

**Staff Handbook  
Classifications 4, 5 & 7**

**2007-2008**



OHIO NORTHERN UNIVERSITY



Office of the President

**OHIO NORTHERN UNIVERSITY**  
ADA, OHIO

Office of the President

September 1, 2007

It is a pleasure to welcome you as an employee at OHIO NORTHERN UNIVERSITY. We hope you will find satisfaction in and enjoy your work here.

Everyone associated with the University should be interested in and concerned for the students we serve. We have an important mission to fulfill in creating and maintaining the type of environment in which student learning and living can flourish.

Again, we are pleased to have you as a member of the University family and hope your association here will continue to be pleasant and rewarding for you.

Kendall Baker  
President

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**RECEIPT SLIP**

Please sign, remove from book, and return this slip to the Office of Human Resources.

**ACKNOWLEDGMENT**

This Staff Handbook has been prepared to inform you about your benefits and privileges as well as the rules and regulations of the University. This handbook is not a contract and can be revised or rescinded. The provisions of this Handbook are applicable to all Classification 4, 5 and 7 employees. We hope you will find it helpful whether you are a newcomer or veteran.

Not all University rules and regulations are listed in this handbook, nor are all those that are listed complete and final in all cases. Ohio Northern University has other rules and regulations which are necessary to carry out its primary responsibility of educating students. If at any time you wish additional information concerning any policy of the University, whether included in the Handbook or not, your department head or supervisor will be glad to discuss it with you.

Since the information in this booklet is necessarily subject to change, it is understood that any changes in the policies as listed herein may be modified, superseded or eliminated, provided that the personnel in the University are notified of such changes through the usual channels.

I have received a copy of the Ohio Northern University Staff Handbook. I will familiarize myself with the information in this book and understand it constitutes the personnel policies of this University and that I am governed by it.

I agree to abide by the rules and regulations of Ohio Northern University and understand that no representative of ONU other than the president or vice president for financial affairs has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to ONU employment policies and practices. This Staff Handbook should not be construed as a contract of employment, and every provision is subject to change without notice. I further agree to return this book to the Office of Human Resources upon termination of my employment with Ohio Northern University.

---

(Printed Name)

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(Signature)

Date \_\_\_\_\_ 20\_\_\_\_\_

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**OHIO NORTHERN UNIVERSITY  
NON-ACADEMIC HANDBOOK**

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## **PREFACE**

This Staff Handbook (employee Classifications 4, 5, and 7) was compiled by the Class 5 Personnel Advisory Committee, Office of Human Resources and the Vice President for Financial Affairs.

## **NATURE OF THE UNIVERSITY**

Ohio Northern University is a university in the sense of its organization into five colleges. The College of Arts and Sciences, Business Administration, Engineering, and Pharmacy are colleges which admit qualified high school graduates. The degrees offered are Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Science, Bachelor of Science in Clinical Laboratory Science, Bachelor of Science in Nursing, Bachelor of Science in Business Administration, Bachelor of Science in Civil, Computer, Electrical, or Mechanical Engineering, and Doctor of Pharmacy. The College of Law admits qualified graduates of undergraduate colleges and offers the Juris Doctor as well as a Master of Laws in Democratic Governance and the Rule of Law for international students. Thus, Ohio Northern University devotes all its resources to higher education at the baccalaureate, first professional degree and graduate levels.

Ohio Northern University emphasizes the liberal arts in its programs. All graduates of the College of Arts and Sciences satisfy in full the requirements for the degree of Bachelor of Arts, or Bachelor of Fine Arts, or Bachelor of Music, or Bachelor of Science, or Bachelor of Science in Clinical Laboratory Science or Bachelor of Science in Nursing. The preceding statement includes all students qualifying for teacher licensure in Early Childhood, Middle Childhood or Secondary Education. All graduates of the College of Engineering, College of Pharmacy, and the College of Business Administration satisfy certain requirements in liberal arts and have opportunity to elect further courses offered by the College of Arts and Sciences, in addition to qualifying for the professional degree. Students admitted to the College of Law to earn the Juris Doctor must possess the baccalaureate degree from a regionally accredited institution.

## **MISSION AND PURPOSE STATEMENT**

Ohio Northern University, a United Methodist-related institution of higher learning, seeks to educate and graduate students accomplished in scholastic achievement, prepared for a useful life and meaningful career, and inspired with a desire to contribute to the good of humankind consistent with Judeo-Christian ideals.

Ohio Northern's purpose is to help develop students into self-reliant mature men and women open to dealing with the contemporary world, actively involved in their learning, capable of clear and logical thinking and sensitive to the higher values of beauty, truth and goodness. In keeping with these goals, students will study diverse ideas and influences and develop technology skills appropriate to the needs of an ever changing world. The University's academic program includes mutually supportive liberal and professional education components and integrates practice with theory and provides students with opportunities for research, internships, co-op and international study and work.

## **VISION STATEMENT**

Ohio Northern University will be a leading, private, student-centered institution of increasing regional and national prominence. It will be a diverse, dynamic, and unique learning community offering rigorous professional programs in partnership with the arts and the sciences to prepare individuals for lifelong challenges in the 21<sup>st</sup> century.

## THE UNIVERSITY'S COMMITMENTS

Ohio Northern is a student-centered, service-oriented, values based institution of higher learning committed to a rigorous pursuit of academic inquiry and achievement.

**Student-Centered** - Ohio Northern is proud to be a place where learning, development, and the welfare of students are its first priority. It is committed to providing the support that will ensure that students are always the University's principal concern.

**Service-Oriented** - Ohio Northern University is committed to providing service and outreach to its community by offering helping, learning, consulting, and leadership opportunities to its constituents.

**Values-Based** - Ohio Northern University, as a United Methodist Church related institution is committed to being a university where values matter and to providing an ecumenical and interfaith environment that nurtures the spiritual growth and development of its constituents.

## THE UNIVERSITY'S VALUES

Ohio Northern University values excellence, innovation, technology, diversity and its people.

**Excellence** - Ohio Northern University seeks to achieve the highest level of performance in all its endeavors and believes that a process for continuous improvement provides a mechanism to sustain excellence.

**Innovation** - Ohio Northern University, while a strong advocate of its current programs and activities, encourages the development of new initiatives and opportunities, the discovery of new sources of support and commitment, and the development of alternative delivery systems for educational services.

**Technology** - Ohio Northern University recognizes the importance of technology in contemporary education and instruction and seeks to maintain an advanced technological environment that meets the ever-changing needs of its constituents.

**Diversity** - Ohio Northern University's motto is *Ex diversitate vires*, ("out of diversity, strength") and it seeks to provide experiences and programs that prepare graduates to live in an inclusive world characterized by difference.

**People** - Ohio Northern University values the talents of its diverse human resources and strives to provide an environment in which they can thrive, grow and excel.

## **YOU AND OHIO NORTHERN UNIVERSITY**

You are an important and integral part of Ohio Northern University.

The University is more than an aggregation of individuals, each going his or her own way. Essentially, it is a team of persons whose contributions are both academic and brought together for the purpose of creating an environment in which learning and teaching and living may occur.

A university is quite different from other places of work. Our students are here to learn. We are all employed primarily to contribute to their education, either directly or indirectly. There is no small job at Ohio Northern University.

At Ohio Northern University, the support staff contributes much toward the achievement of success in that team effort. Without support staff, Ohio Northern University would not be the efficient and attractive place it is today.

All of us are keenly aware that institutions become great not because of their physical size or because of their financial backing, but because of the employees and the work they perform. Ohio Northern University has been distinguished by successive generations of employees who have built, through their dedicated work, a better University to pass on to those who follow.

As an employee, you occupy a very important position here at ONU; you are truly in the center of things.

**Section 1: ADMINISTRATIVE ORGANIZATION CHARTS**

Chart 1

Chart 2

Chart 3

Chart 4

Chart 5

Chart 6

## Section 2: ADMINISTRATIVE POLICIES, REGULATIONS AND PROCEDURES

### 2.1 Administrative Personnel Classifications (1-1-79) (9-1-99)

1. Policy – For the purpose of determining pay frequency, vacation and insurance benefits, types of contracts and other matters relating to personnel administration, all employees of the University are placed in one of the following classifications:

Classification 1	Executive
Classification 2	General Administrative
Classification 3	Teaching Faculty
Classification 4	Special Administrative
Classification 5	Administrative Assistants
Classification 6	Intentionally Left Blank
Classification 7	Security and Nurses
Classification 9	Student Work Study
Classification 10	Graduate Assistants
Classification 11	Library Staff (Classification 3 policies apply)
Classification 12	Academic Staff

2. For purposes of this policy and other administrative policies and procedures, those employees listed here as Classification 4 - Special Administrative, Classification 5 - Administrative Assistants, and Classification 7 - Security and Nurses are herein referred to collectively as support staff personnel.
3. Procedures
  - A. A specific listing of positions included in each of the above classifications is maintained in the Office of Human Resources.
  - B. The President determines the appropriate classification for each position upon the recommendation of the appropriate Vice President.
  - C. At the time of employment, support staff personnel are further classified as full-time, part-time, or temporary.
    - (1) Full-time employees are those who are normally required to work on a regular schedule for at least thirty (30) hours per week.
    - (2) Part-time employees are those with a regular work schedule of less than 30 hours per week.
    - (3) Temporary employees are those persons who are employed to work as the need arises. This may or may not be on a regular schedule; however, the duration of this employment is normally for a limited time.
  - D. Part-time employees who work a regular schedule will earn vacation and medical leave on a prorated basis; however, they will not be entitled to other fringe benefits.
  - E. Temporary employees are not entitled to vacation, sick leave, and other fringe benefits.

## **2.2 Support Staff Personnel Records and Files (2/15/89) (9/1/99)**

The Office of Human Resources, part of the Office of the Vice President for Financial Affairs, shall be responsible for and will maintain the official employee records and files for all support staff personnel of the University. The official records for the President and Vice Presidents will be maintained in the Office of the President and those for the Academic Deans, Associate Academic Deans, Assistant Academic Deans, and administrators who have faculty rank will be maintained in the Office of the Vice President for Academic Affairs. These offices will be the personnel offices for the respective individuals.

- A. The Office of Human Resources shall maintain official personnel records for support staff personnel as indicated above. Medical records shall be maintained separately from the personnel file. The personnel file will contain:
  - (1) Employment application (and/or resume)
  - (2) References
  - (3) Performance reviews
  - (4) Biographical data
  - (5) Attendance records
  - (6) Correspondence
  - (7) Transcripts
  - (8) Discharge or other disciplinary action
  - (9) Contract
  - (10) Other applicable personnel information
- B. Requests by outside organizations for employment verification or reference information on employees or former employees are to be directed to the appropriate personnel office.
- C. Employees may request a review of their own records by contacting the Office of Human Resources during regular office work hours. A review of the records generally will be scheduled within seven (7) working days of the request. The file shall not be removed from the Office of Human Resources.

## **2.3 Equal Opportunity/Non-Discrimination Policy (2/3/73)**

- 1. It has been and will continue to be University policy to provide equal opportunity to all applicants for employment, and to administer all personnel policies and practices such as recruitment, hiring, promotions and other terms, conditions, and privileges of employment in a manner which does not discriminate on the basis of race, color, creed, ancestry, national origin, sex (except where sex is a bona fide occupational qualification), age, disability, marital status or liability for service in the Armed Forces of the United States.
- 2. This policy is in accord with both federal and state laws and reaffirms the University's continuing commitment to provide equal opportunity to all employees and applicants for employment with respect to selection, terms and conditions of employment, assignments, training, transfers, advancement and compensation.

## **2.4 Misrepresentation in Employment Application (8/89)**

Any material misrepresented in an application for employment concerning qualifications, educational preparation, experience, or other material matters shall be considered sufficient grounds for the termination of employment.

## **2.5 Medical Examination**

The University has the right to require a medical examination and drug test of a candidate as a condition of employment after the offer of employment but before the commencement of employment. The cost of the examination is paid for by the University when scheduled through the Office of Human Resources.

## **2.6 Probationary Period**

Normally, you become a regular employee upon satisfactory completion of a 60-day probationary period for Classifications 4 and 5 and 90-days for Classification 7. This period may be extended, however, if the supervisor is uncertain and feels that more time is needed to make a fair evaluation. This gives your department head and supervisor an opportunity to determine how well you perform the job assigned to you. It also provides you with an opportunity to decide whether you truly want to be employed at Ohio Northern University. If your work is not satisfactory, you may be terminated during this probationary period without advance notification. Upon satisfactory completion of the probationary period, employees will be designated as full-time employees. At the University's discretion, the probationary period may be extended.

## **2.7 Attendance**

If you know you are going to be late or absent from your job, you are to advise your supervisor in advance as much as possible, but in no event later than one hour into your shift. If time of notification is other than during normal working hours, notification may be made to the switchboard (772-2000) or Security Office (772-2061). There is no unimportant job at ONU; if you can't be here when you are expected, we must make arrangements with others so that there is no interruption in service. Any absence not reported to your supervisor will be considered an unexcused absence. Excessive absenteeism may result in discharge and is defined as being absent ten percent (10%) or more work days over a sixty day calendar period.

## **2.8 Tardiness**

In the case of tardiness, unless agreed upon previously by flextime arrangement, payroll deduction will be made for late arrivals. Such lost time may not be made up except at the specified request of the supervisor because of work load. Excessive tardiness is defined as reporting to work late on ten percent (10%) or more of an employee's assigned days over a sixty day calendar period, and may result in discharge.

## **2.9 Drug and Alcohol Free Workplace (3/1/89)**

1. It is the policy of Ohio Northern University to provide its employees with a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is strictly prohibited at the University. For purposes of this policy, the term "controlled substance" means a drug or other substance as defined by the Drug-Free Workplace Act of 1988.
2. As a condition of employment, all Ohio Northern University employees will abide by this policy and will notify University officials of any criminal drug statute conviction for a violation occurring in the workplace within five calendar days after such conviction. Such notification will be to the Vice President for Financial Affairs.
3. The University has established a drug-free awareness program. Details of this program are disseminated to all employees.

4. Any employee who is found to be in violation of this policy will be subject to disciplinary action, up to and including termination.

**2.10 Smoke-Free Workplace (5/93)**

The University in compliance with the Ohio Revised Code Chapter 3794 is smoke free. Smoking is permitted outside University buildings only. All University buildings, including McIntosh Center and residence halls, are smoke free.

**2.11 Sexual Harassment (9/1/87)**

1. It is the policy of the University to maintain an academic and employment environment free of sexual harassment. Sexual harassment is a violation of University policy and is prohibited.
2. For purposes of this policy, sexual harassment is defined as:
 

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

  - A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement; or
  - B. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions or academic decisions affecting such individual; or
  - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile, or offensive working environment.
3. It is also a violation of this policy for a person to engage in any act of reprisal against a person filing a complaint of sexual harassment under this policy.
4. It is also a violation of this policy for a person to file a complaint falsely alleging sexual harassment with knowledge of its falsity or with reckless disregard for the truth.
5. Any member of the University community who believes they have been the victim of sexual harassment should file a written complaint with the immediate supervisor of the person they believe has engaged in sexual harassment and with the appropriate personnel office. Any employee who has knowledge of any sexual harassment should advise the Office of Human Resources.
  - A. Upon receipt of the written complaint, the immediate supervisor of the person alleged to have violated this policy, shall investigate the charges and, where appropriate, attempt to affect an informal resolution of the matter with the mutual consent of the parties.
  - B. If the immediate supervisor deems it inappropriate to attempt an informal resolution or, if mutual consent as to the informal resolution cannot be obtained, the complaint shall be forwarded to the Office of Human Resources. This office shall investigate the matter and, where it deems it appropriate, shall attempt to affect an informal resolution to the matter with the mutual consent of the parties.

- C. If the Office of Human Resources deems it inappropriate to attempt to affect an informal resolution of the matter, or, if mutual consent as to the informal resolution cannot be obtained, the Office of Human Resources shall make a written report together with its recommendation for action to the President of the University.
  - D. The President shall review the report and recommendation and shall render a decision which shall be final and binding upon the parties and which shall include corrective actions where the President finds that there has been a violation of this sexual harassment policy. The corrective action taken by the President can range from reprimand to dismissal.
  - E. In all cases where the matter has been referred to the President, the President shall make a written report of the President's decision.
6. Due to the sensitive nature of allegations of sexual harassment and the potential for such allegations to have detrimental impacts on those involved, the University will endeavor to handle all such allegations with appropriate discretion. All documents related to an individual case are to be forwarded to the appropriate personnel office for retention.

#### **2.12 Change of Personal Data (5/8/79)**

- 1. Policy – To enable the University to keep its personnel records up-to-date, each support staff employee should promptly report any change in his/her name, address, telephone number, marital status, number of children, or other personal data to the Office of Human Resources. All information except directory information will be considered confidential.
- 2. Procedure
  - A. The employee should prepare a written and signed personnel change notice indicating the necessary changes and forward it to the Office of Human Resources. Personnel change notice forms can be requested from the Office of Human Resources or obtained through their website.
  - B. The appropriate personnel office shall file a copy of the information of the personnel change notice in the employee's personnel file and update, as applicable.
  - C. Requests for changes in withholding exemptions, medical benefits coverage, life insurance, or retirement contributions should be submitted directly to the Office of Human Resources.

#### **2.13 Statements to the Press and Others**

The Office of Communications and Marketing is the official spokesperson for the University with all media. All media questions should be referred to that office.

#### **2.14 Release of Information About Students**

The University recognizes its responsibility to protect students and former students against improper disclosure of information. The University has adopted policies in recognition of this responsibility and to conform to the requirements of the Family Education Rights and Privacy Act of 1974 (PL 39-380), as amended, and Final Rules on Educational Record Privacy Rights of Parents and Students, as the

University understands them. The Act requires that the University maintain the confidentiality of student educational records and provide access for students to their records. Ohio Northern University, therefore, has adopted policies in order to insure student rights of privacy. The complete Statement of Policy Regarding Release of Information about Students at Ohio Northern University is available on the website of the Registrar's Office.

### **2.15 Solicitation and Distribution of Literature**

Solicitation and distribution of literature of any kind is not permitted during working time and in working places. This means that during working time and in working places employees of the University will not be permitted to distribute any type of advertising, handbills or circulars, and may not request or expect anyone to sign documents indicating membership in an organization or to support or make a pledge to any particular cause or organization. See also the Student Handbook for student solicitation and fund raising policy.

### **2.16 Suggestions**

Suggestions are encouraged as well as questions, comments and opinions. The "Bright Idea" program is provided to encourage you to submit suggestions, ask questions, make comments or express opinions concerning such matters as University and departmental objectives, practices, policies and general affairs. Your name will remain strictly confidential. Suggestions may be submitted online through the Bright Ideas link on the Office of Human Resources homepage or in writing. Bright Idea cards and drop boxes are located in the lobby of Lehr Building and the Physical Plant.

### **2.17 Hours of Work**

Most of our employees work a five-day week. The days and hours you work will vary depending upon the nature of the job you hold. Your supervisor or department head will tell you your schedule and will also give you advanced notice if your hours should have to be changed.

### **2.18 Flexible Scheduling**

The University recognizes the growing demand and need for a work/life balance in today's working environment. Therefore, in certain situations where the needs of both the University and the employee can be met, adjusting a normal work schedule is allowed. This is provided that the adjusted work schedule is mutually agreed upon by both the department and the employee, and the following guidelines have been adhered to:

- A. Applies to classification 4, 5 and 7 only
- B. Schedules must be collaboratively established detailing the hours worked each day.
- C. A bona fide reason for schedule modification must be presented and a specific duration must be established.
- D. In all instances the proposed modified schedule must be approved by the immediate supervisor and Dean or VP of the affected area. The Dean or VP of the area will make the ultimate determination and that decision will be final.

- E. The Dean/VP or supervisor have the discretion to end the agreement at any time should the area demands change or it is determined they are not being met. Employees will be provided a reasonable notice in the event this should occur.
- F. The Dean/VP or supervisor have the discretion to alter, modify or amend the agreement at any time to address any issues that may arise or special needs that need to be met. Employees will be provided a reasonable notice in the event this should occur.
- G. All flex schedules will have an initial 30 day evaluation period. At the conclusion of the initial 30 day period supervisors are required to review the suitability of the flex schedule to ensure that the needs of the department and University are being met. Thereafter periodic evaluations should also be conducted.
- H. Approved schedules must be submitted to the Office of Human Resources.
- I. Employees are required to be scheduled for a 5 day work week. The number of hours per day may vary based upon need however the schedule must always remain the same for the duration of the flex scheduling agreement. All flex schedules must include a minimum unpaid 30 minute lunch period.
- J. Modified schedules must be announced to the campus community with notification to those seeking information (i.e. voice mail introduction identifying the hours of operation are outside the norm 8-5).
- K. A proxy should be designated to cover when an employee is not working to take care of emergencies that should arrive and this information should be communicated.
- L. Any abuse of the policy will result in the termination of the flexible schedule agreement. Abuse is defined as not working the agreed upon schedule without supervisor authorization, or failing to address the needs of the University while working a modified schedule.

### **2.19 Flexitime**

The University recognizes the growing demand and need for a work/life balance in today's working environment. In certain situations only a brief or intermittent daily schedule adjustment is required to meet family or emergency situations as opposed to a long term flexible schedule. Therefore, in certain situations where the needs of both the University and the employee can be met then short term intermittent adjusting of a work day is allowed. This is provided that the adjusted work schedule is mutually agreed upon by both the department and the employee, and the following guidelines have been adhered to.

- A. Applies to classification 4, 5 & 7 only.
- B. Schedules must be collaboratively established detailing the hours worked.
- C. Employees can flex up to 4 hours within a single work week to allow for emergency needs, a single pre-planned event or appointment for personal or family needs without accessing paid time off.

- D. All hours missed must be made up within the same work week (Sunday – Saturday) and may NOT be carried over into the following week. No payment will occur for hours missed and not made up. There are no exceptions to this rule.
- E. No more than 30 minutes of a lunch period can be used to cover time an employee is absent.
- F. Supervisors have the sole discretion to refuse an employee’s flex time request or modify such request as needed if it is determined that an undue burden would be placed upon the department.

## **2.20 Wages**

It is the University’s policy to review wages periodically to make sure they compare favorably with those paid in other universities and industries. Extra compensation is paid as shift differential to full-time employees assigned to duty during an evening or night shift. Employees in Classifications 5 and 7 are paid hourly while Classification 4 is paid monthly.

## **2.21 Workweek**

For purposes of determining overtime pay and weekly compensation the official workweek for all employees begins at 12:01 a.m. Sunday and ends at midnight Saturday.

## **2.22 Overtime**

Overtime is defined as time worked in excess of the normal workweek and is paid at the rate of one and one-half (1 ½ ) times the regular hourly wage to all eligible employees for hours actually worked in excess of 40 hours per week. All overtime must be previously authorized by your supervisor or department head.

When the regular workweek includes an official paid holiday, the holiday will be considered as “time worked” in determining whether an employee is entitled to overtime pay for that week.

When overtime is required, except for emergencies, every effort will be made by the supervisor to notify the employee at least 24 hours in advance. When recurring overtime is required in any given area, every effort will be made to equalize overtime among employees in that particular area.

## **2.23 Pay Day**

Hourly employees are paid every other Wednesday while salaried employees are paid the last working day of the month. Specific pay dates and periods covered by each check are published periodically by the Office of Human Resources. If pay dates fall on an official paid holiday, direct deposits are available on the last working day prior to the holiday.

The University will deduct all federal, state and local taxes required by law from the employee’s paycheck. Taxes will include but may not be limited to:

- (1) Federal Income Tax
- (2) State and Village Income Tax
- (3) Social Security (FICA)
- (4) School District/Township Income Tax

## **2.24 Direct Deposit**

Effective January 1, 2007 all newly hired employees are required to direct deposit their pay to their individual bank accounts. This direct deposit is through the Federal Reserve System and may be made to any member bank. The Office of Human Resources provides information on how to direct deposit. Pay information is available on line via the Luminis internet system.

## **2.25 Holiday Pay**

For the purposes of overtime computation, holiday pay computes toward hours worked. Full-time employees and regular part-time employees who are required to work on paid holidays will be paid holiday pay plus one and one-half (1 ½ ) times their regular rate for all hours physically worked on the holiday. Employees who are scheduled to work on a holiday and fail to do so will not receive holiday pay.

## **2.26 Call In Pay**

When an employee is called back to work at times other than the normal work schedule, thereby necessitating additional travel to and from work, the employee is guaranteed a minimum of two hours work at overtime pay. This minimum does not apply to work performed prior to the start of a regular shift and which continues into the regular shift or is added to the end of a regular work shift. Employees may be called back to work by any supervisor or by the Security Officer on duty. A call by a supervisor or the Security Officer on duty has the effect of a direct order to report to duty.

## **2.27 Pay Advances**

Pay advances are given under certain circumstances. The amounts of such advances are limited to accrued earnings and are normally deducted from the next paycheck. Requests for such advances must be made on forms available in the Office of Human Resources and must be approved by the department head and Director of Human Resources.

## **2.28 Pay Increases**

Wage increases are not automatic. They are in recognition of improved performance, including that added through experience, education and/or training. Each employee's compensation and work performance is reviewed annually by his/her supervisor. Based on this review, a determination is made whether or not a wage increase is merited and if so, how much it should be. Normally, wage increases take effect at the beginning of the employee's contract year.

## **2.29 Time Reporting**

Classifications 5 and 7 employees report their time electronically via WEB TIME ENTRY. This process creates the official records used to determine the amount of wages paid to employees in Classifications 5 and 7. An employee who submits his or her time sheet is certifying that time listed for each day is time actually worked on that particular day, or time for which the employee is eligible for pay due to holiday, personal days or sick leave. Electronic time sheets are then submitted for approval for payment of hours as submitted by the employee to the employee's supervisor or proxy approver. Any overtime hours require approval from the department head prior to the time worked. Falsification of time reported on time sheets is cause for dismissal.

### **2.30 Evaluation and Performance Appraisal (1/29/79)**

1. The performance of support staff personnel of the University shall be appraised annually by his/her immediate supervisor. The appraisal is to be in writing, recorded on the evaluation form, discussed with the individual whose performance is being evaluated and sent to the Office of Human Resources where it becomes part of your permanent personnel record.
2. The purpose of the appraisal is to:
  - A. Motivate individual employee achievement and to develop each individual to his/her full potential.
  - B. Comment honestly and frankly on job performance and desired improvements.
  - C. Recognize and comment on exceptional performance.
  - D. Provide a basis for training and counseling employees.
  - E. Provide a basis for salary adjustments, position changes or transfers.
  - F. Establish performance expectations for the future.
3. Procedure
  - A. Frequency of performance appraisal
    - (1) All Full-time Employees: Employees shall receive an appraisal of their performance no less frequently than one year after the last appraisal.
    - (2) Employees Promoted, Transferred or Demoted: A performance appraisal is to be completed in all instances when an employee is promoted, transferred to another position, or demoted. These employees will receive a follow-up performance appraisal in the new position six months after the change.
  - B. Action as a result of performance appraisal
    - (1) Unsatisfactory – An overall performance appraisal of unsatisfactory will usually result in termination of the employee. If, due to extenuating circumstances, the employee is not to be terminated, a complete written justification for his/her retention must be submitted along with the completed appraisal. The employee's performance will again be appraised at the end of a three-month period. If at that time, performance is still unsatisfactory, the employee will be terminated.
    - (2) Outstanding – An overall performance appraisal of outstanding must be accompanied by a memorandum showing specific reasons, in addition to the Performance Appraisal Form, for the rating.
  - C. Copies of appraisal form

Completed appraisal forms are confidential. The original appraisal is for the employee's personnel file. Copies are made, if deemed necessary, for the person making the appraisal or for the employee.

D. Employee Rights

If the employee wishes to respond in writing to the evaluation, a copy of that response will be placed in the employee's folder.

4. Administration and Implementation of Policy

The administration of the performance appraisal system and the maintenance of the appropriate records shall be the responsibility of the University Office of Human Resources with the following exceptions:

- A. Vice Presidents – performance appraisal system to be administered by the President.
- B. Academic Deans and administrators with faculty rank – performance appraisal system to be administered by the Vice President for Academic Affairs.

**2.31 Computer Use Policy Statement (9/93)**

1. The computer and network hardware owned by Ohio Northern University and the software licensed for that hardware are intended for educational use, broadly construed, by members of the University community, that is, ONU account holders. Use of these resources, other than those made publicly available, by anyone outside the University requires approval of the Vice President for Financial Affairs or the Vice President for Academic Affairs, and the sale of such use without such approval is improper.
2. Security mechanisms in time-sharing or networked systems for the protection of information from unintended access are not by themselves sufficient. All users must assist by using the system in a manner that preserves the privacy of others. As with any storage system, there is always the risk that the security mechanisms can be breached by those who through a misplaced sense of game playing or through malice, and who belong to the rather large community of those who are technically sophisticated, seek to impersonate a legitimate user or to intercept network communications. As well, there may be instances when, in the sole discretion of the University, it will be necessary for authorized individuals to intercept electronic communications without time to consult with either the originator or the addressee.
3. Respect for the intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.
4. Because electronic information is volatile and easily reproduced, respect for the work and expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, trade secret and copyright violations, must be avoided by members of the academic community and support staff personnel.
5. Users should personally check carefully each piece of software and its accompanying documentation. In general, you do not have the right to receive and use unauthorized copies of software, or make unauthorized copies of software for others.

6. As a reminder, all members of the University community should be aware that the University's e-mail system and computers are intended for educational use, broadly construed, by members of the University community. E-mail messages generated through or received through the University's computer system may be reviewed, removed, deleted, and/or printed at any time the University deems it appropriate to do so. When you use the University's e-mail system as either a sender or receiver of a message, you consent to this potential use of your e-mail messages by the University. Moreover, the University will not tolerate e-mail being used for harassment or for any other improper purpose. Copyrighted materials, including articles and software, should not be transmitted via e-mail. If you have any questions about whether a particular use of the e-mail system is appropriate, or about any aspect of the e-mail policy, please direct such questions to the Director of Academic Computer Users Services.
7. Further information is available in the "Introductory Guide to Academic Computing Resources" booklet under the sections Computer Use Policy Statement and Responsible Use of Computers.

### **2.32 Computing Ethics Statement (9/94) (9/98)**

1. Since many students, faculty, and staff share the University computing and network resources it is very important that all users respect the rights of others. Most users of shared and limited resources use them with respect for one another; however, those who misuse them have the potential for seriously disrupting the work of others. It is therefore necessary for all users to exercise responsible behavior when using these resources.
2. Responsible behavior includes, but is not limited to, the following:
  - A. Using only computer system(s) and account(s) to which you have been granted access. The unauthorized use of another's account(s), as well as representing false or misleading information for the purpose of obtaining access to computing facilities or accounts is prohibited and may be regarded as a criminal act by the University.
  - B. No user may grant to another the use of an account for any reason. Each user is totally and absolutely responsible for anything done by his/her account or any file residing in his/her account. Users must take all reasonable precautions, including responsible password maintenance and file access protection measures to prevent use by unauthorized persons.
  - C. Users must use accounts only for the purposes for which they have been authorized. Uses for unlawful and or personal gain including but not limited to installation and use of fraudulently or illegally obtained software will not be tolerated.
  - D. Users may not make available copyrighted material without prior written authorization from the owner or owner's designated representative.
  - E. Users may not use computing resources irresponsibly or in a manner which needlessly affects the work of others. This includes transmitting or making accessible offensive, annoying, or harassing material; intentionally damaging information not belonging to you; or intentionally misusing computing resources or allowing misuse by others.
  - F. Users may not violate the acceptable use policies of the networks and providers accessible from ONUnet. Generally these policies forbid sending large amounts of

unsolicited electronic mail, excessive cross posting in USENET groups, and attempting to hide or misrepresent your identity.

- G. Users are expected to report any violations of these policies as well as any flaw in, or the potential to bypass computer or network security to the Director of Computing Services.
3. Failure to comply with the above, or the unauthorized or illegitimate use of the University computing and network resources, shall constitute a violation of University policy and will subject the violator to disciplinary or legal action by the University.
  4. Questions about this document or about computing services available to the University community should be directed to the Director of Computing Services.
  5. Computing Account Agreement Form (Reader Reference) (6/98)

This agreement and the Computing Ethics Statement, which can be found in the student, faculty, and administrative handbooks, set forth the conditions of use for all University computing and network resources which include but are not limited to the computing and network hardware, network interconnections, and all software owned and provided by the University.

As a user, I understand that:

- I am the only person authorized to use the account(s) granted to me by the University.
- I am totally and absolutely responsible for all uses of the account(s) granted solely to me and I am responsible for maintaining and using passwords known only to me.
- I will abide by copyright and trademark law in regard to intellectual property.
- The computer and network security officer or his designate reserves the right, in order to protect the integrity of the University computing facilities against unauthorized or improper use and to protect users from the effects of unauthorized or improper use, to:
  - (1) limit or restrict account access with or without prior notice to any user;
  - (2) inspect, copy, remove, or alter any data file, or device interfering with service to any other user or University computing network resource;
  - (3) periodically check and perform any administrative functions necessary to protect and maintain the integrity and security of the University computing and network resources.
- The University is not responsible for loss of data or interference with files resulting from its efforts to maintain acceptable privacy and security of the computer and network systems.
- Ohio Northern maintains a relationship with Computer Emergency Response Team (CERT) and will share information with other institutions being inappropriately accessed from University computing and network resources.
- Any attempt to intercept, alter, misrepresent, or create network communications or electronic messages will subject the violator to disciplinary or legal action.
- Electronic communications should not be considered private or secure. Since many persons possess the technical knowledge to impersonate a legitimate user or to intercept electronic communications, the University cannot be held liable for the release of data contained in these communications. The University further reserves the right to access communications if:
  - (1) resolution of a technical problem requires it;

- (2) the user has left the University;
- (3) it appears the user is irresponsible in his/her use.

Unauthorized or illegitimate use of any University computing and network resource provided to the signer of this agreement shall constitute a violation of University policy and will subject the violator to disciplinary or legal action by the University including the possible dismissal of students or termination of employees.

### **2.33 World Wide Web Policy (5/96)**

1. The Ohio Northern University World Wide Web Home Page is an official publication of Ohio Northern University. It is maintained by the Office of Communications and Marketing. The purpose of the ONU WWW Home Page is to provide current information about the university, its colleges, services, events, and programs. In order to achieve consistency and coherence within official ONU Web pages, the ONU Office of Communications and Marketing reviews format and content of these pages.
2. Individual students, student organizations, faculty, staff, and support staff members may develop home pages consistent with the Responsible Use Policy for the University. Information published on the World Wide Web may not be used in any manner prohibited by law or disallowed by licenses, contracts, copyrights, copyrighted material or University regulations. Photographs, drawings, video clips or sound clips should not be used without permission of the individual who created them or owns the rights. All individuals in a photograph should sign a release giving permission for use of the photograph. Providers of home pages are required to provide their names, e-mail addresses, the date of their most recent update, and the official ONU disclaimer statement clearly readable at the bottom of their home page. Navigational aids to help the user return to the ONU home page are also to be provided.

### **2.34 Computer Access After an Employee Death (9/1/99)**

1. The document sets forth the response to the death of a University employee in regard to accessing computer(s) used by the employee, computer account(s), and information under that employee's user name.
2. Immediately upon notification of the death of an employee, access to the account(s) will be locked by the computer center staff and/or the communication services staff. An employee may have two or more accounts, NT server account, e-mail account, and Banner account.
3. The computer(s) used by the employee should be secured from access by other persons by the employee's immediate supervisor. The supervisor will receive the e-mail notice of death from the President's office. The supervisor should see that a backup of the computer is created immediately. This could be done with the assistance of the communication services staff. After the backup is completed, other persons may have access to the account and use the computer(s) if deemed necessary by the immediate supervisor. At this time the supervisor should see that any information is transferred to the appropriate colleagues or family members. After transferring the information to the appropriate parties, the backup should be destroyed or given to the family. The computer account will then be removed.
4. Before the computer is placed back in everyday use, the hard disk should be formatted and a new operating system installed and configured.

### **2.35 Open Positions and Job Movement**

1. In general, lateral and promotional job movements occur in two manners.
  - A. First, a department, college or other segment of the University administration chooses to assess needs and skills and reorganize further based on those needs. The second manner of movement relates to the internal and external posting of available positions.
  - B. If a college, department or other segment of University administration chooses to reorganize, all employee movements are at the discretion of the University with reasonable notification. Once all changes are complete, an evaluation of staffing is conducted and remaining positions may be posted for bidding.
  - C. Positions are posted internally for a period of five (5) days and all interested candidates are required to submit an internal bid form and current resume in order to be considered. From this pool, qualified candidates will be contacted for an interview. There may be occasions when the need for special skills dictates that administrators and the Office of Human Resources choose not to post positions internally. At this time an external search will be initiated.
  - D. An employee who accepts a posted position or voluntary transfer must serve a 30-day probationary period in the new position. Upon successfully completing a transfer, or upon initial employment, an employee may not request another movement for at least six (6) months unless agreed upon by the supervisor.

### **2.36 Seniority**

1. The length of time an employee has been continuously employed at the University is the employee's seniority.
2. There are two (2) types of seniority:
  - A. University-wide Seniority – Related to total continuous employment in a regular full-time or regular part-time position. This seniority is used in computing fringe benefits such as sick leave, vacation, retirement, length of leaves of absence and insurance.
  - B. Departmental or Job Seniority – Related to total length of service in any particular department or job at the University. This seniority is considered primarily in instances of layoff, shift preference, and vacation scheduling, and may also be considered relative to promotions only when individual qualifications are equal.
3. Termination of employment results in complete loss of seniority. Changing from regular full-time to part-time will result in a loss of all seniority.

### **2.37 Garnishments**

Garnishments are processed by the Office of Human Resources.

### **2.38 Problem Resolution**

The University encourages employees to come forward and express their concerns. An open two way

forum of communication is encouraged, and the University is interested in hearing employee concerns, comments and suggestions for improving our operations. Realizing, however, that there may be misunderstandings regarding your job, University policy, or the action of a University employee, a procedure has been established to help solve your problems as quickly as possible.

- A. Initially you should discuss the problem with your immediate supervisor/department head within five (5) working days of the incident in question and attempt to reach a satisfactory solution through the discussion. If unable to reach a satisfactory solution, proceed to Step One of the problem resolution procedure.
- B. **Step One:** Concerns should be filed in writing by the employee to the Director of Human Resources within three (3) working days of discussion with supervisor/department head. Director of Human Resources will provide a written response within three (3) working days after receipt of concern. One copy of concern and response will remain in the Office of Human Resources. If the Director's response is not satisfactory, you may proceed to Step Two.

**Step Two:** Request an appointment to present your concern to the Vice-President for Financial Affairs within five (5) days of the Director of Human Resources written response. The Vice-President for Financial Affairs will give a written response to your complaint within five (5) working days of the appointment. If the response is still not a satisfactory solution, you may proceed to Step Three.

**Step Three:** Request an appointment to see the President of the University within five (5) working days of the Vice President for Financial Affairs' written response. The President will reach a decision, which is a final one, and forward it in writing to the employee within five (5) working days of the appointment.

- C. If after the completion of any step in the problem resolution procedure, the employee feels that the action prescribed by the decision has not been implemented, or that he/she is experiencing difficulty in his/her work unit because he/she lodged a concern, the employee should contact the Office of Human Resources.

### **2.39 Rules of Conduct**

Common sense, good judgment and acceptable professional and personal behavior on the part of all employees are required for the well-being of all who attend or work at the University. While your employment with the University remains at all times "at will", the following list of offenses is a non-exhaustive list of conduct which may result in termination or disciplinary action.

- A. Unauthorized absence from post of duty during regularly scheduled work hours.
- B. Loitering, loafing or sleeping while on duty.
- C. Refusal to follow instructions of the duly assigned supervisor or refusal to accept a job assignment.
- D. Use of vile, intemperate, profane, or abusive language, or acting in a disrespectful manner to any employee, student or visitor.
- E. Threatening, intimidating or coercing another employee.

- F. Horseplay, annoying another employee or disorderly conduct.
- G. Gambling or conducting games of chance or possession of gambling devices on University premises.
- H. Creating unsafe or unsanitary conditions or contributing to such conditions by acts of omission.
- I. Unauthorized posting or removal of notices in the University at any time.
- J. Unauthorized possession, use, copying or reading of University records or disclosure of information.
- K. Extensive absenteeism or tardiness. Employees who demonstrate a regular inability to attend work or to arrive at work on time or who exhibit a pattern of absenteeism or tardiness are subject to this rule.
- L. Disregard for one's appearance, uniforms, dress or personal hygiene.
- M. Unauthorized solicitation or distribution of literature on University premises at any time.
- N. Inducing another employee to commit any breach of the foregoing rules and regulations.
- O. Any willful act or conduct detrimental to students or to University operations.

Employees may be subject to discharge for the following:

- A. Falsification of employment records or other University records.
- B. Immoral or illegal conduct other than a minor misdemeanor.
- C. Unauthorized use or possession of intoxicating beverages on University premises and/or intoxication during duty periods.
- D. Use of narcotics, except by prescription.
- E. Fighting or violence on University premises.
- F. Possession of firearms on University premises or possession of any object intended for use as a weapon on University premises.
- G. Larceny, misappropriation or unauthorized possession or use of property belonging to the University or to any employee, student, or visitor.
- H. Deliberate destruction or misuse of University property or property of another student or visitor.
- I. Engaging in an unauthorized work stoppage.

## **2.40 Disciplinary Action**

Occasionally disciplinary action is necessary to assure conformance with University rules and regulations. The University strives to discipline employees in a manner that is corrective only, rather than punitive, and to discipline in a uniform, consistent and non-discriminatory manner. Various forms of discipline may be used, depending upon the gravity of the offense: verbal warning, written warning, probation, suspension or discharge.

## **2.41 Suspension Without Pay**

Suspensions without pay may be used as a disciplinary measure for certain offenses. In all actions of this type, the employee will be notified of the suspension in writing, the reason for the suspension, the inclusive dates of suspension, and the date the employee is expected to return to work. A copy of the notice of suspension is placed in the employee's personnel file.

## **2.42 Dismissal**

If your work is considered unsatisfactory, your supervisor will inform you and will give you assistance and encouragement to improve. Written reports of these efforts by the supervisor are filed in your personnel record. If sufficient improvement is not noted within a reasonable length of time, you will be given notice of discharge. Gross violations of conduct and University rules and regulations may result in immediate dismissal. Effective date of termination is the last day actually worked. In addition, the University reserves the right to dismiss any employee at will with or without cause.

## **2.43 Voluntary Termination**

Although you are free to leave your job at any time for any reason or no reason, you should give two weeks notice in writing of any impending resignation so that work schedules can be arranged accordingly. If you are a supervisory employee, more than two weeks notice should be given. Individuals who do not provide at least two weeks notice in writing to the Office of Human Resources will, in most cases, be ineligible for rehire. Vacation should not be used as advance notice for resignation. The effective date of termination is the last day actually worked by the employee.

## **2.44 Termination of Employment (9/1/86)**

The following policies apply for resignation or termination of support staff personnel:

### **A. Resignation**

- (1) Employees who voluntarily resign from their position are expected to provide written notice to the appropriate supervisor at least two weeks in advance of the date they intend to terminate employment. The supervisor will immediately forward the original resignation to the Office of Human Resources.
- (2) The Office of Human Resources will verify vacation entitlement, and in conjunction with the immediate supervisor, determine whether vacation is to be taken or whether the employee is to continue working up to the resignation date and be paid for unused vacation.

- (3) In all cases, the Office of Human Resources and appropriate supervisor will establish an official terminal date of employment. This is the date after which no official relationship exists between the employee and the University.

**B. Termination**

- (1) Terminated employees are entitled to any earned and unused vacation.
- (2) Depending on the circumstances, employees terminated during the year may be given the opportunity to take any unused vacation prior to the termination date or may be paid for same.
- (3) The Office of Human Resources will verify vacation entitlement, and in conjunction with the immediate supervisor, determine whether the employee is to continue working up to the date of termination.
- (4) In all cases, the Office of Human Resources will establish an official terminal date of employment.

**2.45 Final Clearance Form**

An individual leaving the employ of the University is required to complete a final clearance form with the Office of Human Resources. Areas covered by the final clearance form are: return of keys, borrowed equipment, handbook, parking hangtag (except for retirees), and ONU staff I.D. card (except for retirees). Any borrowed equipment should be returned to the appropriate supervisor. The handbook, parking hangtag (except for retirees), ONU staff I.D. card (except for retirees), and keys must be returned to the Office of Human Resources at the time of the exit interview. In addition, arrangements will be made to pay back any vacation, sick leave or personal time used in advance and not earned at time of termination.

**2.46 Final Paycheck**

Final paychecks will be issued only in accordance with regular bi-weekly pay dates and will not be issued to a dismissed employee at the time of dismissal.

**2.47 References**

Ohio Northern University gladly answers inquiries from prospective employers of former Ohio Northern University employees with written authorization from the individual. Ohio Northern University does not give open letters of recommendation. When presented with questions of reference from outside personnel, direct them to the Office of Human Resources.

**2.48 Outside Employment (9/1/98)**

1. Should you choose to hold a job with another organization you must continue to always demonstrate satisfactory performance in all responsibilities with the University. All employees are to be judged by the same performance standards and will be subject to the University's scheduling demands regardless of any outside work requirements.
2. If the University determines that your outside work interferes with the performance of your abilities to meet the requirements of the position, you may be asked to terminate your outside employment if you wish to remain with the University.

#### **2.49 Civic Service**

The University encourages employees to participate in community volunteer services, i.e., Ada Fire Department, Liberty EMS, disaster teams, rescue squads, etc. However, due to the work load of most employees, volunteer services must be performed at times other than during regular work hours unless prior arrangements are approved by the supervisor and Office of Human Resources.

#### **2.50 Employment of Relatives**

University policy does not prohibit employment of relatives at the University although relatives typically are not employed within the same department or college. This general policy against employment of relatives in the same department or college stems from the University's need to avoid conflict of interest or the appearance of conflict of interest in the conduct of its affairs and its desire that equal consideration in personnel matters be accorded to all staff members. Nevertheless, the University recognizes that unusual circumstances may arise, such as specialized educational background and experience or marriage following employment at the University, which may occasionally lead to employment of two members of the same family in the same department or college.

1. In the appointment of support staff members the University seeks those persons most qualified to fulfill the institution's need and service obligations.
2. Accordingly, members of the same family may be appointed to University positions when it has been determined by the normal review procedures that these individuals are the best qualified for the position.
3. A support staff member is considered to have a potential conflict of interest when such member has a recommending or decision-making role on a personnel action regarding a person with whom the support staff member is related as defined in paragraph 6.
4. The responsible vice president(s) and the president must approve a decision to hire or have employed two relatives in the same department or college wherein a potential conflict of interest or appearance of conflict of interest exists as defined in paragraph 3.
5. In all those personnel actions as described in paragraph 3, the administrators, supervisors or faculty members who are normally in the decision-making/recommending process will remove themselves from it. In those personnel situations where direct supervision by a relative creates the conflict, the immediate senior to such a supervisor shall become the approving/recommending/supervising party and will ensure that appropriate performance information from the respective college or department is available when making recommendations.
6. For purposes of this policy, relatives are persons related by blood, marriage or legal procedure and include parents, children, husbands, wives, siblings, and in-laws of the foregoing: uncles, aunts, nieces, nephews, grandparents, grandchildren and first cousins.

#### **2.51 Personal Property**

All personal property is the exclusive responsibility of the owner and the University will not replace or reimburse for personal property lost or stolen on University premises.

## 2.52 Exit Interviews

An exit interview is held for all terminations, regardless of cause. This exit interview is the last formal contact with the University and is held by the Office of Human Resources. The primary purpose of the interview is to make sure the reasons for the employee's termination are not based on some misunderstanding or condition which could be remedied by either the employee or the University. The University is also interested in obtaining any information which might lead to improved working conditions or employment practices.

### **Section 3: INTENTIONALLY LEFT BLANK**

### **Section 4: FRINGE BENEFIT POLICIES AND REGULATIONS**

#### **4.1 Retirement Benefits (8/90) (9/98) (8/01) (9/05) (9/06) (9/07)**

##### 1. TIAA-CREF Retirement

- A. The University has established a Retirement Benefit Plan for all full-time support staff personnel. This plan is administered by TIAA-CREF (Teachers Insurance and Annuity Association - College Retirement Equities Fund). Contributions under this defined contribution plan are applied to individual annuities issued to each participant by TIAA-CREF. Eligible employees include all full-time support staff personnel and any support staff members who perform more than 1,000 hours of service during the calendar year.

The Office of Human Resources shall work with TIAA-CREF to make a minimum of 3-5 visits to the University per year. Two of the visits should be informational meetings. The remaining visits should be for individual appointments.

- B. After one (1) year the University contributes 10% (effective 9/1/07) of regular salary into the retirement program. For those enrolled in the retirement program at another institution of higher education for the full academic year immediately preceding employment with Ohio Northern, the one-year waiting period may be waived. Documentation of such enrollment is required.
- C. Plan contributions by the University will be forwarded to TIAA-CREF to be applied as premiums on regular Retirement Annuities (RA) owned by the participant and may be allocated by the participant between any of the TIAA-CREF programs in whole percentages.

Required contributions by the participant will be forwarded to TIAA-CREF to be applied as premiums to regular Retirement Annuities (RA) and additional voluntary contributions may be applied to regular RA or Group Supplemental Retirement Annuities (GSRA) owned by the participant within the limits of Section 403 (B) and 415 of the Internal Revenue Code. The participant will have the option of allocating premiums among any of the TIAA and CREF programs.

- D. All contributions to the plan, both University and individual, are vested in the interest of the employee. The employee retains this interest even if the employee should leave the employ of the University.

- E. In-Service Single Sum Distribution from Retirement Account. Participants who are actively employed and age 65 or over may take an in-service single sum distribution of all or part of their plan benefits, if such amounts are distributed directly to a charity or a charitable trust and would constitute a “charitable contribution” on behalf of the participant as defined in Section 170(c) of the Internal Revenue Code.
- F. In the event a participant in this plan terminates employment for reasons other than retirement or disability and requests that TIAA-CREF repurchase the TIAA annuity, the University permits such repurchase provided the participant is not employed by or moving to another institution having a TIAA-CREF retirement plan for which the individual will be eligible, and provided the repurchase meets the other conditions under which TIAA-CREF will repurchase annuities. Upon repurchase, the entire amount accumulated in the TIAA annuities (less any repurchase charge) will be payable to the participant and shall be in full satisfaction of the participant's right to retirement or death benefits.
- G. Upon retirement or termination, participants may receive up to 100% of their CREF accumulation. Cashability or transferability of the TIAA portion is limited to 10% of the accumulation per year. Cashability under CREF would also permit transferability to another 403 (b) (7) plan after the time of retirement or termination. Cashability or transferability of CREF shall be in full satisfaction of the participant's right to retirement or death benefits on any portion cashed in or transferred.
- H. Upon retirement at any age, the participant is entitled under the terms of the TIAA-CREF annuity contracts to receive a monthly or other periodic income under one of the options set forth in such contracts.
- I. In the event a participant dies prior to commencement of retirement benefit payments described in Section H, the full current value of the annuity accumulation, including the portion contributed by the University, is then payable to the beneficiary or beneficiaries named by the participant, in a single sum under any one of the income options offered by TIAA-CREF. A spouse will have the automatic right to 50% of the benefits accumulated under the annuity interests unless a waiver of spouse's rights is on file with TIAA-CREF.
- J. The University will discontinue contributions to TIAA-CREF for employees at the time of retirement; however, after the retirement date and before beginning to receive annuity payments, employees may continue to make contributions to TIAA-CREF. Arrangements for such contributions must be made between the individual retiree and TIAA-CREF.

## 2. Medical Insurance

- A. For employees hired full-time prior to 8/1/01, the retiree may continue participating in the University's medical insurance by reimbursing the University for the full cost of premiums for either a single or family plan until age 62. After the retiree reaches age 62, the University will pay the single plan premium payment for the retiree. If the retiree has completed 30 years of service at the time of retirement, the University will continue to pay the single plan premium for the retiree regardless of the individual's age.
  - (1) Support Staff members retiring at age 65 or older and who have completed ten years or more of full-time service: Group medical insurance may be continued

with the University paying the full single premium of the University plan. Support Staff members may continue dependent coverage by reimbursing the University the full cost. Coverage for unremarried spouse after death of retired faculty or staff member may continue by reimbursing the University for the full cost of such coverage.

- (2) Support Staff members terminating at age 65 or older with less than ten (10) years of full-time service: Insurance will end upon termination.
- (3) Support Staff members retiring after completion of a minimum of 30 years of full-time service or age 62 with a minimum of 15 years of full-time service: Group medical insurance may be continued with the University paying the full single premium. Support Staff members may continue dependent coverage by reimbursing the University the full cost. Coverage for unremarried spouse after death of retired employee may continue by reimbursing the University for the full cost of such coverage.
- (4) Support Staff members retiring after age 55 with a minimum of 20 years of full-time service: Group medical insurance may be continued by reimbursing the University for the full cost of premiums until age 62 when the provisions of (3) above would apply. Support Staff members may continue dependent coverage by reimbursing the University the full cost. Coverage for unremarried spouse after death of retired employee may continue by reimbursing the University for the full cost of such coverage.

*NOTE: THE TRUSTEES OF THE OHIO NORTHERN UNIVERSITY HEALTH INSURANCE BENEFIT PLAN RESERVE THE RIGHT TO AMEND, MODIFY, OR TERMINATE ANY OR ALL PROVISIONS OF THE PLAN AT ANY TIME.*

- B. For employees hired full-time 8/1/01 or later, the University's obligation to pay a portion of the employee's premium will terminate the last day of the month in which retirement occurs. The retired employee and dependents may, however, continue medical insurance coverage through the University if the retiree pays 100% of the applicable premium.
  - C. Extended Medical Insurance Benefits:
    - (1) Under certain circumstances, Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation coverage may be available to extend the option of continuing health coverage to retired employees, spouses and dependent children who otherwise would lose employer sponsored group health coverage.
    - (2) The cost of continuing coverage will be borne by the qualifying beneficiary. Further information on COBRA benefits is available from the Office of Human Resources.
3. Life Insurance-Aetna The employee has received a Group Paid-Up Life Insurance Benefit Statement for the accumulated value of the paid-up insurance that has been purchased by the employee or may elect the cash surrender value. This is applicable to all employees hired prior to June 1, 2004. These certificates may be cashed in only upon retirement or termination of employment.

4. Disability Insurance Disability insurance will be discontinued at the time of retirement.

5. Educational Benefits (See also 4.9.)

- A. Dependent children under age 25 of retired University employees, including legally adopted dependent children under age 25, may continue to receive remission of tuition and fees on the same basis as they would have received this benefit had the employee not retired.
- B. Educational benefits for retired employees and their spouses will discontinue at the time of retirement; however, retired employees and their spouses are eligible to audit courses on the same basis as senior citizens.

#### 4.2 Severance Payments

*NOTE: THE TRUSTEES OF THE OHIO NORTHERN UNIVERSITY HEALTH INSURANCE BENEFIT PLAN RESERVE THE RIGHT TO AMEND, MODIFY, OR TERMINATE ANY OR ALL PROVISIONS OF THE PLAN AT ANY TIME.*

- 1. Any full-time university employee with fifteen (15) to thirty (30) years of service with the University who voluntarily elects to terminate his/her relationship with the University shall be eligible to receive a severance payment based on the following criteria.
  - A. 20% of the final annual salary for each year of continuous service over fifteen (15) years, not to exceed one full year's salary received by such employee during the year employment terminates.
  - B. The severance payment shall be made in one lump sum payment. This payment shall be made in either the employee's final payroll check or by a separate check.
  - C. Receipt of the severance payment shall be contingent upon the employee's execution of a severance agreement and release of all claims.
  - D. If an eligible employee makes a commitment to voluntarily sever the employee's employment relationship three (3) years in advance of the effective date of the employee's voluntary separation from employment, the severance payment shall be increased by 10%. Such commitment is irrevocable and must be in writing and received by the Office of Human Resources three (3) years in advance. Special tax consequences may apply.
  - E. If an employee does not voluntarily elect the severance plan by the completion of their 30<sup>th</sup> year of service, the employee will thereafter be ineligible for any severance pay.
  - F. The receipt of a severance payment will not bar future employment with the University; however, an employee may not obtain more than one (1) severance payment from the University in his/her lifetime. An employee who severs employment with the University may not be rehired to a full-time position with the University within six (6) months of the date on which severance occurred.
  - G. If the employee dies before receiving the severance payment due, the amount remaining will be paid to the surviving spouse or other designated beneficiary.

- H. Arrangements can be made with the Office of Human Resources to pay for health insurance premiums from the severance payment for those eligible for retiree health insurance through the University.
- I. A full description of the Severance Pay plan is available in the Office of Human Resources.

#### **4.3 Medical Insurance (9/98) (9/99) (9/03)**

1. The University makes available a comprehensive medical plan to all full-time employees requesting it. This plan provides hospitalization and medical insurance as described in the Summary Plan Description which is received upon enrollment by each employee.
2. Coverage, if elected, may become effective the first day of employment and terminates when the employee terminates his or her employment. Employees choosing not to enroll in this plan at the time of initial employment are requested to sign a waiver of insurance. Employees signing such a waiver of insurance may enroll in the plan at a subsequent date as explained in the Summary Plan Description.
3.
  - A. The University provides medical coverage for employees who elect to join the plan. All employees in the plan pay a sliding scale monthly premium for coverage. The University pays into the trust the cost of single coverage for every employee in the plan. An employee may elect to cover his/her family in the ONU medical plan at an additional cost. In those instances where an employee is married to another employee of the University who is eligible to participate in this plan, and one of the employees chooses to purchase a family plan, the University will apply its portion of the cost of single coverage for each employee to the cost of the family plan.
  - B. Since participation in this plan is voluntary, the University does not pay or reimburse any support staff member for the cost of premiums if such support staff member chooses, for any reason, except as indicated in the preceding paragraph, not to participate in this plan.
4. Dependent coverage is available for spouse and dependent children, subject to the terms as explained in the Summary Plan Description.
5. An employee or spouse who has reached age 65 and is eligible for Social Security benefits should take the necessary steps to enroll in the Medicare insurance program before reaching age 65. For full-time support staff members above age 65, the University Group Plan would be primary however, making Medicare a secondary plan. The employee is required to notify the Office of Human Resources of enrollment in Medicare.

*NOTE: THE OHIO NORTHERN UNIVERSITY EMPLOYEE BENEFIT TRUST PLAN IS SUBJECT TO CHANGE FROM TIME TO TIME.*

6. The University has a Health Services Advisory Committee chaired by the Vice President for Financial Affairs. The purpose of the committee is to advise the plan administrator on plan design, plan trust funding levels, and employee hardship applications. The committee membership is comprised of elected representatives from the following employee constituency groups:

Classifications 2 and 4 - Administrative and Technical  
 Classification 3 - Faculty  
 Classification 5 – Administrative Assistants  
 Classification 7 - Security, Health Services, Retirees

Each elected representative serves a three-year term. In addition, the Faculty Personnel Committee appoints a member annually to the advisory committee.

#### **4.4 Life Insurance (9/98) (9/04)**

1. The University provides term life insurance for full-time support staff members equal to one and one-half (1 ½) their annual salary up to a maximum of \$50,000. The University pays the full cost of the premium.
2. Enrollment in the plan upon initial full-time employment does not require evidence of insurability and the insurance becomes effective at the start of employment.
3. Upon retirement or termination of employment, the term life insurance will cease.
4. In the event of an accidental death for the covered employee, an additional amount equal to the life insurance coverage will be paid.

#### **4.5 Disability Insurance and Benefits (9/98)**

1. The University provides Group Total Disability Insurance benefits for all full-time support staff members under the following conditions:
  - A. Support staff members will be eligible for disability insurance as of the first day of the month following the date of employment.
  - B. Support staff members are covered by disability insurance to age 70, except for those employees whose total disabilities commence at, or prior to, age 60, the benefit will be payable up to age 65, and for those employees whose total disabilities commence after age 60, benefits will cease five (5) years after the commencement of total disability, or at age 70, if it is sooner. After three (3) consecutive months of total disability, the insurance shall provide the following benefits.
    - (1) Monthly Income Benefit equals 60% of monthly wage base at the commencement of total disability not to exceed a benefit established by the policy less any reduction for Social Security benefits. In no event will the Monthly Income Benefit be less than \$50.
    - (2) Continuation of premiums for the TIAA-CREF retirement program.
  - C. A support staff member will become insured on the date of first eligibility. No medical examination is necessary.
  - D. The University pays the entire cost of the plan.

#### 4.6 **Workers' Compensation** (9/98) (9/99)

1. All University employees are protected by the workers' compensation law for any injury or disease arising from and in the course of employment by the University.
2. If you are injured on the job, report at once to your supervisor or department head, who will arrange for medical care. All accidents, major or minor should be reported as soon as possible to the Security Office by the employee, or if employee is incapacitated, then by the supervisor.
3. All employees are encouraged to first seek treatment at the University Health Center for all non-emergency, work related injuries. Non-emergency injuries can also be treated at Lima Memorial Hospital's Center for Occupational Health. Serious accident, injury, or illness requiring immediate emergency treatment should be called to 911 for immediate EMT assistance. Contact the Office of Human Resources for assistance with workers' compensation claims.
4. The Security Office will complete an injury report and forward one copy to the Office of Human Resources. An injury report is required for all workers' compensation claims.

#### 4.7 **Educational Benefits (Tuition Remission and Exchange) for Dependents** (7/85) (9/92) (9/97) (9/98) (9/02)

1. Benefits Available:
  - A. Subject to the provisions below, all dependent children under the age of 25 (including legally adopted children) and spouses of full-time University employees are entitled to full remission of tuition and general fee for undergraduate level educational courses offered at the University. Spouses and dependent children are not entitled to remission of other fees of the University, e.g. technology fee.
  - B. Benefits are available only for undergraduate level educational courses offered at the University. For students enrolling as a P1 after June 1, 2000, pharmacy P5 and P6 students are graduate students. For students enrolled prior to June 1, 2000, students in the P6 year are graduate students. All graduate programs are excluded from remission.
  - C. All dependent children under the age of 25 (including legally adopted children) of full-time University employees may participate, to the extent space is available, in the tuition exchange program under the auspices of Tuition Exchange, Inc. If the number of dependents seeking tuition exchange exceeds the number of available spaces, the Tuition Exchange Selection Committee shall determine which dependents may participate in the exchange program.
2. Tuition exchange was approved for implementation beginning with the 1993-94 academic year. The University continues its membership in the Tuition Exchange, Inc. The University accepts incoming undergraduate tuition exchange students after review of applicant's credentials by the Office of Admissions and an offer of admission is made. Incoming tuition exchange students will receive ONU tuition remission at the approved tuition exchange level for a maximum of four academic years and may not receive tuition exchange benefits for summer programs. (Note: The University reserves the right to limit its participation in Tuition Exchange, Inc.)

## 3. Restriction on Education Benefits:

- A. Spouses and dependent children are entitled to the remission of no fees other than tuition and the general fee.
- B. Spouses, dependent children and tuition exchange students shall be required to pay any service fees and/or administrative charges established by the University.
- C. Educational benefits for dependent children and tuition exchange students are available only for the pursuit of a first undergraduate degree -- whether at Ohio Northern or elsewhere. This restriction does not apply to the remission of tuition and general fee for spouses of full-time employees.
- D. The amount of tuition and general fee remission for dependent children and spouses of University employees will not, when combined with gift aid from other sources restricted for tuition only, exceed the total tuition and general fee of the college in which the student is then enrolled. Gift aid from other sources includes but is not limited to:

Ohio Instructional Grants

Ohio Student Choice Grant

S.E.O.G.

Ada High School Tuition Remissions

ONU Scholarships (Endowed and Nonendowed)

ONU Scholarships and grants from outside sources restricted for tuition purposes only.

The combination of Pell Grants and Scholarships from outside sources which are not restricted for tuition purposes only may exceed tuition and general fees, but in no instance will such combination exceed tuition, room, and board.

## 4. Rules governing the Educational Benefit Program:

- A. Tuition Remission:
  - (1) Service fees and/or administrative charges paid are nonrefundable after the first day of class.
  - (2) Remission of tuition and fees will not be made for dependent children's or spouse's participation in off-campus educational programs.
  - (3) A dependent child's status is determined as of the first day of classes each quarter.
  - (4) Dependent children under age 25 are defined as those children meeting the following qualifications:
    - a. Students will receive more than half of their support (other than tuition remission) from their parents during the academic year, September through August; and
    - b. Students will qualify as dependents as interpreted by the Internal Revenue Service regulations on the parents' income tax return.
  - (5) A copy of the employee's income tax return of the preceding calendar year, reflecting an exemption for the student, will be requested by the Administration

prior to allowing tuition remission of the current calendar year for the spring, summer, fall and winter quarters, along with a statement that the student will continue to meet the dependency criteria for the current calendar year.

- (6) All persons eligible to receive the Ohio Choice Grant must make application for the grant. Failure to apply for the grant will result in a reduction of tuition remission in the amount of the grant.
- (7) When eligible, dependent children of University employees are encouraged to apply for Ohio Instructional Grants and other outside scholarships and grants. These funds may be used to cover the administrative/service fee and the balance will be applied against the tuition remission.
- (8) Ohio Choice grants, Ada High School remission, S.E.O.G. and ONU scholarships and grants will not apply toward the service fee and/or administrative fees established by the University.
- (9) If a dependent child enrolled at Ohio Northern University and receiving financial aid joins in an ONU sponsored academic program which takes the dependent child off campus for study, then the financial aid will continue during the off-campus interim period, providing the dependent child pays the required service fee to Ohio Northern.
- (10) Dependent children enrolled in any off-campus program, and transferring credits back to Ohio Northern University are not eligible for financial aid since the fees are not paid to Ohio Northern.
- (11) From time to time, dependent children of faculty and staff members may enroll in Special Educational Programs or in other similar off-campus programs sponsored or offered by other institutions. It is not the intention of the University policy regarding tuition remission to provide funds in any form for dependent children participating in such programs. Therefore, when this occurs, the policy regarding remission of tuition and other fees will be as follows:
  - a. Students Receiving Tuition Remission. Faculty and staff children receiving full tuition remission and participating in off-campus educational programs for which Ohio Northern University has agreed to pay those entities' fees, will pay the current per quarter hour administrative fee to Ohio Northern and all charges for course work at the outside entity (Queen Margaret, U. of Findlay, Washington Center, AustraLearn, USAC, ISA, NIDA, etc.).
  - b. Student Insurance. Information on the insurance is available from the Controller's office.
- (12) Dependent children who receive automatic remission of fees are not eligible for Sibling Grants.
- (13) Total financial aid received by students may not be in excess of tuition, room and board. If the combination of all aid exceeds this amount, a reduction will be made in the following order:

Loans/Work Study  
 Tuition Remission  
 Grants-University  
 Scholarships

Exceptions to this policy are as follows:

- a. When students are receiving only federal, state or other outside entitlement type aid over which the University has no control; e.g., O.I.G., O.S.C.G., PELL, STAFFORD(GSL), PLUS/SLS or P.H.E.A.A..
- b. When a student receives aid for skilled services performed. Example: Resident Assistants, Head Residents, Law Research Assistants, Radio Staff, Northern Review and Yearbook. In those cases, the total amount of aid may exceed the total costs of education as determined by the Office of Financial Aid.

B. Tuition Exchange:

- (1) The number of tuition exchange openings for the next academic year shall be announced by the President or the President's designate.
- (2) Application for participation in the tuition exchange program shall be made to the Office of the President or such other office as might be designated by the President.
- (3) Selections shall be based on three criteria: a. Academic achievement (50 point weight); b. Special Talents (25 point weight); and c. Leadership and Service to Others (25 point weight). (3/97)
  - a. Academic Achievement - Specific aspects of Academic Achievement shall include, but are not necessarily limited to, the following: ACT/SAT scores, class rank, high school GPA, college GPA if appropriate, and awards/special distinction for academic performance.
  - b. Special Talents - Specific aspects of Special Talents shall include, but are not necessarily limited to, the following: Musical, dramatic, artistic, or athletic talent and distinctive creative accomplishment in a traditional academic area (documentation: awards, prizes, portfolios, publications, and letters of commendation).
  - c. Leadership and Service to Others - Specific aspects of Leadership and Service to Others shall include, but are not necessarily limited to, the following: Participation in high school, community, religious and/or other organizations and awards/special distinction for leadership and service areas (documentation as in (b.) above).

#### **4.8 Educational Benefits for Support Staff Members (7/85) (9/91) (9/98)**

All full-time support staff members are entitled to take one academic course, not to exceed five (5) credit hours, per quarter in any of the undergraduate colleges of the University, providing such course can be arranged around the employee's work schedule. Tuition and general fee charges for such course is waived; however, the faculty or staff member is charged for any service fee and/or administrative charge established by the University. This fee is nonrefundable after the first day of classes. Support staff members are not entitled to remission of other fees of the University. One course is the norm; a second course may be taken with special arrangements.

At the beginning of each quarter, each employee registered for a course during regular working hours must obtain registration approval from the Office of Human Resources by submitting a written schedule indicating how time lost during class is to be made up. This schedule must be approved by the employee's supervisor. Break periods and lunch breaks may not be used to make up time spent in class. The registration approval form must be presented to the Controller's Office at the time of payment of fees to validate registration.

#### **4.9 Educational Benefits for Retired Support Staff Members and Their Dependents (9/98)**

1. Dependent children under the age 25 of retired support staff members may continue to receive remission of tuition and fees on the same basis as they would have received this benefit had the support staff member not retired, subject to the following conditions:
  - A. The retired support staff member must meet all of the criteria for retirement as established by University retirement policies and in addition, must have served ten (10) consecutive years with the University and such service must have been the ten (10) years immediately preceding retirement.
  - B. In the event of death of the retiree, this benefit will continue to be made available to dependent children who were dependent upon the retiree at the time of retirement and who continue to be dependent upon the retiree's spouse or legal guardian if the spouse is deceased.
  - C. If the spouse remarries or accepts employment at another educational institution and receives similar benefits from the institution as a result of that employment, the benefits will be discontinued.
  - D. This benefit will be made available to adopted children only if they were legally adopted at least ten (10) years prior to retirement.

#### **4.10 Death Benefits (9/98) (09/04)**

In the event of death of a full-time support staff member, surviving spouse and/or dependent children are entitled to the following benefits:

1. The life insurance benefit noted in section 4.4.
2. Educational benefits for dependent children under the age of 25 and spouses of full-time support staff members will continue in effect after the death of the support staff member on the same basis as provided prior to the support staff member's death, subject to the following limitations:

- A. All benefits will cease for the spouse in the event the spouse remarries.
  - B. Benefits will cease for both the spouse and the children in the event the spouse accepts employment at another educational institution and receives similar benefits from that institution as a result of the spouse's employment.
  - C. For support staff members who have completed less than five (5) years of employment at the time of death, tuition and general fee remission for eligible dependents will be limited to 20% for each year of full-time employment completed.
3. The spouse and/or dependent children of a deceased support staff member who had elected to participate in the medical insurance family plan may continue in the plan for a period of six months after death. The University will pay the employee and University contributions during this period.
  4. If the support staff member at time of death qualifies as a retiree, retiree medical insurance provisions apply.

**4.11 Accidental Death and Dismemberment Insurance (9/98) (9/06)**

Regular full-time employees are covered in the event of accidental death and/or dismemberment under the provisions outlined with the group life insurance benefit policy (See summary plan description for full details). Benefits are specific to the individual insured policy amount. As with any benefit, accidental death and dismemberment is subject to change from time to time at the sole discretion of the University.

**4.12 Salary Reduction Plan for Payment of Certain Employee Benefits (9/98) (9/99) (9/04) (9/06)**

Support staff members pay premiums for medical insurance with before-tax dollars through a salary reduction plan. Reduction agreements are entered into at the time employment commences. Further information is available from the Office of Human Resources.

**4.13 Employee Reimbursement Account (Flexible Spending Plan) (9/98) (9/99) (9/06)**

Support staff members may elect to participate in an Employee Reimbursement Account (whether or not they are in the health care plan) to set aside a part of their salary with before tax dollars to pay for certain health and dependent care expenses. Reduction agreements are entered into at the time employment commences and must be renewed each December for the following calendar year. Information is available from the Office of Human Resources.

**4.14 Miscellaneous Fringe Benefits Including Retirees (9/98)**

1. All support staff members, their spouses and dependent children through high school age, are entitled to free admission to most home athletic events and are encouraged to attend Artist Series productions, University Theatre productions and Lecture Series using the University ticket policy. Children attending such events must be accompanied by a parent. Single support staff members shall be entitled to admission for one (1) guest at such events. The Ohio Athletic Conference, National Collegiate Athletic Association, Ohio Arts Council, and the Ohio Humanities Council require that the University charge faculty, staff and students for specific events sponsored by these groups.
2. The University provides free parking for all University employees and retirees. Parking permits are available from the Security Office.

3. The University encourages the use of the Chapel for weddings, particularly for weddings of members of the University community. The Chapel will be made available for weddings at no cost to students, employees and their dependents and graduates of Ohio Northern University, including the services of the Chaplain. A small stipend set annually for the organist will be charged. All other persons may use the Chapel for an appropriate fee. A list of procedures and fees is available at the Chapel Office. All fees will be established by the Office of the Vice President for Financial Affairs.
4. Support staff members are also provided with the following benefits: mail service; use of facilities including Sports Center, McIntosh Center, and the Faculty Lounge; the opportunity to bid on used equipment and other property being disposed of by the Administration; and discounts at Central Stores, the University Bookstore and University Printing Service provided, however, that such discounts are for personal use and not for organizations to which the support staff member belongs.

#### **4.15 Vacations**

1. Full-time and regular part-time employees become eligible for vacation based on qualified continuous years of service as follows:
  - A. 1 to 5 years – 10 work days per year
  - B. 6 to 10 years – 15 work days per year
  - C. Over 10 years – 20 work days per year
  - D. Regular part-time – on a prorated basis
2. Vacation days are available for use on the first day of employment; however employees earn vacation time on a pro-rated basis for each full month of which they are employed. Should the employee use their vacation prior to earning it and subsequently leave the employ of the University, they shall be required to repay the used but unearned portion of the vacation.
3. Full-time employees scheduled for a period of less than 12 full months during an academic year earn vacation on a prorated basis. Vacation days must be used during scheduled work periods. Vacation days for all employees will be computed by the Office of Human Resources. Vacation days are not accumulative and should be used during your eligibility period. Exceptions to this policy may be granted by the Office of Human Resources. Vacation days may be carried over past the eligibility period, but must be used prior to January 1 of the next calendar year. Unless written permission is received from the Office of Human Resources to accumulate vacation days, any vacation time not used prior to January 1 of the next calendar year will be forfeited. Employees may not elect to receive pay in lieu of vacation; however, employees will be paid for any unused earned vacation upon retirement. Generally, when an employee leaves the University, it is intended that all earned and approved unused vacation will be taken prior to the individual's departure and receive pay in lieu of vacation. This is a University decision, however, and not an individual's choice. Failure to provide two weeks' required written notice will result in forfeiture of all accrued, unused vacation pay. Unless prior approval is obtained from the Office of Human Resources, vacation may not be used as part of the two weeks termination notice.
4. Before you make your vacation plans, please check with your supervisor to make certain that the time you have selected is satisfactory to the department. If two employees happen to request the same period and both cannot be spared at the same time, the issue is usually resolved by granting

first choice to the employee with the longer departmental service. Vacations are normally not granted during the two-week period immediately preceding the beginning of an academic year. This period may be extended if necessary. Should a paid holiday fall within an employee's vacation period, an extra day of vacation is authorized.

#### **4.16 Personal Days**

Full time employees will be granted time off for personal reasons with pay up to two (2) working days per fiscal year. This time may be used for any purpose, however, call-in and notification requirements shall be the same as any other absence. Failure to call-in or receive prior approval for the absence will result in non-payment for the days absent from work. Employees who are scheduled to work less than twelve (12) months per year will receive personal time on a prorated basis.

Personal days will not accumulate from year to year, nor may employees take personal days during the two weeks immediately preceding termination.

#### **4.17 Sick Leave**

1. Full time support staff employees become eligible for sick leave at the rate of ten (10) working days per year. Full-time employees scheduled for a period of less than 12 full months during a personnel year and regular part-time employees earn sick leave on a prorated basis and may use sick leave only during their regularly scheduled period of work. Sick leave is defined as approved absence, with pay, due to an injury or illness of an employee or employee's immediate dependent family members residing within their household. All employees are urged to accumulate sick leave as rapidly as possible to offset a major illness should one occur. Sick leave may be accumulated up to a maximum of one hundred twenty (120) working days or 900 hours (could be 960 for 40hrs/wk). In specific cases, sick leave time will be limited to the amount of sick leave accrued. This determination will be made on an individual basis. The Family and Medical Leave Act policy may apply.
  - A. During paid sick leave, an employee will accrue vacation, sick leave, and personal day credits. The University will continue to contribute its portion of the medical insurance and life insurance premiums with the employee paying the amount of the premium that would normally have been deducted from the payroll.
  - B. Absences due to sickness must be reported no later than one (1) hour after the beginning of the employee's shift. In cases of extended illness for more than a week, a report is to be made at least every five (5) working days to your supervisor. Failure to advise the University may result in loss of pay.
  - C. The University reserves the right to require a doctor's certificate for any period of illness of three (3) or more consecutive working days or less than three (3) days with reasonable suspicion.
  - D. No terminal pay is given for unused sick leave upon termination of employment at the University.
  - E. Employees who resign prior to completion of the personnel year will have leave prorated. Any over used leave may be deducted from the final paycheck.

- F. Upon retirement from the University, a retired employee will be paid for accumulated sick leave. The number of days paid will not exceed ninety (90) working days.
- G. After the successful completion of the probationary period, if an employee's single period of illness or disability extends to 90 calendar days and the accrued sick, vacation and personal leave is exhausted during the illness or disability, the employee shall receive fifty percent of daily wage for each workday in excess of accrued leave up to and including the 90<sup>th</sup> calendar day. In no event shall any employee be on paid sick leave for more than 90 calendar days. After 3 months, disability insurance may be utilized if the illness or disability continues. Employee must submit a request for leave of absence once sick, vacation, and personal time is exhausted.
- H. The fifty percent salary replacement will not be effective until the employee has been off work for a medical condition for ten (10) consecutive workdays. A doctor's slip is required.
- I. Payments of full or half wage are payable only for days when the employee would have been employed. For example, an employee on a nine-month contract will not receive sick leave pay for any of the other three (3) months not included under the normal contract even though disabled. Also, sick leave pay shall not overlap any day covered by disability insurance.

#### **4.18 Continuation of Insurances During Unpaid Sick Leave**

Under certain circumstances, medical and life insurances may be continued during unpaid sick leave. Arrangements should be made through the Office of Human Resources.

#### **4.19 Parenting**

1. As every parent knows, parenting cannot wait. Parents must have flexibility to deal with parenting priorities and job responsibilities. Be assured that you can receive phone calls from family members and can make phone calls to your children or babysitter. Short and infrequent absences for events that cannot be scheduled after hours, such as parent-teacher conferences are permitted. With prior approval of your supervisor you can make up time or use paid vacation time to ensure you are not losing wages in order to function properly as parents.
2. Unpaid leave to care for a newborn or seriously ill child is provided in accordance with the Family Medical Leave Act.

#### **4.20 Breaks and Rest Periods**

The University gives every employee a 15-minute rest period in the morning and afternoon and a one-hour meal period at a time set by the supervisor. The "break" is intended to contribute to efficiency by giving employees a chance to collect themselves, emotionally and physically, for the work ahead. Rest periods are not accumulative and may not be used to extend lunch periods. Rest and meal periods may not be used to shorten the regular work day. Employees who abuse this policy will be subject to disciplinary action.

#### **4.21 Unemployment Compensation**

Each employee of the University is covered by the Unemployment Law of Ohio. The program of the Ohio Bureau of Employment Services is designed to help stabilize one's position should he/she involuntarily lose employment, until such time as other employment may be secured. Expenses connected with this protection are paid by the University.

#### **4.22 Leaves of Absence**

##### **1. Leaves Without Pay (9/1/88)**

- A. Unpaid leaves may be granted for a period of up to one (1) full year. This period may be extended by mutual agreement of the support staff member and the administration. The Family Medical Leave Act may apply (see Section 4.24).
- B. For leaves of absence, the application for leave must be submitted in writing with the requested dates to the Office of Human Resources with an endorsement by the supervisor and the responsible vice president or president.
- C. For unpaid leaves other than under the Family Medical Leave Act, support staff members may continue to participate in the following fringe benefit programs by reimbursing the University for the full cost of such programs:
  - (1) Medical insurance.
  - (2) Life insurance.
  - (3) Accidental death and dismemberment insurance.
- D. During a leave without pay, support staff members are not covered by disability insurance, nor does the University make any contributions for Social Security or to TIAA-CREF. Staff members may make direct contributions to TIAA-CREF while on leave.
- E. While on leave without pay, the support staff member is permitted to continue to participate in tuition remission benefits. In the event the support staff member does not return to the University for two (2) full years subsequent to said leave without pay, the support staff member will reimburse the University for any tuition and fees remitted during the leave.
- F. During an unpaid leave of absence, support staff members shall not accrue vacation and medical leave benefits, or credit toward early retirement.
- G. Support staff members failing to return to performing assigned duties at the end of an authorized leave will be in violation of their employment and will be considered to be terminating their employment voluntarily. However, extension of the leave period may be granted for extenuating circumstances.

##### **2. Jury Duty**

The University will grant leaves of absence with pay to staff members who are required to serve on a jury or called to appear before a governmental agency. Any compensation received by the staff member for

jury service, less expenses, shall be turned over to the University. Jury duty notice with dates will be copied to the Office of Human Resources.

3. Military Leave

The University complies with appropriate federal and state statutes regarding military leaves of absence.

4. Funeral Leave (7/1/88)

- A. A leave of absence, with pay, up to but not exceeding three (3) consecutive working days may be granted to all full-time employees requesting such leave when a death occurs in the immediate family. Vacation time or leave without pay may be utilized to supplement allowed days, if necessary.
- B. Immediate family, as used here, is defined as including: spouse, children, mother, father, step-mother, step-father, brother, sister, half-sister, half-brother, parents of spouse, grandmother, grandfather, grandchildren, sister-in-law, brother-in-law, step children or former step-children.
- C. Immediate supervisor will be notified by phone as soon as possible. If time of notification is after the normal working hours, notification will be made to the switchboard or Security Office. Supervisor will notify Office of the President as soon as possible to facilitate ordering flowers. As soon as convenient, employee must complete a request for funeral leave, which must be approved by the supervisor and a copy forwarded to the Office of Human Resources.

**4.23 Family Medical Leave Act (8/93)**

- 1. Eligible employees may receive up to twelve (12) work weeks of family and medical leave (FML) during any twelve (12) month period, measured forward from the date an employee's first FML begins, for one or more of the following reasons:
  - A. To care for a child during the first year following birth, adoption or foster care placement;
  - B. To care for an employee's spouse, son, daughter or parent who has a serious health condition; or
  - C. To take care of a serious personal health condition that prevents an employee from performing employee's job.
- 2. To be eligible for FML, an employee must have been working for the University for at least twelve (12) months, and must have worked at least 1,250 hours during the twelve (12) month period prior to the request for leave.
- 3. If both an employee and employee's spouse are employed by the University, they are permitted to take only a combined total of twelve (12) weeks of leave during any twelve (12) month period for the birth of a child, the placement of a child for adoption or foster care, or to care for a parent with a serious health condition. Where the husband and wife both use a portion of the total twelve (12) week FML entitlement for one of these purposes, they may each be entitled to the difference between the amount the employee has taken individually and twelve (12) weeks for

FML for employee's own serious health condition or to care for a child or spouse with a serious health condition.

4. Any employee who is entitled to paid vacation must use employee's paid vacation for FML until such vacation is exhausted. Further, employees who are not entitled to paid vacation or who have exhausted their paid vacation must use paid medical leave for FML if their leave involves their own serious health condition. Any paid leave runs simultaneously with FML and does not extend the maximum length of the FML. Accordingly, any leave which is designated as FML will be counted toward both the twelve (12) weeks of FML and the appropriate paid or unpaid leave balance. Any FML beyond accumulated vacation or sick leave balances or in cases where sick leave is not available for FML shall be taken as unpaid leave.
5. Health care coverage is continued during FML.
6. When FML is concluded, an employee will return to the same job classification. Where FML is occasioned by the employee's own serious health condition, a doctor's release will be required as a condition of returning to work.
7. FML may be taken intermittently or on a reduced schedule at the University's discretion for the serious health condition of the employee or employee's spouse, child or parent, when deemed medically necessary by a health care provider.
8. It is understood and agreed that FML must be supported by proper notification and documentation. An employee must notify the Office of Human Resources of employee's intent to take FML at least thirty (30) days in advance of a planned absence. If thirty (30) days notice is not practical or the leave is not foreseeable, notification should be given as soon as possible. An employee's request for FML must be substantiated with satisfactory certification from an appropriate health care provider in accordance with the University's leave policies. The University reserves the right to request a second opinion if the validity of the medical certification is in question. If the first and second opinions differ significantly, the University may request the employee obtain a final and binding third opinion of a jointly selected health care provider. Further, the University may require subsequent re-certification on a reasonable basis.
9. This policy is intended to comply with the Family and Medical Leave Act of 1993 and shall be interpreted in accordance with the statute and all applicable regulations.

## **Section 5: BUSINESS AND FINANCIAL AFFAIRS INFORMATION**

### **5.1 SECURITY**

#### **5.1.1 Accidents on Campus Involving Injuries**

1. Serious accident, injury or illness to any individual requiring immediate emergency treatment should be called to 9-1-1 for immediate EMT assistance.
2. If you are injured on the job, report at once to your supervisor or department head, who will arrange for medical care. All accidents, major or minor must be reported as soon as possible to the Security Office by the employee, or if employee is incapacitated, then by the supervisor.
3. All employees are encouraged to first seek treatment at the University Health Center for all non-emergency, work related injuries. Non-emergency injuries can also be treated at Lima Memorial

Hospital's Center for Occupational Health. Serious accident, injury, or illness requiring immediate emergency treatment should be called to 9-1-1 for immediate EMT assistance. Contact the University Office of Human Resources for assistance with workers' compensation claims.

4. The Security Office will complete an injury report and forward one copy to the University Office of Human Resources. An injury report is required for all workers' compensation claims.

### **5.1.2 Bomb Threats**

1. From time to time, bomb threats are received by the University Switchboard, the Security Office or other offices on campus. In such instances, the prime concern is the safety and well-being of students, faculty and staff in the building or buildings where the bomb is reported to be. It shall be University policy that the building(s) will be evacuated. The decision to search the building(s) will be made by the Vice President for Financial Affairs according to security protocols.
2. If contact cannot be made with the Chief of Security or the Vice President for Financial Affairs, then each building director has the authority to evacuate their respective buildings.
3. The Academic Dean in each college, or the dean's representative, has the responsibility for developing a plan whereby all classes scheduled in a given building being evacuated may be moved to another building such as McIntosh Center or Sports Center. During the interim of a bomb threat, all regularly scheduled academic classes should continue to meet if at all possible.
4. Per the ONU Emergency Response Manual, the following procedures will be followed when a bomb threat is received:
  - A. The person receiving the call should obtain as much information as possible, i.e.; time of explosion, how many bombs, whether the call was from on campus or off. **CALL 9-1-1, THEN NOTIFY UNIVERSITY SECURITY (2222).**
  - B. If available, see Bomb Threat Checklist, ONU Emergency Response Manual, chapter 13-2. Fill out the form while call information is still fresh.
  - C. University Security or Switchboard Dispatcher will notify the Security Chief, Vice President for Financial Affairs, the President, and Director of Facilities, as well as any secondary responders.
  - D. Security Chief or Vice President for Financial Affairs will make a decision to evacuate the building. Security Officers and Building Directors will assume responsibility for ensuring that everyone leaves the building.
  - E. The Security staff will proceed into the building and conduct a search in accordance with protocol.
  - F. When the search is completed, a report will be made to the appropriate dean or department chair and they will be advised when the building will be reoccupied.
5. The Office of University Communications and Marketing will be kept advised of all events as they occur. All information related to news media concerning the incident will be made through that office.

### **5.1.3 Pets on Campus**

1. Dogs, cats, and other domestic animals (except seeing-eye dogs) are not permitted in any of the University buildings, except lab specimens which are to be kept in the laboratory, nor will they be permitted to run at large anywhere on campus.
2. When a dog, cat, or other domestic animal is observed in buildings with or without the owner, or when observed roaming at large on campus, it should be reported immediately to the Campus Security Office. The Security Office will attempt to find the owner and have the animal removed from campus. If the owner cannot be found, the animal is to be picked up and turned over to local authorities.

### **5.1.4 Operation and Maintenance of Buildings and Grounds (9/98)**

The custody, operation, and maintenance of all University-owned buildings and grounds are the responsibility of the Director of Facilities. To the extent possible, a preventive maintenance program is followed whereby specific checks are made of all buildings and repairs are made when necessary. When repairs are not accomplished within a reasonable length of time, or when specific projects are described, a work-order request should be forwarded to the Physical Plant Office. Work orders may be e-mailed to [pplant@onu.edu](mailto:pplant@onu.edu) or by the ONU Web Physical Plant Home Page at (<http://www.onu.edu/admin-offices/pplant/workreq.htm>). For emergency repairs, telephone the Director of Facilities (Ext. 2462).

### **5.1.5 Campus Crime Report**

The University annually publishes the campus crime statistics and information in compliance with the Student Right-to-Know and Campus Security Act of 1990. All crimes that occur on campus must be reported to the University Security Office. University Security provides continuous service and is available for assistance or for reporting criminal actions.

### **5.1.6 Firearms, Weapons, Explosive Devices**

Because they are hazardous to the welfare of individuals, firearms, dangerous devices, weapons, paint ball guns, pullout guns, "BB" guns, sling shots, or explosive devices of any nature are not permitted on campus or on University property.

Sections 5.36 to 5.39 are Clery Act (1998) References (9/06)

### **5.1.7 Campus Access Policy**

1. During business hours, the University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests and invitees. During non-business hours access to all University facilities is by key, if issued, or by admittance via the Security Office or Residence Life staff. In the case of periods of extended closing, the University will admit only those with prior written approval to all facilities.
2. Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Sports Center, McIntosh Center, Heterick Library and Taggart Law Library. In these cases, the facilities will be secured according to schedules developed by the office responsible for the facility.

3. Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Security Office, Physical Plant, Residence Life, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

### **5.1.8 Campus Law Enforcement Policy**

Ohio Northern University Campus Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Ohio Northern. Ohio Northern University security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Campus Security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on campus. The Campus Security Office at Ohio Northern maintains a highly professional working relationship with the Ada Village Police Department and Hardin County Sheriff's Office. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Security Office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

### **5.1.9 General Procedures for Reporting a Crime or Emergency**

1. University community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Campus Security Office (CSO) in a timely manner. To report a crime or emergency at a University facility other than on the Ada campus (e.g., ONU Nature Center, Lima Law Clinic; Hardin County Wetland Restoration Project), local police should be notified as well as the ONU Campus Security Office.
2. To report a crime or an emergency on the Ada campus, call CSO at Ext. 2222, or from outside the University phone system, (419) 634-2756. Dispatchers are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, CSO will take the required action, dispatching an officer or asking the victim to report to CSO to file an incident report.
3. All CSO incident reports are forwarded to the Dean of Students Office for review and potential action. CSO will investigate a report when it is deemed appropriate. Additional information obtained by the investigation will also be forwarded to the Dean of Students Office.
4. If assistance is required from the Ada Village Police Department or Hardin County Sheriff's Office, CSO will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including CSO, will offer the victim assistance.
5. This publication contains information about on-campus and off-campus resources. That information is made available to provide Ohio Northern University community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for Ohio Northern. Crimes should be reported to the Campus Security Office to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

### **5.1.10 Criminal Activity Off-Campus**

The University Student Affairs Office maintains contact with recognized fraternity and sorority organizations through the Director of Greek and Student Activities. Campus Security officers do not

provide law enforcement service to off-campus residences of recognized fraternity and sorority organizations nor are activities off-campus recognized by university authority. Criminal activity at recognized fraternities and sororities residences is monitored and recorded by the Ada Village Police Department. Student Affairs staff and Campus Security officers enjoy a close working relationship with the Ada Village Police Department when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns.

### **5.1.11 Contingency Plan for Severe Weather (9/98) (9/04)**

1. Ohio Northern is primarily a residential University, with many students within walking distance of the campus. Since residential students would continue to be on campus, the campus would remain open under many weather conditions.
2. Each department and staff section should prepare a contingency plan to ensure continued operations when a particular faculty or staff member or a nonacademic employee is unable to reach campus. This will entail planning to cover classes, to cover essential service functions, and to provide assistance to students, faculty or staff members who may need such assistance under severe weather conditions or conditions of natural disaster.
3. In the event it may be necessary to close the University or to delay opening the University, students, faculty, and staff should use the following media resources which will offer the latest official guidance on class meetings and working schedules.

Television:     WLIO, TV-35, Lima  
                     WOHL, TV-25 Lima  
 Radio:           WIMA, 1150 AM, Lima  
                     WIMT, 102.1 FM, Lima  
                     WKTN, 95.3 FM, Kenton  
                     WPKO, 98.3 FM, Bellefontaine  
                     WBLL, 1390 AM, Bellefontaine  
                     WYNT, 95.9 FM, Upper Sandusky  
                     WFIN, 1330 AM, Findlay  
                     WONB, 94.9 FM, ONU

Department Phone Tree

In the event students are away from campus for break, announcements shall also be posted on the ONU Web page, on regional radio and television stations as maintained through the Office of University Communications and Marketing. Such announcements will be made only after specific approval by the President, or in the President's absence, the acting president.

4. Severe Weather: A general assistance plan for ensuring continued operations will be placed into effect whenever conditions approach extreme levels. Illustrations of extreme weather conditions are temperatures below -15 F; snow accumulations exceeding 18 inches in 12 hours.
  - A. A coordinating group will be established in Lehr Building to coordinate the most effective use of resources available to the University. Assistance measures would include such things as snow removal from particular areas, rescheduling classes, and plans to pick up and bring to campus faculty and staff members who cannot reach campus.
  - B. The Director of Facilities will maintain an up-to-date snow removal plan. The plan will provide for timely removal of snow from around building entrances and cleaning of

sidewalks and parking lots to ensure relatively easy passage from residence halls to classroom buildings, the cafeteria, the library and to other areas on campus. The plan will give priority to the following:

- (1) Roads around campus for emergency vehicles.
  - (2) Cleaning of walkways from residence halls to McIntosh Center
  - (3) Cleaning of walkways from residence halls to classroom buildings.
  - (4) Cleaning of parking lots for commuting students and faculty.
  - (5) Cleaning of other sidewalks and parking lots.
- C. The Director of Facilities will maintain a roster of individuals with four-wheel drive vehicles who volunteer them for assistance during periods of extreme conditions. These vehicles, combined with University owned four-wheel drive vehicles which can be spared from immediate snow removal or other immediate service, will be used to assist individuals from off campus who are unable to reach campus because of such conditions as high snow. Faculty or staff members or nonacademic employees who are unable to reach campus and who wish to do so, should call the University switchboard and request this assistance. In view of high demand for four-wheel drive vehicles during the initial phase of most extreme conditions, the ability to bring individuals to campus through this system will be limited. Accordingly, faculty and staff members should use this system only after potential means of getting to the campus have been exhausted.
- D. The Vice President for Student Affairs will identify students and student groups who are willing to assist in snow removal when such assistance is needed. The Vice President for Student Affairs will establish procedures for coordinating activities of the individuals or groups with the Director of Facilities. An adequate supply of snow shovels (minimum of 50) shall be maintained in Central Receiving for use in emergency situations. This is in addition to the shovels which are routinely available to the custodial staff in each building.
- E. A limited number of beds in McIntosh Center and in the residence halls are available to faculty and staff who live outside Ada, and who wish to use these facilities rather than travel to and from the University during periods of severe weather conditions. Accommodations may not be ideal, but faculty and staff members who wish to remain on campus may do so. Housing will be coordinated by the Director of McIntosh Center and the Director of Residence Life. Faculty and staff members who reside in Ada may wish to offer accommodations to colleagues who prefer to remain in Ada rather than travel to their home outside Ada.
- F. During the school year, the food services contractor has food on hand at any given time to provide four days of normal meals for students. Ten days of altered menus could be provided with the same food, provided the kitchen is in full service with no utility outages. An additional seven to ten days of emergency food supplies and disposable serving products are stored at the university warehouse.

#### **5.1.12 Contingency Plans for Natural Disasters**

- A. The ONU Campus Emergency Response Manual addresses procedures for natural disasters such as fire, tornado, and flood, as well as medical emergencies, hazardous material spills, utility outages, etc. In any of these events, the Vice President for Financial Affairs will act as Emergency Director and may decide to open the Emergency

Operations Center (EOC), most likely in McIntosh Center or the Security Office if feasible. These areas are equipped with office and emergency materials so that the EOC staff can immediately go to a central location and begin to address the emergency.

- B. Upon receiving the first notification of an emergency, the University Switchboard will begin the call process, according to Emergency Response Manual protocols, bringing to campus all necessary fire, emergency, and police personnel, as well as designated University and EOC staff.
- C. Faculty or staff may be called on to offer their skills under the emergency circumstances and considering their availability. The general concept is that individuals will be asked to perform those duties that they are capable of performing based on the priority of what needs to be accomplished.

### **5.1.13 Tornado Warning**

- A. In Northwest Ohio, the spring and summer months are the seasons of the year when tornado or other severe storms are most likely to occur. During this so-called tornado season, the University will monitor two weather information services: the national weather information service radio station in Cridersville, Ohio, and local emergency services. These stations will be monitored 24 hours a day, seven days a week. National weather severe tornado warnings and/or announcements are as follows:
  - 1. Tornado Watch. This is when weather conditions are such that tornados are highly possible.
  - 2. Tornado Warning. This is when a tornado has actually been sighted in the immediate area or a storm cell is likely to produce a tornado.
  - 3. When a tornado warning is received, the campus community will be alerted immediately by the sounding of two tornado sirens which are located on top of Heterick Library and at the south end of Lakeview Lot. The sirens will be activated only when a tornado warning is received other than scheduled tests with proper notification to the campus community by the security office.
- B. The following procedures are followed:
  - 1. The weather monitoring system will be located in the University Security Office during the daytime and in the University switchboard during the night and on weekends.
  - 2. Controls will be established to prevent unauthorized or prank sounding of the siren.
  - 3. When the Campus has been warned by siren of a tornado alert, everyone should immediately take the following actions:
    - (a) If outside and not in close proximity to a building, lie face down in the nearest ditch or depression.
    - (b) If outside and close to buildings, proceed immediately to the nearest building.

- (c) If inside, go to an interior hallway or room on the first floor.
- (d) When inside, stay away from windows and doors.
- (e) Avoid auditoriums or other structures with large, open roof areas and high walls.
- (f) Remain in building until an all-clear has been announced.

4. The sirens will continue to sound as long as imminent danger is present.

#### **5.1.14 Lost and Found (9/93)**

1. The University will make reasonable efforts to assist faculty in the recovery of personal property which has been lost or stolen. A centralized "Lost and Found" department will be operated by the University Security Office.
2. The following procedures apply:
  - A. Lost Report. Items reported lost will be recorded on a Security Complaint Form, stating in detail the description of the lost item(s) to include serial number and/or any specific identifying features. Bicycles, major items of any sort, electronic equipment, etc., will be reported to the Ada Police Department.
  - B. Stolen Report. Items reported stolen will be recorded on a Security Complaint Form, in detail. All major items including bicycles are reported to the Ada Police Department.
  - C. Found Items/Receiving and Storage. All property found and turned into the Security Department will be logged in the property book, tagged and placed in safe storage in the Security Office. Lost and stolen property reports will be checked for possible identification of ownership.
  - D. Found Items/Recovery. Items stored by Security may be redeemed by the owner after proper identification. A receipt will be required from the owner for each item claimed and the owner's name and address along with the date claimed will be logged in the property book.
  - E. Found Items/Disposal. Unclaimed property will be disposed of by the Security Department at the end of each three (3) month period of storage.
3. The University assumes no responsibility for personal property on University premises. These items are the exclusive responsibility of the owner, and the University will not replace or pay for any personal items which are lost or stolen.

## **5.2 FACILITIES AND EQUIPMENT (9/98)**

### **5.2.1 Security of Buildings and Equipment**

1. Security of University buildings and equipment is everyone's business. All University personnel, in their daily activities, should as a matter of course, take normal precautions to secure University property. However, as is the case in every other function of the University, some individual or office must be given the responsibility and authority to establish policies and procedures to insure that the function is performed as it should be.

2. Listed below are some basic policy guidelines relating to security which are to be adhered to by all concerned:
  - A. The Chief Security Officer has the responsibility for all security on campus. This includes security of buildings, equipment, storage areas, and more importantly, the security of those individuals who live on campus. In carrying out this responsibility, the Chief Security Officer has direct and primary responsibility for the following specific actions:
    - (1) Determination of the keying systems for the various buildings. The Security Officer will rely heavily on the advice of the University locksmith in this regard; however, the ultimate decision on the specific system must be made by the Security Officer.
    - (2) Determination of who is to be issued keys and which keys are to be issued.
    - (3) Development of procedures for issuance of keys to faculty and staff members and collecting same when faculty/staff members leave the University.
    - (4) Determination of when certain locks need to be changed and issuing appropriate work orders to accomplish same. No locks are to be changed, deleted, or added unless first approved by the Security Officer. Work orders or other appropriate documentation must be initiated by the Security Officer.
    - (5) The Chief Security Officer has the sole responsibility for determining which areas should be accessible to the GGM key and which areas should not. Supervisors should work closely with the Security Officer in this regard to ensure that the total needs of the University are met as equitably as possible.
    - (6) The Chief Security Officer must make the final recommendation as to those persons who are issued GGM keys. The final decision in this regard will be made by the Vice President for Financial Affairs, working closely with supervisors to ensure that GGM keys are issued only to those individuals who have a justifiable need for such a key. A complete review should be made at least twice annually.
    - (7) The Security Officer must maintain a complete up-to-date record of all keys to all buildings.
    - (8) The Director of Facilities will be responsible for providing the services of a locksmith to perform the work involved in changing, adding and deleting locks as directed.
    - (9) The basic policy guidelines relating to security policy are to be adhered to by all concerned.

### **5.2.2 Use of Electric Heaters**

1. Due to the fact that electric heaters are fire and safety hazards, and in accordance with University policy to conserve electrical energy, it is necessary that their use on campus be tightly controlled.
2. It is University policy that electric heaters be used only to supplement heat in areas where the building heating systems are not maintaining temperatures at the authorized levels.
3. Use of personally owned electric heaters is not authorized. If any are found to be in use, the owner will be asked to remove them from the premises.
4. The Director of Facilities will have the responsibility for determining the need for and approving the use of all electric heaters.

The Director of Facilities will:

- (a) Determine specific areas where supplemental heat is needed.
- (b) Notify University Warehouse when and where to issue heaters.
- (c) Monitor areas to determine where heaters are no longer needed and when this is determined, issue instruction to University Warehouse to pick them up.
- (d) Keep custodial personnel informed as to where heaters are authorized to be in operation.
- (e) Contact the owner of any personal heater found in operation and instruct owner to remove heater from campus immediately.

### **5.2.3 Personal Use of University Equipment and Facilities**

1. Personal use of University owned tools, equipment or facilities is not normally permitted. However, under special circumstances, certain tools and small items of equipment may be borrowed from the University Maintenance Department with the approval of the Director of Facilities. The following items will not be loaned for personal use under any circumstances:
  - (a) Chain Saws
  - (b) Gasoline-powered Hedge Trimmers
  - (c) Portable Radial Saws
  - (d) Roto-tillers
  - (e) All Test Instruments
  - (f) All Self-propelled Wheeled Vehicles and Equipment
  - (g) Other items as designated by the Director of Facilities
  
2. The following procedures are used in the personal use of tools and equipment:
  - A. Requests for use of equipment must be presented to the Director of Facilities before use of equipment. Requests must be in triplicate on form #P-9, available in the Maintenance Office.
  - B. The request form must state what is requested, date of use, and date to be returned. After approval, one copy of the request form is retained in the Maintenance Office, one copy is forwarded to the Security Office, and one copy is retained by the individual using the equipment.
  - C. After security approval by the Director of Facilities, the employee presents a copy of Form #P-9 to the supervisor responsible for the equipment. The supervisor will then release the item of equipment.
  - D. Upon return of the equipment, the supervisor will make an inspection to determine if any damage has occurred. The supervisor will note the date of return on the employee's copy of Form #P-9. If any damage has occurred, the supervisor will note the damage on the form and an estimated cost of repairs or replacement.
  - E. The employee will then present that copy of Form #P-9 to the Maintenance Office. The Director of Facilities will initial the form and clear his suspense file. If any damage has occurred to the equipment, the Director of Facilities will inform the individual of any assessment to be made and forward a memorandum to the Controller requesting a

deduction in the employee's next paycheck. A copy of the memorandum will be provided to the employee.

3. The following procedures are used in permitting persons the use of facilities:
  - A. Only under extreme circumstances will use of University facilities be permitted for personal use. When approved, the Director of Facilities will notify the Security Office of the specific facility to be used, by whom it will be used, and the date and time of use.
  - B. In the absence of such prior notification, the Security office will not permit personal use of facilities.

#### **5.2.4 Use and Scheduling of University Facilities**

1. The use of all physical facilities for other than the basic educational program of the University shall be on a first-come, first-served basis with the following priorities:
  - A. Recognized student organizations and committees.
  - B. Faculty organizations and committees.
  - C. Other University-related organizations and committees.
  - D. Non-University organizations, groups, or individuals.
2. The Office of the Registrar shall be responsible for scheduling all University academic facilities for the basic educational program of the University, or for other purposes by students, faculty, or other University-related organizations and committees. Requests for use of academic facilities must be in writing and should indicate the building(s), room number(s), the requesting organization, the name of the responsible University official, the dates and times the facility will be used.
3. All requests for use of any University facility from non-University organizations, groups, or individuals shall be directed to and coordinated by the Director of McIntosh Center. The use of such facilities by such non-University organizations, groups, or individuals must be approved by the Vice President for Financial Affairs prior to their scheduling. Prior to approving the use of academic facilities or scheduling any activity in an academic facility, the Office of the Registrar shall be contacted to insure that the facility is not scheduled for academic purposes.
4. The scheduling of the Sports Center for use by University personnel for purposes other than the basic educational program of the University shall be coordinated by the Director of Intercollegiate Athletics.
5. The scheduling of McIntosh Center for all purposes shall be coordinated by the Director of McIntosh Center.
6. The scheduling of the Freed Center for the Performing Arts shall be coordinated by the Director of Media Communications Services and the Performing Arts.

### **5.2.5 Dining Hall (9/99) (9/03) (9/04)**

1. The Dining Hall in McIntosh Center is open for hot breakfast 7:00 a.m. to 9:30 a.m.; continental breakfast 9:30 a.m. to 10:30 a.m.; lunch 10:30 a.m. to 1:30 p.m.; and dinner 4:30 p.m. to 7:00 p.m. (M-F) and 4:30 to 6:00 p.m. (S-S).  
The White Bear Inn (food court) is open Sunday 1:30 p.m. to midnight, Monday through Thursday 9:30 a.m. to midnight, and Friday and Saturday 1:30 p.m. to 7:00 p.m. Students who have a class conflict with these hours should contact the General Manager of the Dining Service for alternate arrangements.
2. A discounted price of \$5.00 is offered to all faculty and staff for lunch Monday through Friday, (in the dining hall only).

## **5.3 BUSINESS SERVICES**

### **5.3.1 Telephone Security Policy (9/95)**

1. The University owns, operates, and maintains its own NEC digital telephone switch which has many advanced service features and 3000+ working phone numbers. With this capability comes the ability of the University Information Technology technicians to access stations and trunks for testing purposes, which is implemented only as needed following proper policy that ensures confidentiality of information.
2. Telephone call tracing. Students and employees may occasionally experience obscene or harassing telephone calls. In the event that such calls are persistent, the student telephone user should advise the Director of Residence Life, and the employee telephone user should advise his or her supervisor. If warranted, the Vice President for Financial Affairs will authorize a telephone trace on all calls coming to the affected number. This authorization will direct Information Technology personnel to take the necessary action to perform the telephone trace.
3. Telephone taps. In the event the supervisor or student life officer suspects illegal activity occurring over a university telephone, security must be notified. If warranted, the Vice President of Financial Affairs will seek official State of Ohio judicial authority to perform a telephone tap on the suspected abuser. Strict State of Ohio guidelines will be followed in order to assure no invasion of personal privacy.
4. Telephone Personnel. Full-time Information Technology employees are entrusted with great responsibility to operate the computer network and telephone systems and to maintain the privacy and integrity of the system. Before a student worker is hired in Information Technology, he or she must be given a background check, including a review by Student Affairs, for any disciplinary problems.
5. Identification Cards. All Information Technology service employees, including student employees, must wear a University ID badge. Persons wishing to verify the legitimacy of Information Technology service personnel working on campus may do so by calling the Director of Information Technology.

### **5.3.2 Motor Vehicle Regulations (8/89) (9/98)**

1. All vehicles operated on the campus must be registered with the University Security Office. There is no charge involved and registration may be accomplished at any time between the hours

of 8:00 A. M. and 4:00 P.M., Monday through Friday. Registration hangtags will be issued at the time of registration.

2. Individual parking spaces will be assigned to the following persons:
  - A. Physically disabled persons.
  - B. President of the University.
  - C. Vice Presidents
  - D. Deans of the colleges.
  
3. The following regulations apply to operation of a motor vehicle on the campus:
  - A. The speed limit of motor vehicles on University property shall be 25 miles per hour at all times unless otherwise posted.
  - B. Pedestrians shall have the right-of-way at designated crosswalks at all times.
  - C. Motor bikes, motorcycles and scooters must be operated only on streets designed for normal automobile use.
  - D. Any accident involving a motor vehicle on University property must be reported to the Security Office at the earliest possible moment. Phone 772-2061 or 772-2222.
  - E. Parking of motor vehicles on University property is confined to areas designated for that purpose. Parking is prohibited on grass plots, construction areas or any other places that will mar the landscaping of the campus, inconvenience or endanger anyone, create a hazard or interfere with the use of the University facilities by others.
  - F. Faculty and staff motor vehicles must be parked in areas assigned for faculty and staff.
  - G. Parking is prohibited at all loading docks and zones, entrances to buildings and at all curbs.
  - H. The responsibility for finding a legal parking space rests with the motor vehicle operator.
  - I. The person in whose name a vehicle is registered at Ohio Northern University is responsible for any violations involving the vehicle.
  - J. Parking areas marked "Visitor Parking" may not be used by students, faculty or staff.
  - K. The University Security Office is authorized to remove a vehicle by towing or other means from any part of the University campus for any of the following reasons:
    - (1) When the vehicle is apparently abandoned.
    - (2) When the vehicle is left unattended and constitutes a hazard or obstruction to the movement of traffic, or causes an immediate threat to the safety of the campus community or its visitors.
  - L. Display of the Hangtag Permit is to be hung on the rearview mirror. Placing permit on the dash is not acceptable. Lost or stolen permits will result in a \$25.00 replacement fee.

- M. Ohio Northern University assumes no responsibility for the care and/or protection of any vehicle or its contents at any time it is operated or parked on the campus.
4. Appeals of motor vehicle violations are handled as follows:
- A. A Faculty and Staff Traffic Appeals Committee, composed of one faculty member, one staff member and one nonacademic employee, shall be appointed to consider written appeals for waiver of fines for traffic violations.
- B. Any faculty or staff member wishing to contest a violation of a traffic violation may file an appeal with the Traffic Appeals Committee. Appeals are to be in writing and on forms provided by the University Security Office.
- C. Appeals are to be filed within fourteen (14) working days of the date of violation. If appeals are not filed within the fourteen (14) day period, or if the individual fails to appear at the scheduled hearing of the Traffic Appeals Committee, the individual will have forfeited the right to appeal.
- D. The decision of the Traffic Appeals Committee is final and a violation may not be re-appealed unless significant new evidence or proof is submitted.
- E. Tickets for illegal parking in spaces used for disabled persons may not be appealed.
- F. Fines for violation of traffic and parking regulations are as indicated below:
- |  |         |
|--|---------|
| Improper Parking   | \$10.00 |
| Parking in Restricted Areas  | 20.00   |
| Parking in Disabled Space  | 30.00   |
| Parking Without Permit   | 45.00   |
| (On 4th offense, vehicle will be towed from campus and stored at owner's expense.) |         |
| Parking in Fire Lanes  | 30.00   |
| Driving or Parking on Grass  | 25.00   |
- G. Fines are to be paid in the Controller's Office in Lehr Building. Payment of fines or the filing of an appeal as provided above must be accomplished within fourteen (14) calendar days of the date of violation. Any fine not paid within fourteen (14) days of the violation, or if an appeal was filed, within fourteen (14) days after the final decision of the Traffic Appeals Committee, will become a delinquent fine. The Controller's Office shall withhold the amount of the delinquent fine from the violator's next paycheck. If the Appeals Committee acts favorably on an appeal, the individual will be reimbursed for any fine already paid.

### **5.3.3 Use and Control of University Vehicles (9/91) (9/98) (9/99)**

1. The University maintains a limited number of vehicles for official campus use. For control purposes and to insure optimum use, certain of these vehicles will be centrally pooled and dispatched from the Physical Plant Department. For purposes of convenience and due to specific recurring needs of certain departments, a limited number of vehicles may be designated for the primary use of specific departments.

2. University owned vehicles may be used only in conjunction with University business. Generally, vehicles are to be used for out-of-town trips. The University requires that all drivers of university-owned vehicles have attended Defensive Driving Training designed and instructed by University approved instructors. Individuals using University-owned vehicles are also required to sign and comply with the University's Vehicle Safety Procedure. Such procedures include:
  - A. The Security Office will check the status of drivers licenses every other year. Reports of drivers with 8 points currently on their license will be reported to the Vice President for Financial Affairs. Those persons would not be permitted to drive a University vehicle off-campus.
  - B. Persons with 8 or more points currently on their driver's record will be notified by the Vice President for Financial Affairs that University driving privileges will be at the discretion of the Vice President for Financial Affairs. Privileges would be reinstated when their driving record points fall below 8.
  - C. Persons with a suspended driver's license may not drive a University vehicle under any circumstance. This is to include driving a motorized cart, tractor, or lawnmower on a public street.
  - D. All drivers are required to complete Defensive Driving Training before being permitted to drive a University vehicle.
  - E. All student van drivers must complete a van certification which consists of road experience and van familiarization.
  - F. Security will investigate all accidents involving University vehicles and make the report available for insurance purposes.
3. The following procedures are followed relating to use of pooled vehicles:
  - A. Vehicles will be dispatched by the University Maintenance Office.
  - B. Trip tickets will be completed for each trip.
  - C. When not in use, vehicles will be parked at the Maintenance Lot on Lincoln Avenue.
  - D. Generally, vehicles are dispatched on a first-come, first-served basis. Exceptions are made in certain instances when limited designated use is approved.
  - E. Vehicles may not be reserved for more than 30 days in advance of their intended use unless approved by the Vice President for Financial Affairs.
  - F. Vehicles are to be picked up at the University Maintenance Office on the date of the intended use.
  - G. The Maintenance Department shall be responsible for ensuring that vehicles are maintained on a regular basis and kept in a clean condition.
  - H. All vehicles will be checked against the Motor Pool Vehicle Checklist prior to each scheduled use. Vehicles found faulty in regard to any checklist items which might influence safe operation of the vehicle will not be dispatched until such deficiency has been corrected.

- I. A separate maintenance log will be maintained on each vehicle showing service dates, mileage, repairs, and repair costs.

#### **5.3.4 Mileage Reimbursement (9/1/84) (9/98) (9/99)**

The University reimburses individuals for use of their privately owned vehicles on official University business. Reimbursement is the current IRS mileage rate which may be obtained from the Office of the Controller.

#### **5.3.5 Travel by Unscheduled Aircraft (9/99)**

Travel by unscheduled aircraft of any type is not an authorized mode of travel for University faculty and staff members when traveling on official University business. Reimbursement will not be made. University liability insurance does not apply.

#### **5.3.6 University Van Policy**

1. University vans are not permitted to travel beyond a 250-mile radius of campus.
2. A faculty member/University advisor must be present in a vehicle when a student is driving.
3. The supervisor/advisor and driver must sign the Van Safety Policy Statement when signing out a van.
4. Vans will not be driven between the hours of midnight and 6:00 a.m., and van drivers are limited to driving no more than two hours without a one-hour break.
5. Drivers and occupants of University vans must adhere to all other provisions of this policy.
6. All riders must wear a seat belt at all times when the van is in motion. The user group chaperone or guide is responsible for all riders wearing seat belts. Prior to the van moving, the chaperone or guide must check each occupant for seat belt use and inform the driver that all seat belts are fastened.
7. The van driver is responsible for all occupants wearing seat belts. If a rider refuses, the van driver must not have the van in motion.

#### **5.3.7 University Bus Policy**

1. Due to contractual commitments, scheduling of buses for Intercollegiate Athletics will be given preference. For all other uses, buses will be scheduled on a first-come, first served basis for University- sponsored activities and functions.
2. User-group responsibilities:
  - A. The group that schedules the bus is responsible for providing chaperones or guides for the group and is responsible for the conduct of the group.
  - B. Bus driver wages will be paid at the bus driver's wage rate as reflected by the current wage scale. (These wages are included in rates charged for use of buses and are identified on the Trip Sheet form.)
  - C. Paying the following charges:
    - (1) All toll and parking fees.
    - (2) Established mileage charge for all miles logged on trip.
  - D. Bus driver meals and lodging are included in rates charged for use of the buses.
  - E. All riders must wear a seat belt at all times when the bus is in motion. The user group chaperone or guide is responsible for all riders wearing seat belts. Prior to the bus moving, the chaperone or guide must check each occupant for seat belt

use and inform the bus driver that all seat belts are fastened.

3. **Bus Driver Responsibilities:**

- A. A University bus shall be driven by drivers supplied by the Physical Plant.
- B. The bus driver shall be responsible for the operation of the bus only, and shall not assume any responsibility for chaperoning the group or any part thereof.
- C. Ensuring that the bus is parked in a safe area while on a trip and when not in operation.
- D. Any person driving a University bus is required to maintain a proper Commercial Driver's License (CDL) for the bus being driven and follow the requirements found in Commercial Driver's License Guidelines.
- E. The bus driver is responsible for all occupants to wear seat belts. If a rider refuses, the bus driver must not have the bus in motion.

**5.3.8 Surplus Property and Asset Control**

Purchasing is responsible for the disposition of property deemed surplus by University departments. All items that become surplus must be brought to the attention of the Purchasing Office for proper handling. An attempt will be made to utilize the surplus items in another University department. If it is determined that the items will be of no further use to the University, the Purchasing Office will either offer these items for sale or dispose of them. In either case, proper changes to departmental asset inventories will be made.

**5.3.9 Purchase of Flowers (9/99)**

- 1. The University will purchase and send flowers to the family or funeral home, as appropriate, whenever there is a death in the immediate family of any University employee. Immediate family for purposes of this policy is defined as: legal spouse, children, mother, father, brothers, sisters, and parents of a spouse.
- 2. The Office of the President will initiate the purchase of flowers when the death involves a faculty member or staff member. The Office of Human Resources will initiate the purchase of flowers when the death involves a support staff member. The Office of Vice President of Student Affairs will initiate the purchase of flowers when the death involves a student.
- 3. University funds used to purchase flowers for sick or hospitalized employees will only be initiated by the Office of the President.
- 4. All other flowers are a personal expense item for the employee. Flowers for donor or student relationships are appropriate as approved by the respective vice president.

**5.3.10 Solicitation (9/1/85)**

For purposes of this policy, "solicitation" is understood to be any act of urging or persuading of individuals to accept a product or service for sale, the requesting of funds for various charitable and other organizations, or to pay a gratuity for services rendered. An act of urging or persuading can be precipitated through oral or written communication.

1. Solicitation of University Personnel. Solicitation or the selling of goods and services by anyone for any purpose is not permitted on University premises without prior approval. Approval is to be obtained from the following University officials:
  - A. Solicitation by Students: From the Vice President for Student Affairs for recognized student organizations.
  - B. Solicitation by Faculty Members: From the Vice President for Academic Affairs.
  - C. Solicitation by other University Personnel: From the Vice President for Financial Affairs.
  
2. Solicitation of University Personnel by Non-University Personnel. The selling of any type of goods (tangible or intangible) or services by individuals or organizations to University personnel is prohibited unless prior approval is obtained from the following sources:
  - A. Sales to Students. Approval must be obtained from the Vice President for Student Affairs.
  - B. Sales to Faculty Members. Approval must be obtained from the college dean and the Vice President for Academic Affairs. Visits by sales representatives from companies and organizations involving textbooks and related materials are allowed, however, unless specifically prohibited by college or department action.
  - C. Sales to Nonacademic Personnel. Permission must be obtained from the Vice President for Financial Affairs.
  
3. Any information/promotional material affixed to University property without prior approval by the appropriate authority may be removed and destroyed.

#### **5.3.11 Personal Purchases Through University Purchasing Office (9/98) (9/04) (9/06)**

1. Purchases by University employees must be coordinated through the Purchasing Department to ensure proper invoicing and payment records. Employees may not place orders on any department budget accounts. All personal purchases will be taxed using the appropriate sales tax rate at the time of purchase.
  
2. Current provisions under the University Purchasing policy:
  - A. Special personal purchases are to include items that have a retail value of \$50 or more and payment for the item is to be paid in full prior to receipt of the item.
  - B. Items carried in Central Receiving stock regardless of cost may be purchased through the Purchasing Department and are in all cases cash purchases paid at the time of delivery of the item.
  
3. Procedure: Once an order has been placed by an employee through the Purchasing Department that information is to be forwarded to the Controller's Office for invoicing. Once the invoice is paid, the employee will take a copy of the receipt to the Purchasing Department/Warehouse and pick up the items ordered.

### **5.3.12 Printing and Duplicating (8/86)**

1. University Printing Services is an in-house print shop which provides printing and duplicating services for all University departments, as well as faculty, staff, and students. Duplicating provides a very acceptable copy of line work with limited solid areas. Requests for duplicating are to be accompanied with a completed "Work Request" form which includes a valid account number.

Materials to be duplicated shall be in Printing Services at least 24 hours before they are needed. Requests for large quantities or multiple pages should allow for extra time for completion.

2. Printing provides better quality, pictures, color ink, etc. Requests for printing pamphlets, brochures, catalogs, etc., are coordinated and approved by the Office of University Communications and Marketing. All printing requisitions for publications are to be channeled through the Office of University Communications and Marketing.

Requests for printing of general office forms, letterheads, envelopes, business cards, etc., should be forwarded by the department chair directly to University Printing Services using a completed "Work Request" form which includes a valid account number.

Materials to be printed shall be in Printing Services at least 10 working days before they are needed. Requests for large quantities, complex jobs, and some original forms may take longer and the requesting department should communicate its needs early enough to allow for a realistic completion date.

### **5.3.13 University Stationery**

1. Letterhead paper and envelopes printed by the University Print Shop or paid for from University funds are limited to certain departments as approved by the Vice President for Financial Affairs.
2. The University Print Shop will not print, nor will University funds be used to pay for, note pads, memoranda, etc., bearing individual names.

### **5.3.14 Liability Insurance Restrictions (9/98)**

1. General Liability Insurance.  
The University carries liability insurance to protect itself against suits arising from claims. Employees who are acting within the scope of their official duties will also be protected with this policy. This type of policy provides protection for the negligent acts of the University but is limited in its scope to certain specific named perils relating to physical injury, personal injury, property damage and advertising. This policy provides protection against:
  - A. Bodily injury or property damage;
  - B. False arrest, detention, imprisonment, or malicious persecution;
  - C. Wrongful eviction or invasion of the right of private occupancy;
  - D. Libel, slander or defamation of character;
  - E. Unsafe campus facilities;
  - F. Accidents while engaged in University business or activities.

2. Educators' Legal Liability Insurance.

This policy provides protection up to \$10,000,000 (including a sub-limit of \$1 million for fiduciary liability) after a \$25,000 deductible for trustees, officers, administrators, faculty and other employees of the University relative to professional decisions and judgments made in the performance of their duties. The type of risks covered by this type of insurance includes those resulting from decisions or lack thereof on such matters as:

Tenure	Competent Teaching
Faculty appointments/dismissals	Investment of University funds
Student discipline/expulsion	Use of financial aid funds
Student admissions	Collective bargaining
Conflict of interest	Accreditation
Personnel policies	Equal employment opportunities

3. Auto Insurance

Faculty and staff members driving University-owned vehicles on authorized trips are properly covered with bodily injury, liability, property damage liability, comprehensive, collision, and uninsured motorist insurance. Faculty and staff members driving individually-owned vehicles must carry their own automobile insurance sufficient for proper protection. The University cannot legally protect the individual, inasmuch as the University does not have an insurable interest in any property other than that owned by the University. The mileage allowance paid to faculty and staff members driving their own automobiles on University business is intended to cover the usual costs of operating an automobile and to include the cost of adequate insurance.

4. Property Insurance

The property insurance program of the University covers the various buildings and the University equipment located therein. Personal property owned by individual faculty or staff members in University buildings is not covered. Reports of loss and/or damage should be made to the Security Office of the University which will investigate and prepare a report. Claims for university property are processed through the Office of the Vice President for Financial Affairs or Business Services.

### **5.3.15 Office Supplies and Other Materials**

The policies and procedures relative to the purchase of office supplies and other materials are described in a booklet, Administrative Policy and Procedure Manual, which is available from the Office of the Vice President for Financial Affairs.

## **5.4 HUMAN RESOURCES**

### **5.4.1 Holidays (9/1/87)**

1. Following are official University holidays.

- A. New Year's Day
- B. Martin Luther King, Jr. Day
- C. Good Friday and Easter Monday
- D. Memorial Day
- E. Fourth of July
- F. Labor Day (unless required for registration)
- G. Wednesday P.M. preceding Thanksgiving
- H. Thanksgiving Day

- I. Friday following Thanksgiving
  - J. The day before Christmas
  - K. Christmas Day
  - L. The day after Christmas
2. If any of the official holidays falls on a non-work day, the day preceding or following will be considered a holiday. Official holidays will be identified annually at the Human Resources website.
  3. When a holiday falls on a non-work day, an announcement will be published by the Vice President of Financial Affairs whether the day preceding or following will be a holiday.

#### **5.4.2 Identification Cards (9/1/86) (9/98)**

1. All full-time and part-time faculty and staff members of the University are required upon employment to secure a University I.D. Card from the Controller's Office.
2. The I.D. Card must be carried by the faculty or staff member at all times when using University facilities as a means of identification. In addition, it may be used to secure library books at the University libraries, to secure a discount on purchases at the University Bookstore, or for admission to certain athletic or other University sponsored events.
3. Spouses of faculty and staff members may obtain an I.D. Card from the Controller's Office. A \$25.00 fee will be charged for this service.
4. On termination, the faculty or staff member's I.D. Card (and spouse's I.D. Card if one has been issued) must be returned to the Office of the Controller.

#### **5.4.3 Payroll Procedures**

1. Salaried employees are paid monthly on the last business day of the month.
2. Employees will receive salary payments in the form of a check or direct deposit to their checking or savings accounts. Employees are encouraged to have salary payments directly deposited into their checking or savings accounts. Employees desiring direct deposit service should contact the Office of Human Resources. Direct deposit stubs indicating pay and authorized deductions will be available to the employees on the "Web for Employees".
3. Certain deductions are made from the paycheck, as required by law, in accordance with employee benefit plans, or as requested by the employee. These deductions are itemized on the stub which is attached to the paycheck. Payroll deductions include:
  - A. Social Security. Federal law requires each employee to contribute a part of the employee's income for social security benefits.
  - B. Federal Income Tax. The federal government requires that Federal Income Tax be withheld from each salary payment. The amount of tax to be withheld is determined from tables furnished by the Treasury Department and varies according to amount of salary and number of dependency exemptions. Employees should inform the Human Resources Office of any dependency change immediately.

- C. State, Village, and School District Tax. These are also withheld according to tables provided by those branches of government.
4. Attached to each check is a statement giving the employee the details of the employee's earnings and deductions. If there is any question concerning pay, contact the Office of Human Resources. In addition, employee earnings and deductions may be viewed at the ONU website "Web for Employees."
  5. Because of the nature of payroll accounting, advances on future pay will be granted only under certain circumstances. The amount of such advances is limited to accrued earnings and is normally deducted from the next paycheck. Requests for advances must be made on forms available in the Office of Human Resources and must be approved by the dept. head/chair, Director of Human Resources, and the Controller.

#### **5.4.4 Political Activity (12/15/98)**

Federal tax law prohibits the University from carrying on propaganda, or otherwise attempting to influence legislation and from participating in, or intervening in any political campaign on behalf of any candidate for public office. All University employees in carrying out their official duties for the University must abide by this prohibition.

#### **5.4.5 Supervising Student Assistants**

1. As part of the annual budget, certain funds are allocated to each of the colleges and the various departments within the colleges for the employment of student assistants. The interview and selection of students under this program is generally left to the discretion of the department chair/employer. Wage scales, work schedules, job classifications, and employment procedures are coordinated and approved by the Office of the Vice President for Financial Affairs in conjunction with the Office of Financial Aid.
2. In addition, federal funds are allocated periodically by the United States Office of Education under the Work-Study Program. These funds are to be used to supplement University funds and may be used only for the employment of students having financial need. The amount of financial need is established by the Director of Financial Aid, after which regular employment procedures are followed. Students working under this program are limited to no more than 15 hours per week while school is in session and to a maximum of 40 hours per week when school is not in session.

#### **5.4.6 Supervising Support Staff (9/1/99)**

Supervision of support staff must be done in accordance with the Non-Academic Personnel Handbook for employees in the classifications of 4, 5, 6 and 7. Support is offered through the Office of Human Resources. All supervisors may obtain such a handbook from the Office of Human Resources or view it online at the HR website.

## 5.5 FINANCIAL SERVICES

### 5.5.1 Generalized University Calendar of Activities and Events

1. The Director of McIntosh shall be the official coordinator and administrator of the University Calendar of Activities and Events. All University activities or events, before being official, must be cleared and accepted by the coordinator. This includes academic, social and cultural events.
2. An Advisory Committee shall be established and appointed by the President of the University to assist the coordinator and resolve conflicts.
3. The development of the Academic Calendar is a function of the Office of the Vice President for Academic Affairs.

### 5.5.2 Budget Procedure (9/1/84)

The annual operating budget of the University for the following fiscal year is adopted and approved by the Board of Trustees of the University. The following is the procedure used by the Budget and Appropriations Committee in developing its annual budget recommendation:

- A. Preparation and publication of a Budget Planning Timetable.
- B. During fall quarter, estimates are made of anticipated income from all sources which can be used to support the budget. This necessarily involves the adoption of enrollment estimates for all colleges.
- C. As soon as possible after the beginning of the academic year, the financial aid program and needs are reviewed and maximum funding levels are established for budget planning purposes.
- D. During the fall quarter, overall budget parameters are developed which include:
  - (1) Maximum increases in student charges to be recommended;
  - (2) Maximum increases in recommended budget expenditures;
  - (3) Maximum staffing levels for all personal classifications for budget planning purposes; and
  - (4) Recommended overall increase in compensation for all University personnel.
- E. Prior to the mid-winter meeting of the Board of Trustees, fixed or semi-fixed costs are estimated and overall budget estimates are developed.
- F. Review overall needs of the University as indicated by:
  - (1) Budget requests submitted to the administration by academic and administrative departments;
  - (2) Recommendations from other faculty committees; and
  - (3) Recommendations from administrative officers.
- G. Recommend allocation of estimated funds available to major budget categories.
- H. Participate in the development and preparation of final budget recommendations for submission to the Board of Trustees for adoption.

- I. At various times during the year, reports are made to University Council outlining recommendations of the Budget and Appropriations Committee regarding the annual budget and capital expenditures.
  - J. Prior to the end of the academic year, a contingency plan is developed outlining specific areas or categories of expenses to be considered for reduction or increase in the event that actual income varies from that previously estimated.
2. The Budget and Appropriations Committee is responsible for the development of annual operating budget recommendations for the University and for making recommendations concerning other financial plans relating to the funding of capital improvement projects. In discharging these duties, the Committee is specifically responsible for:
- A. Estimating University income from all sources;
  - B. Estimating enrollments in each of the colleges;
  - C. Recommending adjustments to tuition and other student charges;
  - D. Studying and making recommendations relating to means by which income from other potential sources can be increased;
  - E. Establishing and publishing a Budget Planning Timetable for each academic year;
  - F. Reviewing and analyzing expenditures and needs of the University;
  - G. Recommending the allocation of funds within the University, including salaries and staff benefits, student aid, utilities, library acquisitions, instructional equipment, building and grounds maintenance, travel, etc.; when appropriate, the Budget and Appropriations Committee recommending allocations of funds for specific budget items;
  - H. Making periodic reports to University Council and the faculty and staff concerning recommendations of the Committee;
  - I. Meeting with other committees when appropriate for budget planning purposes.

**Section 6: DEVELOPMENT AND EXTERNAL RELATIONS INFORMATION-  
GUIDELINES**

**6.1 University Communications and Marketing (UCM) Publications Policy**

- 1. The office of University Communications and Marketing is an office within the Division of Advancement. The office of UCM develops, facilitates and maintains communications with all external and internal audiences of the University. It also markets the institution to all its important constituent audiences. Responsibilities include: photography, audio and videotaping, writing, designing, advertising and preparing publications for print and the web.
- 2. It is the policy of the University that all print and electronic publications are to be controlled, maintained, and budgeted through the office of UCM. Print and electronic materials originate or

are revised and reviewed for University publications. Text is written or reviewed for appropriate content and style, edited for consistency and accuracy of messages. Publications are designed for a consistent presentation of the university's marketing messages and image.

3. Allocations within the University publications budget will be made to the various colleges and administrative offices. The office of UCM is expected to provide effective channels of communication among administration, faculty, students, and staff in the development, design, content preparation, and printing of all University print and electronic publications.
4. **Print and Electronic Publications**
  - A. It is essential that departments or offices producing or requesting **new, revised or reprinted** (print or electronic) publications work very closely with UCM throughout all stages of production to ensure that the final product is satisfactory to all concerned. A long lead-time is recommended to ensure delivery on schedule.
  - B. A publication calendar is sent to all owners of current university publications each November. Owners should consider if their publication needs updating to comply with important, current university messages and graphics and if so, should build additional time into the production schedule to accommodate updates. The calendar includes the dates that the copy and photos are due to UCM, the name of the publications, the owner's name and the date that the publications are to be delivered from the print shop. Before layout or design is begun, all content must be edited, proofread and approved by UCM. Owners should build two weeks into the schedule to accomplish this step. (UCM uses the most current AP style guide.)
  - C. Those who would like to produce a **new** publication or website or those who wish to **revise** an existing publication should follow these guidelines to meet the desired results and deadline:
    - (1) Initial Planning – Meet with director of UCM, and/or other UCM staff as required, to consider all aspects of the publication: purpose, audience, quantity, schedule, responsibilities, format, photography and graphics, as well as printing, distribution and delivery.
    - (2) Production Schedule – After the initial meeting a tentative schedule will be worked out and deadlines set. For most print publications, depending on size and specifications, four to eight weeks are typically needed for delivery.
    - (3) Origination of copy – Final approved copy is required before the project goes to layout and design. UCM can provide writing for the project, but all content is subject to editing and proofreading by UCM before design is begun.
    - (4) Photography – UCM will provide a photographer and, if necessary, an art director to take photography required for the publication. Photography can be submitted, but must be approved in advance to meet print and electronic requirements.
    - (5) Design layout and proofs – an initial layout will be discussed; after changes, a final proof will be provided. Before going to print, a final proof will be shown and signature for sign off required.

(6) Printing – The director of the ONU Print Shop in consultation with the director of UCM and/or the associate director of art and design determines whether the publication is printed in house or with an outside vendor. This issue should be discussed in the initial planning meeting and when costs are determined.

(7) All cost estimates, allocations and responsibility for costs will be discussed in the initial planning meeting with the requesting office, UCM and the Print Shop.

- D. The Ohio Northern University World Wide Web Home Page is an official publication of Ohio Northern University. The main website is maintained by the UCM staff. The purpose of the ONU home page is to provide an image consistent with the university's marketing plan and to provide current information about the University, its colleges, services, events, and programs. In order to achieve consistency and coherence with official ONU Web pages, UCM reviews the format and content of these pages.

The University is currently upgrading to a content management system for development of all official web pages. Any new websites that are being created should be created within this new system. Also, when considering a redesign of a current website, please contact the office of UCM to receive specific guidance on getting the site moved to the new content management system.

Individual students, student organizations, faculty, and staff members may develop their own personal web pages consistent with the Computer Ethics Statement for the University. These Web pages are housed on a different server from the primary website and are considered "unofficial" web pages.

## 5. Photography

- A. Because photography and graphics play an important role in the marketing of the University, the taking and use of photography in print and electronic publications falls under the responsibility of UCM. Photographic needs will be discussed during the initial planning of the publication.
- B. UCM also takes photos to accompany newsworthy campus events, articles or press releases. Departments, campus groups or individuals associated with ONU who would like photography taken for one of their own sponsored events or other needs, may contact UCM to arrange for photography. We request at least two weeks advance notice in order to make scheduling arrangements and costs may apply and should be determined when scheduling is being discussed.

## 6. Videography

- A. Like photography, film and video of the university are also considered to be visual publications and fall under the responsibility of UCM. Departments or requesting offices who wish to create a video for promotion should contact UCM to set up an initial planning session to discuss needs, schedule and costs.
- B. Upon request, the office of UCM provides outside resources for filming and videography for institutional events such as commencement.

## 7. Media Relations and News

- A. The office of UCM has the specific responsibility for disseminating all news information about Ohio Northern, including sports information. The office also proactively pitches newsworthy stories and faculty/staff experts to the media in response to requests from members of the news media and other sources.
- B. UCM also generates news of upcoming campus events, hometown releases for students, news of interesting academic programs and news of student and faculty relevant to the reputation of the University and its marketing efforts.

## 8. Advertising and promotion

- A. All print, electronic, audio and video advertising and promotion of Ohio Northern University should originate in, or be reviewed by, the office of UCM. See steps outlined in section A.
- B. Promotional items such as t-shirts or other items produced by ONU groups, departments or offices, that use the university's logo or words: "Ohio Northern University," "ONU," "Northern" or "Ohio Northern" must adhere to the graphic standards set forth by the university and such items must be approved in the design stage by the office of UCM before they are produced for distribution.

**6.2 INTENTIONALLY LEFT BLANK****6.3 INTENTIONALLY LEFT BLANK****6.4 Solicitation for Gifted Funds (9/05)**

1. As an independent, gift-supported institution, Ohio Northern University depends upon private contributions to underwrite and subsidize a significant portion of its annually budgeted operations, to support special projects for purposes over and above current operations, to make possible the development of the University's physical facilities and the growth of endowment resources. In order that requests for gifted funds in support of Ohio Northern may be coordinated properly and become an integral part of the overall University development program, the Board of Trustees approves projects for which official University solicitation may be made and for which gifts and grants may be received. The implementation of fund raising opportunities and its procedures is managed and coordinated by the Office of University Advancement.
2. Many members of the Ohio Northern University community may play key roles in the Ohio Northern University advancement efforts by defining and clarifying academic needs, identifying prospective donors, and participating in the solicitation of gifts. It is expected that expenditures required by colleges and/or their departments for educational and general purposes will be requested through normal budgeting channels, and gifts sought and received by Ohio Northern University will be supportive of those budgeted expenditures. Gifts received for current budgeted expenditures are credited to the Northern Fund. When special needs and/or opportunities for gifts arise in support of expenses not included in the budget, authorization of the project or program may be obtained after review by the appropriate Vice President and approval of the President. All prospects for gift support and candidates for contributions must be cleared by the Vice President for University Advancement prior to each solicitation.

3. Employees of Ohio Northern University may be solicited by colleagues to participate in The Northern Fund of the University and other special projects as may arise. While employees are encouraged to participate in financially supporting the University whenever possible, such participation is strictly voluntary. The Advancement Office confidentially maintains personal contribution information.
4. Alumni and friends of Ohio Northern University, members of the Board of Trustees, members of the Ada community, parents of current and former students, and local and national business organizations and foundations are solicited regularly through the Office of University Advancement to make contributions for approved capital projects and annual operations. Solicitations of gifts from these groups by colleges, academic departments, college employees or members of college-sponsored organizations and clubs are not permitted without prior consent from the Vice President for University Advancement. In particular, students, faculty, and/or coaches, individually or collectively, are not permitted to request gifts from members of the above listed group, to secure contributions for annual operations, special projects, equipment, or capital projects unless authorization by the Vice President for University Advancement has been obtained in advance of each solicitation effort.
5. Sponsored fund raising projects producing revenue through lotteries, sales, advertising, and/or merchandising goods and services on campus are not acts of charitable gift solicitations and, as such, are not subject to this policy.

## **6.5 INTENTIONALLY LEFT BLANK**

## **6.6 Procedures for Scholarships and Awards (6/97)**

Companies, foundations, corporations, and individuals who wish tax credit for scholarship gifts or awards to ONU students must issue checks in the name of Ohio Northern University and not in the name of the individual student. Those checks must be properly receipted by the Office of University Advancement in order to meet federal requirements for charitable gifts. Gifts can not be made directly to a student if tax credit is desired.

## **6.7 “Naming” Policy**

The responsibility of naming physical spaces, facilities, structures, and other forms of tangible real property at Ohio Northern University, or properties owned by Ohio Northern University, shall be vested normally with the President of Ohio Northern University. Committing the University to a naming recognition prior to the approval of the President should be avoided. Recommendations for namings can be submitted in writing to the President by members of the campus community, individually or collectively, for consideration and response. The President may approve recommendations for namings, and/or elect to present naming resolutions to the Board of Trustees for consideration and action

## **6.8 Receipt of Charitable Gifts and Grants Policy Statement**

In the event of faculty and staff, offices, divisions, departments or colleges receiving charitable gifts and/or grants from any source(s), they are to be forwarded immediately to the Office of University Advancement for accurate recording and appropriate stewardship, including crediting the gift or grant to the correct account, complying with donor and grantor restrictions, and providing timely and proper acknowledgement to the donors. In cases of receiving a gift-in-kind (tangible personal property, i.e., books, art, equipment, furniture), notice in writing is to be sent to the Office of University Advancement.

**Section 7: CHAPEL****7.1 Chapel (8/89)**

A weekly Chapel service structured for the entire University community is under the direction of the Chaplain. The service is each Wednesday at 11:00 A.M. in the English Chapel. The Chapel service is to be the only scheduled event at that hour so that students, faculty, and staff may be free to attend. The weekly gathering provides an opportunity for worship and celebration in keeping with the life and events of the University.

**7.2 Ecumenical Nonalignment Policy**

All religious groupings at Ohio Northern University which are organized for religious activities shall be ecumenical in nature. Sectarian interests and off-campus directed groups will not be recognized.

**APPENDIX 1****OHIO NORTHERN UNIVERSITY  
INSTITUTIONAL STATEMENT ON AIDS  
GENERAL STAFF GUIDELINES (8/89)****1. Confidentiality of Information.**

Medical information concerning any faculty member, staff member or student, who has AIDS (Acquired Immune Deficiency Syndrome), or who has ARC (AIDS-Related Complex), or who has tested positive for HIV (Human Immunodeficiency Virus), is confidential.

No faculty member, staff member or student shall release information concerning the medical condition of a person who has AIDS, who has ARC, or who has tested positive for HIV or disclose the fact that a person has AIDS, ARC or HIV unless the release of this information is required by law or is authorized in writing by the person with such a medical condition.

Sanctions for violation of this provision by faculty members shall be imposed in conformity with Section 2.10 of the Faculty Handbook. Sanctions for violation of this provision by other University employees or students shall be imposed in conformity with appropriate University regulations.

**2. Nondiscrimination Policy.**

"Protected person," as used in this section and in section 3, shall include any faculty member, staff member, or student who:

- (1) has AIDS, ARC, or HIV,
- (2) is suspected of having AIDS, ARC, or HIV, or
- (3) is a caretaker or relative of a person who has or is suspected of having AIDS, ARC or HIV.

No faculty member, staff member, or student shall discriminate against a "protected person" with respect to any term or condition of employment or with regard to access to McIntosh Center, dining halls, snack bars, King-Horn Center, swimming pool, residence halls or any other University facility.

Medical disabilities caused by AIDS, ARC or HIV will be considered the same as any other medical disability and dealt with in accordance with Section 2.12 (6) of the Faculty Handbook.

**3. Anti-harassment Policy.**

It is a violation of University policy for any faculty member, staff member or student to harass a protected person. Any faculty member, staff member or student engaging in such harassment will first be counseled. If after counseling the harassment continues, sanctions shall be imposed on faculty members as provided by Section 2.10 of the Faculty Handbook. Sanctions for violation of this provision by other University employees or students shall be imposed in conformity with appropriate University regulations.

**4. Education.**

The University will provide educational programs for faculty members, staff members and students concerning AIDS, ARC and HIV by providing lectures, films, and printed material. Such educational programs will be provided on a continuing basis.

**5. Health Insurance Coverage.**

There are no specific provisions regarding AIDS, ARC or HIV in any University medical, life or disability insurance policy. Unless otherwise provided by the various insurers, these conditions will be treated like any other illnesses and the usual exclusions, limitations and benefits will apply.

University employees and faculty members may obtain guidelines for medical disability from the office of the Vice President for Financial Affairs.

## APPENDIX 2

### STUDENT RECORDS

#### **Policy:**

Ohio Northern University recognizes its responsibility to protect students and former students against the improper disclosure of information. The University will comply with all applicable state and federal laws, including the Family Educational Rights and Privacy Act of 1974 (FERPA), that relate to the retention and disclosure of information about students and former students.

#### **Definitions:**

A *student* is an individual who is or who has been in attendance at Ohio Northern University.

*Attendance* includes attendance in person or by correspondence and the period during which an individual is working for the University under a work-study program.

*Education records* are all records, files, documents and other materials, maintained in any medium, that contain information directly related to a student and are maintained by University faculty, staff and/or its agents.

*Education records* maintained by the University include:

- Academic records;
- Financial records;
- Computer and network use records;
- Disciplinary records;
- Employment records;
- Security records; and,
- Medical and counseling records.

*Education records* do not include the following:

- Personal notes made by professors, teachers, staff or agents, solely for his or her use that are not shared with anyone;
- Records created and maintained by the University Security Office for purposes of compliance with the Clery Act;
- Employment records of a student whose employment is not contingent on the fact that he or she is a student;
- Alumni records containing information about a student after he or she is no longer in attendance at the University and which do not relate to the person as a student; and,

- Applications for admission until an applicant has been officially accepted to and registers at the University.

*Final results* include the name of the alleged student perpetrator, the violation(s) committed (policies violated and essential supporting findings), and the sanction imposed (disciplinary action taken, date, and duration).

A *school official* is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including University Security personnel and health and counseling staff); a person or company with whom the University has contracted (such as an attorney, auditor, financial aid processing agent, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as the Disciplinary Board or a grievance committee, or assisting another school official in performing his or her tasks.

A school official has a *legitimate educational interest* if the official needs to review an education record in order to fulfill his or her professional responsibility for the University.

*Personally identifiable information* is any information which can be used, by itself or in combination with other information, to identify an individual. Examples include name, address, telephone number, social security number, student identification number, photos, or fingerprints.

## **Disclosure of Personally Identifiable Information in Education Records**

### **With Consent**

The University will not disclose personally identifiable information contained in a student's education records without prior written consent, except as authorized by applicable state or federal law. Written consent must be obtained from students who are at least eighteen years old or from the students' parent or legal custodian, if the student is under eighteen years old. Educational records, with the exception of those social disciplinary records involving misconduct under ONU's Student Code of Conduct, will not be disclosed to either parent of a student who is at least eighteen years old without that student's consent. Social disciplinary records may be disclosed to the parent claiming the student as a dependent for tax purposes. Educational records will also be disclosed to persons who have power of attorney for the student.

### **Without Consent**

In addition to directory information, the University will disclose personally identifiable information contained in a student's education records without prior written consent to:

- School officials with a legitimate educational interest;
- Authorized agents of the state or federal government in connection with an audit or evaluation of federally or state supported programs;
- Authorized agents in connection with financial aid for which the student has applied or which the student has received;
- Accrediting organizations in order to carry out their accrediting functions;

- To comply with a lawfully issued court order or subpoena (the University will make reasonable efforts to notify the student prior to compliance with the subpoena) ;
- To appropriate persons in relation to a health and safety emergency, as specifically determined by the University, in accordance with FERPA;
- To an alleged victim, the final results of any disciplinary proceeding conducted by the University, where the behavior alleged constituted a crime of violence, or a non-forcible sexual offense. The disclosure will be made regardless of whether the alleged perpetrator was found to have violated any University policy with respect to the alleged crime or offense;
- To third parties, the final results of any disciplinary proceeding conducted by the University, where the behavior alleged constituted a crime of violence, or a non-forcible sexual offense, only when the alleged perpetrator has been found to have violated any University policy with respect to the alleged crime or offense. No victim or witness names will be disclosed without their prior written consent;
- To comply with a court order obtained under the USA PATRIOT Act for education records considered relevant to a terrorism investigation or prosecution, without advance notice to the student;
- To disclose to a student's parent information regarding any violation of law or of University rule or policy as to alcohol or other drugs' use or possession, if the student is under age 21 at the time of the disclosure and the University determines that such alcohol/drug use or possession constitutes a disciplinary violation;
- To disclose information provided to the University under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071) concerning registered sex offenders who are required to register under that section; and,
- To the U.S. Citizenship and Immigration Services (USCIS) / Department of Homeland Security (DHS) concerning an F, J, or M nonimmigrant alien, only to the extent necessary for the University to comply with Student and Exchange Visitor Program (SEVP) reporting requirements, as mandated by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, the USA PATRIOT Act, the Enhanced Border Security and Visa Entry Reform Act of 2002, and the regulation at 8 CFR 214.1(h). Consent is not necessary for the University to disclose required information to USCIS or DHS in compliance with SEVP reporting obligations.
- To the National Student Clearinghouse to function as the university's agent in matters including but not limited to:
  - FELP loan deferment,
  - reporting enrollment to the NSLDS,
  - and other related enrollment and degree verification services.

**Directory Information**

Directory information will be disclosed by the University without prior written consent. Students may direct the University not to disclose their directory information by notifying the Office of the Registrar in writing, within two weeks of the first day of the fall term. Requests to withhold directory information will remain in effect until rescinded in writing by the student.

At Ohio Northern University, directory information includes the following:

- Student name;
- Home and local address and telephone numbers;
- Date of birth;
- Major fields of study and college of enrollment;
- Degrees, honors, awards, and dates received;
- Class (year of study);
- Dates of attendance;
- Most recent institution previously attended;
- Previous degrees earned and granting institutions;
- Participation in officially recognized activities and sports;
- Height and weight of members of athletic teams;
- Enrollment status (enrolled, withdrawn, full or part-time);
- Name and address of parent(s);
- Student email address; and,
- Student picture.

**Records of Disclosures**

The University shall maintain within the student's education records a record for each disclosure request and each disclosure, except for the following:

- Disclosures to the student;
- Disclosures pursuant to student's written consent;
- Disclosures to school officials with a legitimate educational interest;
- Disclosures in order to comply with a lawfully issued court order or subpoena;

- Disclosures to comply with a court order obtained under the USA PATRIOT Act; and,
- Directory information.

### **Destruction of Records**

Nothing in this policy requires the continued maintenance of any student record for any particular length of time. If, under the terms of this policy, an individual has requested access to a student's education record, the record will not be destroyed before the custodian has determined whether and to what extent access is permitted.

### **Students' Rights with Respect to Education Records**

#### **Inspection**

A student has the right, upon written request, to review the materials that are contained in the student's education records, except:

- Financial information submitted by the student's parents;
- Confidential letters and recommendations associated with admission, to which the student has waived the right to inspection and review;
- Employment or job placement records;
- Honors information, to which the student has waived the right to inspection and review; and,
- Education records containing information about more than one student, in which case the University will only permit access to that part of the record pertaining to the inquiring student.

Students wishing to review their records must make a written request to the Office of the Registrar specifying which records they wish to review. The Registrar will make the education records available within forty-five (45) days of receipt of the request. Unless the student has an outstanding financial indebtedness to the University, copies of student education records can be made at the student's expense at prevailing institutional rates.

#### **Amendment**

Students who believe their education records contain information that is inaccurate, misleading or otherwise in violation of their privacy or other rights may request an amendment of the records. Students wishing to amend their records should submit a request for the amendment in writing to the Office of the Registrar. The request should clearly identify what records the student wants to amend and the reasons supporting the amendment. Within a reasonable amount of time, the Registrar will notify students of the decision regarding their request. If the education record is not amended pursuant to the student's request, the Registrar will inform the student of the student's right to request a formal hearing.

**APPENDIX 3****ONU DISABILITIES POLICY**

1. Admissions. No qualified disabled person shall, on the basis on the disability, be denied admission to Ohio Northern University or be subjected to discrimination in recruitment or admission by Ohio Northern University; or be excluded from participation in or denied the benefits of any program or activity of Ohio Northern University. A qualified disabled person is a disabled person who meets the academic and technical (i.e., non-academic admissions criteria essential to participation in a program or activity) standards requisite to admission to Ohio Northern University or participation in its programs and activities.
2. Ohio Northern University does not make pre-admission inquiries as to whether an applicant for admission is disabled. However, Ohio Northern University may, in connection with its voluntary efforts to overcome the effects of limited participation in the University's programs by disabled persons, invite applicants, on a voluntary basis, to indicate whether and to what extent they are disabled.
3. After admission, Ohio Northern University may make inquiries on a confidential basis as to disabilities that may require accommodation. Disabled students admitted to Ohio Northern University who require accommodation of a disability should request such accommodation in writing from the dean of the college to which the student was admitted. Requests for reasonable accommodation will be honored unless they impose an undue hardship on Ohio Northern University.
4. Access to Facilities. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation owned or leased by Ohio Northern University.

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