

**3359-26-02 General staff personnel policies and procedures.**

, as soon as possible, the user will, after attending to

program for information on audits/position classification.

(D) Breaks.

Although rest periods are not officially provided for under state civil service laws, departments may allow two fifteen-minute breaks during a eight hour day. The first break is generally taken midmorning; the second is taken mid-afternoon. Supervisors will determine whether such breaks would hinder efficient departmental operation at certain times. Breaks are a privilege rather than a right; misuse of break periods or over-extending them may result in this privilege being revoked. Unused break periods are not cumulative, and may not be used to arrive late or leave work early.

(E) Discipline and discharge.

(1) At the university of Akron, 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 procedures designed to improve productivity and morale, and not merely to punish. The disciplinary program will assure employees of the following:

- (a) The university will respond in a consistent and predictable manner if an employee violates the rules.
- (b) Disciplinary matters will be handled in a confidential and expeditious manner.
- (c) Employees will be told what is expected

- (a) 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 repetition of the offense 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 a reoccurrence of the offense.

disciplinary, etc.), and other job related information deemed essential by the university. Essential records of current and former employees will be retained as necessary.

- (2) Access to personnel files will be provided only in the presence of a university official, and at a mutually convenient time and place. Staff employees who question the accuracy or completeness of information in their file should discuss such concerns with their supervisor and the appointing authority. Any erroneous or improper information will be removed. Should disputed information be retained in the file, the employee may submit a brief written statement identifying the alleged errors or inaccuracies. The statement will remain in the file as long as the disputed information is retained.

(G) General rules of conduct.

Staff members should not engage in conduct that is dishonest or fraudulent nor should they accept duties, obligations, gifts or favors of monetary value or engage in private business or professional activities which conflict with the interests and policies of the university of Akron and the state of Ohio.

(H) Grievances.

A grievance is a complaint or disagreement that may result from any situation in which

Grievances may not be filed on behalf of an employee or group of employees.

- (e) Filing deadlines noted for any step may be extended as a result of absence of either party due to approved leave, with mutual written agreement.
- (f) If a decision by supervision is not rendered within the agreed upon time limits, the grievance will automatically be moved to the next step of the grievance procedure.
- (g) If the results of a grievance by an employee are not appealed within the time limits, the grievance will be considered withdrawn.
- (h) All time limits are working days.

matter causing dissatisfaction, a statement of the relevant facts, and the specific remedy requested. The supervisor shall hold a meeting with the employee within five working days following the submission of the grievance to the supervisor.

Within five working days after such meeting, the supervisor will respond to the grievance in writing and return same to the employee.

An employee not satisfied with the response may appeal within five working days by returning the grievance to the supervisor and indicating in writing the desire to appeal the step one decision.

(b) Step two.

Within five working days after the receipt of the employee's notice of appeal, the employee, the employee's supervisor and the appointing authority will hold a step two meeting to discuss the grievance.

Within five working days after such step two meeting, the deputy appointing authority or designee will respond in writing to the grievance appeal.

If the employee is still not satisfied with the written response to the step two appeal, the employee may appeal the grievance to step three.

(c) Step three.

The employee will, within five working days, appeal to the step two response in writing through the employee's own reporting structure. This will begin with the person to whom the employee's supervisor reports, and follow through to the appropriate vice president/dean.

If the results of the written appeal through these steps are not satisfactory to the employee, the matter will be appealed to the vice president for human resources or designee. The appeal meeting will involve the employee, the employee's supervisor, and the appointing authority or designee.

Within five working days following this meeting, the vice president for human resources or designee will communicate to the employee the university's final written decision.

(I) Identification card.

University policy requires that each employee must carry a photo-identification card at all times when on the university of Akron property. These cards are the property of the university and must be returned when leaving university employment. An identification card is issued to each employee by the "ZipCard" office.

(J) Orientation program: new staff employees.



- (1) No officer or employee in the classified service of the state, shall directly or indirectly, orally or by letter, solicit or receive, or be in any manner concerned in soliciting or receiving any assessment, subscription or contribution for any political party or for any candidate for public office; nor shall any person solicit directly or indirectly, orally, or by letter, or be in any manner concerned in soliciting any such assessment, contribution, or payment from any officer or employee in the classified service of the state; nor shall any officer or employee in classified service of the state be an officer in any political organization or take part in politics other than to vote as the employee pleases and express freely political opinions.
- (2) Complete details regarding political activities strictly prohibited and/or permitted appear in rule 123:1-46-02 of the Administrative Code.

(N) Position testing.

Certain staff positions at the university require that an applicant pass an appropriate clerical and/or skills test. The test will be scheduled by employment services. The cost of this test is paid by the university.

(O) Pre-employment physical examinations.

Certain staff positions at the university - law enforcement officer, day care and food service personnel, etc., - require that an applicant pass a pre-employment physical and/or psychological examination. Examinations are scheduled by employment services and are



one position to another.

- (4) A transfer is not usually accompanied by a wage or salary increase, while a promotion may be.
- (5) No late bids will be accepted unless the employee has been on approved vacation

for credit fee reduction enrollment.

- (ii) Some courses are not available to students using on-credit course fee reduction (AutoCAD, "Microsoft NT," polymer science courses, etc.). A list of such courses will be maintained by the division of university of Akron (UA) solutions.
  - (iii) All individuals using fee reduction for non-credit courses will be placed on a waiting list in the division of continuing education (with a university of Akron designation assigned) on a first-come, first-served basis, until class meets minimum paying enrollment. These individuals will pay such costs as materials, supplies, lab fees, etc.
- (2) Fee reductions for relatives of full-time staff employees - the instructional fees, or an amount equivalent to the graduate level credit fees for Ohio residents, or an amount equivalent to the school of law credit fees for Ohio residents shall be deducted from total fee charges for the following groups (general fees, course fees and other special fees not being affected):
- (a) Unmarried and dependent children of all-time university staff while the parent is in the service of the university of Akron;
  - (b) Spouses of all full-time university staff while one or both are in the service of the university of Akron. Spouses of full-time university staff who are also employees may elect to receive fee reductions as employee or a spouse;
  - (c) Spouses and unmarried and dependent children of deceased full-time university staff who were serving the university of Akron at the time of death; and
  - (d) Spouses and unmarried and dependent children of all retired full-time university staff.
  - (e) For purposes of fee reductions:
    - (i) Spouses refer to individuals who have contracted the legal status of a marital relationship through religious or civil solemnized marriages and complied with all the statutory requirements pursuant to applicable law; and shall not include common law marriages which may be otherwise recognized under Ohio law or other relationships between persons not legally capable of making a marriage contract under Ohio law.
    - (ii) Unmarried and dependent children include natural, adopted and stepchildren for whom the full-time employee (or surviving spouse) provides more than fifty per cent support during the academic period for which education

(iii) The term support shall include the provision of food, clothing, shelter, medical and dental care, provision of accident and health insurance, transportation, recreation, child care expenses and other generally recognized indicia of financial assistance.

(f) Spouses and dependents are not eligible for fee reduction on non-credit courses.

(3) Employee fee reduction for part-time staff members.

(a) Eligibility: A part-time staff member is one who works twenty or more hours per week on a regular schedule and whose appointment indicates part-time status. Part-time staff who have worked at least one thousand forty hours in the previous twelve month period are eligible.

(b) Credit courses.

(i) Any part-time university staff member shall be permitted to take one credit course or three credit hours, whichever is greater, during a semester, free of all charges, excluding late fees, and including instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.

(ii) Any part-time university staff member shall be permitted to take one credit course or three credit hours, whichever is greater, during a summer session. The aggregate of courses for which fee reduction will be received, during the sessions in the summer semester, will not exceed two credit courses, free of all charges, excluding late fees including instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.

(iii) Fee reductions must be used in the semester or summer session earned or the semester or summer sessions immediately following; except spring semester reductions may be used during the following fall semester. Only one reduction may be used during a semester or summer session and unused reductions or portions of these reductions are not cumulative. Qualifying part-time staff who will not make use of the fee reduction for themselves shall be permitted to transfer only the instructional fee reduction or a one course or three credit hours whichever is greater for an academic term to a qualifying spouse, or dependent child, under the conditions specified in paragraph (R)(2)(e) of this rule. Part-time staff are eligible for reduction of fees for non-credit courses pursuant to paragraph (R)(3)(c) of this rule, but are not eligible to transfer that benefit.

(c) Non-credit courses.

(i) Any part-time university staff member shall be permitted to take one non-

credit course per semester (i.e., comb

The university of Akron has created, as an exclusive benefit for its employees, this educational assistance program. It is the intent of the university to seek to provide this educational assistance program, the benefit of which shall be to seek to exclude all assistance provided hereunder from an employee's income to the extent allowable under Internal Revenue Code section 127. This fee reduction educational assistance program shall only extend to university employees taking courses at the university of Akron. Eligibility accrues from employment as of the first day of the semester. It is the intent of the university that the provisions of this program shall not apply to graduate assistants who may otherwise qualify for tax exemption of fee reduction pursuant to a separate university program.

(a) Employee fee reductions for full-time staff members.

(i) Credit courses.

Any full-time university staff member (or retired full-time university staff member) shall be permitted to take up to two credit courses or six credit hours, whichever is greater, each semester, free of all charges, excluding late fees and including instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.

Any full-time university staff member (or retired full-time university staff member) shall be permitted to take up to four credit courses during the summer semester. The credit courses may be taken in any of the summer sessions comprising the summer semester. However, the aggregate of courses will not exceed four credit courses which will be free of all charges, excluding late fees and including instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.

(ii) Non-credit courses.

(a) Any full-time university staff member shall be permitted to take two non-credit courses per semester (i.e., combined summer, fall, spring), which shall not affect his or her eligibility for credit fee remission enrollment.

(b) Some courses are not available for students using non-credit course fee reduction (AutoCAD, "Microsoft NT," polymer science courses, etc.). A list of such courses will be maintained by the division of UA solutions.

(c) All individuals using fee reduction for non-credit courses will be placed on a waiting list in the division of continuing education (with a university of Akron designation assigned) on a first-come, first-served

basis, until class meets minimum enrollment. These individuals will pay such costs as materials, supplies, lab fees, etc.

(b) Employee fee reduction for part-time staff members.

(i) Eligibility: A part-time staff member is one who works twenty or more hours per week on a regular schedule and whose appointment indicates part-time status. Part-time staff who have worked at least one thousand forty hours in the previous twelve month period are eligible.

(ii) Credit courses.

(a) Any part-time university staff member shall be permitted to take one credit course or three credit hours, whichever is greater, each semester, free of all charges, excluding late fees, and including instructional and general fees, graduate level, laboratory or other fees associated with these courses. Unused portions of these reductions are not cumulative.

(b) Any part-time university staff member shall be permitted to take one credit course or three credit hours, whichever is greater during a summer session. The aggregate of courses for which fee reduction will be received, during the sessions in the summer semester, will not exceed two credit courses, free of all charges, excluding late fees, including instructional and general fees, graduate level, laboratory or other fees associated with these courses. Unused portions of these reductions are not cumulative.

(iii) Non-credit courses.

(a) Any part-time university staff member shall be permitted to take one non-credit course per semester (i.e., combined summer, fall, spring), which shall not affect his or her eligibility for credit fee remission enrollment.

(b) Some courses are not available for students using non-credit course fee

- (i) No reductions of residence hall room and board fees shall be granted to any person except members of the resident advisory staff.
  - (ii) The requirements of residence in Ohio one year before the first day of any term or semester to be eligible for reduction of nonresident tuition charges shall be waived for employees who are entitled to fee reductions.
  - (iii) Eligibility for fee reductions for employees or relatives is determined by employment status on the first day of the course.
  - (iv) An individual may receive fee reductions under only one eligibility category (e.g., full-time university faculty, part-time faculty, full-time staff, spouse or dependent) during any one academic period.
  - (v) Full-time employees with nine-month appointments are eligible for fee reductions during the summer if reappointed the following academic year.
  - (vi) Fee reductions may be taxable income to the full-time staff employee.
- (9) Employees wishing to take advantage of educational opportunities available at the university and their fee reduction benefits are encouraged to go schedule classes outside the normal work day. However, with approval from the department head prior to each semester enrolled, work hours may be rescheduled to accommodate class attendance.
- (10) Time spent away from work attending classes must be made up the same day the class is scheduled. This may be done by extending the work day, using the lunch period, taking leave without pay or vacation leave, or a combination of the preceding. Class attendance during the normal work day is limited to one class.
- (S) Responsibilities.
- (1) It is the university's responsibility to manage its operations and facilities and direct its personnel. This responsibility includes determining when and the manner in which work is to be performed, assigning such work to employees and establishing the number and size of work units, the number and size of work units.





work hours or during lunch breaks.

(X) Work schedules.

(1) A normal work week at the university consists of five consecutive eight hour days, and normal office hours are Monday through Friday, eight a.m. to five p.m. Some offices or functions of the university operate on other scheduled working hours and/or days in order to meet the needs of the university. Each employee will be notified by the employee's supervisor regarding regular shift beginning and ending times as well as regularly assigned work days.

(2) In certain job classifications, or in certain situations, overtime work or work before/after the regular shift may be mandated. If the supervisor requests that the employee work overtime, the employee is expected to comply.

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