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ZANE STATE COLLEGE

Our Mission at Zane State College

Every learner puts knowledge to work through experienced-based learning provided with a personal touch.

Our Vision at Zane State College

Empowering people ~ Enriching lives ~ Advancing the region

Code of Conduct

We are committed to high standards of personal and professional behavior and accountability.

We pledge that each employee will be treated with respect, dignity, and fairness.

We hold high expectations that in every interaction with the public and each other, each employee will exhibit a courteous, conscientious, and businesslike manner.

Core Values

Personal Touch – **R**espect, **R**esponsiveness, and **R**esponsibility in all professional relationships, specifically, employee to student, employee to employee, and employee to community. College employees acknowledge their obligation to model and teach the three **R**'s to influence student development of behaviors that will lead to academic, professional, and personal success.

Learner Centered – We value learners as active participants in events and activities leading to the accumulation of knowledge, skills, and values in settings in and beyond the classroom. We are dedicated to careful design, evaluation, and improvement of programs, courses, and learning environments to enhance learner achievement. We recognize that every employee contributes to helping students learn and develop.

Collaboration – We strive to build synergistic relationships with our students, our community, business and industry, and other institutions.

Innovation – We believe forward thinking and informed risk-taking creates opportunities for success.

Core Practices

- Be a dynamic, responsive, and progressive organization that continually assesses and improves its academic programs.
- Provide and continually expand experiential learning opportunities for students.
- Integrate general education and technical skills in the learning experience, resulting in persons wholly prepared for the workplace and the world.
- Inspire learners to assume social responsibilities, engage in service learning, and be life-long learners.
- Focus on accessible and diverse learning opportunities.
- Foster the ethical and meaningful use of technology.
- Establish, maintain, and expand partnerships and strategic alliances with community-based organizations, educational institutions, businesses, industry, labor, and government agencies.
- Maintain and obtain, where appropriate, institutional and/or programmatic accreditation.
- Provide comprehensive educational services necessary for learners' successful educational experiences.
- Prepare learners for employment throughout the educational experience.
- Ensure skills sets training meet employment needs for workers and regional employers.
- Make relevant volunteer contributions to economic development, community service, and professional organizations.
- Promote choices for learners who wish to continue their education beyond Zane State College.

PERSONAL TOUCH

The personal touch is an important component of Zane State College's mission and campus culture. It is defined by three R's: **respect, responsiveness, and responsibility in all professional relationships**, specifically, **employee to student, employee to employee, and employee to community**. In contrast to a customer service philosophy where "the customer (the student) is always right" and customer demands take precedence, the professional/client relationship is a better analogy to describe the employee/student component of the personal touch philosophy. Clients (students) pay to learn from with professionals (college employees) because they want to obtain guidance from people with expertise. However, in order to take full advantage of a professional service, the client must prepare in advance for a scheduled appointment (in the college setting this could be a class or an advising appointment), listen and learn from the expert, and follow through with necessary tasks after the session in a timely manner. For example, a client working with an accountant would prepare financial records to take to the appointment, complete tasks during the meeting based on the accountant's knowledge and experience, and follow through with additional tasks such as compiling additional information to send the accountant by an appointed deadline. Both the client and the accountant expect their interactions to be mutually respectful and responsive and that each will carry out their responsibilities within the designated time frame. An optimum outcome occurs only when both parties apply the three R's. Likewise, while college employees acknowledge their obligation to model and teach the three R's, they should also expect students to reciprocate. By accepting your position, you accept Zane State's mission and your obligation to deliver and influence student development of the personal touch.

INTRODUCTION

The handbook defines personnel policies and procedures as approved by the Board of Trustees of Zane State College as they apply to full-time contract and part-time annual contract personnel. It should serve as a working guide for administrative contract personnel in the day-to-day administration of the College personnel program.

This handbook is designed to communicate policy matters and to ensure uniformity of application throughout the College organization. All personnel responsible for administering these policies should do so in a consistent and impartial manner.

From time to time, personnel policies and procedures will be revised and/or supplemented with the date of revision indicated. A loose-leaf style was adopted for the handbook to enable our personnel to facilitate changes when needed. Each employee, therefore, is urged to keep his/her copy up to date by removing superseded pages and inserting new ones. The Employee Handbook can be accessed for viewing and printing purposes through the Zane State College website (www.zanestate.edu). All handbook updates will be identified via the website within a separate folder entitled "Handbook Policy Changes/Updates".

Any questions concerning the intent or procedures to be followed regarding the policies and procedures in this handbook and any subsequent changes to them should be directed to your immediate supervisor or the Human Resources Department.

Please return your copy of this handbook to the Human Resources Department if employment with Zane State College is terminated for any reason.

OHIO BOARD OF REGENTS

Technical Studies	45 quarter credits
Non-Technical Studies (general education and basic courses)	42 quarter credits
Electives or additional requirements	3-23 quarter credits
Total	90-110 quarter credits

Reference OBOR Rule 3333-1-04 Standards for the Approval of Associate Degree Programs

ZANE STATE COLLEGE GENERAL EDUCATION MINIMUM REQUIREMENTS

Communications/English	12 quarter credits
Computer Literacy	3 quarter credits
Humanities and Social Science	9 quarter credits
Mathematics	4 quarter credits
Science	<u>3 quarter credits</u>
Total	31 quarter credits

CLASS COVERAGE DURING INSTRUCTOR ABSENCE**100.02**

Since the bringing together of students and instructors is the primary function of Zane State College, all classes and laboratory sessions should meet as scheduled. A faculty member who is absent for any reason is responsible for initiating action with the appropriate division dean and providing materials, lessons, or other information needed to assure that the class(es) will receive instruction as scheduled. In the event that the absence will be lengthy and a substitute must be employed, the matter must be resolved by the division dean acting with approval of the Vice President for Academic and Student Services.

If due to the absence of a faculty member, a fellow teacher is called upon to take the absent teacher's course(s), then after one calendar week of substitute coverage by faculty peers, any further necessary substitute coverage of classes by overload assignment of faculty will be compensated on the part-time supplementary instructional rate for the overload.

Absence due to illness or injury of a faculty member must be reported on the sick leave form within 24 hours of returning to work in order that accumulated sick leave records may be maintained. (See Appendix Reference Guide.)

<u>General Studies</u>	<u>Upper Class Limit</u>
Developmental Courses	20
Communications/English	25
Sociology	36
Mathematics	36
Psychology	36
Biology	24
Chemistry	24
Geology	24
Physics	24
<u>Technical Studies</u>	
Specific Lab Required	24
Specific Lab Not Required	36

The appropriate dean has the right to override upper class limits when taking into consideration available resources and room capacity.

One Continuing Education Unit is ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

This unit represents a sufficiently small amount of participation in continuing education so that it will be possible for an individual to accumulate a substantial number of such units over limited periods of time. The CEU has the further advantage of being computed simply for all formats and durations of continuing education programming wherever contact hours or their equivalent can be determined.

The CEU is applicable to the appropriate learning experiences of adults at all levels from post-secondary to post-doctoral; for all classes of adult learners, whether vocational, technical, professional, managerial, or adults bent on personal improvement; and in all formats of teaching and learning known to the field of education.

Objectives

Some specific objectives, which the application of the continuing education unit will fulfill are:

- A. To systematize the recording and reporting system for participation in non-credit continuing education.
- B. To provide a uniform system for accumulating quantitative data on participation in continuing education activities.
- C. To permit the accumulation, updating, and transfer of the continuing education record of an individual participant.
- D. To encourage long-range educational goals and lifelong learning as a process of continuing education.
- E. To make the pursuit of knowledge more attractive as a way of personal and professional development.
- F. To permit and encourage the typical adult student to use the many resources of continuing education to serve his or her particular needs.

The Continuing Education Unit is intended to serve all interests in continuing education, whether public or private, and whether individual, instructional, institutional, organizational, governmental, or societal.

Awarding Units

The determination of the number of CEUs to be awarded for a particular continuing education experience is the responsibility of the Vice President for Academic and Student Services based on the recommendation of the instructor immediately responsible for the learning activity.

The number of units will be determined by considering the number of contact hours in a formal learning situation and evaluating any other experiences connected with the program. Reasonable allowances may be made for activities such as required reports, laboratory assignments, field trips, and supervised study.

Any program meeting the requirements stated with five or more contact hours of participation will be granted CEUs. The computed CEU will be rounded off to the nearest whole number since partial or fractional units will not be awarded.

Transcript Recording and Reporting

A record of any student completing a course or program, which awards CEUs will be maintained by the Registrar's Office with a transcript made available to the student, present or prospective employer, and/or an educational institution upon written request from the student. A charge of \$2 will accompany each transcript request.

Grading System

The following grading system will be used for CEU courses or programs:

P - Pass F - Fail I - Incomplete W – Withdrawal

CEUs will be awarded only when a passing grade is received.

Completion Awards

All students satisfactorily completing such a course or program will receive the Certificate of Achievement awarded by the College. The Certificate will include participant's name, course number and title, CEUs awarded, date(s) offered, and cooperating sponsor (if any).

All faculty members are expected to develop and revise courses and participate in the organization and revision of the curricula in which they teach and advise students. The division dean provides leadership for the development, revision, and improvement of the curriculum to division faculty members.

Course Syllabi - Parts I through IV

A master file of current syllabi parts I and II are maintained in the Office of the Vice President for Academic and Student Services and with the Word Processing Supervisor. Parts III and IV are maintained in faculty offices and are to be available upon request by the appropriate administrator. These syllabi are reviewed annually and revised as necessary to accurately reflect the current course offerings of the College. It is the responsibility of the division dean to ensure that individual faculty members develop or revise syllabi as needed. These documents serve to define and communicate to faculty, students, and community, curricular content, goals, and objectives for all offerings of the College.

Syllabus Part I shall contain the following basic information:

- Department and course number, credit hour, contact hour
- Catalog title and description of course
- Course rationale
- Instructor's name, office, phone number, office hours, and college e-mail address
- Course prerequisites
- Policies on attendance, late work make-ups, etc.
- Diversity statements
- Textbooks and required materials
- Weekly class learning activities and assignments
- Cheating policy and special needs statement
- Evaluation policy

Syllabus Part II shall contain performance objectives for the course. Performance objectives are written for the student and indicate the specific skills, attitudes, and knowledge the student will be expected to demonstrate at the conclusion of the course.

Syllabus Part III shall contain copies of handouts, copies of electronic media, overheads, listings of potential guest speakers, field trip locations, and other references that could be utilized in the course. These are keyed to Part II and used to support the instructional process.

Syllabus Part IV shall contain samples of tests, quizzes, lab evaluations, and exams, which could be used to measure student performance in the course. These are keyed to Part II. CURRICULUM POLICY

I. Minor Curriculum Changes

In general, minor curriculum changes relating to: (1) course number or title, (2) editing for clarification of description, (3) technical, basic, or general classifications changes, (4) prerequisites, (5) lecture, laboratory, credit hours, (6) quarter offered, and (7) course deletions, require the approval of the division deans and the Vice President for Academic and Student Services. The Dean of Student Services must be advised of these changes. The administrative assistant will note the changes by revising the catalog copy when it is distributed. While minor curriculum changes do not have to go to the Academic Affairs committee for approval, they should be submitted for informational purposes. Minor curriculum changes require the completion of a Curriculum Modification Form accompanied by an explanatory statement and appropriate signatures and dates. (See Appendix Reference Guide.)

II. Major Curriculum Changes

Major curriculum changes are categorized as (1) the addition of a new course, (2) changes in existing course content in excess of twenty percent of the course objectives, and (3) new programs.

Required Support Documentation for Major Curriculum Change

A. Addition of a New Course

1. Possible need(s) for changes are discussed with the academic dean. Oral and other immediately available inputs are obtained and discussed with division faculty and the technical advisory committee as necessary to determine whether or not further consideration is warranted.
2. The need for the course is assessed by the faculty member(s) in cooperation with the division dean. The faculty member(s) prepare(s):
 - a. Course description
 - b. Course goals
 - c. Course rationale
 - d. An impact statement, and
 - e. A curriculum modification form (see Appendix Reference Guide)

The impact statement should address:

- a. The effects of the proposal on student load (credit hour/contact hour) in the existing program
- b. Student load in other programs where applicable
- c. Scheduling considerations
- d. Costs for equipment
- e. Course prerequisites

The deans will address faculty resources and compliance with Ohio Board of Regents guidelines and compliance with accreditation standards where applicable.

3. The proposed change is forwarded to the Vice President for Academic and Student Services, Academic Affairs Committee, and the curriculum subcommittee members. The curriculum subcommittee will review the proposal at its next regularly scheduled meeting or at a specially called meeting. The division submitting the proposal should send a representative to the meeting to provide any further explanation needed in support of the proposal. The curriculum subcommittee will study the proposal, utilizing information from the faculty members or the division dean for clarification. The members of the Academic Affairs Committee must send their comments/concerns regarding the proposal to the chairperson of the curriculum subcommittee before the subcommittee meets. The curriculum subcommittee will make recommendations regarding the proposal to the Academic Affairs Committee.
4. The Academic Affairs Committee will review the proposal and recommendations from the curriculum subcommittee at its next regularly scheduled meeting or at a specially called meeting. Those proposals that are discussed and approved, and to which no adjustments or amendments are made, will be forwarded to the Vice President for Academic and Student Services for final signature. Those proposals that are discussed but require some adjustment or amendment proposals before approval by the full Academic Affairs Committee will be delayed for a five-day review period. (NOTE: The five-day review period refers to five working days.)

The vice president will inform the members of the Academic Affairs Committee of the review requirements. The proposal will not be forwarded, adopted, etc., until the review has taken place.

In instances in which there is disagreement concerning a course that has cross-divisional implications, the Vice President for Academic and Student Services may refer the course to the Faculty Senate Chair. In the case, the Faculty Senate Chair will bring the course to the full faculty for input. Within ten (10) working days of receipt of the course, the Faculty Senate Chair will gather the faculty input and provide the information, in writing, to the Vice

President. Within five (5) working days, the Vice President will call an Academic Affairs Committee meeting to review the input and make a final recommendation regarding the curriculum in question.

If the proposal is not recommended for approval by the Academic Affairs Committee, a written explanation is given to the submitting faculty and dean as well as to the Vice President for Academic and Student Services.

5. The Vice President for Academic and Student Services will:
 - a. Approve the proposal and inform the President, as appropriate, or
 - b. Disapprove and return the proposal to the division dean with a written explanation for the action.

B. Changes in Existing Course Content in Excess of 20 Percent of the Course Objectives

1. After discussion with the division dean, the faculty prepares a rationale for the change in content (which includes content areas added or deleted). A new course description, brief impact statement, and a curriculum modification form (see Appendix Reference Guide) will be forwarded to the Chairperson of Academic Affairs. The process will then follow steps 3, 4, 5 under the process described above in II.A.

C. New Programs

Initiation of new associate degree programs, majors, options, certificates, etc., must be planned carefully and be based upon demonstrated need. The steps for such additions are as follows:

1. The tentative need is communicated to the Vice President for Academic and Student Services and the division dean by a variety of qualified inputs such as community surveys conducted by the College and by other agencies, advisory committee members, faculty members, and the College administration. The division dean should be alert to these and other sources for new program ideas.
2. The need is verified or rejected through a needs assessment. When a need appears to be genuine, an advisory committee is selected and a proposal is developed by faculty and the Division Dean to describe the need to the committee and to gain support for the development of the new curriculum.

3. In the event the curriculum need is verified and the College mission and capability tend to support its desirability at the College, the Vice President for Academic and Student Services then requests preliminary approval from the staff of the Ohio Board of Regents.
4. Meetings of the advisory committee are scheduled to discuss the proposal and obtain support. Curriculum concepts, faculty qualifications, potential student interest, job placement, and physical and fiscal resources are identified. Supporting letters are solicited.
5. The formal proposal, along with the advisory committee's supporting materials, is submitted to the Vice President for Academic and Student Services.
6. The proposal is forwarded to the curriculum subcommittee. The process will then follow 3,4,5, under the process for adding a new course in II.A. After approval of the President, the Vice President for Academic and Student Services submits the formal proposal to the Zane State College Board of Trustees. When the proposal has been approved by the Zane State College Board of Trustees, it is forwarded to the Ohio Board of Regents for state approval. (NOTE: The Vice President for Academic and Student Services has the authority to alter the sequence of events to accommodate timeliness for submission of proposals to the Ohio Board of Regents).

To see the flow chart for major curriculum changes, please refer to see Appendix Reference Guide.

- A. Quarterly reviews of enrollment data showing numbers of students enrolled and FTE (full-time equivalent) levels generated point out the need for further study of a specific instructional program.
- B. Much of the data reviewed will come from the yearly programmatic evaluation report. The stated purpose of programmatic evaluation at Zane State College is as follows:
 - 1. Annual evaluation of academic programs provides the leadership personnel of Zane State College with objective data and subjective basis on which they can make decisions in the best interest of the community, the students, the employees of the College, and the College in general. More specifically, program evaluation enhances the ability of the senior administrators to make recommendations to the President regarding program expansion, integration, revision, reduction, phase out, or termination.

The results of the data also provide faculty and their deans with starting points where program improvements can be achieved. These points, when systematically applied in a long-range plan, enhance the total College improvement by developing strong programs to offer to the community.

- C. The following criteria will be reviewed as shown in the programmatic evaluation reports:

Note: Whenever a program does not have five years' history, the criteria used will be based upon the number of years the program has actually been in existence; i.e., a two-year average, three-year average, etc.

- 1. Enrollment and FTE performance for programs in question will be compared with their last five years' averages. Trends concerning new full-time students will be reviewed as well as numbers of full-time freshmen and sophomore students in the program.
 - a. Other considerations: Whenever the net change in full-time enrollment is in a decline of ten or more in headcount when compared with the previous five-year average, that program should be looked at in terms of what has been the history of enrollment for the previous five years. The same type of analysis will be done on the numbers of first-time, full-time students being enrolled over the last five years.

- b. Summer and Fall FTE production will be analyzed in a similar light. In other words, has the trend been steadily downward, up and down, etc.?
- c. FTE production of irregularly scheduled classes will also be reviewed.
- d. In addition to analyzing how the program has been performing in relation to its historical full-time enrollment and FTE production, consideration must be given to the total size of these figures in relation to other programs.

Question: Is the program able to attract new full-time students to maintain a stable overall enrollment?

- 2. Financial analysis will be reviewed for the program in question for the most recent years and last five years.

Question: Did the program in question make a net contribution to the College (income exceeded costs), or did it show a net cost (expenses exceeded income)?

Other Considerations: Net contribution is only one of the criteria to be reviewed in determining the viability of a given program. When a program does not make a contribution or shows a small net contribution, other factors which must be taken into account include high costs associated with equipment or building costs, etc. Another factor to consider would be if a program is really needed by the community, and the College decides to meet that need in terms of running a program that is losing money on an ongoing basis.

- 3. Retention of full-time students in the program will be analyzed in comparison with the established standard and compared with other programs. In addition to five-year averages, the Registrar maintains quarterly data that also will be reviewed.

Question: On the average, is the program losing more students through attrition than other programs?

When a program's five-year retention index falls below 55.0, an analysis of each of the five years' indices will be made, comparing them to College-wide averages.

- 4. The number of degrees and/or certificates awarded during the most current year and during the last five years will be reviewed.
- 5. Placement rates for the most recent five-year period will be reviewed against the state criteria of 75 percent placement in related fields of employment. In addition, individual job titles for graduates in programs being reviewed are

studied to verify that meaningful jobs are being obtained by graduates in a specific field.

Question: Is the program meeting the OBOE standard of 75 percent placement in jobs related to the field of study?

- D. In addition, other factors such as the need for specific programs to meet critical community needs (some health fields) will also be considered in arriving at a determination of whether or not to deactivate a program.
- E. The Deans Council will complete all of the above steps. Their data and a recommendation will be shared with the President of the College concerning what steps should be taken to overcome program weaknesses/deficiencies.
- F. A meeting will be held among the faculty member(s) of the program in question, the Vice President for Academic and Student Services, and the respective division dean. This group will discuss how the problems that have been identified can be overcome. A timetable and needed resources will be identified to strengthen the area deemed to be weak. This plan will be shared with the President for approval and then for informational purposes with the Board of Trustees. Any faculty members wishing to give additional information to the Board will be permitted to do so.
- G. If the program is unable to meet the objectives of the plan (see item F above), a recommendation for program deactivation will be forwarded to the President of the College by the Vice President for Academic and Student Services. At the same time, the backgrounds and skills of the faculty involved will be analyzed to determine whether they can legitimately be incorporated into other instructional programs of the College.
- H. Written notifications will be provided to any faculty involved as to a decision to deactivate a program and their corresponding status with the College. A report will be made to the Board of Trustees at their next scheduled meeting.

Any faculty affected by the deactivation of an instructional program will be given the opportunity to address the Board of Trustees prior to their taking action.

The final examination is often a significant part of a student's final grade. At times students feel the necessity of questioning a final grade. In such cases it is convenient to use the final exam paper as a basis for discussion between the faculty member and the student, even though grades are also based on other work. Each faculty member should retain all final exam papers for one quarter after the end of a given quarter. Students have 30 days in which to initiate a grade appeal or academic complaint. This process is outlined in the Zane State College catalog. If no questioning is initiated during the 30-day time frame, the final grade will stand except for a case in which there has been an error in the instructor's calculations. Grade books should be kept one year after completion of the course.

Fully recognizing the special responsibilities of professional judgment and of the institution, the College faculty member is entitled to full freedom in discussion, research, and publication. However, it is also recognized that reasonable constraints may be imposed, especially relating to funded research, development, and/or other special programs. Faculty members who are involved in community activities are encouraged to coordinate the initiation and planning of such activities with the division dean in cases where sponsorship by College or potential conflict of interest with the College is involved.

The faculty member has the obligation to be accurate, exercise good judgment, show respect for the opinion of others, and indicate that he/she is not a spokesperson for the College when speaking out concerning College policies.

All persons associated with the institution are expected to conform with the legal statutes, especially those which refer to education and to Ohio Revised Code Sections 3345.21-3345.26.

- **Policy revised and adopted, March 2005**
- **Policy effective April 25, 2005**

(A) Purpose

To recognize outstanding services and contributions of selected faculty to the College, the Board of Trustees may grant such individuals emeritus status.

(B) Statement of Policy

(1) Proposal for Granting Emeritus Status

The proposal that a faculty member be granted emeritus status may be initiated by the appropriate academic dean of the unit in which the nominee has his/her appointment or by a fellow faculty member to the dean at the time of retirement or within one year of retirement by the nominee. Proposals for emeritus status shall be made in writing and shall describe the full history of service and contributions of the individual to the college. Proposals shall be submitted to the Vice President for Academic & Student Services who will call a meeting of the Deans' Council and the Faculty Senate. A recommendation to approve or deny emeritus status shall be determined by the combined committee. If approved, the recommendation will be forwarded for presidential approval. If approved, the President will then ask the board to make the final appointment.

(2) Criteria for Emeritus Status

The following are the minimum criteria for consideration for granting emeritus status. However, meeting the minimum criteria should not be considered complete justification for granting emeritus status.

- (a) At least 15 years of full-time teaching employment with the College. May be waived under special circumstances, such as premature retirement due to permanent disability or death. In the event of a faculty member's death and criteria for emeritus status has been met, a posthumous faculty emeritus status may be granted.
- (b) Clear evidence of outstanding teaching.
- (c) Retired status under regulations of state teachers retirement system, including permanent disability or death. This criterion shall be waived for those faculty members who resign and are at the end

of their teaching careers and who have attained the rank of professor.

- (d) Must have achieved at least associate professor status, except as noted in (2)(c) above.
- (e) Made significant non-teaching contributions to the College such as committee involvement, community service, scholarship, etc.

(C) Privileges and Responsibilities of Emeritus Status

(1) Privileges

Individuals with emeritus status are eligible for special assignment by the College at the discretion of the President. Specifically, the President may grant individuals with emeritus status the following privileges:

- (a) Use of College facilities and equipment, on an “as available” basis.
- (b) Recognition of emeritus status in appropriate College publications.
- (c) Tuition waiver for college classes.
- (d) Purchase of items at college-owned bookstore at usual employee discount.
- (e) Use of college library.
- (f) Priority consideration for part-time teaching assignments for course sections in areas of expertise as needed by the College. A faculty emeritus/emerita with a part-time teaching assignment will be provided with an office, dependent upon availability, as well as an e-mail account. The part-time pay rate will be at the rate of the last rank achieved.
- (g) Keys to office and classrooms used.
- (h) Participation in college committees of the retiree’s choosing with approval of the college administration.

(2) Responsibilities

Individuals with emeritus status are responsible to the College to:

- (a) Support the mission and purposes of the College.
- (b) Maintain professional standards and conduct reflecting credit on the College.
- (c) Be willing to assist in the development of the College within the scope of individual capabilities.

(D) Terms of Emeritus Status

Emeritus status is granted at the pleasure of the Board of Trustees and may be withdrawn by action of the Board for failure to meet the responsibilities outlined above.

A. Definition

1. Faculty are invited to pursue and participate in non-teaching assignments (NTA) in lieu of a portion of their teaching load or as additional overload activities. At times faculty may be assigned to non-teaching duties. A formal process for generating and approving such activities (whether voluntary or assigned) is required in order that the College is assured benefit from such endeavors. It is hoped that this formal process of assignment and recognition will encourage greater participation and initiative among the faculty in worthwhile non-teaching endeavors, whether they be classified as research, study, developmental, innovative, or intensive work activities. Routine instructional duties, as prescribed in the job description, are not considered to be legitimate non-teaching assignments for reduced load or overload.

B. NTA Calculations

1. **Curriculum Development:** Non-routine curriculum development such as new curriculum development, major revisions to existing curriculum, or adaptation of “traditional” curriculum for distance learning (DEAL, ITV, Web), is eligible for NTA consideration. NTAs for standard curriculum development will be calculated at a 1:1 ratio for course credit hours generated (i.e., 3 credits = 30 hours; 5 credits = 50 hours, etc.) NTAs for curriculum development in an electronic format (i.e. web-based, ITV, etc.) will be calculated according to the DEAL policy located in the Faculty Handbook.
2. **Non-curricular Activities:** Non-curricular NTA activities may include oversight of practicums and fieldwork, program coordination, and special assignments. One (1) hour per week during the quarter devoted to an approved activity will serve in lieu of one (1) credit/contact hour of teaching (1:1 ratio). The number of hours for these assignments will be negotiated between the faculty member and supervisor during development of the NTA. Further adjustments may be recommended by the Vice President for Academic and Student Services before the NTA is finalized.

NTAs conducted during contractual quarters will be calculated into the workload and overload paid accordingly. NTAs conducted during non-contract quarters will be paid at the full part-time/overload hourly rate of pay, based on the above calculations.

C. Guidelines

1. Those activities which are anticipated to occur on a yearly basis in the form of a non-teaching assignment (NTA) must be submitted for approval during the budgetary process; i.e., in December of the prior academic year.
2. Quarterly requests must be submitted to the dean three weeks prior to the beginning of the quarter in question.
3. Requests are submitted to the appropriate dean and if approved are forwarded to the Vice President for Academic and Student Services for final approval.
4. Activities left unaccomplished must be completed prior to the full reimbursement for the project.
5. Upon approval of the project, the faculty member and the dean will identify dates for timely progress reports. A formal written report addressing the specifics of each objective must be submitted to division dean on the identified completion date.
6. Faculty “off-quarter” NTAs will be treated as in 1 or 2 above. During off-quarters, NTAs may be utilized for completion of activities considered as normal duties during the regular term. However, the Vice President for Academic and Student Services will prioritize such activities and requests will be scrutinized closely. For example, recruitment as an NTA will only be viable for new programs or survival of low-enrollment programs. Other such activities will be dealt with on an individual basis.

D. Explanation of Non-Teaching Assignment Form Items

The “Request for Non-Teaching Assignment” form must be used for gaining approval for such activities. (See Appendix Reference Guide.)

1. Problem or Activity—Briefly state the problem, activity, or special assignment.
2. Rationale or Purpose—Describe what is known about the problem and the methods applied to its resolution in such a way that at the end of the rationale section you can say, “Therefore, we have set these objectives and
3. Contribution to Zane State College—Describe how the proposed project will contribute to the solution of some of the problems facing technical education today.

4. Resources—Estimate the total dollars required to complete the project and show the distribution of this total to all budget years in which projects would be active. Give personnel requirements by classification if needed. Identify any specific facilities, equipment, or support if needed.
5. Objectives of Methodology or Procedure—Describe the major methods to be used giving enough information to permit a preliminary judgment as to the appropriateness of the project. Objectives must be listed and must be specifically measurable so the reader can judge whether procedures proposed for accomplishing the objectives are adequate. Objectives must be accompanied by (a) activity, (b) hours, and (c) projected completion date and (d) evaluation of accomplishment.

(See Appendix Reference Guide for the correct form).

Teaching and employment during the off-quarter is optional based on the enrollment and needs of the College. Similar to added compensation, compensation for summer teaching during the regular quarter, first term, or second term will be based on the appropriate contact hour rate or four-thirds the contact hour rate if reimbursement is calculated in teaching credit hours (TCHs) up to a maximum of 20 TCHs or 28 contact hours (CHs) (regular full-time load plus one course). Contact hour compensation will apply to all regular lecture and lab course assignments including the seminar. "Teaching credit hour" compensation will apply to all other assignments according to the TCH definition such as internship, etc. Payment will be made dependent upon the faculty member's compensation rate. (See Appendix Reference Guide for the Salary Schedule).

Such persons employed during the off-quarter will have no expectation of them beyond the normal duties and responsibilities associated with their TCH or course assignment.

Example: If a faculty member during the summer teaches 5 TCHs and assuming the compensation rate of \$23.00 an hour, then he or she would receive 5 TCHs x 11 weeks x $\frac{4}{3}$ x \$23.00 for a total compensation of \$1,686.67.

Example: If a faculty member during the summer accrues 5 TCHs related to internship, etc. and 6 contact hours related to teaching a seminar or other courses and assuming the compensation rate of \$23.00 an hour, then he or she would receive 5 TCHs x 11 weeks x $\frac{4}{3}$ x \$23.00 for a total TCH compensation of \$1,686.67 and 6 contact hours x 11 weeks x \$23.00 for total contact hours compensation of \$1,518.00, creating a total summer compensation of \$3,205.67.

- A. The guideline limiting faculty overloads (see 100.19, B2) for added compensation to only one course per quarter beyond the prescribed full teaching load applies equally to College credit and noncredit courses, i.e., not only a College credit class but also a noncredit course constitutes an overload in this request.
- B. In the event that a faculty member is scheduled for a load that equals or exceeds the quarterly minimum full load and that same faculty member then volunteers to teach a noncredit course, the following procedure will be followed: the normal full payment for teaching the noncredit continuing education course will be made to the faculty member as added compensation.
- C. In the event that a faculty member is scheduled for less than a full load and is assigned to teach noncredit courses in order to have a full load, no added compensation will be paid.

Faculty Performance Benchmarks

Benchmarks established for each evaluation criterion identify the expected performance for ratings of unacceptable through outstanding. These benchmarks provide assistance to faculty and supervisors in determining appropriate ratings and enhance consistency among evaluator use of the performance appraisal.

Please note that benchmarks established for the “above average” rating build upon those benchmarks in the “average” category, so that one assumes the average benchmarks have been met in addition to the above average benchmarks. It also holds true that in meeting the “outstanding” benchmarks, one also has met the essence of the “average” and “above average” benchmarks as well. Ratings are determined based on “best fit,” and the essence of the benchmark criteria.

Benchmarks for the evaluation criteria follow, including a general definition for each criterion.

I. Facilitation of Student Learning

I a. Provides Instruction

Provides effective and appropriate classroom, laboratory, clinical, practicum, or internship instruction.

Unacceptable

Does not present clear, understandable lecture material; does not provide students with clear, understandable course objectives; does not encourage in-class participation; does not arrive to class on time; is not prepared for class.

Below Average

Presents course material without providing clear or appropriate explanations; does not correlate material presented with course objectives; uses no supplemental materials in the learning environment.

Average

Provides students with clear course objectives and explains them; correlates materials presented with course objectives; explains material in a clear, understandable manner; encourages in-class student participation.

Above Average

Utilizes supplemental materials provided by publishers such as study guides, overheads, and supplemental handouts; reviews material presented in class with students before quizzes and exams; attempts to provide peer tutors for students as needed.

Outstanding

Creates supplemental materials to illustrate course objectives and materials; creates study guides for students based on materials presented in course objectives and in class; uses the web to supplement instruction, providing for things such as notes, discussion groups, and links to relevant Internet sites; offers study sessions outside of class time for students.

I b. Develops and revises curriculum

Keeps existing curriculum current and develops new curriculum as needed.

Unacceptable

Makes no attempt to keep the curriculum and course content current and relevant.

Below Average

Attempts to review and revise some syllabi, tests, handouts, and textbooks, but with little consistency or relevance.

Average

Consistently reviews and revises all syllabi, tests, handouts, and textbooks; gains the appropriate approvals to revise and develop curriculum.

Above Average

Elicits feedback from the advisory committee or other appropriate external sources regarding program curricula and course content; demonstrates implementation of the revisions as recommended by these groups.

Outstanding

Utilizes a thorough, written plan for developing and revising curriculum. The plan includes mechanisms for the evaluation and implementation of feedback from the advisory committee, current learners, peer faculty, graduates, and external professionals, as applicable.

I c. Provides a safe and inviting learning environment

The learning environment is characterized by a well-maintained facility in which students feel safe and secure. The learning environment created fosters each student's unique needs and abilities. Learners are actively engaged in purposeful, motivating experiences and each individual is treated with dignity and respect. Everything from adherence of laboratory safety regulation to promoting diversity of opinion in the learning environment is covered.

Unacceptable

Lacks regard for physical safety; student interaction is discouraged.

Below Average

Provides for physically safe learning environments but respect, collaboration, and diversity are not encouraged.

Average

Ensures the learning environment is physically, emotionally, and psychologically comfortable, safe, and friendly; establishes and communicates clear expectation for acceptable behavior; consequences for students not meeting expectations are administered fairly.

Above Average

Ensures a safe, orderly learning environment with an inviting atmosphere that builds confidence, encourages mutual respect, and develops responsibility; fosters collaboration, open discussion, respect, and diversity.

Outstanding

Emphasizes a cooperative learning environment that utilizes student partnerships to encourage interdependency among students; encourages team etiquette and responsibility to promote respect.

I d. Advises students and maintains accurate records

Advising is defined in broad terms in which a faculty member helps students remove barriers to their education by referring students to college resources for assistance, providing assistance with study habits and time management, and assisting with course selection and registration. Keeps written records of grades, degree audits, advising notes, advising sessions, and conflict resolution sessions as applicable.

Unacceptable

Does not offer advising assistance to students; does not keep appropriate student records; does not provide students with necessary information.

Below Average

Seldom available during posted office hours to assist students; does not keep complete documentation of student meetings.

Average

Maintains regular office hours to assist students; provides students with information on courses and course of study; keeps students informed of performance in courses to include grades; refers interested students to appropriate college departments or personnel for assistance, i.e., TLC, Financial Aid, Business Office, Student Records, technical advisors.

Above Average

Assists students in completing course registrations; keeps updated files on all students; documents interactions with students; refers at risk students to appropriate college personnel.

Outstanding

Informs other instructors/program officials of student progress; prepares appropriate documentation of meetings with students; assists in interviews, screens, or selection of students for programs with admission criteria; assists in developing an intervention plan for at risk students.

I e. Provides student evaluation and feedback in a timely manner

Returns tests, projects, homework, etc., in a timely manner; provides constructive criticism, positive feedback, and suggestions for improvement. **Note: Timely is a relative term and will need to be determined by the type of assignment being graded. For example, timely return of an objective-type exam will be defined quite differently from timely return of research papers or portfolios.**

Unacceptable

Does not return evaluation materials to students; does not provide feedback to students about performance in any form.

Below Average

Returns some materials but not others on a timely basis; feedback provided is sketchy, sporadic, and inconsistent.

Average

Consistently returns evaluation materials to students in a timely manner; makes some written comments on materials for student consideration; reviews materials in class as appropriate.

Above Average

Makes detailed comments on student evaluation materials as appropriate, providing positive feedback as well as constructive criticism for student considerations. Consistently returns student communications (phone calls, e-mails, written messages) in a timely manner.

Outstanding

Poses thought-provoking questions to students that challenge them to assess their work; suggests resources for further follow-up on a topic; meets with students to discuss areas of major concern or provide feedback about exceptional work.

I f. **Participates in the assessment of student learning through program assessment**

Develops and documents goals for learning outcomes to be measured against established benchmarks to continually improve student learning.

Unacceptable

Does not complete program assessment responsibilities.

Below Average

Submits program assessment materials that are incomplete or substandard.

Average

Meets program assessment responsibilities by contributing data, making suggestions to improve student learning, and providing input to prepare the program assessment document.

Above Average

Synthesizes assessment document with input from responsible faculty.

Outstanding

Implements suggestions for improving student learning through curriculum and instructional modifications.

I g. Uses appropriate learner-centered instructional methods

Creates learning environments in which the students are active participants in their educational experiences. This includes activities such as group projects, problem solving exercises, role play, and student presentations.

Unacceptable

Instructional methods have a negative impact on student learning in most circumstances; the focus is placed on methods that create a passive learning environment.

Below Average

Instructional methods are acceptable in some situations and negative in others. Does not recognize the importance of appropriate learner-centered methods and does not incorporate these in the learning environment on a routine basis.

Average

Uses appropriate learner-centered instructional methods as determined by the type of instruction being provided.

Above Average

Validates appropriate methods as documented by the dean or student evaluations.

Outstanding

Learner-centered instructional methods used demonstrate enhanced student retention and success in the course.

I h. Keeps current with the appropriate use of technology

Implements the use of current computer hardware and software, simulations, technical equipment, etc. into the learning environment. Because computer technology and technical equipment appropriate for use in our curricula will vary greatly, interpretation of the criteria for each category will need to be applied as related to course/program content.

Unacceptable

Uses no forms of computer technology or technical equipment in the learning environment; demonstrates little or now knowledge of technology available to enhance student learning or employability.

Below Average

Minimal understanding and use of technology to enhance student learning. Does not go beyond using occasional overheads to supplement instructional material presented. Makes few recommendations for purchase of computer hardware/software or technical equipment that reflect industry standards.

Average

Utilizes basic computer technology such as basic PowerPoint presentations to supplement student learning as appropriate; instructs students in basic use of computer technology or technical equipment in the class or lab setting; makes routine budget requests for computer hardware/software or technical equipment that reflect industry standards.

Above Average

Uses computer technology to include multimedia or simulations on a regular basis to enhance student learning; establishes learning activities that require students to use computer technology or technical equipment to conduct research or solve problems; examines new technology for potential use in the learning environment.

Outstanding

Uses technology, in part or whole, to provide synchronous/asynchronous distance learning avenues for students; is sought out by business and industry for computer technology or technical equipment expertise; makes recommendations for program expansion based on cutting edge computer technology or technical equipment; implements new computer technology or technical equipment in the learning environment.

I i. Integrates the principles of workplace values in the learning environment

For the purpose of this criterion, workplace values are defined as those universal skills employer seek, and include attendance, behavior, ethics, communication skills, preparedness, timely completion of assignments, and subject/technical competence. Using this frame of reference, the faculty member infuses professional ethics, teamwork, tolerance, communication, interpersonal relations skills, etc., into the learning environment, and serves as a role model for students.

Unacceptable

Has no established expectation of students in regard to workplace values; does not apply course material to the world of work; exhibits unacceptable workplace values in the learning environment.

Below Average

Makes some attempt to define workplace values but they are not consistently expected nor are consequences for non-compliance consistently or equitably applied. Few applications of course material are related to the workplace.

Average

Has written criteria in course syllabi that relate to workplace values. These criteria are consistently expected to be met and consequences for non-compliance are consistently and equitably applied; relates course material to the workplace using appropriate examples; uses instructional methods such as discussion, group work, and self-evaluation that help students develop basic workplace values.

Above Average

Develops specific learning objectives that address workplace values; provides learner-centered activities that promote problem solving, initiative, and team work; consistently role models workplace values.

Outstanding

Uses learner-centered activities such as role play or case studies that integrate and synthesize workplace values; incorporates field trips, internships, mentors, and other activities in actual workplace settings that allow students to apply values infused in the learning environment.

I j. Is available to assist students in learning outside of the classroom

Uses office hours, meetings, study group sessions, telephone conversations, and electronic communication to assist and support students in their educational pursuits.

Unacceptable

Does not post or maintain office hours; discourages student visitation.

Below Average

Does not consistently maintain posted office hours; does not include specific office hours in course syllabi; does not encourage student visitation.

Average

Posts a current and accurate schedule; informs students of posted office hours; consistently maintains posted office hours; encourages students to visit.

Above Average

Provides students with e-mail address and encourages electronic communication; often holds review or study sessions outside of regular class time; meets with students outside of scheduled office hours.

Outstanding

Schedules student meetings or visits during non-routine on-campus hours; is actively involved with a student club, organization, or activity.

II. Professional Growth

II a. Participates in professional activities

Participates in professional activities such as workshops, conferences, seminars, in-services, grants, visits to other institutions, outside (non-conflicting) work experiences, reading professional journals, formal course work, or training schools.

Unacceptable

Does not attend any professional development activities.

Below Average

Attends some of the required professional development activities provided by the college.

Average

Attends most of the required professional development activities provided by the college.

Above Average

Attends all of the required professional development activities provided by the college; participates in other documental professional growth activities, either on or off campus.

Outstanding

Participates in scholarly activities (i.e. publications, presentations, grants); applies what is learned from professional development activities to enhance teaching, learning, or college governance.

II b. Collaborates with colleagues

Networks, shares best practices, mentors peers, and participates in peer learning communities.

Unacceptable

Closes lines of communication with professional colleagues.

Below Average

Occasionally networks with internal professional colleagues but does not foster collaboration; has no positive impact on teaching, learning, or college governance.

Average

Fosters professional growth through collaborating with internal peers for ideas and support.

Above Average

Collaborates with external professional colleagues and participates in external activities.

Outstanding

Collaboratively produces scholarly work with internal or external professional colleagues.

II c. Explores innovative teaching, learning, and technology practices

Takes responsibility for enhancing student learning experiences by continuously expanding knowledge and practice of pedagogy.

Unacceptable

Does not attempt to learn and use alternate teaching strategies; the predominant method of instruction is the lecture; students are passive in the classroom; neither instructor nor students use technology in the teaching and learning process.

Below Average

Applies new ideas about teaching and learning on a very limited basis; instruction only rarely requires students to become active learners; technology use is limited to the occasional use of presentation aids.

Average

Actively seeks and implements new or different instructional methods; demonstrates an awareness of multiple learning styles and a willingness to address them via instructional activities; uses a variety of instructional technologies for purposes of presentation, practice, and simulation.

Above Average

Evaluates effectiveness of implemented instructional methods and makes revisions as necessary; shares new knowledge with colleagues; seeks interdisciplinary connections and collaborates with instructors of other disciplines; no single teaching method dominates instruction; technology is an integral part of teaching and learning.

Outstanding

Develops and uses a variety of instructional methods that facilitate student learning; instructional design promotes student responsibility in the learning process; students utilize educational, tool, and workplace technology in completing coursework; technology is used as a tool and is not the aim of instruction itself.

III. Service

III a. Provides service to the students

Meets with and provides information to prospective students; speaks with student groups that come to campus; provides references for and job leads to students and graduates; promotes seamless educational opportunities for students by participating in Tech Prep, transfer, and articulation activities. Other examples of faculty service to students: advises, promotes higher education opportunities, assists in helping students find an internship partner, writes professional references for job referral, assists with resume and cover letter, conducts mock interviews, collaborates with guided practice activities, maintains an excessive teaching load, acts as a student club advisor.

Unacceptable

Does not participate or provide service to current or prospective students.

Below Average

Minimally participates and provides services to current or prospective students.

Average

Participates and provides services to current or prospective students.

Above Average

Actively participates and provides services to current or prospective students.

Outstanding

Actively participates and provides services to current or prospective students with tangible results.

III b. Provides service to the college

Promotes a positive working relationship through participation and leadership service to the College.

Unacceptable

Does not attend required college activities (Division Meetings, Faculty Meetings, Honors Program, Graduation); does not serve on any college committees or teams (after the first year of employment).

Below Average

Seldom attends required college activities; sporadically attends committee/team meetings.

Average

Serves on and regularly participates in at least one committee/team assignment; attends all required college activities.

Above Average

Serves on and regularly participates in more than one college committee/team; actively participates on committees/teams (i.e., assists the team facilitator, takes meeting minutes, contributes ideas to the group); serves on a special sub-committee; follows through on committee/team assignments.

Outstanding

Serves as a chair or facilitator of a college committee/team; develops agendas and calls and conducts meetings; positively impacts operations and governance of the college; takes on special assignments as a liaison or ambassador for the college.

III c. Provides service to professional organizations

Promotes a positive working relationship through participation and leadership service to a professional organization.

Unacceptable

Belongs to no professional organizations.

Below Average

Belongs to a professional organization in name only; does not attend any professional organization meetings.

Average

Maintains current membership in a professional organization, and attends local, state, or national meetings yearly.

Above Average

Serves on a committee of a professional organization; actively promotes student membership in a professional organization.

Outstanding

Serves as a chair, officer, or board member of a professional organization; presents at local, state, or national meetings; receives special recognition for contributions to a professional organization; arranges major meetings, conferences, or continuing education courses at Zane State College.

III d. Provides service to the community

Represents the college in networking and outreach efforts such as visiting high schools, business, industry, and community groups; serves as a consultant; and serves on community-based organizations or boards.

Unacceptable

Does not participate in any outreach activities or serve on any community organizations or boards.

Below Average

Minimal community service; may visit a high school or business at the request of a college staff member or administrator on an infrequent basis.

Average

Involved with schools, business, industry, or community groups; serves as a member of a community organization or board.

Above Average

Volunteers to visit schools, business, industry, or community groups several times a year; plays a leadership role with community organization or board.

Outstanding

Initiates visits to schools, business, industry, or community groups; links the college with community entities in partnership affiliation; i.e., student service learning activities, grant opportunities.

Faculty Performance Appraisal Documentation Materials

The following list of documentation materials was developed by the academic deans to provide faculty with an idea of information the deans may request at evaluation time. Deans will not ask faculty for all forms of documentation, but may ask for selected pieces of the following materials:

- Lab manuals
- Study guides/instructional resources
- Web course syllabi
- Handouts
- Advising forms
- Counseling documentation
- Curriculum modification forms
- Classroom assessment materials
- Student club/activity documentation
- Study session documentation
- Publications, presentations, grants
- High school or career center visit documentation
- Tech Prep related activities
- Professional references written for students
- Excessive load documentation
- College committee participation documentation
- Special assignment documentation
- Professional development documentation (self and peer)
- Community service documentation
- Mentoring documentation
- Advisory committee participation documentation (internal and external)

Summary of Proposed Faculty Evaluation Process Description of Position Description & Performance Appraisal Form

Purpose and Introduction

The Zane State College Performance Appraisal form for faculty is approximately 20 years old with the faculty position description dating back at least as many years. Congruence between the position description and performance appraisal is nonexistent. Further, because of their ages, the documents do not take into account current terminology, philosophy, and practices within higher education.

Since March 5, 2001, a team of faculty has worked with the Vice President for Academic and Student Services to create a new position description and appraisal. Numerous position descriptions and evaluations were collected by team members from several two-year colleges to generate ideas and form a basis of dialogue. The proposed position description was presented to faculty and academic deans for comment. Feedback was considered by the team and modifications were made to the position description.

Beginning in spring 2002, the team began the second phase of the process: developing a proposed performance appraisal. The proposed position description was used to guide performance appraisal development. During fall quarter 2002, five faculty from outside the team were selected to pilot the instrument with their respective supervisors or the Vice President for Academic and Student Services. Representation from all faculty ranks and divisions was assured. The faculty serving on the team also completed the document. Following the pilot, the team held a roundtable with all faculty and administrative participants. Based on input, the team made revisions to the performance appraisal.

The next step is to distribute the proposed performance appraisal to all faculty for input. Final revisions will be made during winter quarter 2003, with the document ready for use in spring 2003.

General Description of the Performance Appraisal

The proposed Performance Appraisal form for faculty has been developed to reflect the proposed Position Description for Faculty. The major duties and responsibilities of the position description are reflected either as actual performance criteria or within performance benchmarks. The period under evaluation on an annual basis will be from May 1 of one calendar year to April 30 of the next calendar year. Each faculty member eligible for promotion who wishes to apply must submit his/her promotion application portfolio to his/her supervising dean at the time of his/her annual performance appraisal. The three major areas for evaluation are Facilitator of Student Learning, Professional Growth, and Service. A five-point Likert Scale is used for numeric quantification and narratives will be used to qualify performance.

Each of the three categories carries a range of percentages for weighting purposes. These weights do not play into the evaluation point system; rather percentages for each category are determined on a one-on-one basis between the faculty member and supervisor based on goals, priorities, and faculty rank to determine where faculty efforts will be placed.

Goal development and evaluation is an integral part of the appraisal process. Faculty, with supervisor input, will develop goals for each coming year, and current evaluation period goals will be assessed for accomplishment as an important part of the appraisal process.

Detailed Description of Performance Appraisal Components

- THE THREE MAJOR AREAS

The three areas for evaluation are Facilitator of Student Learning, Professional Growth, and Service. Each of the areas includes a definition and performance criteria that are taken directly from the position description. The same is true for the percentage ranges. The three areas recognize the primary role of the faculty member in student learning, while at the same time acknowledging the importance professional growth and service play in contributing to student learning, faculty satisfaction, and college operations.

The category “Facilitator of Student Learning” carries the greatest number of criteria (10) and the greatest weight of percent (75-90%) of the three areas. The rationale evolves from the two-year college emphasis of excellence in teaching. All criteria deal with the faculty responsibilities that directly and indirectly impact student learning. In assessing evaluation points, this category is calculated at three times its base value because of the emphasis we place on instructional excellence and the degree of time and effort faculty focus on this role.

The area of “Professional Growth” is comprised of three (3) criteria, and is weighted between 5-15% of the overall evaluation. Criteria have been defined in general terms to recognize that professional activities take a myriad of forms. This allows for flexibility needed for each faculty member to participate in activities meaningful to him/her.

“Service” carries four (4) criteria and is weighted between 5-15%. Service activities, like professional growth activities, can take many different forms, so just the areas of service have been identified.

Percent of Time

As mentioned previously, percent of time has been weighted most heavily to reflect the focus of the faculty member on the teaching-learning process. Ranges are taken from the position description and are established each year (for the following year), based on goals that are mutually agreed upon by the faculty and supervisor, priorities for the coming year, and faculty rank. The issue of faculty rank assumes that with length of employment the faculty member expands his/her participation in the areas of professional growth and service. In fact criteria for promotion recognize the increasing scope of participation in development and service activities.

In all cases, the weighting of areas will total 100%. For example, an instructor who has been with the college for a year might have a weighting of 90% in the area of Facilitator of Student Learning and 5 percent each in Professional Growth and Service. At the rank of Assistant Professor the ranges might be 80% – 10% – 10%. For Associate Professor ranges could reflect an 80% – 5% – 15% combination. And at the rank of Professor, it might be 75% – 10% – 15%. In all cases, note that Facilitator of Student

Learning continues to be the all-pervasive role of faculty. Again, these are examples and the exact percentages assigned to each area may vary, as long as they stay within the ranges established for each area and total 100%.

LIKERT Scale

A five-point LIKERT Scale is used to rate performance of criteria on a numerical basis. The scale is defined as follows:

- | | |
|-------------------|--|
| 4 – Outstanding | } may use tenths of points
in these areas; i.e.,
3.5, 2.3, 1.7 |
| 3 – Above Average | |
| 2 – Average | |
| 1 – Below Average | |
| 0 – Unacceptable | |

The performance identifiers are defined as follows:

Outstanding – Consistently demonstrates commendable or noteworthy performance. Comments are required.

Above Average – Consistently surpasses performance expectations.

Average – Consistently meets expectations according to the position description.

Below Average – Inconsistent in meeting performance expectations and some improvement is needed. Comments are required.

Unacceptable – Performance is substandard and cannot be allowed to continue. Comments are required.

N/A or Not Applicable, is included in the ratings to account for criteria that are inappropriate to evaluate in a given year. In general, all criteria under Facilitator of Student Learning will be evaluated; however, new faculty and faculty in the early years of instructor rank may not be involved in certain aspects of professional growth or service activities. It is expected that as length of employment increases and higher faculty ranks are attained, fewer N/A's will appear. It is expected that over the course of years, N/A's will be virtually nonexistent.

FACULTY COMMENTS

In each of the three major areas there are sections for faculty comments to address criteria in a narrative form. In this section the faculty member will write a self-analysis of his/her performance, detail accomplishments, and address areas where each would like to improve.

DEAN'S SUMMARY

Following the "Faculty Comments" section under each of the three areas is a section for the supervising dean to make comments. Comments specific to criteria rated as Outstanding (4), Below Average (1), and Unacceptable (0) are required. Comments related to overall performance in each general area are encouraged.

DEAN'S ADDITIONAL COMMENTS

In this section the supervising dean has the opportunity to comment on overall faculty performance. Here is the appropriate place to commend major accomplishments, provide dialogue in areas for improvement, and make suggestions on areas for focus in the year ahead.

GOALS

Establishing goals for the coming year and evaluating accomplishment of the current year's goals is an important part of the annual appraisal process. Setting and attaining goals establishes priorities, creates focus, and provides direction in any given academic year. The three major areas in the position description and performance appraisal serve as guides for goal development with the percent of time taken from the agreed upon weight. At the time of annual review, faculty will detail accomplishments of current year goals and draft goals for the coming year for discussion with their supervising deans. Goals for the next academic year are finalized upon completion of the annual review process.

There is no set number of goals to be established, nor do goals need to be reflected in each area. Length of service, rank, priorities, and suggestions for improvement in the evaluation will guide the number and type of goals established. In all cases, goals are to reflect activities beyond carrying out routine responsibilities. For example, a typical annual update of course materials would not qualify as an appropriate goal. However, developing a new course or infusing technology into an existing course would be worthy goals. Sometimes goals will be unachievable due to unexpected barriers. For example, a goal may be to rewrite an entire course based upon a new textbook. If publication of the new edition is postponed, the goal could not be reached. These circumstances will not reflect in a negative light at the time of evaluation. Overall accomplishment of goals will be rated on the same LIKERT Scale used throughout the evaluation.

THE POINT SYSTEM

The point system is based on calculations for the total possible points and total points earned for the number of categories scored (this takes into account the categories marked as not applicable; there is no penalty for these) for the three major areas. To illustrate the methodology take an example where all categories are scored:

Facilitator of Student Learning faculty)	10 (weighted by 3 to emphasize the major role of
Professional Growth	3
Service	<u>4</u>
	17 total categories

Total possible points is equal to:

Facilitator of Student Learning	
10 (categories scored) x 4 (highest numerical rating) x 3	= 120
Professional growth	
3 (categories scored) x 4 (highest numerical rating)	= 12
Service	
4 (categories scored) x 4 (highest numerical rating)	= <u>16</u>
TOTAL POSSIBLE POINTS	148

Total points earned is equal to:

Facilitator of Student Learning	
29 (points earned) x 3 (weight)	= 87
Professional Growth	= 8
Service	= <u>11</u>
TOTAL	106

$$\text{BaseScore} = \frac{106 \text{ (totalpointsearned)}}{148 \text{ (totalpossiblepoints)}} = .71621$$

$$.71621 \times 100 = 71.62 \text{ (rounded to the nearest } 100^{\text{th}})$$

$$\text{Goal Points} = 2$$

$$\text{Total score} = 71.62 \text{ (Base Score)} + 2 \text{ (Goal Points)} = 73.62$$

In a second example, only 15 of the 17 categories are scored:

Total Possible Points:

Facilitator of Student Learning	= 9 categories x 4 points x 3	= 108
Professional Growth	= 3 categories x 4 points	= 12
Service	= 3 categories x 4 points	= <u>12</u>
		132

Total Points Earned:

Facilitator of Student Learning	= 26 points x 3	= 78
Professional Growth		= 9
Service		= <u>8</u>
		95

Base Score:

$$95 / 132 = 71.97 \text{ (multiplied by 100 and rounded to the nearest } 100^{\text{th}})$$

$$\text{Goal Point} = 2$$

$$\text{Total Score} = 73.97$$

- **Policy adopted 09/04/02**
- **Policy revised 08/2005**
- **Policy revised 01/18/07**
- **Policy effective 04/20/07**

BACKGROUND INFORMATION ON FACULTY RANK AND PROMOTION MODEL

The faculty and administration believe that a faculty member in a technical college should be able to progress to higher ranks based upon quality of service as well as academic degrees. During the 1985-86 academic year, a subcommittee of the faculty was formed to study and draft a proposal for faculty rank and promotion. After extensive review of a number of models, the subcommittee concluded that attempts to quantify quality lead to complicated and complex models, especially in areas of determining equivalencies.

The subcommittee proposed a model which has the following characteristics:

1. Simple, easy to understand and follow.
2. Flexible, with many avenues leading to promotion eligibility, allowing recognition of the individual strengths of faculty. This allows each individual faculty to determine his/her career goals, and how to attain qualifications for promotion. The process is designed to be inclusive and non-restrictive.
4. Reward of quality by establishing a significant monetary reward for promotion.
5. Ensurance of quality of those promoted, especially for the Associate and Professor levels. Quality is determined by the faculty evaluation model.

The model is based upon two key variables: (1) academic preparation and (2) quality of service. Related work experience and professional licensure/certification are also reflected. Further, the model is based on the following salient points and assumptions:

1. The expectation is that the usual faculty entry position would be Instructor.
2. The model only determines eligibility. Actual promotions remain administrative decisions.
3. The parameters established by the model exclude any and all issues beyond the scope of rank and promotion.
4. Points are retroactive for current faculty.

In summary, the model rewards excellence in both academic preparation and performance. It provides an objective system which a faculty member can utilize to plan and achieve career goals.

ELIGIBILITY FOR FACULTY RANK AND PROMOTION

The model to determine eligibility for advancement in rank was developed by a subcommittee of faculty members (1985-1987). The model is based upon academic preparation and quality of service as determined by the faculty evaluation model. As reflected in the title, the model determines eligibility. There is no guarantee or right to a promotion when eligibility status is attained. Promotions remain an administrative decision with approval of the Board of Trustees. The administration will attempt to promote approximately ten percent (10%) of the faculty yearly in keeping with past practices and budgetary constraints of the institution. Initial placement into rank is at the discretion of administration.

The faculty can hold the following ranks: instructor, assistant professor, associate professor, and professor. Eligibility for promotion to the rank of assistant professor, associate professor, or professor is determined by the accumulation of points based upon the following criteria.

	Points
1. Academic Preparation	
Bachelor's degree	1.0
Master's degree	2.0
Doctoral degree	5.0
Each unit of 45 quarter hours post bachelor's	1.0
Each unit of 45 quarter hours post master's or second master's degree	2.0
Professional Licensure Certification	
State Mandated	2.0
Non State Mandated	1.0
2 point maximum accumulation	
2. Other Preparation	
Related work experience per year	1.0
2 point maximum accumulation	
3. Professional Performance	
Education performance seniority value per year	1.5
6 point maximum accumulation	

4. Meritorious Performance	
Rank in upper 25 percent of faculty	1.5 per year
Rank in upper 50-75 percent of faculty	1.0 per year
Rank below second quartile with a minimum of a 71.5 evaluation score with no more than one below average or unacceptable rating	0.5 per year
No maximum point accumulation	

The following number of points is required for eligibility to each of the ranks:

Assistant Professor	12	Associate Professor	20	Professor	27
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FACULTY CRITERIA FOR ADVANCEMENT IN RANK

There are several guidelines used to consider individuals for promotion that go beyond the minimum numerical criteria that need to be satisfied to be eligible for promotion. The following criteria are provided so that faculty applying for promotion in rank have an understanding of what the expectations are.

Time Frame for Eligibility

A faculty member will have completed at least three full years “in rank” at the time the next promotion is granted. Those three (or more) years in rank should illustrate quality instruction evaluation (by both dean and students) and exhibit an effort to promote instructional improvement.

Criteria for Ranks

- Instructor – Faculty at the instructor level have primary responsibility for specific course delivery and for participation within the division.
- Assistant Professor – To be considered for promotion to Assistant Professor, the instructor should have demonstrated exceptional leadership and professional conduct in the delivery of his/her technology program or discipline area exemplified by high quality classroom instruction, curriculum development, instructional research, assessment of student performance, and professional development. In addition, the instructor must show involvement in recruitment, retention efforts, mentoring of part-time faculty, working with students clubs, etc., and should show interest in involvement at the divisional level in institutional activities. A minimum of a baccalaureate degree is required to attain the rank of assistant professor.
- Associate Professor – In addition to the above, to be considered for promotion to Associate Professor, the Assistant Professor should demonstrate exceptional

leadership and/or quality involvement beyond the individual technology or discipline area and not be limited to divisional activities. Active participation in inter-disciplinary efforts and/or intra-divisional projects should be evident. Continued personal professional development, activity in professional organizations, and willingness to promote the college in general should be evident. A minimum of a master's degree is required to attain this rank.

- Professor – In addition to the above, to be considered for promotion to full Professor, the Associate Professor should exhibit extended participation at the college-wide level in efforts and activities that promote the improvement, effectiveness, and efficiency of the college. The faculty member should be involved in activities beyond the divisional level, beyond the Faculty Senate committee assignment. Leadership in Faculty Senate, professional organizations, educational endeavors beyond the confines of the college (state and national) would give strong support to a request to be full Professor. Simply being “a great instructor” is NOT enough to move a faculty member to the level of full professor. We have many great instructors.

Promotion Denial Procedure

Faculty who have applied for, but have not received a promotion in rank, will be provided a specific rationale for not receiving promotion. In collaboration with their division dean, faculty not receiving promotion in rank will establish clear career growth objectives for performance improvement in the subsequent evaluation period.

The faculty member(s) responsible for teaching a course works with his/her division dean in selecting the appropriate book(s). Book selections are turned into the Bookstore in the fourth week of the quarter prior to when a course is taught. (See Appendix Reference Guide.) Suitability of content and readability are prime considerations. It is the faculty member's responsibility to obtain instructor's materials directly from the publisher. The College maintains the Bookstore for the students' benefit by providing all required textbooks and related materials.

- **Policy revised and adopted, June 2005**
- **Policy effective July 1, 2005**

A. Instructional Load Policy

1. Consistent with its goal of accomplishing the College's purpose in the most efficient and economical manner compatible with quality offerings, it is the intent of the Board of Trustees that all full-time employees dutifully devote themselves to a 40-hour work week.
2. Furthermore, it is the intent of the Board of Trustees that faculty members shall devote a proper and judicious part of their work week to the actual instruction of students. Total class credit hour production per quarter per full-time faculty member is expected to meet the standards set forth in the budget data submitted by the Board of Regents.
3. Each faculty member must maintain scheduled office hours each week for the primary purpose of advising and assisting students. Classroom contact hours plus office hours and common meeting time hours must equal a minimum of 27 on-campus hours. At a minimum, faculty will schedule two hours for common meeting time and three office hours.

Office hours must be scheduled in at least half-hour increments, and within each quarter, reflect a combination of at least one morning and one afternoon with office hours. Office hours may begin as early at 7:30 a.m.

Where the faculty member falls short of the 27th hour on-campus minimum, additional office hours are to be scheduled. When overload places the minimum number of on-campus hours beyond 27, the faculty member is still responsible for scheduling and maintaining the common meeting time and minimum number (3) of office hours.

In all cases, the on-campus and off-campus faculty load is expected to reflect a 40-hour work week.

4. The above minimum teaching load standards may be reduced for individual members of the faculty by the Vice President for Academic and Student Services in direct proportion to specific duties and responsibilities assigned to the faculty member by the division dean, the Vice President for Academic and Student Services, or the President.

The following guidelines and procedures shall be used by the administration of the College in the implementation of this policy:

B. Full-Teaching Load

1. At the discretion of the Vice President for Academic and Student Services and division dean, any of the following will be considered as a full teaching load:
2.

	Individual Faculty Member
a. Teaching credit hours of courses taught	14-16
b. Weekly contact hours of courses taught	18-20
3. As required, a faculty member may be scheduled during a quarter for up to 24 contact hours. As appropriate, the procedures for added compensation will apply. The total teaching load of a faculty member, including both the regular full teaching load and any added teaching load, should not exceed in any quarter more than 28 contact hours.

C. Added Compensation

1. Though not required, with the approval of the Vice President for Academic and Student Services and division dean, a faculty member may teach one course per quarter beyond the prescribed full instructional load guidelines for added compensation. Teaching overloads will be compensated at the established part-time hourly rate for instruction. The faculty member who accepts the responsibility of teaching an overload would do so with the full knowledge that the additional assignment would not relieve him or her of carrying out all the regular responsibilities of a faculty member, i.e., office hours, committee assignments, student advising.
2. During the regular academic year, added compensation during a quarter will apply only when at least one of the following criteria is met:
 - a. The faculty member's total teaching load exceeds 16 teaching credit hours by more than 50 percent of the hours associated with the course with the minimum teaching credit hour value, or
 - b. The faculty member's total teaching load exceeds 20 contact hours.

3. If one of the above criteria is satisfied, the faculty member will receive added compensation at the rate established by the Board of Trustees for the minimum course in the case of C.2.a. or at the rate established by the Board of Trustees for each contact hour above 20 in the case of C.2.b., whichever is applicable.
4. If both criteria are satisfied, added compensation will be based on the compensation for C.2.a. Open labs, outside labs, and to be arranged (TBA) labs, which do not meet as a class or which are not directly supervised by the instructor, are excluded from this computation. Such compensation for the quarter will be paid based on the individual's pay election.

Example:

- a. If a faculty member during a quarter teaches 19 teaching credit hours (TCH) and the minimum course has a contact hour value of four (4 lecture, 0 lab), then that faculty member qualifies for added compensation. Assuming the compensation rate is \$23.00 an hour, then he or she would receive 4 contact hours x 11 weeks x \$23.00 for a total overload compensation of \$1,012.00.
- b. If a faculty member during a quarter teaches more than 20 contact hours, then that faculty member qualifies for added compensation. Assuming he or she teaches 23 contact hours (3 hours over) at a compensation rate is \$23.00 an hour, then he or she would receive 3 contact hours x 11 weeks x \$23.00 for a total overload compensation of \$759.00.

NTAs for curriculum development in an electronic format (i.e. web-based, ITV, etc.) will be calculated at a 1:2 ratio for course credit hours generated (i.e., 3 credits = 60 hours; 5 credits = 100 hours, etc.)

D. Summer Teaching and Employment

1. For most faculty, teaching and employment during the summer quarter is optional based on the enrollment and needs of the College. Similar to added compensation, compensation for summer teaching during the regular quarter, first term, or second term will be based on the rate established by the Board of Trustees per teaching credit hour (TCH) or on the rate established by the Board of Trustees per contact hour (CH) up to a maximum of 20 TCHs or 28 CHs (regular full-time load plus one course). Contact hour compensation will apply to all regular lecture/lab course assignments including the seminar. Teaching credit hour compensation will apply to all other assignments according to the TCH definition such as internship/clinical practice coordination, etc. Payment will be made based on the individual pay

election. Such persons employed during the summer will have no expectation of them beyond the normal duties and responsibilities associated with their TCH or course assignments.

Example:

- a. If a faculty member during the summer teaches 5 TCHs and assuming the compensation rate of \$23.00 an hours, then he or she would receive 5 TCHs x 11 weeks x 4/3 x \$23.00 for a total compensation of \$1,686.67.
- b. If a faculty member during the summer accrues 5 TCHs related to internship, etc. and 6 contact hours related to teaching a seminar or other courses and assuming the compensation rate of \$23.00 an hour, then he or she would receive 5 TCHs x 11 weeks x 4/3 x \$23.00 for a total TCH compensation of \$1,686.67 and 6 contact hours x 11 weeks x \$23.00 for total contact hours compensation of \$1,518.00, creating an total summer compensation of \$3,205.67.

E. Full-time Supplemental Summer (3 months or 13 weeks) Contract Conversion

1. Where it is found necessary to convert a full-time 9-month (39 weeks) contract to a full-time 12-month (52 weeks) contract or to develop a full-time supplemental summer (3 months or 13 weeks) contract, the following conversion will apply:

Three month (13 weeks) base salary = $24\% \times$ previous year's nine-month (39 weeks) base salary where $25\% = 75\%$ of one-third.

2. Conversely, to convert from 12-month to 9-month, the following conversion will apply:

9-month (39 weeks) base salary = $80\% \times$ 12 month (52 weeks) base salary where $80\% = 1$ divided by 125%.

F. Part-time Teaching

Part-time instructors not otherwise employed by the College will be compensated at the rate established by the Board of Trustees and reflected in the current salary schedule to be paid according to their pay elections. (See Appendix Reference Guide.) In general, the contact hour rate will prevail for part-time instructors.

G. Definition of Teaching Credit Hour (TCH)

1. One hour of lecture per week
2. Two hours of lab per week
3. Two continuing education units
4. Supervision of 12 special problems students in a 1-credit hour course (1/12 TCH per student per credit hour).
5. Coordination of three full-time internship (paid), internship (non-paid), community service, or clinical practice students (1/3 TCH per student).
6. Two hours per week of approved non-teaching assignments
7. Teaching of six students above the upper class size limit (30 or 36) (1/6 TCH per student up to a maximum of four TCHs)
8. Teaching students below the lower class size limit (12) in a one-credit hour course (1/12 TCH per student per credit hour)

H. Other Teaching Load Guidelines

1. The following guidelines for developing a full teaching load are aimed at providing equity for both the College and the faculty member consistent with sound educational and economic practices. It should be understood that these guidelines may not be strictly adhered to in every situation with every faculty due to the special requirements of particular programs and the uncertainty of student enrollment and available funds. Therefore, slight overages in one area with comparable reduction in another area should be expected. However, it should serve as a basis for use by the Vice President for Academic and Student Services, division dean, and faculty when initially developing individual teaching loads. All figures refer to a regular full teaching load and disregards any course taught for added compensation.
 - a. Maximum number of classes 4-lab, 5-lecture
 - b. Maximum number of preparations 4
 - c. Maximum number of students 96-lab, 120-lecture
 - d. Maximum number of students/class 24-36

(See guidelines for class size limits).

The Special Problems courses are designed to provide credit for special projects, workshops, and unique programs which are not listed as credit courses within a specific curriculum but which contribute substantially to a student's background or technical skills.

Typical sections are:

- A. Workshops or courses offered by outside agencies
- B. Non-credit courses, and
- C. Faculty-directed research assignments arranged through an instructor.

Special Problems registration requires:

- A. Written approval by the student's program advisor and division dean
- B. Voluntary cooperation of the individual instructor who assumes responsibility for directing completion of the work, and
- C. Completion of approval procedures prior to or during regular registration.

A total of twelve (12) credit hours may be taken in Special Problems courses toward degree requirements.

- A. Definition
 - 1. Five courses (BUS 295, EGT 295, HLT 295, NFS 295, and PSV 295) carry the title Special Problems with variable credit from two to eight credit hours.
- B. Catalog Course Description
 - 1. Provides the opportunity to apply selected and current courses, seminars, directed individual study, and other quality educational experiences, which contribute substantially to a student's program of study. Prerequisite: dean's approval.
- C. Use of Special Problems Course
 - 1. Class Size—Special Problems may be used to teach a class-size course which does not have a course number and title of its own.

Such a course might be a pilot offering of a course planned for introduction in the future, or it might be a subject of urgent current special interest to a particular group of students. When a class-size Special Problems course is offered, it should ordinarily be offered as a substitute for a special course in the curriculum, which is then not offered that quarter. The Special Problems course would be substituted for the temporarily dropped course in both the student's curriculum and the faculty member's workload calculation.

2. Less than Class Size—Special Problems may also be used to provide an opportunity for one or a few students to earn credit through directed independent study or through other quality educational experiences. The need to do so might be present when a student must learn certain material before graduating but appropriate courses are not offered or when subjects are of urgent current special interest to only one or a few students. Such a Special Problems course would be substituted for another course in the student's curriculum.

ACADEMIC QUALITY

- A. **Goals and Objectives:** Specific performance objectives must be put in writing by the faculty member in advance for all Special Problems courses. These must be attached to the Special Problems Course Approval Form and submitted to the Vice President for Academic and Student Services via the division dean. (See Appendix Reference Guide.) The method of academic evaluation must similarly be prepared in advance, and it must relate to the course goals and objectives. Students must be given a copy of the goals, objectives, and method of evaluation.
- B. **Class Size**—Special Problems courses constitute a special challenge to faculty members as they strive to maintain high academic quality. Frequently, there is no textbook or previously utilized syllabus available. As a rule, it is a new preparation for the instructor. The class meets perhaps three or four hours a week, and the instructor must prepare well to avoid traps such as “staying only one day ahead of the student.”
- C. **Less Than Class Size**—Special Problems courses constitute a different and more difficult challenge to academic quality. The concept of a “Reading Course” must be avoided. Instead, guided independent study and two-person or small group learning experiences must be designed to replace traditional lecture/lab/discussion/recitation classes. In addition, less than class-size Special Problems courses also frequently lack a textbook and previously utilized syllabus just as do class size Special Problems courses.

FINANCIAL IMPLICATIONS

Special Problems courses have the following possible financial implications:

- A. Enrollments in other courses may be reduced below expectations thereby increasing College costs considering the faculty load involved in offering the Special Problems course.
- B. A less than class size Special Problems course is calculated in the faculty workload as one TCH per every 12 student credit hours earned.

GUIDELINES FOR REQUESTING AND REGISTERING FOR A SPECIAL PROBLEMS COURSE

- A. Class Size—When a faculty member decides to propose a class size Special Problems course, he or she must discuss with the division dean its purpose, need, likely enrollment, and the course normally offered which the Special Problems course would replace. The faculty member should then complete a one-page “Special Problems Course Approval Request Form” (see Appendix Reference Guide), which is available in the Vice President for Academic and Student Services office. This form is submitted to the division dean. If the division dean approves, he or she submits it to the Vice President for Academic and Student Services. If approved, the Special Problems course is reviewed and discussed by the Deans Council (DC). After DC approval, the course is added to the academic schedule.
- B. Less Than Class Size—The same process is to be followed for less than class size Special Problems courses as is explained above. It does not suffice for the faculty member and the student to agree that a Special Problems course will be arranged in a given quarter unless the division dean and the Vice President for Academic and Student Services have both been involved in the request, and the appropriate request form has been completed and approved. Students should be advised that they may not register for a Special Problems course (whether less than class size or class size) unless that course has been approved in advance.

- **Policy revised February 2007**
- **Policy effective April 20, 2007**

Every Friday is designated as “Because We Care Days”. Employees may participate in “Because We Care Day” by dressing casually and by contributing to the selected charity for that week. Employees will be notified of the selected charity via e-mail each week. Employees are encouraged to contribute to the charity selected for that week; however, it is not mandatory. Any employee may suggest a charity, which must then be approved by the Staff Senate. The designated day may be rescheduled or cancelled if special events on campus warrant traditional business attire. If not participating in “Because We Care Day”, employees are expected to dress in normal business attire. Please note: normal business attire does not include T-shirts.

Individuals wishing to dress casually may wear:

- Zane State College logo apparel with a collar or collared logo apparel associated with the College (Zane State College Foundation, OACHE, College Tech Prep, etc.). Unrelated logo apparel is not appropriate.
- Denim jeans or casual pants
- Clean appropriate shoes

All clothing must be clean, wrinkle-free, and fit appropriately. Clothing must not be frayed, torn, or faded. Inappropriate dress includes, but is not limited to: sweat pants, T-shirts, tank tops, and shorts.

Each supervisor and/or dean will be responsible for enforcing this policy within his or her respective department. Supervisors will follow the guidelines as outlined in the Employee Handbook Section 300.11.

Membership on the faculty or staff of the College carries with it additional responsibilities of citizenship which reflects the educator's function as a source of informed, objective counsel. In discussing political matters in the College, faculty should proceed in a fair and scholarly manner. Faculty members must not use the classroom for the purpose of soliciting support of any political candidate, program, or organization.

The College assumes no responsibility for the endorsement of a political candidate or cause by members of its faculty or staff. Except for the limited purpose of identifying the College as the employer of the faculty or staff member making a political endorsement, the name of the College is not to be connected with such an endorsement in any way.

Employees of the College have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive public office.

Any employee who intends to campaign for an elective public office will notify the President in writing at the earliest possible moment of the office that he or she intends to seek, together with the decision as to whether he or she wishes to continue employment and under what terms and conditions.

The President will meet with and discuss these matters with the employee involved and will present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are compatible with the time requirements for fulfilling the employee's responsibilities to the College.

In accordance with the law, the Board will determine the terms and conditions under which the employee may continue employment as he or she seeks or holds such office. NO employee will use College facilities, equipment, or supplies in connection with campaigning; nor will the employee discuss his campaign with College personnel or students during the working day; nor will the employee use any time during the working day for the campaigning process.

If an employee is arrested for an offense listed in the Ohio Revised Code sections 3345.21 to 3345.26, the procedures set forth in these sections may be invoked to terminate, suspend, or impose disciplinary probation. In the event of termination, the employee may, in the discretion of the Board of Trustees, be re-employed by Zane State College but only upon the lapse of one calendar year following dismissal.

The instructor's primary responsibility to his/her subject is to state the truth as he/she sees it. To this end, the faculty devote their energies to developing and improving their scholarly competence. The faculty accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although he/she may follow subsidiary interests, these interests must never seriously hamper or compromise his/her freedom of inquiry.

As a teacher, the faculty member encourages the free pursuit of learning in his/her students. Holding before them the best scholarly standards of their discipline, the faculty demonstrate respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that the evaluation of students reflects their true merit. The faculty member respects the confidential nature of the relationship between teacher and student. He/she avoids any exploitation of students for private advantage and acknowledges significant assistance from them while protecting academic freedom.

As a colleague, the faculty member has obligations that derive from common membership in the staff. He/she respects and defends the free inquiry of his/her associates. In exchange of criticism and ideas, the faculty always show due respect for the opinions of others.

As members of the institution, faculty accept a share of responsibilities for the governance of the institution. The faculty seek to be effective teachers and scholars. Although faculty observe the stated regulations of the institution, provided they do not contravene academic freedom, they maintain the right to criticize and seek revision. He/she determines the amount and character of the work he/she does outside the institution with due regard to his/her paramount responsibilities within it. When considering the interruption or termination of his/her services, the faculty member recognizes the effect of that decision upon the program of the College and gives due notice of his/her intentions.

As members of the community, faculty members have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject and to their students, to the profession, and to the College. As citizens engaged in a profession that depends upon freedom for its health and integrity, college instructors have a particular obligation to promote conditions of free inquiry and public understanding of the College and of technical education. (Adapted from "Statement on Professional Ethics," AAUP).

- All staff members must comply with all applicable Ohio Ethics Laws.
- The staff member should be courteous, pleasant, and just in all relationships.
- Desirable ethical standards require cordial relations between each staff member.
- The conduct of the staff member should conform to accepted patterns of behavior.
- Unfavorable criticism of associates should be avoided except when made to proper officials under proper circumstances.
- Reports/communications regarding other staff members should be truthful and confidential.
- Official business should be transacted only through properly designated officials.
- The responsibility for reporting all matters harmful to the welfare of the College rests upon each staff member.

- **Policy adopted, March 2004**
- **Policy effective May 1, 2004**

(A) Policy Statement

It is the policy of the Board to carry out its mission in accordance with the strictest ethical guidelines and to ensure that Board members and employees conduct themselves in a manner that fosters public confidence in the integrity of the Board, its processes, and its accomplishments.

(B) General Standards of Ethical Conduct

- (1) Board officials and employees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102. and 2921. of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio courts. [A copy of these laws is provided by the Board, and receipt acknowledged, as required in R.C. 102.09(D).] Members and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.
- (2) A general summary of the restraints upon the conduct of all members and employees includes, but is not limited to, those listed below. No member or employee shall:
 - (a) solicit or accept anything of value from anyone doing business with the Board;
 - (b) solicit or accept employment from anyone doing business with the Board, unless the official or employee completely withdraws from Board activity regarding the party offering employment, and the Board approves the withdrawal;
 - (c) use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;
 - (d) be paid or accept any form of compensation for personal services rendered on a matter before, or sells goods or services to, the Board;
 - (e) be paid or accept any form of compensation for personal services rendered on a matter before, or sell (except by competitive bid) goods

or services to, any state agency other than the Board, unless the member or employee first discloses the services or sales and withdraws from matters before the Board that directly affect officials and employees of the other state agency, as directed in R.C. 102.04;

- (f) hold or benefit from a contract with, authorized by, or approved by, the Board, (the ethics law does except some limited stockholdings, and some contracts objectively shown as the lowest cost services, where all criteria under R.C. 2921.42 are met);
 - (g) vote, authorize, recommend, or in any other way use his or her position to secure approval of a board contract (including employment or personal services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;
 - (h) solicit or accept honoraria (see R.C. 102.01(H) and 102.03(H));
 - (i) during public service, and for one year after leaving public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the official or employee personally participated while serving with the board;
 - (j) use or disclose confidential information protected by law, unless appropriately authorized; or
 - (k) use, or authorize the use of, his or her title, the name “Muskingum Area Technical College Board,” “Zane state College Board,” “MATC Board,” or “ZSC Board,” or the Board’s logo in a manner that suggests impropriety, favoritism, or bias by the Board or the official or employee.
- (3) For Purposes of this Policy:
- (a) “Anything of value” includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. “Value” means worth greater than de minimis or nominal.
 - (b) “Anyone doing business with the Board” includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before the board.

(4) Financial Disclosure

Every Board member or employee required to file a financial disclosure statement must file a complete and accurate statement with the Ethics Commission by April 15 of each year. Any member or employee appointed, or employed to a filing position after February 15 and required to file a financial disclosure statement must file a statement within ninety days of appointment or employment.

(5) Assistance

The Ethics Commission is available to provide advice and assistance regarding the application of the ethics law and related statutes. The Commission can be contacted at 614-466-7090. The Commission's web site address is: www.ethics.ohio.gov. Board counsel and counsel for the governor's office are available to answer questions involving this policy.

(6) Penalties

Failure of any Board official or employee to abide by this ethics policy, or to comply with the ethics law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

(7) Changes

This policy may be changed only by a majority vote of the board.

FULL-TIME EMPLOYEE - DEFINITION

300.01

A full-time employee is defined as an individual employed on a forty hour per week, nine-, ten-, eleven-, or twelve-month basis per fiscal year; or an individual employed an average of not less than thirty hours per week on a twelve-month contract shall be considered a full-time employee.

PART-TIME ANNUAL EMPLOYEE - DEFINITION

300.02

A part-time annual employee is defined as an individual employed for a minimum of 20 hours but less than 30 hours per week employed under an annual contract. Part-time annual employees are eligible for selected benefits on a prorated basis.

EXEMPT AND NON-EXEMPT PERSONNEL DEFINITION

300.03

- **Policy revised and adopted, November 2004**
- **Policy effective December 20, 2004**

- (A) The Fair Labor Standards Act requires overtime payment for hours worked in excess of 40 hours per week. The Fair Labor Standards Act identifies two classes of employees: exempt and non-exempt.
- (B) Exempt and non-exempt status determines overtime eligibility (see section 300.20 – overtime and services performed – of the 2005 employee handbook).
- (C) Each job description is reviewed and determined exempt or non-exempt according to the guidelines of the Fair Labor Standards Act (2004).

NORMAL WORK WEEK

300.04

For non-exempt employees, the normal work week consists of 40 hours. An individual's work schedule is determined by the authorized administrator with the approval of the appropriate senior administrator. As institutional needs change, individual work schedules may be altered. If an employee's normal work schedule is to be changed for a period of more than two weeks' duration, the employee should be notified at least 30 calendar days in advance. (Ohio Revised Code section 124.18).

Offices normally operate from 8 a.m. until 5 p.m. with flexible and extended office hours in select offices. Lunch breaks are to be scheduled for one hour each day. All supervisors must provide the opportunity for their employees to take a 15-minute break in the morning and in the afternoon. Break times are not to be added onto the end of the lunch period nor at the end of the day. If the employee chooses not to take a break, that is his or her decision. Supervisors may choose to be flexible by permitting lunch periods of less than one hour, however, the employee is still expected to work 8 hours during the day and the office must be open until 5 p.m. Shortened lunch breaks will not be authorized if it hampers the ability of the College to keep the office open until 5 p.m. For example, the supervisor authorizes a 45-minute lunch break—the employee would work from 8 a.m. until 4:45 p.m. Some offices operate on unusual schedules.

Zane State College, in coordination with the omnibus Anti-Drug Abuse Act of 1988 and specifically in compliance with the Drug-Free Workplace Act of 1988 (Pub. L. No. 100-690, 5151-5160), is committed to providing a drug-free workplace for all employees.

The following policy is effective immediately for all employees as a condition of employment at the College:

- A. Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (as defined in schedules I through V of section 202 of the Controlled Substances Act, 21 U.S.C. 812 and as further defined by regulation at 21 CFR 1300.11 through 1300.15), and the abuse of alcohol and unlawful use, sale, etc. of prescription drugs in the workplace at Zane State College.
- B. Employees are required to notify Zane State College of any criminal drug statute conviction for a violation occurring at the College no later than five days after that conviction.

Failure to abide by this College policy will result in immediate disciplinary probation status for the employee and possible termination of employment. If an employee is in violation of item A, he/she has available the Grievance Policy of the College.

- A. In compliance with federal regulations, Zane State College will provide a drug-free workplace. Toward this end, the College will:
 1. Publish a policy statement stating that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited on campus or at College activities off-campus.
 2. Conduct drug and alcohol awareness programs concerning:
 - a. The health risks associated with the use of drugs and abuse of alcohol;
 - b. the desire of Zane State College to maintain a drug-free workplace;
 - c. the availability of drug use and alcohol abuse counseling, rehabilitation, and employee assistance programs;

- d. the penalties that may be imposed upon employees for drug use or alcohol abuse violations occurring in the workplace.
3. Provide a copy of the policy statement and procedures to all employees at the college.
4. Impose sanctions (consistent with local, state, and federal law) up to and including termination of employment and referral for prosecution for violations.
5. Have available in the Human Resources Department:
 - a. a description of the applicable legal sanctions under local, state, and federal law for unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and alcohol,
 - b. health risks associated with the use of controlled substances and abuse of alcohol, and
 - c. availability of drugs and alcohol counseling treatment and rehabilitation programs.
6. Notify employees that as a condition of employment they will:
 - a. abide by the terms of the policy and procedures, and
 - b. notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
7. Notify the appropriate federal agency providing a grant to the College within ten days after receiving notice [under 6 (b)] from an employee or otherwise receiving actual notice of a workplace drug conviction.
8. Within 30 days of receiving such notice, the College will:
 - a. take appropriate personnel action up to and including termination, or
 - b. require such employee to participate satisfactorily 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.

9. Make a good faith effort to continue to maintain a drug-free workplace through implementation of the above.
- B. The Human Resources Department will monitor the implementation and operation of these procedures.

The purpose of employee disciplinary action is to modify or correct unacceptable employee behavior. This unacceptable employee behavior may be disregard of College policy, failure to complete job assignments, unsatisfactory job performance, or other behavior unacceptable in the work environment. The disciplinary action will be progressive: verbal warning, written reprimand, disciplinary probation, and termination. The first three levels of disciplinary action may be grieved using the College's grievance policy.

In cases of verbal warnings or written reprimands, a copy of the action and brief description of the deficiency will be placed in the employee's personnel file and a copy sent to the employee. An employee may choose to place a written response in their personnel file. Notification of a verbal warning and a written reprimand may be pulled from the personnel file based upon the professional judgment of the immediate supervisor at any time but no later than 12 months from the date of issuance. A disciplinary probation note will be maintained in the personnel file a total of 24 months, unless removed earlier by the supervisor as indicated above. See Formal Steps to Termination of Employment, 300.11.

The President is granted the right and authority to direct employees of the College: to hire, promote, transfer, assign, and retain employees as well as to suspend, demote, terminate, not renew contracts, and take other disciplinary action; to accept or reject employee resignation requests prior to contract expiration; to relieve employees because of lack of work or other legitimate reasons to maintain the efficiency of the College operation entrusted to him/her; to determine the methods, means and personnel by which such operations are to be conducted; to take whatever actions may be necessary to carry out the mission of the College in situations of emergency; to determine the salary to be awarded to each employee based upon the salary schedule or salary structure approved by the Board of Trustees and in keeping with the criteria and procedures for promotion as approved by the Board of Trustees.

In accordance with the provisions of Zane State College's addendums, the College will give faculty notice in writing of non-reappointment to the employee not later than one academic quarter prior to the end of the appointment period on the employment contract; and for administrative, professional, and support employees not later than three (3) months prior to the end of the appointment period on the employment contract. The employment contract does not vest the employee with an expectation of tenure or continued employment beyond the termination date of the annual employment contract. In general, causes for discipline or termination relate to failure to meet acceptable standards of conduct or performance. Causes relating to termination include but are not limited to the following:

- A. Professional incompetence or failure to maintain an acceptable quality of job performance.
- B. Insubordination or refusal to perform duties properly assigned as part of the employee's obligations to the College.
- C. Willful violations of stated rules and policies of the College or willful damage to College property.
- D. An act involving moral turpitude, punishable by a criminal statute of the State of Ohio. This includes serious misconduct of a moral, social, or physical nature unbecoming of a professional.
- E. Others
 - 1. It is impossible to detail all potential reasons for termination. Among them are unheeded reprimands, gross neglect of work or duty, unsatisfactory completion of probationary period stated on annual contracts, or acts that jeopardize the safety of others.

When all criteria for employment have been met, the President has the authority to employ personnel within budgetary limits as established by the Board of Trustees. The President and the Secretary of the Board of Trustees are authorized to issue and sign employment contracts on behalf of the Board of Trustees.

- **Policy adopted February, 2007**
- **Policy effective April 20, 2007**

A. POLICY

Zane State College recruits and selects the most qualified individuals for all positions. In all cases, recruitment and selection activities are guided by a commitment to diversity through equal employment opportunity and by hiring the best person for the position. Zane State College does not discriminate on the basis of race, color, religion, age, ancestry, national origin, sex, disability or veteran status. Zane State College's policies and practices concerning the employment and treatment of personnel and concerning the admission and treatment of students follow Federal Equal Employment Opportunity Guidelines and Ohio Fair Employment Practices Law. Women, minority, veterans, and individuals with disabilities are encouraged to apply.

Hiring of non-U.S. residents is subject to specific federal statutes. Employing department and/or division considering the hire of a non-U.S. resident should contact the Office of Human Resources for assistance.

B. POLICY GUIDELINES

1. Recruitment

- a. The College uses a variety of recruitment efforts to attract qualified applicants. The Office of Human Resources coordinates the recruitment and selection processes for faculty and staff with the employing department and/or division, administrator, and search team chair.
- b. Zane State College personnel postings are available on line at www.zanestate.edu under the "Human Resources" link.
- c. Before posting or advertising, positions are reviewed by the Office of Human Resources for appropriate title, pay range, staff classification and exempt and non-exempt status in accordance with the Fair Labor Standards Act.
- d. Positions that are posted:
 1. Full-time faculty (nine month)
 2. Full-time staff (twelve month)
 3. Part-time annual staff
 4. Positions changed from temporary or interim to permanent positions
- e. Positions that do not require posting:
 1. Reclassified positions
 2. Temporary, acting, or interim positions
 3. Intermittent positions

4. Student employment positions
 5. Adjunct faculty positions
- f. All positions, as stated in Section B, 1, d, will be advertised internally and externally. Position postings will be made available via e-mail to employees three business days prior to external advertising.

2. Internal Applicants

- a. Eligible Zane State College employees on active pay status who may apply for posted positions as internal applicants, include:
 1. Full-time employees of the College
 2. Part-time annual employees of the College
 3. Part-time student employees of the College, currently employed
 4. Work-study employees of the College, currently employed
- b. Adjunct faculty who have taught sometime during the last four quarters may also apply as internal applicants.
- c. Zane State College employees not eligible to apply for posted positions as internal applicants, include:
 1. Employees on new-hire and transfer probation
 2. Employees serving a disciplinary probationary period.
 2. Employees on unpaid medical or other category of unpaid leave
 3. Persons holding temporary positions
- d. Employees are permitted reasonable release time from their work schedule, as determined by their immediate supervisor, to interview for College positions.
- e. Internal applicants who meet the minimum qualifications as identified on the position posting must be interviewed if the internal applicant applied by the advertised deadline date for applications or date of initial review of applications, which is identified on the position posting. Internal applicants who apply later than the advertised date of initial review of applications will be treated as external candidates.

3. Selection of Faculty and Staff

- a. Selection will be based upon job related qualifications such as education, experience, skill, training, ability, and job performance.
- b. Salary and benefits offered to the successful candidate will be in accordance with appropriate policy guidelines (Please see Zane State College Salary Schedule.)
- c. Hiring recommendations and compensation must be approved in advance by the President of the College. The College will not be responsible for unauthorized commitments.

- d. When a College employee is selected for transfer or promotion, a minimum of a two- week notice is required prior to the transfer. Longer notice periods may be appropriate for some higher level positions and alternative arrangements for the time of transfer may be negotiated by mutual agreement between the employment units.

- Policy adopted February, 2007
- Policy effective April 20, 2007

A. PROCEDURES

1. Employing department and/or division responsibilities

- a. Supervisor/dean reviews and updates, if applicable, position description and position posting. Supervisors are encouraged to reduce vague terminology and increase specificity for staff position descriptions. Academic deans are encouraged to develop an addenda to the generic faculty position description that specifies minimum acceptable qualifications for the applicable area of teaching.
- b. The search committee chair in consultation with the immediate supervisor, if different than search committee chair, and appropriate vice president, appoints a search committee with a minimum of three committee members including the search committee chair (Refer to Search Committee Handbook/Guidelines.)
- c. The search team develops rating/ranking criteria and the interview questions based upon the stated qualifications for the position.
- d. The search team develops testing materials, teaching simulations, etc., if applicable, to be utilized with all candidates interviewed.
- e. The search team interviews candidates and the appropriate personnel discuss the essential job functions, specific position duties, and hours of work.
- f. The search team must interview internal applicants who meet the minimum qualifications as identified on the job posting if the applicant submitted their materials by to the advertised date of initial review of applications.
- g. The search committee chair consults and assists (if applicable) Human Resources with conducting reference checks.
- h. The search committee chair recommends the individual for hire to the appropriate vice president, president, and Human Resources.
- i. Each committee member must review, sign, and abide by the Zane State College Confidentiality Statement. The search committee chair is responsible for ensuring that the recruitment and selection process is conducted ethically and confidentially. The search committee chair and/or

search committee members are responsible for reporting alleged allegations of breaches of confidentiality or unethical behavior to the Office of Human Resources.

2. Office of Human Resources Responsibilities

- a. Receive approval from the President to proceed in filling the position.
- b. Compile and edit position descriptions for posting.
- c. Consult with search committee chair. Review recruitment and selection procedures (Refer to Search Committee Handbook/Guidelines.)
- d. In collaboration with search committee chair, develops search committee time line of events.
- e. Consult with search committee chair regarding advertising venues. Coordinate advertising process.
- f. E-mail Zane State College employees a minimum of three business days in advance to advertising externally.
- g. Provide Web Master with job posting to be placed on College's website.
- h. Recruit applicants and maintain search file.
- i. Screen applicants for eligibility and minimum position qualifications in collaboration with search committee chair should he or she choose to do so.
- j. Refer qualified applicants to the search committee
- k. Assist and advise employing department and/or division and search team in the search and selection process. (Refer to Search Committee Handbook/Guidelines.)
- l. Conduct reference checks and report all findings to the supervisor and/or search committee chair. The search chair, supervisor, vice-president, and president may participate with Human Resources in conducting reference checks.
- m. Maintain records related to the recruitment and selection process. Revise and update Search Committee Handbook/Guidelines as needed.
- n. Maintain confidentiality of the recruitment and selection process, as well as, investigate complaints of breach of confidentiality or unethical behavior during the search process. Consequences for breach of confidentiality or unethical behavior are identified, but not limited to, Section 300.11 in the Employee Handbook.

- o. Responsible for coordinating recruitment and selection training sessions for employees on an annual basis.

3. Position Postings

- a. Position descriptions received in Human Resources by the established time line of events will be posted on the Zane State College website and will be e-mailed to employees three business days in advance to external advertising.

4. Application

- a. Visit the College's website at www.zanestate.edu. Select the "Human Resources" link and then the "Employment Opportunities" link. The application data can be typed onto the application and then printed out to submit with the other application materials as stated in position posting.
- b. Internal applicants must submit a complete file of application materials as stated in the position posting.
- c. Internal applicants must submit their materials to Human Resources by the advertised deadline date for applications or date of initial review of applications. Internal applicants who apply later than the advertised date of initial review of applications will be treated as external candidates.
- d. Former employees terminated for cause are ineligible for re-employment with the College.

B. RESOURCES

- 1. For Consultation
 - a. Office of Human Resources, 740-588-1285
- 2. For application information
 - a. www.zanestate.edu, Human Resources
- 3. For additional information
 - a. www.zanestate.edu
 - b. employee handbook, appendixes – checklists
 - c. Search Committee Handbook/Guidelines
 - d. Zane State College Salary Schedule

Causes relating to termination include but are not limited to the following:

- A. Professional incompetence or failure to maintain an acceptable quality of job performance.
- B. Insubordination or refusal to perform duties properly assigned as part of the employee's obligations to the College.
- C. Willful violations of stated rules and policies of the College or willful damage to College property.
- D. An act involving moral turpitude, punishable by a criminal statute of the State of Ohio. Includes serious misconduct of moral, social, or physical nature unbecoming of a professional.
- E. Others - It is impossible to detail all potential reasons for termination. Among them include unheeded reprimands, gross neglect of work or duty, unsatisfactory completion of probationary period stated on annual contract if possible, or acts that jeopardize the safety of others.

Any of the steps may be omitted depending on the seriousness of the violations. A supervisor may issue a written reprimand, place on disciplinary probation, or terminate an employee with the concurrence of his/her supervisors and the appropriate senior administrator.

- A. **Verbal Warning:** Normally, this is the first formal level of discipline given when an employee has performed unsatisfactorily. The supervisor shall indicate clearly to the employee, "I am giving you an official verbal warning," "Consider this an official verbal warning," etc.

After giving an employee a verbal warning, the supervisor will file a written note in the employee's personnel file with a copy to the employee.

- B. **Written Reprimand:** If a verbal warning does not correct the unsatisfactory performance, the supervisor shall issue a written reprimand to the employee. A copy will be put in the employee's personnel file. The memo will specify the offense, describe the previous counseling, and specify the expected improvements.
- C. **Disciplinary Probation:** This is the third level, or final warning. If specific improvement does not take place by a stated date (time tables stated in probationary period statement), the employee will be terminated. A written statement of the specific conditions of probation will be given to the employee with a copy placed in his/her personnel file.

The minimum/maximum periods of time that may be utilized for Disciplinary Probation will be:

<u>Category</u>	For each occurrence	
	<u>Minimum</u>	<u>Maximum</u>
Support	3 months	6 months
Professional/ Administrative	6 months	12 months
Faculty	1 academic quarter	3 academic quarters

- D. Termination: If satisfactory improvement is not evident after exercising any or all of the applicable steps, the employee will be terminated.

Prior to a decision to terminate an employee, a due process hearing will be held. The employee's supervisor, that person's supervisor, and the Director of Human Resources will meet with the employee to inform the employee that his/her termination is under consideration, to state the reasons such actions is being considered, and to provide the employee an opportunity to present mitigating or explanatory facts. Unexcused failure to appear for such a meeting, scheduled during the employee's normal working hours, shall be interpreted as a waiver of this opportunity by the employee. An employee may bring a representative to this meeting.

The Zane State College Board of Trustees delegates to the President the responsibility for hiring and terminating of all employees with review by the Board of Trustees.

- E. Due Process: As part of the due process, an employee who has been terminated by the President has the right to appeal directly to the Board of Trustees at the next regularly scheduled meeting or at a special meeting when necessary. This right to appeal may be exercised in accordance with the procedures set forth on the Request for Participation in a Board Meeting form. (See Appendix Reference Guide.)

Should the time ever come when you are thinking of leaving Zane State College, please talk it over with your supervisor. This is an important decision, and you may have failed to consider some important factors. If you decide to resign, written notification must be submitted to the President of the College and sufficient prior notice given. Your compliance will help us in finding a qualified replacement. Upon resignation, you will be paid for all credited and unused vacation leave. You will also be offered continuation of health insurance coverage (COBRA), if applicable. The Human Resources Department also requires all resigning employees to fill out an employee authorization to release reference information form. (See Appendix Reference Guide.) This information is available in the Human Resources Department. Before your final paycheck will be issued, you will need to turn in all your keys, parking tags, and anything else that is owned by the College to the Human Resources Department. At this time, you will be assured the opportunity of explanations concerning any and all benefits before leaving employment with Zane State College.

Objectives:

To develop a plan for "extended contract employment" which provides for greater job security for deserving faculty members and which enables the College to maintain fiscal responsibility and assurance of a quality education effort.

Policy:

Following a period of three years of continuous full-time employment with the College, a faculty member meeting established qualifications and performance criteria may be awarded an extended contract for a period of two years. Three years of continuous employment does not guarantee the award of an extended contract, and funding and staffing needs, among other things, may prevent such an award. The initial decision to award an extended contract is within the sole discretion of the College and is not subject to the grievance procedure. Within duration of an extended contract, such faculty members shall not be terminated except for the right to appeal and according to appropriate procedures. This extended contract policy replaces any tenure policy whether explicit or implicit.

Criteria and Procedures:

- A. Minimum Qualifications for Eligibility:
 - 1. Education - Master's degree with one degree in the field of assigned technology.
 - 2. Academic Rank - Assistant Professor
 - 3. Continuous full-time employment with the College - three years.
 - 4. Certification - Zane State College, SDVE, and OBOR Standards for employment as contained under qualifications in the current job description for faculty.

Performance Criteria:

- A. Teaching effectiveness
- B. Job description and contact duties and responsibilities
- C. Personal and professional development

- D. Contribution and commitment to the College and its goals
- E. Student, colleague, and administrative acceptance

Fiscal Criteria:

- A. Availability of state and local funds
- B. Program enrollment
- C. Status and duration of program approval
- D. Status of OBOR reimbursement for the program
- E. Number of faculty members on extended contracts (by technology, division, and college-wide)

Procedures:

- A. Initiation of "Request for Contract Status Change" form by the faculty member (See Appendix A-4).
- B. Evaluation and recommended approval by :
 - 1. Division Dean
 - 2. Vice President for Academic and Student Services
 - 3. President
- C. Final approval by Zane State College Board of Trustees
- D. Issuance of "extended contract" for employment at regular re-appointment time interval
- E. The employee may re-apply for a two-year re-appointment during any given year.

Definitions and Related Topics:

- A. Just Cause - Right to Appeal
- B. Procedures for corrective discipline and termination
- C. Notice of Non-Reappointment
- D. Privileges of "Extended Contract Employment"

- E. Faculty (teaching)
- F. Continuous full-time employment
- G. Years of service
- H. Faculty resignations and contract obligations

Just Cause - Right to Appeal

- A. In general, causes for discipline or termination relate to failure to meet acceptable standards of conduct or performance. Causes relating to termination include but are not exclusive to the following:
 - 1. Professional incompetence or failure to maintain an acceptable quality of job performance.
 - 2. Insubordination or refusal to perform duties properly assigned as part of the faculty member's obligations to the College.
 - 3. Willful violations of stated rules and policies of the College or willful damage to College property.
 - 4. An act involving moral turpitude, punishable by a criminal statute of the State of Ohio or federal law. This includes serious misconduct of a moral, social, or physical nature unbecoming of a professional educator. If an employee is charged with any of these acts, they may be placed on leave with pay pending a determination of the criminal matter.
 - 5. Dismissal pursuant to Ohio Revised Code 3345-21 and 3345.26; however, a convicted faculty member may be re-employed after the lapse of one calendar year with the approval of the Board of Trustees.
 - 6. Others - It is impossible to detail all potential reasons for termination. Among them include unheeded reprimands, gross neglect of work or duty, or acts that jeopardize the safety of others.

Notice of Non-Reappointment

- A. The College will give notice in writing of non-reappointment to a continuing employee no later than one academic quarter prior to the end of the appointment period on the employment contract.
- B. Extended contract faculty - not later than January 1.

Privileges of "Extended Contract Employment"

- A. Two-year contract issued.
- B. Termination prior to end of contract only for just cause.
- C. Early notice (January 1) of non-reappointment at the end of contract if not necessary.
- D. May invoke grievance process relative to non-reappointment of contract.

Teaching Faculty

- A. Full-time employees holding academic rank (Instructors through Professors) for positions and holding contracts for Level II positions on the Zane State College Salary Schedule. (See Appendix Reference Guide.)

Continuous Full-Time Employment

- A. Full-time contracts issued for consecutive fall, winter, and spring contracts and for consecutive years, excluding summer contracts.
- B. Contracts for summer, fall, spring; summer, winter, spring; summer, fall, winter. (Any combination of three of the four academic quarters).
- C. The awarding of a leave of absence will be considered as continued employment upon written approval of the President.

Years of Service

- A. One year of service is counted for each full-time academic year contract issued an academic year. Partial-year contracts or summer contracts serving as overload contracts for faculty do not apply. A combination of any three of four academic quarters, July through June, qualifies as one year of service.

Faculty Resignations and Contract Obligations

- A. The employee has the same obligation to notify the College of intended resignation as does the College to notify the employee, i.e., no later than one academic quarter prior to the last date of employment. Your employment contract does not vest you with an expectation of tenure or continued employment contract.

It is the policy of Zane State College to insure that applicants and employees are treated during the employment process without regard to their race, color, religion, sex, age, disability, national origin, ancestry, or being a disabled veteran or a veteran of the Vietnam era. Such action will include, but not be limited to, the following: employment, upgrading and promotion, demotion or transfer, layoff or termination, raises of pay or other forms of compensation, selection of training, and participation in the decision-making process. The Board directs the administration to insure that all applicants and employees are considered in hiring, placement, job assignment, training, and promotion.

Specific equal employment opportunities (EEO) steps to be taken immediately by the Zane State College Board of Trustees and the Zane State College administration include, but are not limited to, the following:

1. This EEO statement shall be disseminated within the organization so that all employees clearly recognize hiring and promotional opportunities.
2. The Board directs the administration to disseminate its equal employment and advancement policy to the news media for external publication.
3. The Board directs the administration to keep active for one year all applications of persons who are acceptable for employment and to give all possible considerations to them for subsequent employment. The administration will maintain the application materials for one year.
4. The Board directs the administration to review and evaluate the progress of College employees periodically and to ascertain that every reasonable effort is being made to encourage and assist employees in achieving their greatest potential.
5. The Board affirms that all College facilities and all College sponsored activities are available for the use of all qualified employees, students, and public without regard to race, color, religion, sex, national origin, ancestry, age, or disability.
6. The Board shall continually monitor the activities of the College to ensure that these EEO programs are being carried out. The Board shall add, when necessary, affirmative action activities to this order.
7. The EEO Officer, as designated by the President, shall be the responsible equal opportunity official representing the College.
8. In all recruiting, the Board shall take active steps to recruit employees from minorities and non-minorities who are unemployed or underemployed.

The Zane State College Board of Trustees recognizes that in the interest of effective personnel management, a procedure is necessary whereby its employees can be assured of a prompt, impartial, and fair hearing on their grievances. This procedure shall be available to all employees, and no reprisals of any kind shall be taken against any employee initiating or participating in the grievance procedure.

It shall be entirely up to the individual whether or not to file a grievance. Discussion with the employee's supervisor shall take place within fifteen (15) working days following the act or condition, which is the basis for said grievance. A decision and reasons for the decision shall be made within five working days from the date of the meeting between the employee and the supervisor. The decision shall be in writing by the supervisor and copies sent to the employee, Human Resources Department, the senior administrative officer, and the President.

Definition of Grievance

A grievance is a complaint involving the violation, interpretation, or application of: (a) a Board of Trustees' policy, (b) an administrative procedure, (c) an administrative regulation, (d) a state statute, (e) an individual employee contract, (f) an Equal Opportunity complaint, or (g) harassment or drug-related incident that was not resolved with the College's policy on these issues.

Employee terminations do not fall under the parameters of the Grievance Policy but may be appealed directly to the Zane State College Board of Trustees. (See Appendix Reference Guide.)

Directions for Use of Grievance Form

The grievance form is not to be utilized until after the completion of Level I (Supervisor's Review) and Level II (Senior Administrative Officer's Review) according to the Grievance Policy and Procedures. Use of this form is required in the event that the employee desires to proceed to Level III or above.

- NOTES:
1. The employee is strongly encouraged to read carefully the complete Grievance Policy and Procedures in this Handbook and to follow procedures precisely.
 2. Any written materials involved in Level I and Level II must be attached when submitting a grievance at Level III. When submitting at Level V, all previous written materials should be attached.
 3. Any attached pages should be appropriately referenced, signed, and dated.

Employee should send copies to:

Level III: Employee's appropriate supervisor, Human Resources, senior administrative officer, and the President, with the original to the chairperson of the Grievance Committee.

Level V: Supervisor, Human Resources Department, senior administrative officer, and the chairperson of Grievance Committee, with the original to the secretary of the Board of Trustees.

Copies of the grievance form are available in the Human Resources Department. If assistance is needed, contact Human Resources. (See Appendix Reference Guide.)

Miscellaneous Provisions

- A. All documents, communications, or records dealing with a grievance shall be filed separately from the personnel files of the participants.
- B. A grievance may be withdrawn at any level by the employee.
- C. The time limits indicated in this grievance procedure are maximum limits only. Every effort shall be made to resolve the grievance at the earliest possible date and especially within the time frame of the employee's contract.
- D. If a grievance must be resolved at a specific administrative level because of the authority vested in that position, preliminary levels may be bypassed by mutual consent of all parties.
- E. If, in the judgment of either Senate, a grievance affects a group or class of employees, the Senate may submit the grievance.
- F. Both parties are to have access to relevant available information concerning the grievance.
- G. Both parties are to be accorded the normally accepted privileges of minimum due process in the conduct of the hearings.

Appointment of Grievance Committee

The Grievance Committee shall be appointed prior to the beginning of each fall quarter by the President's Cabinet for the following twelve (12) months with the concurrence of the Faculty and Staff Senates. Grievance Committee composition will be as follows:

- A. Two (2) members will be appointed from the Faculty along with one (1) alternate member.

- B. Two (2) members will be appointed from the Support/Professional staff along with one (1) alternate member.
- C. Two (2) members will be appointed from the Administration along with one (1) alternate member.

An employee who has filed a grievance will choose one additional member from the above alternates, regardless of job classification. The Committee will be composed of seven members. At the beginning of each new grievance, the members may choose a new chair.

Any member of the Committee who has direct involvement with a grievance will be disqualified from serving for that grievance, and the alternate for that constituency will become a member. The President will then appoint an alternate from that constituency—for that particular grievance only—with the concurrence of both Faculty and Staff Senates.

Procedure for Submitting a Grievance

A. Level I (Supervisor's Review)

1. Any employee having a grievance shall first discuss the potential grievance with his immediate supervisor (division dean or director). The objective is to resolve the problem through free and informal communications. It may or may not be necessary for the supervisor to confer with the appropriate senior administrative officer (Vice President for Academic and Student Services, Dean of Student Services, or Vice President for Business Services) or other individuals within the College who may be able to assist in the resolution of the problem, depending on the nature of the complaint.

The discussion with the supervisor shall take place within 15 working days following the act or condition which is the basis for said grievance. A decision and reasons for the decision shall be made within five working days from the date of the meeting between the employee and the supervisor. The decision shall be in writing by the supervisor and copies sent to the employee, Human Resources Department, the senior administrative officer, and the President.

B. Level II (Senior Administrative Officer's Review)

1. If the discussion with the supervisor does not resolve the grievance to the satisfaction of the employee, the employee shall have the right to discuss the grievance with the appropriate senior administrative officer within five working days following the decision by the supervisor. The senior administrative officer shall notify the employee in writing of his/her decision and reasons for the decision within five working days from the date of the meeting between the employee and the senior administrative officer. Copies of the decision are to be sent to the supervisor, Human Resources Department, and the President.

The senior administrative officer may also request the presence of the supervisor in order to expedite the solution. It may or not be necessary for the senior administrative officer to confer with the President, depending on the nature of the complaint.

C. Level III (Grievance Committee's Review)

1. If the action taken by the senior administrative officer does not resolve the grievance to the satisfaction of the employee, the employee shall have the right to submit a written grievance to the Grievance Committee within five working days following the decision by the senior administrative officer. The grievance shall be submitted on the standard grievance form; and copies will be submitted to the appropriate supervisor, senior administrative officer, Human Resources Department, and the President. The grievance will contain a concise statement of facts upon which the grievance is based and the employee's proposed resolution of the grievance, as well as the disposition by the senior administrative officer.

The Director of Human Resources shall call a hearing of the Grievance Committee and establish a hearing date, if requested by the employee, within five working days following receipt of the grievance. The employee is entitled to a representative of his/her choice at the review. The senior administrative officer and the supervisor, if requested by the senior administrative officer, will participate in the review.

After reviewing the complaint and conducting the hearing, if requested, the Grievance Committee shall either uphold the grievance by a majority vote or not uphold the grievance. The Committee will continue to meet until a majority position is reached (51 percent of the votes). The chairperson shall notify the employee in writing of the Committee's decision and reasons for the decision within five working days following the date of the hearing of the Committee. Copies of the decision are to be sent to the supervisor, Human Resources Department, the senior administrative officer, and the President.

If a grievance is upheld by the Committee, it is to forward its rationale and recommendations as to the disposition of the grievance to the President.

If the grievance is not upheld by the Committee, this is formal notice to the employee that his/her appeals within the College have been exhausted.

D. Level IV (President's Review)

1. If the Committee upholds the grievance, an administrative review, including a hearing with the employee, will be conducted by the President within five working days following the decision by the Committee. The employee is entitled to a representative at the hearing. The senior administrative officer and/or the supervisor, if requested by the President, will participate in the review. The chairperson of the Grievance Committee, if requested by the President or employee, will participate in the review. The President shall notify the employee in writing of the decision and reasons for the decision within five working days from the date of the hearing between the employee and the President. Copies of the decision are to be sent to the senior administrative officer, Human Resources, supervisor, and chairperson of the Grievance Committee.

E. Level V (Appeal to the Board of Trustees)

1. If the action taken by the President does not resolve the grievance to the satisfaction of the employee, the employee may appeal in writing to the Board of Trustees.

The appeal shall be made on the standard Grievance Procedure Form and filed with the secretary to the Board of Trustees with a copy sent to the President, senior administrative officer, Human Resources Department, supervisor, and Grievance Committee. The grievance shall be placed on the agenda for the next regular meeting of the Board of the Trustees. (See Appendix Reference Guide.)

The Board of Trustees shall act on the appeal no later than the next regular Board meeting following the appeal of the grievance. The employee shall be entitled to a representative. Action taken by the Board of Trustees shall be the final formal notice to the employee. Copies of the final disposition shall be sent to the employee, the supervisor, Human Resources Department, the senior administrative officer, the President, and the Grievance Committee.

- **Policy revised and adopted, April 2005**
- **Policy effective June 1, 2005**

(A) General policy statement.

It is the policy of Zane State College to maintain an educational and work environment, which is free from all forms of harassment, including sexual harassment. This commitment applies to all College operations, programs, and activities. All students, administrators, faculty, staff, and all other College personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring on college property, or at another location if such conduct occurs during an activity sponsored by the College.

The College will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, age, veteran status, or any other unlawful basis, and encourages those within the college community, as well as, third parties who feel aggrieved to seek assistance to rectify the problems. The College will investigate all allegations of harassment and in those cases where harassment is substantiated. The College will take prompt steps to end the harassment. Complaints of unlawful harassment will be dealt with on a case by case basis taking into consideration the totality of the circumstances. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "college community" means, students, administrators, faculty and instructional staff, staff and all other college personnel, including board of trustee members, agents, volunteers, contractors, or other persons subject to the control and supervision by the College.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on college property (for example, visiting speakers, parents), vendors doing business with or seeking to do business with the College and other individuals who come in contact with members of the college community at college-related events/activities (whether on or off college property).

(B) Other violations of the harassment policy.

The College will also take immediate steps to impose disciplinary action in accordance with college policies on individuals engaged in any of the following prohibited acts:

- (1) Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- (2) Filing a malicious or knowingly false report or complaint of harassment.

(C) Definitions

(1) Sexual Harassment

- (a) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
- (i) Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
 - (ii) Submission or rejections of such conduct by an individual is used as the basis for employment or educational decision affecting such individual; or
 - (iii) Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment must involve discrimination based on gender.

- (b) Not all behavior with sexual connotations constitutes sexual harassment.
- (c) Examples of prohibited acts that may constitute sexual harassment, include but are not limited to:
- (i) Unwelcome sexual propositions, invitations, solicitations, and flirtations.
 - (ii) Physical assault.
 - (iii) Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extracurricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
 - (iv) Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls; emails.

- (v) Sexually suggestive objects, pictures, videotapes, audio recordings, computer generated images, or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- (vi) A pattern of conduct, which may be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- (vii) Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- (viii) Consensual sexual relationship where such relationship leads to favoritism of a student or subordinate employee with whom the faculty, instructional staff or supervisor is sexually involved or where such favoritism adversely affects other students and/or employees.

(2) Race/color harassment.

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

(3) Religious (creed) harassment,

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

(4) National origin harassment.

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or

offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

(5) Disability harassment.

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability or perceived disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity.

Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical or mental impairments or defects/appearances, or the like.

(6) Age harassment.

Prohibited age harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Such harassment may occur where conduct is predicated upon the fact or perception that the individual has attained forty (40) years of age or greater.

(7) Veteran's status harassment.

Prohibited veteran's status harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's veteran status and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is predicated upon a person's current or prior affiliation with any branch of the U.S. Armed Services.

(D) Administrative process.

The president shall establish administrative processes for the investigation, processing, and resolution of complaints of unlawful harassment.

- **Policy revised and adopted, April 2005**
- **Policy effective June 1, 2005**

Investigation and Complaint Procedure

Any member of the College community or third party who believes that s/he has been subjected to harassment, may seek resolution of his/her complaint through either the informal or formal procedures as described below. Complaints of harassment shall be filed within one hundred and twenty (120) days of the harassing conduct. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the harassing conduct occurs. Both the informal and formal procedures set forth below are established to provide a prompt and equitable process for resolving complaints of harassment. Students alternatively may access the complaint process set forth in the Student Code of Conduct Policy of Zane State College.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a member of the College community or third party who believes s/he has been harassed. This informal procedure is not required as a precursor to the filing of a formal complaint.

As an initial course of action, if a member of the College community or third party feels that s/he is being harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Director of Human Resources is available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or formal complaint.

A member of the College community or third party who believes s/he has been harassed may make an informal complaint, either orally or in writing: (1) to the Director of Human Resources relative to faculty and all other employees, (2) to Dean of Student Services relative to students. All informal complaints, employee related, must be reported to the Director of Human Resources, who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The College's informal complaint procedure is designed to provide members of the College community and third parties who believe they are being harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the member of the College community or third party claiming harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the member of the College community or third party how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the Harassment Policy as a reminder to the individuals in the office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Director of Human Resources or designee may arrange and facilitate a meeting between the member of the College community or third party claiming harassment and the individual accused of harassment to work out a mutual resolution.

Informal complaints of harassment shall be filed within one hundred and twenty (120) days of the harassing conduct. The Director of Human Resources or designee will exercise his/her authority to attempt to resolve all informal complaints within ten business days of receiving the informal complaint. Those members of the College community or third parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint.

All materials generated as part of the informal complaint process will be retained by the Director of Human Resources in accordance with the College's records retention policy.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, or if a member of the College community or third party elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

A member of the College community or third party who believes they have been subjected to harassment, hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing with the Director of Human Resources. Formal complaints of harassment shall be filed within one hundred and twenty (120) days of the harassing conduct. If a Complainant informs any other employee of the College, either orally or in writing, about any complaint of harassment, that employee must immediately report such information to the Director of Human Resources, thereafter the Director of Human Resources must contact the Complainant to determine whether the Complainant wishes to file a formal or an informal complaint. If the Complainant chooses not to file either a formal or informal complaint, the Complainant shall be informed that the College may determine to proceed with an investigation regardless of the Complainant's decision not to do so.

Throughout the course of the process as described herein, the Director of Human Resources or designee should keep the Complainant informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual filing the complaint and the identity of the individual who is the subject of the alleged harassing behavior if that individual is not the Complainant; the identity of the individual believed to have engaged in, or be engaging in, the harassment; a detailed description of the facts upon which the complaint is based; a list of potential

witnesses; relevant documents; and identification of the resolution which the Complainant seeks.

If the Complainant is unwilling to provide a written statement including the information set forth above, the Director of Human Resources shall ask for such details in an oral interview. Thereafter, the Director of Human Resources will prepare a written summary of the oral interview which will be presented to the Complainant for verification by signature. Failure or refusal to verify the accuracy of the reported charge will not prevent the College from proceeding with their investigation of the complaint.

The College reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the College community or third party alleging the harassment pursues the complaint.

Upon receiving a formal complaint, the Director of Human Resources will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to, a change of job assignment or a change of class schedule. In making such a determination, the Director of Human Resources should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent to any change which is deemed appropriate, the Director of Human Resources may still take whatever actions s/he deems appropriate. In matters relating to or involving a complaint of harassment by one student against another, such a determination will be made by the Director of Human Resources in conjunction with the Dean of Student Services.

Within five (5) business days of receiving a formal complaint, the Director of Human Resources will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and the prohibitions against retaliation, and a copy of these Administrative Procedures, and the College's Harassment Policy shall be provided to the Respondent at the time. The Respondent must also be informed of the opportunity to submit a written response to the complaint within ten (10) business days.

Within ten (10) business days of receiving the complaint, the Director of Human Resources or their designee(s) will initiate a formal investigation to determine whether the Complainant has been subject to offensive conduct/harassment. Investigation of a complaint of harassment by one student against another student shall be investigated by the Dean of Student Services or their designee(s) within the same period of time.

Although certain cases may require additional time, the Director of Human Resources other designee(s) will attempt to complete an investigation into the allegations of harassment within thirty (30) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;

- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations; and
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Director of Human Resources or their designee(s) shall prepare and deliver a written report to the President relative to faculty and all other employees, or to the Dean of Student Services relative to students, which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence, the definition of harassment as provided in the College's Harassment Policy and applicable law as to whether the Complainant has been subject to unlawful harassment. The written report must be based upon the totality of the circumstances, the nature of the alleged conduct and the context in which the alleged conduct occurred.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the Director of Human Resources or their designee(s), the President must issue a final decision regarding whether or not the complaint of harassment has been substantiated, and if substantiated, recommend appropriate discipline in accordance with College Policy. The decision of the President shall be final, subject to any applicable grievance procedure.

The complaint process set forth in these administrative procedures is not intended to interfere with the rights of a member of the College community or a third party to pursue a complaint of harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

Sanctions

The College shall vigorously enforce its prohibitions against harassment while observing principles of due process. While observing principles of due process, violation of the Harassment Policy by a Respondent may result in disciplinary action up to and including discharge if a Respondent is an employee, or suspension/expulsion if a Respondent is a student. All disciplinary action will be taken in accordance with applicable law and College policies. In cases where harassment is not substantiated, the College may impose discipline where warranted in accordance with other College policies which, if found through the investigation, to be violated.

Confidentiality

The College will make all reasonable efforts to protect the rights of the Complainant and the Respondent. The College will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the College's legal obligations under state and federal law. Confidentiality cannot be guaranteed however. All Complainants proceeding through the investigation process should be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Director of Human Resources or their designee(s) will instruct all members of the College community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Public Records and Student Educational Records

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Director of Human Resources in accordance with the College's records retention policy. Any records which are considered student records in accordance with the Family Educational Rights and Privacy Act law will be maintained in a manner consistent with the provisions of the Family Educational Rights and Privacy Act and the Ohio Public Records Act.

Retaliation Prohibited

Retaliation against a Complainant or a person who has participated as a witness in a harassment investigation is prohibited. Should a claim of retaliation be made, the College will take immediate steps to investigate using the formal process set forth in these administrative procedures. In the event retaliation is established, the College will impose disciplinary action on the offending person in accordance with College policies and applicable collective bargaining agreements.

False Report Prohibited

The filing of a malicious or knowingly false report or complaint of harassment is also prohibited. Should it be established through investigation that a false report or complaint has been made, the College will take immediate steps to impose disciplinary action on the offending person in accordance with College policies and applicable collective bargaining agreements.

Education and Training

The College promotes preventive educational measures to create greater awareness of unlawful discriminatory practices. The College shall provide appropriate training to all members of the College community regarding the implementation of the Harassment Policy, of the Administrative Code, and these accompanying administrative procedures.

The Zane State College Board of Trustees adopted the following labor relations policy effective March 30, 1984.

- A. Zane State College recognizes the legal right to form and to join any union. However, the strong preference is to operate in an environment free of collective bargaining. It is recognized that there are challenges to be faced to reach solutions to the benefit of students and employees. The College will try to provide policies and procedures with joint planning and resolution of collegial challenges. The College governance structure is available in the Human Resources Department.
- B. Higher education today is faced with challenges unlike those of earlier decades. These challenges are created by external sources, as well as by institutional and individual needs. These challenges require cooperative efforts and understanding to resolve. The present governance structure both encourages and provides opportunity for employee participation in the resolution of important issues. It is the wish of those who lead the College to continue problem-solving and decision-making in this collegial fashion.
- C. College employees have and should continue to have a working relationship in which:
 1. Each employee is treated as an individual, with the respect, dignity, and consideration due one individual from another.
 2. Each employee has the right to obtain the goal of earning a living at a job of his or her choice without having to compensate a union for such a right.
 3. Each employee is recognized and rewarded for his or her individual merit.
 4. Each employee has the right to obtain the goal of dealing directly with members of the administration on any and all matters pertaining to his or her employment relationship without representation by a union.
 5. Each employee has the opportunity to enjoy and participate in the College governance system. As a result, decisions are made that more accurately reflect the needs and knowledge of all its employees.
 6. Each employee is assured equal opportunity irrespective of his or her race, color, sex, religion, age, Vietnam era veterans and special disabled veterans, national origin, ancestry, disability, or membership or non-membership in a labor organization or any other lawful organization.

The College recognizes the potential mutual benefits to the College and to employees regarding selected professional employment outside or beyond that provided by Zane State College. Prior written approval from the immediate supervisor, senior administrative officer, and the President utilizing the Zane State College-28 form (see Appendix Reference Guide), in duplicate, is required before an employee may enter upon such activity. Employment may be approved:

- A. On the condition that performance of Zane State College duties will not be reduced, and it will be conducted on a completely non-interference basis, and
- B. If the employment is considered not to be in conflict of interest with the best interest of the College and is in compliance with Chapter 102 of the Ohio Revised Code and sections 2921.42 and 2921.43. Reasonable involvement in outside employment relating to the area being taught by a faculty member may be recommended as a part of a faculty member's program for professional growth and development. In cases of continual outside employment, a Zane State College Form-28 should be submitted each year along with the employee's contract.

Forty (40) hours shall be the standard work week for all employees, exempt and non-exempt. When non-exempt employees are required by an authorized administrator to work more than 40 hours in any calendar week, they shall be compensated for such time worked at one and one-half times the regular rate of pay or at one and one-half times compensatory time off in lieu of overtime pay. (See Appendix Reference Guide.)

If the non-exempt employee elects to take compensatory time off in lieu of overtime pay for any overtime worked, such compensatory time shall be granted by his/her authorized administrator at a time mutually convenient to the employee and the College within 50 working days after the overtime is worked. (See Appendix Reference Guide.) Between the 51st and 60th working day, the administrator may assign compensatory days off. If the employee is unable to use the compensatory time within the 60 working days, they will be granted the overtime pay. All overtime work must be authorized and approved in advance in writing by the appropriate senior administrative officer. Each department supervisor shall keep a written record of overtime worked and compensatory time taken on a standard form.

Under the Fair Labor Standard Act Amendments of 1985, the maximum compensatory time that may be accrued is 240 hours. Once a non-exempt employee exceeds 240 hours on compensatory time, the employee must be paid for each hour over the maximum.

Personnel records are governed by the Public Records Act (Ohio Revised Code Section 149.43). All employees will have access to their own personnel files for review when they request it. The College will not maintain records of the race, religion, sex, or national origin of employees except as required by a federal or state court or agency or federal or state law or regulation concerning programs designed to eliminate discrimination. An employee has the right to correct, ask for a deletion, or write a statement of disagreement with any item in the file in the presence of a Human Resources representative. He or she, however, may not remove any item from the file.

The College maintains a separate medical insurance records file for each employee. The College will provide employees copies of their medical insurance records upon request unless a physician has certified that doing so will cause serious medical harm to the employee; in which case copies of records will be released to a physician designated by the employee. Medical records may also be released to the state workers' compensation office and medical insurance companies in accordance with state law. Individuals tested for the HIV virus and results of such tests or information identifying individuals diagnosed as having AIDS or AIDS-related conditions will not be released except in accordance with Ohio Revised Code Sections 3701.243 and 3701.248 to the extent the Ohio Code is consistent with the Americans with Disabilities Act.

It is important that your personnel file is accurate and up to date. Please notify the Human Resources Department of any changes in the following:

- Name or Address
- Marital status
- Telephone number
- Person(s) to notify in case of an emergency
- Dependents
- Medical plan coverage
- Beneficiaries
- Courses and degrees completed
- Tax information
- STRS/SERS/ARP information
- Annuity information

All requests for information about a current, retired, or terminated employee must be referred to the Human Resources Department. The Human Resources Director may disclose to prospective employer's, dates of employment, final title or position and job location, and final salary without authorization from the employee. The College may, but does not have to, release additional information at the employee's request. Employees requesting further disclosure of employment information must sign a release form. (See Appendix Reference Guide.) This holds true other than for a request pursuant to Ohio Revised Code Section 149.43.

Information will also be given to duly authorized requests from law enforcement agencies, including investigations, summonses, subpoenas, and judicial orders. The College need not inform an employee that personal information has been disclosed to law enforcement agencies if it concerns an investigation into the employee's on-the-job conduct, especially when the employee's actions endanger other employees or College security and property.

The College will retain its duties and privileges as an employer consistent with good business practices. This includes the collection, retention, use, disclosure, and confidentiality of employee information.

A copy of the Zane State College Employment Contract and Administrative and Professional and Faculty Addendum are available on the College's network via the common drive.

The Human Resources Department also issues the employee parking decals, ID cards, and Employee Handbook upon hire.

- **Policy adopted, November 2004**
- **Policy effective December 20, 2004**

It is the policy of Zane State College to comply with all applicable state and federal laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and the Ohio Minimum Wage Law. Zane State College will not make pay deductions that violate either the federal or state laws.

Any employee who believes that Zane State College made an inappropriate deduction or failed to make proper payment regarding wages or benefits is encouraged to immediately consult with the appropriate supervisor. Alternatively, any employee may file a formal written complaint with the Director of Human Resources. Within 15 business days of receiving the complaint, the Director of Human Resources will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not appropriately made. This complaint procedure is available in addition to any other complaint process, which also may be available to employees.

- **Policy adopted November 2006**
- **Policy effective November 26, 2006**

A. POLICY

The Zane State College New Employee Orientation Program assists employees in understanding institutional values and culture, policies and procedures, prepares the employee to successfully function in the position and department and, as a result, encourages commitment to the College. As an ongoing process, orientation begins prior to the employee's first day of employment and continues as needed throughout the individual's employment. The office of Human Resources supports this process by coordinating the orientation program for new employees. Individual departments or divisions support the orientation with unit specific programs.

B. POLICY GUIDELINES

The responsibility for the initial orientation process is shared among the employing department or division, the new employee, and the office of Human Resources. New hires are required to participate in the New Employee Orientation Program as part of their new-hire probation. Supervisors are to allow an employee paid time for attendance of the first day of the New Employee Orientation Program.

C. PROCEDURE

3. Employing department or division responsibilities
 - a. provide new employees with an orientation specific to their department or division.
 - b. provide on-the-job training and/or coordinate training needed for new employees to assume their responsibilities.
 - c. evaluate new employee performance
 - d. identify "buddy" or "mentor" selection and notify Human Resources
4. New employee responsibilities
 - a. participate in appropriate orientation processes
 - b. seek information to enhance his or her orientation process
 - c. complete and return appropriate personnel and benefit forms
 - d. become familiar with the Zane State College Employee Handbook
5. Office of Human Resources Responsibilities
 - a. coordinate New Employee Orientation Program
 - b. provide information and resources about College-wide policies
 - c. provide departments and divisions with strategies, resources, and tools for development of their work place orientation process.
 - d. coordinate the "buddy" and "mentor" selection

D. RESOURCES

2. For Consultation
 - a. Office of Human Resources, 740-588-1285
3. For additional information
 - a. www.zanestate.edu
 - b. employee handbook, appendixes - checklists

- Policy effective, March 1, 2008
- Policy adopted, January 2009

The AQIP 2B Staff Career Growth Team developed a staff advancement model, which provides an objective means to plan and achieve career growth within a position.

The following advancement model and associated criteria determine eligibility for lateral movement by support and professional staff (positions in salary grades 1-10) on the salary schedule from level I to level IV based on academic preparation, job performance as determined by annual evaluation, and College, professional and community involvement. This model determines eligibility, and so there is no guarantee or right to movement to the next level when eligibility status is attained. Movement on the salary schedule remains an administrative decision. The administration will determine the number of staff to receive promotion via this process annually in keeping with past practices and budgetary constraints of the institution (not to exceed 10% of the current number of staff employees).

Eligibility for movement from level I to level IV within a given position is determined by the accumulation of points based upon the following criteria:

<u>Criteria</u>	<u>Points</u>	<u>Points Obtained</u>
1. Academic Preparation <small>(Only receive points for highest degree upon hire and any subsequent degrees)</small>		
• Associate's degree ^{2,3}	0.5	_____
• Bachelor's degree ^{2,3}	1.0	_____
• Master's degree ^{2,3}	2.0	_____
• Doctoral degree ^{2,3}	4.0	_____
• Professionally recognized license ^{3,4}	0.5	_____
• Professionally recognized certification or program certification ^{3,4}	0.5	_____
	Total Points	_____
2. Meritorious Performance and Service (no maximum point accumulation)		
• Annual performance rating ≥ 3.5	1.0 per year	_____
• Annual performance rating ≥ 4.0	1.5 per year	_____
• Annual performance rating ≥ 4.5	2.0 per year	_____
• Annual performance rating = 5.0	2.5 per year	_____
• Significant Zane State College service anniversary	0.5 for attaining 5 year increment	_____
• Selected Employee of the Quarter	0.25	_____
• Selected Employee of the Year	0.25	_____
	Total Points	_____

3. College Involvement⁵ (3 point maximum accumulation per year)

• Serve on College committee or team ¹	0.5	_____
• Chair a College committee or team ^{1,6}	1.0	_____
• Serve on Zane State College Alumni Association Board	0.5	_____
• Serve on Staff Senate	0.5	_____
• Serve as Staff Senate Chair ⁶	1.0	_____
• Cross-train for second position (with supervisor approval) ¹	0.5	_____
• Significant retrain for cross-trained 2nd position (w/ supervisor approval) ¹	0.25	_____
• Serve as Buddy for first-year employee	0.25	_____
• Serve on academic program Advisory Committee	0.5	_____
• Delivery of department or College-wide internal workshop/training	0.5	_____
• Instructor for a credit course at the College ⁷	0.5	_____
• Instructor for an external workshop or non-credit training at the College	0.25	_____
• Development of a detailed operations manual for a significant departmental process	0.5	_____
• Coordinator or significant contributor to development of a new or major change to an existing College process or program	0.5	_____
Total Points		_____
Maximum Points Allowed		3

4. Professional Training and Involvement^{3,5} (2 point maximum accumulation per year)

• Completion of internal professional training	0.25	_____
• Completion of external professional training	0.25	_____
• Completion of higher education course	0.5	_____
• Attend state conference	0.25	_____
• Attend regional or national conference	0.25	_____
• Present at state conference	0.5	_____
• Present at regional or national conference	0.5	_____
• Published work in professional journal/publication	1.0	_____
• Participation on professional organization	0.25	_____
• Committee chair for professional organization ⁶	0.5	_____
• Officer of professional organization ⁶	0.5	_____
• Brown bag training sessions ⁸	0.25	_____
Total Points		_____
Maximum Points Allowed		2

5. Community Service⁵ (1 point maximum accumulation per year)

• Utilization of Community Service Leave	1.0	_____
• Serve on charitable association board ⁶	0.5	_____
• Participation on non-profit or charitable organization ⁶	0.25	_____
Total Points		_____
Points Allowed		1

Previous Years' Accumulation	«Prev Yrs Total»
Current Year's Total	_____
Final Total Points	_____

¹ Points granted if not required on employee's job description

² Half the number of points granted for additional degrees obtained at the same or lower degree level

³ Relevant to position

⁴ Limit of points for one license/certification per year, and points granted for only one license/certification retroactively

⁵ Points granted for each instance of criteria achieved

⁶ Chair/officer not eligible for additional points for participation on same committee, team or organization

⁷ Required to attain at least the average SOI (student opinion of instruction) score for adjunct faculty

⁸ Must attend or participate in a minimum of four (4) sessions.

The following number of points is required for support staff eligibility for advancement to each level:

- Level II – 14 points
- Level III – 24 points
- Level IV – 34 points

The following number of points is required for professional staff eligibility for advancement to each level:

- Level II – 16 points
- Level III – 28 points
- Level IV – 40 points

I agree that the above information is correct and request it be added to my personnel file in Human Resources.

Employee

Date

Supervisor

Date

AQIP\Staff Advancement Process Worksheet
Revised: 2/11/09
Updated 03/01/11

A staff member receiving a lateral promotion will receive a base pay increase of 5% of their current base salary. A staff member will have completed at least three full years "in the level" at the time the next promotion is granted. Those three or more years in a level should illustrate quality annual employee evaluation by supervisor and exhibit an effort to promote improvement.

There are several guidelines used to consider individuals for advancement that go beyond the minimum numerical criteria that need to be satisfied to be eligible for advancement. The following sample or representative descriptions are provided so that staff applying for advancement in level have an understanding of increasing levels of responsibility and involvement expected for lateral promotion:

- Level I – Staff at level I meet all primary responsibilities established for their given position, as detailed within their position description
- Level II – To be considered for advancement to level II, staff may demonstrate:
 - Exceptional performance, leadership and professional conduct within their position
 - Active involvement at the department level and in general institutional

activities

- Strong focus on personal professional development
 - Strong focus on quality/process improvement within the scope of their position and/or department, including support of departmental annual assessment efforts
 - Embodiment of the personal touch philosophy
- Level III – In addition to the above, to be considered for advancement to level III, staff may demonstrate:
 - Exceptional leadership and/or involvement beyond their position's scope and department activities, including focus on cross-training and active participation in cross-department projects and activities
 - Involvement in professional organizations
 - Level IV – In addition to the above, to be considered for advancement to level IV, staff may demonstrate:
 - Extensive participation at the College-wide level in efforts and activities that promote the improvement, effectiveness, and efficiency of the College
 - Leadership in Staff Senate and professional organizations

I. General Statements

The use of Campus facilities or space by all groups, internal and external, is governed by the principle of compatibility with the educational mission of the Campus. Moreover, no activities or events may be of a character that explicitly or implicitly discriminates against, demeans, or exploits any person or groups, nor may they be of a nature that threatens the security, safety, or health of the Campus community in any way or that poses a hazard to environmental/ecological systems or historic sites.

A. It is the policy of the Zanesville Campus to make maximum use of its facilities and services for the benefit of the citizens of the State of Ohio in keeping with the specifications of Ohio Revised Code (3313.76).

B. The Campus will make its facilities available for use by off-campus organizations at times when these facilities are not in use for Campus activities, provided the proposed use and users are compatible with the overall purposes of the institutions. Preference will be given to organizations whose programs and missions relate directly to those of Ohio University-Zanesville and Zane State College.

Use of facilities by a given organization does not imply endorsement of the views, beliefs, or purposes of the members of the organization, its mission, or orientation.

C. All costs to the Campus must normally be recovered through fees, rentals, and charges for use of facilities and services and materials provided.

D. The facilities are not to be used and/or perceived as a regular meeting place for special interest groups.

E. The following classes or categories of organizations will not normally be permitted to use Campus facilities:

1. Private social functions
2. Those whose purpose for using Campus facilities is wholly commercial or for private gain
3. Non-University/College groups wishing to hold fund raising events or activities

F. Under no circumstances will the following be permitted to use Campus facilities:

1. Organizations, which practice discrimination in violation of University/College codes and standards
 2. Groups or organizations whose presence on campus would pose a threat to the safety of the Campus community and/or the security and well-being of its members
- G. The President of Zane State College and the Vice President for Business Services or their designee(s) will implement this policy, make decisions based upon it, and determine procedures, fees, costs, insurance, and other requirements.
- H. Any requests for use of the Campus facilities must be submitted on the Facilities Usage Request form. (See Appendix Reference Guide.) All needs must be stated on the request form, including assessments for disabled persons.
- I. Any requests for the use of space at the Willett-Pratt Training Center must be coordinated through the Associate Dean for Workforce Development.
- II. Cost and Operating Regulations for Outside Groups
- A. Groups outside of the institutions stipulated and requesting persons within the institutions are to make usage arrangements through the appropriate institutional office assigned scheduling responsibilities. Inquiries for use of the facilities can be executed via telephone; however, requests must be formally submitted in writing. Requests should state the name of the requesting organization, number of persons to attend, what is requested, date, time, and needs. Any groups that need auxiliary aids or services for effective communication will be supplied such services upon request.
- B. Within three working days after receiving the written request, the responsible office will fully coordinate the request with stated or possible needs of both institutions and will forward a Facilities Use Request to Facilities Management. Upon final approval by the Director of Operations, Facilities Management will forward a copy of the request to the responsible office and to the requestor. The requestor's copy will serve as an invoice, and a check in the amount of the indicated fee should be sent to Zane State College seven days prior to the event.
- C. Internal and sponsored groups will be charged only for set up and overtime if applicable.
- D. There will be positively NO alteration or changing of physical features or permanent equipment to accommodate anyone or any group for any reason.

- E. The University/College will not be responsible to cater food or drink for events. It is the responsibility of the persons directing an event to provide food and drink for an event, and accessories, delivered and set in place.
- F. Rental of tables, chairs, and any other special equipment or accessories for an event is the responsibility of the requesting agency or person. All tables and chairs must have rubber feet or pads on each contact point with the covering on the floor. Neither the College nor OUZ's Facilities Management budget will be charged or assessed for rental of any equipment to be utilized at or for an event. Facilities Management personnel and equipment will not be utilized to go off campus to deliver, pick up, or obtain any equipment or accessories for any event. Requesting agencies, groups, or persons will be responsible for delivery via service entrances any equipment or special apparatus needed for an event. They will also remove via service entrances the same equipment. Any technical equipment will be handled and set up and operated by the requesting group/person's technical experts.
- G. Serving of food and beverages will be permitted only in areas permitted in accordance with each institution's normal operating policies. Final determination will be made by the Director of Operations in consultation with the appropriate institution's administrative officer responsible for campus facilities.
- H. It will be understood that agencies, groups, or persons who break, damage, or deface University/College property will be held liable and repair or compensation is required. Likewise, the University/College will not be held responsible for any damage to requesting person's personal or rented property, or repayment compensation when that property is not placed within University/College care by authorized persons. Additionally, the University/College will not be held liable or responsible for accidents, personal injury, or incidents for Non-University/College sponsored events.
- I. The University/College will not provide special lighting or sound effects for events, nor microphone over and above a simple public announcement system for non-sponsored events.
- J. When large crowds will be on campus for a function, the Director of Operations will determine if security must be provided for crowd and traffic control. A surcharge in addition to the established rental fee will be assessed; the surcharge will be 25% of the rental fee.

The University/Campus will share a common Facilities Usage Request Form (see Appendix A-27). Following is a list of the of the scheduling procedures:

1. Academic scheduling will be as follows:

<u>Scheduling</u>	<u>Responsibility</u>
The Campus Center (Classrooms Only) College Hall	Zane State College Admin. Asst. to the Dean/Eve. Prog.
Health Science Hall	Zane State College Admin. Asst. to the Dean/Eve. Prog.
Herrold Hall	Library Director
Elson Hall	OUZ Assistant Dean
Littick Hall	OUZ Assistant Dean

2. Non-academic scheduling will be as follows:

<u>Scheduling</u>	<u>Responsibility</u>
The Campus Ctr Conf. Rms.	OUZ/Zane State College Facilities Mgt.
The Campus Ctr (classrooms)	Zane State College Admin. Asst. to the Dean/Eve. Prog.
College Hall	Zane State College Admin. Asst. to the Dean/Eve. Prog.
Health Science Hall	Zane State College Admin. Asst. to the Dean/Eve. Prog.
Herrold Hall	Library Director
Elson Hall	Admin. Asst./Acad. Div. Coord.
Littick Hall	Admin. Asst./Acad. Div. Coord.

The range is available under the following guidelines to law enforcement agencies or other appropriate governmental groups.

1. Each group must provide an adequate number of qualified range personnel to supervise the group and its activities properly.
2. The qualifications of range personnel will be evaluated by the Criminal Justice Technology Program Director with the final approval by the Dean of Health, Public Service, and Service-Related Technologies Division.
3. The following forms are required for the use of the range and should be secured from and submitted to the Criminal Justice Technology Program Director at least two days prior to the desired usage date:
 - a. Facility Usage Form (See Appendix Reference Guide.)
 - b. Release of Liability Form (See Appendix Reference Guide.)
 - c. Operations Rules for Range (As posted in range.)

The media equipment is located and utilized in the developmental, classroom, and laboratory areas. When not in use, all media equipment on media carts are stored in designated areas of College Hall, Health/Science Hall, and The Campus Center. Cart usage is administrated by the appropriate dean in each building.

I. Requests for Utilization

Requests for utilization of equipment are to be made at least 48 hours in advance to the designated Administrative Assistant in each building. Any equipment requests for special auxiliary aids to assist disabled persons will be complied with unless undue hardship exists. The equipment will then be available for use at the appropriate time requested. College owned media equipment is to be picked up and returned by the person requesting its use. MIS staff is not responsible for moving equipment. Equipment designated for a specific area may not be removed from that area without permission from the ACL Help Desk or from MIS.

II. Inoperable Equipment/Software Problems

When a piece of equipment or software becomes nonfunctional, users are required to identify the problem, piece of equipment, and location, and refer that information to the ACL Help Desk. Users should become familiar with the operation of all audio and video equipment they wish to utilize so that when a simple problem such as a non-functioning bulb occurs, they can repair it.

The Telephone Operator/Receptionist is available from 8:00 a.m. until 7:00 p.m., Monday through Thursday and 8:00 a.m. until 5:00 p.m. on Friday.

Classroom phones are for internal use only.

Utilization of the College's 1-800 number is only accessible for outside the local calling area.

Long distance calls may be completed by using your employee 4-digit access code within service areas. For more information, contact the Telephone Administrator.

Pay phones are available outside The Campus Center Bookstore.

It is the policy of the College that guidelines are needed to insure that pictures, charts, schedules, or other objects fastened to the walls of the buildings be fastened in such a manner as to minimize any damage to the structure or appearance, especially in the offices where the construction material is drywall. Any requirements to attach objects to walls/doors should be submitted on a work order request. Bulletin boards are located in the main hallway of the faculty office area, mailroom, and employee lounges. Information of common interest should be posted in one of these areas. All solicitations, except sales or purchases of textbooks by students only, must be approved by Human Resources.

Zane State College provides copier services to its employees. The centralized Duplicating Center is located in College Hall. Walk-up copiers are available on campus for each employee's use with their four-digit identification code.

Maintaining and operating copying services is very expensive. With this factor in mind, and in order to obtain the most for the copying dollar, please try to plan ahead and utilize the duplicating services that are available to each employee. If you are not sure about which type of reproducing process would work best for your needs, please consult the Duplicating Technician.

DUPLICATING FOR OUTSIDE GROUPS

The Duplicating Center may be used for outside groups only if all the following requirements are met:

1. The group shall be a non-profit organization.
2. The request should be made by a College employee as project sponsor on behalf of the group in which he or she is interested.
3. All materials should be supplied or paid for by the outside group.
4. All work should be done by the Zane State College Duplicating Technician
5. The size of the entire job should be relatively small so as not to restrict the Duplicating Technician from his/her College duties.
6. The request should be made to the Duplicating Technician who will consult with the Vice President for Business Services to obtain approval or denial of the request.

Textbooks can be produced in the Duplicating Center providing the following criteria are met:

1. The textbook cannot be purchased.
2. The Division Dean has approved the duplication of the book.
3. The duplication is not in violation of any copyright law. Written permission has been obtained from the publisher and is on file at the Bookstore.
4. Discussions have been held with the Director of Bookstore Operations, division dean, and Duplicating Technician for the purpose of coordinating the project.
5. The Duplicating Technician, in consultation with the Vice President for Business Services, will make the final decision as to whether the project will be printed in-house.
6. Requests of this nature should be received no later than the end of the fourth week of the quarter preceding the quarter in which the book is needed.
7. The Bookstore will purchase all supplies (paper, ink, etc.) to produce the document. All income generated by the sale of the document will remain within the Bookstore account.
8. The cost of the book will be based upon the actual cost of supplies plus normal Bookstore markup. The cost, less markup, of any copies not sold to students during the period used will be charged back to the requesting division. Books should be produced for a one-year (1) period.
9. This policy applies when the materials exceed twenty-five (25) pages in length.
10. All in-house publications that exceed 25 pages, excluding course syllabi must be coordinated and sold through the Campus Bookstore.

MAILING PROCEDURES

400.08

Responsibility for mailing is coordinated through the Duplicating/U.S. Mail Center. The following procedures are in effect to carry out this responsibility:

1. Mail from all locations can be brought to College Hall and placed into the proper mail slots. Interoffice mailboxes are also available there.
2. All unsealed mail is to have the end flaps out for machine sealing. Large and/or thick envelopes should be sealed by the sender.
3. Personal mail must have the proper postage affixed.
4. A U.S. Post Office Box is located in front of Herrold Hall for your convenience.
5. Bulk mailing (200 pieces or more of the same content) must meet U.S. Postal regulations. Please call the Duplicating/U.S. Mail Center for specific instructions for preparing this type of mail.
6. The United Parcel Service picks up parcels daily as needed from the Campus Bookstore.

MAINTENANCE WORK ORDER REQUESTS

400.09

In order to schedule routine work or maintenance such as hanging items on the walls, moving furniture or equipment, changing lights, repairing furniture or fixtures, and other similar jobs, please complete a Zane State College/OUZ Work Order, available from the Campus administrative assistant support stations. (See Appendix Reference Guide.) List the details of the request and attach any additional instructions or drawings that may help clarify your request. Send the completed three-part form to the appropriate dean or supervisor for approval and then to the Vice President for Business Services at least three days prior to the date the required work is needed. For emergencies or any hazardous situations, call Facilities Management immediately.

PARKING PROCEDURES

400.10

Parking is available to all faculty and staff, and the designated areas are posted. A Zane State College registration tag is required to be on your vehicle's rear-view mirror for identification purposes. These registration tags are available in the Human Resources Department and must be returned in the event of an employee leaving employment.

- **Policy adopted, October 2010**

Purchasing requirements, fixed asset capitalization, insurance, and destruction of property.

- (A) The College administration is authorized to expend funds for purchases necessary for the efficient and effective operation of the College without obtaining prior Board approval not to exceed **\$50,000** from appropriated funds.
- (B) All purchases costing more than \$3,000 and less than \$5,000, unit price, and all purchases of library books and periodicals shall be procured by securing informal competitive price quotations for items requisitioned. A single purchase may not be divided for the purpose of avoiding bid procedures.
- (C) Prior to signing a purchase contract for all purchases costing more than \$5,000, but less than **\$50,000**, unit price, the Treasurer shall obtain a minimum of three written proposals.
- (D) All purchases costing more than **\$50,000** unit price, will be competitively bid by the Treasurer and legally advertised once a week for three consecutive weeks in at least one newspaper of general circulation within the college district where the work is to be done.
- (E) In accordance with Section 3357.16 (A), Ohio Revised Code, the Board of Trustees has let by contract the work of improvements in which the amount shall not exceed \$50,000 for fiscal years 2003 and 2004. The Chancellor of the Ohio Board of Regents will determine a biennial adjustment for inflation. Contracts in excess of stated amount should be legally advertised once a week for three consecutive weeks in at least one newspaper of general circulation within the college district where the work is to be done.
- (F) The capitalization amount for fixed assets with a useful life of at least one year will be \$5,000 unit price. Depreciation will be applied using the hospital schedule.
- (G) The following items shall be exempt from the policy:
 - (1) Unexpected emergency situations (i.e., maintenance, equipment repair).
 - (2) Compatibility Requirements.
 - (3) Items pre-bid for the State of Ohio or the Ohio Inter-University Purchasing Council.

- (4) Conditions of grant award.
 - (5) Professional service providers (i.e., auditors, attorneys, architects, consultants).
 - (6) Sole source items.
 - (7) Distributions authorized by the College for whom the College is the fiscal agent or custodian of funds.
-
- (H) The Treasurer shall be authorized to insure said property. The insurance shall be purchased in keeping with statutes and bid procedures subject to administrative approval.
 - (I) The Treasurer shall be authorized to keep a perpetual inventory of all real property, including movable equipment, with a purchase price of \$1,000.
 - (J) The Treasurer is authorized to make necessary transfers between line-item appropriations within a fund without limitations and is further authorized to make necessary transfers between funds not to exceed \$50,000.
 - (K) The President shall be authorized to deal with campus unrest, violence, and the willful or negligent destruction of property by employees, students or others in the manner prescribed by state statutes dealing with campus unrest.
 - (L) The College will comply with the Executive Order 2010-09S "Banning the Expenditure of Public Funds on Offshore Services."

- **Policy updated and adopted, October 2010**

Refer to purchasing policy in section 400.12 for specific requirements (i.e. quotes, formal bids, advertising, etc.) based on purchase amounts for \$3,000 or greater.

Step 1 – The completed “PO Request/IV Form” (Zane State College form #8) should be forwarded to the appropriate department Administrative Assistant or specified person (Requisitioner) for input into the Jenzabar system.

Step 2 – The Requisitioner will enter a requisition into the Jenzabar system, and forward hard copy supporting documents to the accounts payable department in the business office. The Jenzabar system will automatically generate email messages to the individuals responsible for approving the purchase based on the general ledger account code and purchase amount. Each approver must electronically approve the requisition, or one approver may deny the requisition.

Note: *If the vendor does not exist in the Jenzabar system, a new vendor request form must be completed by the requisitioner and attached to a vendor completed W9 form and submitted to the Business Office for set up.*

Step 3 – After the requisition has been electronically approved by all approvers, it is available to the Business Office to transfer to a purchase order (PO). The Business Office will transfer requisitions to purchase orders, (PO number is automatically emailed to the Requisitioner) and attach supporting documents for the Vice President for Business Services/Treasurer’s approval and certification.

Step 4 - The requisitioner may place the order 48 hours after the PO number has been received unless otherwise directed by the Business Office. Upon request the Business Office will mail or fax the purchase order to the vendor.

Step 5 – Upon receipt of the order Faculty/Staff must compare the packing slip to the merchandise received. Sign the packing slip to indicate all items were received and forward to the Business Office. If an actual invoice is received by the requester, it must be forwarded immediately to the Business Office.

Note: *Payment cannot be issued to the vender until the business office receives confirmation of receipt of merchandise/services and receipt of the vendors invoice. To ensure prompt payment and continued credit terms with the vendor it is vital that the receipt information is sent to the business office immediately.*

Step 6 – The Business office matches the PO, to the packing slip verification, and vendor invoice. The original requisitioner may be contacted to resolve any discrepancies.

Step 7 – Business Office processes check request and mails check to vendor. Copy of all documents are attached to check copy, filed by check number, and retained according to document retention schedule (4 fiscal years).

- **Policy revised and effective October 20, 2003**

INTRODUCTION

In order to maintain a computing environment which best serves the needs and protects the rights of faculty, students, and staff, this set of policies and guidelines has been developed regarding the use of computers and data network resources. As a member of the Ohio Academic Research Network (OARnet), Zane State College shall seek to comply with all policies and procedures of OARnet and related networks. In turn, all users granted privilege to access these networks should also comply with these policies and procedures.

The intent of this policy is to organize the orderly installation, maintenance, and removal of software on College-owned computer systems. In addition, these guidelines will assist the College in documenting purchases, maintaining a central file of documentation for each piece of software, and ensuring that high standards for legal use of software are maintained.

In addition, the Management Information Services (MIS) staff has no means (nor are they chartered) to control what information is on the Internet, since it is outside the College's network. Therefore, there may be material on the Internet that may be considered objectionable to the user. Users should be aware that it is strictly the choice of the person accessing the Internet as to whether they will view certain material on the Internet. With that in mind, users are advised to carefully consider their requests for information and the possibility of objectionable material being displayed. Additionally, certain activities may represent legal issues, and could include but not be limited to the following: causing harm to other outside networks, improper communication through the use of chat rooms, improper communication on the Zane State College network system with others on campus or with individuals outside of our network.

ACCESS

Access to computers and network resources is a privilege granted by the College to students, faculty, and staff unless such access is suspended or denied for cause. Access to information that is private or confidential, as determined by the owner or by the College or provider of resources on a network, may be restricted.

Access to some on-campus computers and to external networks requires a means to authenticate a user's identity. Often that is accomplished by assigning a user account protected by a password. The user, or account owner, is responsible for all actions originating from an assigned account. Passwords to protected accounts should not be shared. Providers of campus computing services will provide assistance with methods to share information when needed.

A user who has knowledge of any misuse of computing resources or potential loopholes in computer system security shall disclose such knowledge to the appropriate authorities and cooperate with the system's administrator in the investigation of abuses. This document does not attempt to address every possible situation; rather, it establishes a framework in which each situation may be evaluated.

DUPLICATION OF SOFTWARE

Federal copyright law prohibits duplication of copyrighted software. Most of the applications software used at Zane State College is copyrighted software. Check with MIS if you are unsure.

PROHIBITED BEHAVIOR

- A. Any attempt to use campus computing resources for the purpose of hacking. Hacking is defined as attempting (either successfully or unsuccessfully) to break into or gain unauthorized access or rights on a computer system or network or attempting to solicit and/or acquire information for the purpose of gaining unauthorized access. Attempts to hack into College computers or networks by students from non-College resources as well as attempts to hack into non-College computers or networks using College resources are considered hacking.
- B. Accessing or using a protected computer account assigned to another person or sharing a password to a protected account with another person (except when authorized).
- C. Misuse or abuse of computer equipment, networks, software, or supplies. This refers to willful attempts to cause damage or malfunctioning of these resources, or to reconfigure them in any way to be different from original installation. Misuse also includes the use of these resources for non-College related activities.
- D. Any act which interferes with the appropriate access rights of others.
- E. Use of obscene language, illegal communication, or other communication that has the effect of harassing or intimidating another person.
- F. Use of any computer network for a purpose contrary to the intended purpose of that network.
- G. Software theft or piracy, data theft, or any other action that violates the intellectual property rights of others.
- H. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent. This includes, but is not limited to, the creation and/or willful dissemination of viruses.

- I. Use of Zane State College facilities and/or services for unapproved commercial activities. Use of Internet facilities for any commercial activities.
- J. The installation/execution of games and/or recreational programs on Zane State College computers may be prohibited. This includes the unauthorized installation or downloading of software for the purpose of playing music, video, or other audio files that have been downloaded from the Internet. College departments, faculty, or staff responsible for maintenance of systems shall determine and define such restrictions where they apply.
- K. Forgery (or attempted forgery) of electronic mail messages.
- L. Deliberate interference with the ability of other users to send/receive electronic mail.
- M. Use of Zane State College systems and/or networks in attempts to gain unauthorized access to remote systems. Any such attempts will be reported to the administrators of the remote systems.
- N. Installation or utilization of network-based applications on the College's systems without the knowledge and consent of the Zane State College staff responsible for those systems.
- O. Decryption of system or user passwords and files.
- P. The copying of copyrighted materials, such as system files or third-party software, without the express written permission of the owner of the copyright.
- Q. Intentional attempts to "crash" systems or programs.
- R. Any improper or unauthorized attempts to secure a higher level of privilege on Zane State College systems.

PURCHASE OF SOFTWARE

Prior to the purchase of any computer software, the Senior Administrator to whom the purchase is referred for approval will direct the requisitioner to MIS. An appropriate "Hardware/Software Request Form" will be completed and signed by the MIS staff. The MIS staff will determine the present status of the software (including the availability of a site license if desirable). Legal copies may already be on campus. This is not meant as a prevention of purchase mechanism; only as a reference to make known what is available and to decrease duplicate use of College funds.

For requests for new software for new courses or upgrades to existing courses, the Senior Administrator for approval should consider how many copies (for how many labs) to purchase, especially if simultaneous instruction might occur. In addition, the purchase should include copies for office computers for instructors who would wish preparatory time on the software.

INSTALLATION OF SOFTWARE

Software will be installed only by MIS personnel (or their designees). This cannot be emphasized strongly enough in computer labs, where NO ONE is permitted to load unauthorized software.

OFFICE USE

Persons loading unapproved software on office computers do so at their own risk.

The MIS Department will not support or maintain software that is solely for the user's personal use, is not College-approved, or has been installed without the approval of the appropriate Senior Administrator and MIS.

Senior Administrators wishing to have software installed on office computers in areas under their supervision should send the Hardware/Software Request form along with the purchased software to the Administrator for MIS, who will coordinate the installation.

Faculty may have software for courses in which they are giving instruction installed on systems in their offices. All users may have College-owned software installed on their computers upon submission of a written request to the MIS Department, and approval by the appropriate Senior Administrator.

In the normal day-to-day access through the Internet, various files will be accessed and brought onto an individual's personal computer. Every attempt should be made to keep computer resources "virus free". Care should be exercised regarding downloading Internet files from Internet sites. Care should also be taken not to open e-mail documents from individuals unknown to the recipient. Every recipient should attempt to verify the integrity of an unexpected or unsolicited attachment to an e-mail document even if it is from a known individual.

MICROSOFT CAMPUS AGREEMENT

Zane State College has negotiated a campus agreement with Microsoft, renewable every 12 months. The software agreement outlines specific software available for campus wide use (faculty/staff/labs) and for personal home use. All software to be installed for campus use will be installed by the MIS staff. All software to be installed for home use will be strictly the responsibility of the faculty or staff member. Details regarding availability of software under this agreement are published separately from this document.

SOFTWARE FOR COMPUTER LABS

Installation of software in instructional labs will be done only by MIS personnel (or their designees) and only with the approval of the appropriate Dean.

Additionally, the Dean for General Education, Part-time Faculty, and Evening Programs may occasionally request that software be installed in a particular lab in order to meet scheduling requirements. This should be coordinated with the appropriate Dean, following the above guidelines.

Students may not use **ANY** software that has not been previously authorized for the labs.

Students requiring special software applications (e.g., IT students working on Systems Projects) must have written permission from the appropriate Dean. Once approved, MIS personnel will perform installation of the software. Special software applications will be installed on a temporary basis, on specified systems, and removed at a designated time by MIS personnel.

SOFTWARE USE AND INTELLECTUAL RIGHTS

Respect for the scholarly work and intellectual property rights of others is essential to the educational mission of any institution. Zane State College, therefore, endorses the following 1987 EDUCOM/ADAPSO statement on Software and Intellectual Rights. "Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution."

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

SANCTIONS

Violation of computer use policies may result in sanctions by the College. Sanctions for violations will be handled by due process at the discretion of College administration. Computer and data network use infractions may also constitute violation of local, state, or federal law; civil actions or criminal prosecution and sanctions may be applicable independently. The appropriate agencies or parties will carry out such actions.

Students using unauthorized software will be warned. If a student persists in using unauthorized software, the division Dean will take appropriate action. This includes the recommendation of disciplinary probation or dismissal.

If unauthorized software is discovered during routine systems checks, it will be uninstalled, and the appropriate Dean will be notified.

PLEASE NOTE: The President and the Secretary of the Board of Trustees are authorized to execute on behalf of Zane State College contracts with insurance carriers providing benefits. (Policy adopted and effective April 30, 2000.)

Zane State College has selected Anthem to provide employees with medical insurance and prescription drug coverage. Zane State College will offer employees three medical plan options, “silver”, “gold”, and a high deductible plan with a Health Savings Account (HSA). The “gold” plan offers our employees comprehensive medical insurance coverage with no deductible, 90%/10% co-insurance, and \$15 office co-pays. The “silver” plan also offers rich benefit coverage with a \$250 individual/\$500 family deductible, 80%/20% co-insurance, and \$20 office co-pays. In addition, we are also offering a third option, which is the HSA. The HSA features a \$2,000 individual/\$4,000 family deductible. The out of pocket with deductible maximum is \$3000 individual/\$6,000 family deductible. Preventive care is covered 100% under this plan (not subject to the deductible). The HSA has the added benefit of allowing you to pay for qualified medical expenses on a tax-free basis.

The silver and gold plans also provide employees with a prescription drug card program. Prescription medications are categorized within three tiers. Each tier is assigned a co-payment, which is an amount you pay when you visit the pharmacy or order your prescriptions through the mail order program.

When enrolled with the HSA, the healthcare deductible must be met before the tier system can be utilized for prescription drugs.

Open enrollment for changes in health coverage, other than a qualifying event, occurs in December of each year. Representatives from the insurance carriers are available at this time to discuss insurance issues. Renewal of all health and welfare benefits coverage begins January 1 of each year. For new hires, coverage begins the first of the month following the date of hire.

For employees who have other medial coverage available and who do not wish to participate in one of the medical plans offered on the previous page, the College will provide a benefit of \$2,000 per plan year to the employee. A contract for two payments will be issued over the fiscal year. **New hires** will be eligible for this benefit **after six months** from the date of hire if declining coverage, and will be paid at a **prorated amount from the date of hire up to the next open enrollment period**. No retirement will be taken out of this contract amount, however, taxes will be deducted. This only applies if an individual opts out of **medical insurance coverage only**.

DENTAL**500.02**

Our dental coverage is currently through Dental Care Plus (DCP). You can go to any licensed dentist, but you could increase your benefits and lower your out-of-pocket costs by going to a DCP contracted dentist. For a provider listing, please access the website at www.dentalcareplus.com. The College pays 100 percent of the premium for single or family coverage. As with our health insurance, coverage begins on the first of the month following the date of hire.

VISION**500.03**

Our vision coverage is through Vision Service Plan (VSP) network of physicians. You must obtain services from a participating provider to gain the highest benefit from this plan. For a provider listing, please access the website at www.vsp.com. The College pays 100 percent of the premium for single or family coverage. As with our health and dental insurance, coverage begins on the first of the month following the date of hire.

LIFE INSURANCE/ACCIDENTAL DEATH AND DISMEMBERMENT**500.04**

The College provides and pays 100 percent of the life insurance premium for a benefit in the amount of two times the annual salary for full-time employees or a minimum of \$50,000 (which ever is greater). The College discontinues payment when an employee terminates employment with the College. However, the policy is portable and the employee may continue to self-pay for the policy.

LONG-TERM DISABILITY**500.05**

The College provides and pays 100 percent of the long-term disability insurance premium for full-time employee. This policy is coordinated with the state retirement systems. The benefit is a standard 60 percent of your annual salary at the time of the disability.

SHORT-TERM DISABILITY INSURANCE

500.06

Short-term disability insurance is available to all full-time employees. This benefit is 100 percent employee paid through payroll deduction on a pre-tax basis.

FLEXIBLE SPENDING ACCOUNT

500.07

The College provides employees with the opportunity to participate in two flexible spending plan options, (1) unreimbursed medical accounts and (2) dependent child care accounts. Zane State College contracts with Custom Design Benefits as our third party administrator for the FSAs. These benefits are 100 percent employee funded through payroll deductions; however, the College pays for the administrative fees. Please see summary plan document for details, guidelines, and restrictions.

ADDITIONAL HEALTHCARE BENEFITS

500.08

Zane State College has contracted with various insurance providers' including American Family Life Assurance Company (AFLAC) to offer our employees optional health care benefits. These programs are 100 percent employee paid through payroll deduction on a pre-tax basis. They include, but are not limited to, cancer insurance, heart disease insurance, and short-term disability.

College-Sponsored Wellness Program

The purpose of the Wellness Team is to provide the framework for a College-sponsored wellness initiative through education, information, training, and also through selective programs coordinated by our Sports and Fitness Management Technology students. The wellness initiative is designed to provide employees with programs that will change employee behavior toward a culture of wellness. Since lifestyle choices are the biggest contributors to America's health status, a wellness initiative can provide a positive, ongoing influence on our employees and wellness will eventually become a state of mind.

Employee Assistance Services

Unum- Unum group LTD, group term life and long term care plan designs also include the added value of various employee-specific services that can help employees every day — whether or not claims are filed. The services are available with our Unum contract. These employee services include:

- [Work-life balance employee assistance program](#) in the form of 24-hour toll-free access to professional advice, referrals and counseling. The assistance can help keep employees at work and productive, while allowing them to deal with challenges such as parenting, child care, elder care, addiction and recovery, legal issues, education and more. This service is included with Unum LTD plans and available with group term life plans.
- [Worldwide emergency travel assistance services](#), providing immediate support for employees and their families who experience medical or personal emergencies while traveling more than 100 miles from home. This service is available with Unum LTD and group term life plans.
- [Access to LTC Connect[®]](#), an information and referral service for long term care policies, as well as access to discounted rates for long term care services and equipment. These services are included with Unum group and individual long term care policies.
- [Survivor financial counseling services](#), at no additional cost, provides comprehensive, objective and customized financial planning to terminally ill employees or covered spouses, or their survivors. This service is standardly available on group term life plans.

Anthem Blue Cross/Blue Shield – Employees who choose an Anthem medical plan will have the benefit of “MyHealth”. “MyHealth” is a link on the Anthem website, which provides employees health information and resources and decision support tools, which include, but are not limited to:

- Personalized Health Manager
- Health Assessment
- Health Trackers
- HealthCare Advisor
- Treatment Cost Advisor

Local Fitness/Wellness Facilities – Zane State College offers FREE memberships and/or discounts to two local fitness/wellness facilities for employees and students:

- Muskingum Family Y – Zane State College employees and students are able to utilize the Y’s facility **FREE** of charge. Individuals are able to use the pool, participate in group exercise classes, etc. Fees may apply for certain activities. Family members of a Zane State College employee or student are also able to receive a discount on membership rates. The Y also operates the Zane State College also operates the Wellness Center in Littick Hall, which is FREE to all employees as well.
- The Fieldhouse Sports & Wellness Center - Zane State College employees and students are able to receive a discounted membership. Contact The Fieldhouse for current rates.

Zane State College offers employees and their families the opportunity for continuation coverage on medical, dental, vision, and flexible spending account plans at a 102 percent of the group rates. This benefit is available under the following conditions:

1. Retirement
2. Employee's involuntary termination, resignation, disability, layoff, or leave of absence.
3. Divorce from employee/retiree.
4. Dependent child reaching age eligibility limit.
5. Spouses or dependents due to covered employee's entitlement to Medicare.
6. Disability with qualifications.
7. Zane State College no longer provides coverage.
8. The plan provides lesser benefits for a preexisting condition for which one is receiving treatment.

Please see Human Resources for additional information.

If the employee qualifies, the College is governed by state and federal unemployment compensation guidelines.

Any employee of Zane State College who is accidentally injured or who contracts an occupational disease in the course of or arising from employment must report the incident to Human Resources via the First Report of Injury form (FRI) within a 24-hour period after injury or knowledge of the occupational disease if at all possible. Information will then be filed with the Ohio Industrial Commission under provisions of the Ohio Worker's Compensation Law. Any and all information pertaining to Worker's Compensation can be obtained from the Human Resources Department. (See Appendix Reference Guide for form.)

The Zane State College Foundation was officially incorporated and granted 501c3 charitable status by the Internal Revenue Service in 1984. The Foundation supports student scholarships, professional development of employees, and technical laboratory equipment.

The cost of administering the Foundation is included in the College's yearly budget so that 100% of all charitable donations may be used to support the purposes of the Foundation.

Because of the generosity of donors and sound investment policies set by the Foundation Board of Directors, the Foundation is able to award more than 70 scholarships to Zane State College students each year. Scholars are selected on the basis of academic achievement, financial need, educational goals, and personal recommendations.

Factoring in all the scholarships awarded over the time the Foundation has been in existence, approximately \$1.2 million dollars in scholarships has been awarded to more than 1,500 Zane State College students.

Making a charitable gift is an important and very personal decision. Countless studies verify that the economic well-being of a community is enhanced dramatically by the presence of a healthy, growing, higher education institution. Please take the time to invest in the future of your community.

Information can be obtained and contributions can be made by contacting:

Zane State College Foundation
1555 Newark Road
Zanesville, OH 43701-2626
(740) 588-1206

TAX-SHELTERED ANNUITY PROGRAMS

500.14

Full-time and part-time (20 hours per week or more) annual employees may enroll and contribute, through payroll deduction, in a 403b tax-deferred annuity plan for a variety of investment objectives. Please contact Human Resources for additional details.

OHIO PUBLIC EMPLOYEES DEFERRED COMPENSATION

500.15

This benefit is available to full- and part-time annual employees. The Ohio Public Employees Deferred Compensation Program is a supplemental retirement benefit plan regulated by Section 457 of the IRS. The program contracts with Nationwide Retirement Solutions to provide enrollment, education and customer service. All investment options offered through the program are professionally managed by external managers. The investment options are selected and monitored by the Board and their investment consultant. The program does not pay commissions, or use investments which charge front or back-end loads, and there are no surrender fees. The benefit is 100 percent employee paid through payroll deduction.

OHIO TUITION TRUST AUTHORITY

500.16

Since 1989, the Ohio Tuition Trust Authority, a state agency, has offered an affordable way to help Ohio families save for a college education through the Guaranteed Savings Fund. The Tuition Trust now offers additional market-based college savings options along with the original guaranteed option to form the College Advantage Savings Plan.

College Advantage is offered and administered by the Ohio Tuition Trust Authority. The variable investment options of College Advantage are managed by Putnam Investment Management, LLC, and distributed by Putnam Retail Management. Putnam Investment is one of the largest mutual fund companies in the country.

The program has many benefits that make saving for college easy and affordable:

- Use at any college in the country.
- Earnings are tax-free.
- Contributions are tax-deductible.
- 18 investment options.
- Low \$15 minimum contributions.
- Flexibility and control over your account.

DIRECT DEPOSIT

500.17

Zane State College payroll is semi-monthly (5th and 20th of each month). Part-time employee timesheets are due on the 10th and 25th of each month prior to each pay date. All employees are paid through our direct deposit program. You may deposit your pay in up to three different banking institutions, as well as the Ohio University Credit Union (OUCU). Direct deposit elections must encompass 100% of your pay. Zane State College has an ATM location in the Campus Center for your convenience.

OHIO UNIVERSITY CREDIT UNION

500.18

The Ohio University Credit Union (OUCU) is a member-owned institution offering a broad range of products and services that support its members' financial well-being and success. Zane State College employees, full and part-time, and their dependents are eligible to participate. For a catalog of OUCU products and services call, 1-800-562-8420.

RETIREMENT PROGRAMS

500.19

Ohio public institutions do not participate in the federal Social Security system, other than contributions to Medicare. While employed with the College, your retirement contributions must be invested with one of the state retirement systems: State Teachers Retirement System of Ohio (STRS – OH) for faculty, State Employees Retirement System of Ohio (SERS – OH) for staff, or the Alternative Retirement Plan (ARP), an alternative to SERS/STRS for eligible faculty and staff.

STATE TEACHERS RETIREMENT SYSTEM (STRS)

500.20

Members of STRS currently contribute 10 percent of their annual salaries and the College Board of Trustees contributes 14 percent. An approved tax-deferred program (employee pick-up) became effective July 1, 1984, for all employees. There are no deductions for social security. Effective April 1, 1986, all new employees at the College contribute 1.45 percent of their gross salary to Medicare.

STRS is a defined benefits plan. Retirement benefits, if vested, include optional retirement age, disability retirement income, survivor benefits, optional retirement plans, healthcare plans, withdrawal privileges, opportunity to purchase additional increments, and ability to coordinate with other state retirement programs. Brochures describing this in detail are available from Human Resources and at the website www.strsoh.org.

SCHOOL EMPLOYEES RETIREMENT SYSTEM (SERS)

500.21

Members of SERS currently contribute 10 percent of their annual salaries and the College Board of Trustees contributes 14 percent. An approved tax-deferred program (employee pick-up) became effective July 1, 1984, for all employees. There are no deductions for social security. Effective April 1, 1986, all new employees at the College contribute 1.45 percent of their gross salary to Medicare.

SERS is a defined benefit plan. Retirement benefits, if vested, include optional retirement age, disability retirement income, survivor benefits, optional retirement plans, healthcare plans, withdrawal privileges, opportunity to purchase additional increments, and ability to coordinate with other state retirement programs. Brochures describing this system in detail are available from Human Resources and at the website www.ohsers.org.

- **Policy adopted and effective March 31, 1999**
- **Policy effective December 26, 2005**

Eligible faculty and unclassified administrative and professional staff hired on or after February 5, 1999, may elect an ARP. Eligible classified staff hired on or after August 1, 2005, may elect an ARP. Eligible employees may enroll within 120 days of initial employment or transfer from an ineligible to an eligible appointment. Eligible employees must choose an Ohio Department of Insurance board certified ARP vendor. Once enrollment is established with a system, the initial election is irrevocable.

STRS defined employees contribute 10 percent to the ARP. The College contributes 10.5 percent to the ARP employee account and 3.5 percent (mandated by law) to STRS.

SERS defined administrative, professional, and classified staff employees (hired prior to August 1, 2005) contribute 10 percent to the ARP. The College contributes 14 percent to the ARP.

SERS defined administrative, professional, and classified staff employees (hired after August 1, 2005) contribute 10 percent to the ARP. The College contributes 8 percent to the ARP employee account and 6 percent (mandated by law) to SERS.

The ARP is a defined contribution plan. No additional benefits are available upon retirement with these programs.

The Zane State College Board of Trustees adopted the following policy for a fee waiver program for employees, spouses, and natural, adopted, and custodial children (referred to as “dependents” throughout policy) of full-time employees.

- **Policy implemented summer quarter 1987**
- **Policy revised summer quarter 2002**
- **Policy revised and adopted, November 2004 (retroactive to summer quarter 2004)**
- **Policy approved, November 2010**

A. Full-time Employees

From income of the College budgeted for employee benefits, all instructional, general, approved additional fees i.e. CISCO, DEAL, etc. and application fees for full-time employees of the College for credit or non-credit courses offered at Zane State College will be paid by the College up to an amount not to exceed eight (8) credit hours per academic quarter or one non-credit course per quarter. Employee fee waivers may not be used for Community Education classes. Also excluded from this policy are the costs of books and materials unless other arrangements are made by the immediate supervisor. However, the cost of computer workshop materials will be waived.

Employees may enroll in any workshop or course on a “space-available basis” where there are less than the maximum number of regular students in a class.

Employees are expected to attend the course during their non-working hours. The College recognizes, however, the desirability of planned individual development, which may necessitate taking a course, which meets during the employee’s regularly scheduled working hours. When this occurs, the employee’s working hours may be adjusted in coordination with the College’s professional development policy for employees and the supervisor’s approval. (See policy 800.02.)

B. Part-time Annual Employees

From income of the College budgeted for employee benefits, all instructional, general, approved additional fees i.e. CISCO, DEAL, etc. and application fees for part-time annual employees of the College working an average of 20 hours per week for credit or non-credit courses offered at Zane State College will be paid by the College up to an amount not to exceed four (4) credit hours per academic quarter or one non-credit course per quarter. Employee fee waivers may not be used for Community Education classes. Also excluded from this policy are the

costs of books and materials unless other arrangements are made by the immediate supervisor. However, the cost of the computer workshop materials will be waived.

Employees may enroll in any workshop or course on a “space-available basis” where there are less than the maximum number of regular students in a class.

C. Adjunct Faculty

Adjunct faculty actively teaching for Zane State College are eligible to enroll in computer workshops and regular quarter courses on a tuition waiver basis subject to the following:

1. Adjunct faculty teaching a 1-credit computer workshop are eligible to:
 - a. enroll in one 1-credit computer workshop during the current quarter, for credit, after they have completed an instructional assignment of at least one computer course.
2. Adjunct faculty teaching a regular quarter course will be eligible to:
 - a. Enroll in one 1-credit computer workshop, for credit, during the quarter they are instructing. It is assumed that the computer workshop will be chosen to further enhance their teaching efforts during the current quarter.
 - b. Enroll in one regular quarter course of their choosing, for credit, the quarter following their part-time instructional assignment.

Enrollment is on a “space-available basis”. Adjunct faculty will be limited to four 1-credit workshops and three regular quarter courses per academic year. Credit for enrollment under this policy can be accrued, or “banked” for up to four quarters following their instructional assignment. Also, credit hours taken under this benefit cannot exceed the number of credit hours taught for the academic year.

Approval of adjunct faculty tuition fee waiver benefits will be reviewed, authorized, and record of utilization will be maintained by the appropriate Dean or Coordinator of Adjunct Services.

D. Spouse and/or Dependents of Full-time Employees of the College

From income of the College budgeted for employee benefits, all instructional, general, approved additional fees i.e. CISCO, DEAL, etc. and application fees for spouse and/or dependents of full-time employees of the College for credit or non-credit courses offered at Zane State College will be paid by the College up to and including full-time student status per academic quarter or one non-credit course

per quarter. Employee fee waivers for spouse and/or dependents may not be used for Community Education classes. Also excluded from this policy are the costs of books and materials including computer workshop materials unless the costs are included in the tuition. Before waiver may be applied to tuition cost, the Office of Student Financial Aid must have a completed FAFSA on file for all degree seeking students.

Where other state, federal, and private grant sources (including ~~OHG~~ **ACG**, PELL, scholarships, and VA Benefits) may be applied, the fee waiver program will be considered to be supplemental on the part of the College.

Natural, adopted, and custodial children of full-time employees may utilize the employee tuition fee waiver benefit until the age of 25. Exceptions to the policy may be reviewed and granted by the Vice President for Business Services.

Dependents and/or spouse of all full-time employees may enroll in any workshop or course on a "space available basis" where there are less than the maximum number of regular students in a class. Tuition fee waiver benefits cannot be used on an accumulative basis nor can they be applied retroactively or in advance of a quarter in which the benefit is approved for use. They are approved for usage in specific quarters and must be used during these quarters. In order to maintain eligibility for the fee waiver, students must remain eligible under the Satisfactory Academic Progress (SAP) policy.

E. Procedures

1. Employees (Full-time and Part-time Annuals)

- a. Eligible employees utilizing the employee tuition fee waiver benefit, must complete the proper request form* and submit it to the employee's immediate supervisor for approval.
- b. After the employee's immediate supervisor has approved the request, the course approval sheet and waiver form should both be taken to the Admissions Office for registration.

2. Adjunct Faculty

- a. Eligible adjunct faculty utilizing the employee tuition fee waiver benefit, must complete the proper waiver form* and submit it to the appropriate Dean or Coordinator of Adjunct Services.
- b. After the Dean's or Coordinator of Adjunct Services approval of the request, the course approval sheet and waiver form should both be taken to the Admissions Office for registration.

3. Spouse and/or Dependents of Full-time Employees
 - a. Eligible spouse and/or dependents of full-time employees utilizing the employee tuition fee waiver benefit, must complete the proper request form* and submit it to the Director of Student Financial Aid to verify if any other sources of funding exist.
 - b. Completed waiver form must be submitted to the Director of Student Financial Aid by the fee payment deadline or the day registration occurs if the fee payment deadline has passed.
 - c. The course approval sheet and waiver form should both be taken to the Admissions Office for registration.

*Forms may be obtained in the Duplicating Center in College Hall or on myZ-online.

The Zane State College Board of Trustees adopted the following Zane State College/Ohio University/Zanesville (Zane State College/OUZ) employee fee waiver policy effective September 10, 1984.

- A. This policy outlines the joint agreement by which employees of Zane State College and OUZ may take courses at the neighboring institution at no cost. Said agreement in no way guarantees admission to any particular program and does not obviate the need by the employee to complete the necessary admission, registration, and related forms of the enrolling institution.
 - 1. Any full-time or half-time or better contracted annual employee of Zane State College or OUZ may enroll in one undergraduate or one graduate course per quarter with the fee waiver.
 - 2. Fee waivers will cover all instructional, general, and security fees but not special lab or related fees. (Enrollment/waiver form may be obtained in Human Resources.)
 - 3. No fee will be charged for admissions processing and all employees must be duly admitted.
 - 4. This policy does not affect prerequisites or other requirements.
 - 5. Enrollment in any course is on a space-available basis.
 - 6. The Assistant Dean's Office at OUZ and the Business Office at Zane State College will be responsible for developing mutually agreeable procedures for administering the program.
 - 7. The provisions of this policy became effective with the start of the fall quarter of the 1984-85 academic year and may be canceled or amended by either institution given a three month notice.

See Section 800.

Opportunities exist in several course areas for added compensation for teaching. Please see the current salary schedule (see Appendix Reference Guide) for compensation concerning this opportunity. More information is available in the Evening Programs Office concerning classes.

PAID HOLIDAYS

500.27

- A. All employees of Zane State College who are employed under a full-time twelve-month contract shall be entitled to the following holidays:
1. New Year's Day (January 1)
 2. Martin Luther King, Jr. Day (3rd Monday in January)
 3. Memorial Day (last Monday in May)
 4. 4th of July
 5. Labor Day (1st Monday in September)
 6. Veterans Day (November 11)
 7. Thanksgiving Day (4th Thursday in November)
 8. Day after Thanksgiving (4th Friday in November)
 9. Christmas Eve (December 24) (Floating Holiday – Columbus Day)
 10. Christmas Day (December 25)
 11. New Year's Eve (December 31) (Floating Holiday – President's Day)
- B. In the event that any of the aforesaid holidays should fall on Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that any of the aforesaid holidays should fall on Sunday, the Monday immediately succeeding shall be observed as the holiday.
- C. Based on section 124.19 (b) of the Ohio Revised Code, the President may, for all employees of the College, observe on days other than those specified above any of the holidays otherwise observed on the third Monday in February and the second Monday in October.
- D. If an employee whose position is classified in categories 1 - 6 (support personnel) of the Zane State College salary schedule is required by an authorized administrator to work on a holiday, the employee shall be compensated for such time worked at 1.5 times the employee's regular pay or at 1.5 times compensatory time off in lieu of overtime pay. If the employee elects to take compensatory time off in lieu of overtime pay for any overtime worked, such compensatory time shall be granted by the employee's departmental supervisor with the approval of a senior administrator at a time mutually convenient to the employee and the College within 180 days after the overtime is worked.
- Effective: January 1, 2000

- **Policy revised and adopted, November 2004**
- **Policy effective December 20, 2004**
- **Policy updated and adopted, May 2007**

The Zane State College Board of Trustees adopted the following sick leave policy and procedures. This rule supersedes rule 3357:12-06-07 of the Administrative Code.

(A) Sick Leave Policy

- (1) Instructional and non-instructional employees, upon approval of the responsible administrative officer, may use sick leave for absence due to illness, pregnancy, disability, injury, exposure to contagious disease which could be communicated to others, healthcare appointments, and for absence due to illness, injury or death (please see section (D) Bereavement) in the employee's immediate family. "Immediate family" is defined as spouse, children, parents, brothers and sisters, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, and members of the immediate household.
- (2) The previously accumulated sick leave of a person who has been separated from public service, whether accumulated pursuant to section 143.29 or 3319.141 of the Revised Code or pursuant to this policy, shall be placed to the individual's credit upon re-employment in the public service, provided that such re-employment takes place within ten years of the date of the last termination from public service. A faculty or non-faculty employee who transfers from another Ohio public agency to Zane State College shall be credited with the unused balance of the accumulated sick leave up to one hundred twenty days.
 - (a) Full-time employee (non-faculty)

Each full-time employee of the College shall be entitled to 15 days of sick leave during contract year. Full-time employees will receive 5.0 hours of sick leave per pay with no limitation of maximum accrual.
 - (b) Part-time annual employee (non-faculty)

Each part-time employee who works less than 40 hours per week but more than 20 hours per week on an annual contract shall be entitled to a prorated amount of sick leave based upon the number of hours employed per week with no limitation of maximum accrual.

(c) Faculty

Each full-time annual faculty member shall be entitled to 15 days of sick leave during a contract year. A "contract year" is an employment period of nine months or more which includes three academic quarters. No extra days are gained by being employed a fourth quarter. Faculty will receive 5.0 hours of sick leave per pay with no limitation of maximum accrual. Faculty who elect 18 pays during a contract year will receive 5.0 hours of sick leave per pay with a manual adjustment occurring before the October 5 pay of each year.

(B) Sick Leave Procedures

(1) Full-time employee and part-time annual employee (non-faculty)

- (a) Employees are responsible for notifying their immediate supervisor prior to the workday in the event of illness, injury, etc.
- (b) Application for sick leave must be submitted on the employee leave form immediately upon returning to duty.
- (c) The form must be signed by the immediate supervisor.
- (d) It is the responsibility of the immediate supervisor to ensure that all sick leave taken is reported to the payroll administrator in the business office.
- (e) In the event of absence due to illness of five or more consecutive working days, the employee must present a physician's statement confirming the nature of the illness. The supervisor should request a physician's statement in any event of absence due to illness if extenuating circumstances warrant the request. An extenuating circumstance may include, but not necessarily be limited to, repeated absences of less than five consecutive working days.

(2) Faculty

- (a) Faculty are responsible for notifying their appropriate dean prior to their class meeting in the event of illness.
- (b) Application for sick leave must be submitted on the employee leave form immediately upon returning to duty.
- (c) The form must be signed by the division dean.

- (d) It is the responsibility of the division dean in each area to ensure that all sick leave taken is reported to the payroll administrator in the business office.
- (e) A faculty member will be charged eight hours of sick leave if an entire day is missed or 40 hours of sick leave if a faculty member is absent the entire week. In the event that a faculty member is present at work for part of a day but leaves because of illness, only the hours missed to complement the eight-hour day will be taken.
- (f) A faculty member will be charged for one hour of sick leave for every hour missed because of a healthcare appointment, i.e., medical, dental, vision, etc.
- (g) Full-time faculty who are on part-time status during the summer or during inter-session classes will be charged one hour of sick leave for every hour missed because of illness, injury, healthcare appointments, etc.
- (h) In the event of absence due to illness of five or more consecutive working days, the employee must present a physician's statement confirming the nature of the illness. The supervisor should request a physician's statement in any event of absence due to illness if extenuating circumstances warrant the request. An extenuating circumstance may include, but not necessarily be limited to, repeated absences of less than five consecutive working days.

(C) Cash payment of sick leave credit upon retirement

- (1) The Zane State College Board of Trustees adopted the following policy on cash payment of sick leave credit upon retirement effective July 1, 1979.
- (2) Each full-time Zane State College employee with ten years or more of full-time service with the College shall be entitled to payment based on the employee's rate of pay at retirement for one-fourth of the employee's accrued but unused sick leave at retirement up to a maximum accrual of one hundred twenty days (maximum payment of thirty FTE work days or two hundred forty work hours). An eligible employee must simultaneously retire into either the state teachers, school employees, or alternative retirement program and from active service with the College. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee. Confirmation of retirement shall be obtained from the appropriate retirement system.

(D) Bereavement Leave

- (1) Bereavement leave may be taken in the event of death in the employee's immediate family. "Immediate family" (including step family members) is defined as spouse, children, parents, brothers and sisters, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, and members of the immediate household. A maximum of five days of sick leave may be taken for bereavement.
- (2) Please utilize the procedures outlined in section (B) "Sick Leave Procedures" for bereavement leave.

This policy serves as written notice to all employees of the expectations and obligations of Zane State College and its employees pertaining to leave pursuant to the regulations of the Family and Medical Leave Act (FMLA).

Zane State College provides for its employees up to 12 weeks of leave if requested by an employee for one or more of the following reasons:

- A. The birth of the employee's child or to care for such child;
- B. A child's placement with the employee for adoption or foster care;
- C. To care for a spouse, child, or parent (but not parent in-law) who has a serious health condition; or
- D. The employee's own serious health condition that makes the employee unable to perform the functions of the position of such employee.

The leave for a newborn child or for adoption or foster care placement of a child must be completed within 12 months of the birth, adoption, or placement, and the leave may be taken in increments not to exceed 12 weeks in a 12-month period of time. Leave for a serious health condition may be taken intermittently or on a reduced-time basis but only if such a schedule is needed for medical reasons.

An employee must use all sick leave hours, if available, for all of the 12-week period. The 12-week leave in a 12-month period will be measured forward from the first day the leave is taken.

Spouses employed by the College are jointly entitled to 12 weeks of leave for the birth or placement of a child or to care for a parent who has a serious health condition. The care for a spouse or child with a serious health condition entitles each employed spouse a separate 12-week limit. Any employee must request FMLA and meet the criteria outlined.

The employee is expected to give the College at least 30 days advance notice of leave, to the extent advance notice is practicable. Also, if the leave is for planned medical treatment and will be taken on an intermittent basis or by a reduced schedule, the employee is expected to schedule the treatment so as to create a minimum disruption to the College.

"Serious Health Condition" is defined as an injury, impairment, or physical or mental condition that involves either: 1) inpatient care in a hospital, hospice, or residential care facility, or 2) continuing treatment by a health care provider. "Continuing Treatment" constitutes the following:

- A. A period of incapacity of more than five consecutive calendar days, involving:
 - 1. Treatment two or more times by a health care provider, or
 - 2. Treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the health care provider's supervision.
- B. Pregnancy or prenatal care
- C. A chronic serious health condition, defined as one that
 - 1. Requires periodic visits for treatment by a health care provider,
 - 2. Continues over an extended period of time, and
 - 3. May cause episodic rather than continuing incapacity.

A chronic health condition also qualifies as a serious health condition even if an employee does not receive treatment, and it does not last five days.
- D. A permanent or long-term condition for which treatment may not be effective
- E. An absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or injury or for a condition that likely would result in an incapacity of three or more days in the absence of medical treatment
- F. Allergies or mental illness resulting from stress, but only if they meet all of the other criteria of a serious health condition
- G. Substance abuse, but only if the employee is taking leave for treatment by a health care provider

The College requires certification from a health care provider concerning the health condition (including certification that the employee is needed to care for a family member), and an estimated time of return is needed. The College can also request an update of the certification after 30 days of leave is used. The College also reserves the right to request a second opinion for the certification with the College incurring the cost of the second opinion.

If the employee returns to work after the leave within the stated timeframe, he/she will be returned to the same or an equivalent position and benefits.

For health benefits during the leave, the employee will be responsible for their contributing costs. Employee contributions must be paid at the same time as the contributions would have been due if the employee were actively working. The College contributions will be actively paid as long as the employee is contributing to continuing coverage. If the

employee does not return to work after the leave, the College has the right to charge the employee retroactively for the portion of each premium that was paid by the College. FMLA leave will not be granted to the following employees:

- A. An employee with less than 12 months (52 weeks) of total service.
- B. An employee who works less than 1250 hours of service in the previous 12 months.

All requests for leave must be submitted in writing to the Human Resources Department and indicate explicitly the employee's intention to return to work upon expiration of the leave. Leaves granted to full-time employees will be with the approval of Human Resources and the President. Computation of the leave and any other information concerning leave is available in the Human Resources Department.

Pursuant to the provisions of section 3357.09 (K) of the Ohio revised code, Zane State College has established an Employee Leave Donation Program. The intent of the Employee Leave Donation Program is to allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to the serious illness of the employee. Critical need will be determined by a committee composed of the President, the employee's supervisor, and a representative from Human Resources on a case by case basis.

The Employee Leave Donation Program shall not be used for the care of a new born or adopted children. This policy does not discriminate against women whose disability is based upon pregnancy or childbirth.

- A. An employee may receive donated leave (either vacation or sick leave), up to the number of hours the employee is scheduled to work each pay period, (i.e. full-time employees may receive up to 40 hours per week, part-time annual employees who are employed under a 12-month contract for less than 40 hours but more than 20 hours may receive a prorated amount based upon the number of hours worked per week) if the employee who is to receive donated leave:
 1. has a serious illness or injury;
 2. has no accrued leave;
 3. has applied for any paid leave, workers' compensation, or benefits programs for which the employee is eligible. An employee who has applied for programs may use donated leave to satisfy the waiting period for such benefits, when applicable;
 4. has provided documentation from an attending physician. In the event the employee is incapacitated, another employee and/or member of immediate family may initiate action for the employee to receive donated leave;
 5. has approval of critical need from review committee every 90 days. The committee will review the critical need for continued donation approval and estimate the total number of donated hours needed.

- B. Employees may donate leave if the donating employee: (Appendix A-40).
 1. Voluntarily elects to donate leave and does so with the understanding that donated leave will not be returned;

2. Donates a minimum of eight hours;
 3. Retains a combined leave balance (vacation and/or sick leave) of at least eighty hours. All donated leave will convert to sick leave.
- C. The leave donation program shall be administered on a pay period by pay period basis. Employees using donated leave shall be considered in active pay status and shall accrue leave, and be entitled to any benefits to which they would otherwise be entitled. Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received. Donated leave shall not count toward the probationary period of an employee who receives donated leave during his or her probationary period. Donated leave shall be considered sick leave, but shall never be converted into a cash benefit.
- D. Employees who wish to donate leave shall certify:
1. the name of the employee for whom the donated leave is intended;
 2. the type of leave and number of hours to be donated;
 3. they will have a minimum eighty hour balance of sick & vacation leave;
 4. the leave is donated voluntarily and will not be returned;
 5. the maximum amount donated does not exceed 15 days within a fiscal year.
- E. The privacy of any employee in need of donated leave shall be respected; however, with permission of the employee or a member of the employee's immediate family, College staff may be informed of the need for donated leave to include the name of the individual in need of leave and the nature of the precipitating situation.
- F. Appointing authorities shall ensure that no employees are forced to donate leave. Appointing authorities shall respect an employee's right to privacy; however, appointing authorities may, with permission, inform employees of their co-worker's critical need for leave. Appointing authorities shall not directly solicit leave donations from employees. The donation of leave shall occur on a strictly voluntary basis.

- **Policy revised February 2006**
- **Policy effective April 21, 2006**

A. Purpose

1. This policy was established for the purpose of providing eligible employees with up to one personal day (8 hours) and potentially two additional days (16 hours) each contract year to be utilized as personal days, in recognition of the fact that legal, private business, or family matters must be done during normal work hours from time to time, if the employee meets the eligibility criteria described below. Contract years begin July 1 of each year for staff and October 1 each year for faculty.

B. Eligibility

1. Eligible employees must meet the following criteria:
 - a. Must be classified as a full-time or part-time annual contract employee working 20 or more hours per week.

C. Procedure

1. All eligible employees will be granted one personal day (or prorated amount if part-time, more than 20 hours per week) upon hire and each new contract year thereafter. Eligible employees having a sick leave balance of 120 hours at the beginning of a contract year will have two sick days from their sick leave bank converted to personal days.
2. Personal days do not accumulate or carry over from one contract year to the next, but unused personal days (to a maximum of 16 hours) will revert to sick days.
3. Personal days can be utilized as sick leave if the employee's sick leave bank is depleted.
4. Employees may utilize personal leave only for the days and hours for which they normally would have been scheduled to work but not to include scheduled overtime. Personal leave may not be used to extend an employee's active pay status for the purpose of accruing overtime or compensatory time. Personal leave may be used in conjunction with the bereavement leave policy to extend the bereavement period, however, personal leave may not be used to cover unexcused absences or make up

time. Personal leave may only be used to extend holidays or vacation time if the situation warrants and with the supervisor's approval. It may not be used to extend an employee's date of resignation or retirement.

5. Approval for personal leave shall be requested two (2) working days in advance, except in an emergency. (See Appendix Reference Guide for forms.) Retroactive requests may be approved by the appropriate supervisor.
6. Personal leave may be requested and utilized in one-hour increments.
7. Personal leave will be calculated for all employees as follows: one hour charged for every one hour utilized.
8. Upon separation from the College, all unused personal leave, up to a maximum of sixteen (16) hours, shall transfer back into the employee's sick leave bank. The eight (8) hours of paid personal leave credit cannot be converted to cash.
9. Upon College declared financial exigency, all unused personal leave, up to a maximum of sixteen (16) hours, will be transferred back into the employee's sick leave bank.

- A. Leave of absence for full-time employees may be granted at the discretion and with the approval of the supervisor, appropriate senior administrative officer, and President.
- B. Leaves of absence may be granted for the following reasons: medical, military, disability, childbirth, professional leave, and a personal reason, which involves travel, study, or research.
- C. Leave of absence without compensation may be granted to any full-time employee after being employed for one contract year.
- D. Normally, leave will not be granted for an excess of ninety (90) days. No leave, except military leave, shall be granted for a period greater than one contract year.
- E. An employee granted a leave of less than 90 days will be reinstated to the same or similar position at the expiration of the leave, provided that the employee is in a satisfactory condition physically and mentally to resume his or her duties.
- F. Failure to return to work at the end of an approved leave of absence will be considered a resignation.
- G. Employment while on leave will be cause for termination unless specifically approved as related to the employee's College responsibility.
- H. Employee and dependent tuition and fee waivers in accordance with Board policy will be continued during an authorized leave of absence.
- I. During leaves of absence without pay of one month or more, an employee may continue the College's group hospitalization and life insurance coverage by paying the full (both employer and employee share) premiums in advance to the Business Office unless the leave is justified under the Family and Medical Leave policy; then the terms under that policy apply. (See Human Resources Department for more information).
- J. Length of service (seniority) will continue to accumulate during a leave of absence. Retirement credit may be affected by a leave of absence.
- K. An employee granted a leave of absence will not receive pay for holidays falling within the leave period.
- L. No accumulation of sick leave and vacation time will be permitted during the leave and no sick leave or vacation may be taken during the leave.

- M. All requests for leaves of absence must be in writing in accordance with this policy and indicate explicitly the employee's intention to return to work upon expiration of the leave period.
- N. Leaves of absence will not be approved if an employee has accumulated sufficient annual leave. An employee desiring to take time off must first utilize annual leave.
- O. The employee must first utilize accumulated sick leave before leave of absence without salary will be approved for medical reasons, disability, or childbirth. Please refer to the Family and Medical Leave Policy (Section 500).

Purpose

This sabbatical leave policy is granted by the Board of Trustees to the Zane State College faculty for the purpose of improving the quality of instruction at Zane State College. Therefore, all applicants for a sabbatical leave must be prepared to demonstrate clearly how their sabbatical activities will contribute to this purpose.

Number Allowed

No more than two of the full-time faculty will be permitted to be on sabbatical leave during a given academic year (i.e. at the same time, if duration is for a quarter).

Eligibility:

The following criteria are requirements for eligibility.

1. A full-time faculty member holding the rank of instructor, assistant professor, associate professor, or professor.
2. Seven (7) years of continuous full-time service since initial employment or last sabbatical leave.
3. The presentation of a well-developed plan of study or project which contributes to improving the quality of instruction within the College.

Selection

All applicants will be screened by the Deans Council and the Faculty Senate. This combined committee shall prepare its recommendations and submit the recommendations in order of priority to the President. Based upon the recommendation of the Deans' Council and Faculty Senate and other recommendations as he shall require, the President shall recommend to the Board of Trustees the approval of sabbatical leaves for the year. Any Faculty Senate member applying for sabbatical leave will be excluded from the selection committee for that selection period.

Renumeration

The sabbatical program will be provided within the financial and personnel resources of the College and as reflected in the budget of the College.

1. Salary
 - a. One-half of the established contractual salary shall be paid for a full academic year sabbatical leave.

- b. Sixty-six percent of the established contractual salary shall be paid for two quarters of sabbatical leave.
- c. Full salary for one quarter shall be paid for a one-quarter sabbatical leave.

2. Fringe Benefits

No faculty member shall be required, by being on sabbatical leave, to suffer a reduction or termination of regular employee retirement or insurance benefits. Whenever such a benefit would be reduced because of a reduction in the faculty member's salary during sabbatical leave, the faculty member shall be given a chance to pay any additional withholding amounts which would be required to maintain fringe benefits at the normal level (except as prohibited by federal or state law).

A faculty member requesting sabbatical for two or three quarters should complete a "Notification of Professional Leave of Absence" form (see Appendix A-41). Completion of the form will establish the faculty member's right to receive full STRS credit for the leave period by paying the required amounts to maintain benefits at the normal level.

The College will work with the faculty member to develop an understanding of the options available under STRS to faculty on a partially paid sabbatical.

Obligations of the Faculty Member

Faculty members accepting a sabbatical leave obligate themselves to the following conditions:

- 1. Reasonable completion of the program of activities or study for which the sabbatical leave was granted.
- 2. The presentation of a comprehensive report at the conclusion of the leave to the President's Cabinet and the Board of Trustees. This report should include, but is not limited to, a summary of the program of study or project, the degree of completion of the program of study or project, an evaluation of the experience, and how the results of the leave will be used to improve instruction.
- 3. Return to the faculty of Zane State College for at least one academic year following the conclusion of the sabbatical leave. Failure to return will require repayment of the full amount of the salary actually paid.

Obligations of the College

Zane State College assumes the following obligations under this policy:

1. The College will pay the appropriate salary and fringe benefits to the faculty member on leave.
2. The College will provide employment of the same or a similar nature to the faculty member upon the conclusion of the leave.
3. Consideration for contract renewal will not be affected by sabbatical leave.
4. The College will count the period of leave as either a year, two quarters, or one quarter of teaching dependent upon the leave awarded for purposes of salary determination.

Special Considerations

In establishing, implementing, and administering this policy, the following special consideration shall be observed:

1. Sabbatical leaves shall not be granted for the purpose of preparing the recipient for employment other than that for which she or he was employed by the College.
2. Sabbatical leaves shall not be granted for the primary purpose of completion of requirements for a graduate degree.
3. It is an improper use of public monies to grant a sabbatical leave for a program of study or project which will result in a double income during the course of the leave or thereafter. Should the course of study or project involve the receipt of a grant or require employment, the College will appropriately adjust the pay of the faculty member during the course of the leave downward in such a fashion that the total does not exceed the pay normally received if the faculty member were not on leave.
4. In the event it is not possible to grant all requests for sabbatical leave in a given year, priority will be given to the proposed plans that best meets the following: value of proposed activity to the College, seniority, and assurance that the position requirements can be handled during leave without impairing the operation of the division or the College.

Procedures

1. A sabbatical request form (see Appendix 10) accompanied with a well-developed plan of study or project must be submitted by the faculty member

to the appropriate division dean no later than February 15 in the academic year preceding the year of the proposed leave. If the leave request is for two or more quarters, submit a Notification of Professional Leave of Absence form with the proposal and request form.

2. The division dean and applicant must note on the request form a plan for coverage of the applicant's teaching responsibilities. The request and plan of study or project will then be forwarded to the Vice President for Academic and Student Services.
3. The Vice President for Academic and Student Services will call a meeting of the Deans' Council and the Faculty Senate. The meeting will take place within one month. A recommendation to approve or deny a request for sabbatical leave shall be determined by the combined committee within two weeks.
4. The recommendation, request and plan for sabbatical leave is then submitted to the President within one week.
5. The President will make a decision concerning the applicant's proposal in time for submission to the Board of Trustees at the regularly scheduled meeting (preferably within three months of original submission).
6. The applicant will be notified in writing by the Vice President for Academic and Student Services of the decision of the Board.
7. Successful applicants must submit a comprehensive report within 60 days after completion of a sabbatical leave to the President's Cabinet and the Board of Trustees. Activities such as workshops, seminars, or other presentations may be required at the end of a sabbatical leave for sharing results of the project with faculty and others as is appropriate.
8. Application of time critical proposals will be considered at the discretion of the Vice President for Academic and Student Services.

MILITARY AND RESERVE LEAVES

500.34

All officers and employees of the state or the political subdivisions thereof who are members of the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, or members of other reserve components or armed forces of the United States are entitled to leave of absence from their respective duties without loss of pay for such time as they are in the military service on field training or active duty for periods not to exceed 31 calendar days in any one calendar year unless an act of war is declared by the President of the United States . In accordance with the Veteran's Reemployment Rights Act, employees on leave for services or training in the United States Armed Forces or reserve are entitled to additional leave without pay after 31 days and reinstatement after such leave to their former or substantially equivalent positions.

The immediate supervisor or division dean should be notified at the earliest possible date of the forthcoming absence. All efforts should be made by the employee to schedule summer camps and/or other training activities to minimize absence from College duties.

JURY DUTY LEAVE/COMPENSATION

500.35

Each employee must notify the Human Resources Department immediately if called to serve on jury duty. Payment of the regular College salary would continue uninterrupted when the employee submits the amount received for services as a juror during regular College workdays to the Human Resources Department. If the employee does not submit the remuneration received for serving as a juror, the College will pay full-time and part-time annual employees, the difference between the remuneration and the employee's regular compensation. No employee will be terminated or lose employment status due to serving on a jury.

Please note: Employees are required to complete a Zane State College leave form and indicate jury duty, have the form signed by the appropriate supervisor, and submit it to the Business Office. The submission of this form serves as a record only, leave is not deducted.

- Policy revised and adopted, June 2005
- Policy effective July 1, 2005

POLICY

Vacation leave is accrued or earned based on the employee’s length of service and the time actually worked. Employees may not take paid vacation leave until they actually have earned the vacation. Accrued vacation hours may be carried over from one year to the next. However, the total maximum accumulation for administrative staff and professional staff is 240 hours. The maximum accumulation for support staff with one through five years of service will be 160 hours. The maximum accumulation for support staff with six or more years of service will be 240 hours. Employees may not receive vacation pay in lieu of time off. In addition, employees will not be paid for any unused vacation remaining unless employment is terminated.

Employees may request and utilize vacation leave in any increment approved by the supervisor. Vacation requests should be approved three (3) working days in advance of requesting dates of usage. (See Appendix Reference Guide for vacation form.)

A. Administrative Staff (Salary Grades 11-17)

1. Administrative staff shall earn four weeks of vacation per year. The hourly rate of accumulation will be 6.7 hours per pay.

B. Professional Staff (Salary Grades 7-10)

1. Professional staff shall earn three weeks of vacation per year up through year five. The hourly rate of accumulation will be 5.0 hours per pay. Beginning with the sixth year of full-time service with the College, professional staff shall earn and accrue vacation according to the following schedule:

Length of Service	Annual Rate of Accumulation	Hourly Rate of Accumulation Per Pay
Six Years	Three weeks and one day	5.3
Seven Years	Three weeks and two days	5.7
Eight Years	Three weeks and three days	6.0
Nine Years	Three weeks and four days	6.3
Ten Years	Four weeks	6.7

The effective date for earning said rate of accumulation shall be the first full pay period after the employee's anniversary date.

C. Support Staff (Salary Grades 1-6)

1. Support staff shall earn two weeks of vacation per year up through year five. The hourly rate of accumulation will be 3.4 hours per pay. Beginning with the sixth year of full-time service with the College, support staff shall earn and accrue vacation according to the following schedule:

Length of Service	Annual Rate of Accumulation	Hourly Rate of Accumulation Per Pay
Six Years	Two weeks and one day	3.7
Seven Years	Two weeks and two days	4.0
Eight Years	Two weeks and three days	4.3
Nine Years	Two weeks and four days	4.7
Ten Years	Three weeks	5.0

The effective date for earning said rate of accumulation shall be the first full pay period after the employee's anniversary date.

2. Beginning with the eleventh year of full-time service with the College, support staff shall earn and accrue vacation according to the following schedule:

Length of Service	Annual Rate of Accumulation	Hourly Rate of Accumulation Per Pay
Eleven Years	Three weeks and one day	5.3
Twelve Years	Three weeks and two days	5.7
Thirteen Years	Three weeks and three days	6.0
Fourteen Years	Three weeks and four days	6.3
Fifteen Years	Four weeks	6.7

The effective date for earning said rate of accumulation shall be the first full pay period after the employee's anniversary date.

D. Part-time Annual Employees

1. An individual employed under a twelve-month contract for less than forty hours but more than thirty hours per week shall be entitled to a prorated amount of vacation leave earned based upon the number of hours employed and the individual's appropriate salary schedule classification. (Example - support staff with less than six years of service: 6.5 hours per day x 5 days per week x 52 weeks per year = 1690 divided by 2080 = .8125 x 3.4 hours = 2.8 hours accumulated vacation hours per pay period.)

- **Policy adopted, June 2005**
- **Policy effective July 1, 2005**

COMMUNITY SERVICE POLICY

The Zane State College Board of Trustees adopted the following community service policy for all full-time faculty and non-faculty employees effective July 1, 2005.

POLICY

Zane State College full-time faculty and non-faculty employees are encouraged to participate in approved community service activities. This policy will benefit employees and the College by enhancing the personal growth of the employee, fostering the development of relationships with individuals in local organizations, and by spreading good will throughout our communities.

- A. Community service is to be performed at a non-profit organization. Activities that qualify as community service activities include, but are not limited to, volunteering at a food bank, shelter, local school, or participating in non-profit community or charitable organizations, etc.
- B. Employees will be permitted to participate in approved community service activities up to four hours per month during regular work hours. Community service leave may be utilized in increments of one-hour or in any combination of hours up to the maximum of four hours per month. Hours not utilized in one month will not accrue from one month to the next. Time spent participating in community service activities that take place outside the normal workday, will not be included as community service hours as it pertains to this policy.
- C. All community service activities must be approved by the immediate supervisor prior to the community service activity. Employees who wish to participate in community service activities should complete the appropriate form. See Appendix Reference Guide. Once the community service activity has been approved, the supervisor should forward the community service leave form to Human Resources. Individual employee community service participation data will be compiled throughout the year. This information will be utilized by the Public Information Office to publicize the community involvement of the employees of the College.

Supervisors should coordinate community service leave requests according to individual departmental needs.

- **Policy adopted, June 2005**
- **Policy effective, July 1, 2005**
- **Policy adopted, September 2008**

The College supports the philosophy of employees participating in flexible scheduling as long as the schedule has been preapproved by the immediate supervisor and the office/department has adequate coverage and remains effective during normal hours of operation. Normal hours of operation are defined as hours in which the office/department is open for business on a day to day basis or what the published hours of operation states.

Supervisors are encouraged to be creative with departmental scheduling for those employees who desire to participate. Supervisors should also continually monitor and evaluate the effectiveness of flexible scheduling for their employees and the office/department.

Flexible scheduling is up to the discretion of the supervisor and based upon the needs of the College and is subject to change based on their needs.

In general, inclement weather, such as snow, sleet, ice, or rain, will not warrant the cancellation of classes or the closing of the College. Under such conditions, each employee and student should make a personal judgment pertaining to his or her safety in traveling to and from the College based on his/her routing and safety equipment.

If the College has not officially canceled classes, tardiness and absence due to bad weather will be charged against the employee's annual leave accumulation. If the employee has no annual leave, then the time absent will be charged as leave without pay, depending on the employee's classification.

Should it become necessary to close the College officially for a brief period of time due to inclement weather, then the resulting absence will not be charged to the employee. However, if the employee was on approved vacation, sick leave, Family Medical Leave Act (FMLA) leave, or any type of approved leave, the absence will be charged to the employee.

However, if for some reason the College does cancel classes, the official closing of the College will be communicated by the President of the College or in his absence by the acting President to:

<u>STATION</u>	<u>NO.</u>	<u>LOCATION</u>
WHIZ	1240 AM	Zanesville
WHIZ	102.5 FM	Zanesville
WYBZ	107.3	Zanesville
WWJM	105.9	New Lexington
WCMJ	96.7	Cambridge
WILE	1270	Cambridge
WNKO	101.7	Heath
WHTH	790	Heath
WCLT	T-100	Newark
WTNS	1560	Coshocton
WMVO/WQIO	93.6	Mt. Vernon
WMOA	1490	Marietta
WNCO	101.3	Mansfield/Ashland
WFXN	102.3	Galion
WXXF	107.7	Ashland/Loudonville
WXXR	98.3	Fredericktown

The intent of this policy for Zane State College is to coordinate the free flow of information to the College's various public audiences.

- A. The Director of Public Information will facilitate the release of information distributed to news media and will assist, when needed, with the release of information to professional journals and local, state, and federal agencies.
- B. College personnel are encouraged to work with the Director of Public Information in the production and solicitation of news coverage, photographs, and the scheduling of interview appearances.
- C. The College invites and encourages feedback from all sources. In an effort to coordinate response or develop solutions to concerns from the public, coordination between the President's Cabinet is requested.
- D. Internal communication to all employees will be maintained through the *HR Express*, the Employee Handbook, or other appropriate means.
- E. Public information involving a specific division, person, or group will be developed in cooperation with the Director of Public Information and those involved.
- F. Any information that is disseminated by the College will be made available in alternative accessible formats to disabled persons on request.
- G. The release of student information is prohibited except as authorized under the Family Educational Rights and Privacy Act.

- Approved by the Zane State College President's Cabinet – 8/15/02
- Revision adopted March, 2011

One of the goals of higher education is to raise awareness regarding health and safety issues. Zane State College supports a philosophy of wellness, and prohibits the use of tobacco products throughout the College, except in specifically designated areas. All tobacco products (smoke or smoke free) are prohibited in College vehicles (including rentals). This applies to all College employees, students, and visitors.

Tobacco use is permitted only in the following designated outdoor areas:

- College Hall – at the east entrance/exit adjacent to the Duplicating/U.S. Mail Center
- Health Science Hall – at the northwest entrance/exit within the smoking hut
- The Campus Center – at the northwest entrance/exit adjacent to Room 408 and at the south entrance/exit opposite Room 432
- Willett-Pratt Training Center – at the entrance/exit by Rooms 520, 535, and the Student Lounge.

The use of these designated smoking areas will be monitored and enforced by Campus Security. Verbal warnings will be issued. Repeat violators will be subject to disciplinary action.

This policy is framed to permit all faculty and staff to perform their jobs free from intrusions. In order to ensure that the educational mission of the College proceeds unhampered, the President and Trustees have an obligation to regulate the use of facilities and the conduct of students, employees, and visitors. Such regulation, however, must reflect the character of a college community. The fundamental concepts of academic freedom and a free flow of ideas should be maintained. To those ends, this policy is directed.

I. Definitions

- A. “Working time”—scheduled work hours exclusive of designated lunch and rest breaks. “Scheduled” hours for faculty shall mean classroom, laboratory, and common meeting times.
- B. “Solicitation” or “Soliciting”—activity conducted for the purpose of promoting any product or service or encouraging support of, or membership in, any group, association, or organization.
- C. “Distribution of Literature”—the dissemination of flyers, notices, advertisements, membership, authorization, pledge cards, or other written materials or electronic messages.

II. Disruptions of Employees

College employees are welcome to solicit or be solicited during non-working time, including lunch or rest breaks. However, no one may solicit a College employee during the solicited employee’s working time. Nor shall any employee engage in solicitation or distribution of literature during their working time.

III. Campus Visits

Any visitor who wishes to solicit College employees within any building on campus for any purpose must request permission in writing prior to the proposed visit. The request should be delivered to the Director of Human Resources at least five working days prior to the proposed visit. The request should state:

- A. The purpose of the proposed visit, and
- B. The name of any person(s) who desires access to the campus.

If approved, the Director of Human Resources will attempt to locate a room and will then issue a letter designating the place for the visit and the date and

time it may be used. In the event two or more requests for access for the same space or overlapping times have been made, the College will attempt to provide separate rooms. In the event that insufficient space is available to satisfy all demands, the College will grant access to the available space on some equitable basis. If the designated area is unavailable due to a prior reservation, the College will notify the requesting party of such conflict.

All solicitations and distribution of literature by any visitor within any building on campus shall be strictly limited to the designated room(s), time(s), and date(s). No employee may visit the designated area during his/her working time. No visitor may solicit employees or distribute literature elsewhere in any building. Any other exceptions must be cleared in advance with the Director of Human Resources.

IV. Campus Mail

The internal campus mail system is for the exclusive use of the College.

V. Campus E-Mail

Solicitations by e-mail are prohibited. Please refer to the computer and software usage policy (Section 400.12).

VI. Violations

Any visitor who violates this policy may be denied use of the College's facilities for a reasonable period. Any employee who violates this policy may be disciplined.

- **Policy adopted and effective, March 2005**
- **Policy updated and adopted, April 2008**

Zane State College (ZSC) may provide cellular telephones, as approved by departmental supervisors, to full-time and part-time employees as a business tool. They are provided to assist employees in communicating effectively with other employees and outside clients/vendors as deemed necessary.

PURPOSE:

The purpose of this policy is to provide guidelines regarding the use of and responsibilities required as a ZSC cell phone user.

- (1) Cell phones that are purchased through the College are the property of ZSC. The primary use of the telephone is for college-related business. Personal use of an assigned cellular phone should be occasional, for example, business related trips or emergencies. Phone bills will be monitored by the Business Office for excessive usage.
- (2) Phone bills that exceed the minimum monthly plan will be forwarded to the departmental supervisor for approval of additional charges. Charges that are not approved will be billed to the employee. The employee will submit payment for the charges within 30 days to the Business Office.
- (3) Individuals to whom cellular phones have been provided are responsible for the security and maintenance of the phones and must promptly report any damage, theft, or vandalism to the Business Office.
- (4) Cellular telephones may not be used to defame, harass, intimidate, or threaten any other person. Employees are prohibited from using their cell phones in any illegal, illicit or offensive manner.
- (5) Employees are prohibited from using a cell phone while operating a motor vehicle on official College business.

- **Policy adopted and effective, March 2005**
- **Policy updated and adopted, April 2008**

Zane State College (ZSC) provides College credit cards to President, Vice-Presidents, and Academic Deans and may issue them to others with authorization of a College officer. They are provided as a business tool for payment of approved business expenses.

Purpose

The purpose of this credit card policy is to: (1) define the policy pertaining to the use of the College credit card, (2) provide guidance about the types of expenses that can be charged on the College credit card, and (3) describe each person's responsibility in reporting and documenting expenses charged to the College credit card.

Authorized Use of the Credit Card

The College credit cards are used primarily for travel expenses and shall be used exclusively for college-related business. Other expenses such as business meals and supplies may also be charged to the credit card as long as the charges are approved purchases made in accordance with college policies. A purchase requisition must be entered into Jenzabar for all credit card expenditures according to the purchasing policy (prior to use) using the vendor name FIA Card Service, vendor ID# 91898. An itemized receipt is to be obtained for all card expenditures.

Cardholder Responsibilities

The monthly statements will be sent directly to individual cardholders. Immediately upon receipt, the statement should be compared to the itemized receipts and the appropriate purchase order number should be written on the statement next to every charge. The statement should be signed and dated to certify accuracy and that all expenses are for college related business, then forwarded to the business office along with the itemized receipts. Timeliness is vital as there is a short turn around time to meet the payment deadline to avoid late fees and interest charges. Individual cardholders may also sign up on-line to view their credit card activity and print statements at <http://signin.fiabusinesscard.com/sas/signonScreen.do>.

Charges for which there are no receipts may be considered taxable income to the cardholder according to IRS regulations. Cardholders should verify that the credit card is in their possession at all times.

Lost and Found

The Zane State College lost and found department is located in The Campus Center, Room 472, in the Safety and Security Department. Found items may be turned in to the Safety and Security Department and will be kept until the end of the quarter in which they were found. Any and all cash that is turned in to the Security Department will be kept for a period of thirty days from the date in which it was found. If it is not claimed by the owner within thirty days, the money may be claimed by the finder.

Lost items may be reported to the Safety and Security Department, 740-454-2501, ext.1111 and the owner will be contacted if an item is recovered.

All College owned property or capital assets that become lost or stolen must be reported to the Safety and Security Department as soon as possible. The Security Department will complete a lost or stolen report and conduct an investigation on the missing item. Any College owned property or asset that is lost or stolen that was initially purchased through grant funding will require that the Director of Grants and Contracts be notified by Campus Security. The report will be kept on file in the Security Department.

BOARD OF TRUSTEES PUBLIC PARTICIPATION

700.01

It is the policy of the Board of Trustees to hear all citizens who have a responsible presentation to make and one which is germane to the operation of the College and which will aid the Board of Trustees in fulfilling its legal responsibilities subject to the speaker's guidelines.

If you are interested in appearing before the Board of Trustees, please see Appendix A-11 for the form that needs to be completed. Contact a representative from the President's Office for content guidelines, length of time allotted for public participation, and priority of speakers.

DESIGNATION OF AN ACTING PRESIDENT

700.02

Whenever the President will be absent for more than one working day, upon designation of the President, the senior administrators will succeed to the position of acting president in the following order:

- Vice President for Academic Services and Workforce Development
- Vice President for Business Services
- Vice President for Student Services
- Academic Dean for Education, Health, and Behavioral Services
- Academic Dean for Engineering and Business
- Academic Dean for Arts and Sciences

DESIGNATION OF ACTING ADMINISTRATORS

700.03

Whenever a senior administrator will be absent from campus for more than three working days, he or she will designate an acting replacement in the position for the duration of the absence.

ORGANIZATIONAL CHART

700.04

See Zane State College website at www.zanestate.edu.

See Zane State College website at www.zanestate.edu. Click on “About Us”, then “President’s Office”, and then “Strategic Plan”.

A. Purpose

1. The purpose of the Cabinet is to ensure that all constituencies of the College are represented in the governance of the College at the senior administrative level.

B. Major Responsibilities

1. The Cabinet serves the President in an advisory capacity. It reviews, deliberates, and makes recommendations to the President regarding the budget and other matters of policy and administration.

C. Membership

1. The Cabinet is composed of the President's senior staff and the chairpersons of the faculty, staff, and student senates.

Article I: Statement of Purpose

- A. The purpose of the President's Cabinet is to provide a forum in which all administrative units and constituent groups of the College can participate in the deliberation of issues and concerns which are by their nature College wide. The Cabinet is committed to consensus building as a means of issue resolution. The technique of consensus helps to maximize team resource utilization. Consensus stresses the individual's ability to accept a given ranking on the basis of logic, whatever the level of satisfaction and their willingness to entertain such a judgment as feasible. When all members feel this way, a consensus has been reached; and the judgment may be entered as a team decision.

Article II: Powers of the Cabinet

- A. The Cabinet has no authority to take action or to set policy. However, following deliberation, it may forward recommendations to either the President of the College or to the College Board of Trustees via the President of the College.

Article III: Membership of the Cabinet

- A. The Cabinet is a deliberation body which reflects the collegial governance structure of the College. It is a confederation of senior administrators and representatives of constituent organizations in which all members are equal and enjoy the same rights and responsibilities.
- B. Membership is determined by job title for administrators and by elected office for faculty, staff, and students.
- C. Membership by position is as follows:
 - President of the College
 - Vice President for Educational Services and Quality Improvement
 - Vice President for Business Services
 - Vice President for Student Services
 - Academic Dean of Engineering, Natural Science, Business, & Information Technology
 - Academic Dean of Health, Public Service, and Service-Related Programs
 - Academic Dean of General Education, Adjunct Faculty, and Evening Programs

- Executive Director of Foundation
- Director of Human Resources
- Associate Dean for Workforce Development
- Executive Director of ITS/CIO
- Chairperson, Faculty Senate
- Chairperson, Staff Senate
- Chairperson, Student Senate

Additional members may be appointed to the Cabinet by the President of the College.

Article IV: Meetings

- A. Meetings of the Cabinet will be called at least once a month by the President of the College. Special meetings may be called by the President of the College at any time.
- B. Attendance at Cabinet meetings will be restricted to Cabinet members. Others may be invited to attend Cabinet meetings to present or to respond to specific agenda items.
- C. The President of the College may exercise the prerogative of calling executive sessions of the Cabinet. Executive session attendance will be limited to the senior administrators.
- D. Cabinet members may send representatives in their absence.

Article V: Officers of the Cabinet

- A. The Cabinet will have the following officers:
 - 1. Chairperson - The President of the College will serve as the permanent Chairperson of the Cabinet.
 - 2. Chairperson Pro Tem - The President of the College will appoint a Chairperson Pro Tem of the Cabinet to preside in anticipated absence of the President.

Article VI: Agenda Development

- A. A formal agenda will be developed prior to each meeting of the Cabinet.

1. A call for agenda items will be issued by the President's administrative assistant at least four working days prior to a scheduled meeting.
2. The administrative assistant will prepare and distribute an agenda to members at least one working day prior to a scheduled meeting.
3. All agendas will have as a minimum the following components:
 - minutes of previous meeting,
 - decision-making items,
 - discussion items, and
 - informational items.

Article VII: Duties of the Cabinet Members

A. Each member of the Cabinet will be responsible for the following:

1. maintain confidentiality when requested regarding cabinet discussions,
2. represent the interests and opinions of their staff or constituents in all matters,
3. place the mission and goals of the College above those of departments or constituencies, and
4. present items of interest to the College Board of Trustees at their meetings as they relate to member's area of administration or representation.

The Faculty Senate shall be the legislative and representative body of the Zane State College faculty. Its purpose is to promote the interest and welfare of the College in general and specifically the faculty in academic, economic, and professional domains, insofar as they are consistent with the philosophy and objectives of Zane State College.

A. Major Responsibilities

1. Represent faculty and make recommendations to proper administrative offices and groups.
2. Receive and review suggestions from the faculty.
3. Receive and review suggestions from the President, the Vice President for Academic and Student Services, President's Cabinet and/or the Board of Trustees.

B. Membership

1. The Faculty Senate shall consist of seven members. It will consist of two delegates from each division, plus the chairperson, who shall be elected on an at-large basis from the full faculty membership. If the chairperson is currently a senator, another representative from that division will be chosen by the division to serve for a one-year term.

Faculty Senate Constitution

Article I: The Faculty

The faculty shall consist of all persons appointed to academic rank of instructor, assistant professor, associate professor, or professor. The voting faculty consists of persons holding academic rank and having level II contracts according to the Zane State College Salary Schedule. It shall conduct the educational affairs customarily cared for by a college faculty. It shall meet throughout the academic year or more often at the call of the President of the College, Chairperson of the Senate, or by petition of two of the Senate members. Faculty meetings are open for the purpose of enhancing college-wide communications and are conducted according to Robert's Rules of Order. The faculty shall be responsible for the formulation of recommendations for policy relating to curriculum, academic policy and procedures such as the admission and retention of students, awarding of college credit, granting of degrees, articulation agreements, and academic scholarships and awards. Meetings of the faculty will be chaired by the Faculty Senate Chairperson.

Article II: The Faculty Senate

- A. The Faculty Senate shall be the legislative and representative body of the Zane State College faculty, whose purpose is to promote the interest and welfare of the College in general and specifically the faculty in academic, economic, and professional domains, insofar as they are consistent with the philosophy and the objectives of Zane State College.

The Faculty Senate as the representative body of the faculty will take the leadership in academic and social activities of the faculty. The Senate has the prerogative to recommend to the President of the College recommendations governing the following matters: academic freedom, compensation, curriculum, faculty growth and contributions, faculty position description, programmatic and service area evaluation, and workload.

In the event a faculty bargaining unit is recognized at Zane State College, all items pertaining to Section 4117.08 of the Ohio Revised Code shall be deleted from the provisions of the Faculty Senate Constitution. Faculty Senate shall not act as a bargaining agent.

The Faculty Senate shall have the prerogative to receive and review suggestions from faculty for submission to the President of the College, Vice President for

Academic and Student Services, President's Cabinet, and the Board of Trustees. It also has the prerogative to receive and review suggestions from the President of the College, Vice President for Academic and Student Services, President's Cabinet, and the Board of Trustees, which may result in the formulation of policy or recommended actions.

- B. The Faculty Senate shall consist of two delegates from each of three groups: Engineering, Natural Science, Business and Information Technologies; Health, Public Service, and Service-Related Programs; and General Education; plus the chairperson who shall be elected on an at-large basis. Representatives to the Faculty Senate shall be elected at the first division meeting of the academic year, except the chairperson who shall be elected in May or at the last faculty meeting of the preceding academic year. All elections of the representatives shall be for a term of two academic years (September through June) with the exception of a senator elected to replace a current senator serving as chairperson. Fifty percent of the total number of senators will be elected each year. All elections should be made by secret ballot. In the event a senator leaves during a term of office, the division represented shall immediately elect another faculty member to fill the unexpired term.

In the event the chairperson vacates the position during a term of office, the vice chairperson of the Faculty Senate shall assume the chairperson's duties, until a new chairperson can be elected. The respective division will then elect a new senator if necessary.

- C. The officers of the Faculty Senate shall include a chairperson and a vice-chairperson. These officers will be elected by the members of the Senate for a one-year term. The election of these officers shall take place during the first Senate meeting immediately after the election of the senators.
1. The chairperson shall preside at all meetings of the Faculty Senate. The chairperson will serve in the chairperson-elect position from June through August and as the chairperson from September through June. The chairperson will participate in the President's Cabinet meetings, Deans' Council meetings, and other meetings called by the President during the calendar year. The vice chairperson shall function as the chairperson in the absence of the chairperson and shall perform such duties as the chairperson may designate. Other senators shall record the minutes of all meetings, or a digest thereof, and such other duties as the chairperson may designate.
 2. In the event that the elected chairperson should leave a teaching position at Zane State College, the vice chairperson shall assume the duties of the chairperson until a new chairperson can be elected. In the event that the vice chairperson should leave a teaching position, the chairperson may

appoint a replacement until an election can be held. The election of any necessary replacement officers shall follow the same procedures as the regular elections.

- D. The President of the College and members of the President's Cabinet may attend Faculty Senate meetings with voice but without vote. At each meeting the President or a designee may present a report to the Faculty Senate.
- E. Seventy-five percent of the voting members of the Faculty Senate shall constitute a quorum. Regular meetings of the Faculty Senate shall be held each month of the academic year during common hours on a day chosen by the chairperson of the Faculty Senate

Special meetings of the Faculty Senate shall be held at the call of the chairperson of the Senate, the President of the College, or at the written request to the chairperson of the Faculty Senate by two members of the Faculty Senate. All senators shall attend all meetings unless excused by the chairperson. Any other member of the College community who wishes to attend a meeting as an observer may do so.
- F. The actions of Faculty Senate shall be carried out through meetings of the entire Senate at which a quorum is present.
- G. The rules contained in Robert's Rules of Order (including right of executive session of voting members) shall govern all meetings, save where they are inconsistent with this constitution.

Article III: Committee

- A. The Faculty Senate shall function through a system of standing and ad hoc committees consisting of faculty and student members as designated in each committee charge.
 - 1. There shall be standing and ad hoc committees as established by the Faculty Senate. They may consist of faculty and student members as designated in each committee charge. A majority of the faculty members of a committee shall constitute a quorum.
 - 2. Faculty members of standing committees shall be elected annually on nomination by the Faculty Senate or on nomination from the floor. Nominations by the Faculty Senate shall be circulated at least one week before the election meeting. All members of the faculty shall be eligible to serve on committees of Faculty Senate. Faculty members of a standing

committee shall serve for one year or until their successors have been elected and shall be eligible for re-election. Ex officio members of standing committees may be added as Faculty Senate may decide. Faculty members of ad hoc committees shall be elected by Faculty Senate or appointed by the chairperson of Faculty Senate.

3. The Faculty Senate shall form the agenda and plan the orderly conduct of business for the meetings of the faculty, coordinate the operation of Faculty Senate, appoint faculty to subcommittees of academic affairs and other committees, supervise the implementation of the Faculty Senate directives, alert the faculty to matters requiring its attention, and advise in a timely manner the President of the College and members of the President's Cabinet on matters of interest to the faculty of the College.

The Faculty Senate chairperson shall meet regularly on a timely basis with the President of the College to discuss any matters of academic and social interest. The time, location, and agenda of each regularly scheduled faculty and Faculty Senate meeting shall be posted at least two days prior to the meeting. With regard to goals, priorities, policy guidelines, budget, and the overall direction of the College, the President and the Vice President for Academic and Student Services shall work closely with the appropriate Faculty Senate Committees.

Article IV: Reports of Senate Activities

- A. A copy of the minutes of each Faculty Senate meeting recording all action shall be presented to the Faculty, the President of the College, and the President's Cabinet within five class days after the meeting. A full report of the Faculty Senate, including committee activities, shall be made to the entire faculty at regularly scheduled full faculty meetings.
- B. To ensure faculty right to review, no Faculty Senate action shall be effective until ten full class days have elapsed after the action has been published and distributed to the faculty and the President of the College or until a full faculty meeting has been held.

Any Faculty Senate action is subject to faculty right to review; and the general faculty may at a formal meeting of the faculty, by a two-thirds majority vote of the entire voting faculty (with provisions for absentee or proxy balloting), amend or rescind the action in question.

All recommendations by the Faculty Senate shall, after the waiting period, be transmitted in writing by the chairperson of the Faculty Senate to the President and members of the President's Cabinet.

Article V: Amendments

This constitution may be amended by a two-thirds affirmative vote of the entire voting faculty (with provisions for absentee or proxy balloting) at any stated or special meeting of the faculty, provided that notice shall have been given at a previous meeting, and provided that the text of the proposed amendment shall have been sent in writing to every member of the faculty at least a week before the meeting at which the proposed amendment is to be considered.

A. Purpose

1. The Staff Senate shall be the representative body of professional and support staff of Zane State College, dedicated to professional development, efficient communication, and fair representation for its constituents. It is committed to facilitate advantageous growth for the institution, supporting its commitment to quality technical education.

B. Major Responsibilities

1. Represents the staff and makes recommendations to the proper administrative offices and groups.
2. Receives and reviews suggestions from the staff.
3. Receives and reviews suggestions from the President, President's Cabinet, and/or Board of Trustees.

C. Membership

1. The Staff Senate shall consist of seven members elected from the professional and support staff.

Article I: Meetings

- A. The order of the Senate meetings shall be:
 - 1. Call to order
 - 2. Adjustments to the Agenda
 - 3. Approval of the minutes
 - 4. Reports
 - 5. Unfinished business
 - 6. New business
 - 7. Adjournment

Article II: Duties of Officers

- A. The Chairperson shall:
 - 1. Preside at all meetings of the Staff Senate and the general staff, or notify the Vice-Chairperson of intended absence; or in the event of the absence of both Chairperson and Vice-Chairperson, appoint a Chairperson Pro Tem for a particular meeting.
 - 2. Be the designated representative to the President's Cabinet.
 - 3. Appoint the Chairperson of all standing and/or ad hoc committees.
 - 4. Prepare agenda of regular meetings to be distributed to senators in advance.
 - 5. Report staff activities at the Board of Trustees meetings.
- B. The Vice-Chairperson shall:
 - 1. Function as the Chairperson in the absence of the Chairperson.
 - 2. Serve as chairperson of the Nominations and Election Committee
 - 3. Perform other duties as the Chairperson may designate.

C. The Secretary shall:

1. Record the proceedings of all Senate and general staff meetings.
2. Record the attendance of all Senate and general staff meetings.
3. Provide copies of the minutes of the previous meeting for approval by the Staff Senate
4. Distribute copies of approved minutes to all members of the constituency and President's Cabinet.
5. Maintain the Staff Senate archives that includes records for the past three years.
6. Perform other duties as the Chairperson may designate.

Article III: Parliamentary Procedure

- A. The Rules of Parliamentary Practice in Robert's Rules of Order, Newly Revised," shall govern the proceedings of the Staff Senate subject to special rules, which have been or may be adopted by the Constitution Bylaws.

Article IV: Election Proceedings

- A. A Nominations and Election Committee, consisting of two professional and two support staff members and the Vice-Chairperson, will issue a call in May to the general staff for nominations for Staff Senate. If there is not at least one candidate for each vacancy, the committee will make nominations. The committee will obtain permission from nominated candidates to place their names on the official ballot.

The Nominations and Election Committee will conduct the election of Staff Senators at the general staff meeting in June. Full-time staff and annual part-time staff are eligible to vote. Two-thirds of the constituency must vote for the election to be valid. Staff unable to attend the June meeting may vote by absentee ballot.

The Chairperson will only cast a vote if it is needed to break a tie between two candidates.

If a special election is required, according to Article III, Section 3, of the Constitution, to fill a vacant Senate position, the Nominations and Elections Committee will follow the same procedures as in the annual election within thirty days. Ballots may be issued through campus mail.

Article V: Committees

- A. Staff Representation on College Committees
 - 1. Team for Institutional Effectiveness
 - 2. Job Classification
 - 3. Grievance
 - 4. President's Cabinet
- B. Staff Standing Committees
 - 1. Employee Recognition
 - 2. Compensation and Benefits
 - 3. Nominations and Elections
- C. Ad Hoc Committees as needed

Article I: Name

- A. The name of this organization shall be the Staff Senate of Zane State College, hereinafter designated as the Staff Senate.

Article II: Purpose

- A. The Staff Senate shall be the representative body of Professional and Support Staff of Zane State College, dedicated to professional development, efficient communication, and fair representation for its constituents, and committed to facilitate advantageous growth for the institution, supporting its commitment to quality technical education.

Article III: Membership

- Section 1. The Staff Senate shall consist of seven elected members including at least three Professional Staff and three Support Staff.
- Section 2. Senators shall be elected for two-year terms, with three new senators elected the first year and four new senators elected the following year, during a general meeting convened at the end of June.
- Section 3. A Senator who resigns or is unable to serve shall be replaced by the nominee from the annual election who received the next highest number of votes. If there are no further nominees, a special election will be held within 30 days that follows the same procedures as the annual election.

Article IV: Organization

- A. The Senators' terms of office shall be for the fiscal year July 1 through June 30.

Article V: Officers

- Section 1. The officers of the Staff Senate shall be Chairperson, Vice-Chairperson, and Secretary.
- Section 2. The officers of the Staff Senate shall be elected from the Staff Senate, by the Staff Senate, at the first meeting (in which a quorum is present) after the start of the fiscal year (July 1).
- Section 3. The Chairperson, Vice-Chairperson, and Secretary shall be elected for a term of one year.

- Section 4. In the event of a vacancy in the office of Chairperson, the Vice-Chairperson shall assume the office and duties of the Chairperson.
- Section 5. A vacancy in the offices of Vice-Chairperson and Secretary shall be filled by a senator appointed by the current chairperson.
- Section 6. The duties of officers shall be such as their titles imply and as stated by the bylaws.
- Section 7. The Staff Senate shall vote by secret ballot for each office.
- Section 8. The Staff Senate shall vote for the Chairperson and announce the results before voting for the office of Vice-Chairperson. The Staff Senate shall vote for the Vice-Chairperson and announce the result before voting for the office of Secretary.

Article VI: Quorum

- A. Five Senators of the Staff Senate shall constitute a quorum.

Article VII: Meetings

- Section 1. The Staff Senate shall meet once a month as designated on the College meeting calendar.
- Section 2. Special meetings of the Staff Senate may be called by the Chairperson or by any three Staff Senate members or by two-thirds of the constituency.
- Section 3. The Staff Senate shall conduct quarterly meetings for all staff employees.

Article VIII: Committees

- Section 1. The Staff Senate shall have the power to make recommendations on issues discussed on College-wide committees judged by the constituency as meriting separate consideration by the Senate.
- Section 2. Members of the Professional and Support Staff shall be recommended by the Staff Senate for presidential appointment to College committees.
- Section 3. The duties and responsibilities of the standing committees must be written and must have the approval of the Staff Senate. The members of standing committees will be appointed annually by the Staff Senate.

Article IX: Amendments

Section 1. Amendments to the Constitution may be accomplished with the following sequence of steps:

- a. Amendments to the Constitution must be submitted in writing to the Staff Senate by a Staff Senator or a delegation of five members of the constituency.
- b. The Staff Senate must pass the amendment by at least a two-thirds vote at the next regular meeting.
- c. After passage by the Staff Senate, the amendment must be submitted within ten days in writing to all members of the constituency.
- d. The constituency must pass the amendment by at least two-thirds vote within the 30-day period after submission to the constituency.

Section 2. Amendments to the Bylaws may be accomplished with the following sequence of steps:

- a. Amendments to the Bylaws must originate in written form from either the Staff Senate or the constituency.
- b. The proposed amendment may be passed in one of three ways:
 1. Unanimous vote of the Staff Senate.
 2. A two-thirds written vote of the constituency.
 3. A majority vote of the Staff Senate and a majority written vote of the constituency.

A. Purpose

The purpose is to coordinate student activities and to act as a communication link between the student body, faculty, staff, administration, and the President. The Student Senate shall be concerned with the welfare of the College (specifically the students) and with the welfare of their community.

B. Major Responsibilities

1. The Student Senate will review all requests of social functions. All student body functions of each student group must have the permission of the Student Senate and final approval by the College administration. A money-making request form must be submitted to the Senate treasurer at least one week prior to the Senate meeting.
2. Student Senate members may be requested from time to time to accompany visitors on tours of the campus. All Senate members will be required to know about the technical programs available at the College.
3. The Student Senate Appeals Committee intervenes at the fourth level of the grievance process to hear all facts appropriate to a case, to deliberate, and to report their findings and recommendations in writing to the Dean of Enrollment Services. (Refer to Student Appeal Policy and Procedures, No. 3357: 12-83-01).
4. The Student Senate will receive and review suggestions from the President, Deans Council, and/or the Board of Trustees.

C. Membership

1. All technologies shall elect two representatives, a freshman and a sophomore. At the end of spring quarter the freshman representative will take over all duties as representative until fall quarter begins. At this time, if desired, the technology may re-elect these representatives for the remainder of the year as sophomore representatives. Then each technology shall elect a freshman representative.

Article I: Name and Purpose

- A. The name shall be the Student Senate of the Zane State College. The purposes of the Student Senate shall be :
 - 1. To provide a forum in which student representatives may bring suggestions, concerns, and questions from their constituents for discussion and recommendation by the Student Senate. The welfare of the College, its students, and community shall be of primary concern to the Student Senate.
 - 2. To be the formal link between the student body at large and the College Administration, Faculty, and Staff via the Student Senate President on the President's Cabinet.
 - 3. To consider all student club applications for money-making activities brought to the Student Senate at its regular meetings. The Senate shall not itself engage in money-making activities.

Article II: Representation

- A. All technical and other student clubs recognized by the College and their members shall be represented by the Student Senate and shall have access to it. Each technical division may have three voting members on the Student Senate. Each non-technical club may have one voting member. Divisions are encouraged to have at least a sophomore and a freshman among the three voting members.

Article III: Officers

- A. The governing officers are as follows: President, Vice-President, Secretary, and Treasurer. Officers shall be elected from the current Student Senate each spring quarter for the ensuing year. Officers shall be in good standing with the College when elected and shall remain in good standing while serving as officers.

Section 1. Duties

- a. President - The President shall preside over all regular and special Student Senate meetings and shall vote only in case of

a tie vote. The President shall represent the Student Senate as a voting member of the College President's Cabinet.

- b. Vice-President - The Vice-President shall serve in the absence of the President.
- c. Secretary - The Secretary shall record minutes of all Student Senate meetings, provide all senators with regular minutes, and shall give them to the next secretary at term's end.
- d. Treasurer - The Treasurer shall keep records of all Student Senate financial transactions and shall give the records to the next treasurer at term's end.

Article IV: Removal of Members

- A. The Student Senate may remove any member by a two-thirds (66%) vote of the total Student Senate membership after an official complaint has been lodged with the Student Senate and the facts have been reviewed by a representative panel of three student senators and all advisors. The advisors will select the panel members.

Article V: Amendments

- A. Amendments to this constitution may be made by a two-thirds (66%) vote of the total Student Senate membership and with the approval of the College Administration and Board of Trustees as required by law.

Article VI: Student Senate Advisors

- A. There shall be three advisors. Two shall be full-time faculty selected by the Vice President for Academic and Student Services. One shall be a staff member selected by the Administration. Advisors' duties shall be to encourage active and procedurally correct participation within Student Senate. Advisors shall not vote and shall have no decision-making authority for the Student Senate other than that given by the Senate.

Article VII: Meetings

- A. The Student Senate shall meet in regular session at least once each month during the regular school year. Notice of each meeting will be communicated either directly to senators or through their club advisors by the Student Senate Secretary.

Parliamentary procedure will be used to conduct official business of the senate. At least one advisor or other official employee of the College shall be in attendance at each regular meeting of the Student Senate for the business to be official.

Article VIII: Powers of the Student Senate

- A. The Student Senate shall focus on the purposes as stated in Article I and shall conform to policies and procedures established by the College Board of Trustees and the Administration. Any concerns regarding the Senate's activity will be referred first to the Student Senate through its advisors then, if needed, to the College Administration for interpretation.

Employee attendance and participation in the following College meetings is expected:

General Staff - These meetings are normally scheduled once each academic quarter. The dates are coordinated by Staff Senate. Special meetings may be called when circumstances warrant.

General Faculty—These meetings are normally scheduled each month and are on the monthly calendar, which is distributed to all faculty members. Special meetings may be called when circumstances warrant.

Division—Division Deans conduct meetings at least monthly. It is most important for faculty members to participate in those and other special meetings called by the division deans. It is expected that faculty members will attend.

Committees—Employees are usually appointed to membership on committees. Attendance of the meetings of the committee to which one is assigned is necessary to the functioning of the committee. Division Deans or the administration may call special advisory, planning, or other committee meetings, which require the participation of selected employees.

Distribution of Minutes of Meetings—Minutes are to be taken for all general faculty, division, committee, Senate, and other College-related meetings. Copies of the minutes of all meetings are to be forwarded to the President and all members of President's Cabinet.

Zane State College utilizes the legal services of the Education Section of the State of Ohio Attorney General's Office, as well as, any special counsel who may be assigned by the Attorney General's Office. All questions or situations that may arise that requires the advice of legal counsel shall be communicated to the College's attorney via the President, appropriate Vice President, or Director of Human Resources.

A. Purpose

1. The Honorary Degree, Associate of Public Service, is awarded by the Zane State College Board of Trustees to individuals who have rendered significant service to the College district and to the College over a sustained period of time.

B. Definition

1. Service to the College may include: participation on College advisory committees or as a College trustee; support of the College Foundation; or efforts by a former College employee which have had a great impact on the College and the community.

C. Recipients

1. Recipients could be chosen from, but not limited to, the following groups:
 - a. Individuals who have made significant contributions to the quality of life in the community
 - b. Alumni
 - c. Advisory committee members
 - d. Members of the College Board of Trustees or the Foundation Board of Directors
 - e. Former employees

D. Process for Nominations

1. Beginning on January 1 of each year, nominations will be solicited from College employees and Board of Trustees members. Persons wishing to nominate a candidate will be required to submit a formal application, including a summary of contributions, to the President of the College by March 1.

E. Process for Selection

1. A committee appointed by the President will review the nominations and recommend names, if any, to the President for submission to the College Trustees for selection of the recipient.

F. Number of Recipients

1. This degree is intended to recognize outstanding service to both the College and community. Therefore, there is not an expectation that the Honorary Degree will be awarded each year, and under no circumstance will more than two such degrees be awarded in any one year. Applicants not selected may be nominated for consideration in succeeding years.

G. When Awarded

1. The Honorary Degree will be awarded during the Annual Commencement Exercises, which are held in June.

(See Appendix Reference Guide for a nomination form.)

The term professional development is defined as the revitalization of all personnel in the College. Professional development refers to the development and growth not only of faculty but of all administrators and professional and support staff throughout the College. Professional development denotes not only the renewal and growth of personnel with regard to job-related knowledge and skills but also refers to personal and institutional revitalization. We believe that human beings, both as individuals and as groups and institutions, are complex entities and any effort to address their professional needs must take into consideration personal and institutional factors. Professional development encompasses all factors related to revitalization: professional, personal, and institutional.

Professional development is typically sought and achieved through participation in purposeful activities, such as attending professional conferences, taking courses related to one's field, and participating in seminars or workshops to enhance knowledge and sharpen skills. Professional development may also occur as the result of participation in activities designed to address personal needs. For example, participation in wellness training or stress management workshops may serve to alleviate personal hindrances to effective performance, thereby producing the desired outcome of renewed vitality. Professional development may also be achieved through or in conjunction with organizational development. For example, a college faced with retrenchment may find it necessary to retrain personnel so that they can assume new responsibilities. This would yield positive outcomes for both the individual and the organization. Professional development denotes the renewed vitality that is the desired outcome of participation in activities undertaken for the purpose of acquiring or maintaining professional competency, addressing personal needs, or responding to institutional changes.

Through the development and implementation of a comprehensive plan for professional development, Zane State College will (1) strengthen its commitment to quality education by ensuring that all employees remain current in their area of expertise, (2) enhance the morale of employees by supporting their efforts to maintain high standards, (3) encourage creative solutions for approaching new challenges that may arise due to budgetary cutbacks and/or enrollment changes, (4) increase efficiency and productivity of services by preventing burnout, and (5) upgrade the image of Zane State College as an institution of higher learning.

There are various delivery methods for professional development. These can be (1) brown bag symposiums; (2) computerized network systems; (3) consulting; (4) credit or non-credit courses; (5) discussion forums; (6) group orientations; (7) individual plans; (8) industry/education rap sessions; (9) local, state, and national conferences; (10) mentoring programs; (11) on-campus workshops/seminars; (12) professional associations; (13) professional literature; (14) publishing; (15) retreats; (16) visits to peer institutions. The above is a sampling of the professional development activities, which can increase and enhance the viability of the personnel at Zane State College.

- **Policy revised and adopted, June 2005**
- **Policy effective July 1, 2005**
- **Policy revised February 2006**
- **Policy effective April 21, 2006**

- (A) Professional development policy for full-time and part-time annual non-faculty employees (working at least 20 hours per week).
- (1) Each employee will be responsible for pursuing professional development activities on a continuing basis. The activities are to be approved by the employee's supervisor and the appropriate senior administrator. The activities are to include, but not be limited to, seminars, workshops and formal courses. Recognition will be given in the employee performance review for annual progress.
 - (2) Generally, the College will compensate for one degree above the entry-level requirement as identified in the position description. Employees may pursue advanced degrees exceeding the "one degree above the entry-level requirement" upon approval by the supervisor, vice president, and president. Employees not initially hired with the highest degree recognized for salary increase purposes (with an appropriate major), will, upon completion of that degree, be awarded the appropriate increase reflected in the college salary schedule as approved by the board of trustees and subject to, among other things, sufficient funding.
 - (3) Recognition will be given in the annual employee performance review for the achievement of state/nationally recognized licenses, registrations or certifications if they are related closely to the employee's position and are earned after initial hiring. Examples would include CPS certificates or CPA licenses. Employees, other than faculty, having such recognition approved by the supervisor, vice president, and president will be awarded the appropriate increase reflected in the College salary schedule as approved by the Board of Trustees and subject to, among other things, sufficient funding. One such increase may be earned beyond the highest degree recognized by the college for salary increase purposes.

See conferences, professional meetings and public appearances for additional information in Section 1200.03 of the employee handbook.

(B) Professional development policy for full-time faculty employees

- (1) Each faculty member will be responsible for pursuing professional development activities on a continuing basis. The activities are to be approved by the appropriate dean and senior administrator. The activities are to include, but not be limited to, seminars, workshops, and formal courses. Recognition will be given in the employee performance review for annual progress.

See conferences, professional meetings and public appearances for additional information in Section 1200.03 of the employee handbook.

(C) Professional development policy for adjunct faculty employees

- (1) Part-time faculty actively teaching for Zane state college are eligible to enroll in computer workshops and regular quarter courses on a tuition waiver basis subject to the following:

- (a) Part-time faculty teaching a 1-credit computer workshop are eligible to enroll in one 1-credit computer workshop during the current quarter, for credit, after they have completed an instructional assignment of at least one computer course, in the event they are assigned multiple courses.

- (b) Part-time faculty teaching a regular quarter course will be eligible to:

- (i) Enroll in one 1-credit computer workshop, for credit, during the quarter they are instructing. It is assumed that the computer workshop will be chosen to further enhance their teaching efforts during the current quarter.

- (ii) Enroll in one regular quarter course of their choosing, for credit, the quarter following their part-time instructional assignment.

- (2) Enrollment is on a space-available basis. Adjunct faculty will be limited to four 1-credit workshops and three regular quarter courses per academic year. Credit for enrollment under this policy can be accrued, or “banked,” for up to four quarters following their instructional assignment. Also, credit hours taken under this benefit cannot exceed the number of credit hours taught for the academic year.

(D) Professional development benefits – all full-time and part-time annual personnel (faculty and non-faculty employees) attending classes or pursuing degrees must receive approval prior to the quarter/semester from the employee’s supervisor and appropriate senior administrator in order to be eligible for reimbursement. Part-time annual personnel (working 20 or more hours per week) will receive a prorated reimbursement amount based upon the number of hours worked per week.

- (1) Personnel pursuing degrees or training as evidenced by associate degree level credit from accredited institutions will be reimbursed at the end of the academic term for seventy-five percent of the balance of tuition costs, instructional and/or general fees, (net of any grant, scholarship funding, GI Bill, etc. that have been applied to the employee's student account) for courses where a "B" grade or better is received, not to exceed one thousand five hundred dollars (\$1,500) per fiscal year.
- (2) Personnel pursuing degrees or training as evidenced by baccalaureate degree level credit from accredited institutions will be reimbursed at the end of the academic term for seventy-five percent of the balance of tuition costs, instructional and/or general fees, (net of any grant, scholarship funding, GI Bill, etc. that have been applied to the employee's student account) for courses where a "B" grade or better is received, not to exceed four thousand five hundred dollars (\$4,500) per fiscal year.
- (3) Personnel pursuing degrees or training as evidenced by master degree level credit from accredited institutions will be reimbursed at the end of the academic term for seventy-five percent of the balance of tuition costs, instructional and/or general fees, (net of any grant, scholarship funding, GI Bill, etc. that have been applied to the employee's student account) for courses where a "B" grade or better is received, not to exceed six thousand dollars (\$6,000) per fiscal year.

Note: If the course is not directly related to the employee's position, the reimbursement will be taxable (Internal Revenue Code 117).

(E) Time Off

- (1) Full-time non-exempt personnel and part-time non-exempt personnel (employed under a 12 month contract for 40 or less hours but more than 20 hours per week) pursuing a degree to meet minimum position requirements or an employee attending any course approved by the supervisor that is taken during the employee's normal work week will only be required to make up one half of the regularly scheduled meeting times as an employee benefit. If the employee is taking a course outside of normal work hours, the employee will receive one-half the regularly scheduled meeting times reduction in their normal work hours as an employee benefit.

Note: These classes must relate directly to the employee's work assignment or professional development plan and must be approved in advance by the supervisor and appropriate senior administrator.

- (2) Exempt personnel pursuing advanced degrees will work with their supervisor concerning making up time missed.

In an effort to increase employee skills, improve quality, and safety within our organization, full- and part-time employees will be required to attend various training and development activities conducted or offered by the College and outside sources. This training and development is designed to enhance employee skills in response to the rapidly changing technological environment, as well as, provide awareness in regards to sexual harassment and diversity issues. Employees may participate in these activities and will not be required to make up time missed from their regularly scheduled workday. Supervisors will participate in the coordination of these activities, and Zane State College will pay for the training. Certificates and other acknowledgment of formal training should be forwarded to the Human Resources Department to be placed in employee personnel files.

EMERGENCY CONTACT INFORMATION

900.01

Safety and Security Office	Zanesville Campus	1111 from any in-house campus phone
Director of Safety and Security	Zanesville Campus	740-588-1383 740-683-0468 (cell)
Zanesville Police Department	Zanesville	911 for emergencies, non emergency 455-0700
Muskingum County Sheriff	Zanesville	740-452-3637
Ohio State Highway Patrol	Zanesville	740-453-0541
Guernsey County Sheriff	Cambridge	740-439-4455
Ohio State Highway Patrol	Cambridge	740-439-1388
Fire Department	Zanesville	911 for emergencies, non emergency 455-0700
Fire Department	WPTC	911
Ambulance	Zanesville/WPTC	911
Poison Control Center	Zanesville/WPTC	800-222-1222
Hospital-Zanesville	Good Samaritan Campus	740-454-5873
Hospital-Zanesville	Bethesda Campus	740-454-4503
Hospital-Cambridge	South Eastern Ohio Regional Medical Center	740-439-8000
Electric	Zanesville/WPTC-Call Facilities Management	740-588-1396, 1394, or 1393
Gas	Zanesville/WPTC-Call Facilities Management	740-588-1396, 1394, or 1393
Water and Sewer	Zanesville/WPTC-call Facilities Management	740-588-1396, 1394, or 1393
Dr. Paul Brown	President Zane State College	740-588-1200
Dr. Jim Fonseca	Dean OU-Zanesville	740-588-1435
Albert Brown	Business Office – Zanesville Campus	740-588-1210
Director of Facilities Management	Facilities Management - OU-Zanesville	740-588-1396

Training

The Evacuation Plan will be reviewed with all employees when the plan is put into action. All new employees will be advised of Evacuation Procedures during their orientation.

A Safety Training Verification Form will be signed and dated by all employees after reading the Emergency Evacuation Plan and will be kept in the employee's personnel file.

Fire Prevention

- A daily check of each exit by department representatives should be made to determine that emergency doors are not improperly locked in any manner. There should be no blockages or obstructions in corridors or in front of exit doors. Exit signs and lights shall be lighted and in good working condition. Security officers will check these items daily as part of their patrol duties.
- Security officers and building and grounds personnel that have been trained in fire safety, are the only personnel authorized to extinguish any fire on campus. These employees will receive annual fire extinguisher training. All employees will be made aware of the location of all fire extinguishers. Fire training programs offered by the Safety and Security Department will also be offered to campus employees.

*Training may include, but not limited to: providing educational materials in or outside a classroom setting, employee quick reference guides, and on-site training with the employee actually extinguishing a controlled fire with a portable fire extinguisher.

* Any person or persons providing on-site training will be knowledgeable in the following areas:

1. Classifications and rating of fire extinguishers.
2. Types and sizes of fires and extinguishers that can safely extinguish such fires.
3. Appropriate techniques for putting out a fire with a fire extinguisher.
4. Proper techniques for controlling fires.
5. The chemistry of a fire, fire triangle.



- The Safety and Security Department will be responsible for making monthly inspections of all fire extinguishers ensuring accessibility, condition, and proper pressurization. These checks will be recorded on an approved inspection record attached to the fire extinguisher. Security officers will remove any extinguisher that is defective and replace it with a loaner extinguisher until the original extinguisher has been repaired.
- Security officers on daily routine patrol will check to see that all areas are clear of unnecessary debris and that the equipment is properly stored.
- Emergency lights and exit lights will be checked periodically and tested annually to determine that they are in proper working condition.

An employee (student employees included) of Zane State College who is injured or who contracts an occupational disease in the course of or arising from employment must follow the procedures outlined below:

- A. If the illness or injury requires minor first aid treatment but is not an emergency or life-threatening situation, the employee should notify his/her immediate supervisor of the situation. The supervisor should then contact the Human Resources Department to file a FROI (First Report of Injury) form (see Appendix Reference Guide). The Human Resources Department will then file the appropriate form with CompManagement, the third party administrator for the Bureau of Worker's Compensation.
- B. If the employee needs emergency medical attention, 911 should be dialed to receive immediate attention. In addition, security personnel should be contacted at Ext. 1111 to provide assistance. (See Appendix Reference Guide.) The immediate supervisor should then contact the Human Resources Department to coordinate the filing of the FROI form with Human Resources, the supervisor, and the employee.
 1. Employees of Zane State College (Zanesville Campus) should be transported to **Genesis Healthcare** facilities at the following campuses:

Good Samaritan
800 Forest Avenue
Zanesville, OH

Bethesda
2951 Maple Avenue
Zanesville, OH

*Minor injuries may be treated at the **Genesis "First Care"** at two different locations:

2800 Maple Avenue
Zanesville, OH

23 N. Maysville Avenue
South Zanesville, OH

Employees of **Willett-Pratt Training Center** should be transported to:

Southeastern Ohio Regional Medical Center
1341 Clark Street
Cambridge, OH

2. Employees treated for minor injuries should consult the Human Resources Department regarding the list of network providers for the

Bureau of Worker's Compensation (BWC). **NOTE:** The BWC will pay for the initial visit with any provider; however, all subsequent visits must be with a certified BWC network provider or they will reject the claim.

Occasionally, incidents arise as part of the instructional or extracurricular activities of the College that require obtaining emergency medical attention for students attending the College. The following procedures should be followed:

- A. If the injury or illness requires minor first aid treatment, a first aid kit is available at the following locations on campus:

College Hall		Health/Science Hall	The Campus Ctr.
115	218	307	463
118	224	314	480
134	232	316	
155	238	325	
157	259		
158	290		
210	291		
		Willett-Pratt Training Center	
		Main Office	

- B. If the person at the scene acts in a manner that seems to need emergency medical attention, the injured or ill student will be taken immediately to the emergency room at one of the hospitals.

Genesis Healthcare Systems
 Good Samaritan Medical Center Campus
 800 Forest Avenue
 Zanesville, OH

Genesis Healthcare Systems
 Bethesda Hospital Campus
 2951 North Maple Avenue
 Zanesville, OH

Southeastern Ohio Regional Medical Center
 1341 Clark Street
 Cambridge, OH

Call 911 for ambulance services OR
 Extension 1111 for Campus Security

NOTE: If the student is unconscious or under 18 years of age, a check should be made on the student's application in the Admissions Office for a

signed release and/or persons to contact. (See Appendix Reference Guide.) If the release form is not available, an authorized person of the injured or ill student must be contacted in order to give the hospital verbal authorization for emergency medical treatment. Phone numbers of students can be found on class lists and/or in the Jenzabar system.

- C. In case of any serious injury, illness, or death the parents, spouse, or next of kin of the student must be notified immediately.
- D. A complete report of the injury or illness will be prepared by the College employee(s) present at the incident utilizing the Emergency Incident Report Form and will turn it in to the Admissions Office within 24 hours after the emergency takes place. The Admissions Office will forward a copy of the Emergency Incident Report to the Security Office for any follow up investigation. (See Appendix Reference Guide for forms.) This action is vital in protecting the employee and the College from future litigation. If an injured person as determined above refuses medical treatment, ensure he/she signs the Medical Assistance Release Form. The incident report should make reference to such refusal and be accompanied by the release form. Both of these forms are available in the Admissions Office and Evening Programs Office.

It is the policy of Zane State College that no student, employee, or visitor shall have in her/his possession while on the Zane State/OUZ campus any firearms unless required to do so by being enrolled in or instructor of an official Zane State College course in which instruction on the use of that firearm is being delivered.

1. Students: When enrolled in courses which include firearms instruction, it may be necessary to transport firearms (unloaded) to and from class. Firearms will not be carried or worn into a classroom or lab unless directed to do so by an instructor.
2. Instructors: Firearms or other weapons are not to be carried or worn into a classroom or lab except for an approved firearms/weapons training class.
3. Instructors and students are to transport firearms to and from class in which weapons instruction is being delivered in closed containers. A closed gym bag is an example for carrying a handgun while a typical rifle or shotgun case may be used for long guns. Carrying a handgun in a holster is not satisfactory. Carrying a rifle or shotgun, broken down, exposed to view is not satisfactory.
4. For guests utilizing the firing range and/or on-duty law enforcement, probation and parole officers who appear in our classrooms as guest speakers are exempt from these restrictions. As long as these individuals are on campus appropriately within the areas of their jurisdiction.

Any infraction of the Zane State College weapons policy will be handled via the appropriate local/state, and/or federal laws, and/or College disciplinary procedures.

GUIDELINES FOR HOSTAGE or SHOTS FIRED

In the event that one of our buildings is ever faced with a hostage situation, it is imperative that we are prepared to react in a quick and responsible manner. The following guidelines have been developed in conjunction with our local law enforcement.

PROCEDURE TO BE FOLLOWED BY SCHOOL PERSONNEL

This section concerns those things that are done by personnel under the direction of the chief college administrator.

1. Any College employee who realizes that a hostage situation may occur, or has occurred, or that shots are being fired at individuals on our campus, will immediately report this fact to campus security and/or local law enforcement.
2. This same school employee and/or campus security will immediately do three things:
 - a. Issue the danger signal (air horn) advising everyone that a dangerous situation exists.
 - b. (If not completed.) Call 911 and advise the police department of the following:
 1. That there is a potential or actual hostage situation or a potential or actual shooting situation;
 2. The number and location of suspects and their weapons, if known;
 3. The number of hostages, if known;
 4. Whether anyone is injured, and;
 5. Any other pertinent information.
 - c. Stay on the phone with the Police Department until the police arrive, if at all possible, and advise them of any additional information. Continued contact with the Police Department is crucial.
3. The campus must have in place a danger signal (air horn) to indicate to the students, faculty, and other school employees that a dangerous situation exists.
 - a. It is up to the administration to choose the form that the danger signal will take. The only stipulations are that the signal must be easily recognizable and that it be different from other alarms, such as the fire alarm.
 - b. The College should practice "danger drills" using this signal in the same way fire drills are practiced.

- c. Upon hearing this danger signal, everyone in the building must immediately go to the nearest classroom. Staff members should go to the nearest office or securable location.
 - d. After the danger signal is given and the people in the halls have entered the nearest room, the person responsible for each room must secure the door to the room so that no one can enter, locking everyone inside the room. The door can be locked, blocked, barricaded, or secured by any means available. Everyone in the room should take protective cover or at least concealment to the extent possible.
 - e. The person given charge of the room may only open the door when the all clear signal is given or police arrive and evacuate the room.
4. Upon hearing the danger signal, College employees will secure each room. If possible, everyone should be moved away from the windows and doors. The rooms must remain barricaded until the police arrive.
 5. The police will make contact with each room in turn. Upon reaching a room, the police will knock. Before opening the door, the teacher should verify that it is a police officer by sight (the officer is in uniform) or by having the officer slide a badge or police I.D. card under the door.
 6. When it is safe to do so, the police will escort the people in each room out of the College and to an evacuation point. Once there, students and faculty will be listed by name and interviewed by the police for information on the hostage crisis. No one will be allowed to return to the school.

IMPROPER POSSESSION OF WEAPON ON CAMPUS

Whenever a student is observed or reported to have an improperly possessed weapon and if it is possible to do so, faculty and/or staff members should follow these precautions and procedures.

1. Identify the student and his/her location in the building.
2. If the weapon is a firearm, notify campus security and/or local law enforcement unless otherwise directed.
3. Use the danger signal and initiate the same procedures as are used for hostage/shots fired situations.

4. Depending upon the situation, the student should be asked to surrender the weapon or declare its location. The faculty/staff member should wait until law enforcement arrives to approach the student.
5. Administrators or faculty/staff should quietly ask the student to accompany him/her to the office (more than one school official should accompany the student).
6. Evacuate other students and employees to a safe area, if practical and necessary.
7. If the weapon is in a closed, locked container; secure the container and wait for law enforcement to arrive.
8. Provide law enforcement with a map of the building if student is in a classroom.
9. Record the name(s) of the student(s) who reported seeing a weapon and provide information to law enforcement.
9. Assess the situation to determine follow-up steps.

PLEASE NOTE: For Willett-Pratt Training Center information, please see Section 900.08

All campus employees should adhere to the following procedures when they are confronted with a bomb threat concerning either College.

It is always desirable that more than one person listen to the call or threat. To do this, a covert signaling system can be implemented, perhaps by using a coded buzzer signal to a second reception point.

A calm response to the caller could result in obtaining additional information. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated in time, the bomber may be willing to give more specific information on the bomb's location, components, or method of initiation. Remember, in all probability the bomb threat is a hoax; however, we are still vitally interested in identifying and prosecuting the person responsible.

The bomb threat caller is the best source of information about the bomb. When a bomb threat is called in:

1. Keep the caller on the line as long as possible. Ask him/her to repeat the message. If possible, record every word spoken by the person.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
3. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
4. Pay particular attention to background noises, such as motors running, music playing, and any other noise, which may give a clue as to the location of the caller.
5. Report the information immediately to the police and/or fire department.
6. Remain available, as law enforcement personnel will want to interview you.

When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, papers, and postal marks. These will prove essential in tracing the threat and identifying the writer.

A form should be posted by each telephone (whether linked to the outside or not), which includes appropriate space for the following questions:

Exact time of call:
Exact words of caller:
Questions to ask caller:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

Indicate whether the caller's voice was:

calm	disguised	nasal	angry	broken	stutter
slow	sincere	lisp	rapid	giggling	deep
crying	squeaky	excited	loud	slurred	normal
stressed accent					

If the voice is familiar, whom did it sound like?

Were there any background noises?

Remarks:

Person receiving call:

Telephone number call is received at:

Date:

Reported call immediately to:

UPON RECEIVING ANY BOMB THREAT

- Contact the campus security immediately. (If campus security cannot be reached, attempt to contact either the Dean's or the President's office. If unsuccessful, contact the fire department and/or police department immediately.)

- If an evacuation is determined to be necessary, this should be accomplished in an orderly manner to holding/releasing areas. ****To be determined.** Special attention must be given to Post Secondary Enrollment Options students as most will be under age. (If the weather is appropriate, students should be assembled a safe distance from the building.)
- An ample supply of master keys and locker keys should be kept on hand to assist in the building search.
- Faculty members are to stay with their assigned students until the search is completed unless they are given specific instructions to do otherwise.
- Faculty and staff members are asked to report anything that looks suspicious to campus security immediately. (i.e. broken window, unlocked door, forced entry, strange sound, etc.)
- Once the fire department and the search team (s) **(to be determined)** have arrived, the search will take place.
- Upon the completion of the search, the decision to re-enter the building will be made by the administration and campus security.
- A post evacuation meeting will be conducted to go over findings. (Persons attending should include the following: campus security, search team leader, fire officials, police, and person taking the initial call.)

DECISIONS

Essentially, there are three alternatives when faced with a bomb threat:

1. Ignore the threat.
2. Evacuate immediately.
3. Search and evacuate if warranted.

Ignoring the threat completely can result in some problems. While a statistical argument can be made that very few bomb threats are real, it cannot be overlooked that bombs have been located in connection with threats. If employees and students learn that bomb threats have been received and ignored, it could result in morale problems and have a long-term adverse effect on attendance and employee absence. Also, there is the possibility that if the bomb threat caller feels that he/she is being ignored, he/she may go beyond the threat and actually plant a bomb.

Evacuating immediately on every bomb threat is an alternative that on face value appears to be the preferred approach. However, the negative factors inherent in this approach must be considered. The obvious result of immediate evacuation is the disruptive effect on our educational mission. If the bomb threat caller knows that our policy is to evacuate each time a call is made, he/she can continually call and force our campus to a standstill. An employee, knowing that the policy is to evacuate immediately, may make a threat in order to get out of work. A student may use a bomb threat to avoid a class or miss a test. Also, a bomber wishing to cause personal injuries could place a bomb near an exit normally used to evacuate and then call in the threat.

Initiating a search after a threat is received and evacuation of a building after a suspicious package or device is found is the third, and perhaps most desired, approach. It is certainly not as disruptive as an immediate evacuation and will satisfy the requirement to do something when a threat is received. If a device is found, the evacuation can be accomplished expeditiously while at the same time avoiding the potential danger areas of the bomb.

SEARCH TEAMS

It is advisable to use more than one individual to search any area or room, no matter how small.

Searches can be conducted by administrators and/or professional staff, area occupants or trained explosive search teams. There are advantages and disadvantages to each method of staffing the search teams.

Using **supervisory personnel** to search is a rapid approach and causes little disturbance. There will be little loss of class time, but a morale problem may develop if it is discovered that a bomb threat has been received and employees were not informed. Using a supervisor to search will usually not be as thorough because of his/her unfamiliarity with many areas. This method should be used for only the **weaker** (very general and vague in nature) of threats.

Using **area occupants** to search their own areas is the best method for a rapid search. The occupant's concern for his or her own safety will contribute toward a more thorough search. Furthermore, the personnel conducting the search are familiar with what does or does not belong in a particular area. Using occupants to search will result in a shorter loss of work time than if all were evacuated prior to search by trained teams. Using the occupants to search can have a positive effect on morale, given a good training program to develop confidence. Of course, this requires training of all faculty and staff and ideally the performance of practical training exercises. One drawback of this search method is the increased danger to unevacuated workers.

This method should be used for **moderately strong** (specific in nature) threats.

Searches conducted by **trained search teams** are the best for safety, morale, and thoroughness, though it does take the most time. Using a trained team will result in a significant loss of production time. It is a slow operation that requires comprehensive training and practice. This method should be used for **strong** threats. (Specific detailed information is included in the threat.)

SEARCH TECHNIQUE

The following room-search technique is based on the use of a two-person searching team. There are many minor variations possible in searching a room. The following contains only basic techniques.

When the two-person search team enters the room to be searched, they should first move to various parts of the room and stand quietly with their eyes closed and listen for a clockwork device. Frequently, a clockwork mechanism can be quickly detected without use of special equipment. Even if no clockwork mechanism is detected, the team is now aware of the background noise level within the room itself.

Background noise or transferred sound is always disturbing during a building search. If a ticking sound is heard but cannot be located, one might become unnerved. The ticking sound may come from an unbalanced air-conditioner fan several floors away or from a dripping sink down the hall. Sound will transfer through air-conditioning ducts, along water pipes, and through walls. One of the most difficult buildings to search is one that has steam or hot water heat. This type of building will constantly thump, crack, chatter, and tick due to the movement of hot water through the pipes and the expansion and contraction of the pipes. Background noise may also include outside traffic sounds, rain, and wind.

The individual in charge of the room searching team should look around the room and determine how the room is to be divided for searching and to what height the first searching sweep should extend. **The first searching sweep will cover all items resting on the floor up to the selected height.** The rooms should be divided into two equal parts. This equal division should be based on the number and type of objects in the room to be searched. An imaginary line is then drawn between two objects in the room; e.g., the edge of the window on the north wall to the edge of the window on the south wall.

First room-searching sweep:

Look at the furniture or objects in the room and determine the average height of the majority of items resting on the floor. In an average room, this height usually includes tables, desktops, and chair backs. The first searching height usually covers the items in the room up to hip height. After the room has been divided and a searching height has been selected, both individuals go to one end of the room division line and start from a back-to-back position. This is the starting point, and the same point will be used on each

successive searching sweep. Each person now starts searching his/her way around the room, working toward the other person, checking all items resting on the floor around the wall area of the room. When the two individuals meet, they will have completed a “**wall sweep**.” They should then work together and check all items in the middle of the room up to the selected hip height, including the floor under the rugs. This first searching sweep should also include those items which may be mounted on or in the walls, such as air-conditioning ducts, baseboard heaters, and built-in wall cupboards, if these fixtures are below hip height. The first searching sweep usually consumes the most time and effort. During all the searching sweeps, whenever possible, use a stethoscope on walls, furniture items, and floors.

Second room-searching sweep:

The individual in charge again looks at the furniture or objects in the room and determines the height of the second searching sweep. This height is usually from the hip to the chin or top of the head. The two persons return to the starting point and repeat the searching technique at the second selected searching height. This sweep usually covers pictures hanging on the walls, built-in bookcases, and tall table lamps.

Third room-searching sweep:

When the second searching sweep is completed, the person in charge again determines the next searching height, usually from the chin or the top of the head up to the ceiling. The sweep usually covers high mounted air-conditioning ducts and hanging light fixtures.

Fourth room-searching sweep:

If the room has a flush or suspended ceiling, the fourth sweep involves investigation of this area. Check flush or ceiling-mounted light fixtures, air-conditioning or ventilation ducts, wiring, and structural frame members. Have a sign or marker indicating “Search Completed” conspicuously posted in the area. Place a piece of colored Scotch tape across the door and doorjamb approximately 2 feet above the floor level if the use of signs is not practical.

*The room searching technique can be expanded. The same basic technique can be applied to search any enclosed area. Encourage the use of common sense or logic in searching. If a speaker at graduation has been threatened, common sense would indicate searching the speaker’s platform and microphones first, but always return to the searching technique. Do not rely on random or spot-checking of only logical target areas. The bomber may not be a logical person.

Searching summary:

1. Divide the area and select a search height.
2. Start from the bottom and work up.
3. Start back-to-back and work toward each other.
4. Go around the walls and proceed toward the center of the room.

If a suspicious object is located:

Under no circumstances should anyone move, jar, or touch a suspicious object or anything attached to it. The removal or disarming of a bomb must be left to the professionals in explosive ordnance disposal. When a suspicious object is discovered, the following procedures are recommended:

1. Contact the campus security immediately. (If campus security cannot be reached, attempt to contact either the Dean's or the President's office. If unsuccessful, contact the fire department and/or police department immediately.) **The use of cell phones is not recommended.**
2. If absolutely necessary, place mattresses, never metal shields, around the suspicious object. **Do not attempt to cover the object.**
3. Identify the danger area, and block it off with a clear zone of at least 300 feet, including floors below and above the object.
4. **Check to see that all doors and windows are open** to minimize primary damage from blast and secondary damage from fragmentation.
5. **Evacuate** the building.
6. **Do not permit re-entry** into the building until the device has been removed/disarmed, and the building declared safe for re-entry.

PLEASE NOTE: For Willett-Pratt Training Center information, please see Section 900.08

Eligibility

- All full- and part-time annual professional and support staff, as well as facilities management and campus library staff who provide services to Zane State College.
- Employee must have worked at Zane State College at least one year before they are eligible to be nominated.
- Employees on disciplinary probation are not eligible for the award. Human Resources will determine whether an employee is eligible or not. If an employee is not eligible, the nomination will NOT be forwarded to the Employee Recognition Committee (ERC) for their review.
- Nominator must sign the nomination form; however, they have the option to remain anonymous to the College community.
- The employee being nominated does not have to perform exemplary during that particular quarter's award. They could have performed exemplary at anytime during the year.
- The nomination must be supported and signed by the supervisor of the nominee. If the nomination is not supported or signed, then the nomination will not be considered by the Employee Recognition Committee.

Nomination Forms

- Available in The Campus Center, Health Science Hall, College Hall, and the Willett-Pratt Training Center. An electronic version of the form can be obtained on the common drive, folder "Employee Recognition". Additionally, the form will be e-mailed when the reminder for nominations is distributed. See Appendix Reference Guide.
- The actual nomination form must be completed. The completed form can be sent to Human Resources via e-mail or intercampus mail, but it must be the actual nomination form so that all nominations are equally evaluated.
- Nominations must be sent to Human Resources in order to obtain supervisory endorsements by using a separate form that will be attached to the nomination form.

Reminders

- Reminders will be in each issue of the HR Express. Nomination forms will be attached to the HR Express during the sixth week of the quarter.
- An e-mail reminder will be sent during the eighth week.

Meeting

- The committee will meet during exam week of each quarter to determine that quarter's winners; two are awarded each quarter from one list of eligible employees.
- Prior to each meeting, the ERC Chair will pick up all nominations from Human Resources and make copies for each member. The ERC Chair will also prepare the rating sheet with updated names of those employees who were nominated.
- In the event of only one nomination for a particular quarter, the committee will decide whether or not that employee should receive the award based upon the nominator's comments.
- If an employee was not selected a particular quarter, Human Resources will notify the nominator and suggest that the information be submitted for Kudos board recognition. If the nominator would like an employee to be considered for the next quarter's awards, a new nomination form must be completed.

Voting

- Each committee member will vote unless they are nominated. If a member of the committee is nominated, they will not be present at the meeting.
- Members will award points (0 – 4, with 4 being the highest) to each nomination using the rating tool. The rating tool is there to assist the committee members in establishing relative value for the nomination.
- The ERC Chair will tally the points awarded to all nominations and lead the committee in a discussion of the results.
- The top two rankings will receive the awards.
- All copies are to be shredded and all originals are to be returned to HR to be placed in the employee's personnel file.

Announcement

- A member of the committee will announce the winners at the quarterly full- staff meetings, present the \$50 certificates from the Campus Bookstore, and ensure that parking spaces have been selected. Reserved parking spaces will be effective from the beginning of the quarter to the beginning of the next quarter.
- A member of the committee will prepare a posting of the winners for the Kudos Board (along with approved photographs of recipients) and will include the names only of other employees who were nominated.
- A member of the committee will prepare a certificate (signed by the President and Chair of the ERC) for each winner.
- Congratulation letters with the President's signature will be developed by a committee member and forwarded to each winner.
- A member of the committee will arrange for the recipient's names to be placed on the sign in front of the campus.

- A member of the committee will prepare and forward a posting of the winners to be placed in the HR Express, Campus Review, and local newspaper (if possible).
- The recipients of Employee of the Quarter are eligible for a luncheon with the President.

Reminders

- Announced in HR Express at the same time as summer quarter nominations are being requested.

Nominations

- New nominations are solicited for Employee of the Year.
- Previous Employee of the Quarter recipients are only considered if a new nomination form is completed to recognize the employee's efforts for the entire year. The ERC Chair will request new nomination forms from the nominators of those previous recipients.
- The previous recipients of the Employee of the Quarter award that may be considered (if a new form is completed) will be from the summer, fall, winter, and spring quarters of the previous year.

Voting

- Voting is the same as EOQ.

Announcements

- HR will announce at the annual President's breakfast. The winners will be posted on the Kudos Board. The winners should be forwarded to the Public Information Office for publication in The Times Recorder and the employee's local newspaper when the outstanding administrator, faculty member, and part-time faculty member are announced.

FACULTY RECOGNITION AWARDS

1000.03

The academic deans and Vice President for Academic and Student Services will select five (5) faculty as nominees for Outstanding Faculty of the Year. Two (2) faculty from each of the two technical divisions and one (1) from general education will be identified each year. The Deans and Vice President will submit a brief biography about each candidate for the ballot.

Ballots are mailed to all faculty each summer for voting purposes. Completed ballots are returned to the vice president's office for final tally, and the award is presented to the recipient with the most votes during fall development week.

Faculty members are eligible to receive the award every three years.

OUTSTANDING ADMINISTRATOR AWARD OF THE YEAR

1000.04

Selection Process

- A. The President of the College will determine what Administrator (if any) will be eligible for Administrative Employee of the Year Award.
- B. The criteria and selection of this award is at the President's discretion.

KUDOS BOARD

1000.05

Procedures

Employees may submit "Kudos" (congratulations regarding the accomplishments of fellow employees) to the President's Office for posting on the Kudos Board located beside the Duplicating Center in College Hall. After approval by the President, the "Kudos" is posted on the Kudos Board. A copy of the "Kudos" is also sent to the individual being congratulated.

PROCESS

Listed below is a clarification of the job classification process. This clarification includes two distinct methods of developing positions: the reclassification process and the process of filling or creating an open position. The posting of a position depends upon the method utilized in our classification process.

A. Reclassification Process

1. The reclassification process may be employee initiated or supervisor initiated. Employee initiation begins when an employee requests an official job audit to have his/her job description redesigned as a result of an increase in duties, responsibilities, etc. If the supervisor agrees that the position may warrant an upgrade, the job description is then redefined to reflect the changes in the position. The request is then sent to the Job Classification Committee to be reviewed for reclassification.

NOTE: Under these circumstances where a position is redefined and hence reclassified by the Job Classification Committee and approved by the President, the position will not be posted. The employee will be automatically moved into the redefined post within our salary grade classification system.

2. The supervisor may also initiate the reclassification process. As a response to changes within his/her department, positions may need to be adjusted to reflect those changes. The supervisor, working with the employee, redefines the job description and then forwards the recommendation to the Director of Human Resource. The Director of Human Resources determines if the position warrants a reclassification. If so, the recommendation is then forwarded to the Job Classification Committee to be reviewed for reclassification.

NOTE: When a position is redefined and more than one individual holds that title and job in a particular department, all employees in that department will be notified of the expansion. Only individuals currently holding that job title may apply. (Internal Department Posting)

B. Open Position Process

1. An open position may represent a vacant existing position or a newly created post. The supervisor and appropriate Vice President will develop the job description for a newly created posting. This job description is then forwarded to the Job Classification Committee to be reviewed for classification into our job classification system. After the approval of the President, the position is thus created, and the formal search process will begin. The search process, beginning with the internal posting of the position, will be coordinated between the supervisor and the Human Resource Department.

PROCEDURES

The following is a clarification of the process that occurs after a recommendation for reclassification has been approved by the President.

- A. After a reclassification of a job position has been approved by the President, the employee and his/her immediate supervisor will be notified by the Human Resources Department of the upgrade through written confirmation. The position need not be posted and the starting date of the employee under the reclassified job position will be determined by the supervisor and appropriate Vice President. The Human Resources Department will then prepare a revised contract reflecting the position changes.
- B. Titles may change as a result of the reclassification process. The Job Classification Committee usually recommends title changes that were developed by the supervisor and/or employee from whom the reclassification was requested.
- C. The Job Classification Committee does not review or recommend any monetary increases/decreases during reclassification. The monetary decision is a second step in our reclassification process performed by the supervisor, appropriate Vice President, and the President.
- D. If there is not a recommendation to reclassify a position, the Human Resources Department will also confirm this in writing to the employee requesting the upgrade as well as to his/her immediate supervisor.

NOTE: The formal policy states that the Job Classification Committee will review positions for reclassification once a year. The date for review will be coordinated through the Human Resources Department.

To avoid a potential conflict of interest, Job Classification Committee members may not be permitted to rate an individual within their immediate department or their own reclassification.

Pay elections for full- and part-time faculty overloads, additional teaching compensation etc., will be elected one time each year. The initial election will remain consistent for future contracts unless you elect to change that election. You can only change your elections once in a twelve (12) month period. If an individual does not fill out a form, that individual will receive one pay at the end of each quarter. Forms for election are located in Human Resources. (See Appendix Reference Guide.)

- **Policy adopted and effective, October 2000.**

All personnel of Zane State College are paid semimonthly on the 5th and 20th of each month for the pay period ending the prior 10th and 25th respectively. If these pay dates fall on Saturday, Sunday, or a holiday, personnel will be paid on the previous working day. All employees are required to utilize direct deposit. Employees must sign up through Human Resources upon hire. (See Appendix Reference Guide.)

“Probation” is defined as subjection of an individual to a period of testing and trial to ascertain fitness (as for a job or school).

The College has three specific types of probation as shown below. All probationary periods are based upon uninterrupted terms of employment per assigned salary classification. The College reserves the right to extend the probationary period. Probationary periods will coincide with appointment periods on contracts whenever possible.

A. Initial Probation - Status assigned to newly hired individuals at the College.

Initial probation periods for newly hired employees as determined by their assigned salary classification are as follows:

1. Administrators - one year probationary contract.
2. Professional Staff - one year probationary contract.
3. Faculty - three academic quarters probationary contract.
4. Support Staff - six month probationary contract.

All new employees are evaluated during their first year of service according to the following schedule in order to reward performance, identify professional development needs, and continue employment beyond the probationary period:

1. Faculty - A minimum of two (2) classroom observations and counseling by the appropriate dean every quarter for the first academic year and annually thereafter. Comprehensive evaluation using the Faculty Growth and Development Model is accomplished once a year.
2. Professional Staff and Administrators - At the end of the first four months, at the end of eight months, and then annually.
3. Support Staff - After their first 90 days of employment, at the end of six months, and then annually.

Refer to Policy for Employment, Termination, and Salary of Employees.

- B. Transfer Probation - Status assigned to an employee who voluntarily assumes another position within the College.

All employees transferring to a new position within the College will be placed on transfer probation for a period of six (6) months for support staff, 12 months for professional, 12 months for administrative staff, and one (1) academic year for faculty. Employees on transfer probation will be eligible for both merit and earned base salary adjustments.

- C. Disciplinary Probation - Status assigned to an employee who does not meet minimum performance standards.

The minimum/maximum periods of time that may be utilized for Disciplinary Probation will be:

For each occurrence

<u>Category</u>	<u>Minimum</u>	<u>Maximum</u>
Support	3 months	6 months
Professional/ Administrative	6 months	12 months
Faculty	1 academic quarter	3 academic quarters

While any employee is on disciplinary probation, he/she will be evaluated according to the following guidelines:

1. Support Staff: A minimum of two (2) intermediate work performance evaluations will be held by the supervisor during the probationary period.
2. Professional/Administrative: A minimum of two (2) intermediate performance evaluations will be conducted by the supervisor during the probationary period.
3. Faculty: Two (2) intermediate performance evaluations will be conducted by the respective Dean each quarter.

A. Faculty salary adjustments occur as follows:

1. New faculty starting in September may receive their first salary adjustment the following September. If their performance is satisfactory, the salary increase will be the “earned base” as approved by the Board of Trustees for employees, effective the previous July 1.

New faculty will be evaluated via classroom observations and conferences conducted by the division dean in their initial quarter of employment and then quarterly during the probationary period.

2. Faculty hired other than fall quarter must satisfactorily complete three academic quarters of full-time employment in order to receive an “earned based” salary adjustment. The salary increase will be the “earned base” as approved by the Board of Trustees. The salary adjustment will become effective the first day of employment of the fourth quarter.

New faculty will be evaluated via classroom observations and conferences conducted by the division dean in their initial quarter of employment and then quarterly during the probationary period.

3. Eligible faculty with the required service time will receive salary adjustments in September after evaluations and employee appraisal reviews are completed during spring quarter.

B. Support staff salary adjustments occur as follows:

1. Support staff will be eligible for an “earned based” salary adjustment (prorated effective the next complete pay period) after the successful completion of the new-hire probationary period. The salary increase will be the “earned base” as approved by the Board of Trustees effective the previous July 1.
2. Eligible support staff employees with the required service time will receive salary adjustments on July 1 after evaluations and employee appraisal reviews are completed during spring quarter.

C. Professional staff and administrators staff salary adjustments occur as follows:

1. Professional staff and administrative staff will be eligible for “earned base” salary adjustment (prorated effective the next complete pay period) after successful completion of the new-hire probationary period. The salary

increase will be the “earned base” as approved by the Board of Trustees effective the previous July 1.

2. Eligible professional staff and administrative staff employees with the required service time will receive salary adjustments on July 1 after evaluations and employee appraisal reviews are completed during spring quarter.
- D. There will be no salary adjustments for employees on disciplinary probation until the following July 1, pending removal from disciplinary probation.

It is the policy of the Zane State College to provide salary adjustments conditionally to eligible employees effective July 1 of each year contingent upon satisfactory evaluations, completion of the probationary period, sufficient funding, and approval of the Board of Trustees. Since personnel can be hired at any time during the calendar year, salary adjustments and evaluations must be scheduled according to date of hire. New annual contracts are provided all employees by July 1 of each year assuming re-appointment. Faculty contracts normally cover three academic quarters. Some faculty contracts cover fall, winter and summer quarters as the academic year. Staff and administrative contracts are written for the fiscal year, July 1 through June 30 of the following year.

The salary structure should be updated on a bi-annual basis to reflect general marketplace salary movements. The updates/adjustments will ensure the continued marketplace competitiveness of the College's salary program. Important factors that influence the magnitude of the marketplace trends are: 1) local and national economic conditions, including the impact of inflation and changes in the cost of living; 2) current employment conditions and the related availability of personnel; and 3) changes in competitive hiring rates or starting salaries for particular positions. A copy of the current salary schedule may be obtained from Human Resources. (See Appendix Reference Guide.)

Personnel will be eligible for the Board-approved "earned base salary adjustment" and merit increase as determined by the appropriate evaluation instrument, compensation guidelines as established below, and administrative recommendation to the Board of Trustees.

In order to recognize employees who are performing well, the following guidelines are established in order to identify and counsel newly hired employees regarding their performance:

A. Initial Probation - Status assigned to newly hired individuals at the College.

Initial Probation for newly hired employees as determined by their assigned salary classification are as follows:

1. Administrators - one year probationary contract.
2. Professional Staff - one year probationary contract.
3. Faculty - three academic-quarter probationary contract.
4. Support Staff - six month probationary contract.

B. All new employees are evaluated during their first year of service according to the following schedule in order to reward performance, identify professional development needs, and to continue employment beyond the probationary period:

1. Faculty - A minimum of two (2) classroom observations and counseling by the appropriate dean every quarter for the first academic year and annually thereafter. Comprehensive evaluation using the Faculty Growth and Development Model is accomplished once a year.
2. Professional Staff and Administrators - At the end of the first four months, after eight months, and then annually.
3. Support Staff - After their first 90 days of employment, at the end of six months, and then annually.

Philosophical Statement On Merit

The overriding purpose for a merit system is to recognize outstanding overall performance of employees at the College. When applied properly, merit truly rewards those employees who have made outstanding contributions during the evaluation period in question.

Basic Guidelines for Initial Merit and Bonus Merit for Administrative, Professional, and Support Staff

A. Initial Merit:

1. Employees within salary range: Initial merit becomes part of base pay from then on.
2. Employees beyond top of salary range: Initial merit received as a one-time bonus only, does not become a part of base pay. This will be paid out equally over twenty-four (24) pays.
3. Probationary employees: Ineligible for initial merit pay.

B. Bonus Merit:

To be eligible to receive bonus merit, an employee must have been recommended to receive initial merit for two previous, consecutive years by the President or appropriate Vice President. (This requirement grandfathered until November 1996 evaluations).

1. Bonus merit is a bonus for the previous year's outstanding performance and will not become a part of an employee's base pay.
2. Employees beyond the top of salary range are eligible for bonus merit pay.
3. Probationary employees are ineligible for bonus merit pay.
4. The Cabinet will determine yearly that "X" percent of the midpoint of each of the job classifications will be awarded for bonus merit. (Same percent for each job classification).
5. The recommendations for bonus merit will come from each employee's supervisor and given to their appropriate Vice President.

The decisions concerning who will receive bonus merit will be made by the Vice Presidents and the President and will then need to be approved by the Board of Trustees.

6. Payment for bonus merit will be made in one payment at the start of the pay period following the decision on recipients.
7. Ten (10) percent of the combined professional and support staff will be eligible for bonus merit, yet the actual number of recipients will be determined by each year's budgetary situation.

C. Guidelines for Faculty Merit

1. Eligibility for faculty merit is based upon criteria outlined in the faculty performance appraisal. Please see Section 100.

D. Other Items

1. Awarding of Merit to Persons on Grants: Initially, the grant writer should build into the grant provisions for a "best guess" as to what future pay raises might be. When additional dollars are needed, the grant manager will review the budget in an effort to determine funds needed for initial merit/bonus merit. In the event dollars cannot be found in the grant, the College will appropriate the funds. (See Item 2. below).

If the College awards a lower percent of merit for a given year than that provided by a grant, then persons on grants will be awarded salary adjustments similar to other employees of the College.

2. Pool of funds to be allocated by Supervisor:

Initial Merit: If a set percent is identified for initial merit, 3% for example, then supervisors would have 3% of the midpoint salaries of all their professional staff's salaries as a pool to allocate among their professional staff; likewise, the same with their support staff.

NOTE: If any employees are on a probationary status, then the 3% figure used above as an example would go into the bonus merit pool and not be available as part of initial merit.

Bonus Merit: The pool of funds for bonus merit will be a combination of the percent allocation identified plus any unused base or initial merit dollars.

This pool will be used for bonus merit and as a contingency for persons caught by grants restrictions. (See Item 1. above).

E. Earned Base Salary Adjustment

1. Upon the President's discretion and/or budget constraints, merit may not be awarded and employees may only receive an "earned base" salary adjustment.

TECHNOLOGY CLUBS

1100.01

Clubs are provided for students of each technology major, and each has a faculty advisor. The division dean responsible for each technology program shall appoint a faculty member who has been teaching courses in that technological area as the club advisor. This faculty member assures that club activities comply with College policies, supervises and reviews club expenditures, and encourages club activities, which enhance the student's academic, cultural, and professional development. The faculty member should be present at all regular club meetings.

ACTIVITY FUND POLICY GUIDELINES

1100.02

The purpose of these guidelines is to provide for the efficient management of all activity funds established as a part of the Zane State College.

Supervisory control over all funds will be held by the President of Zane State College. The funds of all activity fund accounts will be administered through the Business Office upon approval by the Dean of Student Services. To deposit funds, the Activity Treasurer must fill out a Pay-In Order Form signed by the Activity Sponsor. (See Appendix Reference Guide.) This form is taken to the Business Office along with the money. To withdraw funds, the Activity Treasurer must fill out an Activity Fund Requisition Form signed by the Activity Sponsor. The check will then be written.

The bank depository for all activity funds will be designated by the Board of Trustees. All organizations and divisions of Zane State College must deposit all funds they accumulate in the name of the organization or division with the College. All methods of raising funds on behalf of any organization or division must have the approval of the Student Senate and Student Advisor. Audits will be made periodically at the time the examination of the records and accounts of the College is made or at such other time that circumstances would deem an audit necessary.

Time frame for requesting checks: Requests for checks by organizations should be submitted to the Business Office five working days before the date needed.

In compliance with the Family Educational Rights and Privacy Act of 1974 (P.L. 93 380, 513), the following policy and procedures will be followed relative to official student records and information at Zane State College.

Students 18 years of age or who are attending Zane State College shall have the following rights:

I. Inspection and Review of Records

Students may inspect and review any and all educational records, files, and data related directly to them as covered under Section V.

- A. "Educational Records" (a) mean those records, files, documents, and other materials which (1) contain information directly related to a student and (2) are maintained by an educational agency or institution or by a person acting for such agency or institution. (b) the term does not include: (1) records of instructional, supervisor, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute; (2) in the case of persons who are employed by an educational agency or institution but who are not in attendance at such agency or institution, records made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an employee and are not available for use for any other purpose; or (3) records on a student who is 18 years of age or older or is attending an institution of post-secondary education which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professionals acting in his professional or paraprofessional capacity or assisting in that capacity and which are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

II. Release of Personally Identified Records

Zane State College will not permit access to or the release of educational records or personally identifiable information contained therein other than directory information without the written consent of the student to any party other than the following:

- A. School officials, including teachers within the College, who have been determined by the institution as having legitimate educational interests.

- B. Authorized representatives of the Comptroller General of the United States, the Secretary and Administrative Head of an educational agency, or state educational authorities in connection with the audit and evaluation of Federally supported educational programs or in connection with the enforcement of the Federal legal requirements which relate to such programs.
- C. In connection with a student's application for or receipt of financial aid.
- D. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1975; nothing in this paragraph shall prevent a State from further limiting the number or type of State or local officials who will continue to have access thereunder.
- E. Organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for the purpose for which it is conducted.
- F. Accrediting organizations in order to carry out their accrediting functions.
- G. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
- H. In compliance with a judicial order or pursuant to any lawfully issued subpoena upon condition that the student is notified of all such orders or subpoenas in advance of the compliance therewith by the College.
- I. Zane State College will release information from education records to appropriate person(s) in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

The factors which will be taken into account in determining whether records may be released under this section include the following:

- A. the seriousness of the threat to the health or safety of the student or other persons;
- B. the need for such records to meet the emergency;

- C. whether the persons to whom such records are released are in a position to deal with the emergency; and
- D. the extent to which time is of the essence in dealing with the emergency.

III. Record of Access

- A. Zane State College shall maintain a record, kept with the educational records of each student, which will indicate all parties other than those specified in Section I above which have requested or obtained access to a student's educational records maintained by such educational agency or institution and which will indicate specifically the legitimate interest that each such party has in obtaining this information.
- B. Such record of access shall be available only to eligible students, to the school official and his or her assistants who are responsible for the custody of such records, and to persons or organizations authorized in and under the conditions of Section II, A. and C., as a means of auditing the operation of the system.

IV. Transfer of Information by Third Parties

- A. Zane State College will not release personal information on a student except on the condition that the party to which the information is being transferred will not permit any other party to have access to such information without the written consent of the parents or of the eligible student.
- B. Zane State College shall include with any information released to a party under paragraph A. of this section a written statement which informs such party of the requirements set forth in paragraph A. of this section.

V. Directory Information

Directory information will be made available to persons, firms, and companies outside the College and for internal purposes, such as student directories, etc., unless notified by the student that this information should not be released without prior consent.

"Directory information" means a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

VI. Waiver of Right to Review Job Placement Information

A student may waive his right to review letters of recommendation and other Zane State College Career and Employment Services Office information of a confidential nature with respect to the student obtaining employment through the Career and Employment Services Office. Students not wishing to waive their right of review of this information will not be denied placement services.

VII. Challenges to the Content of Records

Students will have a full and fair opportunity to present evidence to show that information contained in their records is inaccurate, misleading, or otherwise inappropriate information. Every attempt will be made to settle disputes by informal means. Opportunity for a formal hearing will be provided only when such informal means are not satisfactory to the student or the College.

The Dean of Student Services is charged with the responsibility of developing procedures to comply with this policy.

- Revision adopted March, 2011

Please submit requests at least three working days in advance so that Facilities Management personnel can prepare the vehicle.

1. Vehicles will be reserved on a first-come, first-serve basis. (While instructional use is given highest priority, previous reservations cannot be canceled because of a later request.)
2. Students are not permitted to drive College vehicles.
3. Procedures for employees desiring to use the College Vehicles.
 - a. Pick up a Zane State College Vehicle Request form (available at College Hall Duplicating office and myZ-online). (See Appendix Reference Guide.)
Complete the form and then submit the form to the Facilities Management at least three working days prior to the planned date the vehicle will be used. If you wish to schedule a vehicle for more than a few days, please be prompt and make the arrangements at least a month in advance.
 - b. Obtain the proper keys, credit card, and vehicle log from the College Hall Business Office.
 - c. Return the above items and the completed yellow copy of the Vehicle Request Form to the College Hall Business Office, so they will be available for the next scheduled vehicle use.

MILEAGE PAYMENT FOR OFF-CAMPUS TEACHING

1200.02

Full-time faculty teaching off-campus will be paid mileage from their home to the off-campus location and return or from the College to the off-campus location and return if it is less. This occurs if this instruction is a part of their full-time teaching load. (See Appendix Reference Guide.)

CONFERENCES, PROFESSIONAL MEETINGS, AND PUBLIC APPEARANCES

1200.03

It is the policy of the College to grant permission to employees to attend conferences and professional meetings and make public presentations when it is felt that such participation will contribute to their professional development, enhance the College's reputation, and serve its students. Requests should be initiated with the individual's Division Dean or immediate supervisor and reported on the Request for Professional Visitation. (See Appendix Reference Guide.) Requests should be forwarded through normal channels. Absence from the campus under these circumstances is not considered as a leave of absence but rather as a part of the individual's regular College activities. Reimbursement of the expenses incurred for these activities will be considered in advance of the professional visitation. Professional Visitation Travel Expense Report (see Appendix Reference Guide) will be submitted upon completion of travel. Only registration fees exceeding fifty dollars (\$50.00) and transportation costs by a public carrier may be paid for in advance by the College. For more information on Professional Development Policies refer to Section 800.

- **Policy revised and adopted, June 2005**
- **Policy effective July 1, 2005**
- **Policy revised January 1, 2006**
- **Policy revised and adopted, April 2009**

Reimbursement of Expenses for Travel on Official College Business (In-State and Out-of-State)

(A) General Provisions/Authority for Travel

All travel, in-state or out-of-state, must be authorized and approved by the College officials responsible for the expenditure. This approval must be obtained on Zane State College Form No. 42. Their signature on the travel expense report constitutes their approval and propriety of all expenses and allowances listed as necessary to the performance of travel on official College business. The College officials authorized to approve requests are listed below:

President
Vice President(s)
Dean(s)
Director(s)

- (1) "Employee" means officer or employee of Zane State College whose compensation is paid, in whole or in part, from College funds.
- (2) "Headquarters" means that office address at which the employee has his primary work assignment or if an employee's primary work assignment involves regularly scheduled travel, the place from which he can most effectively carry out his assigned duties.
- (3) Travel refers to authorized trips taken by an employee in connection with approved business of Zane State College. Examples of these assignments include professional meetings, field trips, personnel recruitment, student recruitment, financial assistance, and other travel as directed by the president.
- (4) The traveler is obligated to select the most appropriate transportation available within the requirements of the trip.
- (5) Advance payment for personal expenses and travel, except for preregistration and transportation reservations when payment is required, is not allowed in accordance with ruling of the State Auditor's Office.

- (6) If an employee chooses to provide his own transportation instead of traveling with a group, he/she will do so at their own expense.
- (7) Employees may be reimbursed for reasonable expenses in excess of the approved rates upon approval of the president.

(B) Authorization for Travel

- (1) The approval of a travel voucher constitutes certification of the propriety of the reimbursement under the rules and regulations of Zane State College. The head of a department and/or Vice President for Business Services may require any reasonable form of verification of an expense, in addition to or in lieu of the receipts required under these rules, which they determine necessary to his/her certification of the reimbursement's propriety.
- (2) The administrative division head may authorize full or partial reimbursement of travel. The maximum expense to be reimbursed will be established at the time the authorization is approved.
- (3) Total reimbursement shall not exceed the expenses for the days of the convention, meeting, or business involvement plus a maximum of one day's travel each way.

(C) Basis for Reimbursement for In-State and Out-of-State Travel

Allowable Transportation Expenses

(1) Automobile

(a) Personal Automobile

Personnel will be reimbursed at a rate approved by the Board of Trustees for use of privately owned automobiles (IRA rate), when traveling on official business. Mileage is payable to only one of two or more individuals traveling on the same trip and in the same vehicle. The names of all persons traveling together on the same trip and in the same vehicle must be listed on the travel report. The mileage reimbursement rate will be adjusted each July 1 to equal the current IRS rate for business miles.

The reimbursable mileage for travel is from the Zane State College Campus to the center of the city of destination. The Standard Highway Mileage Guide issued by Rand McNally and Company is the source used for approved distance between cities. A mileage chart of distances from Zane State College to various travel locations is attached (Exhibit A). If reimbursement for additional mileage is requested, the itinerary of locations visited must be provided.

The mileage rate includes all expenses incurred by use of the privately owned automobile when traveling on official College business including gasoline, insurance, maintenance costs, and car washes.

The maximum allowable reimbursement for travel by private automobile in lieu of rental car, wherein round trips exceed 150 miles, will not exceed the lowest standard available rental car rate plus fuel expense. Fuel expense will be estimated based on 25 mpg and the current fuel price.

No traveler may be reimbursed for expenses on a mileage basis unless the traveler has a valid driver's license and carries personal motor vehicle insurance. In addition, College and State regulations require that seat belts be worn by College travelers while on authorized status. Employees are prohibited from using a cell phone while operating a motor vehicle on official College business.

(b) Rental Car

For round trips greater than 150 miles per day within Ohio and bordering states, personnel should utilize a vehicle from Enterprise Rent-A-Car through the College's corporate agreement. Vehicles should be reserved a day in advance and will be delivered to campus prior to departure. Upon return, the employee should call Enterprise as soon as possible to schedule vehicle pick-up. More complete details of the rental car arrangement are available from the Business Office.

(2) Travel by Common Carrier

- (a) Travel by common carrier (airplane, train, bus, etc.) is authorized. Reimbursement is authorized at the lowest available rate.
- (b) Penalties and charges resulting from the cancellation of airline or other travel reservations shall be the College's obligation if the employee's travel has been canceled or changed at the direction and convenience of the College. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness or death within the employee's immediate family, or other critical circumstances beyond the control of the employee, the College will be obligated to pay the penalties and charges. The reason for the cancellation or change must be provided.
- (c) In order to facilitate the College's travel business arrangements with the various travel agencies approved by the College, permission has been obtained from the Auditor of State to pay the agencies for airline tickets

upon receipt of the original invoice instead of waiting for the trip to be taken. The agencies can bill the College as usual and Accounts Payable will be prepared to process requisitions for payment of the invoices promptly.

However, the preferred method of purchasing is that the employee purchase the tickets using the internet to obtain the best possible pricing and to avoid the sales fee of a travel agency. The tickets can be charged using one of the College credit cards.

If, for some reason, a traveler pays for airline tickets personally, requests for reimbursement should include the "passenger coupon" and evidence of payment for the tickets. This evidence can be either a paid receipt from the agency, a copy of the credit card receipt, or a copy of the check paying the bill.

Employees are to reserve flights with the most economically priced carrier and not with a specific carrier that would generate frequent flier miles. Airline tickets that are paid for or reimbursed by the College for the purpose of conducting College business represent an expenditure of College funds, and any benefit that accrues, such as frequent flier miles, must accrue to the College and not to the traveler.

- (d) The maximum allowable reimbursement for travel by private automobile in lieu of common carrier, wherein round trips exceed 500 miles, will not exceed the lowest standard available coach fare rate.

(3) Other Transportation Expenses

Reimbursement may be claimed for parking charges, ferry and taxi fares, bridges, highway and tunnel tolls.

Claims for reimbursement for the previously stated travel expenses incurred exceeding \$10 must be accompanied by receipts.

(4) Meals

- (a) Meals will be reimbursed without receipts at the U. S. General Services Administration Meals and Incidental Expense Breakdown per diem rates, obtainable at www.gsa.gov.

To qualify for per diem reimbursement, IRS regulations require that an employee must be away from home substantially longer than an ordinary day's work and during the time away from home, need sleep or rest (the so-called "overnight rule") to meet the demands of the employee's duties.

Therefore, for same day trips, College travelers will not qualify for any per diem meal reimbursements.

For partial days travel preceding or following an overnight stay, the traveler must be on authorized travel status within the following time frames:

Breakfast: departure prior to 7:00 a.m. or return after 9:00 a.m.
Lunch: departure prior to 12:00 p.m. or return after 1:00 p.m.
Dinner: departure prior to 5:00 p.m. or return after 6:00 p.m.

- (b) Same day travelers may request meal reimbursement on an actual cost basis if a substantiated business purpose can be documented for the meal. Merely being on travel status is not a sufficient business purpose. A specific business-related purpose for the meal meeting must be stated.
- (c) In accordance with IRS regulations, the per diem rates for meals include incidental expenses for laundry, cleaning, and gratuities.

(5) Lodging

- (a) Lodging will be reimbursed for the actual reasonable cost plus taxes per night supported by original receipts.
- (b) Reimbursement for lodging in a non-commercial private dwelling is authorized to the amount of \$15 per night. The name of the person with whom the traveler stayed, and the address must be documented.
- (c) In those instances when a traveler obtains charging privileges at a hotel, the bill will be looked upon by the College the same as a private credit card. Reimbursement will be made to the individual for those expenses which are in accordance with the guidelines set forth in this policy and the individual will be solely responsible for making payment directly to the hotel. The College will not make payment to a hotel for items charged by an employee while traveling.
- (d) Cost of travel for members of the employee's family is not reimbursable. In the event a member of an employee's family accompanies the traveler and no evidence is furnished indicating the room rate for single occupancy, the employee will be reimbursed at no more than 2/3 of the lodging charges for double occupancy.
- (e) No allowance for lodging may be claimed (1) within Muskingum County, (2) within the county of residence from which the employee commutes to the College, or (3) within thirty miles of the employee's residence.

(6) Miscellaneous Expenses

Expenses incurred for copying, storage of baggage, telephone calls for official College business (personal calls are not reimbursable) and rental of equipment or temporary meeting or office facilities necessary for the conduct of official College business may be reimbursed. Phone calls on any hotel or phone bill submitted should be marked "B" for business or "P" for personal. Expenses incurred for personal entertainment, gratuities and alcoholic beverages are not reimbursable.

Expenses incurred for special purchases essential for the fulfillment of the travel or work assignment may be reimbursed upon approval of the appropriate College official.

Miscellaneous expenses must be itemized separately on the travel expense report. Original receipts should be submitted for all individual miscellaneous expenditures exceeding \$15. Credit card receipts are not acceptable.

(7) Conferences and Special Meals

(a) Registration fees for conferences or meetings may be paid directly by the College. Expenses associated with golf outings, fun runs, etc. cannot be prepaid or reimbursed by the College. To prepay a registration fee, a requisition form should be completed and forwarded along with the completed registration materials to the Business Office. A copy of the registration form should also accompany the request for reimbursement for other expenses of the trip.

If a meal is included in the price of the conference registration fee, the per diem must be reduced based upon the provided meal.

(b) Working retreats involving only College staff require prior written approval by the President or Vice Presidents. When requesting approval, documentation should be attached explaining the benefit to be derived from the retreat as well as an agenda of planned activity. A copy of prior approval should be attached to any requisition for payment of expenses of the retreat.

(8) Rental of Automobiles

Personnel will be reimbursed for rental of automobiles when traveling on official business provided such mode of transportation is advantageous to the College over other means of transportation.

(9) International Travel

The same rules will apply to international travel as applies to in-state and out-of-state travel except for meals. Meals will be reimbursed based on the per-diem authorized by the Federal Government Travel Regulations currently in effect. Up-to-date copies of the Federal per-diem rates by locality will be in the Business Office and may be requested in writing, or by calling Ext. 1212.

(10) Official Entertainment While on Travel Status

Reimbursement will be made for actual, reasonable expenses supported by original receipts or vendor invoices incurred in connection with entertainment while on travel status provided such expenses are in connection with the conduct of official business. Reimbursement will be made only if prior authorization is received from the president or appropriate vice president.

(11) Deviations from Policy

This policy is applicable to all College related travel, including all operating budgets, construction funds, and Federal, private and other grants (unless grantor specifically authorizes in writing that a different policy shall apply).

Any deviations from this policy must have the prior written approval of those persons authorized to approve reimbursement (see paragraph A). A copy of the prior approval should be submitted with the request for reimbursement.

(12) Submission of Travel Expense Report Form

Professional travel expense reports should be processed for reimbursement as soon as possible, but never later than 30 days after the occurrence of the expenditure. If submission occurs later than 30 days after expenditure, the traveler must provide an explanation for the delay.

Monthly travel mileage reports should be processed for reimbursement as soon as possible, but never later than 30 days after the occurrence of the expenditure. If submission occurs later than 30 days after expenditure, the traveler must provide an explanation for the delay.

To facilitate rapid processing, a complete and thorough explanation of the travel expenses should be included in the report.

Exhibit A

Mileage Quotes from AAA

<u>From Zane State College To:</u>	<u>Maximum Mileage Allowed Without Explanation</u>
Athens (OU)	60/120
Buffalo (Noble JVS)	41/82
Buckeye Trail	40/80
Byesville (Meadowbrook)	34/68
Cadiz	66/132
Caldwell (Downtown)	47/94
Cambridge (Cambridge HS)	32/64
Cambridge (Branch Campus)	30/60
Columbus (Downtown)	60/120
Columbus (OSU)	65/130
Columbus (Northend)	70/140
Coshocton	42/84
Dover (Union Hospital)	70/140
Dresden (Tri-Valley LSD)	18/36
Granville	36/72
Johnstown	49/98
Lakewood (Northridge)	59/118
Marietta	73/146
McConnelsville (Downtown)	25/50
McConnelsville (Morgan LSD)	38/76
Mt. Vernon (East Knox LSD)	53/106
Mt. Vernon (Knox JVS)	50/100
Nelsonville	65/130
Newark	34/68
New Concord (East Muskingum LSD)	20/40
New Lexington	32/64
Noble County Prison	49/98
Sarahsville (Noble LSD)	52/104
St. Clairsville (Belmont Tech)	70/140
St. Clairsville (Correctional Institute)	72/144
Waterford	69/138
West Lafayette	52/104
West Muskingum HS	8/16
Woodsfield (Swiss Hill JVS)	82/164