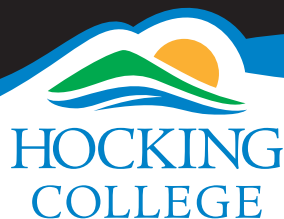




Employee Handbook



Hocking.edu/humanresources

Hocking College Employee Handbook

Welcome to Hocking College! We have prepared these “Employee Essentials” to provide you with an overview of our college’s policies, benefits and rules. It is intended to familiarize you with important information about the college, as well as provide guidelines for your employment experience with us in an effort to foster a safe and healthy work environment. Please understand that this only highlights college policies, practices, and benefits for your personal understanding and cannot, therefore, be construed as a legal document. It is intended to provide general information about the policies, benefits and regulations governing the employees of the college, and is not intended to be an express or implied contract. The guidelines presented are not intended to be a substitute for sound management, judgment and discretion.

The complete and detailed Hocking College Policy Manual can be found at: <http://www.hocking.edu/documents/Policy/HockingCollegePolicyManual.pdf>

All non-bargaining employees of Hocking College, regardless of their classification or position, are employed on an at-will basis. This means that an employee’s employment is terminable at the will of the employee or Hocking College at any time, with or without cause and with or without notice. Furthermore, nothing contained in the policies, procedures, handbooks, manuals, job descriptions, application for employment or any other document of Hocking College shall in any way create an express or implied contract of employment or an employment relationship on other than an at-will basis for non-bargaining employees.

Employees in certain positions at Hocking College are covered by one of three collective bargaining units: Hocking College Education Association Professional Unit, Hocking College Education Association Support Staff, and full-time police officers and sergeants Ohio Patrolmen’s Benevolent Association (OPBA.) These positions are identified in the respective Collective Bargaining Agreements (CBA.) Some conditions of employment set forth in this handbook may vary depending on the respective CBA. For employees covered by a collective bargaining agreement, please refer to your union contract regarding specific terms and conditions of employment. This handbook supplements your contract and any matter not contained in your contract is governed by college policies and procedures.

Each complete CBA can also be found online on the Hocking College Human Resources webpage at: <http://www.hocking.edu/humanresources>.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices and benefits described in this handbook change from time to time. Accordingly, the college reserves the right to modify, supplement, rescind, or revise any provision of this handbook from time to time as it deems necessary or appropriate and in accordance with the CBAs.

No business is free from day-to-day problems, but we believe our human resources policies and practices will help resolve such problems. All of us must work together to make the college a viable and healthy organization. This is the only way we can provide a satisfactory working environment that promotes genuine concern and respect for others including all employees, students and the public. If any statements in this handbook are not clear to you, please contact the Human Resources Office for clarification. This handbook supersedes any and all prior policies, procedures and handbooks of the college.

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College Philosophy

Open-Door Policy

In keeping with Hocking College's philosophy of open communication, all employees have the right and are encouraged to speak freely with management about their job-related concerns.

Employees are urged to go directly to their supervisor to discuss job-related ideas, recommendations, concerns and other issues which are important to them. If, after talking with their supervisor, they feel the need for additional discussion, the employee is encouraged to speak with the Hocking College Human Resources Department.

The most important relationship employees will develop at Hocking College will be between the employee and supervisor. However, should employees need support from someone other than their supervisor, the entire management team, including Hocking College Human Resources, is committed to resolving individual concerns in a timely and appropriate manner.

Equal Employment Opportunity / Non-Discrimination Policy

It is the policy of Hocking College to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law or policy, including race, color, sex, age, religion, national origin, disability, sexual orientation, gender identity, marital status or veteran status. It is the intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The Human Resources Department and all managerial personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of their supervisor or Hocking College Human Resources. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

Workplace Harassment and Civility Policy

Hocking College maintains a policy against any form of workplace harassment. All forms of harassment are strictly prohibited. This includes harassing, offensive, threatening or violent behavior by employees or non-employees (vendors, job applicants, students, visitors or spouses) against self, others, college property or on college premises.

The policy applies to all persons employed by or under contract employment with the college. Each department, vice president, director, dean, manager, supervisor and employee is responsible for keeping the workplace free of harassing, offensive,

threatening or violent behavior. It is the expectation of the college that all employees are respectful and civil in all forms of communication.

Profanity and offensive/inappropriate language will not be tolerated. If an employee believes that a remark or certain words are offensive, others should refrain from using them. Any employee who finds himself/herself a victim of profanity or offensive/inappropriate behavior should contact their immediate supervisor or a member of the Human Resources Department.

Definitions

- Any verbal, non-verbal or physical conduct designed to annoy, intimidate, threaten or unlawfully coerce another; and/or
- Any conduct, which creates an intimidating, hostile or offensive working environment

This policy covers all college premises and college-sponsored events as well as all campuses. The Human Resources Department will coordinate the investigation of all reports of threatening or violent behavior promptly, impartially and as confidentially as possible.

Sexual Harassment Policy

Hocking College will not tolerate sexual harassment or related behavior of any kind. It is the policy of the college to maintain a working environment free from any discrimination and to prohibit sexual harassment against employees and applicants due to sex including sexual harassment, which is prohibited by federal (42 U.S.C.2000e-2a) and state (O.R.C. 4112) law. This includes discriminatory sexual advances or harassment which adversely affects an employee's terms or conditions for employment, either directly or indirectly.

Any applicant or employee who believes that he or she is a victim of gender discrimination or sexual harassment through unwelcome sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature by a supervisor, subordinate, peer, student or vendor should immediately report such an incident to the Director of Human Resources to receive counseling and to discuss methods of resolution.

Definitions

Sexual harassment is a form of sex discrimination and is defined as any unwelcome or unwanted sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. There are two types of sexual harassment: *Quid Pro Quo* and *Hostile Work Environment*.

- ***Quid Pro Quo*** – is the Latin term for “this for that” and is a “something for something” type of harassment. This can occur either explicitly or implicitly when submission to the conduct is made as a term or condition of employment or submission or rejection of the conduct is the basis of employment decisions and/ or retaliation.
- ***Hostile Environment*** – is any conduct which has the purpose or effect of unreasonably interfering with one's work performance or creating an

intimidating, hostile or offensive working environment and the harassment is directed against one's sex.

Sexual harassment can come from any individual in the workplace, including a supervisor, co-workers, a student, customer or a supplier. Sexual harassment doesn't refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, which lowers moral and therefore interferes with work effectiveness.

Sexual harassment may take different forms including but not limited to verbal conduct (sexual innuendos, sexually vulgar or explicit language, sexually explicit jokes, suggestive comments, gestures or sounds sexually vulgar or explicit emails, magazines, photographs and cartoons) physical conduct (unwanted physical contact, coerced sexual intercourse, rape, attempted rape and assault.)

This policy applies to all persons employed by or under contract employment with Hocking College as well as applicants for employment. Conduct found to violate this policy does not necessarily establish a violation of state or federal anti-discrimination laws.

Any complaint received by a supervisor must be transmitted to the Director of Human Resources. All formal complaints are encouraged to be in writing and submitted to the Director of Human Resources immediately after the offending conduct occurs. Every complaint received will be thoroughly investigated. Every effort will be made to protect the privacy of employees during any investigation. No retaliatory measure will be taken against any employee who complains of sexual harassment. Likewise, no retaliatory actions will be taken against any individual who assists or cooperates with the college in the investigation of sexual harassment complaints.

It is a violation of this policy for anyone to knowingly make false accusations of harassment and discrimination. To do so will result in disciplinary action up to and including termination of employment or expulsion from the college. Failure to prove a claim of harassment or discrimination is not equivalent to a false accusation.

Harassment and discrimination are also illegal. This policy is not intended to impair or limit the right of anyone to seek a remedy available under state or federal law.

Faculty/Staff Relationships and Sexual Harassment of Students

The policies and procedures of Hocking College are established to preserve the academic mission of the college. Sexual harassment and improper relationships with students by those with supervisory authority over that student undermines that mission. Faculty members have substantial authority over student's grades, progress and future employment.

Accordingly, amorous or sexual relationships between students and faculty members involve a disparity in power. Such a disparity in power makes coercion

possible, even where there is no explicit or intended threat, because considerations of the instructors' authority may influence a student's consent to a relationship. Additionally, the termination or initiation of such relationships may lead to sexual harassment or be characterized by conduct that may be perceived as sexual harassment.

Similarly, college employees other than members of the faculty may also be in positions of power, authority or trust relative to students. These involvements may include student evaluations, disciplinary sanctions and recommendations, employment, finances (including, but not limited to financial aid), judgments related to academic status, enrollment or matriculation. Thus, amorous or sexual relationships with students by staff are subject to the same dangers as faculty relationships.

In addition to the dangers inherent in inappropriate relationships between faculty/staff and students, sexual harassment is also contrary to the standards of the college's community. Sexual harassment diminishes an individual's dignity and interferes with equal access to educational opportunities at the college.

Because of these very real dangers to the academic mission of the college, improper relationships with students and sexual harassment of students by faculty and/or staff members will be treated as major violations of college policy, as further described in this policy. Such conduct will subject faculty and staff to disciplinary action up to and including suspension and/or dismissal.

Definitions

Sexual Harassment – refers to any unwanted and unwelcome sexual attention, advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in a course, program or activity or of employment by a faculty member;
2. Submission to or rejection of such conduct is used as a basis for decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with the individual's work, academic performance or educational experience or creating an intimidating, hostile or offensive environment for work or learning.

Sexual harassment can include a number of prohibited activities including, but not limited to, (a) physical assault; (b) subtle or overt pressure for sexual favors accompanied by implied or overt threats concerning one's job, grades or letters of recommendation; (c) inappropriate display of sexually suggestive objects, pictures or computer images; (d) direct proposition of a sexual nature; (e) or a pattern of conduct that would cause discomfort or humiliate a reasonable person to whom the conduct was directed.

Examples of the latter category of sexually harassing acts include unwelcome touching, pinching, patting or brushing against another's body. The use of sexually

abusive language including remarks about a person's clothing, body, bodily movement or sexual activities are also examples of a pattern of conduct that would cause discomfort to a reasonable person. Finally, unwelcome and unwanted teasing and joking of a sexual nature can be deemed harassment based upon the totality of the circumstances.

Improper Amorous or Sexual Relationship – includes any sexual relationship, dating relationship or romantic pursuit between a faculty member and a student or between a staff member and a student where the faculty or staff member has supervisory authority over the student. Whether the relationship is consensual or not is irrelevant to whether an improper, amorous or sexual relationship exists.

Supervisory Authority – A faculty or staff member has supervisory authority over a student if the faculty or staff member has responsibility for the teaching, evaluation, grading, supervision, advising, coaching, mentoring or counseling of the student in the course of carrying out his/her responsibilities as a professional educator or a staff person. Supervisory authority can exist on or off campus and in curricular, co-curricular or extra-curricular activities.

Faculty Member – is any employee of the college whose duties include teaching. This includes, but is not limited to, all full-time and part-time tenured faculty, non-tenured faculty, adjunct instructors and teaching assistants.

Staff Member – is an employee of the college who is not a faculty member.

Prohibited Conduct

- A. No faculty or staff member may have an improper, amorous or sexual relationship with any student.
- B. No faculty or staff member shall engage in sexual harassment of any student.
- C. Any student, faculty member or staff employee who knowingly makes a false report of sexual harassment of an improper, amorous or sexual relationship under this policy will be subject to disciplinary action. In the case of faculty or staff members, that disciplinary action includes, but is not limited to, suspension or dismissal. In the case of a student, the false report would constitute dishonesty as discussed in the Student Guide and would subject the student to the sanctions described for violation of Code I and/or Code II offenses as described in the Student Guide.
- D. No one shall suffer penalty or retaliation, including any actions that may dissuade a reasonable person from making or supporting a charge, for reporting an improper, amorous or sexual relationship or sexual harassment that violates this policy. Any person found to have engaged in retaliatory conduct will be subject to disciplinary action.

Enforcement

Any student who has knowledge of or has been subject to an improper, amorous or sexual relationship or sexual harassment is encouraged to report that conduct to the appropriate department head or the Human Resources Department promptly. Prompt reporting is encouraged so that the college is better able to investigate the alleged conduct while memories are still fresh and remedial action is still effective.

Any person receiving a complaint of conduct violating this policy is expected to promptly notify the President of that complaint.

Any faculty or staff member, who learns of an improper, amorous or sexual relationship or of sexual harassment of a student, must report that information to the Human Resources Department or an appropriate department head. Failure to report as required by this policy is grounds for disciplinary action against the faculty or staff member. No person who has received a complaint of conduct violating this policy or who otherwise knows of such conduct, should attempt to investigate or respond to that complaint on his or her own.

Upon receiving a complaint of sexual harassment, the Human Resources Director will conduct an investigation of the allegation. The investigation will permit both the complainant and the accused an opportunity to provide a description of the events at issue, as well as witnesses who might support their respective positions. The investigation will also include a review of any applicable documentation that might be relevant to the allegations. Upon concluding the investigation, the Human Resources Director, in consultation with the President and others as appropriate, will determine whether any disciplinary action should be taken and if so, what level of discipline is appropriate.

Upon receiving a report of an improper, amorous or sexual relationship, the Human Resources Director, in consultation with the President and others necessary or advisable, will determine whether acceptable alternative arrangements may be made that will remove the supervisory authority of the faculty/staff member vis-à-vis the student. The alternative arrangements should avoid negative consequences for the student. If acceptable alternative arrangements cannot be made, the improper, amorous or sexual relationship cannot continue.

The President may, if the President deems it helpful or necessary, appoint a special committee to provide advice and input regarding the administration of this policy. Each appointee to this committee shall have a minimum of five years experience at the college and will serve at the President's pleasure.

Any faculty or staff member disciplined under this policy shall be entitled to utilize any grievance process available to him or her. This includes the grievance and arbitration procedure under the collective bargaining agreement, if applicable to the faculty or staff member or the grievance procedure outlined in the college's Employee Handbook.

Firearms and Dangerous Weapons Policy

Hocking College is committed to providing its students, staff and visitors an environment that is safe and secure. This commitment includes prohibiting students, staff and visitors from possessing or having under their control a weapon or dangerous ordnance while on the Hocking College campus or conducting college business while off college property or in a college vehicle. Additionally, the college is committed to the responsible management of wildlife resources and allowing conditional hunting and trapping while still maintaining an environment that is safe for educational and occupational experiences.

A weapon or dangerous ordnance includes, but is not limited to, a firearm, club, brass-knuckles, any martial arts weapon, a stun gun, explosives or a knife (other than a small folding knife carried in the pocket or sheath with a blade less than four inches in length.)

Any staff, student or visitor who possesses a concealed carry permit issued by the State of Ohio or another state with which Ohio has reciprocity, must secure the firearm in the trunk of his/her vehicle immediately upon entering the Hocking College campus pursuant to the Ohio Revised Code. Students who reside in all college-owned and managed residence halls are not permitted to store weapons on campus or in their vehicles. These students may inquire with Campus Police for off-campus storage options.

Two weeks prior to the beginning of any hunting season in which hunting will occur on the Hocking College campus, the Dean of the School of Natural Resources shall provide reminder notification to the Natural Resources faculty to avoid sending students into hunting areas for class activities. *Please note: There is an exemption to this policy. Employees may be authorized by their agencies to possess weapons in the workplace if weapons are required as a part of institutional position/program.

Definition:

Hocking College Campus—the term “Hocking College campus” shall include all the lands and facilities owned, leased or managed by Hocking College.

Workplace Violence

Hocking College believes in maintaining a safe and healthy workplace, in part by promoting open, friendly and supportive working relationships among all employees. Violence or threats of violence have no place in our business. Violence is not an effective solution to any problem. Neither threats of violence nor fighting will be tolerated. Furthermore, employees who have a problem that is creating stress or otherwise making them distressed, should discuss it with their supervisor or Human Resources.

Employees are expected to immediately report to their supervisor, Campus Police or Human Resources, any violation of this policy. Any employee found threatening another employee or fighting will be subject to disciplinary action, up to and including termination.

Public Records

This policy establishes internal office procedures for responding to requests for public records, under the Ohio Public Records request policies. This policy supersedes any previous public records request policies.

Hocking College, as an institution, believes that openness leads to a better informed citizenry, which leads to better public institutions. Consistent with this belief, it is the intent of Hocking College to fully comply with the Ohio Public Records Act at all times.

All records of Hocking College are public unless they are specifically exempt from disclosure under the Ohio Revised Code or are confidential attorney-client work product or communications or are otherwise exempted by Ohio by case law decisions.

The phrase “public records” is triggered when all of the following are true:

- An item that contains information stored on a fixed medium, such as paper, electronic files, film, etc.; and
- The item created, received by or is sent under the jurisdiction of Hocking College; and
- The item is necessary for the adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of Hocking College or for the protection of legal and financial rights of Hocking College and the persons directly affected by Hocking College’s activities.
- All public records are intended to be organized and maintained so that they can be readily made available for inspection and copying.

All public records requests directed to the college must be forwarded to the Director of Marketing and Public Relations, who serves as the college’s official Public Information Officer, for research and response. Public records requests will be researched and responded to in date and time order received.

Requests should be specific and should particularly describe or identify records sought with sufficient clarity to enable Hocking College to identify, retrieve and review the records for potential privilege or other protection.

To ensure that requests are responded to in the order received, to ensure a full and accurate understanding of public records sought and to accurately document requests and responses, Hocking College requests, but does not require, that all public records requests be submitted in writing.

In processing a request, Hocking College does not have an obligation to create new records or perform new analysis of existing information. Hocking College also has the option to provide records to the requesting party for research rather than to perform the research for the requesting party.

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records should be made available for inspection promptly. Requested copies of public records must be made available within a reasonable period of time and payment may be required before copies of requested documents are produced. The practical application of the meaning of a prompt inspection and copies within a reasonable period of time varies on a request by request basis and should take into account, among other things, the volume of records requested and the proximity of the location where the records are stored and the necessity for any legal review of the records requested.

If Hocking College locates records it believes are responsive to a public records request, the requesting person should be given prompt access to review these records.

It is the policy of Hocking College that an employee of Hocking College must be present, in person, at all times during public review of records. This policy is to ensure that the materials produced for review are kept intact, in order and are not otherwise altered, damaged or removed without permission.

Any denial of access to or copying of requested public records should include an explanation of the denial, which should include citation to applicable legal authority where appropriate.

If portions of the information contained in a public record are exempted by law and no additional legal exemption exists to exempt the entire document from production, the exempt portions should be redacted and the remainder of the document produced for inspection and copying. All redactions should be plainly notated and each redacted record should be accompanied by an explanation, which should include citation to applicable legal authority where appropriate.

- A person requesting public records will be charged the actual cost of making copies, not labor. Additionally, it is the policy of Hocking College to collect full payment of copy costs and other allowable expenses for requested copies of public records before the copies are completed.
- The person requesting the public records must pay the Cashier and Records Office prior to copies being made. An invoice or receipt to the person requesting public records for the copy or other allowable costs should be provided.
- Upon presentation of a receipt for payment for copies, copies will be completed.
- The charge for paper copies is 5 cents per page; the charge for downloaded computer files to a computer disc is \$1 per disc.

If a person requesting public records requests that documents be mailed to them, they will be mailed via the U.S. Mail and charged the actual cost of postage and mailing supplies.

There is no charge for documents delivered by email only to a requesting person.

Health Insurance Portability and Accountability Act (HIPPA)

The college has adopted a policy that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by the college representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

PHI refers to individually identifiable health information received by the company's group health plans and / or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

The college has designated the Director of Human Resources as the HIPAA Compliance Officer (HCO) and any questions or issues regarding PHI should be presented to the HCO for resolution. The HCO is also charged with the responsibility for a) issuing procedural guidelines for access for PHI; b) developing a matrix for personnel who will need access to PHI; and c) developing guidelines for describing how and when PHI will be maintained, used, transferred or transmitted.

Annually or as necessary, the college performs enrollment, changes in enrollment and payroll deductions, provides assistance in claims problem resolution and explanation of benefits issues and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence and employees will not disclose PHI from these processes for employment-related actions, except as provided by administrative procedures approved by the HCO. General rules follow:

- Disclosures that do not qualify as PHI-protected disclosures include: disclosure of PHI to the individual to whom the PHI belongs, requests by providers for treatment and/or payment, disclosures requested to be made to authorized parties by the individual PHI holder, disclosures to government agencies for reporting or enforcement purposes, disclosures to workers' compensation providers and those authorized by the workers' compensation providers.
- Information regarding whether an individual is covered by a plan for claims processing purposes may be disclosed.
- Information external to the health plan is not considered PHI if the information is being furnished for claims processing purposes involving workers' compensation and / or short- or long-term disability and medical information received to verify ADA or FMLA status.

Personnel record and disclosures of PHI will be maintained for a period of six years as required by federal law, unless a state law requires a longer retention period. Records that have been maintained for the maximum interval will be destroyed in a manner to ensure that such data is not compromised in the future in accordance with the company record destruction policy.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Right and Privacy Act of 1974 (FERPA), as amended, sets forth requirements regarding the privacy of student records. FERPA governs the release of records maintained by an educational institution and access to those records. FERPA is designed to protect the privacy of educational records.

The student's educational record is confidential and will only be disclosed at the written request of the student or alumnus or to the extent that FERPA authorizes disclosure without consent. The only information that may be released without the student's permission is name, dates of attendance, full-time or part-time enrollment status, program of study, honors and awards received, degree(s) / certificate(s) awarded, if any, address, participation in officially recognized sports and activities and photograph. Photographs may be used for marketing, publicity and newsworthy events.

Directory information may be released without consent of the student unless the student has requested in writing that information designated as directory information not be disclosed. This request encompasses all directory information.

Students may inspect and review their educational records by submitting a written request to the Registrar that identifies as precisely as possible the record or records he or she wishes to inspect. The Registrar will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. The college reserves the right to refuse to permit a student to inspect the following records: (1) the financial statement of the student's parents; (2) those records which are excluded from the FERPA determination of educational records.

Students who believe that their education records are inaccurate, misleading or in violation of their privacy rights, may ask to have them corrected.

Definitions:

Student – any person who attends or has attended Hocking College.

Directory Information – Information contained in an education record that generally is not considered harmful or an invasion of privacy if released.

Education Record – any record (in handwriting, print, audio, video, film computer media, microfilm, microfiche or other medium) maintained by Hocking College or an agent of the college which is directly related to a student, **except:**

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Alumni records which contain information about a student after he or she is no longer in attendance at the college and which do not relate to the person as a student.

Procedure to Inspect Educational Records:

- Students may inspect and review their education records upon request to the Registrar.
- Students should submit to the Registrar a written request, which identifies as precisely as possible the record or records, she or she wishes to inspect.
- The Registrar will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.
- When a record contains information about more than one student, the student may inspect and review only the records, which relate to him or her.

Disclosure of Educational Records

Hocking College will disclose information from a student's education records only with the written consent of the student. Information may also be disclosed without the student's consent if the request fits within one of the following categories:

1. To school officials who have a legitimate educational interest in the records.
2. A school official is:
 - a. A person appointed to the Board of Trustees
 - b. A person employed by Hocking College in an administrative, supervisory, academic or support staff position.
 - c. A person performing a task that is specified in his or her position description or by a contract agreement.
 - d. A person employed by or under contract to the college to perform a special task, such as the attorney or auditor.
 - e. A person or student serving on an official committee (i.e., disciplinary/grievance, scholarship) or assisting an official in his or her tasks (i.e., work study students.)
 - f. A school official has a legitimate educational interest if the official is:
 - i. Performing a task that is specified in his or her position description or by a contract agreement.
 - ii. Performing a task related to the student's education.
 - iii. Performing a task related to the discipline of a student.
 - iv. Providing a service or benefit relating to the student or student's family, such as counseling, health care, job placement or financial aid.
3. To officials of another school, upon request, in which a student seeks or intends to enroll. The college will make a reasonable attempt to notify the student that information is being released.
4. To certain officials of the U.S. Department of Education, the Comptroller General and state and local educational authorities, in connection with certain state or federally supported education programs.
5. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid or to enforce the terms and conditions of the aid.
6. If required by a state law requiring disclosure that was adopted before November 19, 1974.
7. To organizations conducting certain studies for or on behalf of the college.
8. To accrediting organizations to carry out their functions.
9. To parents of an eligible student who claims the student as a dependent for income tax purposes.
10. To comply with a judicial order or a lawfully issued subpoena.
11. To appropriate parties in a health or safety emergency.
12. Disclosure of directory information.
13. Disciplinary information (Warner Amendment): disclosure to the alleged victim, information from disciplinary proceedings, only when found in violation and only for crimes of violence – release of name, sanction and outcome (public information.)
14. Disclosure to parents of any student information related to substance abuse under the age of 21, a violation of federal, state, local or institutional laws / regulations (Foley Amendment.)

Directory information may be released without consent of the student unless the student has requested in writing that directory information not be disclosed. If a student wishes to have directory information withheld, a completed form must be on file in the Cashier and Records Office prior to the start of the most recent academic term.

Directory Information:

Hocking College has defined their directory information as follows:

- Name
- Dates of Attendance
- Honors and awards received
- Degree(s) / Certificate(s) awarded, if any
- Full-time or Part-time enrollment status
- Program of study
- Address
- Participation in officially recognized sports and activities
- Photograph

Complaint Procedure

Under Section 99.63, of the Code of Federal Regulations (CFR), a parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under FERPA. The Office’s address is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington D.C. 20202-5920

Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

Student(s) Request for Reference(s)

If a student requests a reference from any person employed by the college, the student must make the request in writing. The request must outline the purpose for the reference and to whom the reference should be addressed. The person supplying the reference must do so only in writing and the reference must be addressed to a specific person. Once the instructor or person has written the reference the external envelope must state “Personal and Confidential, Only to be opened by the Addressee.” This is done in order to satisfy that adequate measures have been taken to respect the confidentiality of such information.

Americans with Disabilities Act

It is the policy of Hocking College to comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and other applicable federal and state regulations that prohibit discrimination on the basis of disability. The Rehabilitation Act and the ADA require that no qualified person shall, solely by reason of disability, be denied access to, participation in

or the benefits of, any program or activity operated by the college. Each qualified person shall receive the reasonable accommodations needed to ensure equal access to employment, educational opportunities, programs and activities in the most integrated setting. Accommodations for persons with disabilities may be made through the **Access Center, 3301 Hocking Parkway, Nelsonville, OH 45764, 740.753.7107**. Inquiries regarding compliance with any of these federal regulations may be directed to the Director of Human Resources.

Adverse Weather Policy

Guidelines for Adverse Weather

Please review the following information about campus closure. Individual employees must make their own decision regarding their safety in traveling to work.

Closing Campus

Hocking College will be open for classes except in cases of extreme danger (such as ice), emergency or mandated closing by public officials (such as when the water supply is unavailable.) The public schools might close while the campus remains open.

As weather conditions may be different for each of our campuses, individual locations of Hocking College may close. Also, the campus may cancel only morning classes and reopen for afternoon and evening classes.

Human Resources

During bad weather, employees can call the Human Resources Call-Off Line at **740.753.7096**. This number will provide daily information to employees in regard to emergency closures for all campus locations and still allow employees to leave a voicemail reporting absence or tardiness if the college is open.

Listed below are the identified Level One Emergency Personnel. Each designated Level One Personnel is responsible for notifying other employees when their services are required during an emergency. Any bargaining unit employees required to work will be compensated in accordance with their specific bargaining unit agreement.

Level One Emergency Personnel

For the information of the Hocking College community, Level One Emergency Personnel are identified in the Emergency Management Guide as the following positions:

President

Vice President of Administrative Services

Vice President of Financial Services

Vice President of Academic & Student Affairs/Provost

Chief Information Officer

Director of Campus Safety

Associate Provost

Director of Residence Life

Director of Facilities

Director of Retail Operations
Director of Marketing & Public Relations
Director of Human Resources
Maintenance Supervisor
Housekeeping Supervisor
Custodial Supervisor

Those employees who are designated Level One Emergency Personnel are required to be on campus in the event of emergencies and / or cancellations.

Communication of Closure

Any change of schedule or cancellation of classes will be posted on the website (hocking.edu) and Facebook page ([www.facebook.com HockingCollege.Ohio](http://www.facebook.com/HockingCollege.Ohio)) and announced on the following radio or television stations. The stations will be notified by at least 7 a.m. Employees should not call the college switchboard.

Radio

Nelsonville:

WAIS 770 AM
WAIS 89.1 FM
WSEO 107.7 FM

Athens:

WATH 970 AM
WXTQ 105.5 FM
WOUB 91.3 FM

Logan:

WLGN 98.3 FM
WLGN 1510 AM

Lancaster:

WHOK 95.5 FM
WLVQ 96 FM

Chillicothe:

WBEX 93.3 FM
WBEX 1490 AM
WCOR 90.1 FM

Columbus:

WNCI 97.9 FM
WCOL 92.3 FM
WBWR 105.7 FM
WTVN 610 AM
WYTS 1230 AM
WBNS 97.1 FM
WBNS 1460 AM

New Lexington:

WWJM 105.9 FM

Jackson:

WKOV 96.7 FM
WCJO 97.7 FM
WYRO 98.7 FM
WYPC 1330 AM

Parkersburg:

WXIL 95.1 FM

Zanesville:

WHIZ 92.7 FM
WHIZ 1240 AM

Television

Columbus:

Fox 28
WBNS TV 10
WSYX TV 6
WCMH TV 4

Zanesville:

WHIZ

Working And Compensation

Attendance and Reporting to Work

Attendance Policy

Punctual and regular attendance is an essential responsibility of each employee at Hocking College. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform the work, which disrupts normal day-to-day operations.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of the college and minimize unscheduled absences.

Any employee who fails to report to work without notification to his or her supervisor for a period of three days or more will be considered to have voluntarily terminated their employment relationship.

Absence

Defined: Absence is the failure of an employee to report for work when the employee is scheduled to work.

1. Excused absence occurs when all four of the following conditions are met:
 - i. the employee provides sufficient notice to his or her supervisor,
 - ii. the reason is found credible or acceptable by his or her supervisor (see number two below)
 - iii. such absence request is approved by his or her supervisor
 - iv. the employee has sufficient accrued leave time to cover such absence.
Employees must take earned accrued time for every absence unless otherwise allowed by college policy (e.g. jury duty, etc.) Hocking College uses a calendar year when determining an excessive amount of unexcused absences. (See number two below.)
2. Unexcused absence occurs when one of the four conditions in number one above is not met. If it is necessary for an employee to be absent or late for work because of illness or an emergency, the employee must notify his/her supervisor no later than 30 minutes after the employee's scheduled starting time on that same day. If you are unable to call, have someone make the call for you.
3. Sixteen hours of unexcused absence may subject employee to immediate termination. Progressive discipline will be administered according to the "Progressive Discipline for Unexcused Absences" table.
4. An unexcused absence will be documented for all employees who miss work when they are out of accrued leave time (sick/vacation), unless FMLA guidelines require a different practice.
5. Employees who have five consecutive days of excused absences because of illness or injury must give Hocking College proof of physician's care. If an illness or injury prevents an employee from performing their regularly scheduled duties, a physician's statement must be provided verifying (a) the nature of the illness or injury; (b) if and when the employee will be able to return to work, if applicable; and (c) whether the employee is capable of performing their regularly scheduled duties and if not, what duties the employee is capable of performing. The employee is responsible for providing Hocking College with the above-described physician's proof of physician's care. Without an acceptable excuse, the employee may be subject to immediate termination.

Sufficient Notice – To be considered an excused absence as defined in number one, sufficient notice must be given to the supervisor. Sufficient notice is:

1. For a scheduled absence of eight hours or more, employees must give a notice of one week (seven days.)

2. For a scheduled absence of less than eight hours, employees must give a notice of two working days. No exceptions.
3. For an emergency absence occurring a) at the beginning of the employee's shift, employees must notify their supervisor within 30 minutes after the beginning of their shift and b) during the employee's shift, employees must notify their supervisor prior to leaving the premises.
4. Your supervisor must approve any exceptions to this provision or any conflicts in scheduling.

Tardiness

Employees are expected to report to work on time. Employees who cannot report to work as scheduled, should notify their supervisor no later than 30 minutes after their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

There is a five minute grace period in the morning and a two minute grace period when returning from lunch. Supervisors will track when this grace period is used in excess, i.e. more than 10 times in one year. Once an employee has used 10 grace period allowances, they will forfeit use of a grace period and any tardiness will result in an unexcused absence.

Progressive Discipline for Unexcused Absences

First Instance..... Verbal Warning

Second and All Future Instances

Totaling Fewer Than 16 hours..... Written Warning

At 16 Hours of Accumulated

Unexcused Absences..... Subject to Termination

Work Day Hours and Scheduling

Generally speaking, the regularly scheduled hours of operation for Hocking College offices are Monday through Friday, between 8 a.m. to 5 p.m. The usual expected workday for individual employees may vary at the discretion of the supervisor and in accordance with any applicable CBA. Breaks are scheduled with the supervisor and in accordance with applicable Collective Bargaining Agreements. Meal periods are unpaid. This regular schedule may vary depending on such factors as weather, business exigency and emergency situations. Employees who are unsure about expected starting times on any particular job assignment should ask their supervisor for clarification. In case of unplanned conditions, such as bad weather, that may force a schedule change at the last minute, employees should contact their supervisor directly.

Timesheets

Hourly Non-Bargaining Employees

Hourly non-bargaining employees must complete timesheets. Timesheets are to be turned in every two weeks on Monday (prior to payroll Friday) by 10 a.m. in the

Payroll Office. If Monday is a holiday, timesheets are due by 5 p.m. the previous Friday. Failure to do so may delay the employee in getting paid.

Casual/Temporary Employees

Casual/temporary employees must complete timesheets. Timesheets are to be turned in every two weeks on Monday (prior to payroll Friday) by 10 a.m. in the Payroll Office. If Monday is a holiday, timesheets are due by 5 p.m. the previous Friday. Failure to do so may delay the employee in getting paid.

Faculty Substitution Employees

Faculty who are subbing for other faculty must complete timesheets and indicate the faculty member for which they are subbing. Timesheets are to be turned in every two weeks on Monday (prior to payroll Friday) by 10 a.m. in the Payroll Office. If Monday is a holiday, timesheets are due by 5 p.m. the previous Friday. Faculty will not be paid substitution pay until the faculty for whom they are subbing turns in appropriate leave time. Failure to do so may delay the employee in getting paid.

Payroll Processing, Pay Period and Payday

All initial paperwork required for payroll purposes takes place in the Human Resources Office. Individuals employed by the college will not receive a paycheck until payroll forms are completed.

New faculty members must have an unofficial course transcript on file before payroll will be processed. Official transcripts are required in order to complete an instructional employee file. Any changes in number or amount of deductions on W-4 forms are handled through the Human Resources office and then forwarded to Payroll for processing. Discrepancies or questions concerning paychecks are handled within the Payroll Department.

Work Week and Overtime

Hocking College's work week begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight.

Occasionally it may be necessary for an employee to work beyond his or her normal workday hours. An employee working more than 40 hours per week, between 12:01 a.m. Sunday and 12:00 midnight the following Saturday, shall be paid 1.5 of his/her regular hourly pay rate for the hours in excess of 40. No employee shall work overtime unless authorized to do so by the immediate supervisor or some higher-level administrator of the college.

Overtime will be distributed among employees at the discretion of the supervisor and in accordance with a Collective Bargaining Agreement, if applicable.

Employment Classifications, Non-Bargaining Unit

1. Full-Time Employees - An employee who has satisfactorily completed the probationary period and is scheduled to work 40 hours per week on a regular and continuous basis.
2. Part-Time Employees - An employee who is scheduled to work less than an average of 40 hours per week.

3. Casual/Temporary Employees- An employee whose services are anticipated to be of limited duration.
4. Adjunct Faculty-Temporary, part-time, non-bargaining unit faculty appointed on a semester-by-semester basis.

Bargaining Unit employees should refer to their respective Collective Bargaining Agreements: Professional Bargaining Unit Contract, Support Staff Bargaining Unit Contract and Ohio Patrolmen's Benevolent Association (OPBA) Contract for employee classification definitions for their respective groups.

For purposes of the Fair Labor Standards Act, employees will be categorized as one of the following;

Exempt Employees – Certain employees such as executive, administrative, professional and outside sales employees are paid on a salary basis for all hours worked each week. Certain computer and other professionals may also be exempt, regardless of whether they are paid on a salary or hourly basis. These employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek. No overtime pay will be paid to exempt employees. Please refer to the Professional Bargaining Unit Agreement for flex time policy for professional, non-instructional, exempt employees.

Non-Exempt Employees – All employees who are not identified as exempt employees are considered non-exempt employees. Non-exempt employees are eligible for payment of overtime and premium pay.

Grant Funded Positions

The following guidelines are in effect for grant funded positions:

1. Employees accepting fully-funded grant positions will be terminated upon the termination of the special funding.
2. If funding is reduced for any percentage of the position, the employee's position will be reduced accordingly.
3. Grant funded employees who apply for non-grant funded positions will be considered an external applicant.

Maintaining Your Personnel Records

It is the employees' responsibility to provide current information regarding address, telephone number, insurance beneficiaries, change in dependents and marital status. Please use the Personnel Records Form to note any changes in address, phone number, emergency contact information, marital status and number of dependents. Changes in exemptions for tax purposes will only be made upon the receipt of a completed W-4 form.

Personnel Files

Employee personnel files are the property of Hocking College and do not belong to the employee. Upon request, Hocking College will provide employees with copies of their personnel file.

Performance Evaluations

Employees may have their job performance reviewed on an annual basis by either their supervisor. Scheduled evaluations do vary by employee group so please refer to the appropriate policy or CBA.

Standards and Expectations for the Workplace

Safety

Hocking College believes in maintaining safe and healthy working conditions for employees. However, to achieve the goal of providing a safe workplace, each employee must be safety conscious. The college has established the following policies and procedures to provide safe and healthy working conditions. Each employee is expected to follow these policies and procedures, to act safely and to report unsafe conditions to his or her supervisor in a timely manner.

Reporting Unsafe Conditions or Practices

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If the employee observes an unsafe condition, he/she should warn others, if possible and report that condition to their supervisor immediately. If the employee has a question regarding the safety of the workplace and practices, the employee should ask their supervisor for clarification.

Using Safety Equipment

Where needed, Hocking College provides its employees with appropriate safety equipment and devices. Employees are required to use the equipment provided in the manner designated as proper and safe by the manufacturer. Failure to properly use safety equipment may lead to disciplinary action, up to and including, termination.

If the employee requires safety equipment that has not been provided, he/she should contact their supervisor before performing the job duty for which the safety equipment is needed.

Reporting an Injury

Employees are required to report any injury, accident or safety hazard immediately to their supervisor(s) and complete an accident/health incident report within 24 hours and submit to Human Resources. The form can be found at <http://www.hocking.edu/documents/HumanResources/incidentReportForm.pdf>

Hazard Communications

Employees who believe that they are dealing with a hazardous material and lack the appropriate information and/or safety equipment, should contact their supervisor immediately.

Care of Equipment And Supplies

All employees are expected to take care of equipment and supplies provided to them. They are responsible for maintaining this material in proper working condition and for promptly reporting any unsafe or improper functioning of this material to their supervisor.

Neglect, theft and/or destruction of Hocking College materials are grounds for disciplinary action, up to and including, termination.

Commercials Driver's License (CDL)

Hocking College follows the guidelines from the Federal Motor Carrier Safety Administration (www.fmcsa.dot.gov.) The following is a list of positions at Hocking College that require a CDL license:

- Fleet Employee
- Gas Well Employees
- Heavy Equipment Employees
- Horse Barn Technicians
- Industrial Ceramics
- Natural Resources Instructors (includes: National and Historical Interpretation, Ecotourism, Farrier, Forestry, Natural Resource Sciences, Fish Management)

Surplus Disposal Policy

The Surplus Disposal Policy has been instituted to ensure that surplus property is first utilized to the fullest and most reasonable extent possible within the college; to assist and advise on the disposal of surplus property in a fair, economical and ecological manner; and to provide for appropriate retirement of financial and capital assets.

Administrative Services must provide final approval for the proper disposal of property, including the sale, donation, scrapping or other disposal of surplus materials in accordance with college policy, the Ohio Revised Code and applicable federal laws, regulations and guidelines.

Surplus property is defined as college-owned “equipment, furniture and other materials/supplies” no longer needed or in active use by the institution.

In the disposal of all surplus items, departments must proceed as follows: Every department or planning unit should have an individual who is authorized to determine when property (equipment, supplies or other material assets) is no longer useful to the department. When the authorized individual determines that property is no longer useful, he or she will call Administrative Services to arrange for disposition. College departments must follow prescribed procedures for the sale, transfer or disposal of surplus property.

The sale, transfer or disposal of surplus property must have signature approval of the appropriate dean or vice president.

Tobacco-Free Campus

In accordance with State of Ohio, Issue 5 (passed November 2006), Hocking College is tobacco-free. The use of any tobacco products, including cigarettes, cigars, pipe tobacco, smokeless tobacco/snuff and chewing tobacco, is banned from Hocking College owned and/or managed properties, except in private vehicles. Faculty, staff and students violating this policy are subject to college disciplinary action. Violators may also be subject to prosecution for violation of Ohio's Smoking Ban (Ohio Revised Code, Chapter 3794.) Visitors who violate this policy may be denied access to Hocking College campuses and may ultimately be subject to arrest for criminal trespass.

Cross References: Ohio Revised Code, Chapter 3794—Ohio's Smoking Ban

Drug and Alcohol Free Workplace

The Hocking College Board of Trustees has declared Hocking College to be a drug and alcohol free workplace to protect the health and well-being of the college and its individual employees. The college upholds the federal and state laws prohibiting the use, possession, sale or offering for sale of controlled substances and will not interfere with the legal prosecution of any who violate such laws. Law enforcement officers, when armed with the proper documents, have the legal right to search any and all buildings on the campus without prior notice.

The abuse of drugs and alcohol is a serious threat to the college and its employees. Management and employees are equally responsible for maintaining a safe and healthy working environment. For that reason, the college has adopted the following policy:

1. The unauthorized possession, offer for sale, use or sale of alcohol or illegal drugs or the misuse of any legal drugs on college premises or while on college business is prohibited and will constitute grounds for termination. The following list is a partial list of controlled substances:
 - Narcotics (heroin, morphine)
 - Cannabis (marijuana, hashish)
 - Stimulants (cocaine, diet pills)
 - Depressants (tranquilizers)
 - Hallucinogens (PCP, LSD, designer drugs)
2. Any employee under the influence of drugs or alcohol, which impairs judgment, performance or behavior while on college business, will be subject to discipline including termination.

3. The college has a number of jobs that present special safety considerations to employees. These include the use of moving machinery, transportation of goods and persons. The college may require that all employees on jobs that involve special safety considerations be tested periodically for the use of drugs. An employee with positive test results may be disqualified to work in such a job. Test results will be confidential.
4. Each employee is responsible for promptly reporting to college health personnel any use of prescribed drugs that may affect the employee's judgment, performance or behavior.
5. Any employee convicted of violating a criminal drug statute in this workplace must inform college of such conviction (including pleas of guilty and nolo contendere) within five days of the conviction occurring. Failure to inform the college subjects the employee disciplinary action, up to and including, termination for the first offense.
6. The college reserves the right to offer employees convicted of violating a criminal drug statute in the workplace participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.

The college will establish procedures it finds necessary to effectively enforce this policy. In addition, the college will provide supervisory training to assist in identifying and addressing illegal drug use by employees. That may include a requirement that employees cooperate in personal or facility searches when there is reason to believe drugs or alcohol are present, when their performance is impaired or when their behavior is erratic. Refusing to cooperate with these procedures may be cause for disciplinary action, including termination.

The college maintains an Employee Assistance Program (EAP.) Employees are urged to use the program for help with alcohol or drug problems. It is each employee's responsibility to seek assistance from the EAP before the problem affects judgment, performance or behavior.

Drug-Free Workplace Act of 1988

In response to the Drug-Free Workplace Act of 1988, Hocking College will:

1. Require each federally funded grant employee to notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
2. Require that the college will notify the federal agency within 10 days after receiving notice from an employee or otherwise receiving actual notice with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

All employees are asked to acknowledge that they have read the above policy and agree to abide by it in all respects. By law, this acknowledgement and agreement are required as a condition of continued employment.

The college will make a good faith effort to continue to maintain a drug-free workplace by implementation of the above actions.

Expectations Related to the Use of Alcohol on Hocking College Sponsored Trips

Hocking College students are held to the Student Code of Conduct while on college-sponsored trips. The Hocking College guide for student behavior on trips includes a section related to the use of alcohol. Alcohol consumption in countries other than the United States may pose additional security and health risks to students engaging in global studies.

If alcohol consumption is affecting the well-being of a student and/or interfering with his or her participation in the study abroad program or is otherwise disrupting the instructional environment for others, it is the responsibility of the Hocking College employee accompanying student to bring this to the attention of the college and to request a change in the student's behavior. Failure on the student's part to change disruptive behaviors will be subject to sanctions by the college.

In countries where the legal age for consumption is lower than that of Ohio, the student will be held to the legal drinking age in Ohio (21 years of age.) Faculty are not in the position to "police" this policy, yet behaviors that are indicative of underage drinking may be cause for sanctions by the college, which may include an early return home. Irresponsible use of alcohol from any individual will be cause for sanctions by the college and should be reported to the college.

Further, it is the expectation that the employee both model and encourage healthy behavior and choices for students engaging in global studies. As the Hocking College employee accompanying students and an adult role model, students and host institution are observing the employee's actions. Employees should bear this in mind with your own choices about alcohol consumption while serving in this role.

Under no circumstances may the accompanying Hocking College employee purchase or otherwise obtain alcohol for students. Drinking during class, labs or study sessions is prohibited. Drinking with students is strongly discouraged.

Cross References:

- 1) CDL Policy

Personal Appearance

The purpose of this policy is to inform all employees that they are to project a clean and professional personal appearance. A professional appearance is one that contributes to our values and to a positive, respectful and safe environment for students, employees and the public. The college recognizes that different applications of this policy may be necessary depending on the degree of public contact, nature of work and safety issues. Therefore, this policy provides only general guidance. The final decision as to what constitutes appropriate professional appearance is the responsibility of the dean, director and/or vice president of the

respective department. There are three reasons for implementing workplace attire guidelines:

- to ensure safety while working;
- to present or create a professional or identifiable appearance for students, co-workers, visitors or the public; and,
- to promote a positive working environment and limit distractions caused by provocative or inappropriate dress.

Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their co-workers.

Individual departments have the authority to define appropriate professional dress standards for their employees. Some positions may require employees to wear special clothing or uniforms. Should an employee be requested to return home to change into acceptable attire, accrued annual leave will be used to offset the employee's absence. Should no accrued annual leave be available, the employee will not be paid for the time taken to change clothing and return. Repeated violations of this policy could be cause for disciplinary action.

Code of Ethics

Employees are expected to abide by the Ohio Code of Ethics, <http://www.ethics.ohio.gov/ethicslawrevisedcode.pdf> or found online at the Human Resources webpage. Please consult Human Resources if you have any questions.

Conflict of Interest

College staff members are expected to devote their work activities primarily to functions of the college. They may, however, engage in extramural activities provided that such activities do not detract from the performance of their duties and responsibilities to the college and/or create conflict of interest with their assigned college responsibilities.

Extramural activities means any work not performed as a college employee, whether or not compensated. It is expected that such extramural activities will take place outside of the staff member's designated work time. Authorization may be granted to staff members who want to perform work outside of the college during their designated work time. Any such time will be charged to accrued vacation and/or leave without pay. Staff shall not engage in any activities or outside employment that may result in a conflict of interest. A conflict of interest exists if financial interests or other opportunities for personal benefit may exert a substantial and improper influence upon an employee's professional judgment in exercising any college duty or responsibility. Staff shall not use their positions to secure anything of value, financial gain or personal benefit that would not ordinarily accrue to them in the performance of their official duties. Nor shall they accept any compensation from any other agency or individual for work performed in the course of their employment by the college.

Definitions

Conflict of interest - situation where financial interests or other opportunities for personal benefit may exert a substantial or improper influence upon an employee's professional judgment in exercising a college duty or responsibility.

Designated work time - hours of day agreed upon by supervisor of when an employee will perform work for the college.

Extramural activities - any work not performed as a college employee, whether or not compensated.

Externally compensated activities - any work not performed as a college employee for which compensation is received.

Intellectual property - inventions, works of authorship, patents, copyrights or licenses relating to sponsored programs or other research activities.

Conflict of Interest and Work Outside the College

A. State ethics law

All staff members of state-assisted colleges are covered by Chapters 102 (*Ethics*) and 2921 (*Offenses Against Justice and Public Administration*) of the Ohio Revised Code. In accordance with the law, copies of Chapters 102 and 2921 will be provided to each new faculty or staff member of college.

B. Extramural activities

Staff engaging in extramural activities must avoid the use of information or procedures that may involve a conflict of interest with assigned college responsibilities, particularly as related to an area of ongoing research, including sponsored programs with specific contractual restrictions. Failure to adequately perform college responsibilities due to involvement in extramural activities is considered a neglect of duty and may result in termination, regardless of whether the activity is approved.

C. Prior approval

Requests to engage in extramural activities during designated work time must have the prior approval of the appropriate college/departmental official.

Use of College Resources

A. Use of college name

Staff members engaging in extramural activities shall not use the name of Hocking College, its units or any other college trademark, service mark or trade name in such a manner as to suggest institutional endorsement or support of a non-college enterprise, product or service. Neither business cards bearing the college name, address and campus telephone numbers nor college stationery is to be used in such a manner as to suggest institutional endorsement or support of a non-college enterprise, product or service.

B. Use of college staff

Staff members engaging in extramural activities shall not utilize other college employees during designated work time.

C. Use of facilities

College space, supplies, computer resources and equipment cannot be used for extramural activities unless permission is obtained and appropriate fees paid to the college for the use of such facilities.

D. Use of college intellectual property

College intellectual property shall not be used for extramural activities except as approved by the college.

Compensated Extramural Activities

Staff members must use accrued vacation and/or leave without pay for externally compensated activities occurring during designated work time. This includes but is not limited to the following examples of compensated services:

- Providing services to a corporation, business or industry as an individual officer, director, owner, agent, consultant or staff member.
- Providing services to a school system, educational institution or governmental agency as a scheduled lecturer, consultant or staff member.
- Providing services to a private foundation or professional or trade association as a consultant, officer, director or staff member.
- Providing services as a voluntary expert witness in any civil or criminal case.
- Providing services as an editor or reviewer for professional journals.

Non-Compensated Extramural Activities

Staff members who participate in non-compensated extramural activities during designated work time should use accrued vacation and/or leave without pay. Approved activities that serve to enhance the college and for which no compensation is involved, such as serving on accreditation teams and college-sponsored volunteer work, (excluding travel and meal allowances) will not be subject to this provision. Prior approval must be obtained from the staff member's supervisor to participate in such activity during work time.

Nepotism

Hocking College imposes no restrictions on the concurrent employment of members of the same immediate family except the following:

- One immediate family member may not supervise another or be in the supervisory line. No individual may be assigned to a department or a unit under the direct or indirect supervision of an immediate family member. An agreement must be reached as part of the terms of the initial appointment designating the position to which the individual will report. This agreement is subject to the approval of the Vice President of the division in which the person is employed. Supervision includes the awarding of any benefits (e.g., promotion, retention, salary, leaves of absence.)
- Each immediate family member must be judged on his or her own merits and shall not be prejudiced (favorably or unfavorably) by the employment of another immediate family member or by their activities, status, rank or position.
- Each immediate family member must conduct himself or herself in accordance with all applicable state ethics laws and college ethics policies (see Conflicts of Interest and Commitment.)
- Specifically, immediate family members may not participate in searches or initial appointment decisions if an immediate family member is a candidate for the position.
- Immediate family members may not authorize, vote upon, discuss, deliberate,

recommend or otherwise use the authority or influence of his or her position, formally or informally, to secure the employment, retention, promotion or tenure of an immediate family member or to approve payment to an immediate family member for services rendered in his or her public employment. This provision does not prohibit immediate family members from providing requested factual information regarding the immediate family member's work-related activities (e.g., spouses who are coauthors on research or scholarly papers may provide factual information on the nature of the co-authorship.)

For the purpose of this policy, "immediate family" includes spouses, domestic partners, parents, children and siblings even if the parties do not reside in the same residence.

Personal Calls, Visits and Business

Hocking College expects the full attention of its employees while they are working. Although employees may occasionally have to take care of personal matters during the workday, employees should try to conduct such personal business either before or after the workday or during breaks or meal periods. Regardless of when any personal call is made, it should be kept short.

Employees should also limit incoming personal calls, visits or personal transactions. Hocking College's phones should be available to serve Hocking College's customers and non-business use of the phones can hurt Hocking College's business. A pattern of excessive personal phone calls, personal visits and/or private business dealings is not acceptable and may lead to disciplinary action.

Travel and Business Expenses

Employees may occasionally incur expenses on behalf of Hocking College. Hocking College will reimburse employees for typical business expenses, such as travel and certain job-related business expenses. Up to date policies, procedures and guidelines are available in Financial Services and in the Collective Bargaining Agreements.

Acceptable Use of Computing and Information Technology Resources

As part of its educational mission, Hocking College acquires, develops and maintains computers, computer systems and networks. These computing resources are intended for college-related purposes, including direct or indirect support of the college's instruction, service and research missions; college administrative functions; student and campus life activities; and the free exchange of ideas within the college community and among the wider local, national and global communities.

The rights of free expression and academic freedom apply to the use of college computing resources and network. So too, however, do the responsibilities and limits associated with those rights. All who use the college's computing resources must act responsibly, in accordance with the highest standard of ethical and legal behavior. Thus, legitimate use of computer resources or network does not extend to whatever is technically possible and all users must abide by applicable restrictions.

This policy applies to all users of college computing resources and network, whether affiliated with the college or not and to all uses of those resources, whether on campus or from remote locations.

The policy outlines the standards for acceptable use of college computer resources and networks that include but are not limited to equipment, software, networks, data and telecommunications whether owned, leased or otherwise provided by Hocking College.

Additional policies may govern specific computers, computer systems or networks provided by or operated within specific departments of the college.

All computing resource and network users must:

1. **Comply with all federal, Ohio and other applicable law; college rules and policies; and the terms of applicable contracts and licenses.** Examples of such laws, rules, policies, contracts and licenses include but, are not limited to:
 - a. Laws of libel, privacy, copyright, trademark, obscenity and child pornography.
 - b. Electronic Communications Privacy Act
 - c. Computer Fraud and Abuse Act, which prohibit "hacking," "cracking" and similar activities.
 - d. Family Educational Rights and Privacy Act (FERPA)
 - e. Health Insurance Portability and Accountability Act (HIPAA)
 - f. Hocking College Code of Student Conduct
 - g. Hocking College Administrators' Manual, Faculty Handbook
 - h. Hocking College sexual harassment policy
 - i. All applicable software licenses and contracts

In particular, users must:

- j. Respect copyrights, intellectual-property rights, ownership of files and passwords. Unauthorized accessing or modifying (including altering information, introducing viruses or Trojan horses or damaging files) is unethical and may be illegal. Additionally, unauthorized copying of files or passwords belonging to others or to the college may constitute plagiarism or theft.

Hocking College extends these licenses, contracts, policies and guidelines to systems outside the college that are accessed via the college's computer resources and network (e.g.; electronic mail or remote access activities utilizing the college's network.)

Further, users who engage in electronic communications or activities with persons in other states or countries or on other systems and networks should be aware that they may also be subject to the laws of those states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding and complying with the laws, rules, policies, contracts and licenses applicable to their particular uses.

2. **Use only those computer resources that they have been authorized to use and only in the manner and to the extent authorized.** Accounts and passwords may not, under any circumstances, be used by persons other than those to whom they have been assigned. In cases when unauthorized use of accounts or resources is detected or suspected, the account owner should change their password and report the incident to the Information Technology Helpdesk. Ability to access computing resources does not, by itself, imply authorization to do so. Access to the college's computer resources and network is a privilege and use should be limited to only their intended purposes.
3. **Respect the finite capacity of resources and the network and limit so as not to consume an unreasonable amount of resources or to interfere unreasonably with the activity of others.** Although there is no set bandwidth, disk space or other limit applicable to all uses of college computer resources, the college may require users of those resources to limit or refrain from specific uses in accordance with this principle. The college reserves the rights to limit, restrict or extend access to information technology resources.
4. **Refrain from using computing resources or network for commercial purposes.** Personal non-commercial use of college computing resources is permitted when it does not consume a significant amount of these resources, is in compliance with this and other college policy and does not interfere with the college's responsibilities.
5. **Refrain from stating or implying that they speak on behalf of the college.** Users must also refrain from use of college trademarks or logos without authorization to do so. The use of suitable disclaimers is encouraged. Authorization for use of college trademarks and logos must be approved. Guidelines are available within the Style Guide posted on the college's intranet site.

Whenever it may become necessary to enforce college policies or when alleged violations occur, the college may temporarily suspend or block access to a computer resource or to the network, prior to the initiation or completion of sanctions, when it reasonably appears necessary to do so in order to protect the integrity, security and availability of college resources and information or protect the college from liability. Additionally, the college may undertake audits of systems, information or resources where policy violations are possible. Violations of this policy may result in denied access to college computing resources and users may be subject to other penalties and disciplinary action, both within and outside the college. Violations will normally be handled through college disciplinary procedures applicable and described in the Student Code of Conduct, Employee Handbook, Support Staff Agreement and Professional Unit Agreement.

The college may refer suspected violations of applicable law to appropriate law enforcement agencies.

The college employs various measures to protect the security and confidentiality of its computing resources and of their users' accounts. Users should be aware, however, that the college cannot guarantee such security or confidentiality. Users should therefore engage in "safe computing" practices by guarding their passwords and changing them regularly.

Users should also be aware that their uses of college computing resources are not private. While the college does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of college computing resources require the caching and backup of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary for the delivery of service. Additionally, systems or information technology administrators, as part of their technical responsibilities may occasionally need to diagnose or solve problems by examining the contents of particular files.

The college may also specifically monitor the activity and accounts of individual users of college computing resources, including login sessions, and the content of communications without notice when:

- a. The user has voluntarily made them accessible to the public.
- b. It reasonably appears necessary to do so to protect the integrity, security or availability of college or other computing resources or to protect the college from liability.
- c. There is reasonable cause to believe that the user violated or is violating this policy.
- d. An account appears to be engaged in unusual or unusually excessive activity as indicated by the monitoring of general activity and usage patterns.
- e. It is otherwise required or permitted by law.

The college, at its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of communications, to appropriate college personnel or law enforcement agencies and may use those results in appropriate college disciplinary proceedings.

Communications made by means of college computing resources are also subject to the Ohio Public Records Law to the extent as they would be if made on paper.

Submit comments, questions and suggestions to the Hocking College IT Helpdesk at **helpdesk@hocking.edu** or **740.753.6113**.

This policy may be reviewed and updated from time to time to reflect substantial changes to the information technology resources or changes in legal statutes that impact computing resources, copyright, intellectual property or privacy. The Hocking College Chief Information Officer is responsible for determining when the policy needs to be assessed and revised.

Other Hocking College Computing Policies

IT Guidelines: Mailing Broadcast or Bulk Email Messages

Frequently Asked Questions (FAQ)

What if I'm using my personally purchased computer? Does this policy still apply?

Yes, the policy applies when you are connected to the Hocking network (wired or wireless) and using the connectivity it provides.

What is considered a legitimate situation for account sharing?

The practice of individual user account sharing is prohibited. The only time this activity should occur is with direct coordination with the Office of Information Technology. If you believe your account can be or has been accessed by someone else, you should change your password immediately.

What is a secure password?

An ideal password is long and has letters, punctuation, symbols and numbers.

- Whenever possible, use at least eight characters or more.
- The greater the variety of characters in your password, the better.
- Use the entire keyboard, not just the letters and characters you use or see most often.

Avoid creating passwords using:

- Dictionary words in any language.
- Words spelled backwards, common misspellings and abbreviations.
- Sequences or repeated characters. (Examples: 12345, 222, abcde, qwerty.)
- Personal information. (Examples: name, birthday, driver's license number.)

When the policy states that the college may monitor the activity of accounts, does that mean my instructor or department chair can access my files and email?

No. The only staff authorized and with the privileges required to conduct direct monitoring are within the Office of Information Technology.

Monitoring means that network usage is noted, unusual connections (indicative of malicious outside users hijacking the current systems) may be investigated and under those circumstances, email and some files may also be reviewed by Hocking IT personnel.

I have observed a violation of this Acceptable Use Policy. What do I do?

Violations of this policy should be reported to the IT Helpdesk at helpdesk@hocking.edu or 740.753.6113.

Definitions

Computer Resources – Includes but is not limited to computing equipment, software, networks, data and telecommunications whether owned, leased or otherwise provided by Hocking College.

Safe Computing – The practice of choosing a secure password, keeping software up-to-date, installing anti-virus software and backing up data.

Rules of Conduct and Progressive Disciplinary Procedure

To ensure an orderly environment and provide the best possible work environment, Hocking College expects employees to conduct themselves in an appropriate manner during work hours and at any function at which the person represents Hocking College. Hocking College's reputation is one of its most valuable assets. In addition, the employee is expected to follow the following Employee Rules of Conduct that will protect the interests and safety of all employees as well as the college.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. These Employee Rules of Conduct are placed in written form so that all employees will receive the same fair treatment.

Class I

An employee who engages in any of the following misconduct shall be subject to **immediate disciplinary suspension or dismissal from employment**:

1. Theft or misappropriation of the institution's funds or other property;
2. Threatening, attempting or doing bodily harm to another person on the institution's property, including fighting;
3. Intentionally damaging or vandalizing any of the institution's equipment or property or the property of another person while such property is legitimately on the premises (including the grounds) of the institution;
4. Engaging in any conduct, while on the institution's property or on paid time, which constitutes a crime (felony or misdemeanor) under the laws of Ohio or under the laws of the place where the conduct occurred;
5. Falsifying any record of the institution, including, without limitation, time cards, employment applications or academic records;
6. Refusing to perform any proper work instruction rendered by the employee's immediate supervisor or any higher level supervisor or manager of the institution;
7. Engaging in other employment misconduct, which is generally deemed to be inexcusable in nature.

NOTE: Disciplinary suspension and dismissals from employment shall be invoked only with the concurrence of the President or his designee.

Class II

An employee who engages in any of the following misconduct shall be subject to progressive disciplinary action as outlined below:

1. Rendering poor job performance (including poor teaching by academic personnel) or inability to perform assignments, tasks or instructions properly within the employee's usual job duties or responsibilities;
2. Conducting one's self in a disorderly manner while on the job;

3. Reporting to work under the influence or, after reporting for work, coming under the influence of intoxicants, including alcohol or any controlled substances not validly prescribed for the employee, which intoxicants or substances impair the employee's ability to perform his job functions or cause endangerment to the employee, other persons or property;
4. Violating any health, safety or sanitation requirements, including smoking in unauthorized areas;
5. Unauthorized absence from work or excessive absenteeism or tardiness;
6. Engaging in unauthorized use of institution privileges, rank or equipment;
7. Engaging in other employment misconduct of a serious nature or which intentionally impedes or hinders the educational process of the institution.

It must be recognized that an exhaustive listing of all possible misconduct, which could result in discipline is not possible. The Rules of Conduct, therefore, are considered guidelines only. Employees are expected to conduct themselves in an honest, honorable, courteous and appropriate manner at all times. Employees are expected to contribute to a positive working environment. Employees are encouraged to act as ambassadors of the college and are relied upon to display professionalism in representing the college.

Discipline (Progressive)

The personal conduct and behavior of all employees must conform to standards of performance appropriate for an educational institution. When an employee's behavior fails to meet these standards, jeopardizes the safety or welfare of students, another employee or employees, the public or interferes with college operations, the supervisor should initiate corrective action. Corrective action is normally progressive but may not always be depending on the severity of the offense. Disciplinary action may call for a verbal warning, a written warning, suspension without pay or discharge, depending on the severity of the problem and the number of occurrences. While one or more of these forms of discipline may be taken, no formal order or procedure is necessary. Serious infractions may necessitate the termination of an employee without advance notice. Serious infractions may include violations of college policy and/or the law. All disciplinary action will be documented in the employee's personnel file.

Each individual employee is expected to know the rules of conduct and to take responsibility for their own behavior.

The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Cross References:

- 1) Employee Code of Conduct

Discipline and Discharge

Due Process Policy, Non-Bargaining link to policy in manual <http://www.hocking.edu/documents/Policy/HockingCollegePolicyManual.pdf>

Bargaining Unit employees should refer to their respective contracts: Professional Bargaining Unit Contract, Support Staff Bargaining Unit Contract and OPBA (Ohio Patrolmen's Benevolent Association) Contract for grievance procedures for their respective groups.

The purpose of due process is to ensure fair and equitable treatment for employees, eliminate dissatisfaction and resolve problems at their point of origin so that constructive, work-producing relationships may be maintained.

An employee who has a complaint arising from a misinterpretation, misapplication or claim of violation of policy, condition of employment, rule or regulation may initiate a formal grievance.

Non-grievable issues are:

1. performance appraisals;
2. termination during a probationary period; and,
3. the number of terminations due to a reduction in force.

To be processed, grievances must be presented within 10 working days from the date the claim violation occurred or the date the grievant should have known of its occurrence. There is a 10 working day interval for each response at each level. The grievant may advance the grievance to the next step if unsatisfied with the response.

Procedures

Step 1 – Supervisor

The grievant shall discuss the grievance with his/her immediate supervisor. If the oral response is not satisfactory, the grievant will file a written grievance with the supervisor and submit copies to next administrator in the chain of command and Human Resources administrator. The grievance shall include the date of occurrence; nature of the grievance; policy, rule or condition violated; and, the relief sought. The supervisor shall respond to each point of the grievance in writing and submit copies to next administrator in the chain of command and Human Resources administrator.

Step 2 – Vice President of Department

If the grievant is not satisfied with the grievance's disposition, a meeting will be requested with the Vice President of the department. After investigation and discussion, the administrator will respond to the grievant in writing.

Step 3 – President

If the grievant is not satisfied, he/she will request a meeting with the President of the college. After investigation and discussion, the recommendation of the President of the college shall be final and binding on the grievant. Employees are encouraged to follow the procedure listed above. However, if at any step he/she is not comfortable with proceeding, Human Resources may be contacted for guidance. Furthermore, the employee should bring any complaint of sexual harassment or other unlawful discrimination directly to the Human Resources department.

Grievance Review Board

The purpose of this board is to hear evidence concerning Step 3 grievances and to render a fair opinion consistent with college policy and procedure. In no case can the opinion of the board modify existing policy or create new policy. Opinions which conflict with existing board policy shall be declared void by the President.

The board's membership shall be three full-time employees, one each from administration, faculty and professional employees and non-bargaining unit support staff. Their term shall be one year starting in October. No departmental area may be represented twice on the board.

The nominating committee shall solicit names for balloting from each area. Employees may nominate other employees or themselves. The committee will check the willingness of nominees to serve and add names to the ballot if it desires. Ties in elections will be broken by the nominating committee. The Human Resources administrator may not serve on the committee.

The voting process will be supervised by the nominating committee. In each area, the employees receiving the most votes will be selected for the Review Board. Runners-up will become alternates when a board member is an employee of the grievant department. Alternates will form the nominating committee for each year's coming elections.

Hearing procedures are as follows:

1. The grievant and the defending administrator will submit lists of witnesses for the panel to hear. The lists will state the type and relevance of the testimony of each witness. The panel will modify the list as it deems fit in order to balance the need for full disclosure of facts against the continued, efficient operations of the college.
2. The participants are to maintain confidentiality about the proceedings. Each person will return immediately to work after testimony.
3. The opening and closing statement of the grievant may be in writing and/or read to the panel by a representative. However, the grievant must personally respond to all panel questions.
4. The sequence of the hearing:
 - a. opening statement of the grievant
 - b. questions by the panel
 - c. opening statement of the defending administrator
 - d. questions by the panel
 - e. call of witness with questions by panel, grievant and administration
 - f. closing comment by defending administrator
 - g. closing comment by the grievant
5. The panel will not render its decision while the hearing is in session. The final decision will be based upon a majority opinion.
6. The findings will be in written form with copies to Human Resources, the grievant and the appropriate administration.

Benefits

Health and Life Insurance

Hocking College provides eligible employees with health and life insurance. Please see the Human Resources website for current and detailed information.

Retirement

Hocking College provides eligible employees with a choice of defined benefit or defined contribution retirement plans through the State Teachers Retirement System (STRS), the State Employees Retirement System (SERS) and selected vendors. Eligible employees also have the opportunity to voluntarily participate in 403b and 457B supplementary retirement plans. please see human resources website <http://www.hocking.edu/humanresources> for current and detailed information.

Employee Assistance Program (EAP)

All employees, household members, dependents in and away from home and parents/parents-in-law are eligible and may obtain confidential advice and assistance in dealing with personal problems by calling the Employee Assistance Program (Impact Solutions) at 800.227.6007.

Services are confidential and governed by federal and state laws. Information is not shared without the employees' consent or as mandated by law. Using the program will not affect job security or advancement and all organizational policies and procedures remain in effect.

Confidential professional support is available 24 hours a day, 365 days a year. All counselors are qualified masters/doctoral level professionals.

Examples include:

- General day-to-day issues
- Stress
- Depression or anxiety
- Job performance difficulties
- Alcohol / drug abuse
- Legal / finance matters
- Identity theft recovery assistance
- Marriage conflicts
- Child / eldercare and other family issues

Employee names, records and other confidential information are not shared with the college. Further information can be obtained from the Human Resources Office.

Holidays

All approved holidays to be taken off by employees of Hocking College are marked on the calendar as legal holidays. The President's Office will send an updated calendar at the beginning of every academic year.

The college observes the following paid holidays:

- New Year's Day, January 1
- Martin Luther King Day, third Monday in January
- Good Friday, as specified on calendar
- Memorial Day, last Monday in May
- Independence Day, July 4
- Labor Day, first Monday in September
- Veterans' Day, as specified on calendar
- Thanksgiving Day, fourth Thursday in November
- Friday following Thanksgiving
- Christmas Day, December 25

Unless an emergency exists, all employees scheduled to work on Christmas Eve shall be released four hours earlier than their regularly scheduled release time or if scheduled to work on New Year's Eve shall be released two hours earlier than their regularly scheduled release time. In all cases, no employees will be scheduled to work beyond 5 p.m.

Holidays which fall on a Saturday will be observed on the preceding Friday.

Holidays which fall on a Sunday will be observed on the following Monday.

Employees of Hocking College may take time off work for religious holidays. Their appropriate supervisor should be notified prior to taking the time off. This time will be deducted from accumulated sick leave.

Vacation

Vacation for eligible employees is accrued on a monthly basis up to 200 hours total accrual. Vacation time accrued beyond 200 hours is lost if not used by the employees.

Bargaining unit members (both support staff and non-teaching professional) should review the vacation accrual portions of their respective negotiated agreements to determine their rates of vacation entitlement.

Non-Bargaining Support Employees

Completed Years of Service	Accrual / Month
0 – 6 years	6.72 hours (2 weeks/year)
7 – 12 years	10 hours (2 weeks/year)
13 – 16 years	13.36 hours (4 weeks/year)
17 or more years	16.64 hours (5 weeks/year)

Non-Bargaining Professional Employees

Completed Years of Service	Accrual / Month
0 – 16 years	13.36 hours (4 weeks/year)
17 or more years	16.64 hours (5 weeks/year)

Vacation is granted only up to the amount accrued at the time of the request. Vacation requests are to be approved by the employee's supervisor and the Human Resources Office prior to the requested time-off and should be presented by the employee at least two weeks prior to the requested dates. The employee should

be given notice of approval or denial within three working days of the submitted request. Employees are encouraged to follow this procedure to help prevent delays and disappointments.

Upon separation from service, all employees shall be entitled to compensation for any earned, but unused vacation. Accrued vacation from any other employers may never be transferred to Hocking College.

In case of death of an employee, unused vacation shall be paid to the next of kin or the estate of the deceased employee.

These vacation guidelines exclude all student employees and all contract employees working less than 50 percent.

Leaves of Absence, Non-Bargaining Employees

Personal Days

Full-time employees receive four personal days per year. An employee may use, for personal reasons, personal days in increments of not less than four hours (half-day increments.)

1. The employee need offer no explanation for utilizing such time-off.
2. Of the four personal days, two are “free” and are not deducted from any accrued time. The other two shall be charged against an employee’s sick leave accrual, if sick leave is available.
3. Personal days (in whole or half day increments), will be scheduled in advance with the employee’s immediate supervisor or his/her designee. Employees should communicate to the supervisor or his/her designee no fewer than three work days prior to the use of personal days. The three-day notification may be waived if mutually agreed upon by the supervisor and the employee.
4. For every unused free personal day, the employee will be credited one-half day for payment upon retirement. This will be paid at the employee’s full rate of pay at the time of retirement (not at the one-quarter [1/4] rate.)
5. An employee will be paid a maximum of 10 days accrual. (Example: an employee can save up to a maximum of 20 days and will be paid for 10 days.)
6. An employee must indicate, when using a personal day, whether she/he is using a “free” or “chargeable” day.

Sick Leave

Employees may use sick leave for absence due to personal illness, illness in the immediate family, maternity reasons, injury, exposure to contagious disease which could be communicated to students or other employees and illnesses, injury, disability or death in the employee’s immediate family.

- A full-time employee will accrue sick leave at the rate of 10 hours per month. Permanent part-time employee’s sick leave accrual will be pro-rated accordingly (example: a permanent employee working 20 hours per week will accrue five hours per month.)
- Sick leave is accrued at the end of the month. The employee may accrue up to 1760 hours.

- An employee who is absent on sick leave due to personal illness or injury or immediate family illness or injury will be required to present a doctor's certificate stating the cause of the absence, when the absence exceeds five work days. The college will not require such a certificate in the case of illness or injury of less than five work days duration except in the case of an employee who frequently takes sick leave and only after the employee has been so notified in writing. Sick leave accrual will be posted on the staff WebAdvisor.

Reporting of Absences – All employees (full-time, part-time and faculty) are expected to report an absence promptly when normal duties cannot be performed and sick leave is being used. A consecutive period of sick leave use includes all days an individual is normally expected to work whether or not the individual has scheduled responsibilities. If an employee is off of work for more than three or more consecutive days due to their own illness or injury, that employee must contact the Human Resources Department to determine eligibility for Family Medical Leave Act (FMLA.)

Use of accrued sick leave days must be reported on a daily basis to the employee's supervisor. If the supervisor is not available, the employee is to call the Human Resources Call-Off Line at 740.753.7096 to report an absence. The report must be approved by the supervisor. An employee may use sick leave for any of the following reasons:

1. Personal illness, accident, injury or surgical procedure
2. Pregnancy and/or childbirth and related conditions
3. Maternity/paternity leave
4. Medical, dental or optical examination or treatment of the employee or a member of the immediate family
5. Exposure to communicable disease that could infect others
6. Illness, injury, accident or death of a member of the employee's immediate family

Employees may be required to furnish a written, signed statement justifying the use of sick leave. Falsification of such a statement is grounds for disciplinary action, including dismissal.

Request for Leave

Employees requesting leave, with the exception of personal days, jury duty, bereavement or FMLA, are to do so through the college's electronic system. If requesting personal days, jury duty, bereavement or FMLA, the Non-Web Advisor Leave/Cancellation form must be completed by the employee, submitted to their supervisor for signature and then forwarded to the Human Resources Office. Failure to file such a statement may result in disciplinary action. Falsification of statements may result in termination.

Each leave form requires a date of expiration. Failure of any employee to renew the leave in a manner consistent with procedures described herein and /or failure to return to work in three working days after the leave's expiration date may result in disciplinary action including termination of said employee.

Sick Leave Buy-Out

An employee who has seven employment years or more of service with the college may elect at the time of retirement from active service under the Retirement System Law (SERS/STRS) to be paid in cash for one-fourth of the value of his/her accrued but unused sick leave credit. Such payment shall be considered to eliminate all sick leave credit accrued at that time. The maximum payment which may be made shall be one-fourth or 200 days (or 1760 hours.)

Transfer of Sick Leave

An employee earning sick leave from another Ohio public employer may transfer 50 percent of the accumulated sick leave up to a maximum of 140 work days within 90 calendar days of employment at Hocking College.

Employees re-employed within 10 years, whose sick leave has not been transferred or paid, will have the prior accrual reinstated upon re-employment. Retirees being re-employed will have sick leave accrual begin at zero accrual.

Bereavement Leave

Available paid sick leave may be used in the case of death in the extended family for up to five consecutive calendar days, during which to attend the funeral, with the employee's normally scheduled work days being deducted from his or her sick leave. The extended family is defined as spouse/life partner, child, mother, father, sister, brother, mother-in-law, father-in-law, as well as grandparents and grandchildren or members (permanent residents) of the employee's own household. In cases of death in the immediate family (spouse/life partner, child, mother, father, sister, brother), one of the five available days may be taken without any deduction from accumulated sick leave.

One day of available paid sick leave per year may be used in the case of the death of a unit co-worker during which to attend the funeral. Leaves granted under this act shall run concurrently with any applicable paid and unpaid leave.

Parental Leave

Refer to the Family Medical Leave Policy. Leaves granted under this act shall run concurrently with any applicable paid and unpaid leave.

Family Medical Leave

Refer to the Family Medical Leave Policy. Leaves granted under this act shall run concurrently with any applicable paid and unpaid leave.

Jury Duty

The college encourages employees to fulfill their civic duty by responding to a call to jury duty. Employees serving jury duty are entitled to leave with pay. The employee must submit a Non-Web Advisor Leave/Cancellation form for leave to his or her supervisor and Human Resources for approval. A copy of the summons for jury duty must be attached to the request. Employees must submit any pay received from the court to the college as the college pays the employee for the day.

The employee is required, however, to return to work any day he or she is excused by the court for a period greater than four hours. Faculty are expected to make suitable arrangements for coverage of classes with the appropriate dean.

Military Training

Both the employer and the unions recognize the honorable sacrifice and patriotic duty provided by the members of the United States Military in service to their country. Employees who are members of the United States military will be provided all rights that are applicable under state and federal laws and shall be compensated by the college up to 10 working days per calendar year for any difference between his/her regular wages and the amount of pay received for such duty, as documented by official military pay records.

Unpaid Leaves of Absences

Extended Disability

Employees may apply for and shall be granted a leave of absence without pay for disability, including pregnancy complications, beyond paid sick time accrued. The employee must submit a satisfactory physician's statement with such application at least one week prior to being granted the leave, except in cases of emergency. All such disability leaves of absence require specific approval by the college and shall not exceed 12 months in duration from the last day of paid leave.

Personal Reasons Leave

Employees may apply for and may be granted a leave of absence without pay for such reasons as vacations or other matters specifically covered above. Employees shall give four weeks written notice of their requests for such leave of absence, except in cases of emergency. All such personal reasons leaves of absence require specific approval and shall not exceed 12 months in duration from the last day worked.

Retention of Position

After any unpaid leave of absence exceeding six weeks (with the exception of FMLA), an attempt will be made to return the employee to the same position; however, where this is not possible or practical, the employee will be offered another position, if one is available, for which the employee is qualified.

Insurance Premiums

During an unpaid leave of absence, the college will pay its share of any group insurance premiums due that are continued through the end of the calendar month in which the employee last actually worked or was on paid leave status, whichever is later. Thereupon, the employee shall be offered all COBRA and conversion benefits required by Ohio or federal law and shall be responsible for the payment of all relevant premiums. Please refer to Family Medical Leave Act Policy.

Bargaining unit employees should refer to their respective contracts: Professional Bargaining Unit Contract, Support Staff Bargaining Unit Contract and OPBA Contract.

Additional Benefits

Child Care/Early Learning Center

The Hocking College Early Learning Center (ELC) was created in response to the needs of Hocking College students. The Early Learning Center has become a valued service for Hocking College, as well as the community.

All teachers have at least an associate's degree in Early Childhood Education. Each staff member is certified in adult, infant and child CPR, first aid, communicable diseases, blood borne pathogens and child abuse recognition. To ensure the children's safety, all staff members are required to go through criminal background checks.

Children are accepted for enrollment on a first-come, first-served basis. The center is open from 7:30 a.m. to 5:15 p.m. Monday through Friday. All children are placed on the waiting list until available openings. Contact the Early Learning Center to schedule a guided tour of the facility or for additional information. Please see the webpage <http://www.hocking.edu/campuses/earlylearning> for more information.

Bookstore

Hocking College Bookstore has everything the campus community needs, ranging from new and used textbooks, classroom and laboratory supplies to clothing and gift items, along with gift cards.

Employees receive a 20 percent discount at the bookstore. Employees must present a valid Hocking College staff ID to receive the discount.

Student Center

The Hocking College Student Center is open to students and staff daily during normal session throughout the year. Promoting healthy lifestyle through exercise for all levels of fitness, Hocking College offers a number of group fitness and personal training courses to students and the community.

Employees have unlimited access to the Student Center free of charge. On a per time basis, immediate family members have unlimited access to facilities for a \$5 charge for the immediate family member group.

Dining Services

Hocking College offers a variety of dining options throughout our campus. For more information, menus and hours of operation visit www.hocking.edu/dining/.

Fleet Vehicles

Licensable college owned vehicles are available for use in support of the mission of Hocking College and are classified as either general fleet or department vehicles, depending on the use and purpose. Regardless of a vehicle's classification, the fleet technician is responsible for overseeing the service and repair of all vehicles; determining maintenance schedules and inspections; replacement needs and purchase requirements; and disposal of all vehicles. In addition, the fleet technician makes the final determination on the safety and viability of all vehicles, including purchase decisions and has the right to remove any vehicle from service when deemed necessary after inspection.

Any eligible Hocking College community member for official college business, usually on a trip-by-trip basis, can lease available general fleet vehicles. Lease costs will be charged to the department of the lessee. Department vehicles are assigned to individual departments for official college business pertinent to that department.

The user department oversees the use of its assigned vehicle(s) in accordance with all other guidelines of the Fleet Operation Policy. In addition, the user department is responsible for working with the fleet technician to ensure timely maintenance, service and replacement of its department vehicles. The user department's budget is the funding source for vehicle support for all its departmentally assigned vehicles, including non-insured repairs and maintenance (parts) and vehicle.

Contact Information

President's Office	740.753.7037
Vice President of Administrative Services	740.753.7020
Vice President of Financial Services	740.753.6445
Vice President of Academic & Student Affairs/Provost	740.753.6087
Chief Information Officer	740.753.6516
Director of Campus Safety	740.753.6590
Director of Residence Life	740.753.6175
Director of Facilities	740.753.6097
Director of Retail Operations	740.753.7118
Director of Marketing & Public Relations	740.753.6171
Director of Human Resources	740.753.6449
Maintenance Supervisor	740.753.6097
Housekeeping Supervisor	740.753.6080
Custodial Supervisor	740.753.6178

Hocking College Exit Policy and Procedure

This policy is intended to establish proper procedures for the separation of covered employees. Human Resources is responsible for developing and implementing the college's exit program for covered employees.

Types of Terminations

1. **Voluntary** – The termination initiated by the employee through resignation or retirement.
 - a. The resigning employee will give a letter of resignation to his or her immediate supervisor with a copy to the human resource office at least two weeks before the last day of work. This letter should include the employee's name, position and effective date of termination.
 - b. The employee's immediate supervisor will forward a copy of the employee's letter of resignation to the appropriate vice president. The supervisor should send a letter of acceptance to the terminating employee. A copy of both the letter of resignation and the acceptance should be forwarded to HR.
 - c. The supervisor will review the information on the Employee Termination Checklist with the employee to ensure its completeness. The employee may request an exit interview with Human Resources.
 - d. Upon receipt of the above, Human Resources may contact the employee and arrange an exit interview. The Employee Termination Checklist is maintained in the employee's file.
 - e. The Exit Interview Questionnaire is maintained in HR. The data from the Exit Interview Questionnaire will be analyzed periodically and should be used as a management tool to reduce employee turnover if problem areas are identified.
2. **Involuntary Termination** – When an employee in a permanent position has been involuntarily terminated for cause, the Human Resources representative and the terminated employee or his/her immediate supervisor, depending on the case, will do the following:
 - a. The supervisor shall be responsible for completing the checklist and obtaining from the employee any college property or records in his or her possession.
 - b. The supervisor should immediately notify HR if they cannot obtain the property or records belonging to the college.
 - c. HR will complete the Termination Checklist and forward all benefits information to the employee by certified mail.

Cross References:

- Exit Interview Questionnaire
- Employment Termination Checklist

Acknowledgement of Receipt of Employee Handbook

I have received the current Hocking College employee handbook and have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook and I understand that any future questions that I may have about the handbook or its contents will be answered by my supervisor or Human Resources by request. I agree to and will comply with the policies, procedures and other guidelines set forth in the handbook and the Policy Manual. I understand that Hocking College reserves the right to change, modify or abolish any or all of the policies, benefits, rules and regulations contained or described in the handbook and Policy Manual as it deems appropriate at any time, with or without notice, in accordance with Collective Bargaining Agreements. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

This handbook is Hocking College property and must be returned upon separation.

Signature

Date

Printed



3301 Hocking Parkway
Nelsonville, OH 45764-9582