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# PERSONNEL POLICIES HANDBOOK FOR SUPPORTIVE OPERATING STAFF

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# GREETING FROM THE DIRECTOR OF HUMAN RESOURCES

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## **To Supportive Operating Staff:**

This handbook is designed to provide helpful information to all members of the Supportive Operating 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

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Denison University changes lives. In just 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. Everyday 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

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(Effective April 1, 2012)

The University recognizes that all employees are vital to the University community. Maintaining a positive working environment of cooperation, purpose, and collegiality advances not only our employee relations, but also our overarching educational goals.

To that end, this Handbook is designed to give each member of the Supportive Operating Staff at Denison a better understanding of our applicable personnel policies and procedures. You should review this Handbook carefully and become familiar with its contents.

Most of the policies and procedures set forth in this Handbook have been in effect for some time, though some have been reworked over time in response to evolving issues and an effort to provide greater clarity and understanding. This Handbook supersedes all other previous manuals or descriptions relating to Denison's Supportive Operating Staff personnel policies.

This Handbook is not intended to cover every situation that may arise during your employment, but is a general guide to the policies, practices, benefits, and expectations of the University in connection with your employment at Denison. The University retains discretion to deviate from the policies and procedures contained in this Handbook, with or without notice, as the University deems appropriate, and to revise the contents of this Handbook as needed to reflect current administration or to adapt to the ever-changing environment and requirements relating to employment relationships. That said, reasonable efforts will be made to keep the Supportive Operating Staff apprised of material changes to the policies and procedures that follow.

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

If you have any questions regarding the content or interpretation of this Handbook, please contact your department head or the Director of Human Resources. It is our hope that you will find your employment at Denison a rewarding and satisfying experience.

# EMPLOYMENT AT-WILL

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(Effective April 1, 2012)

Supportive Operating 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

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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

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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

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

The Director of Human Resources and/or the Associate Director of Human Resources, together with the relevant department chair or manager, are charged with the responsibility for advertising for and screening applicants for Supportive Operating Staff employment. Human Resources is responsible for administering the wage and salary program for all support 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, absences, rates of compensation, hours of work, evaluations, wages, staff benefit deductions and all other matters directly related to you as an employee.

# DEFINITION OF SUPPORTIVE OPERATING STAFF

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(Effective February 28, 2011)

Supportive Operating Staff includes all Denison University personnel except members of the faculty and administrative staff. Members of the Supportive Operating Staff may be employed on a full-time, part-time, or casual/temporary basis.

Full-time employees work at least the full academic year (usually 40 weeks) and are scheduled/budgeted to work between 35 and 40 hours per work week.

In addition, full-time employees include employees budgeted to work at least 75% of a 12 month full-time schedule by category.

Full-time employees, as defined above, are eligible to participate in all staff benefit programs. Less than 12 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, pre-arranged schedule that is less than the full-time hours for their category, as defined above.

Casual/Temporary Employees are employed on an as needed or seasonal basis. Casual/temporary employees are not eligible for staff benefits other than coverage under the Social Security and Workers' Compensation programs.

# NONDISCRIMINATION POLICY

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(Updated August 2016)

Denison University does not engage in discrimination in its educational, extracurricular, athletic, or other programs or in the context of admissions or employment, against students, employees, or prospective employees, on the basis of race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation or veteran status.

The University complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967 as amended, the Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972, the Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989, the Family and Medical Leave Act of 1993, and all other applicable federal, state, and local statutes, ordinances, and regulations.

If you have any questions about this policy or believe you have been a victim of discrimination in violation of this policy, please contact the:

Office of Human Resources Doane Administration Building Room 307, ext. 6299 or Office of the Provost Doane Administration Building Room 205, ext. 6243 Monday - Friday, 8:30 a.m. - 4:30 p.m.

# STATEMENT ON FREEDOM OF EXPRESSION AND ACADEMIC FREEDOM

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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.

# ANTI-HARASSMENT POLICY

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(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

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(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 supportive operating 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

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## Employment Policy

Supportive Operating Staff of Denison University 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.

## 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

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. A complete policy statement is given to all new employees.

## Introductory Period

The 3-month introductory period for new hires and rehires is that period when the University and employee have an opportunity to evaluate each other.

During the introductory period, the employee may be terminated without notice for any reason. The employee may also terminate employment without notice for any reason during this period. Fifteen days prior to the end of this introductory period the department head is requested to complete a Performance Review form. Retention, continuation of introductory period, or discharge of the new employee is based on this evaluation. Any leave days taken during the introductory period will be without pay.

Upon satisfactory completion of the introductory period, leave benefits accrue from date of initial employment.

In addition, employees who transfer to another position will normally receive a 3-month performance review. The purpose of the review is to ensure that the employee is performing satisfactorily in the new position and to encourage an open and constructive relationship between supervisor and employee.

## Outside Employment

Denison has no objections to an employee having other employment provided that such activity is secondary and in no way affects his/her schedule or work performance at Denison.

From time to time, employees may be asked to provide services beyond the normally scheduled hours of work. Should secondary employment interfere with such needs, the employee may be requested to resign from the secondary employment position, if the University determines that job performance suffers. A refusal to give up other employment may be reason for termination by Denison.

## 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 a employee's spouse, domestic partner (as defined in this handbook), son, daughter, mother, father, sister, brother, halfsister, 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 should be evaluated on his/her performance on a regular basis; work-related issues of mutual concern to the employee and the supervisor should be discussed, and efforts to establish performance goals should be considered. The evaluation process is used to identify individual development needs and opportunities consistent with the goals of the employee and the training skills appropriate for the job.

The supervisor will conduct a formal review at least annually.

## Promotions

It is the University's desire to allow for promotion of employees in recognition of demonstrated ability, experience, technical knowledge and contribution to the department and the University. Promotions are defined as moving to a job in a higher job grade (i.e. CSS 06 to CSS 09).

Promotions may be approved without posting the job when all the following criteria are met:

1. There is a clear and direct relationship between the positions;
2. The employee being considered for promotion meets the minimum educational requirement or equivalent or formal training for the vacant position;
3. The employee being considered possesses the basic skills required for the vacant position;
4. The open position must be in the same job category as the employee's current position (i.e. Office to Office position or Trades to Trades position).

Even though all of the above conditions may be met, promotions are not guaranteed. Each case will be considered on an individual basis and is subject to the approval of the Director of Human Resources and the appropriate chief administrator. Notices of all promotions will be posted.

## Job Postings

(Effective February 28, 2011)

Normally, all support staff positions are posted at the college. A couple usual exceptions are those positions that qualify under the promotion policy (see promotion policy) and positions impacted as a result of reorganizations. Staff members who have the required skills and qualifications for the job are encouraged to apply for vacant positions. All job announcements are posted on-line. Please refer to the employment link on the Denison website at [www.denison.edu](http://www.denison.edu).

## Internal Postings and External Advertising

A search will be considered 'internal only' when the hiring manager and the Office of Human Resources determine that there may be a viable internal applicant pool. An internal job vacancy will normally be posted for a minimum of five (5) calendar days. A final decision on all internal candidates will be made prior to external advertising. After the 'internal only' posting period, if no internal applications have been received in Human Resources, or, if the decision is made not to interview or hire any internal candidates, then external advertising will commence. Current staff members who apply for a position after it is advertised will be given equal consideration with external applicants.

## Internal Application Process

(Effective February 28, 2011)

Current staff members seeking a transfer to a different position will not be considered until he/she has successfully completed the 90-day introductory period in his/her current position. All transfers must receive final approval from the Office of Human Resources. While staff members are encouraged to apply for internal opportunities, an interview is not guaranteed. The only exception to this practice applies to our Building Services Assistant staffing needs.

Whether the search is internal or external, the hiring manager, in consultation with the Office of Human Resources, will identify the candidate who best fits the needs of the department and of the University.

Hiring managers may ask an employee's current manager for a recommendation. Also, hiring managers are encouraged to review employee's performance reviews as part of the hiring process.

## 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.

## **Service Recognition**

Recognition of employees for years of service is made annually at an awards program. Recognition is made for every five years of service. There is recognition for retirement when an employee retires under the terms of an official Denison retirement plan. (See When You Leave Denison, page 58.)

## **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. 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

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## Hours

The University determines the work schedule, which may vary by department.

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. Unscheduled absences and tardiness may cause work schedules to fall behind and force delays on the part of other employees. An excessive number of either absences or tardiness, as determined by the supervisor, will 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. 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;
3. Alternate work schedules to meet specific short-term needs or emergencies will continue to be coordinated with the department supervisor.
4. A four-day work week schedule may be approved if it is a 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;

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.

# COMPENSATION

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## General Policies

It is the policy of Denison University to pay for all hours worked. The U.S. Fair Labor Standards Act of 1938, as amended is very specific in its requirements. All policies established within the University will adhere to this Act. To comply with this law, it is essential that each employee accurately report all hours worked. All absences must also be reported. Your supervisor will instruct you in detail on the use of forms to accomplish this reporting.

Most Supportive Operating Staff are subject to the Fair Labor Standards Act regardless of hours, nature of job, location where work is done, and multi-department assignments. If you are exempt from the Fair Labor Standards Act for any reason, you will be advised.

## Overtime Pay

(Effective December 31, 2007)

All non-exempt employees under the Fair Labor Standards Act are entitled to one and one-half times their regular rate of pay for hours worked in excess of forty (40) hours per workweek.

All overtime work must be authorized in advance by the department head. Hours granted for funeral leave, holidays, sick leave and vacation are considered time worked for the purpose of calculating overtime.

Casual/temporary employees who work on a holiday are paid the regular hourly rate with no premium for holiday work.

## Call Back Pay

(Effective October 16, 2013)

An employee summoned from home 'back' to work due to an urgent or an emergency situation, requiring additional travel to and from work, will receive regular pay for not less than the equivalent of three hours of work.

If the call back pay also qualifies for overtime pay, then an employee receives either one and one-half times the hours worked or three hours, whichever is greater. This minimum does not apply to work performed prior to the start of the regular shift and continuing into the regular shift or added to the end of a regular work shift. However, employees serving as members of the University Governance committees, or similar groups or committees, are not eligible for call back pay and will be compensated at their regular hourly rate of pay.

## Pay Periods

The work week is a seven day period beginning 12am, Sunday and ending the following Saturday, at 11:59pm.

Supportive Operating Staff employees are paid biweekly. Payday is the Friday following the end of the pay period. If a payday falls on a holiday, employees are paid the last working day prior to the holiday.

## Time Sheets

On-line timesheets through Denison self-service must be submitted to your supervisor at noon following the pay period.

Timesheets will be due to the Payroll Office earlier when a payday falls on a holiday. Employees will be notified of the adjusted deadline. Adjustments to hours should be recorded on the next pay period's on-line timesheet.

## 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, and special gift contributions to Denison.

## Compensatory Time Off

The Fair Labor Standards Act does not allow an employer to give compensatory time off in exchange for paying overtime unless the compensatory time is taken in the same week as the overtime was worked. The supervisor must approve all compensatory time.

## Wage and Salary Administration

Denison University maintains a formal wage and salary program for members of the Supportive Operating Staff. This formal system was developed for Denison by Robert Hayes and Associates, Inc. in 1978 and was reviewed and updated in 1992. Denison's objective is to provide a compensation program that is equitable, objective and competitive.

## Job Descriptions

Copies of job descriptions are maintained in the Office of Human Resources. These 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.

## Job Evaluation

(Effective September 1, 2009)

Each job is evaluated and assigned a job class based on the job's complexity and responsibility using the formal job evaluation system consisting of eleven major job related factors. The job grade is included on each job description and posted on bulletin boards throughout the University and on the Human Resources' homepage.

Requests for re-evaluation of a job must be submitted to Human Resources by the responsible manager/director and include a revised job description and memo describing the significant changes in the responsibilities of the job. Human Resources may meet with the manager and/or job incumbent to gain a better understanding of the job and to finalize the job description. Alternatively, an employee may write a memo to both the manager and Human Resources requesting re-evaluation of the job. The 'Administrative Staff Criteria' policy will be used to determine if the job is administrative staff.

## Administrative Staff Criteria

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.

## Wage and Salary Rates

Range related positions include administrative assistants, accounting clerks and all other secretarial/clerical and supervisory/technical positions. A salary range and schedule has been determined for the range-related positions. In most cases, starting rates for such positions will be the minimum of the salary grade.

Denison conducts periodic wage and salary surveys of businesses and organizations in the Licking County area in its ongoing objective of maintaining a competitive wage/salary program.

## Pay Increases

Each year the University reviews the availability of funds that can be allocated to wages and salaries. When it is determined that there will be an increase, adjustments will normally take place on or about July 1. Factors such as length of service, position in the salary range, and competitive rates for your classification may be taken into consideration when determining the amount of increase. Annual wage increases are not guaranteed.

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

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

## 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 employees, except casual/temporary employees to receive their pay through direct deposit.

## 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 Working Outside Their Primary Position

Occasionally, employees work outside of their primary job, such as assisting with special events, driving a van for a student event, or other temporary/casual assignments involving duties apart from the employee's primary position. Below are the guidelines that will be used to determine the rate of pay for working in these temporary/casual assignments.

All requests for temporary/casual assignments must be coordinated with the Office of Human Resources prior to attaining current staff to work to ensure all parties understand the pay arrangements of the temporary/casual assignment.

Basically, an employee will be paid his/her currently hourly rate if the temporary assignment is similar to the job duties of their current position. If this is not the case, then the employee will be paid an hourly rate consistent with the temporary assignment they're being asked to perform.

These guidelines also apply to retired employees working occasionally in a casual position.

Lastly, the supervisor/manager of the temporary assignment must furnish the Office of Human Resources with an email or memo authorizing the assignment.

# STAFF BENEFIT PROGRAMS

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## General

The staff benefit portion of Denison's total compensation program is divided into two 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.

All benefits plan documents and reports are available on MyDenison, under the HR and Employees tab.

## 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 46.

### 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.

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 58 for information about health insurance after retirement.

### 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.

## Short-term Disability Policy

(Effective July 1, 2011)

This Short-Term Disability Policy provides for partial pay continuation for specific time periods to eligible employees for qualifying leaves due to non-work-related illnesses or injuries.

The effective date of the Short-Term Disability Policy is July 1, 2011. This policy will apply to applicable leaves which begin on or after July 1, 2011. It is the responsibility of the Office of Human Resources to interpret and administer this policy. Further, this policy is subject to, in its sole discretion, review, modification, and termination by the Denison Board of Trustees.

These provisions apply to all supportive operating staff employees who are classified as regular full-time benefit eligible employees. Additionally, employees must have worked for the college for three months prior to disability to qualify for the short-term disability benefit coverage.

### Benefit Provisions

1. Eligible employees must be off work for ten consecutive work days (i.e. the waiting period) before short-term disability benefit payments begin. Therefore, the benefit will begin on the eleventh work day the employee is off work due to the disability.
2. Eligible employees must use accumulated sick days, if available, to be paid the first ten consecutive work days (i.e. the waiting period) of the disability.
3. After the waiting period, eligible employees will qualify to receive a short-term disability benefit equal to 80% of their regular budgeted weekly earnings from their primary position.
4. Eligible employees are required to use accumulated sick time to cover the 20% gap between the short-term disability benefit and 100% of weekly earnings. If an employee uses all accumulated sick time, then the short-term disability benefit will continue at 80% of weekly earnings.
5. The maximum duration of the short-term disability benefit, which includes the waiting period, is 26 weeks.
6. Eligible employees must complete a short-term disability application to apply for this benefit.
7. Eligible employees must provide a physician certification documenting the disability prior to the short-term disability benefit being paid. The physician certification should be provided two weeks prior to the disability begin date or as soon as practicable.
8. In the case where a return-to-work date is not provided, short-term disability may need to be monitored and approved on an ongoing basis. The employee may not return to work until she or he has medical certification to do so.
9. Recovery from surgery that is purely cosmetic, non-reconstructive and not medically necessary is also excluded from coverage under short-term disability.
10. The College has the right to collect any short-term disability payments made for any time period when the employee is no longer disabled, and could have returned to work. This may arise when the employee's return-to-work date differs from the medical certification return-to-work date.
11. Employees on an approved short-term disability leave are eligible for any holidays falling during the disability which are recognized by the College.
12. This benefit policy will be updated periodically, as needed.

### Interaction With Other Policies

This short-term disability benefit will be coordinated with the Family Medical Leave Act (FMLA) policy. Essentially, if the short-term disability also qualifies for an FMLA leave then the requirements of both programs and policies will have to be met by the eligible employee. It will be common for a short-term disability benefit and FMLA leave to run concurrently.

## 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 Supportive Operating 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 Supportive Operating 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.

### **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.

### **Emergency Assistance Program**

#### **Purpose**

The Emergency Assistance Program exists to provide, when needed, interim assistance between short-term sickness or injury and eligibility for benefits under the long-term disability insurance program. The program provides emergency financial assistance in the form of a grant to full-time members of the Supportive Operating Staff in situations where Acts of God<sup>1</sup>, extended illness<sup>2</sup>, and other catastrophic events result in a loss of work beyond sick leave and vacation time available, including the possibility of donated leave under the leave donation program. Assistance is limited to expenses not covered by insurance programs offered by Denison University. This program is not intended to provide assistance in cases resulting from disciplinary action or any reduction in the workforce.

#### **Size of Grant**

The maximum of any grant shall not exceed sixty (60) percent of the regular and budgeted weekly salary for a member of the Supportive Operating Staff up to a maximum period of 180 days inclusive of available sick leave days and vacation<sup>3</sup>. Funds payable under the grant are not guaranteed but rather are based on the level of normal financial need.

#### **Administration**

The Director of Human Resources is responsible for the administration of the program.

### **Parental Leave Policy**

(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 in writing by the Director of

Human Resources and the divisional Vice President. 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. The employee must complete the Parental Leave Application form. If both parents are employed at Denison, the options are: 1) only 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

(Effective March 1, 2017)

Full-time supportive operating staff employees, as defined at Definition of Supportive Operating Staff, page 4, 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 am 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 am to 4:30 pm 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 courses 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 supportive operating 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. Employees interested in this benefit must discuss it in detail with their supervisor and the Director or Associate Director of Human Resources prior to enrollment.

### Off Campus Courses

Off-campus or continuing education to become better qualified to perform your duties is recognized as part of your growth at Denison. Every effort is made to assist the employee in participating in such education. For courses to be covered under this section, offcampus courses taken without seeking a degree must be work-related, and, courses, whether work-related or not, taken as a requirement for a work-related degree (refers to major area of study), are covered. Courses must be taken at approved institutions of learning.

Additionally, Denison will support staff in the cost of such education in one of two ways: 1) tuition can be refunded to employees upon achievement of a grade C or better of prior approved courses of study; or 2) Denison will provide an upfront loan for prior approved courses of study to cover the cost of tuition, with a repayment period of between 12 and 24 months for any course not receiving a grade C or better. Further, loans will be forgiven, with a grade C or better, effectively reimbursing the employee for the cost of tuition. Up to two courses per semester will be considered under this section. Only tuition is paid or refunded; Denison does not pay for any other charges. Official grade reports, regardless of payment option chosen, must be provided to substantiate payment or loan forgiveness. Time lost in attendance at off-campus training programs, if applicable, must be made up by adjustments in the work schedule. Overtime pay is not authorized for education. Denison reserves the right in its sole discretion to limit participation each fiscal year based on total cost of providing benefits.

Employees interested in this benefit must discuss it in detail with their supervisor and the Director or Associate Director of Human Resources prior to enrollment.

## Educational Benefits for Employee's Dependents - 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 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, The College of Wooster (OH); Beloit College (WI); and Willamette University (OR). 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.

## 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 allows employees to use their card to make purchases on campus.

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.

## Uniforms

Certain positions at Denison require special uniforms or clothing.

Denison purchases and supplies these items of clothing at no charge to the employee. Required uniforms or clothing must be worn while working unless the department head has made other provisions. All such items must be returned to Denison upon termination of employment.

## Safety Shoe Program

(Effective February 28, 2011)

Non-office personnel working in Facilities Services, residence halls and other areas where potential foot injury could occur are required to wear a substantial work shoe. In some instances, a supervisor may require safety shoes (steel toe) to be worn. Denison participates in a safety shoe cost reimbursement program. Employee working in Facility Services should refer to their department policy for additional information.

- 1 Acts of God include but are not limited to fire and storm catastrophes
- 2 Includes maternity leave only for the period certified by the physician
- 3 Payments are offset by any other benefits such as Worker's Compensation

# ABSENCES FROM WORK

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## Holidays

(Effective June 19, 2009)

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

Employees working less than 12 months celebrate an additional day near the Christmas holiday in lieu of Labor 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.

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.

Full and part-time employees required to work on a holiday recognized by the University will receive the holiday pay and one and one-half times the normal hourly rate of pay for hours worked on that day.

Casual/temporary employees who work on a holiday are paid the regular hourly rate with no premium for holiday work.

Full-time employees who work unusual schedules and whose normal day off falls on a holiday are granted an additional regular day's pay or an extra day off during the same pay period, in recognition of that holiday.

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

## Floating Holidays

(Effective June 19, 2009)

Full-time employees are eligible for three (3) floating holidays per year. Part-time employees are eligible for one (1) floating holiday per year. Requests to take a floating holiday must be submitted to and approved by your supervisor in advance. Due to scheduling and work requirements, not all requests can be approved. However, employees do have the option of using floating holidays as a 'snow day' or in other emergency situations. Normally, full-time and part-time staff may not take holidays in less than one-half day increments. Employees are encouraged to use their floating holidays early in the year to avoid the risk of forfeiture.

All floating holidays must be taken on or before the last day of the pay period of the first payroll paid in December of each year (referred to as the cutoff date). Floating holidays taken after this date will count against next year's balance.

New full-time employees placed on the payroll before July 1 are eligible for three (3) floating holidays to be taken after successful completion of the introductory period and by the cutoff date. New full-time employees placed on the payroll after June 30 and prior to August 1 are eligible for two (2) floating holiday to be taken after successful completion of the introductory period and by the cutoff date. New full-time employees placed on the payroll on August 1 or later are not eligible for a floating holiday until the next floating holiday year (which begins after the cutoff date).

Part-time employees placed on payroll from January 1 through July 31 are eligible for (1) floating holiday (based on budgeted hours) to be taken after successful completion of the introductory period and by the cutoff date. Part-time staff budgeted less than 700 hours per year are not eligible for a floating holiday.

Unused floating holidays are not paid upon termination.

## Vacation

(Effective July 1, 2011)

Full-time and part-time employees are eligible to accrue vacation. Vacation time is accrued from the employee's adjusted date of hire.

Full-time employees scheduled to work twelve months per year will accrue vacation at the following rates:

0 thru completion of 5 Years	10 Days per year
over 5 thru completion of 10 Years	15 Days per year
over 10 Years	20 Days per year

Full-time employees working less than 12 months or less than 1.0 full-time equivalent (FTE) will earn vacation on a prorated basis.

For employees working less than 12 months the effective period for taking vacation is the overall time frame the staff member is budgeted to work including any break periods during the academic year. In addition, these employees will accrue vacation on budgeted hours worked; they will not accrue vacation for working in casual/temporary jobs.

Part-time employees occupying a position budgeted for 700 hours or more will accrue vacation at the rate of one half the accrual of what full-time staff receive with 0 through completion of 5 years of service or less, by category of employment.

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.

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.

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

Full-time staff non-exempt and part-time staff may take vacation days in one hour increments. One hour is the least amount of vacation that can be used. Vacation can be used in 15 minute increments beyond one hour. Part-time staff must take vacation equal to the number of hours they are normally scheduled/budgeted to work for a day. Employees are urged to take at least one extended period each year of at least one week. Exempt staff (salaried) can use vacation in 1/2 days or full days.

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.

## Sick Leave

The sole purpose of paid sick leave is to provide continued income during periods of personal illness and injury and family illness (see Family policy). To accomplish this, Denison self funds a sick leave program according to the following schedule:

Full-time	1 Day per month granted for each month worked
Part-time (less than 700 hours) worked	2 Hours per month granted for each month
Part-time (700 hours or more) category	Accrue at the rate of half of full-time accrual by

Sick leave will be stated as hours accrued per pay period on each employee's self-service record and will be computed based on the employee's adjusted date of hire. Employees working less than 12 month schedules are not granted sick leave for the period they are not scheduled to work. Sick leave is not granted to employees when assigned to casual/temporary work.

Absence because of sickness must be reported to your supervisor no later than your normal starting time on the day of your illness. Failure to advise the University may result in loss of sick pay for that day and disciplinary action.

A record of all sick leave used is maintained in the Office of Human Resources. Subject to the requirements of the Family Medical Leave Act, an excessive number of either absences or tardiness, as determined by the supervisor, will result in disciplinary action up to and including suspension and/or discharge. Any absence from work regardless of cause or reason may be considered in determining excessive absenteeism.



Denison reserves the right to require a physician's statement for all absences. Employees reporting for work after a major illness or injury are required to submit a statement to Human Resources from their physician releasing them to active status. Contact Human Resources for FMLA or Medical Leave information.

All employees are urged to allow sick leave to accumulate to offset a major illness or accident, should one occur. To encourage accumulation, there is no limit on the number of days that may be accumulated during the years of active employment. To further encourage accumulation of sick time, Denison will pay employees a portion of unused sick leave at the time of retirement if the employee retires under the terms of one of Denison's official retirement plans. (See Retirement policy)

Sick leave may be used for the employee's doctor's or dentist's appointments. Absences of less than a full day may be made up by working lunch periods or working prior to or after the regular scheduled workday with approval of the department head. Sick leave may be used in 1/2 hour increments.

At the discretion of the supervisor, sick leave on the day before or the day following a holiday may require a physician's certificate indicating dates, nature, and length of illness.

Unused sick leave will not be paid upon termination of employment at Denison except for retirement or death.

Part-time employees moving to full-time status will carry forward all accumulated sick leave.

Support staff moving to a faculty or administrative staff position will forfeit sick leave balance and any right to payment at retirement.

## **Family Illness**

Denison allows employees to use accumulated sick leave to care for sick or injured members of their immediate family or to accompany them for eligible medical-related appointments. Immediate family is defined below.

Full-time and part-time employees can use up to their total accumulated sick leave days for family illness.

Immediate family members are considered to be an employee's parents or children, spouse, domestic partner, and any dependent (as defined by the IRS) living in the employee's household.

Denison reserves the right to require a physician's statement to document the illness or injury if the employee will be off work for more than 3 consecutive workdays.

In addition to family illness days, full-time employees can use floating holidays for family illness. The definition of full-time employee is found in Definition of Supportive Operating Staff, page 4.

See FMLA policy for qualifying events.

## **Day(s) Off Without Pay**

(Effective December 31, 2007)

Employees accrue leave, such as vacation, floating holidays, and sick time, to assist them while taking time off from work due to illness, personal business, or vacation.

Employees are required to use all applicable accrued leave days prior to taking a day off work without pay. If a staff member will be off for non-illness reasons (vacation, personal business, extended funeral leave or other), vacation and floating holidays must be used. For personal illness or family related illness, sick days must be used.

The only exception to this policy is if a staff member is taking an FMLA leave. Please see Family and Medical Leave Act (FMLA) of 1993, page 50.

All days off work must be coordinated with your supervisor.

## **On-the-Job Accidents**

(Effective date 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.



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.

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 an employee misses time on the first day of illness or injury, the employee will be paid for the full-scheduled day. Employees must use sick leave for follow-up visits or therapy.

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 date 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, 9:00 a.m. - 9:00 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 and step-son 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, legal guardian, son-in-law and daughter-in-law. The relationship of the deceased must be written on the time sheet.

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

If the death occurs while the employee is on vacation or a holiday, this benefit is not added to the vacation period or holiday, nor are days allowed at some other time.

## **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 who do not lose time from their assigned schedule of work, but who nevertheless performed jury/witness duty service within the eight hour period immediately preceding or succeeding their regular shift, may have an amount of time off work with pay equal to the time they were required to spend in court.

Employees are required to attach a copy of the summons or subpoena of jury or witness duty to the timesheet and forward to the payroll office. Also, documentation of attendance in court should be attached to the timesheet and forwarded to payroll substantiating dates served.

## **Military Leave**

(Effective February 28, 2011)

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) 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**

(Effective February 28, 2011)

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 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 employee 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.

## 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 daughter<sup>4</sup> ;
2. To care for a son or daughter placed with the faculty/staff member for purposes of adoption or foster care<sup>4</sup> ;
3. To care for a spouse<sup>5</sup>, domestic partner<sup>6</sup>, son or daughter or parent<sup>7</sup> with a serious health condition<sup>8</sup> ;
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 daughter<sup>4</sup>;
2. To care for a son or daughter placed with faculty/staff member for the purpose of adoption<sup>4</sup>;
3. To care for a spouse<sup>5</sup>, domestic partner<sup>6</sup>, son or daughter or parent<sup>7</sup> with a serious health condition<sup>8</sup> 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 and/or sick 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 for other reasons such as education or travel.

Requests for leaves without pay must be submitted in writing to your immediate supervisor. The Director or Associate Director of Human Resources will review the request. Leaves of absence without pay are normally limited to ninety (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 sick leave, 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 or sick leave 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.

## Leave Donation Program

On the unfortunate occasion when a leave of absence, such as personal illness or illness of a parent, spouse or child, results in an employee being absent from work for a prolonged period of time, University policies outline procedures for the use of applicable paid time off and leaves of absence without pay.

The Leave Donation Program applies only to a leave of absence due to an employee's non-work related injury or illness. In the event that an employee exhausts all applicable paid time off and after a leave from work that exceeds 5 workdays, an employee can make a request for leave days through this

donation program. Support staff can donate vacation or sick days. Administrative staff can only donate vacation days. Only full-time and part-time support staff is eligible to receive a benefit under this program.

1. An employee makes a request for consideration under this program by completing a Leave Donation Program Request Form.
2. A Human Resources representative will inform the community that a triggering event has occurred and ask if any employees are interested in donating accumulated vacation or sick time to the employee in need. The absent employee's name and nature of the serious illness will be kept confidential.
3. Employees may donate a minimum of a 1/2 day or a maximum of (3) days of accumulated vacation or sick time per occurrence (as long as they don't go below the minimum level). The donating employee will complete a Leave Donor Form to authorize the donation of their vacation or sick leave. The donation is made to a specific person, not to a 'bank' for employees to draw on. Excess days (donated days not used) will be credited back to donors.
4. Employees must maintain a minimum of 10 days of sick/vacation time in order to donate any leave. The minimum applies to the sick and vacation balances separately.
5. The total number of donated vacation days an individual can receive per occurrence shall not exceed 30.
6. Medical leave due to pregnancy is included in the donation policy.
7. All employees making a donation will remain anonymous to avoid a sense of peer pressure in making a donation.
8. The Human Resources Office will be responsible for tracking how many leave days have been donated to and used by the absent employee.
9. An employee must have at least three (3) months of service to be eligible for leave donation.

The receiving employee shall complete his/her timesheet and mark vacation to use the donated days.

## 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.

## Absence Report

Absences for any reason must be reported to the Office of Human Resources by the end of the pay period in which the absence occurred. This applies to exempt as well as nonexempt support staff.

- 4 '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'
- 5 '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.
- 6 '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.
- 7 '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'
- 8 '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

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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. (See Note A below)

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 or overtime.
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.

## Notes

A. Staff members may request to have another Denison University employee present at disciplinary hearings/meetings at or above the written warning step.

B. For repeat occurrences the University may begin the disciplinary process at the written warning stage and the third disciplinary process with suspension or dismissal. These are times when employees have gone through some phases of the disciplinary process and had been successful in correcting the problem for a period of time only to later end up back in the disciplinary process for the same or similar problem as before.



# WHEN YOU LEAVE DENISON

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## Retirement

(Effective date 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:

AGE 60 - 62	15 Years of Service
AGE 62 - 65	10 Years of Service
AGE 65 and Over	5 Years of Service

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

**Vacation Bonus:** 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 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.

**Sick Leave Pay-out:** Employees who retire under the terms of a recognized Denison retirement plan and who were hired prior to July 1, 2011 will be paid out one-half of any unused sick leave up to a maximum pay-out of 75 days for 12 month employees, 60 days for 9-10 month employees and 100 hours for part-time employees.

Employees who retire under the terms of a recognized Denison retirement plan and who were hired after June 30, 2011, will be paid out one-half of any unused sick leave up to a maximum pay-out of 40 days for 12 month employees, 32 days for 9-10 month employees and 80 hours for part-time employees.

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 two (2) 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.

No pay is allowed for accumulated sick leave except at retirement.

## 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 and up to thirty (30) days of accrued sick leave are also paid.

## 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.

## **Dismissal**

Unfortunately, Denison will, on occasion, find itself in the position of having to discharge a person for cause (e.g., unsatisfactory performance or attendance, or continued disregard of University policies and procedures). In most cases, a dismissal decision is not made until all of the steps in the University disciplinary procedure have been followed.

## **Exit Interviews**

The exit interview is the employee's last formal employment contact with Denison and is normally held by the 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 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

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## 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.

1. As a condition of enrollment, all students must agree not to bring guns of any type onto the campus.
2. As a condition of employment, all employees must agree not to bring guns of any type onto the campus.
3. As a condition of doing business with the college, vendors must agree not to bring guns of any type onto the campus.

## 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.

The geographical location of Denison may limit the amount of available parking in the immediate location of your work. Additional parking space is available in the parking lot beside Swasey Chapel, or in front of the University Field House.

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 an employee 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 calls apps (for example, Skype or Google Hangouts) available on smartphones, tablets, and computers.

## Human Relations

Every employee has a moral obligation to see the University is a little better for having been an employee. The courtesy that we extend to fellow employees generates a spirit of human dignity. Consideration of our fellow workers is reflected in the promptness with which the telephone is answered, respect is given to those with whom we work, and the attitude expressed toward fellow employees.

## 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.

TheDEN ([denison.edu/theden](http://denison.edu/theden)) is the college's online source for current news, stories and ideas. It is updated throughout the week both during the school year and in the summer months.

## 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. For more information on this policy to go to <http://www.denison.edu/offices/computing/policies/> (<https://catalog.denison.edu/sos-handbook/general-information/%20http://www.denison.edu/offices/computing/policies/>) to view the most up-to-date version of policy.

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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