

# Southern State Community College Policy and Information Manual

2025-2026 Approved by the Board of Trustees on  
6/26/2025



# 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 website ([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 website, [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, 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 race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, genetic information, or sexual orientation.

*Revised: 6/15/2023*

Department

Individuals, who have questions or wish to have further information about any guideline in this *Manual*, should contact their immediate supervisor.

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 website 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 may be subject to the approval of the President. Throughout this policy document, the President is authorized to make non-substantive changes in job titles to match personnel and assignment of responsibilities. *Revised: 10/20/2021*

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, 1974, 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 (now the Ohio Department of Higher Education) 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 plan represents a unifying guide toward fulfilling the College's mission and living its values. Collaboratively, a vision has been cast to produce student outcomes and superior service to students and our community that render Southern State indispensable.

### ***Statement of Commitment***

- (1) The institution declares that it will educate students by means of free, open, and rigorous intellectual inquiry to seek the truth.
- (2) The institution declares that its duty is to equip students with the opportunity to develop the intellectual skills they need to reach their own, informed conclusions.

(3) The institution declares its commitment to not requiring, favoring, disfavoring, or prohibiting speech or lawful assembly.

(4) The institution declares it is committed to create a community dedicated to an ethic of civil and free inquiry, which respects the autonomy of each member, supports individual capacities for growth, and tolerates the differences in opinion that naturally occur in a public higher education community.

(5) The institution declares that its duty is to treat all faculty, staff, and students as individuals, to hold them to equal standards, and to provide them equality of opportunity, with regard to those individuals' race, ethnicity, religion, sex, sexual orientation, gender identity, or gender expression.

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. It is also a member of the Ohio Association of Community Colleges. The programs of study at Southern State Community College are approved by the Ohio Department of Higher Education.

*Revised: 6/15/2023*

# 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 Department of Higher Education. 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 to act to represent the counties which Southern State Community College serves.

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 website (via Sharepoint) or Dayforce 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 administration and staff.

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

The designation of “part-time employee” shall include any individual not employed to work full-time and not covered under the definition of “faculty.” The designation includes, but is not limited to, special funded/special project positions, student workers, and adjunct faculty.

***Adjunct Faculty*** (or contingent faculty) is defined as any individual employed to instruct or teach but is not covered under the Southern State Education Association (SSEA) agreement. Adjunct faculty are employed at will based on need, teaching, and performance.

### ***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.

### ***Faculty Emeritus***

The honor of Faculty Emeritus may be granted to a faculty member who at the time of the designation is not employed by the College.

Faculty Emeritus standing may be granted when a faculty member has made substantial contribution to the College through:

- Instruction
- Academic Leadership
- Service to the College and the community it services
- Dedication to students

**Faculty Emeritus Privilege:**

A Faculty Emeritus is recognized as a valued contributor to the College. As such, they may be invited to College social functions and may continue to support the mission of the College within their communities.

**Faculty Emeritus Procedures:**

1. A Southern State faculty member may nominate the faculty member by submitting a letter to the Faculty Senate. The letter will include the reason the faculty member is being nominated.
2. The Faculty Senate must approve the recommendation.
3. The Chairperson of the Faculty Senate will submit the recommendation to the President of the College for presentation to the Board of Trustees for approval.

***President Emeritus***

The honor of President Emeritus may be granted to a retiring or retired president who has provided outstanding and distinguished service to Southern State Community College, and has served as College president for at least ten years. "Outstanding and distinguished service" is defined as service which extends beyond the normal and expected duties and responsibilities of the appointment, and which has had extraordinary impact on the College and/or broader community. Such service reflects that the individual demonstrated exceptional commitment and contributions to the College, exemplifying the highest standards of personal and professional integrity, civic responsibility, vision and leadership.

The title of President Emeritus may be awarded posthumously.

**President Emeritus Privilege:**

In addition to the benefits and privileges received by all retired faculty and staff, a College president granted President Emeritus status will also receive

- A resolution naming and honoring the College President as President Emeritus;
- Listing in the College catalog and website; and
- Use of the title "President Emeritus" in community and professional activities.

*Revised: 6/15/2023*

The current College President may call upon the President Emeritus to provide counsel or to serve in various volunteer roles and/or capacities in support of the College. Presidents Emeriti are not required to continue to serve the College community.

**President Emeritus Procedures:**

1. A member of the Board of Trustees or current Southern State employee may nominate a retiring or retired Southern State president to become President Emeritus by submitting a letter to the Board of Trustees. The letter will include the reason the president is being nominated.
  2. The title must be approved by a majority vote of the Board.
  3. A retiring or retired College president may decline or accept and/or use the title of President Emeritus.
- Added: 6/16/2022*

### ***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.

- Retirees eligible for re-employment will not accrue seniority.

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

Southern State Community College provides equal employment opportunities to all employees and job applicants without regard to race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, genetic information, or sexual orientation. Southern State Community College complies with all applicable laws governing non-discrimination in hiring and employment in every location in which the College has facilities. Discrimination against any individual in violation of any applicable law is specifically prohibited.

*Revised: 6/15/2023*

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, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, genetic information, or sexual orientation. The Department of Human Resources has overall responsibility for this



policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Department of Human Resources.

*Revised: 6/15/2023*

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 Department of Human Resources. 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.

### **3.3 PREGNANT WORKERS FAIRNESS ACT (PWFA)**

Under the Pregnant Workers Fairness Act (PWFA), employees and applicants with needs related to pregnancy, childbirth or related medical conditions (including lactation) may request a reasonable accommodation to enable them to perform their job. The accommodation will be provided unless it imposes an undue hardship on the College.

A reasonable accommodation may include, but is not limited to, the following:

- more frequent or longer breaks;
- acquisition or modification of equipment or seating;
- assistance with manual labor;
- job restructuring;
- light duty;
- private non-bathroom space for expressing breast milk;
- modified work schedules;
- excuse from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy or temporary transfers to a less strenuous or less hazardous position; or
- time off to attend to a pregnancy complication or recover from childbirth.

Depending on the nature of the accommodation, the College may request the employee to submit documentation from a health care provider substantiating the need for the accommodation.

Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to the College of their intent to return to work or when the employee's need for a reasonable accommodation ends.

Requests for accommodation should be submitted in writing to the Department of Human Resources. The accommodation request should include an explanation of the pregnancy-related limitations and any accommodation(s) that might be reasonable. The Department will engage in an interactive process with the pregnant employee to determine a proper accommodation.

The College will not deny employment opportunities or take a retaliatory action against otherwise qualified applicants or employees who request or use such reasonable accommodations under this law.

Questions or complaints should be directed to the Director of Human Resources.

### **3.4 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 Department of Human Resources will consult with the employee's supervisor to arrange a reasonable accommodation if appropriate.

### **3.5 FREEDOM OF EXPRESSION POLICY AND PROCEDURES**

#### ***PURPOSE***

This Policy applies to Southern State Community College (College) students, student groups, faculty, and staff. Ohio Revised Code 3345.0215 requires each institution's board of trustees to adopt a policy on campus free speech that is consistent with and adheres to the principles set forth in R.C. 3345.0215.

#### ***DEFINITIONS***

"Faculty" or "faculty member" means any person, who is responsible for instruction. For purposes of this section, the term "faculty" does not include persons whose primary responsibilities are administrative or managerial.

"Student" means any person who is enrolled on a full-time or part-time basis at the College.

"Student group" means an officially recognized group at the College, or a group seeking official recognition, comprised of admitted students.

#### ***POLICY***

Pursuant to R.C. 3345.0215, the College affirms the following principles on free speech:

1. Students have a fundamental constitutional right to free speech.
2. The College is committed to giving students broad latitude to speak, write, listen, challenge, learn, and discuss any issue, subject to division (E) of R.C. 3345.0215.
3. The College is committed to maintaining a campus as a marketplace of ideas for all students and all faculty in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the institution's community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.
4. It is for the College's individual students and faculty to make judgments about ideas for themselves, and to act on those judgments not by seeking to suppress free speech, but by openly and vigorously contesting the ideas that they oppose.
5. It is not the proper role of the College to attempt to shield individuals from free speech, including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.

6. Although the College should greatly value civility and mutual respect, concerns about civility and mutual respect shall never be used by the College as a justification for closing off the discussion of ideas, however offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed those ideas may be to some students or faculty.
7. Although all students and all faculty are free to state their own views about and contest the views expressed on campus, and to state their own views about and contest speakers who are invited to express their views on the College's campus, they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or even loathe. To this end, the College has a responsibility to promote a lively and fearless freedom of debate and deliberation and protect that freedom.
8. The College is committed to providing an atmosphere that is most conducive to speculation, experimentation, and creation by all students and all faculty, who shall always remain free to inquire, to study and to evaluate, and to gain new understanding.
9. The primary responsibility of faculty is to engage an honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence.

Nothing contained in this Policy shall be construed as prohibiting the College from imposing measures that do not violate the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution such as:

1. Constitutional time, place, and manner restrictions;
2. Reasonable and viewpoint-neutral restrictions in nonpublic forums;
3. Restricting the use of the College's property to protect the free speech rights of students and teachers and preserve the use of the property for the advancement of the College's mission;
4. Prohibiting or limiting speech, expression, or assemblies that are not protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution;
5. Content restrictions on speech that are reasonably related to a legitimate pedagogical purpose, such as classroom rules enacted by faculty.

Nothing in this Policy shall be construed to grant students the right to disrupt previously scheduled or reserved activities occurring in a traditional public forum.

## ***PROCEDURE***

### ***Issuing a Complaint***

A student, student group, or faculty member may submit a complaint about an alleged violation of the Policy by an employee of the College. Complaints alleging a faculty member violated this policy should be reported as “academic concern” using the College’s online “Incident Report Form” available at [www.sccc.edu](http://www.sccc.edu). Complaints alleging a staff member violated this policy should be reported as “general conduct report” using the College’s online “Incident Report Form” available at [www.sccc.edu](http://www.sccc.edu).

Complaints should include the full name of the person filing the complaint and relevant contact information, the date of the violation, where it occurred, and a description of the alleged violation. Anonymous reports may be submitted, but this may limit the College’s ability to conduct a complete investigation.

Complaints for an alleged violation involving grading should be issued within ten calendar days of the graded assignment or within 30 calendar days of the issuance of final grades. Complaints of a more fluid nature, such as discussions or classroom debates should be issued within ten calendar days.

Upon receipt of the incident form, the College will issue written acknowledgment of the complaint within ten business days. This acknowledgement will include requests for any clarifying information, details around the proposed next steps, and a proposed timeline for when the investigation will occur and a resolution determined. Such processes should generally take no longer than 30 calendar days after the acknowledgment is issued.

### ***Investigation of the Complaint***

The College is committed to treating and investigating all complaints in a fair and impartial manner. The process shall comply with the standards adopted by the Chancellor of the Ohio Department of Higher Education and include an investigation of the alleged violation.

The Policy and Information Manual includes an Employee Code of Conduct, Section 3.13 and addresses the investigation of alleged violations. All employees are expected to cooperate truthfully in the College’s investigation of such reports. The Director of Human Resources will assign an investigator as appropriate and initiate a fair and impartial hearing.

### ***Complaint Resolution***

If the hearing determines this Policy was violated, the College shall determine a resolution to address the violation and prevent any further violation of this Policy, which may include discipline of the employee, up to and including termination of employment. The College’s Employee Code of Conduct will guide such corrective action. The President shall determine the ultimate resolution to address the violation and prevent any further violation of this policy.

## ***STATEMENT PROHIBITING RETALIATION***

No person shall retaliate against an individual for reporting a violation of freedom of expression, filing a complaint, participating in an investigation, participating in the

resolution of a complaint, implementing measures that would prevent further violation of this policy, or any other activity protected under this policy, regardless of the outcome. Any act of retaliation or reprisal violates this policy and will be treated as a separate violation. Anyone found to have retaliated against someone making use of this policy will be subject to corrective actions, up to and including termination of employment or dismissal from the College.

### ***CONTINUED COMPLIANCE***

Training and education on this policy and processes as it relates to those investigators and others involved in the adjudication process will be provided annually and coordinated by the Department of Human Resources.

Following the start of each academic term, students, faculty, and staff will be notified of the following:

- Where to find the Freedom of Expression Policy
- Reporting procedures and necessary information to issue a complaint
- The timeline for issuing a complaint, and
- Guidance after the complaint has been filed.

Effective Date: 10-12-2022

## **3.6 ANTI-DISCRIMINATION, BULLYING AND HARASSMENT POLICY**

Southern State Community College strongly opposes and will not tolerate harassment or related behavior of any kind. It is the policy of the College to maintain a working and learning environment free from any sexual harassment, sexual violence, or discrimination against employees, applicants, and students on the basis of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, genetic information, or sexual orientation. All staff, faculty, and students of the College should be aware that such behavior violates both law and College policy. This prohibition extends to discrimination or harassment, based on the protected classes, including the creation of an intimidating, hostile or offensive working or learning environment. Sexual misconduct, sexual assault, dating violence, domestic violence and stalking are forms of sexual harassment behaviors prohibited by this policy.

*Revised: 6/15/2023*

The College recognizes all employees and students should be able to work and learn in safety and dignity and should not have to endure insulting, degrading or objectionable treatment. Any individual who files a complaint or participates in an investigation shall be protected from any form of retaliation arising out of the filing of the complaint or

participation in the investigation. This includes intimidation, coercion, threats, or any other form of retaliation.

The College will respond promptly and effectively to any reported violation of this policy and take appropriate action to prevent, correct, and when necessary, take disciplinary action.

Discrimination and harassment are illegal. This policy and associated procedures are not intended to impair or limit the right of anyone to seek a remedy available under state or federal law. This policy will not be enforced so as to infringe upon individual rights associated with the First Amendment of the United States Constitution, including academic freedom.

It is a violation of this policy to knowingly provide any false information regarding an alleged violation of this policy. Violations may include but are not limited to: false accusations, interfering with an investigation, or encouraging others to not cooperate with any investigation. To do so will result in disciplinary action.

#### ***A. APPLICATION***

This policy and associated procedures are applicable to all aspects of College operations and programs. It applies to all adult and minor staff members, faculty (bargaining and non-bargaining unit members), students (including secondary school students participating in Southern State Community College programs), and visitors/guests on campus to the extent that there is an allegation of prohibited conduct, as defined by this policy, made by them against College students or employees. The policy also applies to all third-party vendors, contractors, subcontractors, and others who do business with the College. The prohibitions of this policy extend to off campus conduct and the on-line/virtual environment if the conduct is in connection with College operations or a College-sponsored program or activity and poses an obvious and serious threat of harm to students or employees, or may have the effect of creating a hostile work and/or educational environment.

#### ***B. PROHIBITED CONDUCT***

1. Harassment - Unwelcome conduct, or an unwelcome course of conduct, toward an individual or group of individuals based on race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, genetic information, or sexual orientation, that is so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual's education program or activity. In no event shall this provision be used to discipline a student for speech protected by the First Amendment of the United States.

*Revised: 6/15/2023*

2. Sexual Harassment - In the employment context, sexual harassment is unwelcome, sex- or gender-based verbal or physical conduct that unreasonably (from both a subjective, i.e., the complainant's, and an objective, i.e., a reasonable person's, viewpoint) interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

In the education context, sexual harassment is unwelcome, sex- or gender-based verbal or physical conduct that unreasonably (from both a subjective, i.e., the complainant's, and an objective, i.e., a reasonable person's, viewpoint) interferes with, denies, or limits an individual's ability to participate in or benefit from the College's educational programs and activities.

Sexual harassment can take two forms: power differentials (*quid pro quo*) or hostile environment:

- a. *Quid pro quo* sexual harassment exists when:
  - 1) There are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; and
  - 2) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; or
  - 3) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions adversely affecting such individual.
- b. Hostile environment in the employment context includes any situation in which there is harassing conduct that is sufficiently severe, persistent, or pervasive that it unreasonably (from both a subjective, i.e., the complainant's, and an objective, i.e., a reasonable person's, viewpoint) interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. Hostile environment in the education context includes any situation in which there is harassing conduct that is sufficiently severe, persistent, or pervasive that it unreasonably (from both a subjective, i.e., the complainant's, and an objective, i.e., a reasonable person's, viewpoint) limits, interferes with, or denies educational benefits or opportunities.

The determination of whether an environment is "hostile" is based on a totality of circumstances. These circumstances may include:

- 1) The degree to which the conduct interfered with the complainant's educational or work performance;
- 2) The nature, scope, severity, frequency, duration, and location of the incident or incidents;
- 3) The identity, number, and relationships of persons involved;
- 4) Whether the conduct was physically threatening;
- 5) Whether the conduct occurred in the context of other discriminatory conduct.



**A single or isolated incident of sexual harassment may be severe enough to create a hostile environment.**

3. Sexual Assault - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - a. Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - b. Fondling or inappropriate touching of the private body parts – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - c. Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - d. Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

*Note:* Sex Offenses are criminalized under the Ohio Revised Code as follows – Rape (ORC 2907.02); Sexual Battery (ORC 2907.03); Gross Sexual Imposition (ORC 2907.05); Sexual Imposition (ORC 2907.06); Unlawful Sexual Conduct with a Minor (ORC 2907.04)

4. 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.
5. Domestic Violence –covered under the definition of domestic violence:
  - a. A current or former spouse or intimate partner of the victim.
  - b. A person with whom the victim shares a child in common.
  - c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
  - d. A person similarly situated to a spouse of the victim.
  - e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

*Note:* Domestic Violence is criminalized under Ohio Revised Code 2919.25

6. Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the parties' statements and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the

purpose of this definition, dating violence includes but is not limited to sexual or physical abuse or threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

*Note:* The following are criminalized under the Ohio Revised Code – Felonious Assault (ORC 2903.11); Aggravated Assault (ORC 2903.12); Assault (ORC 2903.13); Negligent Assault (ORC 2903.14); Kidnapping (ORC 2905.01); Abduction (ORC 2905.02); Unlawful Restraint (ORC 2905.03); Disorderly Conduct (ORC 2917.11).

7. Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others, or to suffer substantial emotional distress.
  - a. “Course of conduct” means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
  - b. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - c. “Reasonable person” means one under similar circumstances with similar identities to the victim.

*Note:* The following are criminalized under the Ohio Revised Code – Aggravated Menacing (ORC 2903.21); Menacing by Stalking (ORC 2903.211); Menacing (ORC 2903.22); Telecommunications Harassment (ORC 2917.21)

8. Retaliation – Inappropriate action taken against an individual who has sought relief under this policy when such action is motivated in whole or in part by the fact that the individual sought such relief. Examples include academic or employment reprisal against an individual who files a complaint or third-party report, or otherwise participates in the investigative and/or disciplinary process. The prohibition against retaliation extends to any person who opposes prohibited conduct, as defined by this policy, or who testifies, assists, or participates in any manner in investigation, proceeding, or hearing relative to prohibited conduct as defined by this policy.
9. Bullying – Repeated, unreasonable actions of individuals (or a group) directed towards an employee or student (or a group of employees/students), which is intended to intimidate and creates a risk to the health and safety of the employee(s)/student(s). This conduct may include verbal abuse, such as the use of derogatory remarks, insults and epithets; verbal or physical conduct that a reasonable person would find threatening, intimidating or humiliating; emotional; retaliation; or the gratuitous sabotage or undermining of a person’s work performance/education to include cyber bullying.

#### 10. Other definitions

- a. Consent – Permissible sexual conduct requires consent. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or if the accused substantially impairs the victim/survivor's judgment or control by administering any drug, intoxicant or controlled substance to the other person surreptitiously or by force, threat of force or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent.
  - b. No person who is underage can ever consent to sexual activity of any kind. Therefore, sexual contact with or behavior toward a minor is prohibited. The age of consent in Ohio is 16. A person engaging in sexual activity is responsible for ensuring that his/her sexual partner is of legally consenting age. Any sexual contact or activity with a person under the age of consent is necessarily non-consensual for the purpose of this policy and the Ohio law. Any person who believes that any minor may have been abused or subjected to sexual behavior or content of any kind by one of our students or employees should report the situation immediately.
  - c. Responsible Employee - The College has defined all faculty and staff as responsible employees/mandatory reporters. When an employee becomes aware of an alleged act of sexual violence or other misconduct under this procedure, the employee must promptly contact the Title IX Coordinator at extension 5510 or 2880.
  - d. Antisemitism – Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.
11. Reporting - Any person who believes he or she has been a victim of prohibited conduct as defined by this policy is strongly encouraged to pursue relief by reporting the prohibited conduct to the appropriate individual(s). Reports can be made directly to the Director of Human Resources or Interim Dean of Student Affairs under the federal statutes of Titles VI, VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Vocational Rehabilitation Act of 1973. Alternatively, a grievant may report the behavior to any department Vice President, Dean, Chair, Director, manager, supervisor, coordinator, department head, or the Campus Safety Officer.

Any employee who has received a report or who has knowledge of conduct prohibited by this policy must promptly inform the Title IX Coordinator. The said officer will be available to respond to any questions or concerns regarding this policy and associated procedures. The name and contact information for the Southern State Community College Title IX Coordinator is below:

Dr. Peggy Chalker, Title IX Coordinator  
pchalker@sscc.edu, 100 Hobart Drive, Hillsboro, OH 45133, 937-393-3431 x2880

Any manager, supervisor, or designated employee responsible for reporting or responding to conduct prohibited by this policy and had knowledge of the prohibited conduct and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action.

Any allegation involving solicitation of sexual activity, sexual conduct, sexual contact, or rape where the alleged victim is under the age of 16 will be reported to the local child protection services agency and local law enforcement.

12. Action - Each report of prohibited conduct as defined by this policy will be promptly and impartially investigated. The standard used in reviewing, investigating, or deciding whether there has been a policy violation related to potential antisemitic acts shall take into consideration the definition in 10.d. Antisemitism. Interim measures to prevent continued prohibited conduct during the complaint investigation will be considered and implemented as deemed appropriate. If the College determines by a preponderance of the evidence that a violation has occurred, the College will take action to provide appropriate relief to the grievant and steps will be taken to prevent future prohibited conduct, as defined by this policy, and remedy discriminatory effects. This may include disciplinary action against the accused as outlined in applicable student and employee codes of conduct and disciplinary action policies, procedures, and guidelines as well as associated procedures implemented pursuant to this policy. See Anti-discrimination and Harassment Procedure.
13. Compliance - The Departments of Student Affairs and Human Resources are the designated departments for compliance with federal statutes including: Titles VI, VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, Age Discrimination in Employment Act of 1967, Pregnancy Discrimination Act of 1978, Age Discrimination Act, Executive Order 11246, Sections 503 and 504 of the Vocational Rehabilitation Act of 1973, Vietnam Era Veteran's Readjustment Act of 1974, Violence Against Women Reauthorization Act of 2013 and regulations of the office of federal contract compliance program.
14. Implementation - The Director of Human Resources and the Interim Dean of Student Affairs will jointly implement procedures and forms, which are consistent with the provisions of this policy and applicable law, and will communicate these procedures via the College website and/or student publications.
15. Resources. Links to applicable resources:

<http://www.oaesv.org>

<https://www.odh.ohio.gov/health/sadv/sadvwhlinks.aspx>

<http://www.odvn.org/>

<https://www.ohiohealth.com/services/neuroscience/our-programs/behavioral-and-mental-health/sarnco>

<https://www.cdc.gov/violenceprevention/intimatepartnerviolence/index.html>

### 3.7 DIRECTORY INFORMATION POLICY

Southern State Community College has defined directory information. However, release of directory information to any person or group for use in profit-making enterprise is prohibited.

- Name
- Dates of Attendance
- Honors and awards received
- Degree(s)/Certificate(s) awarded, if any
- Full-time or Part-time enrollment status
- Email address
- Phone number
- City of residence
- Participation in officially recognized sports and activities
- Photograph

### 3.8 PUBLIC RECORDS POLICY

#### ***Public Records Policy Statement***

Southern State Community College shall follow the guidelines set in place by the Ohio Revised Code Public Records Law 149.43.

#### ***Public Record Policy Details***

Southern State Community College strictly adheres to Ohio'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, per the Ohio Revised Code, are defined as including the following: any document – paper, electronic (including, but not limited to email), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organizations, or other activities of the office. All records of the College are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

It is the policy of the College that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. The College will

respond within the legally permissible review period, which is allowed to determine whether any exemptions may apply.

***Public Records Request Procedures***

Each request for public records should be evaluated for a response using the following guidelines:

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 requestor in revising the request by informing the requestor of how the office keeps its records.
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.
3. 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.
4. Public records are to be available for inspection during regular business hours, except for published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable time. "Prompt" and "reasonable" consideration of 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.
5. 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. If more copies are requested, an arrangement should be made with the requester on when the copies or computer files can be picked up. The College reserves the right to charge actual costs for copies beyond 20 and for postage and mailing supplies.
6. All requests for public records must either be satisfied or be acknowledged in writing by the 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 acknowledgment must include the need for additional time to fulfill request.
7. Any items within the request that may be exempt from disclosure must refer to the exemption section of the Ohio Sunshine Law for full details. 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.

### ***Documents in Electronic Mail Format***

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

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives are instructed to retain their e-mails that relate to public business and to copy them to their business e-mail accounts and/or to the office's records custodian.

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 according to the established schedules and making them available for inspection and copying in accordance with the Public Records Act.

## **3.9 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 directory information. See Directory Information Policy. 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:

1. Students may inspect and review their education records upon request to the Registrar.
2. 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.
3. 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.
4. 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 or entity employed by or under contract to the College to perform a special task, such as the attorney or auditor or software vendor.
  - 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 or entity is:



- 1) Performing a task that is specified in his or her position description or by a contract agreement.
  - 2) Performing a task related to the student's education.
  - 3) Performing a task related to the discipline of a student.
  - 4) 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 semester.

Note: See *Directory Information*.

#### 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.

### **3.10 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 college 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 obtained will be subject to the same provisions of the privacy policy as those for employees, students and applicants.

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

### 3.11 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 Employers 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 via the "Report an Incident" link on the College's website.

##### 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. The employee must report an injury via the employee incident report via the College's website within 24 hours, regardless of whether the injury required professional medical attention or resulted in lost time.
3. Employees should contact their immediate supervisor 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 Department of Human Resources.

#### ***B. HEALTH INSURANCE PRIVACY AND PORTABILITY (HIPPA) MEDICAL PRIVACY POLICY:***

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

##### **Protected Health Information Defined**

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

##### **Annual Activities Necessitating Use of PHI**

Annually or more frequently as necessary, Southern State performs enrollment, changes in enrollment and payroll deductions; provides assistance in claims problem resolution and explanation of benefits issues; and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be

maintained in confidence, and employees will not disclose PHI from these processes for employment-related actions, except as provided by administrative procedures.

General rules follow:

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

### **Records Retention**

Personnel records and disclosures of PHI will be maintained per the *Records Retention Manual*. Records that have been maintained for the maximum interval will be destroyed in a manner to ensure that such data are not compromised in the future in accordance with the College record destruction policy.

### ***C. 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). Automated External Defibrillators (AED's) and Emergency Use Naloxone cabinets are available for use at each campus location. See Naloxone Access for Emergency Use Policy.

All emergency situations should be reported to the Security and Emergency Response Coordinator as soon as possible. The report should be made using the Southern State Community College Incident Report form which is located on the College's website (main page). Individuals making the report should complete the form in its entirety providing as many details as possible. Upon receipt of the form, the Security and Emergency Response Coordinator will determine the appropriate course of action (follow-up investigation, notification to other departments, referral to the Behavior Intervention Team, enforcement of student conduct policy, etc.).

Specific procedures can be located in each classroom and work area. If you do not see these prominently displayed in your classroom or office, please notify your campus director.



For questions or consultation on any security matter, please contact the Security and Emergency Response Coordinator at ext. 2673.

### **Naloxone Access for Emergency Use Policy**

#### **Purpose**

The purpose of this policy is to establish guidelines governing the use of Naloxone for emergency situations on campus. Naloxone may be accessed and administered by members of the community via cabinets maintained by the College. This policy is intended to recognize the potential life-saving role bystanders can play when encountering persons suffering from apparent opioid overdose.

#### **Definitions**

##### ***Naloxone***

An opioid receptor antagonist and antidote for opioid overdose produced in intramuscular, intranasal, or intravenous forms.

***Opioid***

A drug containing opium or similar synthetic compound derived from opium or synthetically produced from opium, including but not limited to heroin, oxycodone, and fentanyl.

***Opioid Overdose***

An acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid, or another substance with which an opioid was combined, or a condition that a layperson would reasonably believe to be an opioid-related drug overdose that requires medical assistance.

**Public Access**

Southern State Community College will provide public access to Naloxone for the purpose of aiding, or assisting in the aid of, any person(s) who may be suffering from an apparent opioid overdose. This access will be accomplished through the installation of Naloxone Emergency Cabinets in various buildings around campus.

All participation in this program and/or the administration of Naloxone by employees, students, or the general public is strictly voluntary. All are encouraged to understand the universal precautions required to administer this treatment.

The College will make reasonable best efforts to provide annual training on basic Naloxone application.

**Naloxone Cabinet Contents**

Each cabinet will include:

- Bilingual instructions (tear-away cards) for administering intranasal Naloxone that include specific instructions to call EMS.
- Two doses of intranasal Naloxone.
- One rescue breathing barrier device with gloves and alcohol.

**Storage and Replacement**

Inspection of cabinets installed by Southern State Community College shall be the responsibility of the College. In accordance with section 3715.50 of the Ohio Revised Code, such inspections shall be conducted within a reasonable time period and shall ensure the following:

- Each unit is securely fastened to a permanent structure.
- The Naloxone is intact and not expired.
- Rescue breathing barrier device, gloves, and alcohol are present.
- Instructions for use are present.
- The unit safety seal is functional.
- Naloxone is stored in accordance with manufacturer instructions to avoid extreme cold, heat, and direct sunlight to the extent possible.

*Effective 8/15/2024*

#### ***D. INCLEMENT WEATHER***

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

- When campuses are closed, employees should refrain from entering the campus property to prevent personal injury or to interfere with snow and ice removal.
- An automated alert service is provided by the College. It is the responsibility of the student and Southern State employee to provide a current phone number and/or email address for notification purposes.
- Visit the Southern State Community College official website and social media sites (Facebook and Twitter) for updates.
- Check your Southern State email address.

#### Clarification of Delay:

Example: If classes are on a 2-hour delay, your 8:00 a.m. class is canceled. A class which would start before 10:00 a.m., and which would have 50% or more meeting time remaining after 10:00 a.m., will meet the remainder of the class period (a 9:30 class which ends at 11:00 would begin meeting at 10:00 since more than 50% of the class period would be available).

- 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 Technology and Infrastructure and the Campus Director, or a designee appointed by the President, have the authority to dismiss classes for the rest of the day on his/her campus only.
- 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.
- 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.

#### College Phone Numbers

Toll Free: 1-800-628-7722

Brown County Location: 937-444-7722

Central Campus: 937-393-3431

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 posted 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.

***E. 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 are posted on each Southern State Community College campus regarding the law.

***F. SEAT BELT USAGE:***

We value the lives and safety of our employees. In addition to following all traffic regulations, all employees and their passengers are required to use a seat belt when traveling in any vehicle while in the course of conducting College business. This applies to business travel in a vehicle owned or leased by the College, a rental vehicle, and in a vehicle owned by an individual employee, regardless of whether the employee is compensated for the use of his/her vehicle.

***G. FITNESS FOR DUTY:***

At the request of the College President or his/her designee, any employee shall receive a fitness for duty examination by a physician selected by the College. At the request of the employee, he/she may seek a second opinion by a physician of his/her choice. Should conflicting determinations occur, each party will mutually agree to an examination by a third physician and this decision will be final.

### **3.12 DRUGS AND ALCOHOL**

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 while on the job and/or during working hours, which includes meal or rest breaks. Nothing in this policy prohibits the legal consumption of alcohol during special events that may be sponsored by the College, the Southern State Community College Foundation, or during social functions in which College personnel have been invited.
- 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.

#### Medical Marijuana

As of September 8, 2016, the State of Ohio allows certain activities related to the possession and use of medical marijuana. However, the use and possession of marijuana, even for medicinal purposes, remains illegal under federal law.

As a recipient of federal funding, such as student financial aid and federal grants, Southern State Community College is required to follow federal law, including the Safe and Drug-Free Schools and Communities Act, Drug-Free Workplace Act, and the Controlled Substances Act. To comply with federal law, Southern State Community College prohibits the use, possession, production, distribution, or sale of drugs, paraphernalia, or controlled substances while on campus, in the conduct of College business, or as a part of any College activity. This prohibition includes medical marijuana, and its derivatives. Derivatives may include but are not limited to oils, tinctures, plant material, edibles, or patches. Sanctions for students and employees in violation of the College's policies related to drug use or possession will be in accordance with the College's code of conduct and applicable policies or rules.

Prohibition of marijuana on campus does not extend to legitimate academic use, sanctioned by the College and with appropriate licensure by an appropriate organization, for purposes of instruction, such as in the Criminal Justice Program.

- 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.

### **3.13 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 and electronic smoking devices.

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.

### **3.14 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 mean 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 the direct supervisor.

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 semester. 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 semester, 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.

#### ***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 property, 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, superior, student and/or member of the public. *Revised: 6/15/2023*
- 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)
- Malfeasance (wrongful conduct)
- Misfeasance (performance of lawful conduct but performed in an illegal or improper manner)
- 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.

Anti-Hazing:

No College employee, student, consultant, alumnus, or volunteer of any student club or organization, shall engage in the following prohibited behaviors:

1. Recklessly participating in the hazing of another.
2. Recklessly permitting the hazing of any person associated with a student club or organization.
3. Recklessly participating in the hazing of another when the hazing includes coerced consumption of alcohol or drugs of abuse resulting in serious physical harm to the other person.

4. Recklessly permitting the hazing of any person associated with a student club organization when the hazing includes coerced consumption of alcohol or drugs of abuse resulting in serious physical harm to that person.

Alleged violations of this policy shall be reported to the Interim Dean of Student Affairs, the Director of Human Resources, or online at the following address:  
<https://www.sccc.edu/incident-report.shtml>

*Revised: 10/20/2021*

**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 annually.

**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 present or create a professional or identifiable appearance for students, co-workers, visitors, or the public,
2. to ensure safety while working, 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 Southern State'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—Department of Academic Affairs
2. Financial matters— Business Office
3. Athletic matters—Department of Student Affairs
4. Employment matters—Department of Human Resources
5. Student matters (all matters involving students, in the non-student employment setting)—Department of Student Affairs

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.

Arrest or Conviction Policy

Any staff member who is arrested for a misdemeanor or felony must notify his or her supervisor of such arrest no later than four (4) calendar days after the arrest. If a staff member is convicted of a misdemeanor or felony while employed at Southern State Community College, he or she must inform a supervisor of such conviction (including pleas of guilty and nolo contendere) no later than four (4) calendar days after the conviction.

Failure to inform the supervisor within the designated time period subjects the staff member to corrective actions up to and including termination.

*Revised: 11/5/2020*

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

***I. COMMUNICATION REGARDING EMPLOYMENT MATTERS***

It is the policy of the College not to comment on individual employment matters.

### **3.15 AUDITOR OF STATE'S FRAUD REPORTING SYSTEM**

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by an official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, The Auditor of State's website, or through the United States mail.

Auditor of State's fraud contact information:  
Telephone: 1-866-FRAUD OH (1-866-372-8364)  
US Mail: Ohio Auditor of State's office  
Special Investigations Unit  
88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43215  
Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)

# Section 4: BUSINESS PRACTICES

## 4.1 FISCAL YEAR

The fiscal year for Southern State Community College will begin on July 1 of each calendar and end on June 30 of the following year.

## 4.2 BUDGET

The annual budget will be prepared by the Vice President of Financial Services/CFO 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 Financial Services/CFO 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 employees 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 Vice President of Financial Services/CFO 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 President or his/her designee *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 Vice President of Financial Services/CFO
    - 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 CREDIT CARD POLICY**

Normal operating expenditures require the use of the College's standard purchase order process. The College will not accept responsibility for purchases made without a purchase order and unauthorized purchases may become the personal obligation of the individual placing such an order.

For travel related expenditures and key purchases from pre-approved vendors which do not accept purchase orders, a College credit card may be used.

Any Southern State officer or employee is eligible to be a cardholder. Cardholders must be pre-approved in writing by their supervisor and the Vice President of Financial Services/CFO. The Vice President of Financial Services/CFO has the sole authority to open credit card accounts, distribute cards and reissue cards to cardholders.

All cards shall be in the name of the College and monthly statements shall come directly to the Accounts Payable office.

Prior to any payment on monthly statements, cardholders shall submit a purchase requisition for the related charges through the colleges purchasing system. Appropriate receipts must accompany each requisition. Requisitions must charge an appropriate budget line item with a balance equal to or exceeding the respective charge. This process shall be completed prior to the end of the card billing cycle.

Normal credits limits should be in the range of \$2,500 to \$5,000. In no case shall a credit limit exceed \$10,000.

Cardholders must immediately report any lost or stolen cards to the Vice President of Financial Services/CFO.

Cardholders not following these procedures may have their cards cancelled and may be subject to discipline, up to and including termination. Further, failure to follow this policy may constitute misuse of a credit card account in violation of Ohio Revised Code 2913.21 and may be reported to the appropriate law enforcement authorities.

The Accounts Payable staff will monitor compliance with this policy and submit a quarterly report to the Compliance Officer and the Board. This report will include a list of cardholders, respective expiration dates and credit limits. The Accounts Payable staff will

also submit an annual report to the President and the Board regarding any known rewards derived from the use of College credit cards.

## **4.8 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 of each year or as specified by the Business Office.

## **4.9 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 Vice President of Financial Services/CFO shall be responsible for accounting for said funds, making payment and purchases from said funds.

## **4.10 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.

## **4.11 TRAVEL "REWARDS"**

The accrual of personal frequent-flyer miles, hotel "bonus points", credit card "rewards," or any other reward under similar affinity programs (including credit points or rewards directed to non-profit organizations) is strictly prohibited when the College directly pays or reimburses travel expenses.

## **4.12 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.

## 4.13 CELLULAR TELEPHONE

Southern State Community College 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.

Southern State Community College 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 website 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. Supervisors shall review cellular telephone allowance annually.

#### Compliance with Laws

Southern State Community College 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 from 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.

## **4.14 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 the Vice President of Financial Services/CFO.

## **4.15 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 Financial Services/CFO 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 *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 *Records Retention Manual* can be found on the College's website.

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.

## **4.16 JOB POSTING POLICY**

Job postings for employment will be posted within Dayforce. Each job posting will outline the job title, department, job characteristics, 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 apply for the position on-line via Dayforce. Resumes may be submitted for additional information, but not in the place of the application.

All employees may apply for internal job postings by applying via Dayforce 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 job opening with the best qualified candidate, either internally or externally outside Southern State Community College.

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

In the event that any member of the Southern State Community College faculty or staff becomes aware of the death of a current or former student, they must notify the Interim Dean of Student Affairs. 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 Department of Student Affairs will notify the following departments or individuals:

- President's Office
- Communications Office
- Business Office
- Registrar
- Admissions
- Financial Aid Office
- Vice President of Academic and Student Affairs
- Library Services
- Information Technology Services Department (IT)
- Instructional Technology Department (iTech)

Upon notification from the Interim Dean of Student Affairs, the offices listed below will be expected to carry out the following specific responsibilities:

**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.

**Communications Office**

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

**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.

**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.

**Financial Aid Office**

- The 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.



**Vice President of Academic and Student Affairs**

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

**Library Services**

- Waive any fines or fees that the student may have incurred.
- Special care must be taken to prevent sending bills to the parents or to the deceased's home address.
- The Librarian will notify all third party institutions.

**Information Technology Services Department (IT)**

- Deactivate student account

**Instructional Technology Department (iTech)**

- Deactivate student CANVAS account

*Revised: 6/15/2023*

# Section 5: BUILDINGS, GROUNDS AND PROPERTY

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

Authorization to use the 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 these items and the visual identity program is the responsibility of the President or his/her designee. The Southern State Community College service mark is a registered entity and as such it is a violation of copyright law, the *Identity Standards Guide* and College Policy to use the mark or its likeness without permission of the Director of Marketing and/or designee.

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

The *Identity Standards Guide* is available on the Southern State Community College website.

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 website 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 POSTINGS**

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, public distribution of flyers, and digital signage.

All items to be displayed on College bulletin boards, must be approved by the Communications Office or their campus designee. Posting is restricted to certain areas only, which include the following: bulletin boards located inside each classroom, designated hallway bulletin boards, and inside the restrooms. Posting outside of these areas, including common areas, hallways, benches, trees, utility poles, walls, etc. is prohibited. 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.

### ***A. INTERIOR AND EXTERIOR DIGITAL SIGNAGE GUIDELINES***

The use of interior and exterior digital signage is restricted to College specific events and, in some situations, those in which the College is a significant sponsor. Organizations or groups using the College facilities to host events independent of the College's sponsorship or endorsement will be considered and subject to the facility sign rental fees. For displays involving graphic design or programming beyond the basics, an additional design fee will apply. All messaging and timing schedules must be approved by the Communications Office prior to display.

Other colleges are permitted to advertise on the interior digital monitors; however, messaging must be related to Southern State and include co-branded logos, etc. No more than three college(s)/universities are permitted to advertise at one time.

No personal announcements such as birthdays, anniversaries, etc. are permitted.

## 5.4 FUNDRAISING AND SOLICITATION

This policy is designed to ensure that Southern State Community College completely and accurately records all voluntary financial support from all individuals and entities in accordance with accepted standards for crediting, acknowledgement, and stewardship of all such support. The policy is also designed to afford the College the ability to direct its resources and energies toward the institution's most critical priorities. The policy further guards against unnecessary and excessive solicitation of College personnel, students, and guests as well as the College's most generous contributors and prospective donors. Finally, the policy is designed to comply with federal and state regulations, including compliance to maintain the College's 501(c)(3) status with the IRS.

Employees are expressly prohibited from soliciting students for any activity or organization not sponsored or sanctioned by the College. 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. Solicitation includes, but is not limited to: verbal and written communication, the distribution of e-mails, circulars, handbills or other literature of any kind.

Except as noted below, no member of the College community may solicit any individuals or entities for the purpose of securing financial support for College programs and activities without written permission, in advance, from the President or his/her designee. Fundraising projects that entail improvements or changes to the campus or to any College-owned or leased property additionally require permission from the President of the College.

Southern State recognizes that members of the College community, particularly students, may engage in activities relating to community service. These activities, while they benefit external individuals and organizations, may be referred to as "fundraising." Members of the College community who participate in any fundraising activities, whether those activities benefit internal or external causes, must follow the College's Fundraising and Solicitation policy and related procedures. This policy also applies to non-members of the College community who wish to engage in fundraising activities on the College campus. Any fundraising for political purposes is prohibited.

Student-led fundraisers that involve the solicitation of donors external to the College, including trustees, alumni, parents, friends, and businesses, are **not** exempt from this policy. Student clubs and organizations wishing to organize such fundraisers must first consult with the Campus Director or appropriate advisor, who will determine whether they must consult the President or his/her designee. Similarly, athletic teams holding fundraisers that involve the solicitation of donors external to the College must first consult with the Athletic Director, who will determine whether they must consult the President or his/her designee.

**Procedures:**

1. The President or his/her designee shall serve as the officer of the College designated to coordinate, approve, staff, and otherwise support all fundraising communications, activities, events, and programs for the express purpose of raising and acknowledging voluntary support from all individuals and entities to benefit Southern State Community College programs and activities.
2. The cost of any fundraising activity that has not already been established as an institutional priority shall be considered ancillary and, therefore, must be funded by the sponsoring organization or from the proceeds that result from the fundraising activity.
3. Student clubs and organizations must consult with the Interim Dean of Student Affairs or designee before soliciting and/or securing financial support from donors who are external to the College for College-related fundraising purposes. The Interim Dean of Student Affairs will determine whether permission from the President or his/her designee is required, will consult with that individual as needed, and will direct student clubs and organizations to that individual as needed.
4. Athletic teams must consult with the Athletic Director or designee before soliciting and/or securing financial support from donors who are external to the College for College-related fundraising purposes. The Athletic Director will determine whether permission from the President or his/her designee is required, will consult with that individual as needed, and will direct athletic teams to that individual as needed.
5. Faculty members must consult with their Deans before soliciting and/or securing financial support from any donors, whether internal or external, for College-related fundraising purposes. Deans will determine whether permission from President or his/her designee is required, and will consult with that individual as needed.
6. All other requests to conduct fundraising for College programs and activities must be presented, in writing, to the President or his/her designee in advance of any such activity. The President or his/her designee will determine whether and when the fundraising activity will be scheduled in accordance with the established fundraising priorities of the institution.
7. If permission is granted to conduct the fundraising activity and if the activity entails improvements to the campus or to any College-owned or leased property, the fundraiser organizers must additionally seek approval from the President of the College.
8. The Office of the President or his/her designee is the central repository for the receipt, recording, and acknowledgement of all gifts to Southern State Community College irrespective of designation or purpose. The Office of the President or his/her designee must be immediately notified upon receipt by any individual, department, student club or organization, or athletic team of any contributions of cash, securities, tangible personal property, gifts-in-kind, or any other form of voluntary support that is covered by this policy.

9. Consideration of the use of a third-party vendor for the purpose of soliciting gifts to Southern State Community College and/or the transmission of any constituent information such as names, addresses, e-mail addresses, and telephone numbers for such purposes must be approved by the President or his/her designee.

10. Although one focus of this policy is the solicitation of financial support for College programs and services from alumni, trustees, and vendors, fundraising activities as defined by this policy may also include soliciting College faculty, staff, and/or students. To ensure the appropriate use of College resources and to protect members of the College community from harassment and/or disruptions, all fundraising activities, whether they are designed to benefit College programs and services or external causes, must additionally follow the procedures outlined in the Solicitation policy.

11. If the planned fundraising activity will involve the use of the College logo, seal, or trademarked graphics, organizers must consult with the Director of Marketing.

12. Exceptions to this policy may be considered by the President of Southern State Community College or his/her designee.

## **5.5 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 of Technology and Infrastructure.

## **5.6 DISPOSAL OF SURPLUS PROPERTY**

College equipment/asset(s) that are no longer useful are considered surplus once it has surpassed its useful life. Surplus property is defined as College owned “equipment, furniture and other materials/supplies” no longer needed or in active use by the institution.

The College’s Chief Financial Officer must provide final approval for the proper disposal of property in a fair, economic and ecological manner; and to provide for appropriate retirement of financial and capital assets including the sale, donation, scrapping or other disposal of surplus materials in accordance with college policy, The Ohio Revised Code and applicable federal laws, regulations and guidelines.

In the disposal of all surplus items, departments must proceed as follows:

- Every department or planning unit should have an individual who is authorized to determine when property (equipment, supplies, or other material assets) is no longer useful to the department.
- When the authorized individual determines that property is no longer useful, he or she will notify the Business Office / Vice President of Financial Services/CFO.

- Surplus equipment can be transferred to like entities such as state agencies, local governments, libraries, school districts, and certain non-profit organizations. Discretion for such transfers rests with the Business Office/ Vice President of Financial Services/CFO.
- Surplus equipment with a potential purchase value of more than \$50 may be made available to the public through auction or online bidding programs, (i.e. [das.ohio.gov](http://das.ohio.gov), Ebay, GovDeals), unless the equipment or property is broken or in a state of disrepair and the Vice President of Financial Services/CFO deems the property to be of no value for sale due to its condition.
- Equipment that has no use or value will be properly disposed of or sold for salvage value.
- If deemed economically beneficial and expedient, the Vice President of Financial Services/CFO may authorize the direct sale of bulk surplus equipment and furniture to asset management and decommissioning service vendors.
- If the equipment/asset(s) were grant funded, the grant requirements for disposition must be followed.
- The Vice President of Financial Services/CFO shall have the final authority over the disposal of all surplus equipment/assets.

*Revised: 5/18/2021; 10/20/2021*

## **5.7 PUBLIC USE OF COLLEGE GROUNDS**

### **(A) PURPOSE**

The purpose of the policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:

- Fostering free speech, assembly and other expressive activities on College property by all persons, whether or not they are affiliated with the College.
- Maintaining an appropriate educational and work environment for all persons present on College property, including but not limited to students, faculty, employees, customers and visitors.
- Maintaining the personal security of all persons present on College property and protecting the property of the College and of persons present on College property.

In developing this policy, the College recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The College also recognizes the need to preserve and protect its property, students, guests and employees of the College, and to ensure the effective operation of educational, business and related activities of the College.

Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this policy. No policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

This policy does not apply to use of College facilities and grounds for official events sponsored by the College. Expressive activities carried out under this policy shall not be considered to be speech made by, on behalf of or endorsed by the College. This policy supersedes any provisions in any other earlier-adopted College policies that address similar or overlapping issues, such as use of outdoor spaces.

***(B) OUTDOOR AREAS OF CAMPUS GENERALLY AVAILABLE FOR USE***

**1. General Access**

Any person or group may use, without prior notification, any publicly accessible outdoor area of the College's campus except parking lots, garages and driveways. Federal, state and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the College. Use of the general access areas may include speaking, non-verbal expression, distributing literature, displaying signage and circulating petitions. There is no limit to the number of times a month a person or group may access those areas.

During work and class hours or if the area is currently in use for an official College event, amplification may be restricted if it unreasonably interferes with College operations or noise ordinances are violated.

**2. Off-campus Locations**

The College's off-campus locations are leased facilities and not owned by the College. Those facilities generally do not include any outdoor space leased or controlled by the College, therefore, no publicly-accessible outdoor areas available for use under this policy. Where any outdoors space is controlled by the College, this policy applies.

**3. Large Groups**

Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people must notify the Campus Director at least two (2) business days before the day of the expressive activity, including information as to the specific location to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present. Security and clean-up costs will not be charged to the person or group.



Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient College resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the College with as much advance notice as circumstances reasonably permit.

**(C) STUDENT USE**

In addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the Campus Director. Any request by a student or student organization to reserve such area or space shall be made at least one (1) business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.

A student or student organization that has reserved a specific area or space under this policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

**(D) PROHIBITED ACTIVITIES**

1. Any event or activity that disrupts the ability of the College to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include but are not limited to excessive noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.
2. No activity may damage College property. Prohibited actions include but are not limited to driving stakes or poles into the ground, hammering nails into buildings, and attaching anything to sidewalks, paved areas, or any part of any building, structure or fixture.
3. Distribution/solicitation by placing any material on vehicles in the parking lots or garages is prohibited. Leaving trash, litter, materials or pollutants in any area is prohibited.

**(E) ENFORCEMENT**

The Campus Directors and local law enforcement shall enforce the provisions of this policy.

Any person who violates Section D of this policy may be subject to an order to leave College property. Employees in violation of this policy may be subject to discipline, up to and including termination.

**(F) DISPUTE RESOLUTION**

Any person or recognized student organization who believes unlawful, unreasonable, or arbitrary limitations have been imposed on any of their speech or other expressive activities under this policy may file a complaint with the Interim Dean of Student Affairs.

**(G) PROCEDURES**

The President may adopt procedures to administer this policy.

## **5.8 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.

## **5.9 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 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.

## **5.10 ANIMALS ON CAMPUS**

To protect the health and safety of students, faculty, staff, and visitors, domestic or wild animals are not permitted onto the campus with the following exceptions:

- Animals are permitted for instructional purposes when approved by the Vice President of Academic and Student Affairs. All such animals must be securely contained.

- Pets or other well-controlled animals may be brought on campus for educational purposes or special events with the prior, written, approval by the Vice President of Academic and Student Affairs. All such animals must be kept under control. Under no circumstances may an officer of the College give approval to bring any animal on campus that would pose a safety or health risk to students, faculty or staff.
- Visually impaired or other handicapped people may be accompanied by a trained, service animal.
- K9 units may be used by law enforcement or emergency personnel during an emergency. K9 units may be used for Police Academy and similar emergency personnel training.

## **5.11 SCHEDULING OF SPACE**

All regular classroom space is scheduled by the Vice President of Academic and Student 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.

## **5.12 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 Campus Director and 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 Financial Services/CFO. Disposal of paper documents must follow the guidelines listed in the College's *Retention Manual*.

## 5.13 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 or people not officially affiliated with the College, even for a temporary basis. If an employee loses a key, they need to immediately notify their supervisor.

### Duplication

The making or duplication of keys for any building, laboratory, facility or room falls under the control of the President and the Board of Trustees of Southern State Community College or designee, except as ordered by the President or Vice President of Technology and Infrastructure, 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.

## 5.14 COLLEGE VEHICLES

A number of motor vehicles are maintained by 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 Student Affairs.

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 the Department of 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 Interim Dean of Student Affairs 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).

## **5.15 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 to our campuses must check-in at the front desk. 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 Interim Dean of Student Affairs. An oral trespass warning should be documented in writing and filed with the local police department and the Interim Dean of Student Affairs.

**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, contact their immediate supervisor for assistance, or contact the police.**

## **5.16 SECURITY CAMERA ACCEPTABLE USE POLICY**

The purpose of this policy is to provide guidelines for the purchase, placement, and operation of security cameras, the purpose of their use, and the storage of video and image data from security cameras at Southern State Community College and ensure that security camera surveillance equipment is used in accordance with federal, state, and local laws.

Southern State Community College recognizes its responsibility to protect persons and property on College premises while maintaining student, visitor, and employee privacy. The College may install surveillance equipment, including but not limited to, cameras and software, to ensure employee/student/visitor safety and to gather usage data for the adequate and appropriate placement of computer equipment. Students, employees, and visitors are advised of cameras via signage posted on main entrance signs.

The College authorizes use of video surveillance in approved areas on all campuses to promote the order, safety and security of students, visitors, employees, and property. Use of video surveillance shall be administered in a manner that assures privacy for all employees and students. The use of video camera surveillance on College property is authorized as follows:

1. The College shall notify its visitors, students, and employees that video surveillance may occur on any college property. The College shall incorporate notice in appropriate publications and signage.



2. Specific use of video surveillance equipment and its designated location on college property shall be approved by the Vice President of Technology and Infrastructure and supervised, controlled, and maintained by the Security & Emergency Response Coordinator.
3. The Security & Emergency Response Coordinator coordinates the appropriate use, storage, and destruction of video surveillance materials.
4. The release of video recordings from surveillance equipment shall be available only with written authorization by the College President, Vice President of Technology and Infrastructure, or Security & Emergency Response Coordinator in the instance of suspected criminal activity, or as required by federal, state, or local laws.
5. Access to video recordings shall only be allowed after the Security Camera Access Request Form has been completed with signatures from your supervisor and the President.
6. Evaluation and/or proceedings leading to corrective action and or discipline will follow employment contracts or stated student code of conduct, rights and responsibilities, and discipline procedures.

*Revised: 6/15/2023*

# Section 6: INFORMATION TECHNOLOGY SERVICES

## 6.1 COMPUTING RESOURCES

This policy applies to anyone who utilizes Southern State Community College resources and may apply to specific computers, computer systems, or networks provided or operated by or on behalf of specific units of the College.

As part of the learning environment, the College purchases, installs and maintains technology, computers, computer systems and networks. These computing resources are intended for College-related purposes including direct and indirect support of instruction and communication for faculty, administrative functions, and the free exchange of ideas among the College community and between the College community and the wider local, national and international communities.

All College computing 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 the College unless documented to the contrary. Employees may not damage, deface, alter, or remove any College computing equipment from campus without authorization or deliberately attempt to degrade the performance of College computing or network resources. The College discourages the use of and does not install or support personal software or hardware, including applications, screen savers, and other utilities not sanctioned by the College, and may remove personal software or hardware that interferes with the operation of any computing resource. Copying or installing software that is in violation of any licensing agreement is prohibited.

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.

**All individuals authorized to use College 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 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. The 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. The College is not responsible for the information accessed by anyone at their workstations.

The College views Information Technology Services (referred to as “IT Services” throughout the remainder of this policy) 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 use of such resources 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. Use of College technology resources or equipment to solicit money, advocate religious, social, or political causes, or to conduct personal business (e.g., an activity undertaken for profit or gain of any kind) is never permissible.
7. 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.

*\*\*\*See SERVICE MARKS, LOGOS, AND SPEAKING ON BEHALF OF THE COLLEGE section of this policy manual for additional information. \*\*\**

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.
- 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 unless disclosure is required by law or College policy. 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 subject 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.**

Upon separation, retirement, termination, or absence of one or more full semesters excluding summer for adjunct instructors, user access to all College computing resources will be removed. The College does not guarantee archival of any content, data, or communications that were created, shared, or stored by former employees on any system maintained by or on behalf of the College, and ultimately has the right to delete the corresponding data. Supervisors or department heads are responsible for coordinating with IT Services to gain access to any content, data, or communications from employees prior to or within a reasonable timeframe after termination. Employees are responsible for transferring all personal content which they have created in the form of materials prepared for the classroom, educational, or professional purposes prior to separation from the College.

Upon request, IT Services will provide guidance and assistance to users needing to transfer their personal content from the College's IT resources. However, IT Services will not directly perform the transfer or provide the storage medium used. This is the responsibility of the user. In the event a former employee is re-hired by the College or granted emeritus status, they will be provided fresh access to technology resources as would a new employee with no previous affiliation.

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.

*\*\*\*See TECHNOLOGY AND DATA SECURITY section of this policy manual for additional information.\*\*\**

**Users should have no expectation of 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.

The College's website is considered an official College publication as well as campus wide information source. As with printed publications, information regarding the College must be approved by the appropriate manager prior to being published on the College's website.

## **6.2 ELECTRONIC MAIL (EMAIL) AND INTERNET USE AND ABUSE**

The College 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 the College. **Accordingly, the College has the right to access its email system including users' mailboxes.** Employees choosing to synch a personally owned device to the College email system must be mindful of the fact they are downloading College data to that device and are responsible for it. **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.**

The College'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 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 internet access during lunch and breaks for limited personal use. 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, involve risky websites that can increase susceptibility for introducing malware, 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, spamming, or sending letter/mail bombs.
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.
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 oriented 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. Users' signature blocks shall be branded according to the Communications Department's Identity Standards Guide and may not include quotes, regardless of the source (e.g., quotes from famous historical figures, poets, philosophers, or anyone else). Contact the Communications Department for details.

10. E-mails written by or sent to College employees by means of their private email account may become a public record if the content of the emails concerns College business or education records, or if content includes Personally Identifiable Information (PII) about a student. Consequently, employees are prohibited from using private e-mail accounts for any College-related business.
11. Users intending to use e-mail for transmitting confidential information must ensure it is done in compliance with the rules and regulations that apply to such information and is safeguarded with proper encryption. \*\*\* See "6.3 TECHNOLOGY AND DATA SECURITY section of this policy manual for additional information. \*\*\*
12. Users shall not attempt 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.
13. Users are responsible for the security of their passwords.
14. Extreme caution should be exercised to avoid introducing viruses and malicious codes to the network. Users shall refrain from selecting unsolicited web links in email (phishing).
15. Users will not share their passwords, provide access to an unauthorized user, or access another user's mailbox without authorization.
16. PCs or laptops that are logged on to secure or private databases shall not be left unattended. \*\*\*See "6.5 WORKSTATION SECURITY" section of this policy manual for additional information.\*\*\*
17. Users are required to log off and/or secure their access to networked services when leaving for the day. \*\*\*See "6.4 CLEAN DESK SECURITY" section of this policy manual for additional information.\*\*\*
18. Email accounts that are deemed abandoned will be inactivated or deleted.

#### Email Distribution Lists

1. Distribution lists can be created by request through IT Services.
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 are limited to email messages for academic and administrative purposes.
  - a. Due to the sensitivity and liability of the "Everyone@sscc.edu" distribution list, access restrictions 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 Financial Services/CFO
    - Vice President of Academic and Student Affairs



- Interim Dean of Student Affairs
- Vice President of Technology and Infrastructure
- Executive Assistant to the President

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

### 6.3 TECHNOLOGY AND DATA SECURITY

The College possesses sensitive information pertaining to student and employee records that must be protected by Family Educational Rights and Privacy Act (FERPA) and other federal regulations. Such information is known as Personally Identifiable Information (PII) and serves as an identifier and resource to make someone's identity easily discoverable and potentially provide enough personal characteristics to allow an individual to ascertain someone's identity. Examples of PII include any information about an individual including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

#### Information Security Policy

The College maintains an Information Security Plan in order to meet certain federal requirements and mandates for active information security, training, monitoring and response planning. For additional information, please review the College's Information Security Plan.

Security Plan training requirements may vary from department to department, however, at minimum, all employees with computer access are required to complete the College's annual Cyber Security Awareness Training.

**Employees who do not complete the Cyber Security Awareness Training after a specified amount of time will have their computing privileges suspended. If an employee is unable to complete the training before the deadline, they must notify their manager.**

#### Protecting PII

Although individual segments of PII may not represent a specific issue, certain combinations could in fact pose a considerable threat of exposure. Therefore all employees charged with using this information must make every effort to keep it secure in order to prevent unauthorized access. All College employees with access to PII are responsible for protecting it.

PII is stored in the form of electronic data as well as paper records and can often be located in file cabinets, computer devices, network servers, and portable storage devices.

Appropriate measures include:

- Don't leave PII on a printer, scanner or fax machine.
- Refrain from emailing unencrypted PII.
- Double check the address and recipient before mailing information containing PII.
- Refrain, if possible, from storing any unencrypted PII on portable technology (laptops, smartphones, and tablets) or storage devices (thumb or flash drive).
- Never post PII on any public website.
- Keep your desk clean of PII when not in use.
- Shred or destroy PII when finished using it instead of throwing it in the trash can.
- Keep paper copies of PII in locked file cabinets or drawers when not being used.
- Limit access to PII to only those that need to know.
- Minimize any computer software window on your screen when not in use if it displays PII.
- Do not copy or remove any document or electronic data file involving PII for personal use.
- Refrain from discussing PII information within audible proximity of artificial intelligence (AI) equipment, or similar devices including mobile software apps on portable technology devices that continually operate in a state of active monitoring or listening mode to provide intelligent personal assistance.

See "CLEAN DESK SECURITY" section of this policy manual for additional information.

#### Encrypting PII

All information that is classified as PII, and earmarked to be transmitted via electronic or computer means (email, FTP, flash drive) should be encrypted or transported through encrypted methods. This includes information transfers to state and federal entities, as well as other educational institutions.

Employees that are unsure about the privacy status of specific data, or who need encryption assistance to properly transmit information, should reach out to IT Services for guidance.

#### Directory Information

Per the "Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g," law, the College publishes a list of "Directory Information" outlining information it can release that is not considered invasive or harmful if disclosed. See Directory Information Policy. Students, however, can "opt out" thereby allowing them to object to disclosure of their directory information. The College has due diligence to implement strong security policies, controls, and monitor to protect PII and ensure the confidentiality, availability, and integrity of the information.

## **6.4 CLEAN DESK SECURITY**

It is important to ensure that all sensitive or confidential materials are removed and locked away when the items are not in use or an employee leaves his/her workstation.

College employees are required to ensure that all sensitive or confidential information in hardcopy or electronic form is secure in their work areas (removed from the desk and locked in a drawer when the desk is unoccupied and at the end of the work day) and when they are expected to be gone for an extended period.

- Computer workstations must be locked before a workspace is unoccupied by pressing Ctrl + Alt + Delete and then selecting “Lock this Computer”.
- File cabinets containing student or employee restricted or sensitive information (PII) must be kept closed and locked when not in use or when not attended.
- Keys used for access to restricted or sensitive information must not be left at an unattended desk.
- Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.
- Printouts containing student or employee restricted or sensitive information (PII) should be immediately removed from the printer.
- Upon completion of use, restricted and/or sensitive documents should be shredded.
- Whiteboards containing restricted and/or sensitive information should be erased.
- Lock away portable computing devices such as laptops and tablets when not in use.
- Treat mass storage devices such as CD-ROM, DVD or USB (flash or thumb) drives as sensitive and secure them in a locked location.
- All printers and fax machines should be cleared of papers as soon as they are printed; this helps ensure that sensitive documents are not left in printer trays for the wrong person to pick up.

## 6.5 WORKSTATION SECURITY

Appropriate measures must be taken by any user while accessing a workstation to ensure the confidentiality, integrity and availability of sensitive information (including PII), and that access to such information is restricted to authorized users only.

Appropriate measures include:

- Restricting physical access to workstations to only authorized personnel.
- Securing workstations (screen lock or logout) prior to leaving area to prevent unauthorized access.  
*\*\*\*See CLEAN DESK SECURITY section of this policy manual for additional information.\*\*\**
- Enabling a password-protected screen saver with a 15-minute timeout period to ensure workstations left unsecured will be protected. The password complexity must comply with the College’s Password Security policy.  
*\*\*\*See PASSWORD SECURITY section of this policy manual for additional information.\*\*\**
- Complying with all applicable password policies and procedures.
- Ensuring workstations are used for authorized business purposes only.
- Never installing unauthorized software on workstations or College-owned laptops.

- Ensuring all PII and sensitive information remain on the remote office computer or network being used for VPN access when using College-owned laptops to access resources remotely.
- Securing College-owned laptops that contain sensitive information by locking in drawers or cabinets when not in use.
- Not using workstation or College-owned laptops to access social media or questionable sites.
- Exercising standard security practices which includes keeping devices current with Windows and antivirus/security software updates and firewalls turned on.

*Revised: 10/20/2021*

### **Removable Media Security**

Removable media is a well-known source of malware infections and has been directly tied to the loss of data and information in many organizations. Appropriate measures must be taken to minimize such risk for the College.

It is preferred that all College employees refrain from using removable media (flash or thumb drives, burned CD/DVD) within the context of accessing College technology resources. However, in the event such media is necessary, it should only be used in conjunction with technology equipment owned or operated by the College and not used to store sensitive or Personally Identifiable Information (PII).

Circumstances requiring the storage of PII on removable media should be referred to the IT Services Department so methods can be determined to provide added security. Additionally, users should refrain from introducing media to the network that is not their own.

## **6.6 PASSWORD SECURITY**

Passwords are a critical component of information security and serve to protect user accounts and the College's technology infrastructure; however, a poorly constructed password may result in the compromise of individual systems, data, or the overall network.

It is recommended that all users maintain a "strong" password, meaning one that is alphanumeric in structure and at least 8 characters in length. This ensures that hackers using simple "dictionary" type hacking programs are not able to easily discover user passwords.

All passwords should meet or exceed the following guidelines.

- Contain at least 8 (eight) alphanumeric characters.
- Contain both upper- and lower-case letters.
- Contain at least one number (for example, 0-9).
- Contain at least one special character (for example, !\$%^&\*()\_+|~-=\{}[]:;'<>?,/).

Poor, or weak, passwords have the following characteristics:

- Contain less than 8 (eight) characters.

- Can be found in a dictionary, including foreign language, or exist in a language slang, dialect, or jargon.
- Contain personal information such as birthdates, addresses, phone numbers, or names of family members, pets, friends, and fantasy characters.
- Contain work-related information such as building names, system commands, sites, companies, hardware, or software.
- Contain number patterns such as aaabbb, qwerty, zyxwvuts, or 123321.
- Contain common words spelled backward, or preceded or followed by a number (for example, terces, secret1 or 1secret).

All user-level passwords (for example, email, web, desktop computer, and so on) must be changed at least every 120 days or as deemed appropriate by IT Services.

#### Best Practices for Password Protection

- Passwords must not be shared with anyone. All passwords are to be treated as sensitive, confidential College information.
- Passwords must not be inserted into email messages or other forms of electronic communication.
- Do not reveal a password on questionnaires or security forms.
- Do not hint at the format of a password (for example, "my family name").
- Do not share College passwords with anyone, including administrative assistants, managers, co-workers and family members.
- Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on a computer system or mobile devices (phone or tablet).
- Do not use the "Remember Password" feature of applications (for example, web browsers).
- Any user suspecting that his/her password may have been compromised must report the incident to IT Services and change all passwords.

## **6.7 MULTI-FACTOR AUTHENTICATION (MFA)**

Traditionally authentication (a process where users prove to a service that they are who they say they are) has been done with a username and a password. Unfortunately, usernames and passwords, even strong passwords that meet the above criteria, are often easy to discover.

This is why for select services the College has adopted Multi-Factor Authentication (MFA), which is a verification method in which a user is granted access only after successfully providing two or more pieces of evidence (or factors). The three most common kinds of factors are:

- Something you know - Like a password, or a memorized PIN.
- Something you have - Like a smartphone, or a secure USB key.
- Something you are - Like a fingerprint, or facial recognition.

**In order to access select services at the College, MFA must be enabled and employees must use an additional factor in combination with their password through the use of an authenticator application. In some cases, a hardware authentication device paired with the authenticator application can serve as the single additional factor.**

*Added: 6/16/2022, Revised 6/15/2023*

## **6.8 USER ACCOUNT RESPONSIBILITIES**

The College relies on users to not only ensure the security of information, but to properly use its computer assets. While supervisors are responsible for approving user access, users themselves must be aware of the responsibilities associated with having a College user account and be knowledgeable about IT Services' expectations while storing and accessing content on the College's network and in the cloud.

### User Access Requests for Information Systems

User access requests for information systems are initiated by emailing Tech Support the completed **User Access Request for Information Systems Form** located at strategic locations on the College website or by requesting the link. College employees cannot request their own access; the employee's immediate supervisor must request access. Employees requesting access for information outside their department are required to have both their supervisor and a manager in the affected department sign off on the request.

*Revised: 11/5/2020*

### Best Practices for Storing and Accessing Content

Use of the following network locations are recommended as a best practice to ensure data is stored in an environment that is routinely backed up and physically secured:

- M: drives are internal network storage locations provided for individual users to store data and information related to their role within the College.
- Community Share drives are internal network storage locations provided for departments or designated groups of users to collectively store and share data and information related to the group's role within the College.
- SharePoint is a web-based platform utilized by the College to provide an organized and secure way to disseminate information that is both externally and internally accessible by users with access credentials. SharePoint serves as the College's "intranet" resource allowing departments and groups to post information in a format that appears more fitting to a traditional web page without being placed on the external facing College website.

## 6.9 SOCIAL MEDIA

Thousands of current and future students, faculty, staff, alumni, and citizens of our community use social media such as Facebook, Twitter, LinkedIn, Instagram, YouTube and many others to stay connected. The College believes having a presence on such platforms facilitates its ability to disseminate information and interact with the public.

The College also recognizes its responsibility to ensure adherence to local, state, and federal requirements to protect student and staff data and privacy. Additionally, the College retains its prerogative to protect its image, enhance its brand, safeguard information and data, require appropriate use of College computing resources, and restrict employee activities that do not add value to the College, mission, vision, strategic priorities, general learning goals, or financial well-being.

In order to operate within the social media arena effectively, the College has outlined this policy ensuring any and all such interactions are on behalf of the College's best interests. In addition to popular social media sites listed above, the following principles apply to all forms of public web-based communication and expression, including blogs, microblogs, social network sites, wikis, bookmark sites, content sharing sites, forums, mailing lists, discussion groups and chat rooms.

### General Guidelines

Although social media platforms offer many positive benefits, there are some cautionary lessons that have emerged from participating in such communication tools as well. An awareness of the following general practices is helpful for all social media activities for both personal and professional purposes:

- You are posting content onto the 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 Web even after you erase or delete that information.
- 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 End User License Agreement (EULA) of any third party website in the online community, such sites 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 the College.
- Be discreet, 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.

- If you have doubts about posting something, then it's an indication you probably should not.

### College Use of Social Media Platforms

In the spirit of maintaining a positive environment and College social media reputation, employees or individuals charged with maintaining or updating College-sponsored social media platforms must adhere to provisions contained within this policy and general use guidelines. The Communications Department reserves the right to approve and coordinate all social media content prior to posting on intended platform(s).

Further, administrative login credentials to all official College-sponsored social media platforms, profiles, or web pages must be registered with the Communications Department. The College reserves the right to remove any content, comments, or wall postings from official College-sponsored pages that are inappropriate, inflammatory or damaging to the College or any individual.

The following types of content are prohibited from College social media platforms and profiles:

- 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, 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 College business
- Material protected by copyright
- Confidential or private information
- Personally Identifiable Information (PII) or non-directory information belonging to students
- Personally Identifiable Information (PII) or data belonging to employees

The College assumes no responsibility for prohibited content by those individuals that failed to seek pre-approval from the Communications Department before posting. Further, the College will not indemnify such individuals in the event an outside party takes legal action against them.

### **Disclaimers**

Official 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 Webmaster.

***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.

**Employee Personal Use of Social Media Platforms**

Employees are encouraged to establish a clear separation between activities and representations on their private social media accounts and their affiliation with the College. Examples of such activities may include:

- Developing separate professional and personal social media accounts for the purpose of interacting with specific contacts related to those functions.
- Not designating specific employment by Southern State Community College on personal social media profiles.

- Referring to job or employment in general terms such as *job title in higher education*.
- Locking down personal profiles so only social media friends, contacts, or similar connections have access to view content while restricting access to others.
- Not including Southern State's logo on personal profile pages.
- Prominently including statements such as ...this is my personal page used solely to stay connected with family and friends... or ...this profile reflects my personal views and opinions and is not associated with other entities I am affiliated with... within personal social media pages and profiles.
- Not using personal account to comment or "like" content displayed on College social media profiles.
- Keeping in mind social media usage should not interfere with your core job responsibilities.

## 6.10 TECHNOLOGY AND SOFTWARE ACQUISITION

The need to improve and upgrade technology and software requires constant evaluation, forecasting, budgeting, and planning within the College. Prospective technology must always be carefully assessed to ensure compatibility with existing infrastructure, licensing, standardization initiatives, and future plans. As a result, all College technology and software acquisitions will be routed through the IT Services Department for approval before purchasing. With regard to academic technology requests, it is important that the IT Services Department be brought in to the planning discussion well before such requests are reviewed or approved by the appropriate committees, departments, or individuals.

**Equipment or software purchased outside of this policy may not be supported by the IT Services Department.**

For purposes of this policy, technology is defined as desktop and laptop computers, tablets, printers, monitors, card readers, scanners, copiers, projectors, and any other similar devices such as minicomputers and microcomputers intended to be linked directly to the College computer network via wireless, direct connection, or remote access. Software includes operating systems and general system programs, libraries, databases, compilers, utilities, remote hosted, Software as a Service (SaaS), and other computer programs. Consumables include printer toner or ink supplies, projector bulbs, and batteries or battery backup devices.

When a technology or software purchase is necessary, the requester will submit a **Technology Request Form** located at strategic locations on the College website. The Vice President of Technology and Infrastructure, or his/her designee, will then reach back to gather additional information and provide guidance on areas such as technical

specifications, pricing, proposed use/location, licensing models, annual maintenance costs, and available funds for purchase. IT Services will then work to secure a quote and coordinate a mutually agreeable timeline for ordering and implementation. Individual departments will be responsible for ordering consumable items but are encouraged to request IT Services' assistance in selecting the compatible item and installation.

Although proper planning is optimal for technology decision making and procurement, there will be occasional instances when technology or software purchases must be expedited due to specific circumstances. These situations will be elevated in priority in order to accommodate the need. However, such situations should be rare and conditions surrounding them should clearly explain why the requester was not able to follow the normal process.

**There is no guarantee that the IT Services Department will support, assist, or service any equipment and/or software that is not wholly owned or operated on behalf of the College.**

## **6.11 INTERNET-HOSTED RESOURCES**

Software as a Service (SaaS) or Cloud Based software fall within the category of Internet-hosted applications or platforms. Such delivery models, hosted external to the College's infrastructure, require specific levels of diligence associated with data security, proper use, and access. All Internet-hosted software and platforms must be approved by the IT Services Department prior to their use.

Although many Internet-based platforms are free and easily accessible for users to acquire, all require the acceptance of some type of contract or EULA (End User License Agreement). Oftentimes such agreements are presented in a "Click-Wrap" format requiring the user to agree to the terms and conditions before using the software product. Once a user clicks "I agree," these terms will likely govern what information the provider may collect from or about users, what they can do with that information, and with whom they may share it.

Depending on the language, such agreements may lead to violations of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), or other laws, as well as privacy best practices. IT Services must be consulted prior to acceptance of all technology oriented EULAs and contracts. As deemed appropriate, legal counsel may be consulted prior to acceptance and approval by the College.

Users that accept agreements on behalf of the College without seeking approval will be in violation of this policy and may be held personally liable for circumstances or costs associated with data breaches or security issues within the association of the specific software platform or application.

## 6.12 SOFTWARE INSTALLATION

All software installed on the College's computer systems and network must have a valid license for each copy used. Allowing College employees to install software on College computing devices opens the organization up to unnecessary exposure. Such activity increases the risk of loss of program functionality, exposure of sensitive information and data, introduction of malware, and the legal exposure of running unlicensed software.

- Employees may not install software on the College's computing devices.
- Software requests and purchases must first be approved by the IT Services Department. \*\*\*See "6.10 TECHNOLOGY AND SOFTWARE ACQUISITION" section of this policy manual for additional information.\*\*\*
- The IT Services Department will obtain and track licenses, test new software for conflict and compatibility, and perform installations.
- Copying the College's software or duplication of software for which there is no valid license violates the College's computing policy and is deemed illegal.

## 6.13 SOFTWARE AND SYSTEM UPDATES

IT Services typically plans for and installs computer operating system and software program updates on a predictable and routine basis. Many factors are considered in the planning and testing of updates as well as determining the most opportune time to roll them out across the various systems of the College. As a result, IT Services will establish and communicate routine maintenance windows allowing for necessary security and software updates to core services and equipment. Such communications will identify impacted services in order for users to plan accordingly. Additionally, in rare circumstances when critical updates or modifications are required outside scheduled maintenance windows, IT Services will work to communicate such situations in a timely manner for all users' consideration.

In the event an update is requested by an employee or department, it will be reviewed and tested for functionality and then placed on the schedule for the next available opportunity. If the update is critical to operation of a program, or to address a security concern, it will be expedited and installed as soon as possible.

## 6.14 WEBSITE/DIGITAL CONTENT AND UPDATES

The IT Services' Webmaster is responsible for working with staff and faculty throughout the College in order to maintain the College's information media display technologies such as the public website, digital signage, and internal intranet site (SharePoint.) Due to the nature of such technologies, it is expected that changes will be needed in support of campus goals, to meet new or changing academic requirements or for other valid reasons.

In order to accomplish this task, the Webmaster requires regular guidance and content updates from department representatives about their media displays. Therefore such representatives should regularly review displays for accuracy while striving to keep content

fresh and inviting. Further, users with delegated access to manage a department SharePoint site also need to independently review for inaccurate or stale content and maintain accordingly.

The following media display technologies are maintained by the Webmaster:

- Websites, pages, links or files under the www.sccc.edu website
- Indoor or outdoor digital signage at each campus
- Intranet site creation and initial access (SharePoint)

Requesting an update or change by the Webmaster:

In order to process proposed changes and updates, the Webmaster will categorize requests based on the amount of work required to complete them. These will be classified as “minor” and “major” updates.

Minor updates

Minor updates may be requested via email and should include details about the page to be modified (including page link or digital signage display) and content with pictures or graphics. Webmaster will contact requester for clarification purposes or if additional content is needed. Updates will be made once all inquiries for clarification and content have been satisfied. Examples of minor updates include but are not limited to:

- Dates of programs/events
- Small text changes on web pages/digital signage
- Contact information
- New internal or external links
- Graphics/images
- SharePoint site permissions
- PDF updates
- Broken links

Major updates

Major updates may be requested via a **Website/Digital Content Update Request Form** located at strategic locations on the College website or by emailing the Webmaster to request the link. All major update requests will be reviewed by the Webmaster. Examples of major updates include but are not limited to:

- Extensive web page modification/recreation
- Creation of content
- New web/digital signage page(s)
- Deletion of major sections of content
- Major text changes involving several paragraphs or more
- Content requiring custom development such as modified graphics, web elements, charts, thumbnails, etc.

## 6.15 PORTABLE COMPUTING DEVICES

### College Owned

With advances in computer technology, mobile computing has become a useful tool to meet the business and educational needs of the College.

Portable Computing Devices (PCDs) will be issued to College personnel with duties requiring mobility or frequent contact when away from their normal work locations. Effective distribution of the various technological devices must be limited to persons for whom the productivity gained is appropriate in relation to the costs incurred.

PCDs include, but are not limited to: laptop computers, tablets, handheld wireless devices, smartphones and any other existing or future mobile computing or storage device.

Upon being issued a portable computing device, the employee will sign an agreement form outlining proper treatment and security expectations while in their care. The form will also record information about the device (model/SN).

Charges for repair due to misuse of equipment or misuse of services may become the responsibility of the employee, as determined on a case-by-case basis. The cost of any item beyond the standard authorized equipment is also the responsibility of the employee. \*\*\*See *REPORTING LOST, STOLEN, or DAMAGED EQUIPMENT AND DATA* section of this policy manual for additional information \*\*\*

### Portable Security

Portable devices are especially susceptible to loss, theft, hacking, and the introduction of malicious software because they are easily transportable and can be used anywhere. As mobile computing becomes more widely used, it is necessary to address security to protect information resources.

Portable devices should be kept in secure locations when not in use (e.g. stowed away out of sight if in a vehicle) to prevent theft. Employees must not connect portable devices to public Wi-Fi networks (such as those found in hotels, conference locations, airports, coffee-shops, restaurants, etc.) Certain exceptions can be made if a virtual private network (VPN) connection is also used. Additionally, PCD's should only be charged with the power cable provided with the device (including the power brick), and must never be connected to public charging locations or stations.

*Revised: 6/15/2023*

### Employee-Owned

The College recognizes that many employees use private (employee-owned) portable devices to access College resources such as email. Such employees are encouraged to refrain from bypassing their device manufacturer's software limitations (e.g. jailbreaking, rooting, or unlocking) and from using questionable Internet sites or apps that could introduce malware to the device that may compromise their College email account or data. Employees must prevent College data downloaded to their personal device from being backed up to their personal cloud space (e.g. iCloud, Google Drive, etc.) Additionally, screen lock features should be used to prevent unauthorized access. Also, non-exempt employees

should not access job-related e-mails or conduct other business outside of work hours without prior approval of their supervisor.

**Confidential, sensitive, and Personally Identifiable Information (PII) data is discouraged from being stored on employee-owned computing devices.**

*Revised: 6/15/2023*

## **6.16 REPORTING LOST, STOLEN, OR DAMAGED EQUIPMENT AND DATA**

Although IT equipment is important and should be protected, it can be replaced much more easily than the content it holds. Data and information, regardless of being Personally Identifiable Information (PII) or not, serves as a valuable asset and resource to the College. As a result, all employees should work to protect such information when in use and especially when accessed or stored on Portable Computing Devices (PCDs).

Employees choosing to synch a personally owned device to the College email system or store College-related files or information must be mindful of the fact they are downloading College data to that device and are responsible for it. In the event such a device, either College or employee-owned, has been lost, stolen, or destroyed, it must be reported to the IT Services Department in order to assess the College's liability.

Incidents should be reported via the "IT Equipment Lost, Stolen, or Damaged Equipment Report" form located at strategic locations on the College website or by emailing the Vice President of Technology and Infrastructure to request the link.

## **6.17 TECHNOLOGY EQUIPMENT DISPOSAL**

Technology equipment often contains components which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by law. In addition, hard drives, flash/thumb drives, CD-ROMs and other storage media contain College data, some of which is considered sensitive and PII.

In order to protect data, all storage media must be properly erased prior to disposal. However, simply deleting or even formatting data is not considered sufficient. Therefore, special tools must be used to securely erase data prior to equipment disposal.

Computer/technology equipment or peripheral devices that are no longer needed within the College will be disposed of properly by the IT Services Department. Such equipment includes, but is not limited to the following: personal computers, servers, hard drives, laptops, mainframes, smart phones, or handheld computers ( i.e., Windows Mobile, iOS or Android-based devices), peripherals (i.e., keyboards, mice, speakers), printers, copiers,

scanners, typewriters, compact and floppy discs, portable storage devices (i.e., flash or thumb drives), and backup tapes.

Technology Equipment Disposal Procedure:

- No computer/technology equipment should be disposed of via trash receptacle, dumps, landfill etc.
- When a technology asset has reached the end of its useful life, the user will transfer all data pertaining to the College to another device or data storage location. User will then contact IT Services Department.
- IT Services will either ask the user to hold the equipment in anticipation for the next recycle pick up, or schedule a time for the equipment to be delivered.
- All data, including all files and licensed software remaining on the device, shall be removed from equipment using disk-sanitizing software or the memory or storage device will be removed and be physically destroyed.

*Revised: 11/5/2020*

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.

***Click-Wrap Agreement***

End User License Agreements that are presented and agreed to over the Internet by the user selecting or clicking their acceptance.

***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 where 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 the individual's first name followed by their lastname@sscc.edu (Ex: 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 users 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, 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.

***End User License Agreement (EULA)***

A legal agreement between a software application producer / publisher and the end user that plans to use the software. The EULA establishes the right to use the software and special provisions or responsibilities associated with its use.

***Jailbreaking***

Also known as "rooting" or "unlocking", jailbreaking is the act of overcoming limitations in a computer system or device that were deliberately placed there for security, administrative, or marketing reasons. Such modifications can make systems or devices unstable and more vulnerable to viruses or malware.

***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.

***Personally Identifiable Information (PII)***

Information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

***Public Distribution Lists***

These are created by IT staff for use by all Southern State 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 viruses are those capable of transmitting across networks and mutating to bypass security systems.

# 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 7.1 shall be classified as Non-Exempt.

### **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.

1. Salaries for positions funded by grants, third party-contracts, or cooperative, and/or other agreements, will generally be determined in accordance with established College policy. In the event that funding is insufficient to pay the salary as determined by the normal process, the Vice President will request reallocation of budget funds. If insufficient funds are available to pay the computed salary, the salary will be limited to funds available from the grant, third party funding, contract, etc. In the event that restrictions are of a nature that precludes setting salaries according to the regular College process, the Vice President may recommend a salary established according to the restrictions and provide appropriate supporting documentation to President. The President is the ultimate approving authority.

2. Specially funded employees will receive the same increases as might be received by regular College personnel as long as the increases are either built into the budget or may be incorporated into the budget by reallocation of funds among budget categories.
3. Employee benefits for specially funded employees will generally be the same as those provided for regular funded employees in the same employee group, subject to limitations of the applicable budget, including, but not limited to, budgetary limitations. Limitations of employee benefits for specially funded employees include the following:
  - a. Annual Leave  
Specially funded employees will accrue annual vacation leave at the same rate as regular College employees; however, carryover of vacation leave at June 30 of each year for special funded employees should be limited to 80 hours. Special funded employees should work with their supervisor to use annual vacation leave during the College fiscal year so that accumulated leave as of June 30 does not exceed 80 hours.  
Upon resignation or other reasons of separation of employment, specially funded employees will generally not be paid lump sum vacation leave, absent provisions in the Ohio Revised Code. An employee who anticipates resignation or separation from employment is responsible for working with his or her supervisor to use accumulated leave prior to leaving employment. Annual leave must be used in a manner so that activities and operations are not adversely affected. *Revised: 6/16/2022*
  - b. Education Assistance  
Fee Waiver delineated in Section 10.8 for employees, spouses, children, stepchildren, grandchildren, and step-grandchildren under the age of twenty-four (24) is subject to the availability of funds in the appropriate special funded budget.  
Tuition Reimbursement as outlined in Section 10.21 is subject to funding availability under the special funded budget.
  - c. Exceptions  
Exceptions to any portion of this policy may be granted by the President in consultation with the appropriate Vice President and the Director of Human Resources.

## **7.4 VOLUNTEER WORKERS**

The designation “volunteer” can be used by the College and shall be filled within the following limitations:

1. All volunteer work must be approved by the President or his designee.
2. A description delineating job duties, extent of assignment, etc., must be submitted to the Department of Human Resources for approval and be made known to the volunteer before duties are assigned.

3. Volunteers may be subjected to criminal background check depending on the location of the position. Please contact the Department of Human Resources.
4. The President or his designee shall have full authority to appoint, dismiss, or terminate volunteers for their services without cause.

## **7.5 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.

## **7.6 PART-TIME EMPLOYEES**

Part-time employees may only hold one position at the College unless approved by their Vice President.

## **7.7 COLLEGE WORK STUDY**

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

## **7.8 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.

## **7.9 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:

1. All employees shall have their supervisor's pre-approval and the appropriate Vice President's approval to work overtime. Any employee working overtime without following the approval process may receive disciplinary action up to and including termination. 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.

2. 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.
3. 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;
4. Overtime is calculated only on hours worked.

## **7.10 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 Department of Human Resources 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 shall be completed.

## 8.2 INTERVIEWS

Applicants for non-faculty positions shall be interviewed by their potential immediate supervisors, Vice President or Executive Director and other appropriate administrators.

Final approval shall be made by the President.

*Revised: 6/15/2023*

## 8.3 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.

## 8.4 HIRING

Employees shall be hired by the President although 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.

## 8.5 ORIENTATION

The responsibility for the initial orientation process is shared among the employing department, the new employee, the employee's supervisor, and the Department of Human Resources.

The department and supervisor will provide new employees with an orientation specific to their workplace and on-the-job training needed for new employees to assume their responsibilities. A representative from the Department of Human Resources will provide new employees with timely and relevant benefit information.



## 8.6 CREDENTIALING OF FACULTY

In order to meet the multi-dimensional academic mission of the College to remediate students, prepare students for the workforce or transfer, and to provide continuing education, it is incumbent on the institution to hire highly qualified faculty in all areas. It is imperative that hiring standards are consistent with the guidelines as provided by the Ohio Department of Higher Education and the Higher Learning Commission. As outlined in the Southern State Education Association (SSEA)/Southern State Community College Contract in Section 7.06, it is the position of the College to follow the most rigorous of the two entities. This credential standard applies to all instruction regardless of delivery methodology or content.

Effective September 2017, the Higher Learning Commission updated the guidelines for determining qualified faculty through HLC's criteria for accreditation and assumed practice B.2. These guidelines exceed the rigor of those required by the Ohio Department of Higher Education and subsequently guide all faculty credentialing decisions effective Fall 2017 and beyond.

All faculty members must hold a degree from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation or equivalent as verified by a member of the National Association of Credential Evaluation Services. Where professional accreditation or licensing standards for faculty differ from the Ohio Department of Higher Education Standards, faculty members are expected to meet the higher standards. Additionally, it is imperative that faculty members show evidence of continuing professional development in their discipline. Faculty members who teach online courses must be prepared for teaching in an online environment. Lastly, faculty members should have received degrees from a variety of institutions. Degrees from a single institution should not constitute the majority of the program's faculty.

### A. DETERMINATION BY CREDENTIALS

*General Education:* Faculty members teaching general education courses, or other non-occupational courses, must hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member must have completed a minimum of 18 graduate semester hours in the discipline or subfield in which they teach.

*About subfields – An academic subfield refers to a component of the discipline in which the instruction is delivered. The focus, in the context of HLC Assumed Practice B.2., is on the course being taught and the general appropriateness of the faculty qualifications with reference to such courses. The key consideration is whether a degree in the field or a focus in the specialization held by a faculty member appropriately matches the courses the faculty member would teach in accordance with the conventions of the academic field.*

*Occupational/Technical Education:* For occupational or technical courses, faculty members must hold a degree at least one level above the degree they are teaching or a terminal degree in the field or where equivalent experience has been established.

*Dual Credit or College Credit Plus (CCP) Instruction:* Faculty members teaching in dual credit or CCP courses should hold the same minimal qualifications as required by the institution of its own faculty. Recognition is given to faculty who have obtained a Masters of Education when inclusive of graduate-level content in the discipline and methods courses that are specifically for the teaching of that discipline.

*Clinical/Practice-Oriented Instruction:* Faculty members teaching technically or practice-oriented courses must have practical experience in the field and hold current licenses and/or certifications, as applicable. For programs involving clinical faculty, the credentials and involvement of clinical faculty are described and meet applicable professional standards for the delivery of the educational experiences.

*Developmental Education:* Faculty members teaching in developmental education should hold a master's degree. Although master's is preferred, a bachelor's degree in the field is permissible for general education faculty who teach developmental coursework.

*Workforce and Community Services:* The minimum qualification for teaching non-credit workforce and community coursework is dependent on certifications, experiences, and education related to the content of the course. Training facilitators in this area must have evidence of applicable work experiences, certification, or other educational credentials related to the course content.

## ***B. DETERMINATION BY TESTED EXPERIENCE***

The College recognizes that there will be circumstances, albeit infrequent, that may necessitate candidate review by factors beyond the degree earned. This will be referred to as "Tested Experience." Such petitions will be considered by the Vice President of Academic and Student Affairs in conjunction with the Division Coordinator and area Dean and will follow the provisions set forth in this procedure.

In addition to the minimum credential level required, individuals with the necessary breadth and depth of tested experience outside of the classroom in a real world situation, which is relevant to faculty to teach within the discipline(s), and as documented may be considered for teaching assignments. It is important to note one's tenure of teaching does not constitute tested experience. Tested experience implies that some objective measure ensures that the individual's knowledge and expertise are sufficient for determining what students should learn and have learned. Examples of tested experience may be but are not limited to:

### *General Education*

- a. A faculty member with a graduate degree and teaching in creative writing, painting, or music may have had his or her expertise, ability, and talent validated through publications or through wide critical and public acclaim.
- b. A faculty member with a graduate degree teaching conversational courses in Sign Language or foreign language may demonstrate his or her qualifications through recognition of competence by the deaf community or through a nationally recognized rating of proficiency in foreign language.
- c. A faculty member with a graduate degree in religion or religious studies may be qualified to teach courses in philosophy of religion, world religion, or ethics.
- d. Faculty with a graduate degree who have experience with public speaking such as trial lawyers, actors, pastors, public news figures, etc., may be qualified to teach introductory speech courses.
- e. Faculty with a graduate degree in physics, engineering, and other fields with significant mathematical science courses may be considered qualified to teach undergraduate mathematics courses.
- f. Faculty with a graduate degree in the Physical Sciences may be considered qualified to teach undergraduate course in astronomy. Faculty with a graduate degree in medicine (MD, DO, DC, DVM), nursing, or biomedical engineering may be considered qualified to teach undergraduate classes in biology. Faculty with a graduate degree in pharmacy or chemical engineering may be considered qualified to teach undergraduate chemistry.
- g. Faculty with graduate degrees in counseling, social work, and other related fields who hold State licensures such as the LISW or LPCC may be qualified to teach courses in psychology or sociology.

### *Technical Education*

Table A can guide the evaluation of credentialing for faculty teaching in technical disciplines. This is not intended to be an exhaustive list rather, a general starting point for evaluation of credentials other than degrees earned. All artifacts used in such evaluation must be in the form of documented evidence.

<b>Table A: Guide for Determining Tested Experience in Technical Programs</b>			
Program	Required/Preferred Degree	Minimum Years of Field Experience	Certifications, Alternative Credentials, or Experiences
Accounting	BS/MBA	5 years	CPA
Agriculture	BS	5-7 years	Industry certifications: Ohio Agriculture Vocational Education License
Aviation	BS	5 years	FAA Airframe and Power Plant Licensure
Business	BS/MBA	5 years	Industry certifications
Computer Science	BS	3-5 years	Industry certifications
Education	MEd	7-10 years	Industry certifications
Engineering	BS in Engineering related or similar technical field	3-5 years industry experience	Documented field experience and/or industry certifications
Human and Social Services	BA/MA	5 years	LPCC, LSW, LISW, LPC
Human and Social Services: Chemical Dependency	BA/MA	5 years	LICDC, LPCC, LSW, LISW, LPC
Nursing	BSN/MSN	2-5 years	Unrestricted Ohio RN licensure, CPR certification, documented immunities per clinical agreement.
Office Information Technology	BS	3-5 years	Industry certifications
Real Estate	BS	10 years	Licensed Real Estate Agent; Broker license

### ***C. EXCEPTIONS***

In order that the College maintains a well-qualified staff in keeping with the institutional mission, the master's degree shall be considered the preferred minimum for teaching general education courses, and the bachelor's degree shall be considered the preferred minimum educational requirement, or a combination of tested experience for teaching occupational courses. All teaching faculty are expected to meet these requirements. Those individuals who do not meet the qualifications shall present a plan for continued development. Such a plan should be developed in consultation with the Vice President of Academic and Student Affairs and approved by the President. Written request for an exception must be submitted to the Vice President of Academic and Student Affairs thirty days in advance of the commencement of the teaching assignment. A Continued Faculty Education Plan Form will be completed and placed in the faculty personnel file housed in the Department of Human Resources.

### ***D. STUDENT SUPPORT SERVICES***

Staff members providing student support services, such as library services, mental health counseling, tutoring, financial aid advising, academic advising, accessibility services and cocurricular activities are appropriately qualified, trained, and supported in their professional development.

# Section 9: CONTRACT AND EMPLOYMENT STATUS

## 9.1 CONTRACTS

All full-time, non-faculty employees shall serve on twelve to twenty-four month, non-tenured contracts unless otherwise specified. By Board of Trustee policy, all contractual awards and agreements are subject to the approval of 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 contract. The employee shall advise his or her immediate supervisor of any activities in which he or she may engage which may result in rendering less than full-time service to the College during the assigned contractual 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 President.
3. All employment contracts are further conditioned upon compliance with all College rules and regulations as set forth in the *Policy and Information 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 the agreement, shall cause the contract to be voidable, at the discretion of the President.

## 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.

1. 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.
2. 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 EMPLOYEE CORE VALUES (COMPETENCIES)**

The following are the Employee Core Values, created by the employees of the College and by which all employees should strive to work:

Accessibility – Easy to get to, enter, engage, and use. We will:

- provide multiple locations (including campuses, high schools, off-site, and on-line)
- remove barriers for our students
- provide the tools and people to help students navigate college and meet with success

Community Engagement – Being a central contributor to our communities' successes. We will:

- partner with employers, social agencies, local government and schools to contribute to a well-trained workforce
- be responsive and pro-active in our communities
- do our part in providing for a well-educated citizenry and strong community

Quality-driven – Motivated by the pursuit of excellence. We will:

- ensure excellent academic programs that prepare students for life and the workforce

- support academic excellence in our employment and business practices, continuous improvement process, and professional development efforts
- provide transferable, meaningful, credible credentials

Personal Connection – One-on-one personal interaction. We will:

- maintain a friendly, welcoming environment
- demonstrate respect and concern for each individual
- be friendly, helpful and professional
- provide excellent student and customer focus

Unity – Instilling a culture that promotes a sense of safety, community, and place for all to have a voice. We will:

- work together
- maximize the strengths of being a community
- be fair
- respect the individual voice and give consideration to the thoughts of others
- strive to understand and accept those beyond our own experience

Life-Enrichment – Providing a pathway to life-long learning. We will:

- provide an affordable, accessible place to find or pursue your passion
- meet students at various places throughout the life-span
- provide opportunities for student activities and cultural enrichment

## 9.6 ACADEMIC FREEDOM

Institutions of higher education are operated for the common good. The free search for truth and its free exposition are essential to the common good. Southern State Community College is committed to principles of academic freedom. Academic freedom and responsibility are inseparable and must be considered simultaneously; they are shared by all members of the academic community.

The universal responsibility of the teaching faculty member is effective teaching. A proper academic climate can be maintained only when members of the academic community meet their fundamental responsibilities regularly, such as preparing for and meeting their assignments, conferring with and advising students, evaluating fairly and reporting promptly student achievement, and participating in group deliberations which contribute to the growth and development of students and the institution.

Administrators shall promote academic freedom. Equally, administrators will assure that members of the academic community fulfill their responsibilities as educators.

## 9.7 EMPLOYEE PROBLEM-SOLVING

The College strives to promote fair, expedient, and equitable treatment, reduce dissatisfaction, and resolve problems at the point of origin for employees so that constructive, work-producing relationships can be maintained.



This position statement reflects the College's commitment to maintain an orderly environment by employing basic conflict resolution strategies such as one-on-one conversations, coaching, facilitation, and mediation. These practices can be initiated at any level for the consideration of employee complaints on matters for which procedure is not otherwise provided.

*Note:* Faculty members should refer to the collective bargaining agreement found on the College's website.

## **9.8 EVALUATION AND SALARY DETERMINATION**

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. These ranges are subject to change.
2. **Salary Approval.** The President shall recommend to the Board of Trustees for approval of salary ranges for all positions. See Section 9.9. At the time of initial employment, placement on the range will be recommended to the President and will be commensurate with experience at the determination of the Director of Human Resources and the respective Vice President. Movement through the salary range shall be determined annually by the President through a system of performance appraisal and as the College's annual budget will allow.
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 and the employee's accomplishment of goals related to professional growth and strategic goals of the College.
4. **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. 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.

**C. Education Attainment Supplement**

A full-time employee who attains a degree beyond that which is required in the employee's job description is eligible for consideration of a supplement to the employee's base salary with the recommendation of the employee's direct supervisor and the approval of the President. The education should directly contribute to the employee's role at the College and shall be applied for within two years of obtaining the degree.

Supplements:

Associate	\$250
Bachelor's	\$500
Master's	\$750
Doctorate	\$1,000

**D. Recognition for Exemplary Service**

The President is authorized to develop and implement a program of employee recognition to augment the annual performance evaluation system.

Effective July 1, 2024 eligible full-time staff members successfully performing their responsibilities shall receive a 3% salary increase.

If the College receives a Senate Bill 6 score of 3.0 or above or a Composite Financial Index ("CFI") score of 1.5 or above for the College's fiscal year 2023 and/or 2024, eligible full-time staff members successfully performing their responsibilities will be eligible for a merit adjustment of an additional 1.8%.  
*Revised: 12/15/2021, 6/15/2023*

**E. 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.

**F. 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.

## 9.9 SALARY SCHEDULE

### 2025-2026\*

Range	Minimum	Maximum
1	\$26,171	\$43,777
2	\$26,978	\$45,132
3	\$27,785	\$46,484
4	\$28,624	\$47,880
5	\$29,769	\$48,794
6	\$30,958	\$51,786
7	\$32,190	\$53,856
8	\$33,804	\$56,550
9	\$35,494	\$59,378
10	\$37,272	\$62,347
11	\$39,125	\$65,463
12	\$41,088	\$68,738
13	\$43,138	\$72,174
14	\$45,297	\$75,783
15	\$48,013	\$80,329
16	\$50,902	\$85,150
17	\$54,457	\$91,111
18	\$58,274	\$97,489
19	\$62,352	\$104,313
20	\$67,335	\$112,657
21	\$72,722	\$121,670
22	\$78,545	\$131,403
23	\$84,826	\$141,916
24	\$91,620	\$153,269

\*Annual Salary Schedule subject to Southern State Community College Board of Trustee approval

\*\* President has the authority to set salaries outside of the ranges in exceptional cases.

## 9.10 PART-TIME WAGE RANGES\*

Job Title	Pay Range
	<b>\$11.00 - \$55.00</b>
Accessibility Specialist	
AOC Instructor	
Assessment Team Member	
CCP Coordinator	
Clinical Instructor	
Financial Aid	
Information Specialist (Public Relations)	
Information Technology Specialist	
Laboratory Assistant	
Learning Skills Coach	
Library Services Technician	
Mental Health Counselor	
MILO (Law Enforcement) Instructor	
Office Associate	
Strategic Project Support Specialist	
Test Proctor	
Truck Driving Instructor	

\*Subject to Southern State Community College Board of Trustee approval

\*\* President has the authority to set wages outside of the ranges in exceptional cases.

## 9.11 PAYMENT OF SALARIES

### GENERAL

Any newly hired employee must complete the onboarding process **before** beginning work.

#### ***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***

All time sheets must be approved by the appropriate supervisor three (3) days after the end of each pay period.

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. Pay stubs will be available electronically.

**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 Department of Human Resources. 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.

## **9.12 FURLOUGH POLICY**

From time to time, the college may need to temporarily reduce the workforce due to numerous foreseen and unforeseen circumstances. The goal of a furlough is to allow the college to effectively manage its resources during adverse and fluctuating circumstances, while retaining valuable human resources. Furloughs are designed to address those temporary circumstances due to but not limited to:

- Lack of funds
- Lack of work
- Seasonal business/work
- Operational need

A furlough is defined as a temporary reduction in force limited to less than one calendar year and is an alternative to a permanent layoff.

Depending upon the circumstance necessitating a furlough, the furlough may be declared as either or all of the following; voluntary or involuntary; emergency or non-emergency; and intermittent or continuous.

### Definitions

#### ***Furlough***

A temporary reduction in force for less than one calendar year.

#### ***Furloughed employees***

Will be placed in a non-active pay status for the duration of the furlough.

#### ***Voluntary Furlough***

A scheduled period of time away from work or duty whereby eligible employees volunteer to take a furlough. The volunteer will be placed in an authorized leave of absence from work without pay. This furlough may be intermittent or continuous.

#### ***Involuntary Furlough***

A scheduled period of time away from work or duty whereby identified employees will be involuntarily furloughed for a specified period of time. This furlough may be intermittent or continuous.

#### ***Intermittent Furlough***

- (a) a reduced number of work hours in a day(s) (for nonexempt employees only)
- (b) a reduced number of work days in a week, or
- (c) random days.

All types are time off without pay.

#### ***Continuous Furlough***

Without a break. Furloughed employees may be recalled to work or duty at identified periods of the year in accordance with College policy and procedure.

#### ***Emergency***

A furlough that is due to circumstances identified above that necessitate less than 30-days' notice.

#### ***Non-emergency***

A furlough that is due to circumstances identified above that will permit more than 30-days' notice.

#### ***Active pay status***

Any period of time in which an employee is being actively paid including all forms of accrued leave.

**Furlough Procedures:**

(a) The decision to furlough employees, which employees will be furloughed, and the duration of a furlough will be made by the President subject to operational need and in accordance with College policies and procedures.

(b) In emergency furlough situations, employees will be given as much advance notice as possible.

(c) In non-emergency furlough situations, employees will be given as much advance notice as possible but not less than 30 calendar days.

(d) Employees will be provided written notice of furlough which will include the following:

- A general statement of the reason for the furlough.
- In the event of a non-emergency, the notice will state the projected maximum number of furlough days.
- In the event of an emergency furlough, the number of furlough days will become known after the onset of the furlough, and the College will make reasonable efforts to communicate this information to the furloughed employees. The College may attempt to solicit voluntary furloughs in the affected areas.

(e) In non-emergency furlough situations when not all employees in an affected area are being furloughed, the College will first ask employees to volunteer to be furloughed. Volunteers must be approved by the College due to the essential functions, responsibilities and duties of the volunteer.

- If there are insufficient volunteers to satisfy the need for furlough, employees will be selected for furlough on the basis of their full-time seniority status in the affected area with the employee having the least amount of full-time service being the first furloughed.
- If there are more than enough volunteers to satisfy the need for the furlough, employees will be placed in furlough status on the basis of their full-time seniority status in the affected area with the volunteer having the most amount of full-time service being given the first right of being furloughed.

(f) Employees are prohibited from performing any work during the furlough period.

- This includes checking work-related e-mail and voice mail.

(g) Essential employees to College operations may be excluded from furlough consideration.

**Benefits Coverage:**

(a) Vacation & Sick Leave Accruals

- Employees that are not in an active pay status during a furlough period will not accrue vacation and sick leave.

- Employees on an intermittent furlough will remain in an active pay status and will accrue a prorated amount of leave during such furlough.
- Furloughed employees are not permitted to use accrued leave during a furlough, except in the case of scheduled hours/days during an intermittent furlough. Any paid leave approved for use by an employee during a furlough is cancelled. However, a furloughed employee is eligible to apply for unemployment compensation.

#### (b) Holiday Pay During Furlough

If a holiday falls during the furlough period, the furloughed employee will be eligible to receive holiday pay provided they are not receiving unemployment benefits.

#### (c) Health Benefits (health, dental, vision)

The furlough is designed to minimize the adverse impact to employee benefits. Employee coverage will stay in effect during the furlough period provided the employee remains in active pay status. Employees will be responsible for their normal contributions if there are insufficient earnings to cover the payments. Once an employee is no longer in an active pay status, they will be eligible for COBRA coverage.

#### (d) Unemployment Compensation

Employees are eligible to receive unemployment compensation benefits during a continuous furlough.

#### (e) Service Time Accrual

Employees shall continue to accrue service time during a furlough provided they are recalled to work at the end of the furlough period.

#### (f) Internal Opportunities

Employees shall be eligible to apply for other positions within the College as an internal candidate while on a furlough.

#### (g) External Employment

Employees may work for an employer other than the College while on a furlough provided that such employment does not violate pertinent College policies and procedures.

## 9.13 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.

### **9.14 RESIGNATION**

An employee who intends to resign or retire shall submit a letter of resignation in writing to the President of the College, including the effective date of resignation. Notice shall be given at least two (2) weeks (and preferably three (3) weeks) prior to the effective date of resignation/retirement.

*Revised: 6/15/2023*

Employees must return all College property on or before the effective date of their resignation at a date, time, and location determined by the supervisor.

*Added: 6/15/2023*

# Section 10: BENEFITS

## 10.1 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 paid holidays per year as follows:

1. The College is closed December 24 through January 1. When January 2 is the legal holiday, employees will return on January 3.
2. Martin Luther King, Jr.'s Birthday
3. Presidents' Day
4. Spring Break, all campuses closed. Dates in accordance with the current Academic Calendar.
5. Memorial Day
6. Juneteenth *Revised: 10/20/2021*
7. Independence Day. When July 4 occurs on a Thursday, the holiday shall also include Friday, July 5.
8. Labor Day
9. Columbus Day
10. Veterans Day
11. The Wednesday before Thanksgiving
12. Thanksgiving Day
13. The Friday after Thanksgiving

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. Non-exempt employees who are scheduled to work a holiday will be paid time and a half (in addition to receiving eight hours of holiday pay).

## 10.2 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.

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

1. The taking of vacation time shall be approved in advance by the employee's supervisor.
2. Employees may accrue unused vacation up to a maximum of sixty (60) days (480 hours) or the vacation hours accrued in the last three years, whichever is less.
3. 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.

### 10.3 PERSONAL DAYS

Full-time employees receive three (3) paid personal days (24 hours) per fiscal 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.

### 10.4 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" is limited to the employee's spouse (including individuals who are recognized as lawfully married under the law of any state), parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, mother-in-law, father-in-law, stepmother, stepfather, stepchildren, stepsiblings, or a legal guardian or other person who stands in loco parentis.

Each full-time eligible employee accrues five (5) hours of sick leave for each completed eighty (80) hour pay period. Part-time eligible employees who work twenty (20) or more hours a week, excluding temporary employees and adjuncts, accrue sick leave on a prorated basis.

Sick leave does not accrue during unpaid leave. Unused sick leave is cumulative without limit. The Payroll Department shall be responsible for the establishment and maintenance of accrued sick leave balances for employees.

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. *Revised: 6/16/2022*

## **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 three (3) or more days in a row due to their own illness or injury, that employee must contact the Department of Human Resources in order to discuss the Family and Medical Leave Act. Supervisors should notify the Department of Human Resources if an employee is absent for three (3) consecutive days. A doctor's written authorization to return to work must be submitted to the Department of Human Resources.

Use of accrued sick leave days must be reported on a daily basis to the employee's supervisor, and approved by the supervisor via Dayforce.

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:

#### ***Immediate Family Member***

Includes an employee's spouse (including individuals who are recognized as lawfully married under the law of any state), parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, mother-in-law, father-in-law, stepmother, stepfather, stepchildren, stepsiblings, or a legal guardian or other person who stands in loco parentis.

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 a full-time employee to exhaust his/her sick leave, the President of the College 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 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. 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 President, send a letter to the Department of Human Resources 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.

*Revised: 6/16/2022*

## **10.5 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 Department of Human Resources 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 Department of Human Resources.

## 10.6 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:

1. the birth of a child and to care for the newborn;
2. the placement of a child with the employee for adoption or foster care;
3. 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;
4. a serious health condition that makes the employee unable to perform the essential functions of his or her position.

### 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 Department of Human Resources 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 Department of Human Resources 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 Department of Human Resources. A medical certification form will be provided. Medical certification must be received by the Department of Human Resources 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 Department of Human Resources. Employees will be allowed to return to work once they have provided the Department of Human Resources with a full return to work release. Upon receiving the work release, the Department of Human Resources 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, or;
2. 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 Vice President of Financial Services/CFO. 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 Department of Human Resources.

**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 President 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.

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.

## 10.7 OTHER LEAVES OF ABSENCE

### A. Military Leave

An employee, except for a temporary employee, who enlists or is inducted into the military forces of the United States, including the Ohio National Guard, shall be granted a leave of absence and benefits to include regular pay, and entitled to all re-employment rights in accordance with state and federal laws and the Ohio Revised Code including the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Employees, except for temporary employees, shall 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 or the National Guard, or when they are called out on an emergency basis for such service per the Ohio Revised Code.

### 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 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 and Student 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 Department of Human Resources 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" is limited to the employee's spouse (including individuals who are recognized as lawfully married under the law of any state), parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, mother-in-law, father-in-law, stepmother, stepfather, stepchildren, stepsiblings, or a legal guardian or other person who stands in loco parentis. 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 the Department of 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 and Student Affairs or their Dean.

## 10.8 FEE WAIVERS

### A. The following are eligible to receive tuition waivers under the conditions set below:

1. Full-time employees and their spouse.
2. Retired full-time employees and their spouse.
3. Their children, stepchildren, grandchildren, and step-grandchildren under the age of twenty-four (24).
4. Surviving spouses and surviving children, stepchildren, grandchildren, and step-grandchildren under the age of twenty-four (24).

Conditions:

- Current employees may enroll if it does not conflict with their normal working hours.
- Recipients are responsible for paying any additional fee(s) beyond tuition.

*\*Fee waivers do not apply to non-credit offerings.*

### B. Adjunct (Contingent) Faculty

Adjunct (or contingent) faculty members and their spouses may attend classes at the College without payment of tuition under the conditions below. Adjunct faculty members' children under the age of twenty-four (24) may attend classes at the College without payment of tuition under the following conditions:

1. Adjunct faculty members have taught a minimum of 40 credit hours.
2. Adjunct faculty members have taught at least one semester or a minimum of six credit hours in the previous academic year.
3. Adjunct faculty members are in good standing with the College and are eligible to be hired to teach classes in future academic terms.
4. Adjunct 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. Adjunct 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. Adjunct faculty members, their spouses and children will be responsible for paying any course fees.

6. Should at any point adjunct faculty members fail to continue to meet these criteria all educational benefits will cease until such time the criteria are once again met.

**C. Additional 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 and dependents of part-time employees are ineligible.)

*Revised: 11/5/2020*

## **10.9 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 45 semester 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 and Student Affairs. The Campus Director or the Vice President of Academic and Student 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 and Student 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 May.

## **10.10 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 a dependent child no longer meeting eligibility requirements.

## 10.11 HEALTH AND WELFARE PLANS

Southern State Community College provides healthcare benefits to its own employees by adopting The Southern State Community College Healthcare Plan, thereby becoming the plan sponsor of its component plan adopted through the HEALTH Program (a "Component Plan"). Southern State Community College is a "Covered Entity" as defined under the HIPAA Rules. For purposes of complying with the HIPAA Rules, all of the Covered Entities, are treated as being part of an Organized Health Care Arrangement, as defined in 45 CFR § 160.103. These Policies apply to The Southern State Community College Healthcare Plan. The Board directs the administration to adopt policies, procedures and practices consistent with Federal law related to HIPAA and all existing and future implementing regulations, as they become effective. The administration shall post such information on employee web pages. Upon resignation and/or retirement, coverage for medical, dental, and vision insurances will continue through the end of the month of separation.

*Revised: 10/20/2021*

The following is a summary of each plan and in no way details all benefits, limitations, or exclusions. Full disclosure may be obtained by contacting the individual carrier, and/or accessing the summary plan descriptions via the College's website.

### **Health Insurance Plan:**

The College offers a High Deductible Health Plan (H.D.H.P.). Employees are eligible to participate as follows:

Coverage Options: Each employee who is actively working for the College shall be eligible for and may elect one of four coverage options: Employee (single), Employee + Spouse, Employee + Children 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-six (26).

*Revised: 6/15/2023*

Working spouses, who are eligible for health coverage through their employer, are required to enroll in their employer-sponsored health plan before enrolling in the College's health plan. The College will provide secondary coverage for spouses who are covered by their employer's plan. All spouses must complete a verification form for spouse coverage regardless of employment status, in order to obtain coverage under the College's insurance plan.

### Premium Payments:

The College shall contribute to the premium cost of group medical insurance for each employee who elects coverage as follows:

	College/ Employee
Employee (Single):	80%/ 20%
Employee + Spouse:	80%/20%
Employee + Children:	80%/ 20%
Employee + Family:	80%/20%

*Revised: 6/15/2023*

Health Savings Account (H.S.A.) and Health Reimbursement Account (H.R.A.):

The College will contribute the following to either the H.S.A or H.R.A of eligible employees:

Family: \$5,400 (*effective July 1, 2021*)

Single: \$2,500

*Revised: 12/15/2021*

The College shall contribute an additional four hundred dollars (\$400) to the HSA of any staff member whose spouse is covered by Southern State's group health insurance plan, if the spouse meets the following requirements and provides acceptable documentation to the College by May 30, each year 2023-2025: (1) the spouse completes biometric screening during the current plan year, (2) the spouse attends an annual wellness visit with the spouse's health care provider during the current plan year, and (3) the spouse is covered by the Southern State group health insurance on the date the HSA contribution is made.

Spouse Biometric Screening: \$200

Spouse Wellness Visit: \$200

*Revised: 12/15/2021*

In no event shall the College contribute to an Employee's H.S.A./H.R.A. an amount in excess of limits set by federal or state law. H.S.A./H.R.A. contributions for employees who are hired or become eligible for benefits after the start of the contract year (August 1) shall be prorated.

H.S.A./H.R.A. Contribution Conditions: The College's obligation to make an H.S.A. or H.R.A. contribution each year is dependent upon the employee satisfying the conditions:

Effective July 1, 2016, provide documentation of completion of the following activities by May 30 of each contracted year for the College's contribution to the H.S.A. or H.R.A. account:

Activity

Annual wellness visit

Single: \$625, Family: \$1,250

Biometric screening

Single: \$625, Family: \$1,250

Health risk assessment

Single: \$625, Family: \$1,250

Wellness event

Single: \$625, Family: \$1,250

Tobacco Surcharge: Beginning July 1, 2014, a surcharge of twenty-five dollars (\$25.00) will be added to an employee's share of the premium each month if the employee uses tobacco. Employees will periodically be required to complete a certification attesting to their use (or non-use) of tobacco.

**Enrollment Management Services (EMS)**

Enrollment Management Services works individually with families to help them understand

all of their healthcare options. By exploring all available avenues, families can feel confident that they're taking advantage of the opportunities that will best meet their unique needs. An EMS Benefits Specialist is available to provide the following services:

Education: Provide additional resources for members at key transition points throughout the year; open enrollment, new benefit eligibility, COBRA eligibility, etc.

### **Opt-Out Program**

Employees who meet the eligibility requirements to participate in the College's group health plan, but waive coverage due to being covered under another policy which provides Minimum Essential Coverage (MEC) for the employee and all other dependents may be eligible to receive additional taxable compensation.

The College will determine the amount prior to the beginning of each Plan year during open enrollment. This additional taxable compensation will be paid on a per pay basis in accordance with the College's normal payroll practice.

Southern State will allow an employee to provide verifiable cost documentation based on the other employer plan renewal date outside of Southern States renewal date (July 1).

### **Dental Insurance Plan:**

The College offers dental insurance. This coverage is at no cost to the employee.

### **Vision Insurance Plan:**

The College offers vision insurance. This coverage is at no cost to the employee.

## **10.12 EMPLOYEE ASSISTANCE PROGRAM**

Southern State Community College offers the **AllOne Health Employee Assistance Program (EAP)**, to employees and their family members to help with personal and/or work-related problems before they affect an employee's job. The EAP will do an initial assessment of the problems and refer the employee to the proper place for help. This service is provided in a private, confidential setting away from work and is free of cost to the employee. This professional and confidential phone support is available 24 hours a day, 365 days a year, offering you and your family members [your spouse/partner, household members, dependents living in and away from home and parents & parents-in-law] peace of mind when you need it most. Face-to-face counseling is also available, with up to 5 complimentary sessions included per problem occurrence. *Revised: 10/20/2021*

When complications arise from stress, marital and family issues, parenting challenges, elder or child care concerns, depression, anxiety, substance use, and other emotional stressors, it's comforting to have someone to talk to.



## **10.13 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.

## **10.14 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 College website or from the Department of Human Resources.

## **10.15 SUPPLEMENTAL QUALIFIED RETIREMENT PLAN (SQRP) AND 415(m) PLAN**

Applicable to designated College employees, the Internal Revenue Code (IRC) of 1986, imposes certain limits on contributions that may be made to various qualified retirement plans, including the State Teachers Retirement System ("STRS"), the Ohio Public Employees Retirement System ("OPERS"), the Alternative Retirement Plan, and 403(b) plans. The 415(m) benefit plan is offered to employees whose contributions to retirement would otherwise be limited by the IRC Section 415. Contact the Department of Human Resources if this applies to you.

## **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        DISABILITY INSURANCE**

Both the Ohio 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 OPERS or STRS disability benefits begin.

## **10.18        COLLEGE BOOKSTORE DISCOUNT**

Full-time employees are eligible to receive a 10% discount on any clothing items in the bookstore.

## **10.19        FLEXIBLE SPENDING ACCOUNT**

As a full-time employee you have the option to participate in a Flexible Spending Account. A Flexible Spending account (F.S.A.) allows employees to set aside a portion of their earnings to pay for qualified medical expenses without being subject to payroll taxes.

## **10.20        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. Non-faculty employees shall not receive more than \$5000 per year for approved classes. Faculty should refer to the collective bargaining agreement. 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 twelve (12) consecutive months from the ending date of the term for which reimbursement was received. Any employee who leaves prior to the twelve (12) months will repay the tuition reimbursement to the College on a prorated basis.

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

## **10.21      EMPLOYEE RECOGNITION**

### **Employee Recognition Programs**

Southern State recognizes one of our best assets is our people. Our dedicated faculty and staff continually go above and beyond by living the mission and vision of the College. Some faculty and staff work directly with students and others more indirectly, but regardless of position, each person has an opportunity to make an impact.

One of the ways we recognize our faculty and staff for living the mission and values of Southern State is through the employee recognition programs. These programs offer ways to recognize one another in formal and informal ways.

### **Longevity Award**

Southern State is grateful to have so many dedicated faculty and staff. Each year faculty and staff are recognized for their years of service with Southern State. Recognition is given every 5 years of service which is calculated based on years of service.

### **Retirement Recognition**

Individuals retiring from Southern State shall be honored for their contributions to the College.

### **Person to Person, Peer to Peer**

It is important to understand what rewards are motivating to each person. Everyone feels appreciated in different ways. Below are some examples of person to person recognition.

- Say "Thank you".
- Write a handwritten "Thank You" note.
- Send flowers, balloons, chocolates, etc.
- Provide development opportunities – professional training and development, special projects or job specific activities.
- Create special awards for those whose actions are "behind the scenes".
- Recognize employees who are involved in serving their communities where they live and work.
- When you hear positive feedback from someone, repeat it to that person as soon as possible.
- Greet people by name, smile and shake their hands.
- Send letters of thanks to people at their homes.
- Send candy awards: "You are on a roll!" (Tootsie Roll), "You're a lifesaver!" (Lifesavers), "This team has big ideas!" (Whoppers)
- Treat an employee or colleagues to lunch.

### **Recognition in a group**

Accomplishments by individuals or by teams can be recognized in many different ways. Below are some examples of group recognition.

- Recognize individual or team accomplishments in front of others.
- Provide food for the entire department or team (donuts, ice cream, pizza, lunch, etc.)

- Celebrate special events, such as: birthdays, baby or wedding showers.
- Hold a department or team retreat.
- Establish a “place” to post memos, recognizing progress toward goals.
- Send a thank you letter to team members at the end of a goal.
- Create a recognition banner or sign and hang it in the department.