

EMPLOYMENT CONDITIONS

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 Director of Human Resources and/or Associate Director of Human Resources. 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.

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 be posted for a minimum of seven (7) 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.