



HOCKING
COLLEGE

Policy Manual

Policy Index

Academic Freedom
Acceptable Use of Computing and Information Technology Resources
Accreditation
Alternative Retirement Plan
At-Will Employment
Authority to Hire
Behavioral Intervention Team (BIT): Health & Safety
Bloodborne Pathogens
Budgets – Departmental Responsibilities
Cash and Investments
Children on Campus
Communicable Diseases
Conflict of Interest
Credit Card – College Issued
Criteria for Becoming a School Within the College
Discipline – Progressive
Drug and Alcohol – Parent/Guardian Notification
Drug and Alcohol Free Workplace
Due Process – Non-Bargaining Employees
Emergency Notification and Timely Warning
Emergency Response and Campus Disorder
Employee Assistance Program
Employee Code of Conduct
Employee Exit Program
Employee Retirement Pick-up
Equal Employment for Individuals with Disabilities
Equal Employment Opportunity and Non-Discrimination
Exceptions to College Policies
Facility and Land Use
Felony Convictions – On-campus Housing
FERPA – Family Educational Rights and Privacy Act
Firearms and Dangerous Weapons
Fleet Operations
FMLA – Family Medical Leave Act
HIPAA – Health Insurance Portability and Accountability Act
Intellectual Property Rights (awaiting AG response)
Jeanne Clery Disclosure of Campus Security
Key and Lock
Liability Coverage
Media
Missing Residential Student
Mission Statement
Nepotism

Ohio University Tuition Reciprocity
Open Enrollment
Parking
Parking Permit
Personal Appearance
Professional Development
Public Records
Reasonable Accommodations for Students
Records Retention
Research Participation – Institutional Review Board
Service Animals on Campus
Signatory Authority
Social Security Number Privacy
Solicitation of Employees (awaiting AG response)
Student Code of Conduct
Surplus Disposal
Tobacco-Free Campus
Use of Mobility Devices
Workplace – Sexual Harassment and Civility



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: 9/1/11

Policy Revised: _____

Policy Title: Academic Freedom

Academic freedom is guaranteed to Bargaining Unit Employees. Academic freedom is the particular freedom of scholars, teachers, and students within the College to pursue knowledge, speak, write, and follow the life of the mind without unreasonable restriction. It is the freedom to be judged as scholar, teacher, or student, when such judgment is necessary, on the basis of legitimate intellectual and professional criteria, not personal beliefs, political views, or religious or other individual preferences, except as these may demonstrably affect intellectual and professional achievement.



Policy Category: College Policies

Policy Number: V. 1.2

Board Resolution: _____

Policy Issued: November 7, 2012

Policy Revised: _____

Policy Title: 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.

Applicability

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 network 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.

Policy

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. The 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 for college faculty are available within the Style Guide posted on the College's faculty intranet site.

Enforcement

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.

Sanctions

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.

Security and Privacy

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, 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.

Additional Contacts

Submit comments, questions, and suggestions to the Hocking College IT Helpdesk at helpdesk@hocking.edu or 753-6113.

Review of Policy

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 CIO 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 8 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 753-6113.

Definitions

Computer Resources - Includes but are 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.



Policy Category: College Policies

Policy Number:

Board Resolution:

Policy Issued: 8/22/11

Policy Revised:

Policy Title: Accreditation

Hocking College values quality education and makes every effort to offer students only programs which are excellent and effective. As part of meeting this challenge, the College shall maintain accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Definitions:

- The **Higher Learning Commission (HLC)** is a post-secondary institution accrediting body which awards accreditation to degree-granting educational institutions meeting its standards of quality for high education. HLC is an arm of the North Central Association and is recognized by the United States Department of Education and the Council for Higher Education Accreditation (CHEA) as a regional accrediting agency for institutions of higher education.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: Carried Forward

Policy Revised: 12/03/2010

Policy Title: Alternative Retirement Plan (ARP)

The Alternative Retirement Plan provides for the option of selecting a retirement program other than a State-provided plan for eligible employees. This plan allows all new full-time permanent employees to select (for retirement fund purposes), an investment plan other than one of the State-operated retirement systems. All companies must provide the same basic investment options and all have met criteria established by the Ohio Department of Insurance.

Plan guidelines and information on investment companies is available in the Human Resources Office.



Policy Category: College Policies

Policy Number: _____

Board Resolution: Supersedes Resolution 1989-02

Policy Issued: 5/26/2009 – Board of Trustees

Policy Revised: 12/03/2010

Policy Title: At-Will Employment

The Board of Trustees passed a resolution eliminating multi-year or extended contracts for employees. Current multi-year contracts for administrative and confidential staff will be honored. No additional multi-year contracts will be issued.

With the exception of the President, all administrative, confidential, and other qualifying employee appointments will be “at will,” allowing for employment to end by either party at any time. The continuation of all employment will be at the sole discretion of the Board of Trustees and the President of the College.

Administration, under the direction of the President, will develop a performance evaluation system for administrative, management, and confidential staff, and other qualifying employee appointments. The College will also consider technological changes, program viability, and its personnel needs. The at will appointments will continue to preserve the College’s ability to place an employee in a different position as the need arises.



Policy Category: College Policies

Policy Number:

Board Resolution:

Policy Issued: 8/22/11

Policy Revised:

Policy Title: Authority to Hire

No position may be created and no position may be filled without the prior written approval of both the Director of Human Resources and the Vice President of Financial Services. Those individuals will be responsible for assuring, prior to their signature, that all Board directives have been adhered to.

Cross References: __other policies, procedures, ORC, Federal Law similar, related or same_____



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: 9/1/11

Policy Revised: _____

Policy Title: Behavioral Intervention Team (BIT) : Health & Safety

Hocking College is committed to maintaining the safety, health and well-being of the students, staff and faculty. Due to the growing national trend on college campuses to address the threat of campus violence, Hocking College is taking steps to prevent tragedy before it occurs. The best means of protecting the Hocking campus from seemingly random violence is to accept that these acts may not be as random as they may seem. If potential “red flag” behaviors can be identified and handled accordingly, dangerous situations may be prevented. According to the Safe School Initiative Final Report by the U.S. Secret Service and U.S. Department of Education, incidents of targeted violence at school were rarely sudden impulsive acts. In most campus incidents, the attackers engaged in some behavior prior to the incident that caused others concern or indicated a need for help

By focusing on specific student behaviors instead of general characteristics, behavior intervention avoids stigmatizing mental health issues and stereotype-based profiling. Hocking College’s goal is to successfully engage, support and minimize the concerns associated with students in distress. Accomplishing these goals requires a coordinated institutional response that includes all members of the Hocking College community. Hocking College has created the Behavioral Intervention Team (BIT) to address the many issues of safety and security that arise at the College. The goal of BIT is to maintain a healthy and safe environment in order to enhance learning, increase retention and ultimately increase the rate of successful completion of course work and graduation of its students.

This policy requires that all Hocking College employees are to report all incidents of student behavior that are unusual or alarming. If a staff member encounters an imminent threat where bodily injury could occur to the student or any other person, Campus Police should be notified immediately. Any information received via emails, listservs, course content, BlackBoard postings or any other online networking sources (Myspace or Facebook) all constitute reliable sources of information that must be reported. Reporting should be made directly to the BIT by completing the report forms available on the College website.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: 12/03/2010

Policy Title: Bloodborne Pathogens

As with all OSHA regulations, the Bloodborne Pathogens Standard is intended to protect employees from potential workplace hazards. It applies to facilities or operations where exposure to human blood or other potentially infectious materials is possible. The Exposure Control Plan is the employer's written program that outlines the protective measures an employer will take to eliminate or minimize employee exposure to blood and other potentially infectious materials.

An Exposure Control Plan has been developed to eliminate or minimize occupational exposure Hepatitis B. Virus (HBV), Human Immunodeficiency Virus (HIV), and other bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

It is important to understand what the regulation does not intend to do. The "Good Samaritan Act" such as assisting a fellow employee who has cut his / her finger, is not covered under this regulation.

Cross References:

- 1) Bloodborne Pathogen Compliance Manual
- 2) Emergency Management Guide
- 3) Communicable Disease and Infection Control Policy



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: 9/1/11

Policy Revised: _____

Policy Title: Budgets – Departmental Responsibilities

It is the responsibility of each person to whom budget management authority is given, to monitor their account(s) on at least a monthly basis to insure compliance with budget. The Vice President of Financial Services is responsible for promulgating rules that further describe this responsibility in terms of procedures.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: 8/3/11

Policy Revised: _____

Policy Title: Cash and Investments

Unless designated as a cash collection point, all College funds are to be received directly by Cashiers and Records (CARS). If approved as a cash collection point, all funds received must be deposited with CARS on the business day following the day of receipt, unless, at the end of a business day, the amount to deposit is less than \$1,000 **and** the funds can be safeguarded. In that case, the deposit may be delayed until the third business day, or when the amount on hand reaches an amount equal to or greater than \$1,000, whichever comes first.

Only the Treasurer has the authority to establish bank accounts on behalf of the College, including for all funds accounted for in Agency Funds.

Cross References: ORC 9.38



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: January 24, 2011

Policy Title: Children on Campus

Hocking College encourages safe, supervised campus visitations by children for the purposes of making decisions about their academic future, educational, cultural or sporting events and camps and authorized use of facilities such as the Student Recreation Center.

Hocking College grounds and infrastructure are designed to provide an environment conducive to academic and occupational activities performed by students and employees. For reasons that include safety of children, and assuring professional efficient performance of academic pursuits, operations and services, the College cannot routinely accommodate unsupervised children in campus workplaces, classrooms or any other venue or circumstance on campus.

Supervised

An adult designated as responsible for the child is providing direct on-site care and attention to the child's health, safety and welfare. An adult responsible for the child who is present but performing work, teaching or other activities that distracts his/her attention from the child does not meet the criterion.

Unsupervised

The adult responsible for the child is not present or is performing duties that distracts from the adult's attention to the child.

Classrooms

Presence in classrooms is restricted to properly enrolled students or visitors with legitimate purpose, who may be adults or minors. Instructors of record are responsible for ensuring that individuals who attend their classes are properly enrolled or have been invited for the purpose of making special announcements, guest lecturing or other authorized reasons. Instructors are also responsible for addressing situations when unauthorized individuals attend their classes.

Offices

Children are allowed in offices on campus in the following situations:

- Short, occasional visitation by children who are accompanied by a responsible adult.
- Infrequent exceptions granted by the supervisor due to a temporary, unforeseen emergency and only when the responsible adult is able to be present and attend to the care and welfare of the child.

Children are not allowed in offices on campus in the following situations:

- An alternative to regular childcare provisions, e.g., infant care or childcare during summers and holidays.
- When the child is too ill to be sent to a regular childcare location or school.
- Provision of regular and routine childcare after the Campus Daycare or any other school has dismissed, regardless of duration each day.
- Presence of child interferes with normal operations.

Supervisors are responsible and accountable for ensuring that children on campus policies are met. Should employees require time to resolve their childcare situation, they are required to leave work and annual leave or sick leave will be assessed, as applicable.

Anyone finding an unaccompanied child on campus grounds should first determine if the parent(s) are on campus and try to reunite the child with the parent(s). If unable to do so, the adult should contact the police and inform them of the location of the child.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: 8/22/11

Policy Revised: _____

Policy Title: Communicable Disease & Infection Control Policy

This policy is intended to provide guidance for preventing the spread of communicable diseases in the work environment.

Communicable diseases, for purposes of this policy, are serious diseases that are capable of being transmitted to other individuals through the air or by direct physical contact between individuals or contaminants.

Hocking College seeks to reduce the risk of communicable disease among students and staff and to avert the possibility of an epidemic within the college community. For the purpose of this policy, a communicable disease is defined as a highly contagious disease spread from person to person by casual contact that can lead to a serious potential epidemic or pandemic environment that may threaten the health of the campus community.

All students, faculty, and staff are encouraged to promptly report suspected incidents of infection, take appropriate precautions, and cooperate with the college's efforts to limit the consequences of infection.

It is the policy of the college to safeguard the welfare of students and employees while maintaining the operations of the college in an effective and efficient manner. The College adheres to required state and federal guidelines with regard to Communicable Disease and Infection Control Policy.

Cross References: 1) Bloodborne Pathogen Compliance Manual
 2) Emergency Management Guide



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: 1/20/2012

Policy Title: **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.

POLICY GUIDELINES

I. 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, licenses, etc., relating to sponsored programs or other research activities.

II. 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.

III. 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.

I. 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.

II. 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.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: 8/3/11

Policy Revised: _____

Policy Title: Credit Card: College-Issued

The College may issue, at the sole discretion of the Vice President of Financial Services, a College credit card to individuals traveling on College-related business or for the purchase of items not requiring the issuance of a purchase order. Any individual failing to follow all procedures governing the use of the credit card will have their privilege for card use revoked.

Cross References: __other policies, procedures, ORC, Federal Law similar, related or same_____



Policy Category: College Policies

Policy Number:

Board Resolution: 1991-14

Policy Issued:

Policy Revised: 1/22/1991; 11/17/2010

Policy Title: Criteria for Becoming a School within the College Policy

The following are criteria for becoming a school within the college.

- 1.) The accommodation is requested by the unit.
- 2.) The Provost/Vice President of Academic and Student Affairs and the President of the College have both provided positive recommendations for the creation of the new school within the college.
- 3.) The school is of sufficient size to warrant consideration.
- 4.) Application for “school” status must be submitted to the President of the College; the application must include a.) a narrative stating a reason for the change and how it will enhance the unit, b.) a description of the unit’s commitment to the evening division, offering seminars, developing opportunity for the College’s geographic broadening—interstate, international activities, c.) a statement of fund raising/grant development commitments being made for the development of the new school. A review team comprised of the President, the Board of Trustees Chairman, an administrator (not in line), and a faculty member (not in line) will conduct the audit of the application.

Upon acceptance by the Board of Trustees, the “school” will become official with transitions into new budgeting procedures, new governance possibilities and responsibilities, and the new school’s leadership position/director becoming a deanship.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: 12/03/2010

Policy Title: 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
- 2) Professional, Support Staff, OBPA bargaining agreements– Discipline and Discharge



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: November 17, 2010

Policy Title: Drug & Alcohol Parent/Guardian Notification Policy

In the Fall of 1998, the law that prohibited colleges and universities from releasing disciplinary records of students 18 years of age or older without their consent was amended. As a result, public colleges and universities were given the option of informing parents/guardians of alcohol and drug offenses committed by their students who are under 21 years of age.

Hocking College has since adopted the Drug and Alcohol Parental/Guardian Notification Procedure.

- **1st Alcohol violations** of the Hocking College Student Code of Conduct will be handled within the Department of Campus Judiciaries and require parental notification.
- **1st Drug violations** of the Hocking College Student Code of Conduct, regardless of how minor, will require parental notification.

***Please Note:** Residence Hall violations and Off-Campus violations are included as part of a student's Judicial Record.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: Carried Forward

Policy Revised: December 8, 2010

Policy Title: Drug and Alcohol Free Workplace Policy

The Hocking College Board of Trustees has declared Hocking Technical College to be a drug and alcohol free workplace.

Purpose

To protect the health and well being of the College and its individual employees.

State and Federal Laws

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 members of the community 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.

Discussion

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, etc.)
 - Cannabis (marijuana, hashish)
 - Stimulants (cocaine, diet pills, etc.)
 - Depressants (tranquilizers)
 - Hallucinogens (PCP, LSD, designer drugs, etc.)
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 plea of guilty and nolo contendere) within five days of the conviction occurring. Failure to inform the company subjects the employee in disciplinary action, up to and including termination for the first offense. By law, the company will notify the federal contracting officer within 10 days of receiving notice of such a conviction.
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 such procedures as 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). It strongly urges employees 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 of you 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 (age 21 years of age). We recognize that the 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, your actions are being observed by your students and host institution. Please 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



Policy Category: _____ College Policies _____

Policy Number: _____ **Board Resolution:** _____ 89-18 _____

Policy Issued: _____ **Policy Revised:** _____ 7/27/2011 _____

Policy Title: _____ Due Process Policy (Non-Bargaining Unit Employees) _____

Purpose: 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 fourteen (14) calendar days from the date the claim violation occurred, or the date the grievant should have known of its occurrence. There is a fourteen (14) calendar day interval for each response at each level. The grievant may advance the grievance to the next step if unsatisfied with the response.

PROCEDURE

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.

Associates are encouraged to follow the procedure listed above. However, if at any step you are not comfortable with proceeding, Human Resources may be contacted for guidance. Furthermore, you should bring any complaint of sexual harassment or other unlawful discrimination directly to the Human Resources Department.

Cross References: Professional Staff Bargaining Unit Contract
 Support Staff Bargaining Unit Contract
 OPBA (Ohio Patrolmen's Benevolent Association) Bargaining Unit Contract



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: 10/20/11

Policy Revised: _____

Policy Title: Emergency Notification and Timely Warning

The campus community will be immediately notified of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, unless issuing a notification will, in the professional judgment of responsible authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Cross References: __ other policies, procedures, ORC, Federal Law similar, related or same _____



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: 10/20/11

Policy Revised: _____

Policy Title: Emergency Response & Campus Disorder

The Emergency Response Policy is designed to establish a framework for Hocking College to both advert emergency situations and to respond effectively and safely to emergencies when they occur. This includes assessing an emergency situation, coordinating a response effort, minimizing adverse effects, and, most importantly, ensuring that individuals are informed, safely evacuated or sheltered and accounted for with reasonable assurance.

Annually the Emergency Response Guide will be reviewed and updated. This guide incorporates the many regulatory requirements concerning the development and implementation of a campus emergency plan into one meaningful and usable document. This plan shall act as Hocking College's contingency plan, required by the U.S. Environmental Protection Agency, and an evacuation plan, required by the U.S. Occupational Safety and Health Administration (OSHA), as well as a general safety plan, required by the U.S. Department of Transportation (DOT). The guide incorporates the necessary planning elements into a single document that is established around the Incident Command System approach as a standardized, on-scene, all-hazard incident management tool.

Scope

This action plan applies to all occupants of facilities and grounds owned, operated and/ or leased by Hocking College.

By authority of the College's Board of Trustees, the President is expected and authorized to use executive authority in a crisis to restore order and stability to the campus. The Vice President of Academic & Student Affairs, the Vice President of Financial Services, the Vice President of Administrative Services, the Director of Campus Safety, and the Director of Public Information will make themselves immediately available to the president or staff member with full institutional authority. These individuals will remain in close contact during the duration of the disruption or crisis and will be the primary means of communication between the president or his representative and the college and surrounding community.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: 11/17/2010

Policy Title: 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 EAP (Impact Solutions) at 1-800-227-6007.

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
- And more

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

Cross-reference: Employee Benefits



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: Carried Forward

Policy Revised: 12/03/2010

Policy Title: Employee Code of Conduct

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 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.

Cross References:

- 1) Discipline (Progressive)
- 2) Professional, OPBA (Ohio Patrolmen's Benevolent Association), and Support Staff Bargaining Unit – Discipline and Discharge
- 3) Due Process – Non-Bargaining Employees



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: _____

Policy Title: Employee Exit Program

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.
 - c. 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.

- d. 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 Resource representative and the terminated employee or his/her immediate supervisor, depending on the case, will do the following:

The supervisor shall be responsible for completing the check list and obtaining from the employee any college property or records in his or her possession. The supervisor should immediately notify HR if they cannot obtain the property or records belonging to the college. HR will complete the Termination Check List and forward all benefits information to the employee by certified mail.

Cross References: __ Exit Interview Questionnaire,

Employment Termination Checklist



Policy Category: College Policies

Policy Number: _____

Board Resolution: Resolution 1991-04

Policy Issued: August 28, 1990

Policy Revised: 12/20/2010

Policy Title: Employee Retirement Pick-up

Hocking Technical College Board of Trustees hereby authorizes the “pick-up” of all employees’ required contributions to the State Teachers Retirement System (STRS), and the School Employees Retirement System (SERS), as a condition of employment for non-exempt employees. Employee contributions are currently 10% for STRS and 10% for SERS. This policy will apply to all future increases in contributions imposed by either retirement system.

The College has agreed to “pick-up” employee contributions to STRS and SERS for all said employees as a condition of employment.

The Treasurer of the College is hereby authorized to contribute to STRS and SERS, in addition to the College’s required employer contribution, an amount equal to each employee’s contribution to STRS and SERS in lieu of payment to such employee. An employee may not be given the option of choosing to receive the contributed amounts directly instead of having them paid by the employer to the pension plan, and employee contributions must be paid by the employer in lieu of contributions by the employee.

The College Treasurer is directed to notify employees (1) that the employee’s salary is being stated as consisting of (a) a cash salary component and (b) a pick-up component, which is equal to the amount of the employee contribution being picked up by the board on behalf of the employee; (2) that the Board will contribute to STRS and SERS an amount equal to the employee’s required contribution to STRS and SERS for the amount of each employee, and (3) that sick leave, severance, vacation, supplemental and extended service pay and insurance benefits are indexed to or otherwise determinable by reference to the employee’s rate of pay shall be calculated upon both the cash salary component and the pick-up component of the employee’s restated salary.

Subsequent contracts and salary notices for these affected employees be conformed to include these provisions.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: 12/03/2010

Policy Title: Equal Employment for Individuals with Disabilities

It is the policy of Hocking College that discrimination against qualified individuals with disabilities is prohibited. Pursuant to the ADA Amendments Act of 2008 (ADAAA), Titles I and II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, the College provides equal employment opportunities and reasonable accommodation for qualified individuals with disabilities.

Policy Details

- It is a violation of College policy to discriminate in employment against a qualified person in regard to any employment practice or term, condition, or privilege of employment because that person currently has a disability, at one time had a disability, or is regarded as having a disability. It is also a violation of this policy to deny an employment opportunity or benefit or otherwise discriminate against an individual, whether or not the individual has a disability, because that individual has a known relationship or association with a person who has a disability. This prohibition applies to job application procedures, hiring, advancement, and discharge of employees; employee compensation; job training; and all other terms and conditions of employment.
- It is College policy to determine essential job functions based on an individualized inquiry into each position filled and to determine whether the person with a disability can perform these functions unaided or with reasonable accommodation.
- It is against College policy to use qualification standards or selection criteria that would screen out, or tend to screen out, individuals with disabilities, unless such measures are both job related and necessary to the safe and efficient operation of the College.
- The affirmative obligation to provide reasonable accommodation applies to individuals seeking employment with the College and to current employees who become disabled while employed with the College.

Disability

A physical or mental impairment that substantially limits one or more of the major life activities of an individual or a record of such impairment of being regarded as having such an impairment. The impairment can be a disability even if episodic or in remission.

Qualified Individual with a Disability

An individual with a disability who, with or without reasonable accommodation, can perform essential functions of the employment position that such individual holds or desires.

Essential Job Functions

Those functions actually performed in the job, the removal of which would fundamentally alter the position. To determine whether a function is essential, it must be determined whether the position exists to perform that function and whether there are other employees available to share that function, as well as the degree of expertise required to perform the function. Whether a function is essential also depends on the content of the written job descriptions, the terms of the collective bargaining agreement, the time spent performing the particular function, and the consequences of failing to require the employee to perform the function.

Reasonable Accommodation

A modification or adjustment to a job, the work environment, or the way things are done that enables a qualified individual with a disability to perform essential job functions. Such accommodation is required unless it poses an undue hardship on the employer. The determination of what accommodation is reasonable in a particular situation involves a process in which the department and the employee identify the precise limitations imposed by the disability and explore potential accommodations that would overcome those limitations.

Undue Hardship

Any accommodation that is substantial or disruptive or would be unduly costly to the College or that would fundamentally alter the nature or operation of the department.

Major Life Activities

Include caring for oneself, performing manual tasks, walking, sitting, standing, lifting, reaching, seeing, hearing, speaking, breathing, learning, working, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating, as well as the operation of major bodily functions including but not limited to functions, of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. This list is not exhaustive.

Substantially Limits

An impairment is substantially limiting if it significantly restricts the duration, manner, or condition under which an individual can perform a particular major life activity as compared to the ability of the average person in the general population to perform that same major life activity. In these instances, the following factors will be considered: (1) the nature and severity of the impairment; (2) the duration or expected duration of the impairment; and (3) the permanent or long-term impact resulting from the impairment.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: 7/20/2011

Policy Title: Equal Employment Opportunity and Non-Discrimination

Hocking College is committed to building a diverse faculty, staff, and student body for employment and education to ensure the highest quality workforce, to reflect diversity, and to improve opportunities for minorities and women.

The College embraces diversity and is committed to equal employment opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Discrimination against any individual based upon protected status, which is defined as age, ancestry, color, disability, gender identity or expression, genetic information, marital status, military status, national origin, race, religion, sex or pregnancy, sexual orientation, or veteran status is prohibited.

Applicant

An applicant for employment is defined as an individual who has applied for a specific position at Hocking College.

Discrimination

Discrimination occurs when an adverse employment action is taken and is based upon a protected status. There are two forms of discrimination: disparate treatment and disparate impact. Disparate treatment occurs when an employee suffers less favorable treatment than others because of the protected status. Disparate impact occurs when an employment policy, although neutral on its face, adversely impacts persons in a protected status.

Equal Employment Opportunity

All persons regardless of color, national origin, race, religion, sex, or veteran status shall have equal access to positions in the public service, limited only by their ability to do the job.

Protected Class and Protected Status

Protected class is defined by federal law/executive order. Protected status is identified by the College and extends beyond those groups defined by law, to include gender identify or expression and sexual orientation.

Guiding Principles

- Recruitment processes should be designed and conducted so as to result in the most diverse and qualified applicant pool possible.
- Selection practices should emphasize hiring the best-qualified individuals with due consideration for persons from underrepresented groups.
- Management practices should facilitate inclusive work environments that value and seek out human diversity and reward effective human relations skills.
- Management practices should emphasize prevention of discrimination.
- Training and development opportunities should be made available to employees and should enhance the opportunities for individuals from underrepresented groups.
- Promotion practices should be inclusive and acknowledge the contributions of qualified individuals from underrepresented groups.

Title IX

Title IX of the Educational Amendments of 1972, prohibits discrimination on the basis of sex in any educational program or activity receiving federal assistance by the way of grant, contract, or loan. Title IV of the civil Rights Act of 1964 is similar in its prohibition of employment discrimination on the basis of race, sex, religion, color or in its prohibition of employment discrimination on the basis of race, sex, religion, color or national origin. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against qualified individual with disabilities.

Equal educational opportunity includes: admissions, recruitment, extracurricular programs and assistance, employment, health and insurance services and athletics. Inquiries regarding compliance with any of these federal regulations may be directed to the Equity Compliance Officers: Laura Kreider, Director of Employee Learning, Oakley 210; John Sanders, Director of Human Resources, Oakley 204 F; or the Ohio Civil Rights Commission at 1-888-278-7101; or the U.S. Equal Employment Opportunity Commission at 1-800-669-4000.

Cross References: Workplace Sexual Harassment and Civility Policy



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: 10/21/11

Policy Revised: _____

Policy Title: Exceptions to College Policies

All College policies will comply with all local, state and federal laws, rules and regulations. Any aspect of policy whose origin is not in law may be granted an exception by the manager of the department responsible for the policy, providing that the request is in writing including reasons for the request and providing that the exception is granted in writing.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: February 10, 2011

Policy Title: Facility & Land Use Policy

(A) Purpose: As a publicly funded institution of higher education, Hocking College is responsible to its students and taxpayers for the appropriate and effective use of its facilities. The college shall allocate these resources for college and community functions that advance the college's mission. No person or organization shall be excluded from rental or use of college facilities based on age, ancestry, color, disability, gender identity or expression, genetic information, military status, national origin, race, religion, sex, sexual orientation, or veteran status.

(B) All requests to hold events on College property must be approved by the Vice President of Administrative Services or his or her designee.

(C) Any activities on College property, either from College personnel or invited guests, that have the ability to modify the subsurface, ground surface, vegetation, College aesthetics, and/or impact education activities must first consult the policies and procedures described in the Hocking College Land Management plan in coordination with the Office of Sustainability.

(D) Employee groups recognized by the President and registered student groups may use campus facilities /land at no charge.

(E) Agencies and organizations may use campus facilities/land/staff at a reasonable cost provided space is available and the mission and goals of the agency are consistent with those of the College. Users may be held responsible for damage.

(F) Alcohol is prohibited in college-owned or leased buildings, or on college-owned or leased grounds and parking lots, unless authorized by the President for an event, or purchased for resale by a college auxiliary enterprise with a liquor permit.

(G) An agency or organization unaffiliated with the College but approved to use the College facilities/land/staff may use the College's name only for reference to event location unless written approval for its use in some other way has been expressly granted by the Vice President of Administrative Services or his/her designee.

(H) The President may waive provisions of this policy or related procedures if doing so will advance the college's mission.

(I) The College should receive in-kind promotional consideration at the same level as other major event sponsors.

(J) The Vice President of Administrative Services shall establish procedures to administer this policy.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: 9/1/11

Policy Revised: _____

Policy Title: Applicants with Felony Convictions: On Campus Housing

All applicants for on-campus housing are responsible for informing the college of any felony convictions at the time of application. The college may deny a convicted felon on-campus housing based upon the nature and circumstances of the felony.

The Housing Office reviews all applicants indicating a felony conviction and regularly reports all findings to the On-Campus Housing & Application Review Committee. Members of the On-Campus Housing and Application Review Committee will include one Academic Affairs administrator, one Student Affairs administrator, one representative from Residence Life and one representative from Campus Police Department.

The On-Campus Housing and Admissions Review Committee may require additional information about the nature and/or circumstances of the felony conviction(s).

The On-Campus Housing and Review Committee will make recommendations to the Dean of Student Affairs regarding on-campus living, based on guidelines established by the committee and represented on the committee rubric.

Any applicant denied on-campus housing will be informed by written notice.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: 8/3/2011

Policy Title: 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 Family Educational Rights and Privacy Act (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, honors and awards, received, degree(s) / certificate(s) awarded, if any, address by county only, city of residence, participation in officially recognized sports and activities, and photograph. Photographs may be used for marketing, publicity, and newsworthy events. Director 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 which 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 they 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 tape, video tape, 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 Records Office prior to the start of the most recent academic quarter.

Director 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
- Address by county only
- City of residence
- 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 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.



Policy Category: College Policies

Policy Number:

Board Resolution: 2007-04

Policy Issued:

Policy Revised: 11-17-10

Policy Title: 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 4 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. It is that 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.

Cross References: __other policies, procedures, ORC, Federal Law similar, related or same_____



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: 2/9/2012

Policy Revised: _____

Policy Title: Fleet Fiscal Policy

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 of all vehicles; replacement needs and purchase requirements for all vehicles; 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. Lease revenues will be used to help fund general fleet vehicle support, including operating costs, non-insured repairs and maintenance, and vehicle replacement.

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 replacement.

Cross References: __other policies, procedures, ORC, Federal Law similar, related or same__



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: 8/3/11

Policy Revised: _____

Policy Title: Fleet Operations Policy

Purpose

Hocking College is committed to providing its community members with the needed fleet resources to further the college missions of providing accessible, affordable, high-quality, hands-on learning experiences and services. The institution has instituted the following fleet operations policies to ensure the safety of all community members and impartial use of fleet resources.

Scope

These policies and procedures apply to all Hocking College community members utilizing and college owned, leased, or rented vehicles, or personal vehicles used to transport individuals for Hocking College business.

Driver Approval Process

New Applicants - Employees

The Office of Human Resources will identify all positions which require an employee to possess a valid State of Ohio driver's license.

The Office of Human Resources will retain a machine copy of the applicant's driver's license and forward the copy of the applicant's license to the hiring unit along with the candidate's Application for Employment.

The Hiring Unit is responsible for initiating the employee driver approval process as defined herein.

The results of the driver approval process shall be provided to the Office of Human Resources by the Hiring Unit prior to any offer of employment.

Student Employees

Individual units within the institution will identify student employee positions which require an employee to possess a valid State of Ohio driver's license.

The Hocking College department employing the student is responsible for initiating the employee driver approval process as defined herein.

Standard Driver Approval Process

All completed Fleet Driver Approval Forms are to be submitted to the Department of Campus Safety who shall forward the completed forms to the Fleet Operations Office.

- **Units with Department-Assigned Vehicles**

A Fleet Driver Approval Form shall be completed for employees who utilize a department assigned vehicle.

On those occasions where an unapproved unit employee or an employee outside the unit may use the vehicle, the unit supervisor shall, at a minimum, request proof of a driver's license from the employee prior to letting the employee use the vehicle. If it appears that the employee does possess a valid driver's license, the supervisor may proceed with letting the employee use the vehicle. The Fleet Driver Approval Form shall be completed concurrently or after the fact, and sent to Fleet Operations Office. It is believed that this process will not impede vehicular usage, yet it will allow for approval or disapproval of future requests for use of the department-assigned vehicle by that employee.

- **Fleet Vehicles**

Any driver, employee or student, user of a fleet vehicle must be an approved fleet driver and submit a Fleet Driver Approval Form to the Department of Campus Safety.

In an emergency situation, deemed such by the Director of Fleet Operations or the Director of Campus Safety, an unapproved user of a fleet vehicle shall, at a minimum, be required to provide proof of a license at the time of vehicle checkout. The Fleet Driver Approval Form shall be completed concurrently and/or after the fact, so as not to impede vehicular usage, yet allow for approval or disapproval of future requests for use of fleet vehicles.

- **Approval Standards – standard vehicles**

- Must possess a valid US or Canadian driver's license.
- Must be a staff, faculty, or student employee of the College, or working in an official capacity with a department.
- Be 18 years or older and have at least 1 year of driving experience.

- Not have 2 or more moving violations and/or at-fault accidents in 1 year.
 - Not have any OVI/DUI convictions within the past 12 months.
 - At the discretion of the Director of Campus Safety, any fleet driver applicant may be denied approval if extenuating circumstances raise concern of the applicant's liability to operating a college vehicle.
- Approval Standards – 15-passenger vans/CDL vehicles
 - All conditions for standard vehicles in addition to the following:
 - Must have at least 3 years driving experience.
 - Must not have more than 4 cumulative points on driving record or any OVI/DUI convictions within the past 24 months.
 - If required, possess a valid Commercial Driver's License (CDL) endorsement.
 - Must be 21 years or older if CDL is required.
 - Responsibility

Fleet vehicle users are responsible for reporting the revocation or suspension of their driver's license to their immediate supervisor. If the driver's license is revoked or suspended, the employee/student shall have no authority to continue to operate a College, rental or leased vehicle. The employee's supervisor is responsible for providing written notice to:

- The Office of Human Resources / Office of Student Employment, and
- Fleet Operations

Use of a College, rental or leased vehicle may not be resumed until application has been reinstituted via the standard Fleet Driver Approval process described herein.

The College assumes no liability for accepting information from fleet users, which is later discovered to be false. In addition, the College recognizes that there may be a data entry delay in the State's database concerning the user's driving record. Should it later be discovered that an employee provided false information, or withheld vital information pertaining to the status of their driver's license or driving record, the fleet user may be held personally liable for an "at fault" accident. College driving privileges may also be revoked or denied. Discipline, up to and including termination may also be imposed.

Annual Renewal Dates

Except for new hires, Fleet Driver Approval forms shall be submitted to The Department of Campus Safety on an annual basis. The Fleet Operations Office will provide a renewal form to the department one month prior to expiration; however if it is easier for the department, they may file according to the following timetable:

Functional Area	Renewal Date
Administrative Services	April 1
Academic Affairs	June 1
Student Affairs	August 1
Financial Services	October 1
President's Direct Reports	October 1

Reservation/Request Use

The Reservation Request Form is available online, and must be electronically submitted. If you intend to request a vehicle, please fill out the entire form. Request forms that are not completed in full will not be honored. Please note that your supervisor's/advisor's name and signature must appear on the form. It is important that you provide the purpose of the trip you intend to take as this aids in determining whether the trip is within the scope of your employment at The College and prioritizing vehicle assignments.

Any employee who wishes to use a college fleet vehicle must have previously submitted, passed, and have on file with Fleet Operations, a Fleet Driver Approval form. If such verification has not been completed, the reservation request will not be processed and the individual will be informed that he/she does not have approval to drive a fleet vehicle. .

All reservation must be received at least one week prior to the desired reservation date. Requests received less than one week before the desired date will be processed and filled if possible. It should be noted that short notice requests may impact vehicle availability. You will be notified of the status of your request via email or phone. If your reservation is confirmed, please report to the Office of Fleet Operations, fifteen minutes prior to your anticipated departure time. At this time you will fill out some additional paperwork and receive the keys for the vehicle.

Pick-up/Returning Vehicles

Included with the keys will be the registration and insurance cards for the vehicle. These documents must stay with the keys at all times, and must be presented to any requesting police officer. You will also receive a Trip Ticket. This ticket must be completed in its entirety and returned with your keys. You

are responsible for all of these materials from the time you sign out the vehicle until the time that you return it.

If you plan on returning a vehicle after normal business, prior arrangements must be made as the Fleet Operations gate will be locked. If the office is closed, but the gate has not been closed for the evening, keys and Trip Tickets are to be left in the drop box.

Permitted/Prohibited Use

Vehicle use approval should only be given for college business including activities necessary to sustain a traveler away from home such as going out to eat (within a reasonable distance). A substantial or unreasonable use of a State vehicle for personal purposes may result in a decision that a driver is, was, or will be, operating outside of the scope of employment or agency.

Some examples of approved usage are, but are not limited to:

- Class related field trips that are for educational purposes and have on-site supervision by a HC employee or agent.
- Educational programs which require training to be taken off campus and are course-required. **This does not** include students who are required to train off campus on a regular basis as part of a practicum or internship.
- Business errands for a department.
- College-related conferences, meetings, and events; provided that a designated instructor/faculty advisor approves of the trip.

Some examples of denial are, but not limited to:

- Individual research projects or course-work primarily for the personal benefit of a student working toward a degree or employee personal gain.
- Student field trips that do not have the approval of the faculty or advisor and/or are not class related.
- Personal use

It is understood that some fleet drivers utilize vehicles for overnight or extended trips and personal stops not related to college business may be needed. In these cases, individuals will be expected to exercise discretion, in the best interest of the institution's reputation when parking a college vehicle at an establishment.

Driver's License and State/Local Traffic Laws

All drivers and passengers of a state vehicle must comply with all applicable state and local traffic laws, including but not limited to:

- The driver shall possess a valid driver's license or in the case of a suspended or revoked license, special work privileges must be awarded by a court and copies of the order provided to the Fleet Operations Office.
- The driver and all passengers shall comply with all applicable state and local traffic laws. The driver shall be personally liable for any traffic or criminal fines or penalties imposed.

Seat Belts / Safety Restraints

All drivers and passengers in state owned or leased vehicles shall wear seat belts or safety restraints as required by Ohio Revised Code Section 4513.264. It is the responsibility of each occupant to ensure compliance with the state's seat belt law. The use of seat belts or other safety restraints may not be appropriate in the use of some passenger carrying vehicles (i.e. busses) or for some types of passengers (i.e. prisoners).

Tobacco use in Vehicles

Use of any tobacco product is prohibited in all vehicles owned or leased by the College pursuant to Resolution 2007-08 creating a Tobacco Free Campus.

Safety Equipment and Supplies

Motor vehicles should carry appropriate safety items in the event of breakdowns on the road. The Ohio Highway Patrol recommends carrying the listed "safe seven" items in motor vehicles. With the exception of a cellular telephone, Hocking College Fleet vehicles will be equipped with the following items:

- Flares, reflectors, or other warning devices
- First aid kit
- Flashlight
- Reflective tape
- Blanket

Roadside Breakdowns/Accident

In the event that a fleet vehicle fails to operate correctly or fails to operate, the driver at a minimum should:

- Pull well off roadway.
- Activate emergency flashers.
- Call for help:
 - Emergency out of area: Ohio Highway Patrol @ 1-877-7-PATROL
 - During normal business hours: Fleet Operations @ 740-753-6573
 - After normal business hours: Campus Police @ 740-753-6598
- Watching for traffic at all times, warn other traffic (flashers, flares, etc.).
- Stay with your motor vehicle and keep your safety belt on

- Lock your doors but keep your windows cracked
- All accidents must be reports to local law enforcement and Fleet Operations.

Vehicle Inspection

Fleet Operations takes all reasonable precautions to ensure all fleet vehicles are in safe working order and routinely inspects vehicles after use. However, the driver shall be responsible for checking the college vehicle before operating to ensure that the vehicle lights, turn signals, brake lights and other safety equipment are functional on the college vehicle. If the driver finds any of this equipment is not functioning properly, the driver shall report malfunctions to the Fleet Operations Office as soon as possible in order to arrange for repairs.



Policy Category: Personnel Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: 12/03/2010

Policy Title: FMLA – (Family Medical Leave Act)

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information requested as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

***Information from the U.S. Wage and Hour Division (Revised January 2009) – www.wagehour.DOL.gov
1-866-487-9243 – TTY: 1-877-889-5627***

Cross reference: 1) OPBA, Professional and Support Union Contracts



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: 12/3/2010

Policy Title: HIPAA (Health Insurance Portability and Accountability Act)

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 Assistant Director of Human Resources or 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 company 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.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: 11/17/2010

Policy Title: Jeanne Clery Disclosure of Campus Security

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that all institutions of higher education which receive federal financial assistance produce an annual security report which is distributed to all current students and employees and a summary of which is available to all prospective students and employees. Hocking College complies with this mandate and makes this information available at www.hocking.edu.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: _____

Policy Title: Key & Lock Policy

This policy is set forth by Hocking College in an effort to maintain the integrity of college buildings and their contents and to achieve maximum security while maintaining reasonable usability of college areas. The Facilities Department works to maintain strict control of the campus key and lock systems through various means outlined in this policy to support safety and accountability.

The Facilities Department and Hocking College Police will have unobstructed 24 hours a day, year round means of access in the event of an emergency. It is the policy of Hocking College, that other than during normal working hours, all buildings shall be locked to maintain the safety of the buildings and their content. Keys are issued for entry to College buildings for the purpose of conducting college business only. Issuing keys to students is strictly prohibited.

The Facilities Department is responsible for providing building access on campus excluding residence halls. The primary access control to building (both exterior and interior) is provided by manual key system utilizing various “restricted” keyways to prevent unauthorized key duplication. All campus door locks shall be keyed within this system. An acceptable secondary access may include electronic key systems (code or swipe card) as authorized by the HC Maintenance Supervisor. Working with the building users, Facilities Department & Maintenance Supervisor will determine the keying and issue of all keys. No other sources for keys are authorized. All keys issued remain the property of Hocking College.

When improved key control is desired, the college can install lock hardware on a unique key, commonly referred to as “off master”. Off master keys in academic and administrative areas will be issued only after being approved by the Vice President of Administrative Services. If this option is selected, the department can request only they be given the key. The department may authorize that a key be made available to the custodial staff.

Keys will only be issued to faculty and staff employed by Hocking College. Individuals are responsible for retuning all keys to the Maintenance Supervisor upon their contract expiring. Non-returned and/or lost keys will be subject to fines. Keys are non-transferable and are to remain with the individual that the Maintenance Supervisor originally authorized.

Keys to vehicles, cabinets, lockers, and desks are not covered by this policy. Maintenance Supervisor will attempt to furnish such keys upon request but the issuance and control of these keys are the responsibility of the individual departments.



Policy Category: College Policies

Policy Number:

Board Resolution:

Policy Issued:

Policy Revised: 11-17-2010

Policy Title: Liability Coverage

The College carries liability insurance that covers all employees and the College against claims of injury or damage brought against them in the normal and lawful completion of their duties. The coverage extends to claims of sexual misconduct and molestation, employee benefits, adverse events, innocent party defense, terrorism risk and limited professional liability (LPL) coverage for student interns/clinical who enroll in any health-related program/course requiring patient/client contact.

To support this policy the College carries a one million dollar/three million dollar general liability and ten million dollar excess liability coverage. Employees may wish to maintain their own personal liability insurance.

The College also carries a one million educators legal liability for coverage which provides coverage for claims of wrongful acts, meaning, any actual or alleged breach of duty, negligent error, misstatement, or misleading omission solely in the course and scope of the employees duties or employment for the College.



Policy Category: College Policies

Policy Number:

Board Resolution:

Policy Issued: 12/3/2010

Policy Revised:

Policy Title: Media Policy

The College provides the media with information as is appropriate and in compliance with state and federal requirements. In fulfilling this obligation, the Marketing and Public Relations office prepares press releases, fields telephone contacts to the College providing verbal comments and assisting the media caller with the appropriate contact within the College, coordinates public information requests, and receives and processes all requests for interviews of employees and students by the media.

Interviews of employees occurring during work time must be scheduled and authorized through the Marketing and Public Relations office.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: November 23, 2010

Policy Title: Missing Residential Student Policy

Any missing persons report about an on-campus student must be immediately referred to the Campus Police Department who must contact the individual identified as the student's contact, if any. The Hocking College Police Department will make the determination as to whether a student is missing. Upon receiving a report and determining that the student has been missing for 25 hours or more, the Hocking College Police will initiate the emergency contact procedures and conduct an investigation.

Federal law requires that residential students have the option to identify an individual to be contacted by the institution not later than 24 hours after the time that the student is determined to be missing. Residential students over the age of 18 have the option to decline this service. Residential students will fill out the Missing Student Notification form upon check in. These forms will be kept on file in the Residence Life Office. This contact information will be registered confidentially, will only be accessible to authorized campus officials, and will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

If the missing residential student is under 18 years of age and not emancipated, the college will notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

Cross References: __other policies, procedures, ORC, Federal Law similar, related or same__



Mission Statement

Hocking College provides a unique, innovative, and quality education in a supportive experience-based learning environment, preparing students for employment and transfer education opportunities, while teaching the value of lifelong learning, promoting diversity and developing citizens who are engaged in their local and global communities.

Commitment to Diversity

The mission of Hocking College is immeasurably enriched by the students, faculty and staff who bring diverse experiences and backgrounds to our campus. We believe that diversity comes in many flavors, not just those typically considered--race, religion, color, age, gender, national origin, sexual orientation, physical challenge, or marital status--but also in thought, political persuasion, physicality, and spirituality.

Hocking College is committed to fostering an inclusive environment where the individual differences among us are understood, respected, recognized as a source of strength, and valued as qualities that enrich the environment in which we work.

Hocking College believes that diversity is a matter of institutional integrity and plays an integral role in educational excellence. Students learn better in a diverse educational environment, and are better prepared to become active participants in our pluralistic global society.

Our institutional commitment to diversity is made visible through celebration, through opportunities for introspection, and through artistic expression. It is a commitment that never ends, an open and ongoing dedication to creating an environment within which all individuals feel safe, valued and welcomed.

Hocking College expects the members of our campus community to promote this vision as fully and conscientiously as possible.

Accreditation

Accreditation is a voluntary process of certification by which an institution or education program maintains certain standards. Hocking College is accredited by the Higher Learning Commission (HLC.) The Higher Learning Commission (is an independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA), which was founded in 1895 as one of six regional institutional accreditors in the United States. The Higher Learning Commission accredits, and thereby grants membership in the Commission and in the North Central Association, degree-granting post-secondary educational institutions in the North Central region.

Purposes

Technical Career Preparation and Enhancement

The College provides hands-on technical education that prepares learners to be successful in the workplace. Learning opportunities prepare individuals with specific knowledge, skills and attitudes for entry-level technical positions or for career advancement. Academic, professional and government standards are utilized to measure success.

General Education

The College's General Education Program is built on the belief that general education is essential to all work and participation in local and global societies. General knowledge, skills and attitudes, known as Success Skills, have been adopted. These represent minimum expectations for a college-educated adult. Success Skills are woven into and assessed throughout the curriculum.

Transfer

The College collaborates with other institutions of higher education, high schools and career centers to facilitate students' smooth passage between institutions. The transfer module, associate of individualized studies, applied associate degrees, and transfer agreements with other institutions of higher education facilitate the transfer of programs and courses.

Developmental Education

The College is committed to providing access to those learners who need additional preparation for college-level work. Learners begin their course work at appropriate developmental levels and progress to levels of competence needed for career success. They acquire the confidence and skills to succeed. The College encourages learners to take selected hands-on technical courses prior to or simultaneously with the developmental course work.

Economic Development

The College enhances the economic vitality of the community by providing customized education and training for local organizations and by partnering with other institutions of higher learning and chambers of commerce to recruit new employers to the areas. The College works actively with advisory groups and local, regional, national and international organizations to assist with business development and economic expansion.

Lifelong Learning

The College is a learning community committed to the enhancement and enrichment of each of its community members through diverse educational opportunities offered throughout their lives. The College fosters learning as a continuous journey toward increased empowerment for students, staff, graduates and all other members of its extended community.

Co-Curricular Education

The College demonstrates its commitment to enrichment of the whole learner through the support and delivery of co-curricular programs directed toward personal and career enhancement. Holistic growth and development of learners is promoted in College-managed residence halls, which are living/learning centers.

Vision

Hocking College will be an exemplary learning community that creates a culture of high-quality learner-centered education, dynamic educational change, and community and economic responsiveness.

Values

Excellence in Education

We value experience-based learning, student success and development both inside and outside of the classroom.

Continuous Improvement and Innovation

As we teach, so shall we learn. We value a quality learning and working environment through the development of data-informed processes and a climate that fosters creativity. We seek to discover best practices to serve our students in excellence.

Responsive and Relevant Programming

As a dynamic and evolving institution, we value building and reinforcing relevant, experience-based programming, allowing our student body to engage in an exploration of their future careers or transfer to other institutions. Our flexibility allows for the responsiveness necessary to develop and maintain programs that meet specific workforce demands and transfer needs through our partnerships in economic development and higher education.

Stewardship and Accountability

We value stewardship of the resources with which we have been entrusted. We value acting in a fiscally responsible way, placing accountability and transparency as the cornerstone of each action. Integrity is the backbone of our decision-making, built on mutual respect. Sustainability is ingrained in our planning and reinforces our caretaking of the environment for today and for the student body of our future.

Commitment to Community

We value an environment that encourages input from our students, our community, and each other. We foster a culture of community, both within the bounds of Hocking College and in the society in which we work and live. We value new, continued and renewed partnerships that unite the campus and community. Service learning is an integral part of student success and encourages us to keep our thoughts trained to the greater good of our decisions.

Accessible

As an open-access institution, we value our entire student population: the career-focused student, the transfer student and the lifelong learner. We are committed to providing opportunities for all those seeking an education, providing supportive services to enhance the learning experience.

Diversity

We celebrate and learn from the cultures and ethnicities of the world, with a commitment to a respectfulness for all individuals, including those of all races, religions, sexes, ages, orientations, ideologies and physical challenges.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: 12/3/2010

Policy Title: Nepotism Policy

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, etc.).
- 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.

Cross References: Conflicts of Interest and Commitment



Policy Category: Hocking College and OU Reciprocity

Policy Number: _____ **Board Resolution:** _____

Policy Issued: 9/1/11 **Policy Revised:** _____

Policy Title: Ohio University Tuition Reduction (Reciprocity)

Full-time Hocking College employees who are eligible for "health-benefits" are eligible to receive up to 100 percent reduction in the Ohio University instructional fee for undergraduate classes and a 30 percent reduction in the Ohio University instructional fee for graduate classes. The Ohio University general fee, lab fees, and other miscellaneous fees will be the responsibility of the Hocking College employee. Part-time contract employees who are eligible for "health-benefits" will receive the benefit prorated based on their contract percentage.

Courses must be taken for credit in order to be eligible for the reduction in tuition. Employees must be admitted to Ohio University through the normal course of admissions process. The agreement with Ohio University does not guarantee availability of any particular course or class, and enrollment in any course is on a space-available basis. Registration and assignment of classes will be made in the same manner as for all other students.

Tuition reduction forms for Ohio University are available in the Human Resources Office.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: 9/1/11

Policy Revised: _____

Policy Title: Open Enrollment

Hocking College follows an open admission policy by accepting high school graduates, persons holding a GED or those interested in pursuing a technical program or the Transfer Module. Some programs require additional enrollment criteria. Prospective students having neither a high school diploma nor GED should schedule an appointment with an admissions representative.



Policy Category: College Policies

Policy Number: _____

Board Resolution: March 28, 1995

Policy Issued: _____

Policy Revised: February 10, 2011

Policy Title: Parking Policy

In its efforts to maintain safety and security for the students, employees, and visitors to the Hocking College Nelsonville and regional campuses, the College maintains parking and traffic regulations. These rules delineate prohibitions of parking and traffic, establish a fine and penalty schedule for violation of such prohibitions, and establish an appeal process for citations issued for violations of parking and traffic regulations enacted regarding parking and traffic enforcement. Further, the enforcement of motor vehicle parking and traffic statutes, rules and regulations pursuant to the direction and authority contained in Chapter 3345 of the Ohio Revised code rests solely with the Hocking College Department of Campus Safety through the Director of Campus Safety and those others the director may employ or direct to enforce said rules and regulations.

Cross References: Ohio Revised Code, Chapter 3345



Policy Category: College Policies

Policy Number: _____

Board Resolution: NA

Policy Issued: January 3, 2011

Policy Revised: February 22, 2013

Policy Title: Parking Permit Policy (Quarter & Semester Calendar)

Effective January 1, 2011, Hocking College instituted a parking fee for students parking vehicles on the Nelsonville campus according to the following:

SEMESTER CALENDAR

1. Semester parking permits will be sold for \$53 (autumn and spring semesters)
2. Summer semester parking permits will be sold for \$35
3. All year parking permits will be sold for \$120 (valid summer, autumn, spring semesters)
4. Replacement parking hang-tags must be purchased at the semester permit price (\$53)
5. Students registered *ONLY* for *PED 101-240 Recreation (Student Center facility use)* and/or non-credit Student Center courses will be issued a Visitor Parking Pass valid for the semester of enrollment.

NOTES:

- Students attending all campuses, including Nelsonville, Logan and/or Perry Campus are required to have a parking permit for all locations.
- Motorcycles and bicycles are excluded from this policy



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: 12/03/2010

Policy Title: 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.



Policy Category: College Policies

Policy Number: _____ **Board Resolution:** _____

Policy Issued: _____ **Policy Revised:** 8/3/2011

Policy Title: Professional Development (Attendance at Professional Meetings)

The College is firmly committed to a policy of encouraging employees to continue professional development through attendance at professional meetings and conferences. To participate in such meetings an individual must complete the travel request form and receive approval prior to attending the meeting. Requests for reimbursement for expenses that have not been pre-approved will be at the discretion of the College.

Cross References: Professional, OPBA (Ohio Patrolmen's Benevolent Association), and Support Staff Bargaining Unit – Professional Development



Policy Category: College Policies

Policy Number: _____

Board Resolution: Resolution 2008-08

Policy Issued: December 13, 2007– Board of Trustees

Policy Revised: 11/2011

Policy Title: 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.

STATEMENT OF INTENT

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.

PUBLIC RECORDS

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.

FORMAT OF REQUESTS AND RESPONSE PROCEDURE

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.

ACCESS TO PUBLIC RECORDS

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.

DENIAL OR REDACTION OF A REQUEST

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.

COPYING AND MAILING COSTS

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 Cashiers/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.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: 8/3/11

Policy Revised: _____

Policy Title: Reasonable Accommodation for Students

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, 3310 Hocking Parkway, Nelsonville, OH 45764, 740 -753-7107.



Policy Category: College Policies

Policy Number: _____

Board Resolution: 2012-012

Policy Issued: Board of Trustees 7/26/11

Policy Revised: _____

Policy Title: Records Retention Policy

In accordance with Ohio Revised Code, Chapter 149, Hocking College will follow the guidelines for records retention and destruction per the model provided by the Inter-University Council of Ohio Document, Records Retention for Public Colleges and Universities in Ohio, a Manual. Specific procedures for retention and destruction of College records are available through the Fiscal Services Office or other appropriate administrative office.

Cross References: Ohio Revised code, Chapter 149; Records Retention for Public Colleges and Universities in Ohio, a Manual, made available through the Inter-University Council of Ohio



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: 8/3/11

Policy Revised: _____

Policy Title: Research Participation/Institutional Review Board

As a publicly funded institution of higher education, Hocking College is responsible for providing a safe environment for students and employees that conduct human subject research. Hocking College must provide pre-approval for all research projects that will involve the use of institutional data, students, staff or faculty in any way with regard to research. Written proposals requesting use of institutional data, staff, faculty and/or students, with clearly stated use and intention statements must be received by the Provost/Vice President of Academic & Student Affairs. Approval of research projects, surveys and studies will at the discretion of the Provost/Vice President of Academic & Student Affairs who heads an Institutional Review Board (IRB) to protect the welfare of human subjects used in research and will administer this policy to ensure compliance with the federal regulations that govern an IRB as codified in the Code of Federal Regulations, Title 45, Public Welfare, Department of Health and Human Services, Part 46, Protection of Human Subjects and any additional federal, state, local laws or professional guidelines.



Policy Category: College Policies

Policy Number: _____

Board Resolution: 1971-13

Policy Issued: 10/21/11

Policy Revised: _____

Policy Title: Signatory Authority

Any document requiring the signature of a college representative by external parties (other than acknowledging receipt of delivery of goods or services) and which is not required by law or Board bylaws to be signed by a member of the Board of Trustees, must be reviewed and signed by the President, Vice President of Academic and Student Affairs/Provost, Vice President of Administration or the Vice President of Financial Services. Ohio Revised Code requires that the Treasurer of the College, a role normally held by the Vice President of Financial Services, certify all funds for expenditure. Any contract signed by an unauthorized representative of the college may be found to be personally legally binding.

Cross References: Board resolution 1971-13 dated July 28, 1970



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: 12/20/2010

Policy Title: Social Security Number Privacy Policy

It is the policy of Hocking College to protect the confidentiality of Social Security numbers obtained and used in the course of business from its employees, students, and applicants. All employees are expected to rigorously adhere to this policy. Any employee violating the provisions of this policy and its operating procedures will be disciplined in accordance with College rules.

Operating Procedures:

1. **Collection of Numbers:** Social Security numbers will be collected from applicants and employees as required in order to comply with federal and/or state reporting requirements. These purposes include:

- To conduct pre-employment background checks.
- To verify eligibility for employment.
- To withhold federal and state taxes.
- To comply with state new-hire reporting.
- To facilitate enrollment in company benefit plans.

Note: Social Security numbers may also be collected from creditors, suppliers or independent contractors where no tax identification or employer identification number is accessible. Social Security numbers so obtained will be subject to the same provisions of the privacy policy as those for employees, students, and applicants.

2. **Use of Numbers:** Except for verification and reporting uses for the above-referenced reasons, no Social Security number or portion of a Social Security number will be used in the conduct of the College's business and no Social Security number or portion of a Social Security number will be permitted to be used for the following purposes:

- Identification badges
- Parking permits
- Time cards
- Employee rosters
- Employee identification records
- Computer passwords
- Company account records

- Licenses

No Social Security number or portion of a Social Security number will be used in open computer transmissions, College distributions or through the College intranet except where such transmission of information is by secure connection or is encrypted. As examples, reporting of payroll withholding taxes and benefit plan participation require such data; thus, such transmissions of data will be handled through secured computer transmission only.

3. Storage of and Access to Numbers:

Storage – All documents containing social Security number shall be stored in locked secured areas. All computer applications containing Social Security numbers shall be maintained on secured, authorized-access computer stations only.

Access – Only persons who have a legitimate business reason will have access to Social Security numbers. Such access will be granted through department heads responsible for functions with reporting or transporting of such data responsibilities. Department heads and employees granted such access must take all necessary precautions to ensure the integrity of records that include such numbers when the records are not being used.

4. Destruction of Numbers – Records that include Social security numbers will be maintained in accordance with federal and state laws. When such documents are released for destruction, the records will be destroyed by shredding. In instances where this policy and operating procedures may conflict with state law, the state law shall supersede this policy.



Policy Category: College Policies

Policy Number: _____

Board Resolution:

Policy Issued: _____

Policy Revised: 7/27/11

Policy Title: Student Code of Conduct

The Hocking College Student Code of Conduct is established to foster and protect the core missions of the College, to foster the academic and civic development of the College's students in a safe and secure learning environment, and to protect the people, properties and processes that support the College and its missions.

The Hocking College Student Code of Conduct applies to all registered students, whether those courses are located on or off campus.

Hocking College reserves the right to administer the code and proceed with the hearing process even if the student withdraws from the College, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.

Students continue to be subject to city, state, and federal laws while at the College, and violations of those laws may also constitute violations of the code. In such instances, the College may proceed with disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

Cross References: other policies, procedures, ORC, Federal Law similar, related or same_____

Office of Student Rights and Responsibilities and Judicial Affairs Campus Judiciaries

Preamble

Hocking College is committed to freedom of inquiry, thought, and expression in support of the Hocking College Strategic Plan and Mission Statement. In order to preserve these freedoms, as well as to maintain an environment supportive of all learning, Hocking College students are obligated to conduct themselves in an appropriate manner. Hocking College retains the authority to maintain order within the college community and to exclude those who are disruptive. Therefore, Hocking College reserves the right to discipline, suspend, or expel any student involved in activity that threatens to or disrupts the well being of the college and its community. Before action is taken, all due process rights will be respected through the judicial and appeal procedures. In cases where imminent danger may exist, the college reserves the right to intermittently suspend a student, pending a hearing.

Honor Statement

Hocking College believes that its students need to take personal responsibility for their academic work on and off campus, both as individuals and as a member of a group. Hocking College believes that its students should display honesty, integrity, and good judgment in their on and off campus activity.

Judicial System

The Dean of Student Affairs supervises the Hocking College Campus Judicial process. The Director of Student Rights, Responsibilities and Judicial Affairs (SRR&JA) has general oversight for the operation of judicial procedures. The Director of SRR&JA instructs all students and staff involved in the judicial process regarding due process, fair treatment, and procedures to be followed in the judicial process. The purpose of these procedures is to provide for the administration of the Student Code of Conduct consistent with the principles of due process of law applicable to state colleges and universities.

The Judicial Review and Standards Committee

The Dean of Student Affairs chairs The Judicial Review and Standards Committee, an advisory board for the Hocking College Judicial System and the Student Code of Conduct. The committee is responsible for developing and maintaining judicial procedures, as well as accepting and recommending amendments to the Code of Conduct and its procedures.

Director of Student Rights, Responsibilities and Judicial Affairs (SRR&JA)

The Director of SRR&JA has the responsibility of determining the merit of a referral, accepting student admissions regarding incident(s), and imposing sanctions. The Director of SRR&JA has responsibility to present facts, circumstances, and evidence before hearing boards. The Director of SRR&JA also has the responsibility to review incidents involving alleged violations and acts as advisor, to both the complainant and respondent, in matters concerning code procedures.

Judicial Hearing Board

The Judicial Hearing Board has the authority to hear cases involving alleged violations of code offenses under the following circumstances:

1. The Director of SRR&JA (or a designee) has determined that the nature of the alleged violation, the severity of the probable sanction(s), or the accused student's pattern of behavior warrants special attention.
2. The accused student requests a hearing.

Each hearing board is typically comprised of five (5) board members. Hearings may be conducted with as few as three (3) board members. The Judicial Hearing Board shall be comprised of some, any, or all of the following individuals:

- Director of SRR&JA (or designee)
- Director of Campus Safety (or designee)
- Academic Administrator (or designee)

Guidelines

Referrals (How to file a complaint)

Members of the Hocking College community, students, faculty, or staff may file a judicial referral. College Judicial Case Referral Forms are available on-line by going to www.hocking.edu. Click on "Student Resources", followed by "Student Incident Review Form". Under report type, select "Judicial Referral/Code of Conduct Violation."

When members of the Hocking College Community encounter behavior on the part of their fellow students that they believe may be in violation of a college policy, they are urged to seek advice from the Residence Life Staff, The Director of SRR&JA, or a representative from the Student Affairs Office.

Referral Guidelines

- Any violation should be submitted as soon as possible after the event takes place, preferably within forty-eight (48) hours of the alleged violation.

- The Director of SRR&JA (or designee) may conduct an inquiry to determine the validity of the alleged violations of the Code of Conduct.
- Involved students will receive written notification of alleged violations.
- A procedural interview will be set within a reasonable period of time, usually within fifteen calendar days. Time for scheduling of procedural interviews and hearings may be extended at the discretion of the Director of SRR&JA or a representative from the Dean of Student Affairs Office.

Judicial procedures may require expedition in the event of severe violations to the Student Code of Conduct and will occur at the discretion of the Director of SRR&JA (or designee).

Hearing Board Guidelines

The chair of the hearing board will assure an orderly hearing process so that fairness and due process are observed. All Procedural Interviews and Hearings will be closed to the public in order to protect the student's right of confidentiality. The exclusion of attorneys or law-trained professionals from the hearing does not limit the student's ability to pursue the matter through legal channels. Hearings will be recorded by the hearing officer to provide an accurate record of the proceedings. The recording will remain the property of and in the possession of Campus Judiciaries. For appeal purposes, the student may request to listen to the recording. Copies or transcriptions of the recording will not be provided.

General Operating Guidelines

1. The chair of the hearing board will open the hearing by informing the accused of the policies and procedures to be exercised throughout the judicial process as well as for questioning persons who speak for or against them during the hearing.
2. In cases before the College Hearing Board, the chair of the hearing board will ask each member of the board to introduce themselves and relay their college affiliation.
3. The chair of the hearing board will inform the board of its obligation to decide whether the student's actions violated the Code of Conduct and, if needed, to recommend sanctions.
4. The Director of SRR&JA (or designee) will present reports and any evidence.
5. The accused student will be given the opportunity to admit or deny the allegations.
6. The complainant and accused student may present oral and/or written statements concerning the alleged violation.
7. The accused student will have the opportunity to question the complainant and witness(es), seek process clarification from the Director of SRR&JA (or designee), and examine any evidence provided.
8. The complainant is required to attend the Hearing and will have the

opportunity to present oral and written statements, question the accused, seek process clarification from the Director of SRR&JA (or designee), and examine all evidence. Requests for special arrangements for the complainant's attendance requirement will be reviewed on a case-by-case basis.

9. After all evidence and statements have been presented, the complainant and accused student, in that order, may summarize their positions.
10. The Hearing Board will go into closed session to make its decision. The Hearing Board will base decisions on majority vote.
11. The accused student will be invited to re-enter the hearing to be read the Hearing Determination and related sanctions (if applicable).
12. The hearing officer will adjourn the hearing.
13. Written notification of the Hearing Board's decision will be mailed to the student by the Director of SRR&JA within 10 working days of the hearing.
14. Failure to comply with sanctions is a violation of the Student Code of Conduct.

Records

The Director of SRR&JA shall maintain records of all incidents, code violations, and hearings.

- Hocking College will permanently maintain the disciplinary records of those students separated from the college by suspension or expulsion. A notation of "Withdrawn, Expulsion" will be printed on a student's transcript if the student is expelled. A notation of "Withdrawn, College Action" will be printed on the student's transcript if the student is suspended.
- Hocking College will destroy the disciplinary records of those students who received sanctions other than suspension or expulsion after a period seven (7) years.
- If less than a period of seven (7) years, disciplinary files will be kept beyond a student's graduation in compliance with federal reporting guidelines.
- Students have the right to submit any documentation to their disciplinary file to amend a record they believe to be inaccurate or misleading.

Rights of the Complainant

The complainant has the following rights and options throughout the judicial process:

- The right to have a judicial referral handled in a forthright and timely manner.
- The right to be accompanied throughout the judicial process by another member of the college community, i.e. an administrator, faculty member, staff, or student in good standing.
- The right to request and be provided accommodation in the event of a disability.

- The right to request removal of a panel member due to perceived or real conflict(s) of interest.
- The right to have unrelated behavior excluded from the judicial process.
- The right to submit an oral or written statement about the impact of an offense to be considered in determining the disciplinary sanction.
- The right to be advised of the determination of a judicial referral in cases involving federally defined crimes of violence and non-forcible sex offenses.

Rights of the Accused Student

The accused student has the right to notification regarding the alleged offense and a Procedural Interview to respond to the charges. The notification will be hand or post delivered to the last address on file with the Registrar or delivered to the accused student while attending class. The notification will include a copy of the referral notice with facts pertinent to the violation. The date, time, and location of the Procedural Interview will be included, as well.

The purpose of the Procedural Interview is to provide the accused student the opportunity to discuss the facts and circumstances that led to the referral. The Director of SRR&JA (or designee) will clarify the rights and options of the accused and describe a potential sanction for the violation.

The accused student must attend the Procedural Interview. If an accused student fails to appear at the first scheduled Procedural Interview, they will have 48 hours to contact the Director of SRR&JA (or designee) to reschedule their interview. Failure to contact the Director of SRR&JA (or designee) within 48 hours will result in a determination being made in absentia. The accused will then receive written notification as to the final determination and be informed of any related sanctions.

At the Judicial Hearing level, accused students are required to attend the scheduled Hearing. Having received notification and failing to appear will result in the Hearing Board proceeding without the accused in attendance.

Procedural Interviews and Judicial Hearings may be rescheduled at the discretion of the Director of SRR&JA (or designee).

At any time before or during a hearing a student may ask for the removal of any member of the Hearing Board, by presenting evidence of bias on the part of the member. The Director of SRR&JA (or designee) may excuse the Hearing Board member or permit the Hearing to continue with no modification.

A charge of bias against the Director of SRR&JA (or designee) must be submitted to the Dean of Student Affairs (or designee). Upon determining the validity of the claim, the Dean of Student Affairs (or designee) may excuse the Director of SRR&JA (or designee)

or permit the hearing to continue with no modification.

All Procedural Interviews and Hearings will be closed to the public to protect the student's right of confidentiality. The exclusion of attorneys or law-trained professionals from the hearing does not limit the student's ability to pursue the matter through legal channels.

Accused students have the right to be accompanied by a member of the college community (an administrator, faculty member, staff, or student in good standing) to serve as an advisor. The advisor may be present during the hearing, but are not permitted to address the board or speak on behalf of the student. It is not the role of the advisor to “win” the case for the student. Rather, the advisor may assist the student in preparing for the hearing, attending the hearing, and, if necessary, assisting the student with an appeal. It is the responsibility of the student to initiate contact with the hearing advisor. It is also the student’s responsibility to confirm the advisor’s availability for the hearing. Accused students have the right to request and be provided accommodation in the event of a disability. Assistance can be obtained through the 504 Equity Compliance Officer.

With the exception of college expulsion, suspension, and academic holds pending a judicial hearing, disciplinary sanctions shall not be made part of the student's academic transcript. All other interactions of the Student Code of Conduct will be recorded and maintained by the Director of SRR&JA.

When a student withdraws from Hocking College after engaging in conduct that may violate the Code of Conduct but before the alleged violation can be adjudicated, a hold will be placed on the student’s record. This hold will prevent the student from re-enrolling until the alleged violations have been resolved.

Admission of Violation or Denial of Violation

At the Procedural Interview, the accused student may admit to alleged violations and have the Director of SRR&JA (or designee) impose sanctions or the student may deny the alleged violations.

Admit to Violation is an admission to a violation of the Student Code of Conduct. Denial of Violation is a rejection of the allegations of a violation of the Student Code of Conduct and at this point the Director of SRR&JA (or designee) will consider the nature of the alleged offense, the severity of the probable sanction(s), and/or the accused person's pattern of behavior. A determination at the Procedural Interview may occur or the referral may proceed to a Judicial Hearing.

Appeal Guidelines

Any appeal of the decision by any college hearing body specified in this document must be made by the student found in violation within five (5) working days of the date of notice of the decision.

Appeals may be arranged for the following reasons:

- Judicial procedures were not followed.
- The evidence did not justify the results.
- The sanction was not consistent with the nature of the violation.
- There is new evidence.

Appeal forms are available from the Office of the Dean of Student Affairs in JL 148 (or designee). The completed form should be returned to the Office of the Dean of Student Affairs in JL 148 (or designee) within five (5) working days. The Dean of Student Affairs (or designee) will do one of the following:

- Hear the appeal and make a final determination.
- Return the appeal to the Judicial Hearing Board in the event of new evidence.
- Dismiss the appeal.

In considering the original evidence presented at the Judicial Hearing, in light of alleged new evidence, the Dean of Student Affairs (or designee) will order a new hearing only if the new evidence is of such a nature to change the outcome of the original hearing. Students will be notified within ten (10) working days of the appeal decision.

Violation of Law and Hocking College Discipline

Hocking College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Student Affairs. Determinations made or sanctions imposed under this Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, Hocking College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Code of Conduct, Hocking College may advise off campus authorities of how such matters are typically handled within the Hocking College community. Hocking College will attempt to support the conditions imposed by criminal courts for the

rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the Hocking College community, acting in their personal capacities, remain free to interact with any governmental representatives, as they deem appropriate.

Conduct of Student Organizations

When a student organization is charged with a violation of the Student Code of Conduct, the Director of SRR&JA will consult with the Director of Co-Curricular Education before determining whether the organization or specific individuals should be referred to Campus Judiciaries.

Student organizations in violation of the Student Code of Conduct will be subject to the maximum sanction of being barred from campus, less severe sanctions of suspended use of facilities and services of the college, suspension of the privilege to sponsor fundraising events, the loss of funds allocated by the college, and/or restitution for damage may be instituted.

Amendments to the Student Code of Conduct

This document may be amended and revised only according to the following procedure:

- Any member of the college community or any constituent body thereof may propose amendments and revisions and submit them to The Judicial Review and Standards Committee.
- The committee shall review all proposed amendments and revisions forwarded to them and may accept, reject, or amend them.
- The Committee shall then submit any approved amendment or revision to the Provost/Vice President of Academic and Student Affairs. Upon approval, the Provost/Vice President of Academic and Student Affairs will submit the proposal to the President and Cabinet for review.

The Student Code of Conduct

The Student Code of Conduct shall supersede any existing disciplinary policies and procedures that are inconsistent with this document. Students are required to become familiar with the Code of Conduct and must comply with all stipulations therein. Violations of any of these policies will be handled in accordance with the appropriate Hocking College procedures.

Repeated violations, multiple violations, or the severity of the misconduct may heighten the sanction to suspension or expulsion from Hocking College and/or cancellation of the Residence Hall contract and/or dining agreement. In addition, students may be fined up to \$200.

Code I Offense violations are subject to a maximum sanction of expulsion or any sanction not less than probation, and in most instances, mandatory referral. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Student Code of Conduct.

Code II Offense violations are subject to a maximum sanction of disciplinary probation or any sanction not less than a reprimand. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Student Code of Conduct. Multiple Code II offenses may yield sanctions beyond the minimum sanctions discussed above.

Hocking College may exercise jurisdiction for an offense committed off campus when in any of situations below:

- A. The perpetrator of such offense is a member of the campus community.
- B. The offense occurred at a college sponsored or sanctioned event, off-campus course or study abroad experience.
- C. The accused student used his/her status as a member of the college community to assist in the commission of the offense.
- D. The offense seriously impacts the pursuit of the college's objectives.

Academic Related Offenses

I. Code I Offenses

- A. **Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records, or identification. Academic dishonesty includes but is not limited to:
 - 1. Permitting another student to plagiarize or cheat from your work
 - 2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another
 - 3. Acquiring improper knowledge of the contents of an exam
 - 4. Using unauthorized material during an exam
 - 5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved
 - 6. Obtaining academic material through stealing or other unauthorized means
 - 7. Falsification of research findings and methodology.
- B. **Disruption/Obstruction** of teaching, administration, disciplinary proceeding, other hearings, or other activities on or off campus.
- C. **Unauthorized or Unsafe Use** of any college or privately owned equipment.

Alcohol Related

(Please note: The Family Educational Rights and Privacy Act, more commonly known as FERPA, allows the Office of SRR&JA (or designee) to notify parents of students under the age of 21 in the event of alcohol and other drug violations).

I. Code I Offenses

- A. Misuse of alcohol on or off the Hocking College Campus, which demonstrate danger to one's self and/or others.
- B. Repeated alcohol violations

II. Code II Offenses

- A. Unauthorized Use of Alcoholic Beverages including, but not limited to:
 - 1. Possession or consumption of alcoholic beverages on campus except during special events or in circumstances where alcohol use has been authorized by college officials.
 - 2. Failure to comply with state or college regulations regarding the use or sale of alcoholic beverages
- B. Remaining within a residence hall area where alcohol is being consumed, furnished or sold.

Drug Related

(Please note: The Family Educational Rights and Privacy Act, more commonly known as FERPA, allows the Office of SRR&JA (or designee) to notify parents of students under the age of 21 in the event of alcohol and other drug violations).

I. Code I Offenses

- A. Manufacture, Distribution, Sale, Offer for Sale, or Possession of Legal or Illegal Drugs or Narcotics including, but not limited to:
 - 1. Barbiturates
 - 2. Hallucinogens
 - 3. Amphetamines
 - 4. Marijuana
 - 5. Cocaine
 - 6. Opium
 - 7. Heroin
- B. Possession/Use of Marijuana when such possession would constitute a minor misdemeanor.
- C. Possession of Drug Paraphernalia
- D. Repeated Drug Related violation of the Hocking College Code of Conduct.

Weapon Related

I. Code I Offenses

A. Unauthorized Possession of Weapons including, but not limited to:

1. Firearms and/or Guns
2. Dangerous Chemicals
3. Explosive devices of any description
4. Illegal knives
5. Other implements that could be considered as dangerous.

Mental or Bodily Related

(Please note: The College has special concern for incidents in which persons are subject to victimization because of identification with any particular group.)

I. Code I Offenses

A. Mental or Bodily Harm includes, but is not limited to:

- A. Inflicting or threatening to inflict mental or bodily harm upon any person.
- B. Taking any action for the purpose of inflicting harm upon any person, which includes, but is not limited to:
 - a. Physical abuse
 - b. Verbal abuse
 - c. Threats
 - d. Intimidation
 - e. Menacing and/or stalking (see Hocking College Statement on Menacing by Stalking)
 - f. Harassment
 - g. Coercion
 - h. Attempted or actual sexual behavior-ranging from comments to unwanted sexual intercourse and all other forms of sexual assault
2. Taking any reckless, but not accidental, action from which bodily or mental harm could result to any person
3. Causing a person to believe that the offender may cause bodily harm
4. Any act, which demeans, degrades, or disgraces any person including one's self through activities including, but not limited to:
 - a. Binge drinking (see Hocking College Statement on Binge Drinking)
 - b. Hazing (see Hocking College Statement on Hazing)
- B. Disorderly, Lewd, or Indecent Conduct refers to behavior that a reasonable person believes to be offensive, degrading, or insulting.
- C. Harassment refers to conduct less than a physical assault which includes, but is not limited to:
 - a. Posting of threatening letters or notes directed towards another person
 - b. Harassing or threatening phone calls
 - c. Vandalism of a person's property by graffiti or any other means
- D. Racial Harassment refers to behavior, verbal or physical, that denounces or

victimizes any person on the basis of race or color. The determination as to whether or not a behavior or conduct is deemed as harassment will be dealt with on a case-by-case basis with consideration given to the totality of the circumstances. Individual rights, freedom of speech, and academic freedom are protected for all persons. Such behavior includes but is not limited to:

- a. Stated or implied threat to another person's academic or employment status or personal safety
 - b. Interference with another person's academic, work, or living environment
 - c. Seeking gain, advancement, or consideration in response to the threat of a false accusation of harassment
- E. 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 either explicitly or implicitly a term or condition of employment or of a student's status in a course, program, or activity
 2. Submission to or rejection of such conduct is used as the basis for decisions affecting the individual
 3. Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance, or educational experience or creating an intimidating, hostile, or offensive environment for work, learning, or living. Examples of sexual harassment include, but are not limited to:
 - a. Pressure, subtle or overt, for sexual favor accompanied by implied or overt threats concerning one's job, grades, or letters of recommendation
 - b. Inappropriate display of sexually suggestive objects, pictures, or computer images
 - c. Direct propositions of a sexual nature
 4. A pattern of conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed. This may include, but is not limited to:
 - a. Unnecessary touching, pinching, patting, or the constant brushing against another's body
 - b. Use of sexually abusive language including remarks about a person's clothing, body, bodily movement, or sexual activities
 - c. Unwanted and unwelcome teasing and joking of a sexual nature deemed as harassment will be dealt with on a case-by-case basis with consideration given to the totality of the circumstances.
- F. Discrimination refers to intentional public discrimination against a person on the basis of race, color, religion, sex, sexual orientation, political persuasion, national origin, ancestry, age, handicap, or veteran's status.

Theft, Misuse, Destruction, and Trespass Related

I. Code I Offenses

- A. Negligent Destruction of Property refers to the intentional or reckless, but not accidental, damage, destruction, defacement, or tampering with college property or the property of any person while on college premises or during any college-related function.
- B. Theft refers to the theft of property or services of the college or members of the Hocking College community.
- C. Possession of Stolen Property refers to possessing property reasonably suspected to be stolen that may be identified as property of the college or a member of the Hocking College community.
- D. Forcible Entry to Trespass refers to forcible or unauthorized entry into any building, structure, or facility.
- E. Misuse or Abuse of Computers and Communication Equipment refers to misuse or abuse of any computing, resources including: computer system, service, program, data, or communication network, software and host files. (See Computer and Network Usage Policy)
- F. Misuse of Safety/Security Equipment refers to unauthorized use or alteration of fire fighting equipment, safety devices, smoke alarm detectors, security cameras, or other emergency safety/security equipment.
- G. Repeated Occurrences of Financial Irresponsibility refers to students who repeatedly fail to meet financial responsibility to the College, including but not limited to the writing of checks on accounts with insufficient funds, and failure to meet financial obligations due to the College.
- H. Arson refers to intentionally engaging in the open burning of any material or substance on any part of the College property without privilege or expressed authorization, such as part of an instructional class or session.

II. Code II Offenses

- A. Unauthorized Use of Property or Service refers to the unauthorized use or possession of property or services of the college or members of the Hocking College community.
- B. Unauthorized Use of College Keys refers to the unauthorized use, distribution, duplication, or possession of any key issued for any college owned or controlled building, laboratory, facility, or room.
- C. Misuse of Identification refers to forging, transferring, lending, borrowing, altering, or otherwise misusing college identification cards, other college identification, or any other college document or record.

College Policy, Criminal Law, and Judicial Process Related

I. Code I Offenses

- A. Insubordination
- B. Dishonesty includes but is not limited to:
 - 1. Furnishing false information to the college by forgery, alteration, or misuse of, among other things, college documents or records
 - 2. Furnishing to the college a written or verbal false statement
 - 3. Furnishing false identification to a college official
- B. Violation of Probation refers to the violation of the Student Code of Conduct while on probation, or violation of the terms of probation.
- C. Impeding refers to the obstruction of the free flow of pedestrian or vehicular traffic on college premises or a college sponsored function.
- D. Civil Disturbance refers to any conduct that involves disturbing the peace. Disturbing the peace can include, but is not limited to:
 - 1. Disorderly conduct
 - 2. Failure to comply with the directives of Campus Safety or other college officials
 - 3. Failure to comply with an order of dispersal
 - 4. Other such conduct, which can reasonably be construed to involve disturbing the peace and good order of the college community.
- E. False Reporting of an Emergency refers to causing, making, or circulating a false report or warning of a bomb, fire (including activation of the fire alarm), explosion, crime, or other emergency.
- F. Conduct in Violation of Federal, State, or Local Laws refers to conduct, which could be perceived as a violation of federal, state, or local laws.
- G. Abuse of the Judicial System includes, but is not limited to:
 - 1. Failure to obey the summons of a judicial body or college official
 - 2. Falsification, distortion, or misrepresentation of information before a judicial body
 - 3. Disruption or interference with the orderly conduct of a judicial proceeding
 - 5. Attempting to discourage an individual's proper participation in or use of the judicial system
 - 6. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding
 - 7. Verbal or physical harassment and/or intimidation of a member of the judicial body prior to and/or during the course of the judicial proceeding
 - 8. Harassment (verbal or physical) and/or intimidation of a student member of a Conduct Board prior to, during, and/or after a student conduct code proceeding.
 - 9. Failure to comply with the sanctions imposed under the Student Code
 - 10. Influencing or attempting to influence another person to commit an

abuse of the judicial system

- H. Aiding or Abetting refers to helping, procuring, or encouraging another person to engage in the violation of a Code I offense.
- I. Joint Responsibility refers to everyone present when and where one or more policy violations is/are occurring, who choose to remain there.
- J. Disruption/Obstruction refers to the disruption or obstruction of activities related to supporting a safe and orderly campus.
- K. Repeated Violation of Residence Hall Policies refers to members of or visiting members of the Residence Life Community who repeatedly fail to abide by the rules and regulations set forth by the Residence Life Policy Handbook.

II. Code II Offenses

- A. Disturbing the Peace refers to disturbing the good order of the college by, among other things, fighting, quarreling, or being intoxicated.
- B. Failure to Comply or Identify refers to failure to comply with reasonable directions or identify oneself to college officials, campus safety officer, or other law enforcement officers acting in the performance of their duties. Reasonableness will be determined by the person or board hearing the case.
- C. Students are required to engage in responsible social conduct that reflects credit upon the Hocking College community and to model good citizenship in any community.
- D. Violation of Residence Hall Policy refers to members of or visiting members of the Residence Life Community who fail to abide by the rules and regulations set forth by the Residence Life Policy Handbook.

Sanctions

(Please note: Sanctions for drug and alcohol violation offenses may vary from those listed below. See Hocking College's Drug and Alcohol Policy for more specific sanctions).

A student admitted by Hocking College accepts responsibility to conform to Hocking College rules and regulations. Failure to meet this obligation, as determined by the campus judicial process, will justify the levying of appropriate disciplinary sanction. It is the responsibility of students to become familiar with all institutional rules and regulations that govern student conduct.

Sanctions imposed for misconduct will be based on a consideration of the following factors:

- Nature and number of violations
- Severity of the damage, injury, or harm resulting from the incident
- Student's past disciplinary record

Students who are suspended or expelled are subject to the refund policies stated in the

Residence Hall Handbook and/or Student Guide. Students should also review their financial aid and scholarship information to determine the impact suspension or expulsion may have on those funds.

One or more of the sanctions listed below may be imposed for violation of Code I and/or II offenses:

- A. Probation: A written reprimand for violation of specified regulations. Probation is for the remainder of the student's academic career at Hocking College, and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any institutional regulations during the probationary period.
- B. Loss of Privileges: Denial of specified privileges for a designated period of time.
- C. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- D. Statement of Concern: The Director of SRR&JA, the Director of Residence Life and Housing, or other authorized college official may issue statements of concern, without a hearing, to a student for a minor incident which hinders the effective management of a department unit, class, or residence hall. Such statements become part of the student's official disciplinary file. This sanction is subject to review by the Campus Judiciaries Board and may result in college disciplinary action.
- E. Discretionary/Educational Sanction: Restriction of access to campus facilities, work assignments, service to the college, or other discretionary assignments may be sanctioned.
- F. Residence Hall Suspension: A student may be separated from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
- G. Residence Hall Expulsion: The student may be permanently separated from the residence halls.
- H. College Suspension: A student may be separated from the college for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified. The Director of SSR&JA will determine the dates of the suspension, based on the recommendation of the hearing board. Students who have been suspended must petition for re-enrollment through the Director of SSR&JA. Suspension is noted on the student's permanent record with the college. Any student who has been suspended is not permitted to trespass on any college property, including use of college-owned facilities and equipment, during the period of suspension. This "no trespass" order will be re-evaluated if and when the student's suspension has been lifted.
- I. College Expulsion: A student may be permanently separated from the college. Expulsion prohibits the student from ever attending Hocking College and from being present without permission on college premises.
- J. Expulsion is noted on the student's permanent record with the college. Any student who has been expelled is permanently restricted from trespassing on

college property, including the use of college-owned facilities and equipment.

Administrative Interim Suspension

When the actions of a student threaten the good order and discipline of the college, college administrators, in consultation with the President and/or Office of the Provost may suspend the student on an interim basis, pursuant to Section 3345.24(B) of the Ohio Revised Code, pending a prompt hearing by a hearing board. The administrator alleging the inappropriate conduct will also determine whether the interimsly suspended student may or may not remain on college property pending the completion of the hearing process.

If a decision is made to interimsly suspend a student, the administrator managing the situation immediately notifies the student of the interim suspension and an upcoming procedural interview. The judicial process shall occur expeditiously in accordance with the Hocking College Student Code of Conduct.

If the final decision is to suspend or expel the student, the sanction takes effect from the date of the administrative interim suspension. If the decision is a reprimand or disciplinary probation, or if the charges are not proven, for purposes of the record, the interim suspension will be deemed not to have occurred. The student has the right to appeal the final decision in accordance with the established appeal process.

Statement on Emotional Stability Relating to Conduct

A student who has violated the Student Code of Conduct and is regarded as evidencing psychological instability that interferes with his or her normal functioning may be recommended by the Director of SRR&JA (or designee) for an evaluation by an outside mental health professional. Recommendation for such evaluation will be made to assist in determining sanction. If the student accepts the recommendation, he or she will be informed that an oral report can be made by the outside mental health professional to the Director of SRR&JA (or designee) only if a release of information is authorized. If the student refuses the recommendation, the hearing process will continue as if no recommendation were made. When a student's emotional instability, as evaluated by the psychologist, is considered an important contributing factor to the act(s) leading to a suspension, a medical hold, independent of the suspension, will be placed on the student's academic record. The medical hold will be released if the Director of SRR&JA (or designee) receives documentation from a mental health professional that the emotional instability has been sufficiently resolved.

Suspension of Students with Uncontrolled Medical Disorders

Suspensions with regard to an uncontrolled medical disorder are not judicial in nature. A student at Hocking College will be subject to involuntary suspension from the institution

or a residence hall if they are suffering from a medical disorder and, as a result of such, the student:

- Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others;
- Engages, or threatens to engage, in behavior that would cause significant property damage, or directly and substantially impedes the lawful activities of others.

As this type of suspension is *not* related to the Hocking College Judicial process, in cases of an uncontrolled medical disorder that requires review, the student incident review team (H-BIT) convene. This team may request consultation from other related and knowledgeable staff and/or associated persons. Special consideration should be given to student rights to privacy. The Dean of Student Affairs chairs this process.

As this type of suspension may require particular consideration for students with a documented disability, such instances are managed by Hocking College 504 Coordinator and processed on a case-by-case basis.

Consultation may occur with individuals knowledgeable about the College's obligations under federal disability civil rights laws and direct threat standards. If applicable, requests for readmission reviews of students with a disability who have been suspended based on an uncontrolled medical disorder, will involve the 504 Coordinator.

Students will receive notice of an expedited suspension hearing in the event of uncontrolled medical disorders. Hearings of this nature can be expected to occur within 48 business hours of the incident of concern.

Global Studies: Class Disruption/ Temporary Class Suspension/Program Termination/ Emergency Suspension/ Suspension of student with Uncontrolled Medical Disorders

In cases where a student is enrolled in a Hocking College Global Studies course(s), situations may rise to a level at which it becomes necessary for the instructor or course facilitator to respond to a Class Disruption, enact a Temporary Class Suspension, Program Termination, Emergency Suspension, or Suspension of Students with Uncontrolled Medical Disorders. Doing so can be additionally complicated when located in another country without the variety of campus resources that would typically be available for students and staff.

In the event of behaviors warranting consideration of any of the above college actions, the Global Studies instructor(s) or course facilitator(s) will be in immediate contact with the Hocking College Police Department (by fax, email or telephone). The Director of Campus Safety will consult with the Dean of Student Affairs to determine the best course of action.

Temporary and Extended Class Suspension

As a natural progression of a class disruption, though not always, a student engaging in disruptive behavior that is detrimental to the mission of the college, including, but not limited to, the instructional process, the learning experience, the rights of other students, and/or behavior that seriously jeopardizes the college's relationship with affiliating agencies may result in temporary class suspension. A member of the staff may make this determination for one class period (the day of the occurrence).

The instructor's immediate supervisor must concur within 24 hours for extended removal from class. Extended class removal (beyond 24 hours), is at the determination of the Academic Administrator.

Students must receive written notification of both the temporary and extended class removal and will be provided the opportunity to be heard by the academic administrator before the decision.

Program Termination of a Student

An Academic Dean may terminate a student from a program of study at Hocking College in cases where:

- There are limited instructional spaces and by substantial or repeated academic failure a student has demonstrated an inability to succeed in the technology of study.
- A student's actions constitute a safety risk (to self or others) in the technology of study.
- Substantial and repeated violations of a technology's standards as specified in the Technology Handbook and Course Outlines.
- Students in technical programs sanctioned by an outside accrediting entity (examples include, but are not limited to: Ohio Board of Nursing, Ohio Peace Officer Training Council, National Parks Service), upon written notification to terminate from said agency, may be terminated from the sanctioned portion of their curriculum.

Program termination can occur after temporary class suspension. Program termination is defined as removal from a selective course of study. Program termination restricts a student from registering for courses specific to the program of study only. Program termination does not impose limitations on study in other programs at Hocking College. Program termination is distinct and separate from dismissal from the Academic School or institution.

Unless it is warranted, a student will remain in class throughout program termination

deliberations, until which time that a final decision is made. At any stage in the process, students may request advocacy assistance.

Students may appeal program termination decisions through the college appeal process by contacting the Dean of Student Affairs.



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: _____

Policy Revised: _____

Policy Title: 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.



Policy Category: College Policies

Policy Number: _____

Board Resolution: 1992-01; 2006-03; 2007-08

Policy Issued: _____

Policy Revised: December 20, 2010

Policy Title: 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



Policy Category: College Policies

Policy Number: _____

Board Resolution: _____

Policy Issued: 11/3/11

Policy Revised: _____

Policy Title: Use of Mobile Devices

In accordance with the Americans with Disabilities Amendments Act and subsequent regulations, it is the policy of Hocking College that mobility devices used by individuals with disabilities are generally permitted in all facilities and programs, as described below.

Definitions:

"Wheelchair" is defined as "a manually-operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor or of both indoor and outdoor locomotion." This definition includes mobility scooters.

A "mobility disability" includes a wide range of disabilities, including circulatory and respiratory disabilities that make walking difficult or impossible.

An "Other Power-Driven Mobility Device (OPDMD)" is defined as any mobility device powered by batteries, fuel, or other engines - whether or not designed primarily for use by individuals with mobility disabilities - that is used by individuals with mobility disabilities for the purpose of locomotion. Included in the OPDMD category are: golf carts, electronic personal assistance mobility devices (e.g. Segway® PT) and any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair.

Use of Wheelchairs and OPDMDs

Hocking College will make reasonable modifications to permit individuals with mobility disabilities to use OPDMDs as long as operation of the mobility device is in accordance with legitimate safety requirements, including operation at a safe speed limit, and care in observation of pedestrians. Hocking College prohibits the use of fuel driven engines inside our buildings, as fumes have been deemed a direct threat to others. Hocking College is not responsible for the storage of these devices.

As needed and on an individual basis, NCC will determine additional appropriate use of OPDMD's based upon assessment factors that include the type, size, weight, dimensions, and speed of the device, the facility's volume of pedestrian traffic (which may vary at different times of the day, week, month, or year), the location of a program, service or activity and whether the use of the OPDMD creates a substantial risk of serious harm to the immediate environment or natural or cultural resources.



Policy Category: College Policies

Policy Number: _____

Board Resolution: 5/26/2009

Policy Issued: _____

Policy Revised: 12/03/2010

Policy Title: Workplace, Sexual Harassment and Civility Policy / Faculty and Staff Relationships with and Sexual Harassment of Students

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, spouses, etc.) 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 will not be tolerated. If an employee believes that a remark or certain words are offensive, please refrain from using them. Any employee who finds himself/herself a victim of profanity or offensive/inappropriate should contact their immediate supervisor or a member of the Human Resource 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, cartoons, etc.) physical conduct (unwanted physical contact, coerced sexual intercourse, rape, attempted rape, assault, etc.)

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 With and Sexual Harassment of Students

I. Introduction

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 necessarily 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.

II. Definitions

A. **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.

- B. **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.
- C. **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.
- D. **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.
- E. **Staff Member** – is an employee of the college who is not a faculty member.

III. **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 out 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.

IV. **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 Dean of Student Affairs, 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, 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 discipline 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.

V. **Academic Freedom**

Nothing in this policy is intended to limit or diminish faculty members' pursuit of legitimate academic instructional goals. If the conduct that is the basis for a complaint under this policy occurred in the course of instruction, the investigation of the complaint will take into account any appropriate, reasonable and accepted pedagogical goals of the faculty members.

Approved by the Hocking College Board of Trustees at their regular Board meeting May 26, 2009.

Cross References: Equal Employment Opportunity and Non-Discrimination