

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

(A) Accidents and injuries on the job.

- (1) Any work related injury or illness, no matter how minor, must be reported to the employee's supervisor, as soon as possible. The supervisor will, after attending to the injury, make a report of the incident and submit it to the office of environmental health and occupational safety. An investigation of the accident may be conducted by the director, environmental health and occupational safety.
- (2) Each university staff employee is protected by the provisions of the worker's compensation law of Ohio which covers expenses for medical care as well as certain compensation benefits in lieu of salary loss. For work related illnesses and injuries, medical care costs are not covered by the university group health plan.

(B) Appointing authority.

"Appointing authority" means the officer having the power of appointment to, removal from, audit, reduction or suspension of positions or employees in any office, department, or unit within the institution.

(C) Audits/position classification.

- (1) A classified employee or an employee's supervisor may request a review of the employee's position from the university appointing authority. Upon receipt of a signed, written request for a position audit the appointing authority will forward a position description/audit questionnaire. The completed questionnaire, reviewed and signed by the appropriate administrative unit head, dean/director, and vice president, should be forwarded to the appointing authority for review. An audit may result in a higher, lower, lateral or reclassification. An employee who is not satisfied with the results of the audit may request a review of the original determination. This review must be requested in writing to the appointing authority, who may request additional information and/or perform desk audit. After review and final determination by the appointing authority, a classified employee may within thirty days of such final notification, appeal the audit results to the state personnel board of review.
- (2) Requests for audits of a position, from either the incumbent or the appointing authority, may not be requested more than once a year. A classified employee may request only one position audit per year unless the employee provides, at

Although rest periods are not officially provided for under state civil service laws, departments may allow two fifteen-minute breaks during an eight hour day. The first break is generally taken midmorning; the second is taken mid-afternoon. Supervisors will determine whether such breaks would hinder efficient departmental operation at

a reoccurrence of the offense.

- (b) A written warning is more serious than a verbal warning and may become a permanent part of the employee's official record. A written warning is issued if the required corrective behavior from a previous verbal warning(s) is not exhibited within the specified time limits, or the offense is of a serious nature. A copy of the written warning is given to the employee and the original is forwarded to personnel services to be placed in the employee's official file. When a written warning is issued, the supervisor should take immediate constructive steps to help the employee avoid a reoccurrence of the offense.
 - (c) Continued unsatisfactory performance or the commission of a serious offense may serve as the basis for more severe disciplinary actions beyond a verbal or written warning. A suspension without pay carries from one day to several weeks or months. A suspension is designed to give an employee some time to think over the seriousness of the offense and hoped that the employee will make a commitment to better behavior performance in the future.
 - (d) A reduction in pay and position may be on a permanent or temporary basis. Demotions are for situations in which an employee has been promoted and cannot handle the job or is no longer able to perform the regular duties in a competent manner. A removal is the most serious penalty that can be imposed and should be used with care in the event that a previous progressive discipline has not achieved the corrective behavior when a serious offense has been committed.
- (3) A staff member may be disciplined, suspended, discharged, or reduced in pay or position for the following types of unsatisfactory conduct: incompetence, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, failure of good behavior, or any acts of misfeasance, malfeasance, or nonfeasance.

(F) Employee records.

- (1) Necessary job-related and personal information about each staff employee will be retained in an official personnel file maintained by and in human resources. The contents of each file will include: basic identifying information (name, address, and job title), completed employment application or other hiring-related documents, notices of pay changes, information on benefit coverage, performance evaluations and information on other employment-related actions (promotions, training, disciplinary, etc.), and other job-related information deemed essential by the university. Essential records of current and former employees will be retained as necessary.
- (2) Access to personnel files will be provided only in the presence of a university official, and at a mutually convenient time and place. Staff employees who question the accuracy or completeness of information in their file should discuss such concerns with their supervisor and the appointing

(b) Step two.

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

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

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

(c) Step three.

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

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

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

(I) Identification card.

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

(J) Orientation program: new staff employees.

In order to familiarize each new full-time staff employee with university privileges and benefits and the campus, an orientation program is presented by the administration. New employees will be notified in writing, requesting attendance at orientation after their appointment date.

(K) Performance appraisal.

- (1) The university expects all supervisors to evaluate employees at least once annually on the basis of job performance. This performance appraisal should accomplish:

- (a) An enhanced supervisor-employee rapport and relationship through communication,
 - (b) Clarification and mutual understanding relative to performance and productivity expectations, goals, and measurement criteria, and
 - (c) Identification and documentation of the employee's performance strengths and/or deficiencies in a variety of categories thereby providing the basis for current and future personnel decisions, including but not limited to salary increases for unclassified staff.
- (2) In the event of a layoff, performance evaluations will determine efficiency points, which are a part of total retention points.
- (L) Personal changes.
- (1) Since complete and up-to-date employee records are essential, it is required that each employee report any of the following changes to personnel services:
- (a) Name
 - (b) Address

(R) Reduction of fees.

Staff employees and members of their families have been granted special educational privileges by the board of trustees, where eligibility accrues from employment as of the first day of the semester as summarized below:

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

- (ii) Any part-time university staff member shall be permitted to take one credit course or three credit hours, whichever is greater, during a summer session. The aggregate of courses for which a fee reduction will be received, during the sessions in the summer semester, will not exceed two credit courses, free of all charges, excluding late fees, excluding instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.
- (iii) Fee reductions must be used in the semester or summer session earned or the semester or summer sessions immediately following; except spring semester reductions may be used during the following fall semester. Only one reduction may be used during a semester or summer session and unused reductions or portions of these reductions are not cumulative. Qualifying part-time staff who will not make use of the fee reduction for themselves shall be permitted to transfer only the instructional fee reduction or a one course or three credit hours, whichever is greater for an academic term to a qualifying spouse, or dependent child, under the conditions specified in paragraph (R)(2)(e) of this rule. Part-time staff are eligible for reduction of fees for non-credit courses pursuant to paragraph (R)(3)(c) of this rule, but are not eligible to transfer that benefit.

(c) Non-credit courses.

- (i) Any part-time university staff member shall be permitted to take one non-credit course per semester (i.e., combined summer, fall, spring), which shall not affect his or her eligibility for credit fee remission enrollment.
- (ii) Some courses are not available to students using non-credit course fee reduction (AutoCAD, "Microsoft NT," polymer science courses, etc.). A list of such courses will be maintained by the division of UA solutions.
- (iii) All individuals using fee reduction for non-credit courses will be placed on a waiting list in the division of UA solutions (with a university of Akron designation assigned) on a first-come basis, until a class meets minimum paying enrollment. These individuals will pay such costs as materials, supplies, lab fees, etc.

(4) General provisions.

- (a) No reductions of residence hall room and board fees shall be granted to any person except members of the resident advisory staff.
- (b) The requirements of residence in Ohio for one year before the first day of any term or semester to be eligible for reduction of nonresident tuition charges shall be waived for employees who are entitled to fee reductions.
- (c) Eligibility for fee reductions for employees or relatives is determined by employment status on the first day of the course.

- (d) An individual may receive fee reductions under only one eligibility category (e.g., full-time university faculty, part-time faculty, full-time staff, spouse or dependent) during any one academic period.
- (e) Full-time employees with in-month appointments are eligible for fee reductions during the summer if reappointed the following academic year.
- (5) Fee reductions may be taxable income to the full-time staff employee.
- (6) Employees wishing to take advantage of educational opportunities available at the university and their fee reduction benefits are encouraged to go schedule classes outside the normal work day. However, with approval from the department head prior to each semester enrolled, work hours may be rescheduled to accommodate class attendance.
- (7) Time spent away from work attending classes must be made up the same day the class is scheduled. This may be done by extending the work day using the lunch period, taking leave without pay or vacation leave, or a combination of the preceding. Class attendance during the normal work day is limited to one class.

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excluding late fees and including instructional and general fees, graduate level, laboratory, or other fees associated with these courses. Unused portions of these reductions are not cumulative.

(ii) Non-credit courses.

- (a) Any full-time university staff member shall be permitted to take two non-credit courses per semester (combined summer, fall, spring), which shall not affect his or her eligibility for credit fee remission enrollment.
- (b) Some courses are not available for students using non-credit course fee reduction (AutoCAD, "Microsoft NT," polymer science courses, etc.). A list of such courses will be maintained by the division of UA solutions.
- (c) All individuals using fee reduction for non-credit courses will be placed on a waiting list in the division of continuing education (with a university of Akron designation assigned) on a first-come, first-served basis, until class meets minimum program enrollment. These individuals will pay such costs as materials, supplies, lab fees, etc.

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

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

(ii) Credit courses.

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

(iii) Non-credit courses.

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

non-credit course per semester (i.e., combined summer, fall, spring), which shall not affect his or her eligibility for credit fee remission enrollment.

- (b) Some courses are not available for students using non-credit course fee reduction (AutoCAD, "Microsoft NT," polymer science courses, etc.). A list of such courses will be maintained by the division of UA solutions.
- (c) All individuals using fee reduction for non-credit courses will be placed on a waiting list in the division of UA solutions (with a university of Akron designation assigned) on a first-come basis, until class meets minimum paying enrollment. These individuals will pay such costs as materials, supplies, lab fees, etc.

(c) General provisions.

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

(S) Responsibilities.

- (1) It is the university's responsibility to manage its operations and facilities, and direct

its personnel. This responsibility includes determining when and the manner in which work is to be performed, assigning such work to employees and establishing the number and size of work units. It also includes the right to transfer, alter, revise and/or eliminate any or all methods, processes, materials, work schedules and services in accordance with the needs of the university, as determined by the university. With regard to hiring, suspension, discharge, removal, transfer and layoff, the aforementioned rights shall be in accordance with the applicable provisions of the Ohio Revised Code, as amended, and/or institutional policies as applicable. The right to manage includes the authority to establish policies and procedures governing and affecting the operation of the university.

- (2) It is the employee's responsibility to provide service to students, colleagues within the university, and the public in the most courteous, expedient and efficient manner possible.

(T) Solicitation of funds.

The solicitation of funds by individuals or groups is not permitted without the approval of the president of the university. This includes advertising the sale of tickets on campus for non-university affairs, etc. The endorsement of products by an employee is not considered appropriate whenever the employee's connection with the university is either obvious or implicit. The solicitation of advertising for any publication bearing the university's name must be approved by the president or other authorized representative.

(b) Prior service or sick leave credit transferred to the university will not affect the "School Employees Retirement System" service credit records.

(V) Uniforms.

The university provides uniforms for certain employees who are required to wear attire other than personal clothing in the normal course of their duties. All employees will be required to wear uniforms provided.

(W) Voting time.

University staff members are encouraged to participate in local and national elections. However, employees are encouraged to vote before or after regularly scheduled work hours or during lunch breaks.

(X) Work schedules.

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

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

Effective: ~~12/22/2016~~ [10/14/2023](#)

Certification:

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Secretary
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