

# EMPLOYMENT CONDITIONS AND POLICIES

## Acceptable Use Policy

Denison University provides all staff access to a range of computing and network resources that are often shared by other staff, faculty and students. 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. 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. For more information or to view the most up-to-date version, please visit the Acceptable Use Policy (<https://denison.edu/forms/acceptable-use-policy/>).

## Administrative/Supportive Operating Staff Criteria and Definition

### Administrative Staff

For a position to be classified as administrative staff, it must be exempt as defined by the Fair Labor Standards Act (FLSA), by meeting at least two of the four criteria described below, in addition to Denison's education requirements specified by job duties and listed in the job description.

### FLSA Administrative Staff Criteria

1. Managerial Responsibility: Position requires the management/supervision of two (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 ad hoc group(s) in the accomplishment of goals. This work is characterized by collaboratively working with others, possibly across departmental boundaries. Staff members may or may not have direct supervisory responsibilities of group members.

Members of the administrative staff are members of the general faculty subject to all regulations pertaining to the general faculty. These positions do not earn tenure and are not eligible for sabbatical leave, except for professional librarians as described in the Sabbatical Leave Policy, in the Faculty Handbook. Full-time employees include employees budgeted to work at least 75% of a 12-month full-time schedule. Full-time employees are eligible to participate in all staff benefit programs. Nine and ten-month employees usually work a schedule that coincides with the academic year that begins approximately August 15 and ends mid-

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

### Supportive Operating Staff

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.

## Anti-Harassment Policy

The term "harassment" in this policy refers to unwelcome behavior that is offensive and sufficiently severe or pervasive that it interferes with, or limits the ability of, another individual to participate in or benefit from the services, activities, or privileges provided by the university, or creates an intimidating, hostile, or abusive working, living, or learning environment.

It is the policy of Denison University, to be read in context with the important principles regarding academic freedom, 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. This policy extends to conduct on university property or off university property if the conduct occurred in connection with a university or university-sponsored event program or activity or the conduct has or reasonably may have the effect of creating a hostile educational or work environment for a member of the university community.

Please refer to Denison's Anti-Harassment Policy (<https://denison.edu/forms/anti-harassment-policy/>) as every member of the Denison community is responsible for adhering to the Anti-Harassment Policy and fully cooperating in its enforcement.

Any member of the university community who believes that they have been the victim of conduct or has witnessed conduct that violates the Anti-Harassment Policy is encouraged to report the matter to a responsible university official: the Office of Human Resources, the dean of students, department chair, manager or supervisor, or the Provost's Office.

## Automobiles

All automobiles operating on the Denison Campus must be registered. Registration stickers are obtained from the Office of Campus Safety, but vehicles must be registered online in advance through the Self-

Service link in MyDenison. 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. Information on parking rules and traffic regulations is updated annually and can be found on the Campus Safety website (<https://denison.edu/campus/safety/parking-on-campus/>). Continued parking in unauthorized areas and/or moving violations will result in disciplinary action and/or loss of parking privileges on campus.

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.

## **Branding and Digital Strategy**

The Office of University Communications manages the strategy, design, development, and content publishing process for Denison's public website properties, including denison.edu. All Denison logos, wordmarks, icons, and the official seal may only be used with advance permission granted by University Communications.

## **Buying Through Denison**

Denison operates as a non-profit corporation and it is a direct violation of State of Ohio laws to allow employees to make personal purchases through the university. We are pleased to offer Denison employees a 10% courtesy discount on authorized purchases, made at the Denison University Bookstore. While the discount is applied to the pre-tax amount, the final price you pay will include sales tax based on the prevailing rates and regulations in your jurisdiction.

## **Confidential Material**

Some employees have access to items of a confidential nature. This information should only be accessed or discussed in order for an employee to perform their job duties. This information should not be released to anyone, without the approval of the proper authority. Employees who violate this policy are subject to discipline as outlined in the Marginal Performance Policy, up to and including termination.

## **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.

## **Drug-Free Workplace Policy**

Denison University supports and maintains a drug-free work and living environment to provide for the health and safety of students, employees, and visitors. This policy complies with the requirements of the Drug-Free Workplace Act of 1988 and it is a condition of employment that each employee abides by the terms of this policy. Employees violating

the policy may be subject to formal corrective action, as outlined in the Employee Discipline Policy up to and including termination.

This policy prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol, illegal drugs, intoxicants, or controlled substances; inappropriate use of prescription drugs at work; unauthorized use of alcohol by university employees on university premises or in university vehicles on or off campus and working under the influence of alcohol, illegal drugs or while unlawfully using controlled substances. The consumption of alcohol at events when the university has authorized such use is permitted. Use must be sanctioned by the university, permitted by the appropriate state agency when applicable and only individuals of legal drinking age may consume alcohol at such events. This policy provides minimum standards; university departments may impose stricter standards.

### **Duty to Report**

Any individual observed violating this policy, must be reported immediately to the Office of Human Resources and Campus Safety. Failure to report may subject employees to corrective action up to and including termination.

### **Self-Disclosure of Convictions**

Employees are required by federal regulations to report any drug or alcohol related convictions occurring in the workplace to the Office of Human Resources no later than five (5) days after such conviction. The university will notify the appropriate granting agency within ten (10) days after receiving notice of conviction from the employee. Within thirty (30) days after receiving notice of conviction, the university will take appropriate personnel action against the employee up to and including termination or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. This information may subject the employee to corrective action, random testing requirements and may be reported to the appropriate licensing authority.

### **Drug/Alcohol Testing Procedure**

Federal, state and/or local laws and regulations regarding drug/alcohol testing and monitoring will be followed when applicable. All information pertaining to an individual's drug/alcohol tests or results will be kept as confidential as possible, with only individuals who have a need-to-know being provided information or as required by law. All testing conducted under this policy will be done in accordance with standards established by the Office of Human Resources.

There are two situations when the university may conduct tests as defined within this policy:

1. Ordered testing: Testing required by federal regulations, licensure boards, other legal or regulatory entities, etc.
2. Reasonable suspicion testing:
  - a. Drug/alcohol testing of employees may be conducted if there is reasonable suspicion of working under the influence of alcohol or drugs. Testing must be based on objective facts or circumstances including and not limited to, aroma of alcohol on breath, directly observed using drugs or drinking alcohol, erratic/strange behavior in the workplace, self-disclosure of selling or taking drugs or alcohol, diversion of medications or upon verification of a drug or alcohol related conviction.
  - b. Testing may be ordered by the Office of Human Resources in consultation with a supervisor, chair or other university designee, and must follow the guidelines as outlined in

the Reasonable Suspicion Testing Process. Employees testing positive will be referred to the Employee Assistance Program (EAP). The evaluation will determine and recommend if substance abuse treatment or education is appropriate and/or necessary. The Office of Human Resources and the designated Medical Review Officer (MRO) will review the recommendation. The MRO may determine that treatment is a requirement for any current employee who has an alcohol or drug problem that affects job performance.

#### **Refusal to Test**

An employee may be subject to corrective action up to and including termination if the employee refuses to test, adulterates or dilutes the specimen, substitutes the specimen, sends an imposter, or refuses to cooperate in the testing process in such a way that prevents completion of the test.

#### **Corrective Action**

Employees are required to participate in an evaluation by the Employee Assistance Program (EAP) or an external Substance Abuse Professional (SAP) and/or follow through with an education/treatment program. If an employee refuses to participate, does not satisfactorily complete a required education/treatment program, or fails to report drug and alcohol violations listed within this policy, the employee may be subject to corrective action up to and including termination.

#### **Contacts**

If you have questions regarding this policy or training on this policy, please contact the Office of Human Resources at 740-587-6299 or at [HR@denison.edu](mailto:HR@denison.edu). If you have questions regarding EAP services please contact the HR benefits team at [Benefits@denison.edu](mailto:Benefits@denison.edu).

## **Employee Liability Disclosure for Personal Belongings**

Employees are permitted to bring personal belongings to the workplace, such as bags, mobile devices, personal laptops, or other personal items necessary for work or personal use during breaks. However, employees are responsible for securing their personal belongings at all times as Denison is not responsible for any loss, theft, or damage to personal belongings brought into the workplace or while traveling. It is your responsibility to ensure that your personal belongings are adequately covered by insurance, if desired. Denison does not provide insurance coverage for personal belongings brought into the workplace.

## **Employment-at-Will**

Both administrative and supportive operating staff are employed at will and serve at the discretion the university. Employment may be terminated by either party at any time, with or without notice and with or without cause, provided the reason is not prohibited by law.

## **Guns on Campus**

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. 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.

## **Hazing Prevention Policy**

Hazing behavior is strictly prohibited at Denison and is a criminal offense under Ohio law, Ohio Rev. Code § 2903.31 (<https://codes.ohio.gov/ohio-revised-code/section-2903.31>), when it causes mental or physical harm to another person, or creates a substantial risk of such harm. Hazing is defined as any action taken as part of an initiation (or re-initiation) into "any student or other organization" that causes mental or physical harm to another person (or creates a substantial risk of that harm occurring), including coercing another person to consume alcohol or drugs. The harmful action can either be action directly harming the victim or action coercing the victim to act in a way that leads to physical or mental harm to themselves or others.

Denison further defines hazing (more broadly than Ohio state law) to include any activity that is part of recruitment, orientation, initiation, or membership practice of a group, or that is required for continued acceptance into a group, that is harmful or potentially harmful to an individual's physical, emotional, or psychological well-being.

Participating in hazing and permitting hazing are prohibited. No person shall participate in the hazing of another. Additionally, protecting against hazing behavior is the responsibility of every member of the University community, including students, employees, and other affiliates. Ohio law specifically states that "no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer" shall recklessly permit the hazing of any person. Recklessly participating in hazing and recklessly permitting hazing constitute second-degree misdemeanor criminal violations under Ohio law, and third-degree felony criminal violations when the hazing includes coerced consumption of alcohol or drugs resulting in serious physical harm to a person.

As required by Ohio law, every administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of Denison who is acting in an official and professional capacity must immediately report any knowledge of hazing to Denison's Office of Campus Safety at 740-587-6482 or other law enforcement agency in which the hazing victim resides or where the hazing is occurring or has occurred. The Granville Police Department can be reached at 740-587-1234 or by emergency dispatch by dialing 911.

Failure to report is a fourth-degree misdemeanor, and a first-degree misdemeanor if the hazing causes serious physical harm.

Student reporting: Students should report hazing to Campus Safety at 740-587-6482, to the Granville Police Department at 740-587-1234 or for

emergencies, by calling 911. Students may also report through Denison's Anonymous Reporting System. However, reports submitted anonymously or with limited information may limit Denison's ability to follow up on a concern. We urge students to report as much information as possible and to provide a way for Denison to communicate in follow up.

Please refer to Denison's Hazing Prevention Policy (<https://denison.edu/forms/anti-hazing-hazing-prevention-policy/>) as every member of the Denison community is responsible for adhering to the Hazing Prevention Policy and fully cooperating in its enforcement.

## International Telephone Calls

International long-distance personal calls are not permissible using the university telephone system. Free international phone calls can be made through telephone calling apps such as Google Meet, Skype and Zoom that are available on smartphones, tablets, and computers.

## Introductory Period

The three (3) month introductory period for new hires, rehires, and transfers is an orientation and review period when the university and the employee have an opportunity to determine whether a successful employment relationship can be created. During this time frame, the supervisor should learn whether the employee has the skills, attitude and behaviors needed to succeed. The employee should use this time frame similarly to evaluate their role and the university as a whole.

Supervisors should use the introductory period to review and discuss with the employee their progress in meeting the needs of the role and adapting to the work environment. Supervisors should quickly establish a communication plan for their new employee to foster an open and constructive relationship that includes one-on-one meetings (either weekly or biweekly), a review of available communication tools (email, chat, etc.), and a discussion on what the employee will be evaluated on at the end of the introductory period. Establishing 30, 60, and 90 day goals are recommended to create a truly comprehensive 90-day evaluation at the end of the introductory period. The 90-day performance development evaluation form must be completed and shared with the employee and sent to the Office of Human Resources, at the conclusion of this period. Additionally, new goals should be set for the next annual review.

Either party may terminate the employment relationship at any time during this period. The disciplinary process is not required for this termination.

In certain instances, the complexity of the role or other departmental staffing and/or operational considerations may require an extension of the introductory period, up to another 90 days. The terms of the extension should be in writing and acknowledged.

## No Pets at Work

The purpose of this policy is to ensure the well-being and comfort of all staff members while promoting a focused and productive work environment. While we understand the positive impact that pets can have on individuals and recognize the benefits they bring to many people's lives, we must consider the potential disruptions, allergies, and safety concerns that may arise in a workplace setting. The only exception to this policy is the use of a service animal.

## Notice of Non-Discrimination and Title IX

### Non-Discrimination

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

If you have any questions about the Non-Discrimination Policy (<https://denison.edu/forms/non-discrimination-policy/>) or wish to make a report, please contact the Office of Human Resources at [HR@denison.edu](mailto:HR@denison.edu) or (740)587-6299.

### Title IX Notice

Denison is committed to providing an educational environment free from sex discrimination, consistent with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs and activities receiving federal financial assistance. Denison does not discriminate on the basis of sex in the education programs or activities that it operates, including but not limited to admissions, recruitment, academics, student services, athletics, financial aid, and employment. Sex discrimination includes sexual harassment, sexual violence, and any other misconduct based on sex that denies or limits a person's ability to participate in or benefit from educational programs or activities. Denison also prohibits retaliation against those who report sex discrimination, including those who report administrators and other employees, and Denison will investigate any alleged retaliation for participation in the Title IX process.

Denison encourages anyone who has been subjected to or becomes aware of sex discrimination, sexual harassment, or any other sex- or gender-based offense to report the incident promptly to the Title IX Coordinator or one of the Deputy Title IX Coordinators. Reports may be submitted verbally, in writing, or by email, and the appropriate staff will respond promptly.

Title IX Coordinator: Justin Brown, Director of Civil Rights & Title IX and Senior Advisor to the President, [brownjm@denison.edu](mailto:brownjm@denison.edu).

All members of the Denison community are responsible for reviewing and adhering to the Sex Discrimination and Sexual Misconduct Policy (<https://denison.edu/forms/sex-discrimination-and-sexual-misconduct-policy/>). Additional information on Denison's commitment to Title IX can be found on our Title IX website (<https://denison.edu/campus/title-ix/>).

## Outside Employment

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

## Payroll Policy

It is the policy of Denison University to pay for all hours worked as outlined by the U.S. Fair Labor Standards Act (FLSA) of 1938, and all policies established within the university will adhere to this Act.

### Payroll Deductions

The university is required by law to deduct the following from your wages: Federal, state, local school district income taxes, Granville Village\*, Medicare and Social Security. It is the employees' responsibility to advise the Payroll Office of any changes to their exemptions or a change in place of residence, to ensure proper school district and state taxes are withheld. Please contact the Payroll Office at [Payroll@denison.edu](mailto:Payroll@denison.edu), if you have any questions.

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

\* Fully remote employees are not subject to Granville Village tax.

#### **Pay Period & Timesheets**

To ensure compliance with the FLSA, it is essential that each employee accurately reports all hours worked, and absences, at the end of each pay period. If you need assistance with your timesheet please contact your supervisor, or the Payroll Office.

Administrative staff are not required to complete electronic timesheets and salaries are paid on the 25<sup>th</sup> of each month or the last working day before the 25<sup>th</sup>, if the latter falls on a Saturday, Sunday, or holiday. Supportive Operating Staff, student employees and casual/temporary employees are paid biweekly; payday is the Friday following the end of the pay period.

The work week is a seven-day period beginning 12am, Sunday and ending the following Saturday, at 11:59pm. Electronic timesheets are accessed online through Denison self-service and must be submitted by noon, on the Monday immediately following the pay period end date. Employees are responsible for accurately recording attendance and hours worked, each scheduled workday, and ensuring that electronic timesheets are submitted to their supervisor by the deadline. Supervisors are required to review timesheets for accuracy and approve timesheets by noon, the following day. If a payday falls on a holiday, employees will be notified when timesheets are due and are paid the last working day prior to the holiday.

If an employee fails to submit their electronic timesheet by the deadline, they must fill out a paper timesheet, have it signed by their supervisor and submit it to the Payroll Office immediately to be paid the next payday. Employees who fail to submit electronic timesheets by the deadline, or falsify their timesheet, will be subject to formal corrective action, as outlined in the Marginal Performance Process, up to and including termination.

#### **Overtime Pay**

Under the Fair Labor Standards Act, all non-exempt employees 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 supervisor and noted in the overtime section of the electronic timesheet. Casual/temporary employees, who work on a holiday, are paid their regular hourly rate with no premium for holiday work.

#### **Call Back Pay**

Hourly employees required to return back to work, after their shift has ended and left for the day, due to an urgent or emergency situation will receive regular pay for not less than the equivalent of three hours of work. When call back pay qualifies for overtime pay the 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 their regular shift and continuing into their regular shift or added to the end of their regular work shift.

#### **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.

#### **Direct Deposit**

Denison requires all employees, to receive their pay through direct deposit. If you have any questions regarding direct deposit, please contact the Payroll Office at Payroll@denison.edu.

## **Policy for Activities or Programs with Children or Minor Participants**

Denison University is committed to providing a positive and safe experience for minors participating in programs on campus. This policy establishes requirements for those in the university community- faculty, staff, or students, who work with minors in activities or programs on campus or that are otherwise Denison operated.

#### **Policy Requirements**

1. Registration: All activities and programs with minors must register with the Office of Human Resources.
2. Reporting: Those working in activities and programs with minors who witness child abuse or neglect or have information that would lead a reasonable person to believe a minor faces a substantial threat of such abuse or neglect, must follow the specific reporting procedures described here and required by law.
3. Background checks: Individuals must be background checked before working in activities or programs with minors, and regularly thereafter.
4. Training: Divisions must ensure that individuals working in activities and programs with minors complete annual training.

Denison expects parents or guardians to provide supervision over minors on university property unless they are involved in a supervised activity or program with minors. When on campus, the parent or designated adult custodian must maintain supervision of their children at all times. The parent or adult custodian is responsible for children's behavior. Children should not be left alone or under the care of another university student or employee, except for special event childcare organized by the university.

Children are not allowed in classrooms while classes are in session, unless permission is granted by the faculty member and the faculty member is present at all times in the classroom. Children are not allowed into restricted or hazardous areas, unless otherwise allowed in this policy.

#### **Policy Exclusions**

1. Persons under the age of 18 who are enrolled for academic credit or have been accepted for enrollment.
2. Events on university property open to the general public, and that minors attend.
3. Institutional review board (IRB) approved research.
4. Student organizations operating, facilitating, or sponsoring activities and programs with minors.
5. Minors working for the university as employees.
6. Activities and programs with minors operating, conducted, or organized by non-university entities that take place on university property, including but not limited to facility rentals to third party organizations. (For Denison employees who direct or work with a third party in an activity or program with minors on campus, you must confer with Human Resources to

determine whether the program is considered Denison affiliated or separately sponsored.)

#### **Registration and Approval**

Units operating activities and programs with minors must register each activity or program with the Office of Human Resources by submitting the Request to Register a Program Involving Minors Form (<https://my.denison.edu/campus-resources/environmental-health-safety/policies-/>).

The sponsorship of a program or event involving children must be by a recognized Denison academic or administrative department. For co-operated programs with a community organization or other outside group, the Denison program sponsor shall be the primary person from Denison responsible for the program. Registration should be completed 60 days in advance of the program/activity start date when possible, but in all events must be completed before an activity or program with minors begins.

#### **Parent/Guardian Consent and Waiver**

When bringing children to campus or going on a field trip, all students must have permission from their parent or guardian by using the Parent/Guardian Consent and Waiver. For events sponsored by Denison, the program leader must collect a parental consent form for every child participating in the program or activity BEFORE the event or program takes place. The Parent/Guardian Consent and Waiver contains emergency contact information and should be readily accessible by the program leader or designated emergency coordinator during the entire program or activity.

#### **Hosting a Non-University Sponsored Program with Children**

Persons wishing to use Denison facilities for non-university sponsored programs, such as camps, conferences, and special events are to coordinate the program through Conferences & Facility Rentals (<https://denison.edu/campus/conferences-facility-rentals/plan-your-event/>).

#### **Children's Online Privacy**

The Children's Internet Protection Act (CIPA) is a federal law to address concerns about access to offensive content over the internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for internet access. Program leaders should contact Information Technology Services if children will be using university computers to access the internet or if personally identifiable information will be collected for children.

#### **Reporting Child Abuse or Neglect**

The following information is to assist Denison community members and the surrounding community with questions about recognition and management of suspected child abuse, and Denison's policies and practices to prevent and respond to child abuse.

Any faculty, staff, student, student employee, or volunteer who in the course of their duties witness's child abuse or neglect or has information that would lead a reasonable person to believe a minor faces a substantial threat of child abuse or neglect must immediately make two calls:

1. Call state authorities:
  - a. Call 911 if a child is in imminent danger (life threatening, or abuse is being witnessed).
  - b. Call the Children Services Agency if the child is not in imminent danger. 855-0-H-CHILD (855-642-4453), which is a 24-hour automated telephone directory that will link callers directly to a child welfare or law enforcement office

in their county. Municipal or county peace officers can be contacted as an alternative to Children Services: Granville Police Department 740-587-1234 or Licking County Sheriff's Department 740-670-5555.

2. Call Denison Campus Safety at 740-587-6482.
3. Make an anonymous email report to Campus Safety by completing this form (<http://denison.edu/forms/anonymous-tips/>).

Child abuse encompasses physical, sexual and emotional abuse, neglect, stalking, and placing a child in fear of physical harm. Any sexual conduct with a child is considered sexual abuse. No child may legally consent to sexual activity with an adult. This policy prohibits all forms of child abuse, including child abuse defined by Ohio State law. Further definitions may be found from the Ohio Children's Trust Fund (<https://octf.ohio.gov/wps/portal/gov/octf/what-we-do/the-problem/child-abuse-and-neglect-definitions/>). Ohio law, and, for purposes of this policy, Denison, define a child as a person under the age of eighteen and a person with a mental or physical disability under the age of twenty-one.

If consultation is needed regarding reporting, please contact Denison Campus Safety.

This policy also prohibits retaliation against any individual who in good faith reports an incident of child abuse or the possible witnessing of the warning signs of child abuse, retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

**A failure of a mandatory reporter to report child abuse as required by this policy may result in discipline up to and including termination.**

Any member of the Denison community who provides knowingly false information or who refuses to cooperate in an investigation related to this policy may/will be subject to disciplinary action, up to and including expulsion, suspension, termination, removal from campus, cancellation of contract, or any other means necessary to address the behavior.

#### **Background Checks**

The university performs pre-employment background checks on all new employees as a condition of employment. The university performs background checks on adjunct faculty and part-time employees (such as coaches, athletic trainers, etc.) whose work involves contact with minor students, and other children as soon as possible after they have been appointed and prior to any contact with minor students, and other children.

Background checks are not required on current employees with the exception of those employees changing positions. For current employees changing positions, including those filling interim positions, a background check is only required when the new position increases the impact of the perceptible risk factor (contact with a child). If an employee experiences a position change within the same or greater perceptible risk factor, a new background check needs to be conducted if it has been five or more years since their last background check.

The university performs background checks on all key students, camp counselors and program leaders, prior to any university-related contact with a child. A background check includes, but is not limited to, a search for criminal convictions, including sex-related offenses in an individual's counties of residence for the past seven years; a search of the state

registry of sex offenders; and a database search for criminal activity in the individual's states of residence for the past seven years.

#### **Training**

Units must ensure that faculty, staff, appointees, students, student employees, and volunteers are trained annually before they work in activities or programs with minors. Training will include at a minimum the following topics:

1. Recognizing signs of physical, emotional, and sexual abuse, as well as neglect.
2. Reporting suspected child abuse and neglect, including who must report and what are the reporting requirements; how, when, and where to report; and protection of good faith reporting.
3. How to help prevent child abuse.
4. Standards of behavior.
5. The requirements of this policy.

#### **Standards of Behavior**

Faculty, staff, appointees, students, student employees, and volunteers working in activities and programs with minors are required to sign and abide by the Standards of Behavior Form (<https://my.denison.edu/campus-resources/environmental-health-safety/policies-/>). The purpose of these standards is to promote the safety and wellbeing of all minors. Units must have all faculty, staff, appointees, students, student employees, and volunteers sign the Standards of Behavior Form annually, before they work in activities and programs with minors. Records of such forms must be kept by the unit or program coordinator.

#### **One-on-One Interactions**

Denison affiliates working with minors should not intentionally or purposefully place themselves in a situation where they are alone with a minor unless authorized by the unit head or program coordinator. Approved one-on-one interactions may only take place in open, well-illuminated spaces or rooms observable by other adults from the activity or program. Under no circumstances will any Denison affiliate physically, sexually, verbally, or emotionally abuse or fail to provide the basic necessities of care applicable to the activity/program, such as food or shelter, to participants.

## **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. Keys must be used for the designated purpose only and must not be loaned to others. Keys that are issued for use during a specific shift are not to be taken away from the university. Employees are to immediately report lost/stolen keys as soon as possible to their immediate supervisor, the Office of Campus Safety at 740-587-6482 and Facilities Services at [IDCardsAndKeys@denison.edu](mailto:IDCardsAndKeys@denison.edu).

## **Responsibility for Policy Administration**

The Office of Human Resources is responsible for administering employment policies, procedures and benefits as well as maintaining personnel records, developing training programs and tracking employee relations activities involving the staff of the university. If questions arise about personnel policies, the Office of Human Resources is to be consulted for clarification and interpretation.

## **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.

## **Statement on Freedom of Expression and Academic Freedom**

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

Academic freedom is the right of all members of the university to exercise the broadest possible latitude in speaking, writing, listening, challenging, and learning. It applies to opinions and inquiry regarding political, cultural, religious, scientific, and social matters, as well as to those regarding the university itself and its policies. Academic freedom is especially critical in the classroom, in research and publication, and in all educational activities. Academic freedom applies to views and ideas that most members of the university may consider mistaken, dangerous, and even despicable. The ideas of different members of the university community will often conflict, but it is not the proper role of the university to shield individuals from ideas and opinions they find unwelcome, disagreeable, or offensive. Although the university values civility, and although all members of the university community share the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for limiting discussion of ideas, however offensive or disagreeable those ideas may be to some members of the community.

Academic freedom does not, of course, mean that individuals may say whatever they wish, whenever they wish. The university may prohibit expression that violates the law, defames specific individuals, constitutes a genuine threat or harassment, or unjustifiably invades substantial privacy or confidentiality interests. These limitations, however, are narrow exceptions; it is vitally important that these exceptions never be used in a manner that is inconsistent with the university's commitment to a free expression of ideas.

Members of the university community must act in conformity with the principle of academic freedom. Although members of the university community are free to criticize and contest the views of others, they may not obstruct or otherwise interfere with the freedom of others to express views they reject. To this end, the university has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it. Such an open exchange of ideas is essential to liberal education.

## **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. Given the inherent inequality of power between the supervisor and the employee, dual relationships undermine professional integrity in supervisory contexts and are not in the best interest of the university. If a supervisor engages in such a relationship and it is perceived to affect on-the-job performance or result in favoritism, the supervisor will be subject to disciplinary action.

## **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. Smoking and the use of tobacco products are prohibited at all times in or on all university owned, operated or leased property including vehicles, except in designated smoking areas.