

# Southern State Community College Policy and Information Manual

2011-12

Approved by the Board of Trustees on 7/13/11



# Policy and Information Manual

The Southern State Community College Policy and Information Manual, contains general policies and procedures that apply to our conduct and behavior as members of the College community. It contains information regarding the governance, services, functions, employees, students, and facilities of Southern State Community College.

The Policy and Information Manual may be consulted at the College's web-site ([www.sccc.edu](http://www.sccc.edu)). Copies are available from the Department of Human Resources.

All employees should become familiar with the *Policy and Information Manual*, the *Southern State Community College Catalog*, and the College's web-site, [www.sccc.edu](http://www.sccc.edu), because all contain policies that may be applicable to them.

**Nothing in this *Manual* should be construed to supplant the special jurisdictions and its procedures set forth in the Ohio Revised Code, Ohio Administrative Code, federal and state laws. In addition, the policies and procedures contained in this *Manual* constitute management policies and guidelines only and are no way to be interpreted as a contract or understanding between Southern State Community College and any of its' employees. Southern State Community College reserves the right to modify or delete any of these policies.**

Announcements of changes will be made through standard communication channels; however, advance notice may not always be possible. Updates will be available to each employee.

Southern State Community College is committed to providing equal opportunity and an educational and work environment free from discrimination on the basis of sex, race, color, religion, national origin, disability, age, sexual orientation, gender identity, pregnancy, military status, and/or veteran status.

Southern State Community College shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations. The College is dedicated to ensuring access and equal opportunity in its educational programs, related activities, and employment. Retaliation against an individual who has raised claims of illegal discrimination or cooperated with an investigation of such claims is prohibited. Students and employees should bring questions or concerns to the attention of the Office of Human Resources, 100 Hobart Drive, Hillsboro, Ohio 45133 (937) 393-3431, ext. 2550.

Individuals, who have questions or wish to have further information about any guideline in this *Manual*, should contact the Department of Human Resources.

The information in this *Manual* supersedes all previous information contained in handbooks, manuals, letters, memorandums, and understandings.

## **PROCEDURES FOR COLLEGE POLICY DEVELOPMENT**

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Policies can be found in the Southern State Community College *Policy and Information Manual*, the Student Handbook, the *Southern State Community College Catalog*, and the web-site at [www.sccc.edu](http://www.sccc.edu).

A College policy is a rule that has College-wide applicability. A policy may include governing principles, it may either mandate or constrain action, it may ensure compliance with law, or it may mitigate the College's risk. A proposed policy must be approved by the President and, in some instances, the Board of Trustees before it becomes official. The President may delegate the responsibility for procedure development to any appropriate body or individual. Procedures are subject to the approval of the President.

Many departmental or divisional policies and procedures, although useful and important, do not meet the criteria above and, therefore, are not considered College policies.

Departments are authorized, with the authorization of the appropriate dean or vice president to adopt appropriate policies and procedures for the discharge of responsibilities and governance of the unit. All departmental and divisional policies and procedures that define or elaborate College policies and procedures must be consistent with College policies and procedures. To the extent that any departmental policy or procedure conflicts with any College policy or procedure, then the College policy or procedure prevails.

The policies found in the *Policy and Information Manual* apply to all Southern State Community College employees, subject to rights and obligations specified in the current collective agreement.

**The requirement to comply with the policies, procedures, and standards found in the *Policy and Information Manual* is a condition of employment.**

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# Section 1: MISSION AND DISTINCTIVE FEATURES

## 1.1 THE PURPOSE OF THE COLLEGE

Southern State Community College was established to meet the longstanding needs for educational services of a two-year general and technical college in the region of southwest Ohio encompassing Adams, Brown, Clinton, Fayette, and Highland counties. Besides serving the five-county area, the College accepts students from throughout Ohio and nationwide. The County Commissioners of Adams, Brown, Clinton, Fayette, and Highland counties unanimously approved by resolution a joint proposal for the creation of a state general and technical college within the territory of these counties, pursuant to Section 3358.02 (B) (3) the Ohio Revised Code on March 12, 1974. On April 2, 1975, the University of Cincinnati, Board of Trustees indicated its general support of a state general and technical college serving the five-county areas and encompassing the University's Tri-County Academic Center at Macon. Pursuant to these actions and Section 3358.02 (B) (3) of the Ohio Revised Code, the Ohio Board Regents created Southern State General and Technical College on April 19, 1974.

In November 1977, the name of the College was officially changed to Southern State Community College. Southern State Community College is a political subdivision as defined by Section 3358.01 (A) of the Ohio Revised Code. A nine-member Board of Trustees was appointed by the Governor of Ohio on May 21, 1974, pursuant to Section 3358.04 of the Ohio Revised Code. The Board of Trustees was duly organized in accordance with Section 3358.04 of the Ohio Revised Code.

## 1.2 MISSION, VISION AND STRATEGIC PRIORITIES OF THE COLLEGE

Southern State Community College is committed to its mission to provide accessible, affordable, and high quality education to people in southern Ohio. The College's strategic vision represents a unifying guide toward fulfilling this mission. Collaboratively, a vision to **Be Your First-Choice College** has been cast. To do this, the College will...

- Be your best investment
- Create synergy through partnerships and collaboration
- Be a driving force in innovation and technology
- Advance student success
- Be the best place to work
- Be a dynamic and flexible organization

The complete Strategic Plan and supporting documentation can be reviewed on the College's website.

## **1.3 ACCREDITATION**

The College is accredited by The Higher Learning Commission and is a member of the North Central Association. It is also a member of the Ohio Association of Colleges. The programs of study at Southern State Community College are approved by the Ohio Board of Regents.

## **1.4 STATEMENT ASSERTING RESPECT FOR HUMAN DIVERSITY**

Southern State Community College is a community dedicated to intellectual engagement. Our campuses consist of students, faculty, and staff from a variety of backgrounds and cultures. By living, working, studying, and teaching, we bring our unique viewpoints and life experiences together for the benefit of all. This inclusive learning environment, based upon an atmosphere of mutual respect and positive engagement, invites all campus citizens to explore how they view knowledge, how they think about themselves, and how they see themselves in relation to others. Our intellectual and social development and daily educational interactions, whether co-curricular or classroom related, are greatly enriched by our acceptance of one another as members of the community.

Through valuing our own diversity and the diversity of others, we seek to learn from one another, foster a sense of shared experience, and commit to making the College the intellectual home for us all. We recognize that we must uphold and abide by the College's policies and procedures protecting individual rights.

Any actions disregarding these policies and procedures, particularly those resulting in discrimination, harassment, or bigoted acts, will be challenged swiftly and collectively. All who work, study, and teach at Southern State Community College must be committed to these principles of mutual respect and positive engagement that are an integral part of our focus, goals, and mission.

# **Section 2: GOVERNANCE**

## **2.1 BOARD OF TRUSTEES**

Southern State Community College is a state-assisted community college that is part of the state system under the Ohio Board of Regents. The Board of Trustees which governs the institution is comprised of nine members who serve six-year terms. Board members are selected by the Governor of Ohio and are representative of the five counties which Southern State Community College services.

The Board of Trustees is the policy-making body for the College, having final approval on plans and internal policy decisions made by the President, administrative officers, and faculty in implementing its general policies. In addition, they provide direction and leadership that allow the College to focus on fulfilling the mission of providing accessible, affordable, and high quality education.

## 2.2 INSTITUTIONAL ORGANIZATIONAL CHART

Please refer to the College's Web site for the most up to date organizational charts.

# Section 3: GENERAL EMPLOYMENT GUIDELINES AND DEFINITIONS

### A. GENERAL EMPLOYMENT GUIDELINES

The policies and procedures detailed in this manual apply to all employees on the Southern State Community College payroll, regardless of the ultimate source of funding. Thus, individuals engaged to work on grants, public service projects, support services, as well as departmental instruction and institutional administration are covered by these provisions, except when specifically noted otherwise.

### B. DEFINITIONS

#### **Full-time Employee**

The designation, "full-time, staff employee," shall apply to any person employed for the full work week of forty (40) hours, including the designations of administrative and staff.

#### **Part-time Employee**

The designation of "part-time employee" shall include any individual not employed to work more than the forty (40) hours per week and not covered under the definition of "faculty." The designation includes, but is not limited to, special funded/special project positions, student workers, and contingent faculty.

**"Contingent faculty"** (or adjunct faculty) is defined as any individual employed to instruct or teach but is not covered under the Southern State Education Association (SSEA) agreement.

#### **Faculty**

The designation "faculty" refers to all members of the bargaining unit, including those with the title of Librarian or Counselor, and those full-time persons who teach nine (9) contact hours per week, credit, and /or non-credit continuing education course, those full-time persons funded through grant monies who teach nine (9) contact hours per week or more in

courses that lead to a degree, and those individuals holding faculty contracts with the College.

### **Retiree**

A “retiree” is a person who meets either of the following definitions:

- An employee who applies for a pension benefit from an Ohio Public Employees Retirement System (e.g., State Teachers Retirement System [STRS], Public Employees Retirement System [PERS] or e.g., Alternative Retirement Plan [ARP]) and whose application for that pension benefit has been approved; or
- An employee who applies for a disability retirement benefit from an Ohio public retirement system or whose application for that benefit has been approved.

Note: Individuals receiving a disability retirement benefit from an Ohio Public Retirement System are deemed to be on a statutory leave of absence during the first five [5] years following the effective date of a disability retirement.

## **3.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

Southern State Community College provides equal employment opportunities to all employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Southern State Community College complies with applicable state and local laws governing non-discrimination in employment in every location in which the College has facilities. Discrimination against any individual for any of the above reasons is specifically prohibited, except where sex, age, or non-disability is a bona fide occupational qualification.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, and transfer, compensation, and training.

Southern State Community College expressly prohibits any form of unlawful harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Human Resources Department.

Improper interference with the ability of Southern State Community College employees to perform their expected job duties is absolutely not tolerated. Any violation of this policy will result in disciplinary action up to and including termination.

## **3.2 AMERICANS WITH DISABILITIES ACT**

Southern State Community College is committed to complying with all applicable provisions of the Americans With Disabilities Act (ADA) and the ADA Amendments Act of 2008 (ADAAA). It is the College's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job.

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

A disabled employee or potential employee, who requests reasonable accommodation, shall identify the specific job requirement that he or she believes should be modified through reasonable accommodation.

Consistent with this policy of nondiscrimination, the College will provide reasonable accommodations to a qualified individual with a disability, as defined by the law, who has made the College aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the College.

Individuals with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. Southern State Community College encourages individuals with disabilities to come forward and request reasonable accommodation.

Questions or complaints should be directed to the Director of Human Resources at Southern State Community College.

## **3.3 RELIGIOUS ACCOMMODATION**

In accordance with Title VII of the Civil Rights Act of 1964, Southern State Community College will reasonably accommodate the religious beliefs, observances, and practices of its employees, e.g., accommodate a religious belief, observance, or practice which conflicts with an employment requirement. Employees must direct requests for reasonable accommodation to the Department of Human Resources. The College will provide reasonable accommodation if it can do so without undue hardship on the conduct of College business. The Human Resource Department will consult with the employee's supervisor to arrange a reasonable accommodation if appropriate.

## **3.4 POLICY PROHIBITING HARASSMENT AND DISCRIMINATION**

It is the policy of Southern State Community College to provide employees with an environment free from harassment and discrimination. Respect for human diversity is essential for the well

being of all individuals associated with Southern State Community College. Southern State Community College strongly opposes and will not tolerate harassment or discrimination on the basis of age (40 years or more), color, disability, national origin, race, religion, pregnancy, sex, sexual orientation, gender identity, military status, or veteran status. This prohibition extends to discrimination or harassment, based on the protected classes listed above, including the creation of an intimidating, hostile, or offensive working, or learning, environment.

This policy applies to all aspects of Southern State Community College's operations, programs, and campuses. It applies to all members of the Southern State Community College community and all employees on the College's payroll. It also applies to all vendors, contractors, subcontractors, and others who do business with the College. It applies to all visitors or guests on campus to the extent that there is an allegation of harassment made by them against students or employees. This policy does not apply to individuals who are accused of harassment who are not students, employees, affiliates, or agents of Southern State Community College. Anyone who feels they have been harassed or discriminated against should consult the Director of Human Resources.

The College will strive to protect the privacy of those bringing forth a complaint; however, with the need to investigate, information may be shared with others such as, supervisors, other employees, the Director of Human Resources, the alleged offender, etc. Also, because of the public nature of the College, the College is subject to public record laws and any investigation may be treated as such.

Please note the following definitions:

***Disparate Treatment***

Treating employees differently regarding the terms and conditions of employment, including hiring, firing, transfer, and/or receipt of benefits based upon membership in a protected class.

***Hostile Environment***

Any unwelcome verbal or non-verbal conduct relating to an individual's or a group's race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability which creates an intimidating, hostile, or offensive working environment; including but not limited to: racial or ethnic slurs, demeaning pictures, offensive cartoons, etc.

This policy applies to all persons employed by or under contract employment with Southern State Community 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.

***Complaint Procedure***

Any employee who feels that he or she has been subjected to discrimination or harassment should report the matter immediately to any one of these individuals:

- The Director of Human Resources;
- Immediate Supervisor; or
- The next level of management above the immediate supervisor.

All complaints are encouraged to be submitted in writing to one of the above individuals within thirty (30) days after the offending conduct occurs. Any supervisor who receives a complaint should contact the Director of Human Resources. Any complaint the Director of Human Resources receives will be thoroughly investigated.

### ***Discipline***

Southern State Community College finds harassment, workplace harassment, discrimination, sexual harassment and related behavior in the workplace to be inexcusable and will not tolerate such behavior. **Any employee who violates this policy will be subject to disciplinary action, up to and including termination. Any supervisor or manager failing to take appropriate action upon becoming aware of such harassment is also in violation of this policy.** Such employees will be subject to disciplinary action up to and including termination.

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. Likewise, any employee (s) providing false information under this policy, interfering with, or failing to cooperate with any investigation is also subject to discipline. Failure to prove a claim of harassment or discrimination is not equivalent to a false accusation.

### ***Prohibition against Retaliation***

It is a violation of this policy to intimidate, coerce, threaten, or otherwise retaliate against any employee for complaining about discrimination or harassment, or participating in the investigation of a complaint described in this policy.

## **3.5 WORKPLACE HARASSMENT POLICY**

Southern State Community College maintains a policy against any form of workplace harassment. **All forms of harassment are strictly prohibited.** This 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. 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.

**Profanity, practical and off color jokes 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 themselves a victim of profanity, practical or off color jokes should contact their immediate supervisor or a member of the Human Resource Department.

### ***Definitions***

- Any verbal, nonverbal, 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.

### 3.6 SEXUAL HARASSMENT POLICY

Southern State Community 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 employees' terms or conditions of 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 DEPENDS ON HOW THE PERSON BEING HARASSED IS AFFECTED, NOT THE HARASSER'S INTENT.**

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 morale 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 Southern State Community 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 no later than 30 days 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.

#### ***A. RELATIONSHIPS WITH STUDENTS***

Employees in teaching positions or those who have influence, input or decision-making power over a student's marks, academic interests or other matters shall not become involved in a business or inappropriate personal relationship with a student for the duration of the professional relationship or evaluative role.

Under Ohio Revised Code Section 2907.03(A)(8), it is a third degree felony for a teacher, administrator, coach, or other person in authority employed by or serving in an institution of higher education to engage in sexual conduct with a minor who is enrolled at the College. Such conduct is strictly prohibited and will result in immediate termination of the person's employment, and referral for prosecution.

### **3.7 PUBLIC RECORDS POLICY**

It is the policy of Southern State Community College that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of Southern State Community College to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as

outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

### ***Public Records***

This office, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

All records of Southern State Community College are public unless they are specifically exempt from disclosure under the Ohio Revised Code. Under Ohio law, a record (or portion of a record) may still be withheld from release because state or federal law makes the record or that portion confidential. These exemptions can include:

1. Attorney-client privileged information held by the College, a department, or an outside entity on behalf of the College.
2. Confidential law enforcement investigatory records, which may be internal investigative records that may include names of uncharged suspects, confidential sources, techniques, or attorney work product, while the investigation is still open.
3. Records that have been sealed under authority of a court order or a statute.
4. Medical records that may contain personal health information that includes medical history, diagnosis, prognosis, or medical condition, generated in the process of medical treatment.
5. Student educational records that are not considered directory information under the Family Education Rights and Privacy Act (FERPA).
6. Records of open or ongoing administrative investigations being conducted by an authorized department of the College, or on behalf of the College by an authorized individual or agency.
7. Residential and familial information, which may include home addresses of certain employees, such as police officers, Emergency Medical Technician, first responders, and firefighters; social security numbers of anyone; telephone numbers; debit or credit information; medical and beneficiary information; and certain payroll deductions. This exemption is ever-evolving and is currently under legal review in several court cases.
8. Trial preparation records compiled in reasonable anticipation of litigation against the College or one or more of its employees.
9. Security and infrastructure information are records that disclose configuration of a public office's critical systems such as its communications, computer, electrical, mechanical, or security systems. Security records are records that contain information directly used for protecting or maintaining the security of a public office against attack, interference, or sabotage.
10. Certain confidential trade secrets in Sponsored Research Agreements (SRA's) may be exempt and subject to legal review before disclosure.
11. Donor profile records, which are records about donors or potential donors to the College. (This exemption does not include actual donor names and amounts already given to the College.)

12. Catch-All exemptions, which are exemptions that may be found in other federal or state laws that make the item or record subject matter of the particular law and **not** a public record (e.g., certain child-abuse records).

The College will respond within the legally permissible review period, which is allowed to determine whether any exemption may apply.

### ***Directory Information***

Southern State Community 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
- City of residence
- Participation in officially recognized sports and activities
- Photograph

However, releasing directory information to any person or group for use in a profit-making plan or activity is prohibited.

### Section 1.1: Policy

It is the policy of Southern State Community College that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Section 4 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

### Section 2: Record Requests

With the exception of student records (see Section 1), each request for public records should be evaluated for a response using the following guidelines:

#### Section 2.1

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.

#### Section 2.2

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information is not to be requested.

### Section 2.3

Public records are to be available for inspection during regular business hours, with the exception of published holidays or closings. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

### Section 2.4

Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows.

All requests for public records must either be satisfied (see Section 2.4) or be acknowledged in writing by Southern State Community College within three business days following the office's receipt of the request. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

- An estimated number of business days it will take to satisfy the request.
- An estimated cost if copies are requested.
- Any items within the request that may be exempt from disclosure.

### Section 2.5

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

### Section 3: Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies.

- The charge for paper copies is 2 cents per page.
- The charge for downloaded computer files to a compact disc is \$1 per disc.
- There is no charge for documents e-mailed.
- Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies, paper copies and/or disks.

### Section 4: E-mail

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Section 4.1 – Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see Section 1 Public Records) and to copy them to their business e-mail accounts and/or to the office’s records custodian.

Section 4.2 – The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

Section 5: Failure to respond to a public records request

Southern State Community College recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government, failure to comply may cause, Southern State’s failure to comply with a request may result in a court ordering Southern State Community College to comply with the law and to pay the requester attorney’s fees.

### **3.8 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

Students may inspect and review their educational records by submitting a written request to the Registrar 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 their education records are inaccurate, misleading, or in violation of their privacy rights, may ask to have them corrected.

Definitions:

**Student:** Any person who attends or has attended Southern State Community 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 Southern State Community 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, 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. 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:

Southern State Community 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 Southern State Community 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 claim 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.

Directory Information:

Southern State Community 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 Procedures:

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.

#### ***A. 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.

### **3.9 SOCIAL SECURITY NUMBER PRIVACY POLICY**

It is the policy of Southern State Community 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 benefits 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 company'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
  - time cards
  - employee rosters
  - employee identification records
  - computer passwords
  - company account records
  - licenses
  - agreements or contracts

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 numbers 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.

### **3.10 OCCUPATIONAL HEALTH AND SAFETY**

Southern State Community College holds in high regard the health and safety of our employees, students and visitors. It is the policy of the College to provide a loss-control program that protects employees from occupational injuries and illnesses, protects College property from loss and damage, and protects the environment. Operational procedures as developed by the College will be implemented and enforced by all College departments and will be consistent with the State of Ohio Public Employees Risk Reduction Program.

All employees are responsible for performing their work safely. If an employee observes a hazardous condition of a facility and/or equipment the employee must report it immediately to their supervisor and shall follow such oral report with a written memorandum, as soon thereafter as possible. It is the responsibility of each individual to observe good safety practices and to report to his/her supervisor any conditions or situations which appear to reflect unsafe or unhealthy conditions. Any unsafe or hazardous actions knowingly performed by a College employee are subject to the disciplinary process.

Each department will provide and maintain a safe and healthful work environment consistent with current environmental and occupational safety standards.

#### **A. WORKERS' COMPENSATION**

All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to his/her supervisor and to the Human Resources Department so that the necessary paperwork may be completed.

##### Injury on-the-Job

1. Any work-related injury or illness must be **immediately** reported to the supervisor, whether or not medical treatment is needed. Failure to report the injury the same day of occurrence may result in denial of a claim.
2. Supervisors and the employee must report an injury on the *Occupational Injury-Illness Report form* within 24 hours, regardless of whether the injury required professional medical attention or resulted in lost time.
3. Staff should contact the Campus Director or Human Resource Department for the specific procedure to follow when seeking medical treatment for a workplace accident or illness.
4. Before leaving the treatment location, employees must obtain a physician's statement regarding the employee's return-to-work status and provide it to their supervisor and a copy to the Human Resource Department.

#### **B. RESPONDING TO EMERGENCIES:**

An emergency on campus has a very broad definition. It can be any event or situation requiring immediate action and which threatens the health, safety, security, or well-being of the campus community.

On campus emergency situations may include but are not limited to:

- Incidents of persons in extreme emotional distress
- Accidents involving personal injury and/or property damage
- Incidents of inter-personal conflict (verbal or physical)
- Incidents involving theft of personal or College property
- Incidents involving the use or sale of drugs or alcohol
- Any incident which represents a threat to the safety or security of individuals and/or the campus

Any member of the campus community who is aware of an emergency situation should take immediate steps to protect themselves (and others if possible) from an immediate danger or threat. Individuals should use their best judgment when considering steps to intervene or diffuse a situation while constantly keeping in mind that individual safety is paramount. If deemed appropriate, call 911 to request the appropriate emergency service (paramedic, police, fire).

All emergency situations should be reported to the Vice President of Student Affairs and Enrollment Management as soon as possible. The report should be made using the SSCC Incident Report form which can be obtained at the Campus Director's office or under the "Frequently Used Forms" link on the SSCC web page. Individuals making the report should complete the form in its entirety providing as many details as possible. Upon receipt of the form, the Vice President of Student Affairs and Enrollment Management will determine the appropriate course of action (follow-up investigation, notification to other departments, referral to the Behavior Response Team, enforcement of student conduct policy, etc).

### ***C. INCLEMENT WEATHER***

The following is the plan for closing campuses during inclement weather:

- If one campus is closed all day, all campuses will be closed.
- If one campus has a delayed opening, all campuses will have a delayed opening.

#### Clarification of Delay:

Example: If classes are on a 2-hour delay, your 8:00 a.m. class is cancelled; report to classes scheduled at 10:00 a.m. and thereafter.

- Delays may later be changed to closings. Therefore, check for update of initial announcement before leaving home.
- If, after the start of classes, the weather becomes inclement during the day and the health and safety of the students and staff will be affected, **ONLY** the Vice President of Business and Finance of the College and the Campus Directors, or a designee appointed by the President, have the authority to dismiss classes for the rest of the day on his/her campus only. The Vice President of Academic Affairs or director will immediately notify all other campus locations and all radio stations in the service area so that students who take classes on more than one campus have the correct information. It often takes some time between the telephone calls to the radio/TV stations and the time a student may hear or see it on radio/TV. Tune to alternative stations or call the campuses for a recorded message.
  - Faculty may, at their discretion, schedule a makeup class(es) or add extra assignments so that the course requirements will not be affected by the cancellation of the class(es).
  - When final exams are cancelled due to inclement weather, the instructor will notify students of a rescheduled exam date.
  - Students and campus personnel may listen to the local radio and TV stations (listed below). Students are advised to listen to or watch more than one station since the announcement is at the discretion of the station. Several of the TV and radio stations keep a list of delays and closings on their websites.

- Individuals may also call the College. A message will be placed on the recorder, giving details on delays and closings, as soon as a decision has been made.
- If an automated alert service is provided by the college, it is the student's and staff member's responsibility to provide a current phone number and/or email address for notification purposes.

<u>College Phone Numbers:</u>	<u>TV Stations:</u>	<u>Radio Stations:</u>
Toll Free: 1-800-334-6619	WCPO (Channel 9)	Wilmington: <i>WKFI (1090 AM)</i>
South Campus: 937-695-0307	WDTN (Channel 2)	Hillsboro: <i>WSRW (105.5 FM)</i>
Central Campus: 937-393-3431	WSYX (Channel 6)	Washington CH: <i>(WCHO 1250AM – 105.5FM)</i>
North Campus: 937-382-6645	WKRC (Channel 12)	Greenfield: <i>WVNU (97.5 FM)</i>
Fayette Campus: 740-333-5115	WHIO (Channel 7)	Cincinnati: <i>WLW (700 AM)</i>
	WBNS (Channel 10)	West Union: <i>C103 (103.1 FM)</i>
	WLWT (Channel 5)	
	WKEF (Channel 22)	
	WXIX (Channel 19)	

NOTE: In the event there is any doubt whether the College is open or closed, and the weather is inclement in a particular location, individuals should use good judgment to ensure their health and safety.

A decision to close the College will be based upon the threat to the health and safety of students and staff. The College is in communication with local districts and governmental agencies for advice.

TORNADO WATCH/WARNING:

Each Campus has a weather radio and it is monitored by the Campus Director or their designee. In the event of a tornado warning the Campus Director or designee will inform everyone via the telephone system. All personnel and students are directed to seek shelter upon activation of the notice.

*INDOORS*

1. Move quickly to the tornado shelters listed on the diagram.
2. Stay away from windows.
3. Remain in the tornado shelter until the "all clear" signal has been given by the Campus Director or their designee.
4. If a tornado strikes, help avoid telephone overloads. Do not use telephones (including cell phones) except for emergency.

*OUTDOORS*

1. Seek indoor shelter if possible.
2. Parked motor vehicles are unsafe. Seek indoor shelter.
3. If an indoor shelter is not available and there is not enough time for escape, lie flat in a ditch or low spot.

4. If you are on flat ground and are caught in the path of a tornado, always move at right angles to its path.

**Tornado Watch** means that conditions are favorable for tornadoes to form. Be alert to weather conditions and announcements.

**Tornado Warning** means that a tornado has been sighted or radar indicates rotation in the clouds.

#### FIRE ALARM:

When a Fire Alarm is sounded all employees and students must evacuate the building.

The following procedures should be followed in the event of a fire or fire alarm.

##### General Procedures

- The lights should be left on to provide additional visibility for the Fire Department.
- Evacuation requires that everyone go outside the building regardless of weather conditions.
- During the fire alarm or emergency, employees waiting outside the building can help by informing approaching people not to enter the building. Employees exiting the building should assist by advising people to vacate the building.
- Individuals should stay clear of entrances once they have evacuated the building to provide access for Fire Department personnel.

#### ***D. CARRYING A (CONCEALED) WEAPON:***

Although Ohio House Bill 12 allows citizens to carry concealed handguns, it still remains unlawful for anyone except licensed law enforcement officers to carry a handgun on any premises owned or leased by a public or private college, university or institution of higher learning.

Only law enforcement officers (on or off-duty) and peace officers (on duty or in training) are permitted to carry a weapon on campus.

Signs will be posted on Southern State Community College regarding the law.

### **3.11 DRUG AND ALCOHOL ABUSE POLICY**

Southern State Community College is dedicated to providing a safe, healthy and efficient work place for its employees and for all members of the College Community. The use and/or abuse of alcohol and/or drugs is inconsistent with Southern State Community College's goal to provide and maintain safe working conditions.

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.

Southern State Community College requires full compliance with this policy. In addition the following applies to all employees:

- No employee shall report to work under the influence of alcohol and/or illegal drugs.
- No employee shall possess or consume alcohol or use illegal drugs while on the job and /or during working hours, which includes meal or rest breaks.
- Any employee, who is arrested and convicted for the use of illegal drugs or operating a motor vehicle while under the influence, can be subjected to discipline, up to and including termination.
- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on College property or as part of any College activity is strictly prohibited.
- The College reserves the right to include completion of an appropriate rehabilitation program as a disciplinary sanction.
- Any employee, who violates this policy, is subjected to discipline, up to and including termination.

Enforcement:

Southern State Community College reserves the right when reasonable suspicion exists, at all times while on College premises, to conduct searches and inspections of employees and their personal property including, but not limited to: purses, briefcases, offices, desks, clothing, lunch bags/boxes for the purpose of determining whether the employee is using, possessing, selling, receiving, transporting, or under the influence of any drug.

All employees are expected to cooperate with any investigation relating to enforcement of this policy. During an investigation, the failure to cooperate, providing false information or omitting information may subject an employee to disciplinary action up to and including termination.

Any individual observed unlawfully manufacturing, distributing, dispensing, using, or possessing alcohol or illegal drugs on College premises is to be reported immediately to the appropriate local police department.

Distribution of controlled substances in or near schools and colleges can result in penalties twice the regular penalties for the same offense. Trafficking in drugs can result in forfeiture of property including: vehicles, vessels, money, or other property.

Chemical dependency is a disease which can and does affect employee work performance and attendance. Southern State Community College does not discriminate against employees on the basis of chemical dependency; but if alcoholism or drug addiction affects performance, attendance, or leads to violations of policies, the employee will be held responsible and will be subject to discipline where appropriate. Chemically-dependent employees are encouraged to get help before it causes problems with their work.

### **3.12 SMOKEFREE WORKPLACE POLICY**

In order to promote the health of our students, faculty, staff and visitors, smoking is prohibited in all Southern State Community College-owned facilities. This includes all buildings owned or controlled by the College, shelters, and indoor athletic facilities. Smoking is also prohibited in any vehicle or equipment owned, leased or operated by Southern State Community College.

Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment, including, but not restricted to, cigarettes, cigars, or pipes.

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 Southern State Community College campuses and may ultimately be subject to arrest for criminal trespass.

Individuals who are smoking outside must remain at least 20 feet away from any building entrance.

### **3.13 CONFLICTS OF INTEREST AND COMMITMENT**

Employees are expected to devote their work activities primarily to functions of the College. They may, however, engage in outside obligations, financial interests, and extramural activities provided that such do not conflict or interfere with this overriding commitment to the College, the performance of their duties and responsibilities to the College. 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 employee's designated work time and shall have prior approval of the President.

Employees shall not engage in any activities or outside employment that may result in a conflict of interest.

A conflict of interest exists, and should be reported, when a person uses or authorizes the use of the authority or influence derived from his/her office or employment with the College to secure anything of value or the promise or offer of anything of value that is of such a character as to manifest an improper influence upon him/her with respect to his/her duties.

Employees shall not use their positions to secure anything of value, financial gain, influence, 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.

No College official or employee shall solicit or accept anything of value that is of such a character as to manifest a substantial and improper influence. Any direct or indirect personal

benefit from any business transaction with or on behalf of the College, other than regular College compensation, should be reported.

To this end, the prime consideration must be the best interest of the College. Consequently, decisions made in conducting such relationships and transactions must not be influenced by self-interest on the part of a board member, officer, or employee who is actually or potentially in conflict with the interest of the College.

It should be realized that every type or source of conflict of interest cannot possibly be outlined in this policy.

These laws, Ohio Rev. Code Chapter 102 and Ohio Rev. Code 2921.42 and 2921.43 must be adhered to in the conduct of any duties related to employment with the College. The specific sections of the Ohio Revised Code that are likely to affect Southern State Community College employees are:

- *Misuse of Confidential Information* – Section 102.03(B) prohibits public employees from disclosing confidential information acquired during employment.
- *Misuse of Official Position* - Sections 102.03(D), (E), and (F) prohibit the giving, receiving, or soliciting of anything of value which would "manifest a substantial and improper influence" upon a public employee with respect to his or her duties.
- *Sale of Goods or Services* - Section 102.04(B) prohibits public employees from selling or agreeing to sell, except through competitive bidding, goods or services to the College, General Assembly, or any agency or institution of the state, excluding the courts. Again, there is a provision for exemption from the prohibition in some circumstances if the public employee files a disclosure statement, copies of which may be obtained from the Ohio Ethics Commission.
- *Soliciting or Receiving Improper Compensation* - Section 2921.43 (A) prohibits employees from receiving or agreeing to receive compensation in addition to that paid by the institution for the performance of his or her duties. Section 102.04 (C) prohibits employees from receiving or agreeing to receive, directly or indirectly, compensation other than from the College any "service rendered or to be rendered" in any "case, proceeding, application or other matter" that is before the General Assembly or any state institution or agency, excluding the courts. This provision may have an impact upon, among others, faculty members who receive compensation for certain types of consulting work, particularly giving testimony before state agencies. The law does provide mechanisms that may permit this type of activity in some circumstances, but it requires the filing of a disclosure statement, copies of which may be obtained from the Ohio Ethics Commission.
- *Unlawful Interest in a Contract* –
  - a. Sections 2921.42(A)(1) and (2) prohibit a public employee from authorizing or employing the authority or influence of his or her employment to secure any public contract or public investment in which the employee, a member of the employee's family, or any of an employee's business associates, has an interest.

b. Section 2921.42(A)(3) prohibits a public College employee from participating for profit in the prosecution of a public contract authorized by him or her as a public employee.

c. Sections 2921.42(A)(4) and (5) prohibit public College employees from having any interest in a contract entered into by the College, or having an interest in any contract with any other state agency or institution which is not met by competitive bidding and which involves more than \$150.00.

There are exceptions to these prohibitions, which are quite detailed. For further assistance, the Ohio Ethics Commission should be contacted.

In order that conflicts of interest may be avoided, circumstances actually or potentially involving such conflict should be promptly and fully disclosed to the College's President. Such consultation should, of course, occur before, not after, the taking of any action that might raise ethical issues. Ohio's Ethics Law recognizes that faculty and staff may be in a position to make or influence decisions that directly affect their personal interests. The guiding principle of the Ohio's Ethics Law is to prevent a public employee, including faculty and staff members, from participating in matters that involve the public employee's own financial interest or those of his family or business associates.

#### **A. OHIO ETHICS LAW**

All faculty and staff members are subject to Section 2921.42 (*Having an Unlawful Interest in a Public Contract*) and Section 2921.43 (*Soliciting or Receiving Improper Compensation*) of the Ohio Revised Code. All staff are subject to Ohio Revised Code, Chapter 102 (*Ethics*), and faculty are subject to Section 102.04 (C). A summary of Ohio's Ethics Laws can be found in the pamphlet, *Ethics is Everybody's Business*, published by the Ohio Ethics Commission ([www.ethics.ohio.gov](http://www.ethics.ohio.gov)). Violations of Ohio's Ethics Law carry criminal penalties.

#### **B. POLITICAL ACTIVITY**

College employees have the right to participate in political activity, which is defined as running for elective public office, serving as a political party official, or serving in an official capacity on a campaign committee for a candidate or issue. All employees shall take appropriate action to ensure that such participation in political activities does not disclose a connection with Southern State Community College, or in any way infer that the views expressed are those of or representative of Southern State Community College. Employees' political activities, however, must be clearly separated from activities related to their employment. If engaging in political activities, employees must be able to retain the perception of impartiality in relation to their duties.

In addition, because political activity may raise sensitive issues for Southern State Community College as a state-assisted institution, there shall be no suggestion of association of Southern State Community College with partisan political activity. Faculty shall refrain from carrying political activity into the classroom. All employees shall take due precaution to divorce their political activity from any suggestion of association with Southern State Community College.

College employees shall not place political stickers, banners, flyers, or other political literature on College bulletin boards, in and on College buildings, or on any College property. No letterhead or insignia of the College will be used in any partisan political activity.

Employees must not engage in political activities or solicit participation of others in political activities either during working hours or at any time while on any College premises. The use of College facilities, equipment, or resources in support of these activities is strictly prohibited. Nothing in this policy is intended to preclude employees from engaging in private, informal discussions regarding political issues.

Any member of the faculty or staff proposing to engage in political activity as defined above shall notify their appropriate Vice President in writing of his or her intention. The Vice President may require assurance that the contemplated political activity will not interfere with the individual's responsibilities. If it is determined by the Vice President that such political activity will interfere with the individual's College responsibilities, then the Vice President may require the individual to apply for a leave of absence without pay during the period that such political activity creates such interference.

#### ***C. WHEN AN EMPLOYEE IS ELECTED OR APPOINTED TO PUBLIC OFFICE***

Instructional and administrative staff who are elected or appointed to public office shall notify, within two weeks, their appropriate Vice-President in writing.

Members of the instructional or administrative staff, elected or appointed to public office, need not reduce their College commitment if the duties of the public office to which they are elected or appointed do not exceed an average of one working day in any quarter. Time spent on such duties must be in addition to the normal effort expected for College work and may not interfere or conflict in any way with the performance of an individual's College duties. Examples of the public offices to which this provision normally applies are school board member, city councilperson, or township trustee.

Members of the instructional or administrative staff elected or appointed to public office, the duties of which exceed an average of one day per working week in any quarter, must either resign, be granted a personal leave, or reach an agreement based on negotiations with the appropriate vice president regarding a reduction in College commitment and corresponding reduction in compensation. All such agreements are subject to the written approval of the President. If the individual and the College fail to reach an agreement, then the individual must either be granted a leave or resign. Examples of the public offices to which this provision normally applies are judge, state representative, county commissioner, clerk of courts, or any other full- or part-time state, county, or local official.

#### ***D. NEPOTISM POLICY***

Southern State Community 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.

#### ***E. REPORTING ROMANTIC AND SEXUAL RELATIONSHIPS IN THE INSTRUCTIONAL AND SUPERVISORY SETTING***

Faculty members, contingent faculty and instructors are prohibited from exercising academic supervision over persons with whom they have a romantic or sexual relationship.

**Academic Supervision** is defined as assigning grades, or otherwise exercising decision-making power that affects the student's academic record, academic benefits, or progress toward graduation. Supervisors are prohibited from having supervisory responsibility over persons with whom they have a romantic or sexual relationship.

**Supervisory Responsibility** is defined as any relationship wherein one person has the power or authority to alter or influence the responsibilities, duties, terms, and/or conditions of employment of another.

Those with supervisory responsibility, as used in this policy, are not limited to direct/first-line supervisors. A faculty member, contingent faculty, or supervisor who has a romantic or sexual relationship with a person over whom he or she has academic or other supervisory responsibility must notify his or her immediate superior of the relationship. The faculty member, contingent faculty, or supervisor must be removed immediately from all decision-making processes and supervisory roles concerning the person with whom he or she has the relationship. The College requires the resolution of all conflicts of interest created by the relationship. Failure to report the relationship, cooperate in the transfer of supervisory responsibility, and resolve all conflicts of interest are grounds for discipline, up to and including termination, under appropriate policies.

(Note: see *Relationship between a Minor Student and an Employee.*)

#### **F. EMPLOYEE CODE OF CONDUCT**

To ensure an orderly environment and provide the best possible work environment, Southern State Community College expects employees to conduct themselves in an appropriate manner during work hours and at any function at which the person represents Southern State Community College. Southern State Community 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. The following are examples of infractions of rules of conduct that shall result in disciplinary action up to and including termination:

- The failure of any employee to exemplify the highest professional standards of behavior in order to fulfill our commitment to our students and to preserve our reputation in the community
- Theft, misappropriation, or unauthorized removal or possession of Southern State Community College property or the property of any other employee
- Falsification of timekeeping records or employment records, OR ANY OTHER College documents
- Provoking a fight, fighting or THREATENING violence during working hours or on the premises of Southern State Community College
- Negligence or improper conduct leading to the damage of Southern State Community College, a co-worker or a student
- Insubordination or other disrespectful or disruptive conduct examples include but are not limited to the following:
  - Refusal to follow a direct, valid work order or actively challenging or criticizing a superior's orders
  - Showing or displaying disrespect towards a co-worker, supervisor, and/or superior
- Violation of any safety, health, or security rule, policy or procedure or any other Southern State Community College rule, policy, or procedure
- Sleeping on the job

- Habitual tardiness or excessive unauthorized absenteeism or abuse of any leave of absence
- Incompetence
- Neglect of Duty
- Dishonesty or misrepresentation
- Nonfeasance (omission or failure to act when required to do so)
- Misfeasance (performance of lawful conduct but performed in an illegal or improper manner)
- Malfeasance (wrongful conduct)
- Felony conviction

Employees are expected to treat others with dignity and respect in all their communications and behaviors. They are expected to contribute to a positive working environment. They are encouraged to act as ambassadors of the College and are relied upon to display personal professionalism through honest and open communication.

Corrective Action:

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 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.

Performance Management:

Supervisors and employees are strongly encouraged to discuss goals and job performance on an informal, day-to-day basis. Formal performance evaluation assessments are conducted periodically.

**G. 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:

1. to ensure safety while working;,,
2. to present or create a professional or identifiable appearance for students, co-workers, visitors, or the public, and
3. 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 coworkers.

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.

If an employee is requested to return home to change into acceptable attire, accrued annual leave will be used to offset the employee's absence. If accrued annual leave is not 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.

#### ***H. REPORTING AND ADDRESSING CONCERNS OF MISCONDUCT***

Southern State Community College is committed to conducting its affairs ethically and in accordance with federal and state laws and regulations, as well as College policy and procedures. Each member of the faculty and staff shares in this responsibility. The College is committed to preventing and correcting violations of law and College policy. These violations most often result from lack of information, inadvertence or mistake. On rare occasions violations are the result of deliberate misconduct.

Illegal, unethical or otherwise inappropriate behavior in violation of Southern State Community College's policy is not acceptable. This procedure has been developed to provide a process for good-faith reporting of violations of law or regulations, or otherwise inappropriate behavior in violation of Southern State Community College's policies and procedures

##### **Internal Reporting:**

Employees and students are expected to report good-faith concerns about illegal, unethical or otherwise inappropriate behavior in violation of SSCC's policies. Employees and students are encouraged to report their concerns immediately to a College administrator who can address them properly. In many cases the individual's supervisor is in the best position to address an area of concern.

If an individual is not comfortable speaking to their supervisor, or is not satisfied with the supervisor's response, individuals should take their concerns to the offices listed below that will investigate and/or address the concern as appropriate:

1. Academic misconduct matters—Office of Academic Affairs
2. Financial matters—Office of Business and Finance
3. Athletic matters—Office of Student Affairs and Enrollment Management
4. Employment matters—Office of Human Resources
5. Student matters (all matters involving students, in the non-student employment setting)—Office of Student Affairs and Enrollment Management
6. All other matters—Office of Human Resources

Investigation and Reporting:

All employees are expected to cooperate truthfully in the College's investigation of reports. Appropriate officials will promptly address all concerns reported in good faith. All investigations will be conducted in accordance with the law and applicable College policy.

Retaliation is Prohibited:

Any employee who believes he or she has been retaliated against in violation of this policy may file a written complaint with the Department of Human Resources who will conduct the investigation. Appropriate disciplinary action, up to and including dismissal, will be taken against any individual who retaliates in violation of this policy.

**Refer to Ohio Revised Code 4113.52 for further information.**

## Section 4: BUSINESS PRACTICES

### 4.1 FISCAL YEAR

The fiscal year for Southern State Community College will begin on July 1<sup>st</sup> of each calendar and end on June 30<sup>th</sup> the following year.

### 4.2 BUDGET

The annual budget will be prepared by the Vice President of Business and Finance and the President and will be submitted to the Board of Trustees for approval. Departmental and administrative budget requests should be filed with the Vice President of Business and Finance no later than the last working day of February each year. The approved and appropriated budget will be effective on the first day of the fiscal year (July 1).

### **4.3 FEES**

College fees are established by the Board of Trustees with the recommendations of the President. Fees shall be subject to change without notice, and become effective on the date they are approved.

1. The College will make a statement of fee changes to the College community whenever new fee structures are adopted. Cognizance of fee changes will be the responsibility of the student.
2. The College reserves the right to withhold grades, transcripts, and degrees of students who are delinquent in the payment of and/or all fees. The College reserves the right to refuse a registration if there is a balance of fees from a previous term.
3. College staff members shall be expected to pay any library or other fees they incur as part of their responsibility to the College.

### **4.4 FUNDS RECEIVED**

All funds must be deposited with the Treasurer within 24 hours of receipt.

### **4.5 EMPLOYEES APPLYING FOR GRANTS**

This policy assigns the responsibilities for administering college procedures for grant solicitation and development, and for authorizing the submission of grant application proposals to external funders. Grant proposals are developed and submitted to:

- Assist the College in meeting its needs more quickly and fully than can be accomplished through state allocations and procedures.
- Provide opportunities to pilot programs before formal implementation.

The College's mission, vision and stated priorities should serve as the guidelines for determining the suitability of any proposal.

All external funding sources and proposals will also be reviewed initially for:

- Eligibility
- Quality
- Priority
- Compliance
- Appropriateness
- Projected and Future Costs (funded and unfunded)

Grant: Any award of external funds (including money, property, or both) given to the College by foundations, corporations, governments, small businesses and/or individuals.

**Any employee wishing to apply or submit any information for a grant must consult with the College's designated grants coordinator *before* taking any action.**

## **4.6 COLLEGE OPERATING EXPENDITURES**

1. An operating expenditure is defined as any purchase for goods or services except capital construction and equipment, which are paid from College operating funds.
2. All Grant Fund Expenditures shall be subject to the additional specific terms of the grant agreement.
3. Operating expenditures shall be processed in the following manner:
  - a. Provided funds are available in the respective line item, the requester will prepare the purchase requisition in detail
  - b. The purchase requisition will be forwarded to the appropriate supervisor for review and approval. After the supervisor has approved the purchase it will be forwarded to the Business Office.
  - c. The Business Office will review each requisition for the following:
    - 1) Use of an appropriate account
    - 2) Use of a vendor that has been approved by the Treasurer
    - 3) Reasonableness of unit price and quantity
    - 4) Except for approved sole-source items, items that exceed \$10,000 require three written quotes. The College is a member of the Ohio Inter-University Purchasing Council and as a state supported institution is permitted to use contracts issued by the State of Ohio, and the General Service Administration (GSA) of the Federal Government or other non-profit/government purchasing groups. These contracts will serve in place of the written quotes.
    - 5) Upon Business Office approval the requisition will become an official purchase order.
    - 6) The College will not accept responsibility for purchases made without a purchase order. Such unauthorized purchases may become the personal obligation of the individual placing such an order.

## **4.7 EXPENDITURES NEAR END-OF-BUDGET PERIOD**

Since the end of the College's annual budget period falls on June 30<sup>th</sup> each year, pre-planning to have all major purchases completed well in advance of this date should not pose a major problem. All requisitions, other than small dollar emergencies, should be placed by May 1<sup>st</sup> of each year or as specified by the Business Office.

## 4.8 AGENCY ACCOUNTS

All agency accounts will reside in the agency fund. The agency fund consists of resources received by the institution as custodian or fiscal agent for individual student groups or other organizations. The Treasurer shall be responsible for accounting for said funds, making payment and purchases from said funds.

## 4.9 TRAVEL AND BUSINESS EXPENSES

Reimbursement or payment for travel expenses can be assured only if the traveler obtains advance approval (for the travel) from the person responsible for the budget line to be charged. The travel to be paid for or reimbursed must meet the following conditions:

1. Performing duties on the campus of the College at which the employee is not normally employed.
2. Representing the College as part of one's official responsibilities.
3. Attending professional and educational conferences at which representation is considered to be in the best interest of the College.
4. Participating in meetings that require the attendance of a person as a result of his or her holding an office or participating in a program sanctioned by the College.
5. Attending professional meetings, conferences, or seminars for self-improvement at the request of the College or with administrative approval.
6. College meetings, conferences, or seminars scheduled for official College business.
7. Parking charges, ferry and taxi fares, bridge, highway and tunnel tolls for College business.
8. Receipts for all allowable meals and other expenses must be attached to expense account forms.
9. Submitted for approval and reimbursement within sixty (60) days of the travel.

Both the travel and the request for payment must satisfy Internal Revenue Service requirements. The amount to be reimbursed or paid depends on the limits established by the College, the policies of the department providing the funds, and the availability of funds. The funds to be reimbursed will be for those that are reasonable and customary travel, lodging and meal expenses.

### Business Mileage:

An employee will be reimbursed at the current Internal Revenue Service (IRS) Standard Mileage Rate for use of a privately owned automobile. Use of privately owned vehicles, with mileage reimbursement, must be with consent of employee's supervisor.

### Travel by Air:

Air travel will be approved by an employee's supervisor. Approval can be for coach fare only and such fare must be determined to provide the most effective method of travel for the requested trip.

Travel Expenses for Position Finalists:

Finalists for faculty and administrative staff advertised positions will be reimbursed customary and reasonable travel, lodging and meal expenses.

## **4.10 TELECOMMUNICATIONS**

Telephone services provided by Southern State Community College are for College business. Policy on Use of Cellular Telephones and Photographic Imaging Devices:

Classrooms/Exams: Faculty may ban the possession of cellular telephones and/or other devices with photographic imaging capability during class periods and/or exam periods.

Automobiles/Dangerous Equipment: Cellular telephones should not be used in a manner that interferes with the safe operation of a state-owned vehicle or a personal vehicle on College business. Cellular telephones may not be used by anyone operating dangerous equipment while working for the College.

Restrooms/Locker Rooms: Due to privacy reasons, taking photographic images of any kind, by means of any device, without permission is prohibited in restrooms and locker rooms. The College has the right to ban, by posting appropriate signs, possession of cellular telephones and/or devices with photographic imaging capability from public restrooms and public locker rooms.

## **4.11 CELLULAR TELEPHONE**

SSCC realizes that communication devices can enhance the job performance of certain employees. Because the IRS substantiation requirements are time-consuming and administratively costly, eligible employees will receive a taxable allowance for an individually owned cell phone or device. Administrators and staff whose positions require the frequent need for a communications device may receive a taxable allowance to cover business related costs associated with owning the device.

The allowance will be paid quarterly after the approval of the respective Vice-President, Dean and/or Campus Director, and the cost will be charged to the employee's respective departmental account. The allowance is taxable income. Therefore, the employee will be taxed in accordance with IRS regulations. Payment of such taxes is the responsibility of the employee. The allowance is supplemental pay and is not part of the employee's base pay.

The phones are the property of the employee and the plan with the carrier is between the carrier and the employee, not the College. Since these phones are the property of the employee, they may be used for personal calls. Termination of employment with the College does not release the employee of their financial obligation to the carrier.

Under this method there will be no monthly documentation requirement for the employee to track and substantiate business versus personal use.

#### Administration of Allowance

The respective Vice-President, Dean and/or Campus Director should use his/ her knowledge of the employee's duties and budget considerations to determine if an employee is eligible for a cell phone allowance. All allowances must be covered by the department's budget and all allowances are taxable. An annual review should be performed by each Vice-President, Dean and/or Campus Director to determine if existing allowances should be continued.

SSCC reserves the right to discontinue an employee's allowance if there is insufficient budget to meet the cost of the quarterly allowances or if the employee's duties no longer qualify for a cell phone allowance.

If a Vice-President, Dean and/or Campus Director deems it appropriate for an employee in his/her department to receive a cell phone allowance, the Vice-President, Dean and/or Campus Director is to provide written authorization (see form located on the web-site under commonly used forms). Each employee must provide his/her immediate supervisor with the cell phone number at which they can be reached.

The quarterly stipend will be determined annually. The completed and signed Cellular Telephone Authorization Request should be sent to the Business Office for processing.

Reminder: The amount of the allowance will be included as wages on the employee's year-end W-2. A new Cellular Telephone Authorization Request should be generated each fiscal year if the allowance remains applicable.

#### Compliance with Laws

SSCC requires employees to comply with all applicable laws while driving.

Use of the phone or device in any manner contrary to local, state or federal laws will result in the immediate termination of the cell phone allowance or removal of the College-owned equipment. Cellular telephones should not be used in a manner that interferes with the safe operation of a state-owned vehicle or a personal vehicle on College business. Cellular telephones may not be used by anyone operating dangerous equipment while working for the College.

#### Cell Phone Costs Charged to Grants

Charges to a grant account for cellular telephones must comply with the grant terms.

- When direct costs of instruction for courses, credit or non-credit, are properly classified as current unrestricted expenditures these costs are to be directly incurred by the college and the related credit and equivalent credit hours are eligible to be counted in determining State support, except as restricted by other policies and regulations.
- Direct costs of instruction will be developed by course. The direct costs are:
  - Salaries and benefits of instructors and paraprofessionals paid for the teaching and grading of courses;
  - Educational supplies used directly by the teacher or the students of a course; and

- Contract educational services which are employed for a specific course.
- When direct costs of instruction for courses, credit or non-credit, are properly classified according to the guidelines referenced above, as expenditures of the current restricted fund (expenditures restricted to specific purposes by outside sources), the costs are not incurred directly by the college and the related credit-hour and equivalent credit-hour enrollments are not eligible to be counted in determining State support.
- Where the total direct costs of instruction of an otherwise non- fundable course exceed the amount of restricted funds available for the course, the excess cost is considered as expended form the current unrestricted fund and a percentage of the credit-hour enrollments generated by the course are fundable. This percentage is equal to the proportion of direct expenditures not covered by the grant or contract divided by the total direct costs of the course.

## 4.12 COLLEGE OFFICE EQUIPMENT

All forms of property (including equipment, facilities, supplies and services) purchased with Southern State Community College funds are intended for College business only. Property used by departments or divisions belongs to the College as a whole and not to any department or division to which it has been assigned.

The College obtains and provides equipment for its employees only for the purpose of executing work assignments and work-related responsibilities. All College equipment, including but not limited to: copiers, facsimile machines, scanners, audiovisual equipment, tools and other equipment and supplies, whether assigned to a particular office, instructional area or off-campus location, is to be used only for College activities. Employees are not authorized to use College property for personal or non-College business purposes, and College-owned property and facilities shall not be used to bring personal profit to any employee of the College.

College employees shall be held accountable for any damage resulting from their negligence to property assigned to them, and shall not lend such property or permit property to pass out of the control of a College employee.

### Desktop Telephones

All personal telephone calls using long distance lines will be charged back to the person initiating the call. **No personal long distance calls should be made on the toll free lines.** Personal calls from College phones are discouraged at all times.

### Office and Classroom Furniture

Office and classroom furniture (including, but not limited to, desks, chairs and tables) is the property of the College and may not be transported off campus for personal use.

### Equipment Check-Out

An equipment checkout procedure can be used in cases where College employees will take equipment off campus for a period not to exceed 30 days. Equipment checkout may occur at

the department or division level, provided there is a written record of the transaction. The administrative official with authority over the unit (Dean, Director, etc.) will assume responsibility for the timely return of the equipment.

#### Equipment Disposal or Transfer

In order to request that College equipment be disposed of, or be permanently moved to another location within the College, the employee requesting the disposal must have the written approval of their Vice-President and/or Director as appropriate.

### **4.13 RECORD(S) RETENTION**

Southern State Community College, in compliance with the Ohio Revised Code, has a Record Retention Management Program under the jurisdiction of the Vice President of Business and Finance for the purpose of insuring proper scheduling, storage and disposal of College records.

This program is designed to reduce the number of non-current records occupying expensive office space, to provide records center storage and access outside the office of origin, to eliminate unnecessary duplication of records between offices, to offer a systematic method of records destruction, and to create an awareness of documents with a permanent archival value.

Records include any information stored on a fixed medium prepared or received in the normal course of business (paper, image or digital) that documents the organization, functions, policies, decisions, procedures, operations or other activities of the College. The legal retention period for College records applies to any medium – paper, image, and digital. Therefore, electronic records have the same retention period as would a paper copy. Some e-mail may be classified as a record and should be retained according to the legal retention period.

All College records shall be maintained in accordance with the guidelines outlined in the College's *Records Retention Manual*. No College records shall be destroyed except in accordance with this policy. It is the responsibility of all employees to be knowledgeable about policy and procedures that apply to the retention and destruction of College records. A copy of the College's *Records Retention Manual* can be obtained from the Business and Finance Department.

As stated in Section 149.351 of the *Ohio Public Records Act*, all records are the property of the College, and shall not be removed, destroyed, mutilated, transferred or otherwise damaged or disposed of except in accordance with the records management program of the College.

### **4.14 JOB POSTING POLICY**

Southern State Community College provides equal employment opportunities to all employees and applicants without regard to race, color, religion, gender, sexual orientation, gender

identity, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Job postings for employment will be posted on the College's Web site. In addition, the posting will be distributed via the college wide e-mail system. Each job posting will outline the job title, department, primary summary, description of major job duties, essential functions/duties, the opening and closing date and required qualifications.

#### Applying for an Opening

In order to apply for an internally-posted position, an applicant shall submit a completed Southern State Community College application. Resumes may be submitted for additional information, but not in the place of the application.

All employees may apply for internal job postings by completing a Southern State Community College application and will be subject to the same tests as external applicants. An applicant's current supervisor may be contacted to verify performance, skills and attendance, and the personnel file may also be reviewed. Staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Note: Posting a job does not guarantee that Southern State Community College will fill the job opening with an internal candidate. Southern State Community College retains the right to fill the open position with the best qualified candidate, either internally or from outside Southern State Community College.

## **4.15 IN THE EVENT OF THE DEATH OF A CURRENT/FORMER STUDENT OR APPLICANT**

In the event that any member of the SSCC faculty or staff becomes aware of the death of a current or former student, they must notify the Vice President of Student Affairs and Enrollment Management (VPSAEM). Upon notification, attempts to verify this information will be made by contacting appropriate civil authorities and/or other resources. Once a student death has been verified, the Office of the VPSAEM will notify the following departments or individuals:

- President's Office
- Public Relations
- Business Office
- Registrar
- Admissions
- Scholarships and Financial Aid
- Vice President of Academic Affairs

Upon notification from the VPSAEM, the offices listed below will be expected to carry out the following specific responsibilities:

#### **Public Relations**

- The Public Relations Office will notify the local news media when appropriate.

**President's Office**

- The President's Office will notify the College's Board of Trustees.
- The President's Office will send flowers or a memorial when deemed appropriate.

**Vice President of Academic Affairs**

- In the case of a current student, notify the applicable faculty members within the deceased's academic department.

**Registrar**

- Upon notification of death, the Registrar will assume responsibility for recording "deceased" and the date of the student's death in the official records and update the College's student information system accordingly.
- If the deceased was a new applicant, the Registrar will advise the Office of Admissions of the death.
- If the deceased was a current student athlete, the Registrar will notify the Athletic Director who will in turn notify the applicable coach.
- In the case of a current student, the Registrar will officially withdraw the deceased student from all classes.

**Business Office**

- The Business Office will waive all tuition and fees reflected as due on the deceased's account and freeze the account to avoid any future activity.
- Special care must be taken to prevent sending bills to the parents or to the deceased's home address.
- If a refund is due, the Business Office will work with the Registrar to determine if information regarding next of kin is available. Once located, the refund will be sent to the deceased's next of kin.

**Scholarships and Financial Aid**

- The Scholarships and Financial Aid Office will notify the deceased next of kin of any loan programs to which the deceased was indebted.
- Cease all mailings to the deceased student's or parents' home.

# Section 5: BUILDINGS, GROUNDS AND PROPERTY

## 5.1 SERVICE MARKS, LOGOS, AND SPEAKING ON BEHALF OF THE COLLEGE

Authorization to use Southern State Community College service marks, logos and the College's name may be granted only by the College's designee. Current administrative control of the College's service mark, logo and the visual identity program will be the responsibility of the College's Marketing and Public Relations Department. The Southern State Community College service mark is a registered entity and as such it is a violation of copyright law, the *Graphics Standards Manual* and College policy to use the service mark or its likeness without the prior authorization of the Director of Marketing or the Director of Public Relations and/ or his/her designee.

Once permission is granted, the use the Southern State Community College name, service mark, logo, and or its likeness, can only be used within the guidelines listed in the *Graphics Standard Manual*. Improperly using any of the items listed above may lead to disciplinary action up to and including termination.

The *Graphic Standards Manual* can be found on the web-site.

Affiliation with the College does not, by itself, imply authorization to speak on behalf of the College. All employees and students should refrain from implying that they speak on behalf of the College.

- Employees have the right to free speech and free association.
- The College's name must not be associated with an expression of private opinion. In a public or private presentation or protest, employees are not to leave the impression that they are speaking on behalf of the College, or that their position at the College lends validity to their private opinions.
- In a hearing, forum, debate or protest, employees are to make a disclaimer between their opinions and the position of the College.
- Departments of the College are to request prior approval from their appropriate Vice-President before entering an association with a special interest group.
- Employees are not to use College letterhead or forms for private use.

**The use of appropriate disclaimers is required. Personal web pages linked to the College web-site should disclaim association with Southern State Community College.**

## 5.2 RIGHT OF USAGE

Use of space or grounds for purposes other than those for which they have been designated is prohibited. Neither will individuals or groups be permitted to interrupt the use of space after it has been duly assigned without permission of the Vice-President or his/her designee.

## 5.3 POSTING/SOLICITATION

Southern State Community College recognizes the need for registered student groups and other College sanctioned organizations and individuals to communicate their activities, and services, as well as the need to provide a visually pleasing and organized setting for the campus community to receive such communication.

These guidelines are intended to outline the procedures by which such organizations and individuals can display and promote campus-related events and programs. Campus postings are defined as posters, advertisements, handbills, table tents and public distribution of flyers, and etc.

All items to be displayed on College bulletin boards, must be approved by and bear the dated stamp of the Communications Office. All unstamped items will be removed.

Posting is restricted to certain designated bulletin boards. Posting outside of these areas, including common areas, hallways, benches, trees, telephone booths, utility poles, walls, is prohibited.

**For safety and legal reasons, employees are expressly prohibited from soliciting students for any activity or organization not sponsored or sanctioned by the College.**

Solicitation includes, but is not limited to: verbal and written communication, the distribution of e-mails, circulars, handbills or other literature of any kind.

Employees are further prohibited from soliciting other employees during work time. Posting or distribution of non-work related material should be limited to non-work areas. Work time does not include break periods, meal times, or other specified periods during the workday when staff members are not engaged in performing their work tasks.

The College reserves the right to remove any posting that is obscene, discriminatory, libelous, misleading or offensive in any way, that is not in alignment with the educational purposes of the College or that advocates the deliberate violation of federal, state or local law and/or College policy.

## **5.4 MAINTENANCE OF PHYSICAL FACILITIES**

All work done on buildings, grounds and other fixed facilities of the College, is done by the Maintenance Department unless other arrangements are approved by the Vice- President for Business and Finance.

## **5.5 USE OF PUBLIC AREAS, BUILDINGS AND GROUNDS**

The buildings, grounds, and other property of Southern State Community College campuses are dedicated to the educational mission of the College. Use of the buildings, grounds and other property of the College is reserved for the direct and indirect support of the teaching and service missions of the College's administrative functions, and of students' activities.

The College may prohibit or otherwise restrict access to or use of its buildings, grounds, and other property as may be necessary to provide for the orderly conduct of the College's teaching and service missions, of the College's administrative functions, and of students' campus-life activities.

Visitors are free to walk through our campuses; however, authorization is required from the College to make speeches or presentations, to erect displays, to engage in any commercial activity, or to conduct similar activities on College-owned or College-controlled property. Persons interested in using the facilities of Southern State Community College should obtain the Facility Use Guidelines application from the appropriate campus designee.

## **5.6 USE OF RESTRICTED AREAS, BUILDINGS AND GROUNDS**

Every employee and every officially recognized student organization has the right to request the use of College facilities on a space-available basis for the purpose of holding meetings or conducting activities consistent with the objectives of that group or organization.

This regulation does not cover activities that are an integral part of the regular teaching load or other official assignment of members of the staff. The use of any facility is determined by the President or designated College official. The use of any facility for purposes other than those specified will not be permitted to usurp a facility that has been duly assigned except by permission of the President or designated College official.

## **5.7 CHILDREN ON CAMPUS**

Southern State Community 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 Patriot Center.

Southern State Community 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.

#### Definitions

##### ***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 this 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.

## 5.8 SCHEDULING OF SPACE

All regular classroom space is scheduled by the Vice President of Academic Affairs or his/her designee for all hours. Classes may be moved only with his or her permission. Other continued-use of space is assigned by the President.

These areas are under the jurisdiction of the Registrar's Office for assignment of regularly scheduled classes and are available for meetings and study purposes only on a temporary basis and only after being properly scheduled.

## 5.9 OFFICE APPEARANCE

The College recognizes that employees may need to bring certain personal items to work. However, personal property that is not related to the employee's job performance may be disruptive to the workflow or pose a safety risk to other employees. In addition, employees should refrain from receiving personal mail (correspondence, magazines, catalogs, etc. ) or package deliveries at the College.

Employees are expected to exercise reasonable care to safeguard personal items brought to work. The College is not responsible for the loss, damage, or theft of personal belongings and employees are not advised to carry unnecessary amounts of cash or other valuables with them when they come to work.

To maintain security and protect against theft, the College reserves the right to inspect all personal property brought onto the College's property, including vehicles, packages, briefcases, backpacks, purses, bags, and wallets. In addition, the College may inspect the contents of desks, storage areas, file cabinets, and workstations.

Furthermore, employees are expected not to move their offices or to change continued-use assignments without approval of his/her supervisor. Cooperation is expected from all employees in maintaining well-kept, non-cluttered common areas as well as individual work areas. Efforts to accomplish this should include correctly disposing of out-of-date materials, empty containers or boxes, rosters, computer paper, broken or unused equipment and other similar items.

Disposal of computer equipment or other items must follow the Equipment Disposal/Transfer procedure available from the Vice President of Business and Finance. Disposal of paper documents must follow the guidelines listed in the Business and Finance Department's *Retention Manual*.

## 5.10 KEYS

The purpose of this policy is to limit access to College properties to authorized personnel, to maintain a current inventory of keys issued to authorized personnel and to ensure that keys are recovered from those who are no longer authorized to have them. The Dean, Campus Director, or appropriate Vice-President will determine the need for access for each person within his or her department. Employees are requested not to give outside keys to students. If an employee loses a key they need to immediately notify their supervisor or administrator.

### Duplication

The making or duplication of keys for any building, laboratory, facility or room under the control of the President and the Board of Trustees of Southern State Community College, except as ordered by the President or Vice President of Business and Finance, is prohibited by Sections 3345.13 and 3345.99 of the Ohio Revised Code (O.R.C.).

- O.R.C. 3345.13: No person shall knowingly make or cause to be made any key for any building, laboratory, facility or room of any college or university which is supported wholly or in part by the state of Ohio, contrary to any regulation respecting duplication of keys adopted by the Board of Trustees of such college or university.
- O.R.C. 3345.99: Whoever violates Section 3345.13 of the Ohio Revised Code shall be fined not less than \$50 or more than \$150.

## 5.11 COLLEGE VEHICLES

A number of motor vehicles are maintained at Southern State Community College. These vehicles are not provided as part of an individual employment contract, but rather, are made available to employees in order to facilitate the official business of the College. It is the responsibility of all employees who use College vehicles to insure the efficient and economical utilization of such vehicles. Information regarding the use of these vehicles can be found in the department of Students Services and Enrollment Management.

Certain employees of the College may be required to operate motor vehicles in the course of their work. In some cases, such as Maintenance, a College vehicle may be provided for regular business use. College-owned vehicles are not to be driven for personal use. Employees may be required to drive their personal vehicle or a rental vehicle for College business. Any employee driving a College-owned, leased, rental or personal vehicle on College business must have a valid driver's license and proof of insurance as required by Ohio law. The College or the insurance agent representing the College will ensure that an approved driver possesses a valid driver's license.

### Operation of College-Owned Vehicles

Eligible users of College vehicles are limited to employees of the College, except on rare occasion.

The driver of the vehicle has ultimate responsibility for seeking and possessing information about driving safety and road regulations. The driver must:

1. Have a valid driver's license, proof of insurance, and a good driving record.
2. Notify Human Resources immediately of any change in license status. Failure to do so may result in disciplinary action being taken up to and including dismissal.
3. Wear seat belts as required by Ohio law when driving or occupying a College vehicle.
4. Smoking is **prohibited** when driving or occupying a College vehicle.
5. Never drive under the influence of drugs or alcohol.
6. Never transport passengers such as family members, friends, or hitchhikers.
7. Turn the vehicle ignition off, remove the keys, and lock the vehicle when you leave it unattended.
8. Never drive the vehicle at speeds that are inappropriate for the road conditions.
9. Comply with all applicable traffic rules and laws.
10. Assume responsibility for any and all fines or traffic violations.
11. Report all accidents immediately.
  - a. Get immediate medical aid if you are injured.
  - b. Notify the police; a police report may be necessary for some insurance claims.
  - c. Notify your supervisor and the Vice-President of Student Services and Enrollment Management as soon as possible.
  - d. Record as much information as you can on all other parties to the accident. This may include their insurance company, their name, license number, plate number, make, model, year of car, how accident happened, and witnesses (with addresses and phone numbers).

## 5.12 MAINTENANCE OF LAW AND ORDER

The College recognizes the constitutional guarantees of the right of free speech and peaceful assembly. The College also recognizes the principle of academic freedom which permits freedom of inquiry and discussion and the right to make constructive criticism. The College is equally cognizant of the necessity of maintaining justice, law and order on the campuses of the College and preventing the disruption of the educational functions of the College.

### Prohibited Acts

Pursuant to Section 3345.21 of the Ohio Revised Code, the College hereby declares that all persons, including College employees, students and visitors are prohibited from engaging or participating in, or aiding and abetting any of the following actions on any campus of Southern State Community College:

- any act which results in the obstruction or disruption of teaching, research, administration, disciplinary proceedings, or any other College activities, including its public safety or service functions,
- threatening to or engaging in conduct or creating a condition that presents a risk of physical harm to the offender or another or to the property of another,
- theft or damage to property of the College or any other person,

- unauthorized entry to or unauthorized use of College facilities,
- violation of College rules and policies including those regulations concerning the use of College facilities, or concerning the time, place, and manner of public expression,
- disorderly conduct,
- use, offer for sale, sale, distribution, possession, or manufacture of any controlled substance or drug, except as expressly permitted by law,
- failure to comply with orders or directives of College officials or any other law enforcement officers or emergency personnel acting in performance of their duties,
- obstruction of the free flow of pedestrian or vehicular traffic, and
- possession or use of firearms, explosives, dangerous weapons, or chemicals. A dangerous weapon is defined as any instrument, device, or object capable of inflicting physical harm or death, and designed or specifically adapted for use as a weapon; or possessed, carried or used as a weapon.

For the purposes of this section "aiding and abetting" shall be construed to mean the giving of aid or assistance to the principal in the planning or execution of any of the foregoing acts.

#### Penalties for Violation

Any employee, who violates any of the foregoing prohibitions, is subject to disciplinary action. Disciplinary action may include immediate discharge, suspension or corrective action from the College. Such person may also be subject to criminal prosecution.

Visitors are subject to criminal prosecution. Any visitor who violates this policy may be immediately ejected from College property by College personnel or local law enforcement.

#### **A. TRESPASS**

The buildings, grounds, and other property of Southern State Community College campuses are dedicated to the educational mission of the College. Use of the buildings, grounds and other property of the College is strictly reserved for the direct and indirect support of the teaching, research and service missions, of the College's administrative functions and of students' activities.

The College may prohibit or otherwise restrict access to or use of its buildings, grounds and other property as may be necessary to provide for the orderly conduct of the College's teaching, research, service missions, students' activities and administrative functions of the College.

Visitors are free to walk through the campuses; however, authorization is required from the College to make speeches or presentations, to erect displays, to engage in any commercial activity or to conduct similar activities on College-owned or College-controlled property. The President, an authorized official of the President, or local law enforcement may restrict or deny any person's access to the campus if the person engages in conduct prohibited by this policy. A trespass notice may be issued to the person or persons violating this policy. The police officer or College official issuing the trespass notice should advise the person that he/she is on College property and that

permission to be on College property is revoked. Then the person will be informed that if he/she does not leave immediately or if he/she returns, he/she will be arrested and prosecuted for criminal trespass to the full extent of the law.

A copy of the written trespass warning should be filed with the local police department and the Vice President of Student Affairs and Enrollment Management. An oral trespass warning should be documented in writing and filed with the local police department and the Vice President of Student Affairs and Enrollment Management.

**Any visitor who violates any College policy or procedure will be asked to immediately vacate College premises. Any employee who witnesses the violation can ask the visitor to leave or contact their immediate supervisor for assistance.**

## Section 6: COMPUTING RESOURCES AND INFORMATION TECHNOLOGY

### 6.1 COMPUTING RESOURCES

This policy applies to all employees and those on the payroll of the College who utilize college computing resources and to all uses of those resources, whether on campus or from remote locations, including dial-up sessions. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the College. All sections of this policy also apply to college publications on the Internet.

All Southern State Community College computer resources should be utilized solely for the purpose related to the instructional and administrative mission of the College. These assets, whether purchased leased or internally developed are the sole property of Southern State Community College unless documented to the contrary. The use of college computer and information resources for commercial purposes other than college-related business is strictly **prohibited**. Facilities used for connectivity are to be used in a responsible, ethical, and legal manner.

All individuals authorized to use SSCC systems, which include but are not limited to computers, printers, peripherals, network and email, online and web services are required to use the college provided account information that includes user-ID and password.

The use of college computing resources, like the use of any other college-provided resources and any other college-related activity, is subject to the normal requirements of legal and ethical behavior within the college community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are

built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

The Internet provides access to a wide range of information and expands educational resources well beyond traditional collections. Not all sources on the Internet contain information that is accurate, complete, current, legal, safe, or secure. Southern State Community College does not necessarily endorse the viewpoints nor vouch for the accuracy of information accessed through the Internet and cannot be held responsible for its content. Some resources and destinations accessed through the Internet may contain information that some people may find offensive or objectionable in nature or content. Internet users access sites at their own risk. Workstations are in open labs and offices, and images on the screen may inadvertently be viewed by a wide audience. Southern State is not responsible for the information accessed by anyone at their workstations.

Southern State Community College views Information Technology services and associated equipment as an integral part of the learning process and individual development, and realizes the key role technology plays in students' success. Therefore, priority to access and resource use is given to academic and college-related work. Accordingly, the college will strive to provide the access necessary to accomplish such work. Resources used for general interest that relate to educational material and learning is encouraged, but priority will be given to course-related usage.

All users of college computing resources must:

1. Comply with all federal, state, and other applicable laws; all generally applicable college rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include, but are not limited to, the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the college's code of student conduct; the college's sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other 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 computing resources that they are authorized to use and only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the college.
3. Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other person's accounts does

not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.

4. Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. The college may require users to limit or refrain from specific uses in accordance with this principle or for other reasons.
5. Not use those resources for personal financial gain or commercial purposes which is strictly prohibited. Personal, non-commercial, use of college computing resources is permitted when it does not consume a significant amount of these resources, does not interfere with the performance of the user's job or other college responsibilities, and is otherwise in compliance with this policy. The college may limit personal use if needed.
6. Refrain from stating or implying that they speak on behalf of the college and from using college service marks and logos without authorization to do so. Affiliation with the College does not, by itself, imply authorization to speak on behalf of the college. (Please see *Conflict of Interest and Commitment*)

In addition to federal, state, and international laws, college policy prohibits the following conduct (NOTE: This is not an exhaustive list.):

- Harassment, including creating, displaying, or transmitting threatening, racist, sexist, or obscene language and/or materials both inside and outside of campus community.
- Deliberate or intentional destruction or damage to equipment, system installations and configurations, software, or data belonging to the college or others.
- Use of computer systems in a manner that results in a violation of the privacy rights of others.
- Unauthorized monitoring of electronic communications.
- Violating computer system security.
- Unauthorized use of computer accounts or access codes.
- Use of computer facilities (i.e., labs, rooms) for purposes unrelated to the college's mission, goals, and administrative functions. For non-tangible computing resources, such as e-mail, priority to access and resource use is given to academic and college related work. Everyone is expected to avoid creating excessive network traffic or storage consumption.
- Posting on electronic bulletin boards materials that violate existing laws or college policies.
- Engaging in commercial and non-commercial advertising, Internet gambling, or other non college-related functions.
- Using computer systems for online or offline games and personal or social network activity not related to the college's programs and/or mission.
- Using computer systems for the purpose of creating and distributing harmful programs such as viruses, worms, etc., that incapacitate, compromise, or destroy college or non-college resources.
- Unauthorized modification to individuals' system profiles or configurations.

System administrators will not review contents of files nor monitor the content of files, unless one of their special tasks (e.g., recover a file) may require them to review the contents. In a situation where the content of the file is disclosed to the system administrator, he/she has the obligation to maintain complete confidentiality. System administrators include but are not

limited to system operators, programmers, analysts, telecommunications staff, managers, Web developers, and administrators.

Users who violate this policy may be denied access to college computing resources and may be subjected to other penalties and disciplinary action, both within and outside of the college. Violations will normally be handled through the college disciplinary procedures applicable to the relevant user. The College may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of the College or other computing resources or to protect the college from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies. **Activation and de-activation of the user accounts and access to resources are at the College's discretion.**

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

**Users should have no expectation to privacy when utilizing the College computing resources.**

While the college does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the college's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary to provide service. The college may also specifically monitor the activity and accounts of individual users of college computing resources, including individual login sessions and communications, without notice, when:

1. It reasonably appears necessary to do so to protect the integrity, security, or functionality of college or other computing resources or to protect the college from liability.
2. There is reasonable cause to believe that the user has violated, or is violating, this policy.
3. An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.
4. It is otherwise required or permitted by law.

Any such individual monitoring, other than that required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by the President or his/her designee. Every effort will be made to keep those records private, unless disclosure is required by law. The College, at its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual 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 generally subject to Ohio's Public Records Statute, Ohio Public Record Act. O.R.C. 149.43 et seq., to the same extent as they would be if made on paper.** At the termination of an individual investigative or monitoring process, both internally and externally of the college, the

individual within the college who has been monitored will be notified of the monitoring activity, unless the college is legally restricted from doing so.

Southern State Community College's World Wide Web pages are considered official college publications as well as campus wide information sources. As with printed publications, information regarding the College must be approved by the appropriate manager prior to being published on the college's home page.

## 6.2 COMPUTER PERIPHERALS AND SOFTWARE ACQUISITION

Provided such additions do not substantially degrade service to other users, it is the policy of the College to permit the acquisition of computer peripheral devices and/or software within the limits of the operating budget and/or available funding, once approved, the College statement of preferred, supported, and approved manufacturers, and the capacity or security of the host computers. For purposes of this policy, computer peripheral devices are defined as graphic display terminals, printers, card readers and any other similar devices such as minicomputers and microcomputers intended to be linked directly to the Southern State Community College system.

Software includes general system programs and libraries, compilers, utilities, and other computer programs requiring central system support. For independently developed or acquired software, which will become an integral part of the College information processing system, a contact person in the IT Department must consult/assist in the development to ascertain that the resulting system will be effective, meet security requirements, and can be maintained by IT Services should the need subsequently arise. **There is no guarantee that the IT Department will support, assist, or service any equipment and/or software that is not wholly owned by Southern State Community College.**

### Procedures

Requests for acquisition of computer peripheral devices and/or software shall be endorsed by the IT Department in terms of technical compatibility, access security, and central computer system capacity and approved through normal organizational channels. Requests shall include documentation as to technical specifications, pricing, proposed use, benefits, expected utilization and anticipated central computer system impacts. Endorsement by the IT Department is necessary for connection to the Southern State Community College Communication Network and the use of the central computer systems.

## 6.3 ELECTRONIC MAIL (Email) AND INTERNET USE AND ABUSE POLICY

Southern State has adopted this policy in an effort to communicate employee requirements and responsibilities in regard to electronic mail ("email") use. The terms "electronic mail" and "email" are used interchangeably throughout this policy. Other terms relative to this policy are

included below. Knowledge of these definitions is important to an understanding of this policy. The College supports electronic mail services to support learning, research, and administrative functions consistent with the mission of the College.

All electronic mail systems and services, including email messages are the property of Southern State Community College. **Accordingly, the College has the right to access its email system including user's mailbox. Use of electronic mail systems and services should be undertaken with the knowledge that email messages are public records and may be subject to disclosure under Ohio's Public Records Act, Ohio Rev. Code §149.011, and that communications with students may be defined as "educational records" subject to the nondisclosure provisions of the Family Educational and Privacy Rights Act, Title 20 U.S. C §123g.**

Southern State's email service will not be used for unlawful purposes, to send offensive, demeaning, harassing, or disruptive messages, or for personal monetary gain.

Employees will be held accountable for their use and misuse of Southern State Community College resources, of which access to the internet and other electronic email systems are but two examples. The following addresses some, but not necessarily all, of the uses subject to abuse.

#### Electronic mail (email) and internet access

1. Is intended to be used for business purposes such as to support learning, research and the administrative functions consistent with the mission of the College. Employees may use during lunch and breaks for limited personal use such as reading on-line newspapers. Uses that interfere with normal business activities, cause excessive strain on resources or cause interference, involve solicitations, are associated with any for-profit business activities, or could potentially embarrass the College are strictly forbidden.
2. Shall not be used for operating a business for personal gain, sending chain letters or soliciting money or other services for religious or political causes.
3. Shall not be used for "Spoofing," i.e., constructing an email communication so it appears to be from someone else or "Snooping," i.e., obtaining access to the files or electronic mail of others for the purpose of satisfying idle curiosity, with no substantial College business purpose.
4. Shall not contain offensive or harassing statements that intimidate others or interfere with the ability of others to conduct College business. These include, but are not limited to disparagement of others based on their race, national origin, sex, sexual orientation, gender identity, age, disability, religious and/or political beliefs.
5. Shall not contain incendiary statements which might incite violence or describe or promote the use of weapons.
6. Shall not be used to send or solicit sexually orientated messages or images.
7. Shall not be used to disseminate or print copyrighted materials (including articles and software) in violation of copyright laws.
8. Shall be viewed no differently than the use of other College equipment, e.g., telephone, facsimile, or copier.

9. Employees shall not provide access to confidential information by use of the Internet (electronic mail). Use of the Internet (electronic mail) must be done in compliance with the rules and regulations that apply to such information.
10. Employees shall not attempt to access unauthorized access to electronic mail or attempt to breach any security measures on any electronic mail system, or attempt to intercept any electronic mail transmissions without proper authorization.
11. Employees shall not use an account or signature line other than their own. Employees are responsible for the security of their password.
12. Each user will have a default server-based mailbox limit. Exceptions to this limit require approval from the appropriate supervisor.
13. Email services chain letters, spam, and letter/mail bombs are prohibited.
14. Extreme caution should be exercised to avoid introducing viruses and malicious codes to the network.
15. Employees will not share their password, provide access to an unauthorized user, or access another user's mailbox without authorization.
16. Employees are required to logoff and/or secure their access to networked services when leaving for the day. PC's or laptops that are logged on to secure or private databases shall not be left unattended. Screen savers set to enable after a short period with the password enabled is strongly encouraged.

#### Mailbox Space Limits

1. Each user will normally have a default server-based mailbox limit of 500MB. Once a user's mailbox reaches the 450 MB limit, the user will receive a warning message until the mailbox is restored to a size below 450 MB. When the mailbox reaches capacity, users will have to remove messages from their mailbox in order to continue service. Requests for additional server space beyond the default limit must be requested through the IT Help Desk and will be determined on a case by case basis.
2. The email server, by default, retains deleted mail for up to 30 days.

#### Email Distribution Lists

1. Distribution lists can be created by request through the IT Department.
2. Personal email distribution lists are created by individual users using Microsoft Outlook and are stored in Outlook Personal Address books on the users' computers. Personal email distribution lists are not automatically available to users but may be shared with other users to facilitate group communication. Personal distribution lists will be maintained by creators or owners. Use of public distribution lists is limited to email messages for academic and administrative purposes.
  - a. Due to the sensitivity and liability of the "Everyone@SSCC.edu" distribution list, parameters have been put in place. In the event that an individual needs to send an email using the "Everyone@SSCC.edu" distribution list, the individual must first send it to the appropriate person (listed below) for authorization and distribution. These positions have the authority to approve and distribute an "Everyone@SSCC.edu" email.
    - President of Southern State Community College
    - President of Southern State Education Association
    - President of Faculty Senate

- Vice President of Business and Finance
- Vice President of Academic Affairs
- Vice President Student Affairs
- Director of Human Resources
- Vice President of Institutional Advancement
- Director of Information Technology

Violations of SSCC policies relating to the use of College electronic mail services will result in disciplinary action up to and including termination of employment.

### Definitions

#### ***Anti-virus Software***

Programs to detect and remove computer viruses. The simplest kind scans executable files and boot blocks for a list of known viruses. Others are constantly active, attempting to detect the actions of general classes of viruses. Anti-virus software must be regularly updated to be effective against the latest viruses as they are released and discovered.

#### ***Chain Letter***

Any message that is unrelated to the mission of the College that has been forwarded more than 10 times is, by our definition, a chain letter.

#### ***Electronic Mail Services/System***

Any messaging system that depends on computing facilities to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print computer records for purposes of asynchronous communication across computer network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic mail; or is implicitly used for such purposes, including services such as electronic bulletin boards, list serves, and newsgroups.

#### ***Electronic Mailbox***

A file (or folder) designated to a particular user on a particular computer which received electronic mail messages are stored ready for the user to read them.

#### ***Email Address***

The string used to specify the source or destination of an electronic mail message. A typical college e-mail address format is first letter of name followed by the lastname@sscc.edu (Ex: [jdoe@sscc.edu](mailto:jdoe@sscc.edu))

#### ***Email Distribution List***

A distribution list is a group of recipients, all gathered under one name, or address. A distribution list allows you to send a message to all of the recipients by entering just that one address. There are two common kinds of distribution lists: Personal Distribution Lists (stored on an individual's PC) and Public Distribution Lists (server-based). See their individual definitions.

#### ***Email Record/Email Message***

Any or several electronic computer records or messages created, sent, forwarded, replied to, transmitted, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several email systems or services. This definition of email records applies equally to the contents of such records and to transactional information associated with such records, such

as headers, summaries, addresses, and addressees. This Policy applies only to electronic mail in its electronic form. The Policy does not apply to printed copies of electronic mail.

***Email Users***

Individual(s) who create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print email (with the aid of College email services). A (College) Email User is an individual who makes use of (College) email services. Receipt of email prior to actual viewing is excluded from this definition of "use" to the extent that the recipient does not have advance knowledge of the contents of the email record.

***Letter or Mail Bomb***

An e-mail message containing malicious code intended to do harm to the recipient's computer or network. Also, to send, or urge others to send, massive amounts of electronic mail to a single system or person, with intent to crash or spam the recipient's system.

***List Owner***

An individual(s) who establishes the scope, distribution, and maintenance of email distribution lists.

***Malicious Code (Malware)***

Code is a common term used to describe a set of instructions to a computer, also called program or software. Malicious code in general can be defined as "software which interferes with the normal operation of a computer system." Another general definition might be "software which executes without the express consent of the user." Common types of malicious code include viruses, Trojans, and worms.

***Microsoft Outlook***

The Microsoft "groupware" information management and communication software used by the college for e-mail communication, group planning and scheduling, and contact/task management.

***Personal Distribution Lists***

These lists are created by individuals for their own use. Personal distribution list files are stored in the individual's Personal Address Book. Personal Address Books usually reside on the individual's hard drive (or a drive of their choice). These lists are called "Personal" as they should be created for personal (one person) use.

***Public Distribution Lists***

These are created by IT staff for use by all SSCC users. The distribution list files are stored on the Exchange Mail server. These lists are called "Public" as they are designed to be available to all users. Use of these lists is for academic and administrative purposes only as misuse wastes system resources and can affect the entire College network.

**Server**

A computer that provides some service for other computers connected to it via a network. A mail server has a drive that hosts user's electronic mailbox and receives, stores, and sends e-mail messages via the network.

**Spam or Spamming**

Electronic junk mail or junk newsgroup postings. Spam is generally e-mail advertising for some product sent to a mailing list or newsgroup. Spamming is sending or transmitting these junk messages. Receipt of Spam is virtually impossible to control; Spamming to or from college e-mail systems is strictly prohibited.

**Use of College or other Email Services**

To create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print email (with the aid of College email services). A (College) Email User is an individual who makes use of (College) email services. Receipt of email prior to actual viewing is excluded from this definition of "use" to the extent that the recipient does not have advance knowledge of the contents of the email record.

**Virus**

A program or piece of code that generally executes without the user's knowledge and runs against their wishes. Most viruses are malicious in nature and can also replicate themselves. All computer viruses are manmade and vary in degree of danger. Even a simple virus that replicates itself without actually harming system files is dangerous because it quickly uses available memory and other resources. More dangerous types of virus are one capable of transmitting across networks and mutating to bypass security systems.

## 6.4 SOCIAL MEDIA POLICY

Thousands of current and future students, faculty, staff, alumni, and citizens of our community are utilizing mediums such as Facebook, Twitter, LinkedIn, YouTube and many others to stay connected. Southern State Community College believes that having a presence in these areas will allow the College to broadcast information and interact with the public. In order to operate within these mediums effectively, SSCC has developed a social media policy to ensure that any and all interactions on behalf of SSCC represent the College's best interests.

SSCC recognizes its responsibility to assure employees, volunteers, and contractors adhere to local, state, and federal requirements to protect student and staff privacy. The College also retains its prerogative to protect its image, enhance its brand, guard proprietary information, require appropriate use of College computer resources, and restrict employee activities that do not add value to the College, mission, vision, strategic priorities, general learning goals, or financial well-being.

**Definition of Social Media**

Social media includes but is not limited to blogs, wikis, social networks (examples : Facebook, LinkedIn, MySpace, etc) video and photo portals (examples: YouTube, Flickr), collaborative professional space and e-mail.

## Procedures

Employees and volunteers adhere to policy on Computing Resources and Information Technology as found in the *Southern State Community College Policy and Information Manual*, the *Southern State Community College Catalog*, and general use guidelines when using social media for specific job-related tasks of Southern State Community College.

Employees must consult their supervisor in advance of their intention to use their Southern State Community College e-mail account on social networking sites or pages on which they are representing the college in an official capacity (Non-instructional).

The following types of content are prohibited from Southern State Community College social networking sites:

- Derogatory language or demeaning statements about or threats to any third party.
- Inappropriate or incriminating images depicting sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior; or inappropriate language.
- Content that violates state or federal law.
- Partisan political activity.
- Online gambling.
- Information/images that are obscene or untrue.
- Content that harasses third parties.
- Selling goods or services for personal financial profit.
- Personal social relationships unrelated to Southern State Community College business.

In the spirit of maintaining a positive environment to our site visitors, we reserve the right to remove any comments or wall postings from official college-sponsored pages that are inappropriate, inflammatory or damaging to Southern State Community College or any individual.

The Public Relations and Marketing Office(s) will maintain a college-level Southern State Community College Facebook (fan) page. The Public Relations Director, Webmaster, and the Marketing Director will be included as administrators for the page.

Employees are responsible for the content of social networking sites. Outside parties can take legal action against employees for postings. Southern State Community College will not indemnify employees for anything they write on social networking sites under a college e-mail account or a private one.

Material protected by copyright will not be used on Southern State Community College social networking pages.

Employees and volunteers recognize that they use social media at their own risk. The College assumes no responsibility or liability for social media activity by employees or volunteers that is not approved and coordinated through the Marketing and Public Relations Departments.

### **Disclaimers**

Official Southern State Community College networking pages will include the following disclaimers:

#### **Site Administrator Content**

The comments and postings on this site are those of the site administrator and do not necessarily reflect Southern State Community College opinions, strategies or policies.

#### **User-generated Content and Disclaimer**

Southern State Community College accepts no responsibility or liability for any data, text, software, music, sound, photographs, images, video, messages or any other material or content generated by users and publicly posted on this page

#### **Inappropriate Content**

Anyone who believes that this page includes inappropriate content should report it to the Southern State Community College Public Relations Director at [kcross@sscc.edu](mailto:kcross@sscc.edu)

#### **Disclaimer for content on linked sites**

Southern State Community College accepts no liability or responsibility whatsoever for the content of any target site linked from this page.

#### **Terms of Use**

By posting content on this page, you represent, warrant and agree that no content submitted, posted, transmitted, or shared by you will infringe upon the rights of any third party, including but not limited to copyright, trademark, privacy; or contain defamatory or discriminatory or otherwise unlawful material.

Southern State Community College reserves the right to alter, delete or remove (without notice) the content at its absolute discretion for any reason whatsoever.

#### **Copyright**

The content on this page is subject to copyright laws. Unless you own the rights in the content, you may not reproduce, adapt or communicate without the written permission of the copyright owner nor use the content for commercial purposes.

Classroom activities that involve the use of social media should follow the guidelines established above only when such material is beyond the confines of the virtual classroom.

#### **General Guidelines**

Online communities' like Facebook and MySpace can help Southern State Community College connect with its constituencies in many positive ways. **At the same time, there are some**

**cautionary lessons that have emerged from participating in online communities.**

Administrators and participants on social network sites should be aware of the following:

- You are posting content onto the World Wide Web and you cannot ensure who does and does not have access to your information.
- Information you post online may continue to stay on the World Wide Web even after you erase or delete that information from pages.
- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control the moment it is placed online-even if you limit access to your site.
- By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, and law enforcement, among others.
- Don't post information, photos or other items online that could reflect negatively on you, your family or Southern State Community College.
- Be discrete, respectful, gracious and as accurate/factual as you can be in any comments or content you post online. Take particular care of spelling, punctuation, and grammar as it does reflect on you professionally, as well as on the college.

# ADMINISTRATOR AND STAFF SUPPLEMENT

## Section 7: CLASSIFICATION

All full-time, non-faculty positions are classified as exempt or non-exempt. An exempt position is one that is exempt from receiving overtime pay. Those categorized as non-exempt may receive overtime compensation.

### **7.1 DEFINITION OF "EXEMPT" POSITION**

Exempt positions are those positions characterized as Executive, Administrative, or Professional. The primary duties would include, but need not be limited to, those ranging from the management of a department or division; to performance of office or non-manual work directly related to management policies or general business operations of the College; to work requiring discretion or independent judgment in its performance; to work requiring specialized knowledge in a given field.

### **7.2 DEFINITION OF "NON-EXEMPT" POSITION**

Positions not meeting the requirements mentioned in Section A. shall be classified as Non-Exempt and referred to as Associate positions.

### **7.3 SPECIALLY FUNDED/SPECIAL PROJECT POSITION**

A position which is funded by grants, third party contracts, or cooperative, and/or other, agreements that are funded from sources other than those which are customary to Unrestricted General and Auxiliary Funds. All such positions are considered as temporary and contingent upon funding.

### **7.4 STUDENT WORKERS**

The President may, within budgetary limitations, authorize the employment of students on a part-time basis. Student workers shall perform routine clerical, secretarial or custodial/maintenance duties or assist with the operation of laboratory facilities under the supervision of faculty members or exempt non-faculty employees.

## **7.5 COLLEGE WORK STUDY**

The Federal Government provides funding for part-time student employment. Eligibility shall be determined by the Financial Aid Office.

## **7.6 STANDARD WORK WEEK**

Forty (40) hours per week constitutes the standard work week for full-time non-exempt employees. Certain positions shall require that the employees holding them work at other than standard hours.

## **7.7 OVERTIME**

In those rare circumstances in which the College determines it necessary for a non-exempt employee to work in excess of forty (40) hours during any calendar week, the employee shall receive extra pay or time off as compensation for the overtime as outlined below:

- A. If the employee requests to be paid for the overtime, he/she shall receive one and one-half times his/her regular rate of pay for each hour of overtime worked. He/she shall receive this compensatory pay no later than the end of the next succeeding pay period; or
- B. The employee may, with the approval of his/her supervisor, take time off in lieu of pay for overtime service during the pay period in which time was worked. This compensatory time will be earned at a rate of time and a half.
- C. All employees shall have their supervisor's pre-approval and the appropriate Vice-President's approval to work overtime. Only authorized overtime shall be compensated on a time and one half basis or through compensatory time off. The decision to receive time off or overtime pay shall be agreed to prior to overtime worked.

## **7.8 POSITION DESCRIPTIONS FOR NON-FACULTY EMPLOYEES**

Each employee should have a copy of his/her job description and a copy shall be placed in the employee's personnel file. If a job description is updated, a copy shall be sent to the Human Resource Department for placement in the employee's file.

# Section 8: SELECTION AND HIRING

## 8.1 ADVERTISING AND HIRING REQUISITIONS

After a Department has determined that an additional or replacement position is needed and that adequate funding provisions have been made, a formal request for the position, indicating qualifications, advertising media type, and locations for position notice placement shall be completed and shall be signed by the immediate supervisor and senior area administrator. The appropriate form shall then be forwarded to the Treasurer for budget certification and the President for final approval. The completed and approved request shall be forwarded to the Human Resource Department for processing and approval. Hiring forms may be obtained on the Web site and in the Human Resource Department.

## 8.2 INTERVIEWS

Applicants for exempt or non-exempt positions shall be interviewed by their potential immediate supervisors and other appropriate administrators. Final approval shall be made by the President.

## 8.3 NON-DISCRIMINATION/EQUAL OPPORTUNITY

Selection of these applicants shall be made on the basis of the applicant's professional qualifications, experience, and potential for working cooperatively with his/her fellow employees. All selections shall be made without regard to race, sex, color, religion, creed, national origin, in compliance with all statutes prohibiting discriminatory employment practices.

## 8.4 SEARCH COMMITTEES

The President may determine that a search committee be established to review and interview applicants for certain positions. The search committee shall comply with all applicable hiring policies.

## 8.5 HIRING

Employees shall be hired by the President though the actual selection may be delegated to other administrators. The President shall approve the hiring of persons to fill full-time positions that he/she has previously established.

## 8.6 ORIENTATION

Each new employee shall provide the Human Resource Office with the necessary payroll information. The Human Resource Office is located on the Central Campus. New employee orientation shall be handled by the employee's immediate supervisor, who will also provide the employee with a copy of the handbook.

# Section 9: CONTRACT AND EMPLOYMENT STATUS

## 9.1 CONTRACTS

All full-time, non-faculty employees shall serve on nine to twenty-four month, non-tenured contracts unless otherwise specified. All contractual awards and agreements are subject to the approval of the Board of Trustees, who may delegate this authority to the President.

### **A. Conditions/Limitations**

All Employment Contracts and any other agreements, including the payment of salary, are subject to the sufficiency of funds, the pertinent provisions of the Ohio Revised Code, the Policies of the Board of Trustees, and the Official Action of the Board of Trustees.

1. It is understood that the employee shall render full-time service during the term of his or her hiring. The employee shall advise his or her immediate supervisor of any activities in which he or she may engage which shall or may result in rendering less than full-time service to the College during the assigned academic term without the expressed consent of the President.
2. All Employment Contracts are predicated upon representations regarding education and experience qualifications which, if subsequently proven inaccurate, shall cause this contract to be voidable at the discretion of the Board of Trustees.
3. All Employment contracts are further conditioned upon compliance with all College rules and regulations as set forth in the Policy and Procedures Manual and any other officially adopted College rules and regulations as set forth in College publications, and all subsequent amendments thereto. Violation of such rules and regulations, or of any of the terms of this agreement, shall cause this contract to be voidable, at the discretion of the Board of Trustees.

## **9.2 SUPPLEMENTAL CONTRACTS**

Supplemental Contracts may be awarded for services provided which are beyond the scope of an employee's normal duties. Each Supplemental Contract shall have the necessary budget provision, shall be recommended by the employee's supervisor and approved by the President.

## **9.3 PROBATIONARY PERIOD**

All hiring of non-faculty employees are probationary for a period of one hundred and twenty (120) days from the date of initial hiring. During this probationary period, the employee shall be designated as a Provisional Employee. If the employee's performance is judged unsatisfactory, as determined within the discretion of the College, he/she may be demoted in position or dismissed. If demoted or dismissed during this provisional time period, the employee shall have no recourse to appeal.

- A. If a supervisor determines that a Provisional Employee shall be terminated or demoted, he/she shall so notify the President or his/her designee in writing, giving the reasons for the suggested demotion or dismissal.
- B. The President or his/her designee shall review the case, and render a decision in the matter. The President, as the appointing authority of the College, shall approve all demotions and dismissals.

## **9.4 MISUSE OF POSITION**

No employee shall use his/her official position with the College for purposes of financial gain or personal advantage outside of the provisions specified in his/her current contract. Use of official position to support or further the cause of any outside program or agency without prior administrative approval is prohibited, and may lead to disciplinary action or dismissal.

## **9.5 SALARY RANGES**

The College shall establish salary range guidelines to be used for setting salaries for employees, which are compatible with the budgetary resources of the College. These salary ranges are subject to change.

## **9.6 PROMOTION**

A promotion is the act of placing an employee in a position which requires greater skills and knowledge, as well as the ability to perform more complex work or work requiring greater responsibility than the employee was required to perform in his/her prior position. The salary

structure is designed so that an individual may be promoted into a position in which the salary range for the new position reflects the increased demands mentioned above.

## **9.7 EVALUATION**

Each employee shall be evaluated on an annual basis.

### **A. Position Review**

1. **Salary Levels.** It is the objective of Southern State Community College to establish and maintain salary levels which reflect position responsibilities; are competitive with other employers in the same employment market; are capable of attracting, retaining, and motivating competent employees; and are within the budgetary resources of the College.
2. **Salary Approval.** The President shall recommend to the Board of Trustees for approval of salary ranges for all positions. Individual placement within a salary range is the responsibility of the President through a system of evaluation and shall consider performance, level of education, and market comparisons.
3. **Evaluation Procedure.** All employees shall be evaluated by his/her immediate supervisor during annual performance reviews. Performance evaluations are based on the employee's ability to successfully perform his/her duties and responsibilities in compliance with all College policies and procedures. Changes in an employee's position responsibilities shall be communicated through the immediate supervisor to the President. Before position responsibility changes are effective, they shall be approved by the President.

### **B. Employee Transfer**

An employee may be subject to transfer at any time. Transfers may be necessary to meet the needs of the College and allow current or acquired skills to be better utilized.

### **C. Employee Demotion**

A demotion may occur because an employee has exhibited an inability or unwillingness to handle his/her duties and responsibilities, for disciplinary reasons, or as a result of a reduction in force.

## **9.8 LAYOFF/REINSTATEMENT**

### **A. Layoff**

An employee may be laid off as a result of: (1) lack of appropriate funds; (2) lack of work; or (3) elimination of a position based on the lack of continued need for the position. The selection of the employees to be laid off shall be determined by the department administrator and due consideration shall be given to the length of service and work performance. Seniority shall weigh heavily in this decision.

B. Reinstatement

Under all conditions of layoffs, if the employee is reinstated or re-employed within a period of twelve months following the date of separation, he/she shall have his/her accumulated sick leave and length of service credit reinstated as of the date of separation.

When the working force is increased within a period of twelve months following a layoff, employees shall be recalled in inverse order of their layoff provided the employee to be recalled has the qualifications required. Notice of recall shall be sent to the employee at his/her last known address by first class mail.

An employee's eligibility for recall shall terminate if he/she fails to respond to his/her recall notice within ten (10) working days of mailing the notice.

## 9.9 RESIGNATION

An employee who intends to resign shall submit a letter of resignation to the President of the College at least two (2) weeks (and preferably three (3) weeks) prior to the effective date of resignation.

# Section 10: COMPENSATION AND BENEFITS

## 10.1 PAYMENT OF SALARIES

### GENERAL

#### *Full-Time Employees*

Either an employment contract or pay authorization stating the amount of compensation and duration of the assignment must be approved and submitted to the Payroll Office no less than fifteen (15) days prior to their first pay period.

#### *Part-Time Employees*

1. All pay sheets for part-time employees must be signed by the appropriate supervisor and forwarded to the Payroll Office five (5) days after the end of each pay period.
2. A recommendation for all part-time employees designating proposed hire date, hourly wage, salary code, etc., and approved by the President must be received by the Payroll Office PRIOR to the first payroll period for the new part-time employee.

3. Appropriate forms must be completed and received by the Payroll Office prior to the first payroll period for any new employee.
4. If the proper paperwork (as outlined above) is not received by the Payroll Office at least three (3) working days prior to the actual pay date, the affected employee will not be paid until the proper paperwork is processed.

Persons with nine (9) to twelve (12) month contracts can receive their annual salaries in twenty-four (24) equal installments. Payment of salaries is made on the 15<sup>th</sup> and last day of each month. In the event that either of these dates occurs on a Saturday, Sunday or holiday, payment will be made on the preceding work day.

**A. DIRECT DEPOSIT**

Direct deposit of wages is required for all new employees.

**B. DEDUCTIONS**

Deductions from salaries are made for federal, state, and city income taxes and contributions to the appropriate state or alternative retirement program.

Additional deductions will be made upon the employee's authorization.

Southern State Community College complies fully with all applicable federal and state laws regarding wages and deductions. If any employee believes that improper deductions have been made from his or her pay, the employee should immediately speak with their supervisor and/or a member of the Payroll Office.

The withholding of tax deductions will be based on the *W-4 Employee's Withholding Allowance Certificate* and *State Tax Form* completed by the employee. A *W-4 Employee's Withholding Allowance Certificate* will be required from each employee at the time of hire and subsequently, any time a change to an employee's withholding status or allowances is requested.

**C. OUTSIDE REQUESTS FOR EMPLOYEE REFERENCES/EMPLOYMENT VERIFICATIONS**

It is the policy of Southern State Community College to provide only neutral references concerning former employees. All outside requests for employment references must be directed in writing to the Human Resource Department. Response to such inquiries will confirm dates of employment, the title of the positions held and, with written authorization of the former employee, wage rates. No other information will be disclosed.

## 10.2 HOLIDAYS

In Accordance with the provisions of Section 124.19 of the Ohio Revised Code, the College shall observe the following designated holidays. Full-time staff members are eligible for these 12 paid holidays per year as follows:

1. New Year's Day
2. Martin Luther King's Birthday
3. Presidents' Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veterans Day
9. Thanksgiving Day
10. The Friday after Thanksgiving
11. Christmas Eve
12. Christmas Day
13. New Year's Eve
14. The workdays between Christmas and New Year's that are not observed holidays

State statute permits the designation of certain holidays to be observed on days other than when they are observed by the rest of the state. Southern State Community College's annual holiday schedule reflects these changes. On certain holidays, the College is open for business. Administrative staff members who are required to work on such a day will be given a day off at a time agreed to by both staff member and supervisor.

### 10.3 VACATION

An individual who expects to be absent should obtain advance permission from their supervisor, Dean, or Vice President and assist in making arrangements for proper coverage of duties. Whenever it is not possible to perform regular duties, this fact shall be reported to the employee's supervisor, Dean, or Vice President as soon as possible.

The purpose of the vacation benefit is to provide time away from work for rest, recreation and renewal; the College, therefore, expects its full-time staff to use vacation time each year for such purposes. It is also recognized, however, that it may not always be possible for an individual to use his or her full complement of vacation days within a given contract year. For this reason, while accumulation of vacation time is discouraged, it is permitted within the limits set forth below.

Full-time staff shall receive annual vacations with full pay.

Years of Service	0-7	8-14	15-24	25 plus
Nonexempt	10 days	15 days	20 days	25 days
Exempt	20 days	20 days	20 days	25 days

- a. The taking of vacation time shall be approved in advance by the employee's supervisor, and a record of such approval filed with the Business Office.

- b. Employees may accrue unused vacation up to a maximum of sixty (60) days or the vacation hours accrued in the last three years, whichever is less.
- c. Upon retirement or termination a full-time employee shall receive a pay-out of accumulated vacation days equal to the total accumulation times the current daily rate.

## 10.4 PERSONAL DAYS

Full-time employees receive three (3) paid personal days per year. These days shall be credited to the employee's account at the beginning of each fiscal year and shall not be accumulative. Upon retirement or termination a personal time payout will be equal to the total days accumulated paid out at the employee's current daily wage rate.

## 10.5 SICK LEAVE

### A. GENERAL

Sick leave is the authorized absence of an employee from regular duties because of illness, injury, pregnancy, exposure to contagious disease, family health situations requiring attendance of the employee, health care appointments and death in the immediate family. Immediate family members include the employee's mother, father, brother, sister, biological or adopted child, stepchild, spouse, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent-in-law, anyone who stood in loco parentis to the employee as a child and other persons for whom the employee is legally responsible.

Each full-time employee who is employed to work at least 40 hours per week earns sick leave at a rate of 1.25 days per month for a maximum of fifteen (15) days of sick leave per contract year.

Part-time employees who have earned sick leave prior to the publishing of this *Manual* are grandfathered at their current rate.

Unused sick leave entitlement is cumulative to a maximum of 260 days. The Payroll Department shall be responsible for the establishment of accrued sick leave balances for employees and for the maintenance of sick leave records.

Upon retirement under either the Ohio Public Employees Retirement System or State Teachers Retirement System the employee shall receive payment of one-fourth (1/4) of the number of unused sick days to the credit of the employee at the employee's rate of pay at time of retirement, up to a maximum of 43 days. Payment shall be made to an Employee only once during his/her lifetime.

## **B. REPORTING OF ABSENCES**

All employees (full-time, part-time and faculty) are expected to report an absence promptly when normal duties cannot be performed and sick leave is being used. A consecutive period of sick leave use includes all days an individual is normally expected to work, whether or not the individual has scheduled responsibilities. If an employee is off of work for more than three (3) days in a row due to their own illness or injury, that employee must contact the Human Resource Department in order to discuss the Family and Medical Leave Act.

Use of accrued sick leave days must be reported on a daily basis to the employee's supervisor, and the report must be approved by the supervisor. Once the supervisor has approved the absence, the absence report is then forwarded to the Payroll Department. Sick leave is used in increments of one-half day for absences of four hours and one full day for absences of more than four hours.

An employee may use sick leave, with the approval of his/her supervisor, for any of the following reasons:

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

**An employee may use an additional five (5) days of sick leave (above and beyond the three (3) paid bereavement days) given the definition below.**

Definition of ***immediate family member*** includes:

An employee's grandparents, father, mother, father-in law, mother-in-law, spouse, child, grandchild, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, legal guardian or other person who stands in the place of a parent.

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

## **C. TRANSFER OF SICK LEAVE**

In the event of certain extenuating circumstances which cause an employee covered under this manual to exhaust his/her sick leave, the Board of Trustees, upon petition by the employee, may allow other employees of the College to give sick leave to the petitioner within the following constraints:

1. All sick leaves given shall be given on a voluntary basis.
2. The petitioning employee shall have (or shall soon have) exhausted his/her sick leave and all but five (5) days of his/her vacation before any sick leave may be transferred.
3. A maximum of fifty (50) days of sick leave may be transferred for any employee.
4. No employee may give more than ten (10) days sick leave to another employee.

In all cases, the Board of Trustees' decision is final.

Note: Acceptance of Accumulated Sick Leave from Public Agencies

Previously accumulated sick leave of a person who has been separated from public service, whether accumulated pursuant to section 124.38 of the Revised Code or pursuant to section 3319.141 of the Revised Code, shall be placed to his credit upon his employment at Southern State Community College provided that such employment takes place within ten years of the date of the last termination from public service. A teacher or nonteaching public employee who transfers from one public agency to another shall be credited with the unused balance of his accumulated sick leave up to a maximum of 260 days. This transfer of accumulated sick leave shall apply to all employees of Southern State Community College who have worked both in the state of Ohio and in any of the other forty-nine states.

Procedures for Transfer of Accumulated Sick Leave

1. Upon approval of employment by the Board of Trustees, send a letter to the Human Resource Department requesting the transfer of accumulated sick days to Southern State.
2. List the name and address of the agency of prior employment, the name of the person responsible for the accumulation of sick leave, and the date of when the employee left the service of that agency.
3. Upon receipt of the number of days transferred of accumulated sick leave, the employee shall receive a notice as to how many days were transferred to Southern State.

## **10.6 PARENTAL LEAVE**

As part of its efforts to foster a workplace in which professional success can be achieved while maintaining a quality personal and family life, the College supports employees and their families with leave opportunities for new parents. Employees and their supervisors should contact the Human Resource Department for guidance and assistance with the process.

All requests for leave under this policy should be made as far in advance as possible but generally not less than thirty (30) days before the leave commences. Requests must be in writing and submitted to the Human Resource Department.

## **10.7 FAMILY AND MEDICAL LEAVE**

In accordance with federal law, employees are eligible for family and medical leave after twelve (12) months of employment and provided the employee has performed at least 1250 hours of work during the previous 12-month period. (Full-time faculty is deemed to meet the 1250-hour requirement.)

All eligible employees are entitled to a total of twelve (12) workweeks of leave during the 12-month period for one or more of the following reasons:

- a. the birth of a child and to care for the newborn (Reason 1);
- b. the placement of a child with the employee for adoption or foster care (Reason 2);
- c. to care for the employee's spouse or domestic partner, parent, child (defined as —a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in "*loco parentis*"), or the child of the domestic partner with a serious health condition (Reason 3);
- d. a serious health condition that makes the employee unable to perform the essential functions of his or her position (Reason 4).

**A. NOTICE AND APPROVAL**

A minimum of thirty (30) calendar days advance notice before the date the leave is to begin. Employees should contact the Human Resource office for more detailed information and to arrange family and medical leave, including parental leave. The Department of Human Resources can assist employees and their supervisors in arranging suitable coverage of the employees' responsibilities while on leave. Employees are required to complete the forms and return them to the Human Resource office for approval of leave within a minimum of thirty (30) calendar days advance notice before the date the leave is to begin. However, if the date of the birth, placement of the child, or serious health condition of the employee or family member requires leave to begin in less than thirty (30) days, the employee must provide as much notice as is practicable. Failure to give notice may result in a delay of leave.

Employees must request the family and medical leave in writing and submit the request to the Human Resource Department. A medical certification form will be provided. Medical certification must be received in the Human Resource Department to approve of the leave.

**B. SUBSTITUTION OF PAID LEAVE**

The College requires employees to substitute accrued paid leave (e.g., vacation, sick leave, personal leave) for family and medical leaves whenever permitted by law. If the employee does not have available sufficient paid leave for the entire twelve (12) weeks, the employee may take the balance of the leave as unpaid leave. If the employee has available more than twelve (12) weeks of paid leave, the employee may use all of the paid leave that applies to the employee's situation.

A family and medical leave may run concurrently with a worker's compensation absence when the injury is one that meets the criteria for a serious health condition. As the worker's compensation absence is not unpaid leave, the provision for substitution of accrued paid leave is not applicable.

**C. INTERMITTENT LEAVES AND REDUCED LEAVE SCHEDULES**

An intermittent leave is a leave taken in separate blocks of time due to a single illness, injury, or health condition. An example is a leave taken several days at a time spread over several months for chemotherapy.

A reduced leave schedule is a change in the employee's normal schedule for a period of time, usually from full-time to part-time. An example is a reduction in the workday from eight (8) hours to six (6) hours because of a serious health condition.

Leaves taken for the following reasons shall not be taken intermittently or on a reduced-leave schedule, except as permitted by the Parental Leave Policy:

- 1) leaves taken for the birth of a child or to care for the newborn (Reason 1)
- 2) and, leaves taken for the placement of a child with the employee for adoption or foster care (Reason 2).

Leaves taken for the following reasons may be taken intermittently or on a reduced-leave schedule:

- 1) leaves taken to care for the employee's spouse, child or parent (Reason 3)
- 2) and, leaves taken because of a serious health condition that makes the employee unable to perform the essential functions of his or her position (Reason 4).

An employee who takes intermittent leave or a reduced-leave schedule may be temporarily transferred to an alternative position for which he or she is qualified that has equivalent pay and benefits, and that better accommodates recurring periods of leave than does the employee's regular position.

Employees shall make a reasonable effort to schedule leaves so as to avoid unduly disrupting the operations of the College, subject to the approval of the health care provider of the employee (Reason 4) or of the employee's spouse, child or parent (Reason 3).

#### **D. CERTIFICATION**

The College requires a medical certification from the health care provider for leave taken for Reasons 3 or 4. Serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or medical care facility, or continuing treatment by a healthcare provider. The certification form may be obtained from the Department of Human Resources. The College, from time to time (generally not more often than every 30 days), requires recertification during the period of leave. Failure to provide certification or recertification may result in a delay of leave, denial of leave and/or loss of pay for the leave period. Falsification of certification is grounds for disciplinary action up to and including dismissal. The College may require, at its' expense, that the employee obtain the opinion of a second healthcare provider selected by the College concerning any information certified.

NOTE: No employee who has been off of work for more than three (3) days due to their own illness/injury, can return to work until they have approval to do so from the Human Resource Department. Employees will be allowed to return to work once they have provided the Human Resource Department with a full return to work release. Upon receiving the work release, the Human Resource Department will notify the employee of the denial or approval and under what conditions the employee may return to work.

**E. RESTORATION TO POSITION AND CONTINUATION OF BENEFITS**

Eligible employees who return from a family and medical leave may be restored to the position held by the employee when leave began or be restored to an equivalent position with equivalent pay and College-provided benefits and other terms and conditions of employment. The College will maintain College-provided benefits for eligible employees on family or medical leave under the same terms and conditions coverage would be provided had the employee continued in employment for the duration of the leave. Retirement contributions will only be made for that portion of the family and medical leave that is paid leave.

**F. FAILURE TO RETURN FROM LEAVE**

The College may recover from the employee the cost of maintaining College provided benefits during the unpaid period of leave if the employee fails to return from leave.

Exceptions are if the failure to return is due to:

- 1) the continuation, recurrence, or onset of a serious health condition that would otherwise entitle the employee to leave under the family and medical leave policy,
- 2) or, other circumstances beyond the control of the employee.

**G. OTHER EMPLOYMENT**

Employees on family or medical leave are not permitted to perform services for remuneration for other employers (including self-employment), as an independent contractor, partner, sole proprietor, principal in a corporation, or for any other individual or entity, unless approved, in writing, in advance by the appropriate vice president or the vice president's designee. For units reporting to the President, the appropriate vice president is the Director of Human Resources. Employees who have approved outside consulting/employment must obtain the approval of the appropriate vice president to continue such services during a period of leave.

**H. SUPPLEMENT TO FAMILY AND MEDICAL LEAVE POLICY FOR FAMILIES OF MEMBERS OF THE U. S. ARMED FORCES**

The Family and Medical Leave Act (FMLA) was recently amended to extend FMLA qualifying leave to the families of members of the U.S. Armed Forces under certain circumstances (Military Families FMLA). This Supplement provides employees rights to such leave. Except as provided for in the recent amendments to the FMLA, an employee's rights and obligations with regard to Military Families FMLA leave are governed by Southern State Community College's existing FMLA policy.

1. Leave Entitlement

The changes to FMLA provide for two (2) new instances in which an eligible employee can qualify for FMLA leave:

- a. Because of any "qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation;
- b. If the employee is the spouse, son, daughter, parent, or next of kin of a covered service member, to care for the service member who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or on the

temporary disability retired list for a serious injury or illness incurred in the line of duty while on active duty in the Armed Forces that may render the service member medically unfit to perform the duties of the service member's office, grade, rank or rating.

2. Duration of Military Families (FMLA)

The College's existing FMLA policy defines the FMLA year used (FMLA Year).

When Leave is Due to a "Qualifying Exigency": An eligible employee may take up to a total of twelve (12) workweeks of leave during the FMLA Year for this and any other reasons set forth in the existing FMLA policy.

When Leave is To Care for an Eligible Service Member: An eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve (12)-month period to care for the eligible service member. Leave to care for an eligible service member, when combined with other FMLA-qualifying leave, may not exceed twenty-six (26) workweeks in a single twelve (12)-month period. There are also limitations if both spouses are Southern State Community College employees. If leave to care for the eligible service member is not exhausted during the FMLA Year and would extend into the next FMLA Year, contact the Human Resource Department.

**NOTE:** Military Families FMLA runs concurrently with other leave entitlements as set forth in the existing FMLA policy or as provided by federal, state or local law.

**I. EXTENDED LEAVE OF ABSENCE**

A full-time (non-faculty) employee may be granted a personal leave for the purpose of gaining experience or expertise in his/her field, for advanced study, for long-term medical treatment or for other reasons approved by the Board of Trustees. Leaves of absence shall be taken without pay and the employee shall receive no benefits from the College while on leave. All benefits accrued to the employee before the leave shall be granted upon his/her return to the College. The Board may consider a paid leave of absence under special circumstances.

The following conditions shall apply:

1. The duration of such a leave may be for any period up to a year.
2. Personal leave is leave without salary. Except under special circumstances, it is leave without any College-provided benefits except the fee waiver benefit, which continues during the leave.
3. Contributions to the state retirement systems (STRS, PERS, PERS-LE) are made only as allowed by law. The College will not make contributions to the Alternative Retirement Plan during a personal leave.
4. Individuals granted personal leave may continue uninterrupted health care insurance by arranging to make premium payments through the Department of Human Resources. Only the President or President's designee may authorize the continuance of health care insurance at the College's expense.
5. A request for leave of absence shall be submitted in writing to the Department of Human Resources, who shall forward it to the President.

Such requests shall contain:

- a. proposed dates of commencement and termination of the leave,
- b. reason (s) for requesting the leave of absence,
- c. and, a statement certifying the need for long-term medical leave, signed by the employee's physician, and whether or not the leave request is for medical reasons.

## **10.8 OTHER LEAVES OF ABSENCE**

### **A. MILITARY LEAVE**

Southern State Community College provides military leave and benefits in accordance with state and federal laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA). For information regarding leave and benefits, contact the Human Resource Department.

### **B. RESERVE DUTY**

Employees will be granted a leave of absence without the loss of pay upon request when they are required to participate for military service, training duty, or related obligations as members of an Armed Forces Reserve Organization, the National Guard, or are called out on an emergency basis for such service (Ohio Revised Code, Section 5923.05).

Upon application within ninety days or separation from extended active duty, the individual shall be reinstated to his/her former position or a similar position. A person on military leave forfeits his/her reinstatement rights if he/she re-enlists or voluntarily extends his original tour of active duty. Persons, who are members of the Ohio National Guard, or a reserve component of the armed forces, are eligible for military leave without loss of pay for occasional periods of service or training.

### **C. COURT ATTENDANCE/JURY DUTY**

The College encourages its employees to fulfill their civic duty by responding to a call to jury duty. Employees serving jury duty are entitled to leave with pay. The employee must submit a request for leave to his or her supervisor and the Payroll Department for approval. A copy of the summons for jury duty must be attached to the request. The employee will not be asked to pay to the College any amount of compensation received by the employee from the court. The employee will be compensated by payment of an amount equal to the difference between their jury duty pay and their regular salary. The employee is required, however, to return to work any day he or she is excused by the court for a period greater than four (4) hours. Faculty are expected to make suitable arrangements for coverage of classes with the Vice-President of Academic Affairs.

If the jury duty falls at a time when the employee cannot be away from work, the College may request that the court allow the employee to choose a more convenient time to serve if he/she makes a request in accordance with the court's procedures. The employee must cooperate with this request.

Employees whose work shifts do not coincide with jury service hours may also be relieved of employment duties during jury service. Arrangements for coverage should be made through the Human Resource office in consultation with the employee's department.

Upon the employee's return, the employee must notify their supervisor and must submit a signed Certificate of Jury Service indicating the number of days served.

#### **D. BEREAVEMENT LEAVE**

In the unfortunate event of a death in the immediate family, employees (including full-time, faculty and part-time) shall be granted three (3) days of bereavement leave with pay upon the death of a member of the employee's immediate family. Immediate family members include: spouse, child, stepchild, stepparent, stepsibling, grandchild, parent, grandparent, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, legal guardian other person who stands in the place of a parent. Compensation shall be at the employee's current rate of pay.

Employees should make their supervisor aware of their situation. In turn, the supervisor should notify Human Resources of the reason and length of the employee's absence.

Upon returning to work, the employee must record his/her absence as a **Bereavement Leave** on his/her attendance record. Proof of death and relationship to the deceased may be required.

#### **E. 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 professional meeting request form and receive pre-approval prior to attending the meeting. Requests for reimbursement for expenses that have not been preapproved will be at the discretion of the College.

In addition, faculty should make advance arrangements for classes and other College responsibilities, these arrangements must be acceptable to the Vice-President of Academic Affairs or their Dean.

## **10.9 FEE WAIVERS**

#### **A. FULL-TIME EMPLOYEES, THEIR SPOUSES AND DEPENDENT CHILDREN**

Full-time employees and their spouses may attend classes at the College without payment of tuition under the conditions below. Full-time employees' children, stepchildren and grandchildren under the age of twenty-four (24) may attend classes at the College without payment of tuition under the following conditions:

- a. Employees may enroll if it does not conflict with their normal working hours or with their ability to perform their duties at the College.

- b. Employees, their spouses, children, stepchildren and grandchildren are responsible for paying the course fee charged to the College by the provider of non-credit or online distance courses. The usual College mark-up will not be charged.
- c. Employees, their spouses, children, stepchildren and grandchildren will be responsible for paying the course fees including the cost of a physical examination for the Truck Driving Academy.

**B. RETIRED FULL-TIME EMPLOYEES, THEIR SPOUSES AND DEPENDENT CHILDREN**

Retirees and their spouses may attend classes at the College without payment of tuition under the conditions below. Retirees' dependent children under the age of twenty-four (24) and living with the employee at the time of the employee's retirement may attend classes at the College without payment of tuition under the following conditions:

- a. Retirees, their spouses, children, stepchildren and grandchildren are responsible for paying the course fee charged to the College by the provider of non-credit or online distance courses. The usual College mark-up will not be charged.
- b. Retirees, their spouses, children, stepchildren and grandchildren will be responsible for paying the course fees including the cost of a physical examination for the Truck Driving Academy.

**C. SPOUSE AND SURVIVING CHILDREN**

The surviving spouse may attend classes at the College without payment of tuition under the conditions below. The surviving dependent children under the age of twenty-four (24) and living with the full-time employee at the time of the employee's death may attend classes at the College without payment of tuition under the following conditions:

- a. The spouse, children, stepchildren and grandchildren of the deceased are responsible for paying the course fee charged to the College by the provider of non-credit or online distance courses. The usual College mark-up will not be charged.
- b. The spouse, children, stepchildren and grandchildren of the deceased will be responsible for paying the course fees including the cost of a physical examination for the Truck Driving Academy.

**D. CONTINGENT FACULTY**

Contingent Faculty Members and their spouses may attend classes at the College without payment of tuition under the conditions below. Contingent Faculty Members' dependent children under the age of twenty-four (24) and living with a Contingent Faculty Member may attend classes at the College without payment of tuition under the following conditions:

1. Contingent Faculty Members have taught a minimum of 40 credit hours.
2. Contingent Faculty Members have taught at least two quarters or a minimum of six credit hours in the previous academic year.
3. Contingent Faculty Members are in good standing with the College and are eligible to be hired to teach classes in future academic terms.
4. Contingent Faculty Members may enroll if it does not conflict with their normal working hours or with their ability to perform their duties at the College.
5. Contingent Faculty Members, their spouses and children are responsible for paying the course fee charged to the College by the provider of non-credit or online distance courses. The usual College mark-up will not be charged.

6. Contingent Faculty Members, their spouses and children will be responsible for paying the course fees including the cost of a physical examination for the Truck Driving Academy.
7. Should at any point Contingent Faculty Members fail to continue to meet these criteria all educational benefits will cease until such time the criteria are once again met.

#### **E. ELIGIBILITY OF BENEFITS**

Part-time employees who are employed with the College and have worked 1040 hours are eligible for tuition fee waiver to attend Southern State Community College. (Student workers are ineligible.)

### **10.10 POSTHUMOUS DEGREE**

At the request of a parent or spouse, Southern State Community College may award an associate degree posthumously to a student providing the student was in good academic standing at the time of death and had earned at least 68 quarter hours of credit related to the associate degree being awarded.

#### PROCEDURES:

The family member must make this request to a Campus Director or the Vice-President of Academic Affairs. The Campus Director or the Vice-President of Academic Affairs must send a memo to the Office of the Registrar requesting that the degree be awarded posthumously as of the appropriate graduation date.

The Office of the Registrar will waive the graduation application fee.

The diploma may be given to the Campus Director or the Vice-President of Academic Affairs for presentation in a private gathering as a special gesture to the family, or, if requested, may be presented to the family at the regular graduation ceremony in June.

### **10.11 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) CONTINUATION**

The *Consolidated Omnibus Budget Reconciliation Act* (“COBRA”) gives Southern State Community College employees and their qualified beneficiaries the opportunity to continue some group health insurance coverage under Southern State’s benefits plan when a “qualifying event” would normally result in a loss of eligibility coverage. Some common qualifying events are resignation, termination of employment, death, a significant reduction in work hours, a leave of absence, divorce or legal separation, and dependent child no longer meeting eligibility requirements.

## 10.12 ELIGIBILITY OF BENEFITS

Part-time employees are not eligible for benefits unless grandfathered in January 2009.

## 10.13 HEALTH INSURANCE

**MEDICAL EXPENSE INSURANCE:** Both a traditional PPO medical expense insurance plan, and Health Savings Account option, are available to full-time employees. Employees are eligible to participate in either plan of group medical insurance as follows:

**SINGLE OR FAMILY COVERAGE:** Each employee who is actively at work at the College shall be eligible for and may elect single or family coverage. The coverage shall commence on the first monthly eligibility date after the employee's employment. Family coverage includes coverage of the employee, the employee's spouse, and all unmarried dependent children, under the age of twenty-five (25).

**PREMIUM PAYMENTS:** The College shall contribute to the premium cost of group medical insurance for each employee who elects coverage under either of the two option as follows:

Option A. Traditional PPO Plan Premium:

College/Employee  
80% / 20%

(note that for FY 2011 only the premium shares will be 84%/16%)

Option B. Health Savings Account Premium

College/Employee  
Single 93% / 7%  
Family 83% / 17%

The College will also contribute to the employee's individual health savings account as follows:

Single \$2,500  
Family \$5,000

An employee eligible for medical benefits may elect to buy-out of the medical insurance program. The College will pay Three Hundred Thirteen Dollars (\$313) per month to each full-time employee who buys out of the program provided he/she certifies that they have other medical insurance.

## **10.14 RETIREMENT**

Full-time non-faculty employees who do not qualify under Section 3307.01 of the Ohio Revised Code to belong to the State Teachers' Retirement System are qualified under Section 145.02 of the Ohio Revised Code to participate in the Public Employees' Retirement System. Deductions for contribution to OPERS shall be taken from the employee's salary each pay period at the rate currently in force. The College shall also contribute to OPERS at the rate established by Section 145.58 of the Ohio Revised Code. The Board may consider early retirement programs as outlined by state law.

New employees who meet the necessary requirements may elect to participate in an approved alternative retirement plan.

## **10.15 TAX DEFERRED ANNUITIES (403b) AND DEFERRED COMPENSATION PLANS (457)**

As public employees, College employees may participate within the limits of federal law in these tax deferred plans. Employees wishing to participate in such a plan shall file with the Business Office a written authorization to make the necessary payroll deductions and a written contract between the investment carrier and the employee, signed by both parties. The authorizations are typically provided by the investment company, but sample forms may be obtained from the Web site or from the Human Resource Department.

## **10.16 LIFE INSURANCE**

All full-time non-faculty employees shall receive \$50,000 in term life insurance except for employees over the age of 65 based on the standard coverage offered by insurance companies to be paid in full by the College.

## **10.17 CHILD CARE**

Full-time non-faculty employees shall be eligible for a 50% discount on the standard child care rate for child care provided by the College. Enrollment shall be on a space available basis.

## **10.18 DISABILITY INSURANCE**

Both the Public Employees Retirement System and the State Teacher's Retirement System provide long-term disability benefits to eligible employees. An employee's accumulated sick leave shall cover paid sick leave until either PERS or STRS disability benefits begin.

## **10.19 COLLEGE BOOKSTORE DISCOUNT**

Full-time employees are eligible to receive a 25% discount on any clothing items in the bookstore.

## **10.20 FLEXIBLE SPENDING ACCOUNTS**

The flexible spending accounts plan allows a full-time employee to pay most out-of-pocket expenses for medical, dental, and dependent care costs with pre-tax dollars. For information on this plan, please consult the Web site or contact the Human Resource Department.

## **10.21 TUITION REIMBURSEMENT**

For each fiscal year (July 1 – June 30), the College shall budget \$25,000 to be used to reimburse Employees for the cost of tuition for classes taken at regionally accredited institutions which are related to maintaining or improving the job-related Employees skills. The tuition reimbursement must be approved in advance by the College. Employees must apply for approval for a specific class at least fourteen (14) days before it begins. The amount of tuition reimbursement shall be based on the amount of tuition expense incurred by the Employee and will be made within fourteen (14) days of the submission of official verification that the class was completed with a passing grade and verification of the cost of tuition. No Employee shall receive more than \$5000 per year for approved classes. The tuition reimbursement shall be made in the order of the approval of classes until the fund is exhausted.

Employees who receive tuition reimbursement must be continually employed with the College for at least one full academic year after the last date of reimbursement. Any Employee who leaves prior to one year will repay the tuition reimbursement to the College on a prorated basis.

An application for tuition reimbursement can be found on the College's Web site.