Diversity.

C. As a university policy, it is the responsibility of each faculty member, administrative staff member and classified staff member to ensure adherence to this policy within his or her area of responsibility.

D. It is the responsibility of all members of the university community to discourage harassment, report such incidents and cooperate in any investigation, which might result.
GRIEVANCE PROCEDURES

The procedures outlined below are designed to provide sufficient flexibility in which to deal with allegations of racial or ethnic harassment. They are intended to be responsive to particular situations and to be as formal or informal as allegations dictate.

A. Procedure for the Complainant

1. Any individual who believes that he or she has been racially or ethnically harassed should contact the Office of Equity and Diversity. Staff in this office initially will discuss the matter with the complainant to ascertain, as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is a basis for investigation.

2. Initial discussions with staff in the Office of Equity and Diversity should not make reference to the name of any accused person unless the complainant is ready to file a formal complaint and proceed with an investigation.

3. Before the office can begin its investigation, the allegations must be submitted, in writing, to the Director of Equity and Diversity. Until this occurs, the matter will not be discussed with anyone other than the complainant.

4. An investigation will be conducted by a staff person in the Office of Equity and Diversity only if the complainant has filed a formal, written complaint.

5. The role of the Equity and Diversity office in the processing of the complaint will include, but is not limited to the following:
   a. Consultation with the complainant,
   b. Discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint,
   c. Preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the appropriate vice president for administrative action. A copy will also be sent to the complainant and the respondent.

6. If the complainant is not satisfied with the action taken by the vice president, he or she may appeal, in writing, to the president of the university. The appeal must be filed within seven (7) calendar days of notification of the appropriate vice president, concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after receiving the appeal.

B. Procedure for the Respondent

1. Investigations regarding alleged instances of harassment will be conducted by staff in the Equity and Diversity office only if a formal, written complaint has been filed with the Director of Equity and Diversity.
2. The role of the Equity and Diversity office in the processing of the complaint will include, but is not limited to the following:

   a. Consultation with the respondent,
   b. Discussion with the appropriate persons suggested by respondent, who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint,
   c. Preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the vice president for appropriate administrative action. A copy will also be sent to the complainant and the respondent.

3. If the respondent is not satisfied with the action by the vice president, he or she may appeal, in writing, to the president of the university. The appeal must be filed within seven (7) calendar days of the notification of the vice president's action. The president will review the appeal and respond, in writing, to all parties-respondent, complainant, Director of Equity and Diversity, and the vice president, concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after the appeal.

C. Principles

   In investigating complaints of racial or ethnic harassment, the following principles will be adhered to:

   1. Each complaint will be handled on an individual, case-by-case basis, considering the complete record and all relevant circumstances.

   2. Investigation will be conducted as fairly and expeditiously as possible.

   3. In investigating complaints of racial or ethnic harassment, complete confidentiality will be maintained in consideration of both the complainant and the respondent.

   4. An individual bringing forth a complaint of racial or ethnic harassment will not suffer any type of retaliation regardless of the outcome of the complaint.

   5. The complaint will be resolved in a manner, which is consistent with this policy and also fair and equitable to all parties concerned.

   6. Nothing in this policy should be interpreted as interfering with the practice of academic freedom at Bowling Green State University.

   7. The purpose of this policy is to end racial and ethnic harassment, and therefore a complainant to achieve personal goals not in conformity with the purpose of this policy may not use it.
POLICIES & PROCEDURES

INJURY AND ILLNESS

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

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.

This form can be obtained at: http://www.bgsu.edu/downloads/finance/file24053.doc
SAFETY GUIDELINES

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

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

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

Safety Tips:

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

- Be sure doors are locked behind you if you work after hours.
- Do not walk on campus late at night in poorly lighted areas; if you do go out, if possible, let someone know where you are going and how long you will be gone. Use the 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 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](http://www.bgsu.edu/offices/envhs/page18403.html)
DISABILITIES/REASONABLE ACCOMMODATION POLICY

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

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

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

1. Employees with a disability should speak with the immediate supervisor and/or the Director of Disability Resources to make them aware of the perceived disabling condition.

2. The Director of Disability Resources will meet with the individual, the work supervisor and appropriate Human Resources representative to discuss the employment concern and clarify the procedures for establishing a reasonable accommodation.

3. The employee will participate in a job analysis. With permission, the attending physician will be contacted to review the job analysis and provide an opinion on the employee’s ability to perform the job duties as outlined. The physician will also be asked to complete a Physical Capacities Form. In some instances, an independent physician may be asked to perform these evaluations.

4. The employee will then participate in discussions to determine what reasonable accommodations will be made to allow performance of the “essential functions” of the job. The information from the physician will provide information for these discussions.

Questions regarding this procedure should be directed to the Office of Disability Services at 372-8495 or the Office of Human Resources 372-8421.

For more information on the Office of Disability Services, go to: http://www.bgsu.edu/offices/sa/disability/
For information of the Rehabilitation Act of 1973, go to: http://www.bu.edu/cpr/reasaccom/whatlaws-rehaba.html
SMOKING

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

(Board of Trustees, May 7, 1993)

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://www.ohionosmokelaw.gov/
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 WORK PLACE

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:  
VIOLENCE IN THE WORKPLACE

It is the policy of BGSU that acts of violence, threats of violence, or intimidation will not be tolerated. BGSU recognizes the importance of providing a safe environment for all its members. In this community victims/survivors will be treated with dignity and respect. Any persons found in violation of this policy may be subject to disciplinary action. *Violators may also be subject to criminal prosecution.

For purposes of this policy, the following definitions apply. Acts of violence include any exercise of force against another person or against property that could result in physical or emotional harm. Threats of violence include any verbal or non-verbal communication that inflicts harm. Intimidation includes any verbal or non-verbal act towards another person, the purpose of which may be to coerce, and the result of which could cause the other person to fear for his or her safety or the safety of others.

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

**BGSU is committed to providing education, prevention, advocacy, intervention, and support services which address acts of violence, threats of violence, and intimidation. In addition, the University collaborates with community agencies and professionals in providing services and referrals. All members of the BGSU community are asked to report violations of the Violence In The Workplace Policy to appropriate authorities.

An incident report form can be found at: [http://www.bgsu.edu/downloads/execvp/file15639.pdf](http://www.bgsu.edu/downloads/execvp/file15639.pdf)

*Adopted by the Board of Trustees, June 19, 2002

**Policy, including definitions, adopted by CSC Spring of 2002
CONSENSUAL AMOROUS RELATIONSHIPS POLICY

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

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

1. Within the University community, supervisors and faculty are not to have supervisory, evaluative, instructional, coaching, advisory, or other relationships with students or employees with whom they have or have had a consensual amorous relationship.

2. If an amorous relationship exists or develops, the faculty or staff member of superior rank must disclose the relationship to his/her immediate supervisor in a timely manner. The supervisor will then take steps to make alternate arrangements affecting one or both parties, to effectively discontinue any supervisory, evaluative, instructional, coaching, advisory, or other formal connections between them. If possible, such arrangements should be made in ways that respect the interest of all involved and will not be prejudicial toward or against either party.

3. The decision of an immediate supervisor may be appealed by either or both parties to the next higher administrative level.

4. Disclosure is the responsibility of those who engage in, or are about to engage in, amorous relationships within the University community. Failure to abide by this policy may result in disciplinary actions taken against any negligent party. The range of disciplinary actions would depend upon the circumstances and culpability of those involved. Disciplinary actions may include, but are not limited to, a verbal warning, a letter of warning, temporary reassignment, temporary suspension or other measures, as the case may warrant. The imposition of faculty sanctions beyond the written warning should abide by the policy on sanctions contained elsewhere in the Academic Charter. Disciplinary actions regarding administrative staff and classified staff are administered by the Office of the Executive Vice President; disciplinary actions regarding faculty are administered by the Office of the VPAA/Provost.

From A Handbook of Commonly Shared Employment Policies for BGSU faculty, Administrative and Classified Staff
10/07
CAMPUS ID CARDS

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

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

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

In January 2007, the University instituted the BG1 Card.
For more information on the BG1 Card, go to: http://www.bgsu.edu/bg1card/

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
UNIFORMS

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

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

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

**Auxiliary Support Services**
- Dining Hall Staff

**Management Support Services**
- Inventory Control Staff
- Union Housekeeping Staff
- Union Food Service Staff

**Public Safety**
- Police Officers
- Dispatchers
- Parking Service Staff

**Intercollegiate Athletics**
- Groundskeeping Staff
- Maintenance Staff

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

Revised 8/12/10
KEY ISSUANCE POLICY

It is to everyone’s benefit that the key system at this university be as secure as possible. For that reason, the following procedures apply:

Should your request of a key necessitate the making of a new key the charge will be $2.00 per key. Every effort will be taken to reissue previously distributed keys at no cost to the requestor but will not be guaranteed.

All keys should be requested by description of the area to be accessed, not by the University number.

Keys of less than 5 may be ordered via telephone. Five or more keys need to be ordered via mail or fax (2-7620) to the Facilities Services Key Department. Each person must pick up his or her own keys.

A Department Chair or Dean will sign all requests for individual keys or area sub-masters.

Requests for building master keys must include written justification and require approval of the appropriate Vice President for Facilities Services.

Grand master keys exist for Police and essential maintenance use only. These keys are not available for issue.

Alarm keys requested need the written approval of the director of the alarmed area. When an employee loses a key, the Chair, Director, or Dean must reauthorize the replacement key in writing.

If a University key is lost or stolen while in your direction, the following charges will apply: Grand Master $50.00, Building or Sub Master $25.00, Individual $5.00.

When an employee transfers to another position on campus, his/her keys will be returned to Facilities Services and not taken to the new assignment. The new position will affect which keys will be assigned.

Employee keys will not be passed on to an employee’s replacement but will be reissued by the Facilities Services Key Department.

When any person who has a University key leaves the employment of the University, all keys are to be returned to Facilities Services and a receipt issued before release of a final paycheck.

For more information, go to: http://www.bgsu.edu/downloads/execvp/file8122.pdf

On March 8, 1962, the Board of Trustees passed a resolution which forbids duplication of keys for any University facility or equipment except by the authorization of the Assistant Vice President for Facilities Services at Bowling Green State University.
DRIVER INSURABILITY STATEMENT

Bowling Green State University requires that all employees who operate university vehicles follow the University Vehicle Use Policy, found at www.bgsu.edu/offices/riskmgmt/page26643.html. 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 (see Motor Vehicle Records Statement found at http://www.bgsu.edu/offices/riskmgmt/page26643.html). All employees whose duties include operating a university vehicle should familiarize themselves with the terms and conditions of this policy.
PARKING & TRAFFIC

The privilege of parking on campus is a paid benefit for employees, underwritten by the department to which they are assigned. Every university faculty, administrative or classified staff member is eligible for either one transferable hanging parking decal or one non-transferable bumper decal. Second decals are not available.

The hanging decal can be transferred for use in any vehicle the faculty/staff member may drive. When the car is parked on University property, the decal is to be hung from the rearview mirror. Both sides of decal must be entirely visible.

The bumper decal is non-transferable and must be permanently affixed on the rear bumper to the right of the license plate.

An auto registration fee waiver obtained from and signed by the employee's budget administrator is required when registering.

Full-time staff will receive a one-year decal.

Staff hired on a one-semester contract will receive a one-semester decal.

Either a transferable hanging or a non-transferable bumper decal will be issued according to the employment period indicated on the completed fee waiver form.

Registered staff will be held liable for all violations incurred by any vehicle displaying the staff member's transferable decal or bumper decal until the decal expires or is returned to the Parking and Traffic Office.

If appropriate, for a nominal fee, a temporary registration may be obtained if you need to bring a vehicle on campus not displaying the transferable hanging decal. Call Parking & Traffic for further information at 372-2776.

Bicycles do not need to be registered on campus; however, a license plate is required by the City of Bowling Green. Bicycle plates can be obtained at Parking & Traffic or at the City Police Department. In bicycle theft cases, registration makes the recovery of stolen bicycles easier.

To view the Parking Policy, go to:

For more information on Parking and Traffic, go to:
http://www.bgsu.edu/offices/safety/page25619.html

For Parking and Traffic regulations, go to:
http://www.bgsu.edu/offices/safety/page25623.html
ENERGY CONSERVATION

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

For more information on energy conservation, click on the links below.
http://www.bgsu.edu/departments/envh/greencampus.htm
http://www.bgsu.edu/offices/recycling/
NEPOTISM

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

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

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

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

Preface

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

Definitions

- **Working time**: Those hours during which faculty employees are engaged in the primary university function for which they were hired. Classified staff and administrative staff working time shall mean accepted work-shift or hours during which employees are engaged in the primary function for which they were employed.

- **Internal organization**: Any organization or association made up exclusively of university employees. Local affiliation with a regional, state, or national organization shall not preclude a university group being defined as an internal organization.

- **External organization**: Any organization or association of individuals that is not exclusively made up of university employees.

- **Solicitation**: Any activity which is designed to advertise, promote, or sell any product or commercial service, or encourage support for or membership in any group, association or organization.

I. Disruption of Working Time

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

II. Use of Facilities:

A. **Campus Mail**

The internal campus mail system is for the exclusive use of the university and any organization sponsored by (or affiliated with) the university or made up exclusively of students or university employees (whether or not affiliated with state or national societies or associations). No commercial use shall be made of the campus mail system.
B. Space
Any organization or individual who wishes to use university space to advertise, promote or sell any product or commercial service or who wishes to encourage membership in any group, association or organization, must obtain authorization of the person or office responsible for that space or facility. Normally, requests to reserve or have access to university space must be filed 48 hours prior to a meeting or visit. The request must state:

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

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

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

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

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

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

- Loaning/borrowing university tools to perform personal tasks at home or at work.
- Borrowing university supplies for personal use and replacing them later.
- In general, ordering personal supplies from university vendors for delivery at university work site. However, the University has negotiated certain agreements accessible to employees at substantial savings. Only these purchases are permissible for employees. For further information, go to: http://www.bgsu.edu/offices/purchasing/page24084.html
- Servicing personal vehicles or other personal equipment in university facilities or on university property regardless of whether performed outside working hours.
- Removing surplus waste or discarded university supplies from university property, i.e., dumpsters, trash receptacles, recycling bins, aluminum, paper, cardboard, etc.

Any action in which university property, equipment, supplies or facilities are not used for the purpose intended is considered inappropriate and disciplinary action will be initiated when any infraction is disclosed. Surplus property http://www.bgsu.edu/offices/materials/page22565.html

To obtain a property disposal form, go to: http://www.bgsu.edu/downloads/finance/file23064.pdf
POLITICAL ACTIVITY

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

As a classified staff member you may:

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

As a classified staff member, you may not:

- declare your candidacy or be a candidate for public office in a partisan election.
- declare your candidacy for or be a candidate for public office in a nonpartisan primary or through the circulation of nominating petitions identified with a political party.
- file petitions meeting statutory requirements for partisan candidacy to elective office.
- circulate official nominating petitions for any candidate participating in a partisan election.
- serve in an elected or appointed office in any partisan political organization.
- accept a party-sponsored appointment to any office normally filled by partisan election.
- campaign by writing for publications, by distributing political materials, or by writing and making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success.
- solicit, either directly, or indirectly, any assessment, contribution or subscription, either monetary or in-kind, for any political candidate or political party.
- solicit the sale of or actual selling of political party tickets.
- engage in partisan activities at the election polls such as soliciting votes for other than nonpartisan candidates and nonpartisan issues.
- serve as a recorder, checker, watcher, challenger, judge or board of election poll worker for any party or partisan committee.
- participate in political caucuses of a partisan nature.
- participate in a political action committee, which supports partisan activity.

Any questions you may have about political activity should be reviewed with the Chief Human Resources Officer or to view the Political Activity Policy, go to: http://www.bgsu.edu/downloads/execvp/file8130.pdf
SEVERE WEATHER CLOSING POLICY AND PROCEDURES

In accordance with the core values at BGSU, the Severe Weather Closing Policy equally values the safety and lives of classified staff, while recognizing that the effective operation of the University must be maintained.

Severe weather may result in transportation/safety problems for employees and students. If weather warrants closing or limiting the hours of the University, the decision to close will include both classes and nonessential areas on campus. If classes are cancelled, nonessential areas will be closed as well. The only services remaining open would be operations deemed essential, such as preparation and serving of meals to students, provision of lighting and heating to University buildings, law enforcement and public safety, and snow removal from parking areas and sidewalks.

In the event of severe weather that could affect safety, health, or access to the University, the President or designee will have the final authority to make the decision to close the University (classes and all non-essential areas on campus). If closure is determined, the University will remain closed until the beginning of the next workday. Non-essential shift employees should contact their immediate supervisors if clarification is needed.

In the event of an extended closing (more than a 24 hour period), the President or designee may reevaluate the availability of certain services (such as the library, Student Rec Center, Student Health Center, etc). Supervisors in those areas shall create a list of employees who may be called in on day 2 or after and notify them if they are needed.

A decision to close the Firelands campus will be made by the Dean of Firelands. The Dean will notify all appropriate individuals, media, and the Main campus.

For the duration of the closure, only designated essential employees (individuals who have been issued ID cards identifying them as such) will be expected to report to, or remain at, work. All units must submit an updated list of essential employees to the Office of Human Resources by October 15 of each year. The Office of Human Resources will issue the required ID cards for all essential employees. Cards will be valid for one year (through October 31). Supervisors will devise a system to notify those among the pool of designated essential employees who will be expected to work during closure. Classified staff specifically advised in advance or called in specifically for the severe weather closure, will be paid two-and-one-half (2-1/2) times their hourly rate of pay for all hours worked during the emergency. Administrative staff, specifically advised in advance or called in specifically for the severe weather closure, will receive time off at the rate of 2 hours off for each hour worked. All other employees will be compensated at their regular rate of pay whether they report to work or not.

Notwithstanding any announcement of closure, classified staff must assume responsibility for their own health and safety, as well as for their class or work responsibilities. If closure is not announced, employees who are concerned about their safety may choose to arrive late to work, leave early from work, or not report to work. For the time missed, employees may choose to use accrued vacation, personal leave (in one hour increments) or comp time, or, with approval of their immediate supervisor, use leave without pay.
Consideration of conditions

A decision to close the University may be based on weather information gathered from the State Highway Patrol, local police agencies surrounding the main campus, official weather reports and forecasts, and consultation with BGSU physical facilities and public safety offices. In most cases, the University will not close for winter conditions unless the Wood County Sheriff’s Department declares a Level 3 emergency. Below are the winter weather conditions classified by the Sheriff’s Department:

- **Level 1. Snow Alert.** Roadways are hazardous with blowing and drifting snow. Roads are also icy, drive carefully.
- **Level 2. Snow Advisory.** Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work.
- **Level 3. Snow Emergency.** All roadways are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. All employees should contact their employers to see if they should report to work. Those traveling on the roadways may subject themselves to arrest.

If a level 3 emergency is not declared, additional factors that will enter into the decision to close the University are: hazardous road conditions; the presence of ice, snow, or both; amount of wind; presence of daylight; the weather forecast; severe cold; and, consultation with the BGSU Police Department and the sheriff’s office.

Wind Chill Factor Chart

To view Wind Chill Factor Chart, go to: [http://www.jimloy.com/geology/winchill.htm](http://www.jimloy.com/geology/winchill.htm)

Communication

In the event of severe weather, the President’s, or designee’s, decision to close the University will be communicated by the Office of Marketing and Communications, which will notify the area local radio and television stations. Faculty, staff, and students will be sent an email announcement as well as the University Fact Line (372-2445), and information related to the emergency will be posted on the University web site. The Dean of BGSU Firelands determines if conditions warrant closure of the BGSU Firelands Campus.

Efforts will be made to notify media, send email, and post web announcements by 6:30 a.m. on the day of closing. In the event of an evening closure, Marketing and Communications will attempt to notify the campus and the media by 4 p.m. Employees and students may also call the University answering service number 372-SNOW) to confirm whether the University is closed or open. Employees and students should verify media announcements by consulting multiple official sources.

If the University is open but an individual faculty member cancels class, the faculty member will make a reasonable effort to notify students enrolled in the class.

For more information on the policy, go to: [http://www.bgsu.edu/downloads/execvp/file8135.pdf](http://www.bgsu.edu/downloads/execvp/file8135.pdf) and [http://www.bgsu.edu/offices/mc/monitor/pastissues/12-20-99/weather.html](http://www.bgsu.edu/offices/mc/monitor/pastissues/12-20-99/weather.html)
Implementation:

Lists:
Supervisors should create their lists of essential employees and “day 2” employees and forward them to the Office of Human Resources. The lists should be updated by October 31 of each year.

Cards:
The Office of Human Resources will review lists and distribute cards to essential employees. Employee records will also be annotated to indicate “essential” status.

Position announcements:
As supervisors create position descriptions, they should indicate that employees in essential areas may be called in to work in the event of an emergency.

Approved by Cabinet November 2002
TIME OFF WORK/LEAVES

ABSENCES

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

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

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

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

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

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

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

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

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

Questions or concerns regarding family or medical leave under this action can be addressed by calling the Office of Human Resources 372-2115/8424) or viewing: [http://www.bgsu.edu/offices/ohr/benefits/page11364.html](http://www.bgsu.edu/offices/ohr/benefits/page11364.html).

To view the FMLA website, go to: [http://www.dol.gov/esa/whd/fmla/](http://www.dol.gov/esa/whd/fmla/)
COURT LEAVE

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

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

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

JURY DUTY

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

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

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

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

While on an approved leave-of-absence, group insurance coverage will be continued for the first month of leave, plus two additional months. After that time, arranging for premium payments with the Insurance Office may continue coverage. During the first three months of leave, employees pay the group rate; after that employees will pay the full insurance premium rate.

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

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

For more information, go to:
http://www.bgsu.edu/offices/ohr/benefits/page11364.html
MATERNITY LEAVE

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

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

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

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

PATERNITY/ADOPTION LEAVE

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

Time needed for paternity/adoption leave is to be arranged and granted under the provisions of the Family and Medical Leave Act (FMLA) Policy. Questions or concerns regarding paternity or adoption leave can be addressed by calling the Office of Human Resources 372-8421 or go to:
http://www.bgsu.edu/offices/ohr/benefits/page11364.html

To download a Request for Family and Medical Leave form, go to:
PERSONAL LEAVE POLICY

Full-time and part-time classified staff is eligible for up to twenty-four hours of personal leave per calendar year on a prorated basis as follows:

<table>
<thead>
<tr>
<th>Accrued Sick Leave Hours</th>
<th>Eligible Personal Leave Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 80.0 Hours</td>
<td>0 Hours</td>
</tr>
<tr>
<td>80.01 – 300.0 Hours</td>
<td>8 Hours</td>
</tr>
<tr>
<td>300.01 – 600.0 Hours</td>
<td>12 Hours</td>
</tr>
<tr>
<td>600.01 – 900.0 Hours</td>
<td>16 Hours</td>
</tr>
<tr>
<td>900.01 – 1200.0 Hours</td>
<td>20 Hours</td>
</tr>
<tr>
<td>1200.01 or more Hours</td>
<td>24 Hours</td>
</tr>
</tbody>
</table>

Eligibility to use personal leave will be done once annually with available computerized sick leave records used to determine accrued balances. For classified staff, eligible personal leave hours will be determined on sick leave balances as of the first payday of the calendar year.

Staff may use personal leave in any increment of time (minutes/hours/days) to offset the time they normally would have been scheduled to work. Staff may use personal leave only for days and hours for which they normally would have been scheduled to work.

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

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

Requests for use of personal leave must be made in advance giving notice to the immediate supervisor, unless the leave is for use in an emergency situation. The immediate supervisor/department/area head as appropriate will establish reasonable notice. Personal leave will be reported on the time report form for classified staff.

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

The University Payroll Department will maintain records of accruals, usage, and balances for classified staff.

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

REDUCED WORK WEEK POLICY

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

1. Medical certification, which indicates how many hours per day or week an employee may work, must be provided in advance to the immediate supervisor with a copy to the Office of Human Resources. Such workweek must be related to the work schedule of the department and approved by the immediate supervisor.

2. Time not worked should be reflected on the pay by exception form indicating sick leave, vacation, or leave without pay.

3. Reduced work week assignments will not exceed 4 weeks per occurrence.

4. Minimum work time allowed is 20 hours per week, 4 hours minimum per day as determined by the immediate supervisor.

5. All duties of the classification must be performed.

6. No light duty work will be assigned. A light duty assignment is defined as a work assignment, which is adjusted because of the employee's inability to perform all of the duties of his/her classification.

http://www.bgsu.edu/offices/ohr/benefits/page11364.html
SICK LEAVE

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

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

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

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

Family Member is defined as:

- employee’s spouse
- parents
- Children
- Grandparents
- Siblings
- Grandchildren
- brother- in-law
- sister-in-law
- daughter-in-law
- son-in-law
- mother-in-law
- father-in-law
- step-parents
- step-children
- step-siblings
- or a legal guardian or other person who stands in the place of a parent (in loco parentis)
Anytime sick leave pay is requested, you must complete a time report form. On this form you must indicate the number of hours used for each day that sick leave pay is requested, as well as furnishing a written statement in the remarks section of the form, justifying the use of sick leave. If the employee or member of the employee’s family requires professional medical attention, a certificate from a licensed physician stating the nature of the condition may be required by your supervisor to justify the use of sick leave. Your supervisor will approve or disapprove all requests for sick leave pay.

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

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

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

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

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

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

To go to FMLA information, click the link below:
[http://www.bgsu.edu/offices/ohr/benefits/page11364.html](http://www.bgsu.edu/offices/ohr/benefits/page11364.html)

For FMLA form, click the link below:

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

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

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

1. Leave may occur over a period of weeks, months, monthly, or a reduced work schedule of less than 40 hours per week (leave and/or a reduced work schedule is not to exceed a total of three [3] months in a 12 month period).

2. All leaves must be approved by the immediate supervisor and the dean, director, or area head. To request a leave of absence, the staff member must complete a special leave request form and send the completed form to the Office of Human Resources.

3. No approval will be given to the hiring of temporary/part-time help to fill in for the temporary vacancies created by these leaves. The staff member’s absence must not interfere or impede other University operations. Employees on special leave should be available to return to their assignment in the event of unforeseen emergencies.

4. Employees will continue to receive paid regular medical, dental, prescription and life insurance benefits. Employees are responsible for paying applicable insurance premiums.

5. Vacation and sick leave will accrue for hours actually worked.

6. In the case of PERS retirement credit accrual, employees will receive a full month of credit if earnings are a minimum of $250.00 per month, partial credit if employees earn less, and no credit if there are no earnings.

7. The status of full-time and part-time staff members remains the same.

To go to Special Leave Request Form, click link below:
VACATION

Full-time Classified Staff

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

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

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

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Annual Vacation</th>
<th>Accrual Rate Per Pay Period</th>
<th>Maximum Accrual Effective 1-1-99</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 1 year</td>
<td>As Accrued</td>
<td>3.07692 hours</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>1 through 5 years</td>
<td>80 hours</td>
<td>3.07692 hours</td>
<td>160 Hours</td>
</tr>
<tr>
<td>6 through 10 years</td>
<td>120 hours</td>
<td>4.615384 hours</td>
<td>240 hours</td>
</tr>
<tr>
<td>11 through 15 years</td>
<td>160 hours</td>
<td>6.153846 hours</td>
<td>320 hours</td>
</tr>
<tr>
<td>16 years and over</td>
<td>200 hours</td>
<td>7.692304 hours</td>
<td>480 hours</td>
</tr>
</tbody>
</table>

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

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

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

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

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

<table>
<thead>
<tr>
<th>Total Hours Worked</th>
<th>Hours Accrued for 80 Hours Worked</th>
<th>Hours Accrued for 2,080 Hours Worked</th>
<th>Maximum Accrual Effective 1-1-99</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2,080</td>
<td>3 hours 6 minutes</td>
<td>80 hours</td>
<td>80 hours</td>
</tr>
<tr>
<td>2,080 to 10,400</td>
<td>3 hours 6 minutes</td>
<td>80 hours</td>
<td>160 Hours</td>
</tr>
<tr>
<td>10,401 to 20,800</td>
<td>4 hours 36 minutes</td>
<td>120 hours</td>
<td>240 hours</td>
</tr>
<tr>
<td>20,801 to 31,200</td>
<td>6 hours 12 minutes</td>
<td>160 hours</td>
<td>320 hours</td>
</tr>
<tr>
<td>31,201 and over</td>
<td>7 hours 42 minutes</td>
<td>200 hours</td>
<td>480 hours</td>
</tr>
</tbody>
</table>

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

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

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

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

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

- 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 (formerly Armistice)
- 4th Thursday in November: Thanksgiving Day
- December 25: 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.

1. **Full-Time Classified Staff**
   
   If you are a full-time classified staff member and if your work schedule differs from the Monday-Friday schedule, you are entitled to pay for holidays observed on your day off regardless of the day of the week when they are observed.
   
   You will receive "holiday pay" if you are in an active pay status on the workday immediately before the holiday. If you are absent without leave on the workday immediately preceding and immediately following the holiday, you will not be eligible for holiday pay. If you are required to work on a holiday, you will be compensated with overtime pay or compensatory time off (see OVERTIME).

2. **Permanent Part-Time Classified Staff**
   
   Permanent part-time classified staff members are eligible for holiday pay for the hours they normally would have been scheduled to work on the particular holiday.
   
   If you have an excused illness and do not work on a holiday, or if you are on vacation, you will receive holiday pay for that holiday instead of sick leave or vacation credit. Payment will not be made for a holiday which occurs during a leave of absence.

To view the holiday schedule online, go to: [http://www.bgsu.edu/offices/ohr/resources/page12569.html](http://www.bgsu.edu/offices/ohr/resources/page12569.html)
RED CROSS BLOOD DONATIONS

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

To donate blood you need to be:

- at least 17 years old
- between 110-350 lbs
- in good health
- It must be at least 56 days since your last time donating.

Before donating:

- drink plenty of non carbonated non alcoholic fluids.
- eat a big healthy meal with extra iron. (red meat, fish, poultry, broccoli, beans, raisins, prunes, etc.).

For more information on donating blood, go to:
http://www.redcross.org/services/biomed/0,1082,0_320_00.html
RELIGIOUS ACCOMMODATION POLICY

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

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

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

University staff members are encouraged to participate in local and national elections. If for some reason you cannot vote before or after work or during your lunch break, you may be excused one hour to vote. You must make arrangements with your supervisor, so as not to interfere with the operations of the department involved.
OHIO STAFF COUNCIL OF HIGHER EDUCATION (OSCHE)*  
http://global.csc.edu/osche.htm

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

Excerpt from OSCHE Bylaws

Art 2 Sec 1
Any non-union employee of a two or four year public, state-assisted institution of higher education shall be eligible for membership in OSCHE.  
Members shall abide by the provisions of the Bylaws of OSCHE.  Each delegate who serves on OSCHE will be selected by the members groups who participate.

Art 4 Sec 2
Each member institution shall select two (2) delegates and one (1) alternate to serve on the OSCHE Executive Board.

Art 4 Sec 1:4
Each member institution shall select no more than five (5) members to be their voting delegates for the purpose of electing officers and conducting business.

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

For more information:  
http://global.csc.edu/osche.htm/about_0sche.htm

*Approved by CSC 5/16/07 BOT