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PERSONNEL POLICIES HANDBOOK FOR ADMINISTRATIVE STAFF

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Greeting From The Director Of Human Resources

To Administrative Staff:

This handbook is designed to provide helpful information to all members of the Administrative Staff and to acquaint employees with Denison, its policies, procedures, and benefits and to help employees understand their rights, privileges and obligations.

This handbook is a guide rather than a contract and is not intended to be an all-inclusive listing of policies. Much of the information has been summarized from insurance policies, retirement programs, and other personnel policy statements. Denison reserves the right to correct errors and to amend the wording in this handbook at any time or to eliminate any policies, procedures, or benefits described in this booklet.

We hope that all employees will find their association with the University to be a rewarding and pleasant experience. Welcome to Denison University.

James P. Ables

Director of Human Resources

Greeting From The President

To The Administrative Staff:

Denison University changes lives. Since my first year here, I have been struck by the talents and passions of our students; the commitment and strength of our faculty and staff; the robust nature of both our curricular and co-curricular offerings; the beauty of our campus; and the success of our alumni.

Those are the giant truths about Denison—the general statements that sum up this extraordinary college. But at the start of the new academic year, I would like to focus in, because every individual matters on this campus. And while I am in awe of the special kind of community that emerges here because relationships are valued and nurtured in ways that create meaningful, often lifelong friendships and mentorship opportunities—I also am convinced that Denison students are drawn to this college because each individual is uniquely prepared to take on the challenge of Denison's mission: to be inspired and educated to become a discerning moral agent, an autonomous thinker, and an engaged citizen.

The work of Administrative and Support Staff is crucial to meeting this mission. The work you do is crucial to the college and adds volumes to the student experience. Every day I see the impact of the work you do for the college. Time and time again, students, alumni, and parents have talked to me about the ways you have helped educate and mentor our students.

So I will kick off the year with a few questions to think about: What do each of us want to accomplish this year? How can we contribute to Denison's mission? How do we want to interact with and mentor each other? How can we take steps, large and small, to contribute to a great year for Denison?

Denison students benefit from an education that demands spirited debate and personal engagement with ideas that impact local and global communities. I am thrilled to be a part of the Denison community, and I look forward to the campus-wide collaboration that enables students to make the very most of the Denison experience.

Let's have a great year.

Sincerely, Adam S. Weinberg President

Introduction

Now that you have joined the Denison community we are sure you will want to learn something about us. In the pages that follow every effort is made to answer some of these questions.

This Handbook is designed to give each employee a better understanding of the current personnel policies that apply to the Administrative Staff of Denison University.

Most of the policies and practices set forth in this Handbook have been in effect for a number of years. In some instances these policies and practices have been reworked to bring about greater clarity and understanding. Administration of Administrative Staff personnel policies and practices henceforth shall be based upon this Handbook and any newly published supplements. The policies and practices outlined in this Handbook may be revised, revoked or supplemented at the discretion of the University. They are in no way to be considered contractual obligations nor shall any provision be interpreted as assuring continued employment for a definite term.

The University recognizes the important part each employee plays, regardless of his/her job, in meeting the educational goals established.

These goals can be attained when employer-employee relations are at their best.

It is not the intent of this Handbook to be all-inclusive. More detailed information can be obtained from your department head or the Director of Human Resources. Your help and suggestions are most welcome. It is our hope that you will find your employment at Denison a satisfying experience.

Employees are encouraged to discuss this Handbook and raise questions or make suggestions. This is not to say every question will be resolved in a favorable way but the probability of finding a solution is much better if the problem is known.

Employment-At-Will

Administrative Staff of Denison University are employed at will. This means that regardless of any provision in this Handbook, either you or Denison may terminate the employment relationship at any time, for any reason, with or without cause or notice. This Handbook is not intended to create any contractual obligations, nor shall any provision be interpreted as assuring continued employment for a definite term. While the College has the right to act with authority in matters of employment, we value processes that foster retention, good will, and constructive human relations.

Denison University Mission Statement

Our purpose is to inspire and educate our students to become autonomous thinkers, discerning moral agents and active citizens of a democratic society. Through an emphasis on active learning, we engage students in a liberal arts education that fosters self-determination and demonstrates the transformative power of education. We envision our students' lives as based upon rational choice, a firm belief in human dignity and compassion unlimited by cultural, racial, sexual, religious or economic barriers, and as directed toward an engagement with the central issues of our time.

About The University

Denison University is a co-educational college of liberal arts and sciences. It was founded in 1831 as the Granville Literary and Theological Institution by the Ohio Baptist Education Society. In 1856 the name Denison University was adopted, but the institution has remained strictly an undergraduate liberal arts college.

Responsibility For Policy Administration

The Director of Human Resources is responsible for administering personnel policies involving the Administrative Staff of the University. If questions arise about personnel policies, the Director of Human Resources is to be consulted for clarification and interpretation.

The Office of Human Resources, together with the relevant department chair or manager, are charged with the responsibility for advertising for and screening applicants for Administrative Staff employment. Human Resources is responsible for administering the wage and salary program for all Administrative staff employees, as well as maintenance

of personnel records, the development of training programs, employee relations activities, and payroll administration.

The Office of Human Resources maintains all records covering your employment at Denison. These include classification descriptions, letters of appointment, salary letters, performance evaluations, staff benefit deductions and all other matters directly related to you as an employee.

Definition Of Administrative Staff

(Updated July 1, 2012)

Employees are considered Administrative Staff if they occupy non-faculty positions which are usually exempt from the Fair Labor Standards Act (FLSA) and require at least an associate's degree and preferably a bachelor's degree.

Members of the Administrative staff are members of the general faculty subject to all regulations pertaining to the general faculty. These positions do not earn tenure and are not eligible for sabbatical leaves, except for professional librarians (see Sabbatical Leaves Policy).

Full-time employees include employees budgeted to work at least 75% of a 12 month full-time schedule. Full-time employees are eligible to participate in all staff benefit programs. Nine and ten month employees usually work a schedule that coincides with the academic year that begins approximately August 15 and ends mid-May.

Part-time employees work a regular, prearranged schedule that is less than the full-time hours.

NOTICE OF NON-DISCRIMINATION AND TITLE IX

Non-Discrimination:

Denison University does not discriminate in its educational programs and activities on the basis of race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law.

If you have any questions about the non-discrimination policy (found online here: <https://denison.edu/forms/non-discrimination-policy>) (https://denison.edu/forms/non-discrimination-policy/) or wish to make a report, please contact Human Resources (<https://denison.edu/campus/human-resources>) (<https://denison.edu/campus/human-resources/>).

Office of Human Resources, Denison University, Doane Administration Building, Room 307, (740) 587-6299, Monday - Friday, 8:30 a.m. - 4:30 p.m.

Title IX Notice:

Sex discrimination is prohibited by federal law through Title IX of the Education Amendments of 1972. Denison does not discriminate on the basis of sex in the education programs or activities that it operates including admissions and employment. Title IX also prohibits retaliation against reporters of sex discrimination, including reports of sex discrimination against administrators and other employees, and Denison will investigate alleged retaliation for participation in the Title IX process. Inquiries concerning the application of Title IX may be made to Denison's Title IX Coordinator and/or, the Assistant Secretary of the United States Department of Education. Reports of sex discrimination, including sexual harassment, may be made to the Title IX Coordinator at any time at the contact information below and also as detailed in

Denison's Title IX grievance and response procedures and processes found on Denison's Title IX website (<https://denison.edu/campus/title-ix/>) (<https://denison.edu/campus/title-ix>) (<https://denison.edu/campus/title-ix/>)).

Title IX Coordinator, Stephanie Jackson, Title IX Coordinator, Denison University, Slayter Hall Student Union, 409A, 100 West College Street, Granville, Ohio 43023, jacksonsa@denison.edu, 740-587-6728

Statement on Freedom of Expression and Academic Freedom

Denison University actively promotes the free expression and exchange of ideas. Academic freedom is essential to the aims of higher education and to the University's goals of fostering critical thinking, moral discernment, and active citizenship among its members. It is the responsibility of the faculty and the administration to protect academic freedom. Furthermore, because Denison is a residential, liberal arts college, academic freedom must be extended to all members of the university community in the broadest of contexts. Indeed, academic freedom is a core value of liberal education and is essential to the transformative power of that education promised in our mission statement.

Academic freedom is the right of all members of the University to exercise the broadest possible latitude in speaking, writing, listening, challenging, and learning. It applies to opinions and inquiry regarding political, cultural, religious, scientific, and social matters, as well as to those regarding the University itself and its policies. Academic freedom is especially critical in the classroom, in research and publication, and in all educational activities.

Academic freedom applies to views and ideas that most members of the University may consider mistaken, dangerous, and even despicable. The ideas of different members of the University community will often conflict, but it is not the proper role of the University to shield individuals from ideas and opinions they find unwelcome, disagreeable, or offensive. Although the University values civility, and although all members of the University community share the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for limiting discussion of ideas, however offensive or disagreeable those ideas may be to some members of the community.

Academic freedom does not, of course, mean that individuals may say whatever they wish, whenever they wish. The University may prohibit expression that violates the law, defames specific individuals, constitutes a genuine threat or harassment, or unjustifiably invades substantial privacy or confidentiality interests. These limitations, however, are narrow exceptions; it is vitally important that these exceptions never be used in a manner that is inconsistent with the University's commitment to a free expression of ideas. Members of the University community must act in conformity with the principle of academic freedom. Although members of the University community are free to criticize and contest the views of others, they may not obstruct or otherwise interfere with the freedom of others to express views they reject. To this end, the University has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it. Such an open exchange of ideas is essential to liberal education.

Antiharassment Policy

(Effective August 26, 2020)

It is the policy of Denison University that all students, faculty, staff and visitors should be free from harassment in any form – physical, verbal, graphic, written, or otherwise – based upon an individual's race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law. Please refer to Denison's Anti-Harassment Policy (<https://denison.edu/sites/default/files/forms/2020-08/Denison-University-Anti-Harassment-Policy-8-14-2020.pdf>) which extends to conduct on University property or off University property.

Conflict Resolution

(Effective May 1, 2013)

The purpose of this policy is to make a good faith effort toward achieving an informal resolution of a problem brought to the University's attention. It is intended to provide a fair internal process for resolving employee conflicts through direct consultation and openness. The success of these processes depends upon the willingness of all members of the University community to participate when asked and to do so in good faith and to strive for a resolution that is best for the University as a whole.

In cases involving sexual harassment or harassment of any type (which includes bullying), please refer to the Anti-Harassment Policy in the Administrative and Support Staff handbooks.

Retaliation toward any employee who exercises the available processes under this policy is prohibited and will be subject to disciplinary action.

Informal Process

Two basic resolution processes are available to staff in expressing a concern: an informal process, which may include mediation or conflict resolution procedures, and a formal process.

The University recognizes that from time to time staff members may experience problems or have conflicts or concerns related to their employment. Employee concerns are to be expected in any work environment, with numerous reasons for their origin. The University wants to address conflicts in a positive manner and work toward effective and expedient resolutions.

When initiating an informal concern, an employee who has a concern or issue is encouraged to pursue a resolution first by following the informal processes discussed below. Most concerns and problems can be resolved at the informal level. When people come together with a spirit of collaboration and helpfulness, issues and concerns can usually be better understood and resolved in a satisfactory manner. Employees should address concerns directly with others if they are comfortable doing so. Often times, a concern is most easily addressed with the person(s) involved and does not require outside assistance. Additionally, employees are encouraged to consult with Human Resources regarding concerns to access resources, advice, and assistance on how to best address the issues.

If an issue cannot be resolved informally (using either the Level 1 or Level 2 processes defined below), an employee can seek assistance using the formal process described later in this policy.

An employee may request to have a Denison University employee present at the informal level.

Level 1

- An employee should first seek to resolve an issue with the immediate supervisor, manager, or department chair. This is consistent with our philosophy of resolving disputes at the lowest possible level in the organization. These discussions should be conducted in private.
- Attempt to resolve issues you encounter at work informally, through discussion with the persons involved, and in the spirit of goodwill and cooperation. If you address potential problems early, they are less likely to escalate into more significant issues. Your supervisor or department head may be able to help you resolve concerns and other problems informally and with as little disruption and distress as possible.
- If the issue involves the immediate supervisor, we encourage employees to address the issue with the supervisor so that the issue can be explored together with the goal of mutual respect and enhanced understanding of the issue. When people address issues in this manner it's likely that resolutions can be found without escalating the issue to others. However, an employee has the option to discuss the issue with a manager higher up in the department or organization to seek resolution.
- If the circumstances of the issue prevent an employee from comfortably or effectively using the Level 1 process, the employee can access the Level 2 process.

Level 2

If the issue is not resolved at Level 1, or if circumstances of the issue prevent the employee from using the informal steps in Level 1, the employee may present the issue to the Human Resources Office for a consult, mediation, and/or action plan to help resolve the conflict. The Associate Director of Human Resources and/or Director will investigate the issue(s) and may counsel with the employee, the supervisor, the department head, department chair, associate provost, and/or divisional vice president or provost in an attempt to resolve the issue. Human Resources will work together with the employee to decide on a course of action, one that will increase the probability for a satisfactory resolution and garner the employee's support.

Throughout any conflict resolution process, participants are required, to the best of their ability, to inform, listen to, and counsel other employees on matters affecting their work environment and to help resolve those matters informally, if possible. It is with this idea in mind that Human Resources will work with the participants involved to achieve a satisfactory resolution.

Normally, concerns are resolved at the Level 1 or Level 2 informal process; however, the employee may elect to pursue the formal process if an employee is not satisfied with the results of the informal process, or, an employee may elect to engage the formal process without accessing the informal process.

Formal Process

It is the intent of the University to encourage and facilitate informal resolutions of employee concerns. However, when differences cannot be informally resolved, the University provides a formal process to address the concern.

First Step: Immediate Supervisor/Manager/Department Chair

The employee must submit a written notice of the concern to his/her supervisor/manager/department chair or if a concern is with the supervisor/manager/department chair then the written notice may be addressed to the supervisor/manager at the next level in the department or division. The Office of Human Resources must be copied on the written concern. The content of the concern should include: (1) information concerning the nature and extent of the problem and related facts; (2) the rule, regulation, policy, or procedure, if any, that is alleged to have been violated; and (3) the remedy sought by the employee. Upon receipt of a written concern, the supervisor/manager/department chair will consider the facts and circumstances and must respond in writing within ten (10) working days of the receipt of the written concern. The supervisor/manager/department chair may seek additional guidance from management, Human Resources, or divisional vice president or provost. If the employee is not satisfied with the response of the supervisor/manager/department chair, the employee may appeal the decision by following the process outlined in Step 2 below.

Second Step: Human Resources

If the response to the first step is unsatisfactory to the employee, he/she may submit an appeal within ten (10) working days of the receipt of the first step response. The notice must be in writing and be submitted to the Office of Human Resources. The content of the appeal should include all the items required at the first level: (1) information concerning the nature and extent of the problem and related facts; (2) the rule, regulation, policy, or procedure, if any, that is alleged to have been violated; and (3) the remedy sought by the employee. Additionally, the employee should address in writing his/her response to the written response received from the supervisor/manager/department chair in step one. The Director and/or Associate Director of Human Resources will consider the facts and circumstances of the appeal and gather any additional information deemed necessary. Human Resources will investigate the concern and attempt to resolve the problem. Human Resources will provide a written response to the employee within twenty (20) working days of receipt of the appeal from the employee. If the employee is dissatisfied with the written response, s/he can appeal to Step 3.

Third Step: Divisional Vice President or Provost

If the employee is dissatisfied with the second step response, he/she may submit an appeal within ten (10) working days of the receipt of the second step response. The notice must be in writing and be submitted to the applicable divisional vice president or provost with a copy to the Director of Human Resources. The content of the appeal should include all the items required at the Step 2 and include a response in writing to the written response received from the Office of Human Resources in Step 2. The divisional vice president or provost will assemble a panel of three members of the administrative staff to review and make recommendations to the divisional vice president or provost. The panel will be assembled within 5 (five) working days after receipt of the appeal. One member is selected by the complainant (employee), and one by the divisional vice president or provost. The two individuals selected for the panel will then select a third member who will serve as chairperson. They will provide a written recommendation to the divisional vice president or provost within 10 (ten) working days. A written report of the action taken by the divisional vice president or provost is to be given to the complainant within 15 (fifteen) working days of the receipt of the panels written recommendation. A copy of this report together with the written complaint will be made a part of the complainant's personnel file. The response from the divisional vice president or provost is the final step in the process.

Employment Conditions

Employment Policy

Administrative Staff are employed at will (See Employment At-Will Policy). Employment at Denison University is not a right but rather a privilege based on the employee's merit and ability to perform the services required. Job Descriptions for each position are maintained in the Office of Human Resources. These serve as a basis for recruitment and employment. Job-related testing may also be done to determine the ability to perform certain jobs, as approved by the Office of Human Resources. Final hiring decisions are made jointly by the supervisor/department head and the Talent Acquisition Manager or a Human Resources designee. Employment policies may be revised at any time to comply with legislative changes of Federal, State or Local governments.

Position on Supervisor/Staff Relationships

A dual relationship is one in which a supervisor has both a professional and romantic or sexual relationship with an employee under his/her supervision. This includes those relationships that appear to involve genuinely mutual consent. Given the inherent inequality of power between the supervisor and the employee, there are numerous factors which can greatly complicate a dual relationship. It is clear, for example, that such dual relationships undermine professional integrity in supervisory contexts. And, given the inherent inequality of a dual relationship, what may appear to one participant as totally voluntary may in fact entail exploitation. For these reasons, dual relationships are not in the best interests of the university. Supervisory personnel have a greater responsibility than a coworker to avoid even the appearance of intimidating or harassing behavior. If a supervisor engages in such a relationship and it is perceived to affect on-the-job performance or seems to result in favoritism, the supervisor will be subject to disciplinary action.

Drug-Free Workplace Act

The Federal Drug-Free Schools and Communities Act requires that Denison University assume responsibility for the enforcement of state and local drug and alcohol laws, or run the risk of losing federal funding for financial aid, faculty research, and other educational programs. It is the policy of Denison University that the unlawful manufacture, distribution, dispensation, possession or use of controlled substances by University employees (faculty, staff, and student employees) in the University workplace facilities is prohibited. Additionally, students and employees of Denison are prohibited from the unlawful possession, use, or distribution of drugs and alcohol while on Denison property or as any part of its activities.

1. It is a condition of employment that each employee abides by the terms of this policy.
2. Employees violating the policy will be subject to appropriate disciplinary procedures and where appropriate, will be referred to local authorities.
3. If an employee is directly engaged in the performance of work pursuant to the provisions of a federal grant or contract, the employee must notify the Office of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The University will notify the appropriate granting or contracting agency within ten days after receiving notice from the employee.

4. Within 30 days of notification of a criminal activity, the University will have the convicted employee undergo an assessment of drug use and/or addiction. Subsequently, the University will take appropriate personnel action on behalf of the employee, at a minimum requiring drug abuse education, additional assistance, or rehabilitation and (if the severity and/or repetition of conviction warrants it) actions consistent with existing policies up to and including termination. A complete policy statement is given to all new employees.

Outside Employment

A full-time administrative staff member's primary professional responsibility is to Denison University. Administrative staff members accepting outside employment are expected to remain fully effective in their responsibilities and service within the College.

Consulting or other similar activities are welcome provided they enhance the professional growth of the administrative staff member and/or bring favorable recognition to the University. Administrative staff members engaged in such activities are expected to discuss the nature and extent of these responsibilities in advance with their Division heads. Vacation time must be used to cover absences during this period. The number of days for such activities ought to take no more than the equivalent of the number of day's vacation earned during the year.

Regulations and guidelines have been established by both the State of Ohio and the U.S. Internal Revenue Service governing the use of facilities for private gain at tax-exempt institutions.

Anyone intending to use Denison facilities for private gain must first consult with their Department Head and the Director of Human Resources.

Employment of Relatives

Denison's policy does not prohibit hiring relatives of employees. However, employment of relatives which would result in a relative being in a direct supervisory role over another is prohibited. No staff member is permitted to participate in any decision or final recommendation on hiring, promotion, salary, leave of absence, retention or any other condition of employment of a relative. Relatives are considered to be an employee's spouse, domestic partner (as defined in this handbook), son, daughter, mother, father, sister, brother, half-sister, half-brother, step-father, step-mother, current father-in-law, and current mother-in-law, an employee's aunt, uncle, grandparent, grandchild, niece, nephew, current brother-in-law, current sister-in-law and legal guardian. If a relationship develops during the course of employment that violates this policy, the university, through the Office of Human Resources, will work with the individuals involved to resolve the situations. In all cases, the needs of the university determine the resolution, including transfer and termination.

Performance Review

The performance review system is designed to enhance communication and professional development, and provide the opportunity for both positive and corrective feedback.

An employee must receive a formal performance evaluation at the end of each fiscal year but no later than June 1 of each year. Performance is one factor used to determine merit increases, which are effective the beginning of the fiscal year if approved by the Board of Trustees. Completed performance reviews are due to each divisional vice president by June 1. While the specific performance review format is flexible, reviews should include the following: a self review by the staff member,

assessing progress toward goals and identifying new goals for next year; manager's review of goals and accomplishments; identification of training and development opportunities; and a summary of the staff member's performance relevant to goals and expectations. Performance reviews must be forwarded to the Office of Human Resources after their completed and signed.

Promotions

Purpose

The purpose of Denison University's promotion policy is to provide an opportunity for internal mobility using a fair and consistent process, as well as to provide a mechanism whereby employees can be recognized and rewarded for their exemplary performance and professional development at the University.

Process and Criteria

When an employee is considered uniquely qualified for an open position, the hiring manager/director may request to promote the employee and bypass the typical posting and advertising process. The hiring manager/director must write a proposal, with support and approval from the appropriate vice president, detailing how the employee is considered uniquely qualified for the position and forward it to the Office of Institutional Equity and Diversity and the Office of Human Resources. The Directors of these two offices will make a recommendation to the President regarding the proposal to promote the employee. The final decision rest with the President, who will provide a written response to the manager's promotion request. Upon receipt of the president's written response, the Office of Human Resources will notify the parties of the final status of the request.

In making the case for the employee's eligibility for promotion, the hiring manager must show how the following criteria are met:

- The employee must be considered uniquely qualified;
- The employee's performance at the college must be exemplary;
- The employee must possess all the required skills and abilities required of the position;
- The employee must possess the relevant experience required;
- The employee must be able to demonstrate continued professional development in his/her field since date of hire;
- The employee must possess the minimum education required, and ideally possess the preferred education specified.

Job Postings

Generally, all positions are posted except for those that qualify under the promotion policy (see promotion policy). Current employees who have the necessary skills and qualifications for the job are encouraged to apply for promotional opportunities.

Job openings are posted on the Human Resources Web Page: <https://denison.edu/campus/human-resources> (<https://denison.edu/campus/human-resources/>). Additionally, except as noted above, all administrative staff job openings are advertised nationally or regionally to better ensure excellence and compliance with affirmative action guidelines.

Staff members interested in applying for a posted job are encouraged to submit a letter of application through the applicant tracking system, including their qualifications and why they are interested in the position, and an updated resume.

Internal and external candidates, when applicable, will be given equal consideration. The candidate who best fits the needs of the University will be selected for the position, as determined by the hiring manager or director, with consultation from Human Resources.

All transfers or promotions must be coordinated with the Office of Human Resources.

Administrative Staff Criteria

(Effective September 1, 2009)

For a position to be classified as administrative staff, it must be exempt as defined by the Fair Labor Standards Act (FLSA), meet the following education requirement, and at least two of the remaining four criteria described below:

Education Requirement The position must require at least a bachelor's degree or equivalent to be qualified to carry out the position's primary responsibilities. A master's degree is often a preferred qualification for the position.

1. **Managerial Responsibility.** Position requires the management/supervision of 2 or more college staff in a division, area, or department, and budget responsibility for one or more departments.
2. **Professional/Technical Competence.** Position requires substantial professional and/or technical competence in a recognized field of study or profession requiring independent judgment, analysis, research, problem solving, and in-depth knowledge. This experience is gained from a combination of education and experience working in a particular field. Certification from a professional association could also be a source of training or validation of credentials.
3. **People Interaction and Communication.** Position requires a high level of oral and written communication skills to inform, solve conflicts and/or problems, and persuade others of a course of action. Additionally, the position requires frequent interaction with both internal and external constituencies of the college.
4. **Leadership Responsibility.** Position requires frequent leadership responsibility of others on projects or teams requiring directing an intact or adhoc group(s) in the accomplishment of goals. This work is characterized by collaboratively working with others, possibly across departmental boundaries. Staff member may or may not have direct supervisory responsibilities of group members.

Evaluation and Review Process The Office of Human Resources reviews the position and makes a recommendation to the Vice President, Finance and Management, who will consult with the Vice President of the relevant division. A memo from the responsible manager/director explaining how the job meets these criteria is required for the evaluation. Additionally, an updated job description will be written with input from the manager/director of job incumbent. Alternatively, an employee may write a memo to both the manager and Human Resources requesting reevaluation of the job.

Rehiring Former Employees

(Effective May 1, 2015)

An employee dismissed for cause is not eligible to be rehired. Employees with three (3) or more years of continuous service and who are re-hired by the University will have years of service calculated from date of original employment but without credit for the period of absence. This is the adjusted date of service. The adjusted date of service is used to

determine eligibility for vacation, retirement, length of service awards, and dependent tuition benefit programs.

Applicable waiting periods for the long-term disability plan, and other relevant programs, begin from the date of rehire. Employees with less than three (3) years of prior service who are re-hired will have all staff benefits and length of service awards calculated from date of re-hire.

Smoking Policy

The Licking County Board of Health regulation prohibits smoking, including e-cigarettes, in all educational facilities, which includes private offices, restrooms, and all campus buildings. The complete policy is available in the Office of Human Resources. Your cooperation in carrying out this regulation will not only be appreciated but will contribute to a better environment for the Denison community.

Pets on Campus

Denison University is committed to providing a safe working environment. To help us accomplish this, please do not bring pets to work, not even occasionally. It is okay to walk an animal on a leash on campus grounds; however, animals are not to be brought inside campus buildings. Students are not permitted to have pets in residence halls or any other university-owned facilities.

The only exception to this policy is the use of a service animal. A service animal means any guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability. Service animals whose behavior poses a direct threat to the health or safety of others may be excluded regardless of training or certification.

Work Schedule

Hours

The University determines the work schedule, which may vary by department. All administrative staff positions are exempt from overtime and tracking hours worked. While the work hours may vary, generally the normal work week is 40 hours for full-time administrative staff.

Certain functions and/or departments within the University require special work schedules. These schedules are explained at the time of your employment.

Work schedules may be modified to accommodate the changing needs of the University.

Tardiness and Absences

Regular attendance and promptness is expected of all employees. An excessive number of either absences or tardiness, as determined by the manager, may result in disciplinary action up to and including suspension and/or discharge. Subject to the requirements of the Family Medical Leave Act, any absence from work regardless of cause or reason may be considered in determining excessive absenteeism.

If it is necessary for an employee to be late or absent for any reason he/she must advise his/her supervisor, and if not available, notify the University Telephone Operator no later than the normal reporting time. Failure to advise the University is cause for disciplinary action.

Emergencies

In the event of severe weather conditions, power outages, lack of heat or water, the University may find it necessary to close operations in all or some buildings. This may involve late openings or early dismissal, a partial closing involving one or more buildings for the full day or closing the entire University for the full day.

Procedure

1. The Vice Presidents for Finance & Management and Student Development (or their designees, the Director of Facilities and Dean of Students) consult with Facilities and Campus Safety about campus conditions that may result in delay, cancellation or closure.

The following guidelines will be used when considering whether to close, delay opening, or issue an early dismissal due to severe weather conditions.

- The Licking County Snow emergency level determined by Sheriff <https://www.lcounty.com/depts/sheriff/snow.htm>
- Alert notifications by Licking County EMS at: <https://www.lcounty.com/depts/ema> (<https://www.lcounty.com/depts/ema/>)
 - Level 1 Snow Emergency: Roadways are hazardous with blowing and drifting snow. Roads are also icy; drive carefully.
 - Level 2 Snow Emergency: Roadways are hazardous with blowing and drifting snow. Only those who believe it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work.
 - Level 3 Snow Emergency: All roadways are closed to non-emergency personnel. No one else should be out during these conditions unless it is absolutely necessary to travel. All employees should contact their employers to see if they should report to work. Those traveling on the roadways may be subject to arrest.
- Facilities personnel are unable to clear campus walkways and parking areas to a degree that would allow safe use and travel.
- One or more major access roads to Denison University is closed because of unsafe road conditions.

2. The VPs for Finance & Management and Student Development and the Provost or designees (Director of Facilities, Dean of Students and Associate Provost) confer. This conference takes place either the night before an anticipated closing or at 5:30 am the morning of the possible closing. The purpose of the call is to consider road and campus conditions and Licking County emergency status, and make a recommendation to the President regarding delaying or closing. This group should also draft a message to go out to campus community. If the President isn't available, this group makes the decision whether to delay, cancel, or close.

This decision-making group will also notify the Director of Human Resources, Campus Safety, Director of Admission, Director of Athletic Operations and Compliance, University Communication and Senior Management team members.

3. Message regarding delay, cancellation, or closure is sent to students, faculty, staff via DU Emergency Alert (sent by Campus Safety). If possible, ask University Communication to post the information to the University website and notify local news media. (Try to send message by 7:00 am if the start of classes and/or opening of offices will be delayed.)

Because of unique work requirements, some departments may be required to continue operations during an emergency closing. Essential personnel are defined as designated employees of the Health Center, Facilities Services, Campus Safety and Security, Switchboard, and Residential Life and Housing. Department heads within these departments may choose to deem some individuals within their department as non-essential. Additionally, directors of other departments may designate some employees essential as university and departmental needs. An updated list of known essential employees will be maintained in the Office of Human Resources.

Denison University will compensate staff members for full or partial closings as follows:

1. Late openings/early dismissals/partial closings: Only staff members regularly scheduled for work during the closing will be compensated for the hours missed at their regular rate of pay. Essential staff members **required** to work will be compensated at their normal hourly rate of pay and will be credited equivalent time off as floating holiday hours to be coordinated with and approved by the department supervisor. If nonessential staff report to work while the University is closed, no additional compensation or leave time will be earned.

2. Full closing: Essential staff members **required** to work will be compensated at their normal hourly rate of pay and will be credited equivalent time off as a floating holiday to be coordinated with and approved by the department supervisor. All other staff members regularly scheduled to work on the date of the closing will be compensated at their normal rate of pay.

When conditions such as snow, ice, etc., make it impossible for some employees to report for work during a day when the University remains open, the day may be made up within the same work week it occurs, or a day of accrued vacation or floating holiday leave day must be used. All require approval of the department supervisor.

Flextime

The purpose of the flextime policy is to allow the arrangement of alternate work schedules that will meet the needs of the department and University and also accommodate employees' non-work life needs.

The department supervisor will review alternate work schedule requests and either approve or deny them. Because departmental work requirements vary across the University, there may be alternate work schedules available in some departments and none in others. Also, because the needs of the department are primary, a staff member's proposed flextime schedule will not be approved if it interferes with the work or service to be performed within the department, with other requirements of the department, with the work of other campus departments, or needs of students.

Alternate work schedules may be implemented under the following guidelines:

1. All alternate schedules require the approval of the department supervisor;
2. Alternate work schedules are made for up to a three- (3) month period and then are reviewed;
3. It must be understood that alternate work schedules may be reviewed and/or discontinued prior to the 3 month period if department needs require it or if the schedule becomes a problem;

4. Alternate work schedules to meet specific short-term needs or emergencies will continue to be coordinated with the department supervisor.
5. A four-day work week schedule may be approved if it is the only reasonable way to accommodate a legitimate personal need for an employee, as opposed to a simple preference. The divisional manager (VP Finance & Management, VP URPA, Provost, Director of Admissions, or VP Student Affairs) must give final approval to four-day work week schedules;
6. All alternate work schedules must be filed with the Office of Human Resources.

An example of an alternate work schedule follows: For 3 months the staff member agrees to come in at 7:00 am and leave at 3:00 p.m. daily (rather than 8:30 am to 4:30 p.m.) After the 3 month period the arrangement will be reviewed, unless if work or department requirements prompt a review sooner.

Remote Work

Purpose

The University believes that students and employees can best be served when employees are engaged on campus. Denison also recognizes that flexible work arrangements such as remote work are important to meet the needs of the University and support a modern work culture that maximizes the skills and attributes each employee brings to the University. This policy is intended to serve as a guide to assess positions that are appropriate for remote work.

Process

Remote work is an arrangement in which employees regularly perform their job responsibilities away from their primary business location on a full- or part-time basis. It is an alternative method of meeting the needs of the college and provides flexibility in meeting the employee's needs. Remote work arrangements must have the approval of both the supervisor and the division vice-president.

Denison has the right in its sole discretion to deny a remote work arrangement request, and to terminate a remote work arrangement at any time.

An employee's compensation, benefits, work status, and work responsibilities are not subject to change while they participate in a remote work arrangement, nor will the amount of time the employee is expected to work per day, or pay period, unless state law requires it. The College will follow the state laws in which the remote employee is working in regards to compensation and benefits. Remote work arrangements must comply with federal, state and city laws and University policies. This includes, but is not limited to, the Fair Labor Standards Act (FLSA) and Occupational Safety and Health Act (OSHA).

Remote work agreements will be approved based on the suitability of job duties, an employee's ability to fully perform their job duties remotely, and the supervisor's ability to manage the employee remotely. Remote work approvals and arrangements will vary by position and whether or not essential functions can be reliably and effectively performed on a remote basis. An employee interested in a remote work agreement must first fill out the Employee Self-Assessment for Remote Work Questionnaire (https://docs.google.com/forms/d/e/1FAIpQLSfL4_BuiY1UGhjc0TgxjQTYaCuMOUJtL_Wl_OyiL4LKQyE3A/viewform/?usp=sf_link) and submit it to their supervisor. After reviewing this form, the supervisor will fill out the Remote Work

Suitability Questionnaire (https://docs.google.com/forms/d/e/1FAIpQLSebuz9wCOGCQC3tBPK4g5V7gzh0ODtJTiGmkgi4lmaCWB7yug/viewform/?usp=sf_link) and submit it to the divisional vice president. The vice president will make a determination and share it with both the supervisor and employee. An employee who is approved to work remotely must sign the Remote Work Agreement (<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=283d3c32-7bb8-4643-abdc-5261c1962fa5&env=na3&acct=ba320b53-3e42-4135-8380-cca4871564d5&v=2>) detailing the understanding of the arrangement, the policy, and the expectations of the position, and submit it to Human Resources prior to starting a remote work schedule. Agreements must be reviewed at least annually.

The college may provide specific equipment for an employee to perform their duties. The use of equipment, software, and data supplies when provided by the college for use at the remote work location is limited to authorized persons and for purposes relating to University business. If an employee uses personal equipment, maintenance and repair of that equipment is the employee's responsibility.

Any college materials taken home should be kept in a designated work area and not be made accessible to others. Office supplies will be provided by Denison as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's manager.

Employees must be available by phone and email during their regular work hours, as defined by their supervisor. Employees who participate in remote work must be available for staff meetings (virtually and on-campus as needed), and other meetings deemed necessary by management. Employees remain obligated to abide by all applicable college policies and procedures.

Remote Work Guidelines

1. All forms of moderate and high risk data (paper, electronic, conversations) must be kept secure and confidential (see data risk classification guidelines (<https://sites.google.com/denison.edu/its-informationsecurity/policies-and-guidelines/data-risk-classification/>)).
2. Use of the Denison VPN (<https://my.denison.edu/campus-resources/information-technology-services/service-catalog/internet-and-network/global-protect-vpn/>) provides a secure and encrypted connection to campus resources, and provides protection against malicious websites.
3. Employees are expected to follow minimum security standards (<https://sites.google.com/denison.edu/its-informationsecurity/policies-and-guidelines/minimum-security-standards/>) for their computers or other computing endpoints used. This includes regular software and operating system patching for security updates, use of a firewall, use of antivirus/antimalware software, backup of sensitive data, and disk encryption.
4. The employee is responsible for:
 - a. Maintaining the remote worksite in a manner free from health or safety hazards that could endanger the employee, their family or others.
 - b. Notifying the manager immediately about any safety or ergonomic concerns at the remote work site. Health or safety hazards at the remote work site may result in immediate suspension of the remote work arrangement. If an injury to the employee does occur at the remote work

site, management reserves the right, in response to the injury or illness, to inspect the worksite and make appropriate recommendations.

- c. Taking reasonable steps to protect any University property from theft, damage or misuse. This includes maintaining data security and record confidentiality to at least the same degree as when working at the regular University worksite. All Denison University compliance policies and procedures, including those for handling the physical and electronic security of Protected Health Information (PHI), remain in effect as if the employee were working at the regular University worksite and will be provided to the employee.
- d. Arranging dependent or child care during work hours to eliminate interference of work being performed.
- e. Remaining in touch with customers, colleagues, and management as directed by supervision.
- f. Returning all documents, equipment, badges, keys, etc. upon termination of employment as directed by supervision and the Office of Human Resources.

Compensation General Policies

All administrative staff are exempt from the overtime provisions of the Fair Labor Standards Act as amended. Administrative staff are paid a salary and do not have to report hours worked, except for vacation and sick used.

Direct Deposit

The University provides all employees with the benefit of direct deposit of payroll checks into savings, checking, and/or credit union accounts.

There are many advantages to this program for both the University and for employees. Detailed information concerning the program is available in the Payroll Office. Because of the many benefits of direct deposit, the University requires all new employees, except casual/temporary employees, hired on and after November 1, 1994 to receive their pay through direct deposit.

Salary Payments

Administrative staff salaries are paid on a 12 month basis. Individual checks showing gross pay and all deductions are issued on the 25th of each month, or the last working day before the 25th if the latter falls on a Saturday, Sunday, or holiday.

Income Tax

Income taxes as required by law are deducted on all compensation for personal services in accordance with the table provided by the U.S. Internal Revenue Service, the State of Ohio, Granville Village, and other applicable jurisdictions. W-2 forms, showing total annual compensation and income and social security taxes withheld, will be furnished to every employee and the U.S. Internal Revenue Service.

Social Security

Denison participates in the Federal program of old age and survivor benefits under Social Security. Participation is required of all staff members. The University makes this statutory deduction with a matching contribution.

Payroll Deductions

The University is required by law to deduct Federal, State, local, and school district income taxes and Social Security taxes from your wages. It is your responsibility to advise the Office of Human Resources of any change in the number of exemptions you are allowed or a change in your place of residence, to ensure proper school district and local tax withholding.

Deductions for employee contributions to staff benefit programs are made upon your enrollment and written authorization.

It is the practice of the University to make only those deductions required by statute or by court order and certain other deductions authorized by you and the University such as United Way, rent for Denison owned housing, United States Savings Bonds and special gift contributions to Denison.

Job Descriptions

Division heads and department managers are responsible for providing the Office of Human Resources with up-to-date position descriptions. Copies of job descriptions are reviewed and revised as necessary when a vacancy occurs and/or upon the request of the supervisor. An employee may request a copy of his/her job description.

Salary Increases

Attracting and retaining a talented University work force is a key University priority. The recommended increases are based on performance, comparable market pay information, and internal equity considerations. Increases are not across-the-board and will vary according to the above factors.

Annual salary increases are not guaranteed. Each year the University reviews the availability of funds that can be allocated to salaries. When it is determined that there will be an increase, adjustments will normally take place on July 1.

Adjustments other than those based on cost changes in the marketplace and available funding may be granted at other times of the year to correct inequities, allow for promotion, or support job transfers.

Any questions concerning your rate of compensation should be discussed with your supervisor, division head or the Director of Associate Director of Human Resources.

Performance

An employee performing his/her job to the standards outlined in the job description, will be eligible for consideration for pay increases as declared. An employee performing below accepted standards may have an increase withheld or may be subject to disciplinary procedures as described in the Employee Discipline section.

Staff Benefit Programs

General

The staff benefit portion of Denison's total compensation program is divided into 2 categories: (1) those mandated by Local, State, or Federal legislation, and (2) those authorized by the Denison University Board of Trustees.

Programs under the authority of the Board of Trustees are subject to periodic review by the Board and may be amended at the Board's

discretion. This provision recognizes, among other things, that financial and other circumstances over a period of years may make the continuation of certain portions of the programs either impractical or not in the general best interest of the University

Domestic Partner - Definition

A domestic partner is a person who the employee has a sole relationship with, intends to remain in the relationship indefinitely, is of the same or opposite sex as the domestic partner, and neither the employee nor the domestic partner is married.

An employee wishing to designate a domestic partner must complete an Affidavit of Domestic Partnership, available in the Office of Human Resources.

Benefits Required by Law

Social Security / Medicare

Denison employees are covered under the Federal Social Security Program (FICA). Participation is required and a deduction required by law is made with a matching contribution by the University.

Workers - Compensation

The Workers' Compensation Law of Ohio covers each employee of the University. This law covers medical expenses as well as certain losses of compensation resulting from work-related injuries or illnesses. Denison pays all premiums connected with this benefit. Any work related injury or illness must be reported immediately to your supervisor. Also see On The Job Accidents, page 37.

Unemployment Compensation

An employee who is released from employment through no fault of his/her own may be eligible to receive unemployment compensation. Eligibility and the amount of compensation paid is determined by the Ohio Bureau of Employment Services. Denison pays the full cost of unemployment insurance.

Denison Benefits Authorized by Board of Trustees

Comprehensive Health Insurance

Full-time employees, as defined in this handbook, are eligible for health insurance with cost sharing by Denison. Part-time employees working fifteen (15) or more hours per week may be covered by health insurance but have to pay the total premium.

Healthcare options and coverage information are available from the summary plan booklets available in the Office of Human Resources.

The Comprehensive Budget Reconciliation Act (COBRA) provides for continued participation in the group health plan for a limited number of months when there is a loss of coverage by the employee and/or dependents. The Office of Human Resources will provide information about this program. Please see When You Leave Denison, page 48 for information about health insurance after retirement.

Parental Leave

(Effective May 1, 2011)

Full-time employees eligible for benefits, who have been actively working for one full year, are eligible for up to six (6) weeks of paid parental leave. Paid parental leave may begin upon the birth or adoption of a child of the

employee. Generally, parental leave must be taken together in one block of time (e.g. an employee should take 6 consecutive weeks off work). Parental leave schedules must be approved in advance by the Director of Human Resources and the divisional Vice President by completion of the parental leave application form. This leave must be used within the first year of the child's life. Parental leave is coordinated with family and medical leave and therefore may count toward the employee's allotted 12 weeks of family and medical leave.

The College should be notified as soon as possible of the employee's need for a parental leave and of the specific period during which the employee expects to be absent. If both parents are employed at Denison, the options are: 1) one parent can elect to use the parental leave benefit; or 2) the parents can split the parental leave benefit of six weeks between them.

The scheduling of an unpaid leave of absence, in conjunction with a parental leave, will fall under the provisions of the FMLA leave and/or the College's policy on leave without pay. Scheduling vacation time, in conjunction with a parental leave, will fall under the provisions of the College's policy on vacations.

The birth or adoption must take place on or after May 1, 2011. This policy is subject to review, modification, and/or termination by the Board of Trustees.

Employee Education

Full-time Administrative staff employees, as defined on page 8 of the Definition of Administrative Staff section, may take two academic courses per semester at Denison for credit or audit on a space available basis after successful completion of the ninety (90) day introductory period.

The first course may be taken during the staff member's normal working hours; however, time away from the job must be made up by adjusting the work schedule as appropriate. The second course must be taken outside the regular work schedule (i.e. 8:30 a.m. to 4:30 p.m.). The lunch period is part of the regular work schedule and therefore cannot be used to take a second course. However, if an employee reaches a point of having earned 111 credit hours (16 short of satisfying graduation requirements) then s/he may take up to 2 courses each semester even if both courses fall within the 8:30 a.m. to 4:30 p.m. normal office hours of the college. This exception is limited to one year and provides employees with a special level of support in recognition of his/her commitment to earning a degree.

A special approval procedure is required for directed study courses. The Registrar's Advisory Board must approve directed study course for employees. Fundamentally, the employee education benefit is offered on a space available basis and is not meant to add to the workload of the faculty. A directed study course for employees is possible under unusual circumstances but is discouraged. Employees seeking to take a directed study course need to send a written request to the Office of Human Resources for review by the Registrar's Advisory Board.

Part-time Administrative staff employees may take one course per semester at Denison after successful completion of the ninety (90) day introductory period. Part-time employees are required to take this course outside of their regularly scheduled working hours.

Regular admission procedures apply, and prior approval by the department head is necessary. All classes must be registered with the Registrar's office.

Education Benefits for Employee's Dependent - General

(Effective May 1, 2015)

The Board of Trustees of Denison University has made available to spouses, same-sex domestic partners (herein referred to as domestic partners), and dependent children of full-time employees, as defined on the section called "Definition of Supportive Operating 25 Employee Education Staff", of the section called "Definition of Supportive Operating Staff", an educational assistance program.

Dependent children for this benefit are defined as son, daughter, stepson, stepdaughter, legally adopted child of employee, or foster child (living with the employee the entire year and providing the employee has been declared legal guardian and is providing 50% support). Unless a decree of divorce, decree of dissolution of marriage, decree of separate maintenance, or the law provides to the contrary, dependent children must be claimed as dependents on the employee's federal income tax return.

A spouse is defined as the person to whom an employee is legally married according to Ohio law. A domestic partner must be documented through an affidavit of domestic partnership available in the Office of Human Resources.

A child receives benefits for eight (8) semesters or twelve (12) academic quarters. The program applies only toward undergraduate studies at accredited colleges or universities. The program terminates upon separation from Denison except in the case of the death or total disability of an employee who has been employed on a full-time continuous basis for seven (7) years or longer and meets other program requirements. Eligibility also continues for employees who retire under the terms of one of Denison's official retirement plans. Contact the Office of Human Resources for details.

For purposes of determining eligibility for employees hired or rehired July 1, 2011 or later, the following prior service credit rule will apply: for the tuition-free program at Denison, the GLCA exchange program, and the tuition cash assistance program, employees will be allowed to receive up to five years of credit toward the five year waiting period for full-time continuous service at an institution of higher education as long as the prior service occurred immediately prior to the full-time employment date at Denison. Additionally, eligible faculty and staff hired or rehired prior to July 1, 2011 who are not already eligible under the prior waiting period rules, will be eligible for prior service credit according to the same rule as described above. For questions, please contact Office of Human Resources.

Tuition-Free Scholarship at Denison

(Effective May 1, 2015)

Spouses, domestic partners, and children of full-time employees, with no limit on the number of children, are eligible for full tuition remission at Denison.

The following conditions apply:

1. For employees hired or rehired prior to July 1, 2011, children are eligible after the employee has completed one (1) year of continuous full-time employment immediately prior to the beginning of the academic semester of the child's enrollment at Denison. For employees hired or rehired July 1, 2011 or later, children are eligible after the employee has completed five (5) years of service based on the adjusted date of service (see "Rehiring Former Employees"

for definition) immediately prior to the beginning of the academic semester of the child's enrollment at Denison.

2. Admission to Denison is not guaranteed for dependents. They must meet normal university admission standards. While this is the case, dependent children will be given full and careful consideration.
3. All students attending Denison under the provisions of this program are subject to the normal academic and administrative regulations of the University.
4. Spouses and domestic partners are eligible after the employee has completed the 90-day introductory period.
5. A spouse or domestic partner who does not have a baccalaureate degree shall be able to take two courses per semester, for credit or audit, on a space available basis and upon approval from the faculty member. A spouse or domestic partner admitted to the college may take a full course load (see number 3 and 4 above).
6. A spouse or domestic partner that has a degree shall be eligible to take one course per semester on a space available basis, either for credit or audit, for no more than eight (8) semesters. Under unusual circumstances, the staff member may petition to waive the one course limitation for a spouse or domestic partner.

Tuition-Free Scholarship Cash Assistance Awards Elsewhere

(Effective May 1, 2015)

This program applies to employees' children in attendance at schools other than Denison.

To be eligible for this benefit, an employee must be full-time (see definition of Administrative Staff), with the salary or wages funded from the University's Operating Budget. Additionally, the waiting period for an eligible employee who was hired or rehired prior to July 1, 2011 is two (2) years of continuous full-time employment prior to the academic semester. For employees hired or rehired July 1, 2011 or later, children are eligible after the employee has completed five (5) years of service based on the adjusted date of service (see "Rehiring Former Employees" for definition) immediately prior to the beginning of the academic semester of the child's enrollment at Denison.

Staff members, who were on the Denison payroll prior to February 1, 1974, have a benefit equal to the direct tuition costs, exclusive of any fees, of the admitting college or of Denison, whichever is less.

Staff members on the payroll February 1, 1974, or later receive a four-year benefit not to exceed \$3,000 per year or a total of \$12,000 over eight (8) semesters or twelve (12) quarters to be applied against tuition of the admitting college or university. The sum of the tuition benefit and any other financial aid specifically designated for tuition only (excluding loans and work) may not exceed the tuition charges of the institution attended.

GLCA Tuition Exchange Program

(Effective May 1, 2015)

For eligible employees who are hired or rehired prior to July 1, 2011, dependent children are eligible to participate in the GLCA Tuition Exchange Program if the eligible employee has one (1) year of continuous full-time employment immediately prior to the beginning of the academic semester of the child's college enrollment.

For employees hired or rehired July 1, 2011 or later, children are eligible after the employee has completed five (5) years of service based on the adjusted date of service (see "Rehiring Former Employees" for definition)

immediately prior to the beginning of the academic semester of the child's enrollment at Denison.

Standard admission procedures apply. The member colleges throughout Indiana (IN), Iowa (IA), Ohio (OH), Michigan (MI), Pennsylvania (PA) and Wisconsin (WI) are: Grinnell College (IA); DePauw University, Earlham and Wabash College (IN); Albion College, Hope College and Kalamazoo College (MI); Allegheny College (PA); Denison University, Kenyon College, Oberlin College, Ohio Wesleyan University, Wittenberg University and The College of Wooster (OH); and Beloit College (WI). An updated list is maintained in the Office of Human Resources.

Tuition remission may not include tuition for off-campus study programs, sponsored either by GLCA, ACM, or individually by the college the student is attending. Participating students should check with appropriate officials at the college they are attending to determine which fees and off-campus program may be covered by tuition remission.

Denison University does not pay fees for abroad/off-campus programs with the exception of the Denison sponsored Oak Ridge program.

For further information regarding the tuition exchange program, contact the Director of Human Resources.

Group Life

This benefit is available to full-time employees as defined in this handbook. This is a term life insurance program; a benefit is payable only when death occurs. The benefit amount is 1.5 times budgeted salary. Denison pays the entire premium.

Accidental Death & Dismemberment

This benefit is available to full-time employees as defined in this handbook. This plan provides a death benefit and scheduled payments for dismemberment caused directly and inclusively by external and purely accidental means. The benefit amount is 1.5 times budgeted salary for accidental death. Denison pays the entire premium.

Business Travel Accident Policy

Full and part-time employees are covered under the Business Travel Accident policy.

Employees are covered for \$200,000 in case of accidental death while traveling on Denison business. Denison pays the full premium for this benefit. Policy details are governed by the plan document.

Long-term Disability Insurance

This program provides a monthly income benefit in the case of total disability.

This benefit is available to active full-time employees as defined in this handbook. An employee must complete one year of service to be eligible, unless s/he qualifies for a waiver under the program. Rehired employees must complete one year of full-time service from their date of rehire. Denison pays the entire premium.

Emeriti Retirement Health Solutions Program

This benefit provides a tax-advantaged program to invest and accumulate assets to help meet future retiree medical expenses for full-time administrative staff hired after June 30, 1993, through the Emeriti Retirement Health Solutions program. Eligibility for university contributions begins at age 40 and continues for up to 25 years. All full-

time staff members, including staff hired prior to July 1, 1993, may make voluntary contributions beginning at age 21.

Core Retirement Plan

Employees regularly scheduled to work a minimum of 1000 hours per year, who are at least 21 years of age, and who have completed 12 consecutive months of service (unless employee meets waiver criteria), are eligible to participate in the University core retirement plan.

Denison contributes an amount equal to 10% of budgeted salary (15% of salary above social security base) for all employees who meet the above requirements. Employees have immediate vesting rights to the retirement contributions. Employees will be notified by the Office of Human Resources of their date of eligibility and enrollment procedures.

Supplemental Retirement Annuity Option

All members of the Administrative Staff are eligible to participate in a tax-deferred (or tax-sheltered) annuity program on the first day of the month following the date of employment.

Under this option, staff members may, through a properly drawn salary reduction agreement, divert part of their salary on a tax-deferred basis to the purchase of supplemental retirement annuity benefits.

Dental Insurance

Two dental plans are available to full-time employees, either as part of their healthcare plan choice or as a voluntary plan. Part-time employees working at least 15 hours per week can enroll in one of the 2 programs as well and pay the entire premium.

Summary plan booklets are available in the Office of Human Resources.

Health Care Spending Account

Full and part-time employees are eligible to participate in the Health Care Spending Account.

Employees can direct part of their pay into the Health Care Spending Account. Employees do not pay federal, state or social security taxes on the amount of pay directed into this account. Employees reimburse themselves from this account for out-of-pocket healthcare, dental, or vision expenses. There is a 90-day waiting period from date of hire before participation can begin. Please refer to the summary plan description for further plan details, rules, and limitations.

Dependent Care Spending Account

Full and part-time employees are eligible to participate in the Dependent Care Spending Account.

Employees can direct up to \$2,500 or \$5,000, depending on their circumstances, from their pay into the Dependent Care Spending Account. Employees do not pay federal, state or social security taxes on the amount of pay directed into this account. Employees reimburse themselves from this account for childcare or elder care expenses. Please refer to the summary plan description for further plan details, rules, and limitations.

Adoption Assistance Program

The adoption assistance program, effective January 1, 2000, pays, upon finalization of a legal adoption, up to \$5,000 per adopted child to eligible faculty and staff for adoption related expenses.

Any full-time, continuing faculty or staff member is eligible for this program. If both adoptive parents are university employees, the benefit

maximum may not exceed \$5,000 per child. Adoption children must be under 18 years of age. They may not be biologically related to either parent. Adoptions made through public, private, domestic, international and independent means are eligible.

For further details, please see the complete policy on file in the Office of Human Resources.

Activity Cards

The Faculty/Staff Picture Identification Card is issued at the time of employment for the exclusive use of the employee, spouse/guest, domestic partner, and children through age 18 or age 22 if a full-time student. This card serves a dual purpose as an activity card and identification for Denison staff members.

This card enables the holder to attend, without charge, home athletic events. Presentation of this card is required when using the automated library circulation system and all athletic facilities, including swimming and the weight room. The Vail Arts Series, various lectures and theater presentations are also open to employees. There may be a charge for some events. The card provides access to Denison Dollars. This is a prepaid cash account that allow employees to use their card to make purchases in dining facilities and the Bookstore.

The card must be returned when the employee's association with Denison ends. Retirees may retain their card and are eligible to retain the privileges of an active employee.

Absences From Work

Holidays

Denison University recognizes the following eight (8) paid holidays each year:

- New Year's Day
- Memorial Day
- Independence Day
- Day combined w/ Independence Day (in lieu of Labor Day)
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day

Full-time and part-time employees are eligible for holiday pay. Part-time employees are eligible for holidays that fall on their regularly scheduled/budgeted workdays.

In the event the University elects to close operations during the week between the Christmas and New Year's holidays, employees may use vacation days for salary continuation.

Holidays falling on Sunday are normally recognized the following Monday. Holidays falling on Saturday are normally recognized on the preceding Friday. The only recognized holidays qualifying for holiday pay are those listed above.

Because of the unique nature of the academic calendar, Denison reserves the right to reschedule holidays to ensure continuation of essential services.

Holidays that fall within a scheduled vacation do not count against vacation.

In addition to the above, and, as reaffirmed by the Board of Trustees in 1992, Professional Librarians are eligible for one-half the vacation time enjoyed by teaching faculty during the academic year (specifically Fall Break, Thanksgiving, Christmas, and Spring Break). Such days do not accrue beyond the academic year in which they are earned, and they may not be carried over from one year to the next.

Vacation

(Effective July 1, 2011)

Full-time administrative staff are eligible to accrue vacation days at the rate of 1.83 days per month for the months actually worked. Initial vacation benefits are pro-rated from the date of employment. Total vacation days that may be accrued per year are as follows.

- 9 Month Staff - 16.5 days per calendar year
- 10 Month Staff - 18.5 days per calendar year
- 11 Month Staff - 20 days per calendar year
- 12 Month Staff - 22 days per calendar year

Part-time administrative staff budgeted at a minimum of .5 FTE are eligible to accrue 10 vacation days per year.

Vacation days may be used at the staff member's discretion depending on departmental needs and approval of the department manager. Any time off other than the institutionally recognized administrative holidays, i.e. Christmas Day, New Year's Day, etc., or when the staff member is ill, must be counted as vacation and subtracted from the vacation accrual.

Vacation accruals will be stated as hours earned per pay period on the employees' statement of earnings and deductions (pay stub) and will be computed based on the employee's adjusted date of hire. Vacation accruals will be prorated during any period where an employee is in an unpaid status. Upon return from vacation, days used must be reported using the Administrative Staff leave Report form. Upon approval by the Department Manager, the form is forwarded to the Office of Human Resources for processing.

No compensatory pay for unused vacation is permitted (except at termination of employment per below). Employees may not use vacation before it is accrued. An employee's total accrued vacation as of January 1 of each year may not exceed 200 percent of the annual vacation earned. Vacation days may not be transferred from one employee to another, except as allowed under the Leave Donation policy described in the Personnel Policies Handbook for Supportive Operating Staff.

A reasonable effort will be made to give an employee the vacation period requested. The exact scheduling must be agreed to by the department head and employee. If a short-term illness or a death in the family occurs while on vacation, additional days of vacation are not granted.

Vacation days may not be taken in less than one-half day. Employees are urged to take at least one extended period each year of at least one week.

Employees who voluntarily leave Denison prior to the completion of one year of service are not eligible for vacation or pay in lieu of vacation. Effective January 1, 2012, employees leaving Denison after

the completion of one year's service will be paid out a maximum of 30 days. For employees retiring from Denison, please see "When You Leave Denison" for information on vacation payout.

On The Job Accidents

(Effective March 24, 2009)

The Workers' Compensation Law of Ohio protects each employee.

All employees should be advised that they are required to report all work related incidents to their supervisors immediately.

If there is any question as to the validity of the employee's reported accident, a thorough investigation and fact-finding report, including statements from any witnesses, will be conducted by the Office of Environmental Health and Safety.

1. Supervisors should see that medical care is provided as soon as necessary. **BE SURE TO TELL THE MEDICAL PROVIDER IMMEDIATELY UPON ARRIVAL THAT THIS IS WORK RELATED.** Licking Memorial always has a supply of FROI-1 forms, but other places may not. It is a good idea to call the Office of Human Resources and get the proper form.
2. The internal Accident, Injury or Illness Report should be completed within 24 hours of accident, injury or illness.
3. The "Employee's Report of Back Injury" should be completed by the employee when any work related back injury is reported and those forms are available in the Office of Human Resources.
4. Upon receiving their claim number from the Bureau of Workers' Compensation, the claimant is responsible for contacting any medical providers of that number.
5. Claimants should be advised NOT to pay for anything, if at all possible. If you need a prescription filled and can't find a pharmacy that will accept a Workers' Compensation case, the Office of Human Resources can make arrangements with CVS so that payment will not be necessary up front. If the claimant pays for a service, the Office of Human Resources can provide the injured worker with information on submitting receipts to the BWC.

Denison University has a third party administrator that we use. If at any time, you are having a problem with bills or just have questions in general, please feel free to call the Office of Human Resources for assistance.

An employee will not receive pay for the first 7 days of absence because of a work-related illness or injury unless accumulated sick leave is used.

If the employee is unable to return to work after all accumulated sick leave has been used, the employee will be placed on a leave of absence without pay.

Transitional Work Program

(Effective March 24, 2009)

Denison University is committed to the safety and health of its employees. Occasionally, after an occupational injury or illness, an employee is unable to immediately return to work and perform all of their duties. However, many employees will often be able to fulfill some duties and responsibilities before they are capable of assuming all their former duties. It is to the mutual benefit of the University and employees to return the employee to employment following an occupational injury or illness. To facilitate a safe and expeditious return to full employment, the University has established a Transitional Work Program. These

procedures should allow affected employees to progressively assume their full and former job duties as their health improves. The following is a summary of the program. A complete copy of the policy and procedures is available in the Office of Human Resources.

If an employee is injured and unable to perform the original job tasks, the chance of returning to gainful employment decreases significantly when the employee stays off work, according to the Bureau of Workers' Compensation. We are offering a Transitional Work Program to keep staff gainfully employed. An employee coming back to work, under this program, with restrictions set by the physician will be paid at the normal rate of wages and will also be paid for the therapy time if on-site therapy is needed.

All employees who have a work-related injury occurring on April 1, 2003 or after are eligible to participate in our Transitional Work Program. This program has been developed with the understanding that it is in both the employee's and the University's best interest to get employees back into the workforce as quickly as possible following a work-related injury while at the same time ensuring that they are not placed in a position which could further complicate the injury.

The aim of the Program is to offer injured workers the ability to return to work, even with extremely limited capabilities. The aim of the Program is NOT to provide long term limited duty positions for employees but to offer a progressive return to work strategy. For the Program to remain effective we require an injured worker to be re-evaluated by their treating physician at least every 30 days. The duration of the program is sixty (60) days.

Procedures

1. Follow the proper procedures for injury report and medical treatment for work related injury. Visit Newark Valley Urgent Care for necessary medical care.
2. Once the employee comes back with restrictions set by his/her treating physician, proceed with the following steps:
 - The supervisor and the TWP Coordinator will develop a transitional duty position that fits within the capabilities indicated by the treating physician.
 - If necessary, TWP Coordinator will arrange for on-site therapy.
 - The Transitional Work Committee will monitor the program until the employee returns to full duty.
 - A Final Medical Release by the treating physician is required for the return to full duty.

Newark Valley Urgent Care

1906 Tamarack Road

Newark, OH 43055

Phone: 740-522-0222

Hours: M-F, 9 a.m. - 9 p.m., Sat. and Sun. 9:00 a.m. - 6:00 p.m.

After hours: Licking Memorial Hospital

TWP Coordinators

Environmental Health and Safety Officer

Human Resources Officer

Funeral Leave

Full-time employees, as defined in this handbook, are eligible for three days leave with pay when a death occurs in the immediate family.

The immediate family is considered to be an employee's spouse, domestic partner (as defined in this handbook), son, daughter, mother, father, sister, brother, half-sister, half-brother, step-father, step-mother, current father-in-law, and current mother-in-law, stepson or step-daughter.

A leave with pay of one day is granted for the death of a near relative. Near relatives are considered to be an employee's aunt, uncle, grandparent, grandchild, niece, nephew, current brother-in-law, current sister-in-law, son-in-law and daughter-in-law.

Vacation time or leave without pay may be used to supplement allowed days with the manager's approval.

Jury/Witness Duty

Denison recognizes the obligation of its employees to serve on jury duty or as a subpoenaed witness when called.

Under normal circumstances Denison will continue to pay an employee's regular, budgeted pay.

Employees are expected to report for work all or part of any day not engaged in jury duty or as a subpoenaed witness. Employees are required to forward a copy of the summons or subpoena of jury or witness duty to the Office of Human Resources. Also, documentation of attendance in court should be forwarded to the Office of Human Resources substantiating dates served.

Military Leave

(Effective February 28, 2011)

The Uniformed Services Employment and Reemployment Rights Act of 1994 guarantees the employment rights of those employees who voluntarily or involuntarily leave Denison for service in the U.S. Armed Forces. The basic provisions and requirements of the Act apply: The employee must give notice that he or she was leaving the job for military service: the cumulative period must not exceed five (5) years; the employee must have not been released from service under dishonorable or other punitive conditions and the employee must have reported back to Denison in a timely manner for reemployment.

Short-term Military Services

A military leave of absence is granted to faculty and staff, full-time or part-time, at any full-time equivalency (FTE), who are members of the National Guard or other branches of the Armed Services for limited field training. The length of field service is not to exceed the standards established by governmental agencies. Normally, such leave does not exceed fifteen (15) calendar days per year. For full-time employees only, Denison will pay the employee the difference between military pay and regular, budgeted pay from Denison.

Extended Military Services

Employees entering the U.S. Armed Forces for service in excess of the two week temporary period are granted a leave of absence, without pay, until discharged. The employee is returned to a position of like status upon release from the military when:

1. An application is made within ninety (90) days from the date of discharge;
2. The employee is qualified to perform the duties of such a position.

An employee is reinstated with compensation at a level he/she would have attained had he/she not left for military service. All staff benefits accrue at the same level as if there had been no break in service.

For full-time employees only, Denison will pay the employee the difference between military pay (base pay and housing allowance) and regular, budgeted pay from Denison for a period not to exceed one year. Denison will comply with all applicable state and federal laws with respect to military leaves.

Sabbatical Leaves

Members of the Administrative Staff are not eligible for sabbatical leaves except for Professional Librarians. Sabbatical leaves for Professional Librarians was reaffirmed by the Board of Trustees in 1992 according to one of the following schedules:

1. One year at half pay every seven years; or
2. One semester at full pay every seven years; or
3. One summer at full pay every four years.

Librarians should follow the applications and reporting procedures described in the University Sabbatical Leave Policy in the Faculty Handbook.

Family and Medical Leave Act (FMLA) of 1993

A. Required through Legislation

Effective August 5, 1993, the Family and Medical Leave Act of 1993 provides eligibility for members of the faculty, administrative staff and supportive operating staff for up to twelve (12) weeks of unpaid leave during a twelve (12) month period for the following reasons:

1. For the birth of a child and to care for the newborn son or daughter¹ ;
2. To care for a son or daughter placed with the faculty/staff member for purposes of adoption or foster care¹ ;
3. To care for a spouse², domestic partner³, son or daughter or parent⁴ with a serious health condition⁵;
4. Because of a serious health condition that makes it impossible for the faculty/staff member to perform the functions of his/her job.

Faculty and staff members are eligible for a leave under the Act twelve (12) months after their date of hire if they have also worked at least 1,250 hours during the twelve (12) months before leave is requested. Eligible members may not take more than a total of twelve (12) weeks-unpaid leave during any twelve (12) month period. Leaves taken for the birth or placement of a child must be completed within twelve (12) months of that birth or placement. The university uses the "rolling method-counting backward" method to determine the 12-month period during which employees are entitled to leave. Under this method, a faculty or staff member's entitlement to leave is determined by looking at the 12 months prior to the time the leave is requested. The faculty or staff member is entitled to any balance of leave not taken during the 12-month period. Thus a faculty or staff member who has not taken any leave in the last year is entitled to 12 weeks; while a faculty or staff member who has taken three weeks' leave in the last year is entitled to only nine more weeks.

Important Note: Denison's policy is to allow leave under the Family and Medical Leave Act to be coordinated with all other paid leave. Faculty/staff members must use all applicable accrued paid vacation time and / or sick time for which they are eligible before taking any unpaid leave. However, staff members do have the option to reserve on (1) week of vacation and one (1) week of sick leave. The remaining time up to twelve (12) weeks is unpaid leave. The total leave including paid and unpaid will not exceed twelve (12) weeks.

Certification: If the leave is for a serious health condition, faculty and staff members are required to provide a certification substantially in the form of Appendix I which includes the date on which the serious health condition in question began for the faculty/staff member or family member; the probable duration of the condition; appropriate medical facts regarding the condition; a statement that the faculty/staff member is needed to care for a spouse, domestic partner, parent or child (along with an estimate of the time required) or that the faculty/staff member is unable to perform the functions of her/his job; and the dates and duration of treatments to be given. Denison may require a second medical opinion from a doctor selected by the university and at the university's expense. If the opinions differ, Denison will furnish a third and final opinion from a mutually acceptable doctor.

Benefits: During the leave, any health insurance benefits that faculty and staff members have elected will be continued in the same manner as before the leave. Participation in other insured programs may be continued as provided by the various staff benefit programs but must be fully paid by the employee (life and long-term disability insurance). Benefits, which are based on length of service and other employment benefits will not be accrued during the leave. Faculty and staff members will be responsible to reimburse Denison for health plan premiums if they fail to return from the leave; except reimbursement is not required if the faculty/staff member fails to return to work because of her/his own family member's serious health condition.

Required Notice: Faculty and staff members must provide a thirty (30) day notice for foreseeable leaves for birth, adoption, or planned medical treatment. If planned medical treatment requires the leave to begin in less than thirty (30) days, as much notice as is practicable must be given.

Returning From Leave: Faculty and staff members return to the same or to an equivalent position upon returning from leave. Pay, benefits and other terms and condition of employment will be the same as prior to the leave; however, faculty/staff in the top 10% of the University's payrolls may be excluded from job restoration rights if reinstatement will cause substantial or grievous economic injury to the University.

Intermittent Leaves: A leave for serious health condition (either of a family member or the faculty/staff member) may be taken intermittently (for a total lost time of no more than the equivalent of twelve (12) weeks during any twelve month period) if medically necessary. However, intermittent leave arrangements for the birth or adoption of a child are not covered by the Act and must be approved by the Provost and/or Director of Human Resources and the relevant Division Head. Faculty/staff members may be required to transfer temporarily to another job for which they are qualified that better accommodates a revised work schedule.

B. Programs at the Discretion of University

The University may grant the following additional leaves of absence to faculty, administrative staff and support staff who have been employed by the University for at least two (2) years. Leaves for faculty are granted at the discretion of the Provost in consultation with the Department

Head. Leaves for administrative staff and supportive operating staff are granted at the discretion of the Director of Human Resources in consultation with the Department Head. Such leaves are subject to the needs of the department, the ability to replace the faculty/staff member on a temporary basis and overall impact on the operation of the department.

The timing and duration of the leave is determined by mutual agreement between the faculty/staff member and her/his supervisor but not to exceed one (1) year (including any leave authorized under the Family Medical Leave Act). Salary is not continued but participation in group insurance programs may be continued with the payment of the full premium by the employee. All applicable accrued paid vacation time and/or sick time must be used before taking any unpaid leave.

If the leave is for a serious health condition, certification as required by the Family Medical Leave Act for serious health condition applies.

1. To care for a newborn son or daughter¹ ;
2. To care for a son or daughter placed with faculty/staff member for the purpose of adoption¹ ;
3. To care for a spouse² , domestic partner³ , son or daughter or parent⁴ with a serious health condition⁵ and
4. Because of a serious health condition that makes it impossible for the faculty/staff member to perform the functions of his/her job.

Extended leaves of absence may be granted to the faculty/staff member with three possible stipulations upon the end of the leave: guarantee of the same job, guarantee of a similar job, or not guarantee of a job. This will be determined at the time the leave is granted.

Failure to return to work at the end of an approved leave of absence is considered a voluntary resignation.

Extended Personal and Family Medical Leaves

The university may grant extended leaves of absences for reasons authorized under the Family and Medical Leave Act listed above to staff members who have been employed by the University for at least two (2) years.

Leaves are granted at the discretion of the department head and the Director of Human Resources. Such leaves are subject to the need of the department, the ability to replace the staff member on a temporary basis and the overall impact on the operation of the department.

The timing and duration of the leave is determined by mutual agreement between the staff member and her/his supervisor but not to exceed one (1) year (including any leave authorized under the Family and Medical Leave Act). Salary is not continued but the employee may continue participation in group insurance programs with the payment of the employee share of the premium. All applicable paid vacation time must be used before taking any unpaid time.

If the leave is for serious health condition, certification as required by the Family and Medical Leave Act for serious health conditions applies.

Extended leaves of absence may be granted to the faculty/staff member with three possible stipulations upon the end of the leave: guarantee of the same job, guarantee of a similar job, or no guarantee of a job. This will be determined at the time the leave is granted.

Failure to return to work at the end of an approved leave of absence is considered a voluntary resignation.

Leaves of Absence Without Pay

A leave of absence without pay may be granted at the discretion of the division and department heads and the Director of Human Resources for other reasons such as education or travel to staff members who have been employed by the University for at least two (2) years. Such leaves are subject to the needs of the department, the ability to replace the staff member on a temporary basis and the overall impact on the operation of the department. Requests for leaves without pay must be submitted in writing to your department head and division head. The Director or Associate Director of Human Resources will review the request. Leaves of absence without pay are normally limited to (90) days or less. Failure to return to work at the conclusion of an initial leave of absence without pay is interpreted as a voluntary resignation. Under no condition will combined vacation, FMLA, Extended Personal & Family Medical leaves and leaves of absences without pay, exceed one (1) year.

All accumulated vacation time must be taken before a leave without pay is granted. No holiday pay is given for holidays falling within leave time. Vacation days do not accrue during such leaves.

Each employee is advised to check with the Office of Human Resources for continuation of insured staff benefit programs prior to going on leave.

Leaves of absence without pay may be granted to the staff member with three possible stipulations upon the end of the leave: guarantee of the same job, guarantee of a similar job, or no guarantee of a job. This will be determined at the time the leave is granted.

Unexcused Absences

If any employee is absent from work without prior notification for three (3) days or more and, if in the opinion of the supervisor and the Director or Associate Director of Human Resources, the explanation for the absence is not satisfactory, the employee may be dismissed without further notice.

- ¹ "Son or daughter" means a biological, adopted or foster child, a step-child, a legal ward, or a child of a person acting as a parent, who is either under age 18, or age 18 or older and is "incapable or self-care because of a mental or physical disability"
- ² "Spouse" means a husband or wife as defined and recognized under state law for purposes of marriage, including common law marriage, in states where it is recognized.
- ³ "Domestic Partner" means same-sex partner as certified by an Affidavit of Domestic Partnership filed with the Office of Human Resources. As a matter of law, leave taken for a domestic partner is not covered by the Federal FMLA. In this manner, Denison's policy goes beyond the federal requirements.
- ⁴ "Parent" means biological parent or an individual who stands or stood as the faculty/staff members parent when the faculty/staff member was a child. This term does not include parents "in-law".

⁵ "Serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves a period of incapacity or treatment following in-patient care in a hospital, hospice, or residential medical care facility; a period of incapacity requiring more than three days absence from work and continuing treatment by a health care provider; or continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated would likely result in incapacity of more than three days; or continuing treatment by or under the supervision of a health care provider of a chronic or long-term condition or disability that is incurable; or prenatal care.

Employee Discipline

(Updated October 30, 2012)

Occasionally, it is necessary to counsel employees for violation of University policies, rules, regulations, major infractions, and marginal performance and misconduct. Our goal at Denison is to be constructive and corrective in disciplinary matters. Managers are urged to discuss marginal work performance and employee conduct in a constructive manner when these incidents occur and during annual performance reviews, with the goal of improving behavior to a satisfactory level.

Disciplinary action could result in immediate termination of employment if the employee's behavior falls under the Major Infractions Policy. Otherwise, disciplinary action will normally follow the guidelines in the Marginal Performance policy. However, Denison reserves the right to advance any step in the progressive disciplinary procedure set forth in the Marginal Performance policy should the University deem it appropriate or necessary to do so.

Marginal Performance

Marginal performance includes, but is not limited to, the following: failure to satisfactorily perform job responsibilities; inconsistent job performance, consistent errors in work; noncompliance with University policies and procedures; inability to perform assigned work; personal misconduct; and unsatisfactory absenteeism and/or tardiness.

Providing feedback to employees regarding work errors and other problems related to job performance is an ongoing responsibility of managers. Prior to beginning the progressive disciplinary procedure described below, a manager should already have met with the employee to discuss the problem and ways to improve performance. If performance problems continue after these informal meetings are held with the employee, then the following procedure should be followed:

1. **Verbal Warning.** The manager meets with the employee to discuss the performance problem, making sure that the employee understands the problem and the behavior changes that are needed to solve the problem. The manager will document the discussion in a memo, providing the original to the employee and a copy to the Office of Human Resources for the employee's personnel file. The memo will inform the employee that the verbal warning is part of the Marginal Performance policy and that future performance problems will lead to a maximum of one more verbal warning or a written warning.
2. **Written Warning.** If after one or two verbal warnings performance is not improved to a satisfactory level, the employee will receive a written warning. The employee will be given a review period of up to 6 months, time period to be determined at the discretion of the manager and the Office of Human Resources, to improve performance to a satisfactory level. The goal of this review period

is for the manager and employee to work constructively together to identify performance problems and improve job performance. The employee's performance will be reviewed after the review period and if performance has not improved, then dismissal is likely. The original written warning is given to the employee with a copy to the Office of Human Resources for the employee's personnel file.

3. **Suspension Without Pay.** This may be the next step depending on the circumstances of the employee's marginal performance. This action is always done in writing and the department head is to confer with the Director and/or Associate Director of Human Resources before proceeding to this step.
4. **Dismissal.** If performance does not improve to a satisfactory level as a result of the written warning, then the staff member's employment may be terminated from the University. The Director and/or Associate Director of Human Resources must be consulted prior to any action being taken. The manager must write a summary of the marginal performance issues, including steps taken under this policy, attempts at solving the performance problem, and a recommendation to terminate employment, including endorsement by the divisional vice president. A copy of the marginal performance memo will be forwarded to the Office of Human Resources for review and approval. The Director and/or Associate Director of Human Resources must be presented at the dismissal meeting.

Major Infractions

Major infractions of Denison's policies and practices may result in immediate dismissal without progressive discipline or prior notice. This dismissal is supported in writing, a copy of which is made part of the employee's personnel record. The Director of Human Resources and/or the Associate Director of Human Resources is to be a party to such a decision.

Major infractions include, but are not limited to, the following:

1. Possession, use or being under the influence of alcohol or illegal drugs on the job.
2. Disobedience, insubordination, or unreasonable refusal to carry out department head's instructions.
3. Stealing of University property or the property of another person.
4. Falsification of time reports including absence.
5. Failure to report for work for three consecutive days without satisfactory explanation upon return.
6. Fighting on University property.
7. Gambling on University property.
8. Willful or continued disregard for University established safety procedures.
9. Willful destruction of University property or the property of others.
10. Falsification of employment records.
11. Possession and/or use of firearms on University property.
12. Any act of immoral conduct or poor citizenship which, in the opinion of the University, may cast unfavorable opinion on the University.

When You Leave Denison

Retirement

(Effective July 1, 2011)

While not mandatory, normal retirement at Denison University is at age 65.

To be considered for retirement, employees must meet the following length of service requirements:

1. Age 60 - 62 with 15 years of service
2. Age 62 - 65 with 10 years of service
3. Age 65 and over with 5 years of service

Before You Leave An employee should submit a written request for retirement to the Office of Human Resources at least sixty (60) days prior to the expected date of retirement.

Vacation Full-time 12 month employees who retire with more than twenty (20) years of service are eligible for a vacation bonus of four (4) days per year for each year over 20 for a maximum of 20 vacation bonus days.

Full-time 9/10 month employees who retire with more than twenty (20) years of service are eligible for a vacation bonus of three (3) days per year for each year over 20 for a maximum of 15 vacation bonus days.

All vacation accrued at the time of retirement, up to 200% of current yearly accrual, is paid upon retirement until June 30, 2013. Retirement after June 30, 2013 will receive a maximum pay-out of 30 days only.

Denison will continue to pay a share of health insurance premiums for eligible employees who were hired before July 1, 1993 and who were employed for at least ten years immediately prior to retirement. Contributions to all other staff benefit programs cease at the date of retirement.

Voluntary Resignation

Any employee who plans to discontinue employment at Denison after the introductory period is requested to give the department head four (4) weeks advance notice. Failure to give this notice is noted on the employee's personnel record. The employee's termination date is the last day actually worked. Normally, leave days cannot be used during the notice period or to extend employment.

For resignation dates through December 31, 2011, accrued vacation will be paid out up to 200% of current yearly accrual, if the employee has completed one year of full-time service prior to termination. Effective January 1, 2012, and after, accrued vacation will be paid out at the maximum pay-out of 30 days.

Death of Employee

In the case of the death of an active Denison employee, the beneficiary is paid through the date of death plus twenty-two (22) working days. Accrued vacation is also paid up to the maximum accrual.

Layoff

A layoff is defined as an involuntary separation caused by factors such as lack of work, loss of funds, changes in work patterns, or technological advances.

When layoffs occur, employees shall be given a two (2) weeks notice or pay not to exceed two (2) weeks pay at the normal rate in lieu of notice. Pay for accrued vacation is also given at time of layoff. The selection of employees to be laid off shall be based on the needs of the University.

Length of service and work performance within a classification and department may also be considered at the option of the University.

Regular employees receive preference for continued employment over employees who have not completed the introductory period within the classification and department.

Employees subject to layoff may be considered for vacant positions provided the employee has the necessary skills and qualifications, and a record of good work performance, good interpersonal relations and good attendance.

The priority for recall from layoff shall be determined based upon the staffing needs of the University although length of service and prior work performance within a classification and department may also be considered. Recall rights continue for a period equal to the employee's length of service immediately prior to layoff, but not exceeding two (2) years.

Exit Interviews

The exit interview is the employee's last formal employment contact with Denison and is normally held by the Director or Associate Director of Human Resources on the employee's last day on the job.

This interview is held for all terminations regardless of cause. All Denison property must be returned before the employee receives his/her final paycheck. The Director or Associate Director of Human Resources is responsible for release of the final payroll check.

Unemployment Compensation

If you are involuntarily terminated, you may be entitled to unemployment compensation benefits. Contact the nearest Ohio Bureau of Employment Services office to determine your eligibility.

General Information

Denison Equipment

Various pieces of Denison equipment or property are entrusted to each employee to perform work assigned. If the equipment is in need of repair, servicing or cleaning, it is expected that the employee will report it to the department head and then follow up to see that such maintenance is accomplished.

The use of Denison equipment on or off campus for personal use is prohibited.

Equipment given to you must be returned upon termination of employment.

Buying through Denison

Denison operates as a non-profit corporation. As such, it is in direct violation of the laws of the State of Ohio to permit employees to make personal purchases through the University. The Denison University Bookstore, which can collect sales tax, is authorized to sell to Denison employees at a 10% courtesy discount.

Confidential Material

Some employees have access to items of a confidential nature. This information must not be discussed or released to anyone without

approval of the proper authority. Failure to respect this confidence is cause for disciplinary action.

Personal Changes

Each employee is requested to report any changes which may affect personnel records. Changes listed below are reported to the Office of Human Resources:

1. Change of address
2. Change in name
3. Change in telephone number
4. Change in income tax exemptions
5. Change in beneficiary for life insurance
6. Change in marital status
7. Change in number of dependents for medical insurance

Health and Safety

The safety and health of all staff members are of utmost importance to the University. The University seeks to comply with federal, state and local safety regulations and to develop procedures and programs to ensure the continuing safety of the university community. The University has the responsibility to provide all pertinent training and retraining, as well as required employee personal protective equipment. Staff members have the responsibility to actively participate in safety training and wear personal protective equipment when called for and perform the job safely.

The Campus Security and Safety Office is the department charged with oversight of the safety program. Campus Security asks administrative and supervisory personnel to assist by incorporating security and safety practices in their staff orientation program and in their daily operations.

Department supervisors, in conjunction with the Campus Security and Safety Office, will assess the various job functions, develop department safety standards, and determine which jobs require personal protective equipment.

Staff members will be trained and supplied with personal protective equipment when needed. Retraining will be provided if staff member does not demonstrate an understanding of proper use of personal protective equipment.

Staff members are required to comply with safety practices established by departments for specific jobs and functions. Staff members who fail to follow proper safety practices or neglect proper safety practices are subject to disciplinary action.

Together, we can make Denison University the safest and healthiest work environment possible.

Guns on Campus

Effective April 17, 2017

No person shall possess, carry, store or use a firearm, deadly weapon or dangerous ordinance, as defined in the Ohio Revised Code, in or on university premises, defined as university owned, rented and/or sponsored property, except as allowable under Ohio Law. Only properly licensed persons who own valid handguns may have those handguns on university premises and then only in their locked motor vehicles; under no circumstances may licensed handguns be removed from locked motor vehicles while on university premises. This policy applies to all persons coming onto the university premises including faculty, staff, students,

visitors, vendors, and contractors, except where specifically permitted. This policy does not apply to law enforcement officers coming on to the university premises while engaged in the performance of their official duties or while required to possess a firearm by rules of the officer's employing agency.

Denison University Office of Campus Safety is solely responsible for the oversight and implementation of this policy. All requests for deviation or exceptions to this policy must be approved by the Director of Campus Safety or his/her designee.

Persons found to be in violation of this policy are subject to immediate action under University rules applicable to that individual. Such responsive action may include, but is not limited to, student conduct action and/or employee disciplinary action up to and including removal, expulsion, dismissal or termination. Persons found to be in violation of this policy may also be subject to criminal prosecution or no-trespassing directive.

Safety Practices

Health and safety is the business of every Denison employee. Poor policies and practices in this area are reflected directly or indirectly in the economic growth of the whole community. If you see an unsafe working condition, report it to your supervisor. If you see conditions around you which could cause an accident, call this to the attention of your supervisor or the Office of Campus Security & Safety.

Some examples of good safety practices are:

1. Maintain a work area and desk that is clean and orderly.
2. Keep desk and cabinet drawers closed when not in use. Open one drawer of a file cabinet at a time to avoid an upset and evenly distribute stored materials to avoid empty bottom drawers that can cause an upset.
3. Inform department head of any defective equipment so that it can be repaired or replaced.
4. Wrap broken glass, mark it, and put it aside (not in the wastebasket) for the custodian.
5. Keep restrooms and storerooms clean and orderly.

Automobiles

All automobiles operating on the Denison Campus must be registered. Registration tags are obtained from the Operator/Dispatcher office. You must have adequate insurance or at least the minimum insurance coverage required by the State of Ohio before a permit is issued.

Continued parking in unauthorized areas and/or moving violations will result in disciplinary action and/or loss of driving privileges on University roadways.

Denison provides transportation between work sites on campus to carry out University business and does not condone the use of personal cars. Employees electing to use their own cars between campus work sites do so as a matter of personal preference and are not eligible for any travel allowance.

Use of University Vehicles

All employees driving Denison University vehicles: (1) must be licensed (by the State of Ohio) drivers, (2) will have completed the University Defensive Driving Course, (3) are responsible for checking the condition of the vehicle and reporting any defects, (4) are expected to drive

responsibly, including use of safety restraints (seat belts), and in a manner so as to protect other persons as well as university and private property, (5) must comply with Denison University traffic and parking rules and regulations, and (6) are responsible for citations which might be issued. In addition, Denison University vehicles are not to be used for personal use. If involved in an accident, the employee will notify the Department of Campus Security and Safety and the appropriate law enforcement agency, if off campus, immediately and provide all requested information. Reports of all incidents involving university vehicles are forwarded to the university's insurance carrier. Poor driving, repeated violations or failure to follow proper safety procedures, or negligence could result in disciplinary action.

Protection Against Loss of Personal Property in University Buildings by Fire or Theft

Employees are encouraged to minimize the amount of personal effects used in their work. To the extent that the use of personal effects is necessary in your work, you should have your own personal fire and "homeowner" type policy endorsed to include items used while engaged in one's profession.

Policy on the Use of University Keys

Employees may be issued keys to University buildings at the time of employment. Keys are the property of the University and must be returned prior to leaving. Any keys issued are the responsibility of the employee and must be used for the designated purpose only. Keys must not be loaned. Keys that are issued for specific shift use are not to be taken away from the University.

Personal Telephone Calls

Occasionally employees may need to place a personal long-distance call. Long-distance calls within the United States are not billed at an extra cost to the university but international long-distance calls are. Therefore, international long-distance personal calls are not permissible using the university telephone system. Free international phone calls can be made through telephone calling apps (for example, Skype or Good Hangouts) available on smartphones, tablets, and computers.

Publicity

Publicity releases related to Denison are the exclusive responsibility of the Office of Public Affairs.

Publications

(Effective July 1, 2012)

The Denisonian is the campus student newspaper published during the school year by the student body.

The Denison Magazine is a publication for alumni and the entire campus community. It is published three times per year and is mailed to each employee's home.

Denison's In The Know is the college's electronic newsletter for current news, stories and ideas. It is updated throughout the week both during the school year and in the summer months and is emailed to each employee's Denison email address.

Acceptable Use Policy For Computer

Use Denison University provides all staff access to a wide range of computer services. Many of these services are shared by other staff, faculty and students. As a community we find it essential that all members abide by a set of guidelines to ensure that these services are available to the community in a fair and equitable manner.

An Advisory Committee has published a set of guidelines for the Acceptable Use Policy. The most up-to-date version of the Acceptable Use Policy (<https://denison.edu/forms/acceptable-use-policy/>) is available on MyDenison.

By virtue of your use of Denison's computers and any system accounts which give you access to our network, you agree to abide by this policy.

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