Personnel Welfare Committee 1982-1985

Bowling Green State University. Administrative Staff Council

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Index: ___ Included  ___ Separate  X  None

Notes

1. Colored Paper
2. Pencil
3. Colored Ink
4. Photocopies
November 30, 1982

MEMORANDUM

TO: George Postich
    Vice President for Operations

FROM: Cary Brewer, Chair
      Administrative Staff Council Steering Committee

RE: Classified Contract Policy Proposal

After reviewing the draft Proposal of Policy for Transfer of Employees Between Contract and Classified Status with the Administrative Staff Council Steering Committee, I would offer the following comments.

First, it is our desire to eliminate the use of the term "contract staff" whenever possible in regard to Administrative Staff. Therefore, we suggest the term "contract" be changed to Administrative in line four of the policy statement.

Next, we would suggest that condition one -

1. It must enhance the administrative and/or operational effectiveness of the unit concerned.

either be explained in detail or be removed from the proposed policy. It is entirely too vague as it is now written.

Under procedures, specifically procedure two, it does not appear that an appeal process is included. It would seem to be appropriate that a panel be formed to review such transfers or be available as an appeal board. Possibly the Equal Employment Office should be responsible for this committee.

Finally, there are issues which we find omitted from the policy that we feel should be included. Who can initiate the request (employee, supervisor, either), and how is this request to be made? Next, how will salary be calculated? Should an employee be moved from classified to administrative staff or visa versa? These issues need to be further clarified because of the difference in insurance coverage, vacation, etc.
We hope these changes will be considered and incorporated within the revised policy statement. Since you have asked us to participate in the review of this policy, we would hope you would continue to involve us until the policy statement is in final form.

If we may be of any further assistance in this matter, do not hesitate to call on us.

rsm

cc: Zela Buford
    Jill Carr
    Suzanne Crawford
    Tom Glick
    Jim Litwin
    Joe Martini
    Russ Meister
    Norma Stickler
DRAFT PROPOSED POLICY
TRANSFER OF EMPLOYEES BETWEEN CONTRACT AND CLASSIFIED STATUS

Policy.

In keeping with the provisions of the Ohio Revised Code and the guidelines established by the Board of Trustees, this policy statement establishes a basis for the transfer of employees between Contract and Civil Service status, hereafter referred to as "Unclassified" and "Classified" employees respectively.

The Ohio Revised Code and the Trustees guidelines generally authorize Unclassified appointments only to staff members broadly engaged in professional, executive or managerial level responsibilities.

A transfer between the Classified and Unclassified service must satisfy all the following conditions:

1. It must enhance the administrative and/or operational effectiveness of the unit concerned.

2. It must be based upon a substantive and demonstrable change in duties and responsibilities.

3. It cannot be justified solely upon the basis of factors related to compensation.

4. In the case of a proposed movement to the Unclassified service, it must be demonstrated that there is no suitable classification in the Classified service that would be more appropriate.
Procedures.

The procedures for requesting a transfer from one service to the other will be as follows:

1. Requests for transfer will be directed to the appropriate Vice President through the Office of Personnel Support Services (for technical review, comment and recommendation).

2. Final approval for a transfer between the Classified and Unclassified service rests with the appropriate Vice President, consistent with University Policy.

Scope.

This policy applies to all positions at the University, including the Firelands Campus and other Bowling Green State University off-campus sites.
MEMORANDUM

TO:        Susan Darrow  
           Paul Yon  
           Pat Fitzgerald  

FROM:      Joe Martin  

RE:  1985-86 Administrative Staff Handbook  

October 25, 1984  

The attached memorandum clarifies that the editorial changes, revisions, etc., should be to Dr. Paul Glaznapp by February 22, 1985. Therefore, could you all meet  

1) to select a chair  
2) to initiate a meeting with Susan Caldwell  
3) to set up a time schedule to meet this date  
4) to determine just what agenda items need to be dealt with ... some of these for consideration are as follows:  

   A) editorial review (you may also wish to have the Executive Committee help you with this area)  
   B) review of the grievance procedures  
   C) the vacation policy - accumulations to "60 days with only 40 paid upon termination" and increase to 25 days per year for those with 20 years of service  
   D) the inclusion of the full Sexual Harassment Policy and the new Solicitation Policy in the handbook as an appendix item  
   E) the vacation/sick leave policy for part-time staff  

The intent of this note is to provide you with a starting point.  

If I or any of the Council can help you, please let us know.  

xc: Administrative Staff Council  
     Susan Caldwell  

Attachment
Joe:

The note about the local assessment policy being in the handbook.
Currently we have only a draft, a general summarizing note about the policy and referring people to the Office of Information Affairs.

Yet you feel the entire policy should be in the handbook.
As this note is only for clarification with the handbook committee — Susan
MEMORANDUM

TO: Joe Martini, Chair
    Administrative Staff Council

FROM: Susan Caldwell, Director
    Administrative Staff Personnel Services

SUBJ: Administrative Staff Handbook

Joe: I have been notified by the President's Office that we should prepare the 1985-86 Administrative Staff Handbook for Board of Trustees approval at their April 12, 1985 meeting. With this as a target deadline, I would recommend that we try to have a final copy to President Olscamp for review no later than February 22. Therefore, we should consider setting a timetable and beginning our review of the handbook within the next month. Would you please notify the ASC Handbook Subcommittee and ask the chair to contact me so we can plan our first meeting? Also the subcommittees working on specific policy revisions or recommendations should be informed of this information since any changes or additions to policies and procedures affecting administrative staff members should be included in the Handbook. Thanks for your assistance.

SC:mmb
MEMORANDUM

TO: Susan Darrow
    Pat Fitzgerald
    Paul Yon

FROM: Joe Martini, Chair
      Administrative Staff Council

RE: Vacation Policy

Enclosed is a request that a change to the vacation policy be reviewed and/or changed.

Before you proceed with this one, you might want to contact Greg DeCrane (22342) to see what info he gathered on this issue.

If I can assist you, please let me know.

sal

cc: ASC Executive Committee
July 13, 1984

MEMORANDUM

TO: Joe Martini, Chair
   Administrative Staff Council

FROM: Susan Caldwell, Director
       Administrative Staff Personnel Services

SUBJ: Vacation Policy

Joe: I would like to ask you to refer the enclosed materials to the ASC Administrative Staff Handbook Subcommittee. Jim Adler has raised a good question about the vacation policy and I feel it would be helpful to have the ASC consider it. Thanks.

Enclosure
MEMORANDUM

TO: Jim Adler, Supervisor
    Electric Shop, Maintenance

FROM: Susan Caldwell, Director
    Administrative Staff Personnel Services

SUBJ: Vacation

Jim: Thank you for your recent memo concerning the vacation policy for administrative staff members. I understand and appreciate your concerns. To my knowledge this policy has been in existence for many years providing an administrative staff with the four-week vacation accrual beginning with his/her first year of employment. There is no provision to increase vacation accrual to, for instance, five weeks a year after 25 years of service (which the classified policy provides).

I am aware that the Administrative Staff Council (ASC) has discussed the vacation policy in the past and I will be happy to forward your memorandum to Joe Martini, Chair of the ASC. I will ask him to refer your questions/concerns to the Administrative Staff Handbook Subcommittee which is responsible for reviewing the handbook each year and recommending policy changes. Your input will be valuable to them as they begin to consider future changes.

Thank you, again, for taking the time to raise a very important question. If I can be of any further assistance, please do not hesitate to contact me.

SC: mmh
xc: Joe Martini
    Keith Pogan
June 28, 1984

MEMORANDUM

TO:      Susan Caldwell, Director
          Administrative Staff Personnel Services

FROM:    Jim Adler, Supervisor
          Electric Shop, Maintenance

RE:      Vacation

I am currently a contract employee in the Maintenance Department and I have worked at the University since 1957. If I were a classified employee I would be earning five weeks vacation a year, however, as a contract employee I earn only four weeks vacation. In my opinion this is not fair to the contract personnel. I would like to know if there is any way this could be appealed and what the procedure would be.

Thank you for your consideration in this matter.

bf

xc: Keith Pogan
MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Carr, ASC Secretary

RE: Proposed Racial Harassment Policy

Enclosed please find a copy of the proposed Racial Harassment Policy. Please carefully review this policy and call it to the attention of your constituents within our communication network.

Feedback is encouraged and should be sent directly to Suzanne Crawford, Affirmative Action Office, 705 Administration Building.

Thank you!

cc: Suzanne Crawford
The Equal Opportunity Committee is submitting this draft of the proposed BGSU Racial Harassment Policy to the University community for comments. Comments on the policy should be directed to Suzanne Crawford, Affirmative Action Office, 706 Administration Bldg., (317) 929-0000 by Nov. 22, 1983.

Proposed Racial Harassment Policy
Bowling Green State Univeristy

The policy of Bowling Green State University is that racial harassment will not be tolerated. Moreover, the University will use its influence to encourage the community-at-large to treat its members, faculty and staff and students in a manner consistent with the principles of this statement. The policy is in keeping with the spirit and intent of federal, state, municipal and University guidelines governing racial discrimination.

I. Definition

"Racial harassment" constitutes any malicious, benign, intentional, physical or verbal behavior that:

A. designates or stereotypes an individual because of his or her racial or ethnic affiliation;
B. denigrates an individual through pictorial illustrations, graffiti, or written literature because of his or her racial or ethnic affiliation;
C. makes unwarranted and disparaging racial references or innuendos in attributing an individual's personal conduct, habit or lifestyle to their racial or ethnic affiliation;
D. subjects an individual to an intimidating, hostile or offensive educational, employment, or living environment;
E. limits or interferes with an individual's academic participation, extracurricular involvement, or opportunities because of his or her racial or ethnic affiliation.

II. Regulations

A. It is a violation of University policy for any member of the faculty, administration and classified staff or student to engage in racial harassment, as defined in Section I.
B. It is a violation of University policy to retaliate against anyone bringing forth an honestly perceived complaint of racial harassment.

III. Responsibilities

A. On a University-wide basis, the Affirmative Action Office is responsible for the coordination and implementation of Bowling Green State University's racial harassment policy. This office will serve as the resource with regard to all matters of this nature.
B. Each dean, director, department chair, and administrative head of an operational unit is responsible for the discrimination and implementation of this policy within his or her area of responsibility. Persons at this level are also responsible for referring reported incidents of racial harassment to the Affirmative Action Office.
C. It is expected that each faculty member, administrative staff member, and classified staff member will adhere to this policy within his or her area of responsibility. Such efforts are largely of good faith.
D. It is the responsibility of all members of the University community to discourage racial harassment, report such incidents, and cooperate in any investigation which might result.

IV. Grievance Procedures

The procedures outlined below are designed to provide sufficient flexibility in which to deal with the wide range of incidents which fall under the term "racial harassment." They are intended to be responsive to the particular situation at hand and will be as formal or informal as the allegations under review demand.

A. Procedure for the Complainant

1. Any individual who believes that he or she has been racially harassed should contact the Affirmative Action Office. Staff in this office will initially discuss the matter with the complainant to ascertain, as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is a basis for investigation.

2. Initial discussions with staff in the Affirmative Action Office should not make reference to the name of any accused person unless the complainant is ready to file a formal complaint and proceed with an investigation.

3. Before the office can begin its investigation, the allegations must be submitted in writing to the Director of Affirmative Action. Until this occurs, the matter will not be discussed with anyone other than the complainant.

4. An investigation will be conducted by a staff person in the Affirmative Action Office only if the complaint has filled a formal, written complaint.

5. The role of the Affirmative Action Office in the processing of the complaint will include, but is not limited to, the following:
   a. consultation with the complainant;
   b. discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint;
   c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the appropriate Vice President for administrative action. A copy will also be sent to the complainant and the respondent.

6. If the complainant is not satisfied with the action taken by the Vice President, he or she may appeal to the President of the University. The appeal must be filed within seven (7) calendar days of notification of the appropriate Vice President's decision. The President will review the appeal and respond, in writing, to all parties — complainant, respondent, complainant, Director of Affirmative Action, and the Vice President — concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after receiving the appeal.

B. Procedure for the Respondent

1. Investigations regarding alleged instances of racial harassment will be conducted by staff in the Affirmative Action Office only if a formal complaint has been filed with the Director of Affirmative Action.

2. The role of the Affirmative Action Office in the processing of the complaint will include, but is not limited to, the following:
   a. consultation with the respondent;
   b. discussion with appropriate persons suggested by the respondent who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint;
   c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the Vice President for appropriate administrative action. A copy will also be sent to the complainant and the respondent.

3. If the respondent is not satisfied with the action taken by the Vice President, he or she may appeal to the President of the University. The appeal must be filed within seven (7) calendar days of notification of the Vice President's decision. The President will review the appeal and respond, in writing, to all parties — respondent, complainant, Director of Affirmative Action, and the Vice President — concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after receiving the appeal.

C. Principles

In investigating complaints of racial harassment, the following principles will be adhered to:

1. Each complaint will be handled on an individual, case-by-case basis, taking a look at the record as a whole and the totality of circumstances.

2. The investigation will be conducted as fairly and expeditiously as possible.

3. In investigating complaints of racial harassment, confidentiality will be accorded the utmost respect for both the complainant and the respondent.

4. An individual bringing forth an honestly perceived complaint of racial harassment will not suffer any type of retaliation regardless of the outcome of the complaint.

5. The complaint will be resolved in a manner which is consistent with this policy and also fair and equitable to all parties concerned.
Representatives were asked to select benefit enhancements that would be best for the University to add if a pool of $800,000 somehow became available for enhancing benefits. Selections were made by 20 of the 25 representatives who filled out ballots. The choices are listed below in decreasing order of popularity and broken down under the headings of Part I and Part II responses.

**Part I**

1. Reducing Waiting Period for Dependent Fee Waivers (9)
2. Explore Reciprocal Fee Waivers for Dependents (4)
3. Study of Early Retirement Program & Financial Effects (3)
4. Removing Restrictions on Employee Courses (1)
5. Travel Advances and Credit Card System (1)
6. More Parking Spaces Near Center of Campus (1)
7. 25% Subsidy on Personal Computers (1)

**Part II**

1. University Paid Family Hospitalization & Major Medical (11)
2. University Paid Life Insurance (3)
3. Enhancement & Family Dental/Vision Coverage (3)
4. Prescription Payments (2)
5. University to Pay for Annual Health Examination (1)
FRINGE BENEFIT PRIORITY LIST: SUMMARY OF

<table>
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<th>PART I</th>
<th>VERY LOW (1)</th>
<th>LOW (2)</th>
<th>AVERAGE (3)</th>
<th>HIGH (4)</th>
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<th>TOTAL</th>
<th>AVERAGE*</th>
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<td>8</td>
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<td>5</td>
<td>9</td>
<td>4</td>
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<td>3</td>
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<td>1</td>
<td>3</td>
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* Calculated by assigning values of 1-5 to Very Low – Very High, respectively. Thus an average of 2.62 falls between Low and Average.

FSBC: JCD 3/27/86
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<th>AVERAGE</th>
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<td>5</td>
<td>16</td>
<td>2</td>
<td>25</td>
<td>4.60</td>
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<td>8</td>
<td>7</td>
<td>5</td>
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<td>4</td>
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<td>6</td>
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COMPENSATION PREFERENCE POOL

Representatives were also asked to recommend how a given pool of money available to be used for increases in salary and enhancing benefits should be divided (％salary increases vs. ％benefit enhancements). Representatives could select one of five options calling for 0％, 5％, 10％, 20％ or 30％ of the pool to go for benefit enhancements, or could specify any other division they desired. The results are given below.

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<th>Benefit Enhancements</th>
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<td>100％</td>
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<td>90％</td>
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</tr>
<tr>
<td>30％</td>
<td>70％</td>
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<td>4％</td>
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</table>
Nov. 26, 1984

To: Paul Yon

From: Lee Hordnan

Subject: Policy Change Suggestions

Here are some thoughts on the policy issues brought up at the last meeting.

Dismissal grievance-

If there is any intent to have a career path between classified positions and contract positions, then there should be a similar grievance policy for the two types of positions. As it stands now, a classified person would have to give up a form job protection in order to accept a promotion to contract status.

Vacation days-

BGSU should not be limited by any benefit policy that is significantly less than the statewide average among like institutions. If other places offer 22 or 25 days, we are behind by more than 10%. That is significant.

We should also point out that offering contract staff more vacation days is a "cheap benefit" for administration to offer because it involves no additional costs as do many other benefits.

Leave policy-

To me, a leave policy is necessary to keep the best contract people at Bowling Green over an extended period of service. There are goals in life that just can't be met within the limits of a few week's vacation each year. Personal development leave should be based on partial pay (probably half pay) and be cumulative (say 15 days per year of contract). It should also be retroactive so that the good employees already here can take advantage of the plan.

Under such a leave plan, I could see some people going back to school for a summer, or taking an extended vacation (sail around the world?), or building a log cabin in Canada, or taking a part time job in another career field (I've always wanted to try selling insurance...), or anything else a well rounded person needs to do to feel accomplishment. The good employees will do such things and return to their job with a lot more energy and maybe some extra knowledge as a bonus.
Without such a plan, the good employees have only one alternative—quit their job in order to devote some time to their dream project. And that happens every day in this country.

In summary, I would see this policy not as a reward for meeting minimum job requirements. Rather, as an incentive to attract and retain the best qualified people in contract positions. I also see a greater need for it in places like Bowling Green because of its relatively remote location.

Please note that the numbers above (half pay and 15 days) are given only as examples since we are only at the policy stage. Working out the details of procedure will take some time and discussion.

Other policy-

No comment at this time.

Paul, attached are the evaluation forms I mentioned. I helped design these forms years ago at NFO. They are still being used for all positions in that research company—from the mailroom clerks to marketing vp's.
MEMORANDUM

TO:  Nan Edgerton
FROM:  Joe Martini
RE:  Personnel Welfare Committee

Thank you for your willingness to participate on this committee. Your time and energies will contribute to the success of this group's work.

Again, thanks.

sal

cc:  Paul Yon
     Susan Darrow
     Pat Fitzgerald
     ASC Executive Committee
MEMORANDUM

TO:       Administrative Staff Welfare Committee
          Susan Darrow
                  Pat Fitzgerald
                  Paul Yon

FROM:   Susan Caldwell, Director
          Administrative Staff Personnel Services

SUBJ:    Policy and Benefit Suggestions

October 19, 1984

Recently, several suggestions were given to me that have an effect on policies and benefits for administrative staff members. I am sharing this information with you now so that, as the Administrative Staff Welfare Committee, you can consider these items for future agendas. Unfortunately, there may not be time to consider them for the present revisions to the handbook. The suggestions are:

1) Lower the "years of full-time service" eligibility requirement for dependent tuition fee waiver. (Presently an employee must have five years of full-time service.)

2) Provide full-time administrative staff members the option to purchase family dental/vision coverage. (This has been considered by the Insurance Committee in the past.)

3) Lower the "years of full-time service" eligibility requirement for the Supplemental Retirement Program specifically as it applies to dependent fee waiver. (Presently, a staff member must have 10 years of full-time BGSU service to qualify for any Supplemental Retirement Program options.)

I am not endorsing any of these suggestions, but would like to discuss them with you at some time. It should be noted that changes to the fee waiver policy would affect administrative staff, faculty, and classified staff; changes to insurances and Supplemental Retirement would affect administrative staff and faculty.

SC:mmb
xc: Joe Martini
## Tuition Fee Waiver - Dependents

**Administrative Staff Policy**

Survey of State Universities in Ohio

<table>
<thead>
<tr>
<th>Eligible Staff</th>
<th>Waiting Period</th>
<th>Benefit</th>
<th>Courses Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akron</td>
<td>F/T</td>
<td>Immediate upon employment</td>
<td>Instructional fee</td>
</tr>
<tr>
<td>Bowling Green</td>
<td>F/T</td>
<td>After 5 years full-time service</td>
<td>Instructional fee</td>
</tr>
<tr>
<td>Central</td>
<td>F/T</td>
<td>After 1 year of service</td>
<td>Instructional and general fees</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>Permanent F/T or P/T, 50% or greater</td>
<td>Immediate upon employment</td>
<td>Instructional and general fees</td>
</tr>
<tr>
<td>Cleveland</td>
<td>F/T</td>
<td>After 3 years of service</td>
<td>100% of fees for undergrad; 50% for grad. Each individual is limited to 12 quarters of registration.</td>
</tr>
<tr>
<td>Kent</td>
<td>F/T</td>
<td>Immediate upon employment</td>
<td>Instructional and general fees</td>
</tr>
<tr>
<td>Medical College</td>
<td>F/T Faculty only</td>
<td>Immediate upon employment</td>
<td>$1,500 max. per child per year to attend any institution.</td>
</tr>
<tr>
<td>Miami</td>
<td>F/T (defined as anyone working at least 32 hours per week, at least 9 mos. per year).</td>
<td>After 3 years continuous F/T service</td>
<td>Instructional and general fees</td>
</tr>
<tr>
<td>Eligible Staff</td>
<td>Waiting Period</td>
<td>Benefit</td>
<td>Courses Covered</td>
</tr>
<tr>
<td>----------------------</td>
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</tr>
<tr>
<td>Ohio State</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Ohio University</td>
<td>F/T, P/T (pro-rated)</td>
<td>Immediate upon employment</td>
<td>Instructional fee</td>
</tr>
<tr>
<td>Toledo</td>
<td>F/T, P/T - 50% or more -pro-rated</td>
<td>After 1 year of service</td>
<td>Children - all fees except general</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Spouse - all fees</td>
</tr>
<tr>
<td>Wright State</td>
<td>Contract for 75% or more</td>
<td>Immediate upon employment</td>
<td>80% of all fees</td>
</tr>
<tr>
<td>Youngstown</td>
<td>F/T</td>
<td>Immediate upon employment</td>
<td>Instructional Fee</td>
</tr>
</tbody>
</table>

*No response from Ohio State as of November 4, 1985.*
<table>
<thead>
<tr>
<th>Eligible Staff</th>
<th>Waiting Period</th>
<th>Benefit</th>
<th>Courses Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio State F/T (defined as working 50% or more)</td>
<td>After 3 years service</td>
<td>50% of the dollar value of the undergrad instructional &amp; general fees. Each individual is limited to 12 quarters or 200 hours of registration</td>
<td>Graduate &amp; undergraduate (dollar benefit is always 50% of the undergrad instructional and general fee)</td>
</tr>
</tbody>
</table>
CONTRACT INFORMATION

Appointment Information

Administrative staff members shall be advised in writing at the time of initial appointment of the primary responsibility of the position including title, salary, and pay period.

Obligation to the University

An administrative staff member may not accept employment from outside the University that will adversely affect fulfillment of the responsibilities and duties of the assigned position/title.

Continuance/Termination/Release

A. Continuance

Appointments to full-time administrative staff positions will be subject to renewal or non-renewal annually, on a fiscal year basis. It is assumed that a full-time administrative staff member will receive successive annual contracts unless:

1. The contract states the contrary.

2. The University has made the decision not to continue employment and has given timely notification as follows:

   a. not later than March 1 of the first, second and third years of contract service if appointment is to expire at the end of one of those fiscal years.

   b. not later than January 1 of any subsequent fiscal year of contract service.

Recommendations for non-renewal (which will include supportive information) will be made to the appropriate supervisor whether President, appropriate Vice President or Dean by area heads.

B. Termination

Termination of the appointment and contract before the end of any contracted term of service shall be referred to as "Termination for Cause" or "Release."

1. Termination for Cause

   a. An administrative staff member may be terminated for cause during the contract year for the following reasons:

      i) conviction of a felony;

      ii) if credentials are proved to be fraudulent;
iii) failure to perform duties and services (as identified in the appointed position or title and/or as may be assigned or changed) to the satisfaction of the staff member's immediate supervisor.

2. Dismissal or Suspension

Recommendations for termination for cause noted above shall be sent to the President or appropriate Vice President with appropriate documentation. After a decision for dismissal or suspension is made, written notice shall be given to the staff member involved stating all provisions relating to that notice.

The President or appropriate Vice President may dismiss or suspend the staff member immediately. In the event of a dismissal or suspension, the staff member shall be continued on the payroll for fourteen (14) calendar days following the date of dismissal or suspension. The President or appropriate Vice President may continue the staff member on suspended status with pay through temporary assignment to other job responsibilities until the suspension is resolved. In the event the dismissal or suspension is resolved in the staff member's favor, the staff member shall be entitled to full back pay and benefits if the staff member had been dismissed or suspended without pay.

C. Release

Release may be affected in case of financial exigency, or bona fide discontinuance of a program or departmental/divisional area, and the staff member concerned will be given a minimum of three months written notice; except for the release of persons funded by external grants which shall be contingent upon the availability of said grant funds.

A notice for termination for cause or release is not affected by Section A (Continuance).
H. B. 373—Calamity Days. Fay. To enact section 3317.012 of the Revised Code to provide for additional calamity days, and to declare an emergency.

H. B. 374—Alcohol Sales, Fairgrounds. Shoemaker. To amend section 1711.09 of the Revised Code to prohibit the sale of beer and intoxicating liquor on the fairgrounds during any fair.

H. B. 375—Grain. Shoemaker. To amend sections 4921.02 and 4923.02 of the Revised Code to exempt carriers of feed and feed ingredients from regulation as common or contract carriers.

H. B. 376—Children's Services. Luebben. To amend sections 2151.421, 2915.01, 3313.55, 3317.02, 3317.03, 3317.11, 3327.01, 3701.021, 3701.023, 3701.024, 3701.025, 3701.026, 3701.027, 3701.028, 3701.029, 3701.030, 3701.031, and 5153.16 of the Revised Code to change the name of the Bureau of Crippled Children's Services to the Bureau of Services for Children with Disabilities, and to replace other references to crippled children.

H. B. 377—Primary Elections. Blessing. To amend section 3513.191 of the Revised Code to reduce from four to two the number of years within which having voted in one political party's primary election disqualifies a person from being a candidate in any other party's primary election.

H. B. 378—University Employees, Sick Leave. Blessing. To amend section 124.39 of the Revised Code to require, in the case of the death of an employee of a state college or university or of certain political subdivisions, that one-fourth of the value of the employee's unused sick leave credit be paid to his family or to his estate.

H. B. 379—School Districts, Funding. Van Vyven. To enact sections 3317.025 and 3317.026 of the Revised Code to provide for supplemental payments to increase state basic aid to certain school districts and to give school districts additional state aid when their effective tax rates decline and when the personal property assessment rate falls below 35%.
The-Job Accidents 19S! Edition

7. Any

Funeral Leave will be applied in calendar months, or part thereof.

An employee who has reason to believe that an employee is unable to fulfill usual duties by reason of pregnancy, may have the requesting authority, or his designee, request in writing that said employee be granted leave. The employee may appeal such action to the State Personnel Board of Review with accompanying medical data. If the State Personnel Board of Review affirms the granting authority, the employee, at her option, may elect to take her accrued sick leave and/or vacation leave before taking a maternity leave of absence without pay.

Upon returning, the employee shall be returned to her former job classification. The employee must report to University Health Service and present a certificate from her physician which states that she is in to return to work. Final approval to return to work must also be obtained from the university physician or his designee.

The policy on maternity leave for unclassified employees (including faculty members) shall be as follows:

a. An unclassified employee may be granted a maternity leave of absence for a period not to exceed the equivalent of one academic quarter, during which full pay and benefits will be continued.

b. For persons whose primary responsibility is teaching, the period of leave will normally be one complete academic quarter. Otherwise, the period of leave will vary, depending on the personal circumstances of the employee.

c. For persons whose primary responsibility is other than teaching, the period of leave will normally be three calendar months, or less.

d. All leave with pay must occur during periods when the person being granted the leave is on contract.

e. During the paid maternity leave, the absence shall be considered sick leave and reported as such.

I. If an actual physical disability as certified by a licensed physician exists beyond the period of paid maternity leave, the person may be granted an additional leave in accordance with the provisions for sick leave for unclassified employees. In those cases the absence would be considered sick leave and reported as such.

j. The maternity leave must be requested in writing in advance and approved through regular channels. The request should be made as early as possible to facilitate the making of alternative staffing arrangements.

k. Upon expiration of a paid maternity leave, an unclassified employee may be granted an additional period of leave without pay if alternative or substitute arrangements can be made. Regular University policies on leaves without pay shall apply.

6. Personal Leave

Any staff employee who has completed one (1) year of continuous service with the University may apply for an unpaid leave of absence for personal reasons not to exceed six months. Said leave shall be applied for in writing and will be granted in writing, if approved by supervision. A great deal of care will be used in evaluating leave requests and in no case will leave be granted to an employee for the purpose of accepting other employment. An employee on personal leave, for other than sickness reasons, may continue group insurance coverage through the University, but at personal expense, for a period of up to six (6) months.

7. Funeral Leave

Any employee may use accumulated sick leave for time lost immediately if the death is by accident or illness. The employee shall notify the supervisor of his death and the immediate family. The immediate family consists of the person's parent, brother, sister, husband, wife, son, daughter, or other relative or person in place of a parent.

In each of the above cases, an absence report must be submitted in accordance with procedures which appear under the heading REPORTING OF ABSENCES elsewhere in this manual.

V-6-11—Personnel: On-The-Job Accidents

A—Purpose:

It is the intent of the University to provide emergency medical care through its health facilities for employees who are injured during the performance of their duties, and to properly record pertinent information for accident investigation, safety hazard elimination, and Worker's Compensation, when appropriate.

B—Policy/Procedure:

The following procedure shall be followed in reporting injuries received on the job by employees of the University. This applies to all faculty, support staff (permanent and temporary), and student employees. It also applies to injuries received by employees while working on the campus or while working off the campus in the course of their University employment. All injuries must be reported.

Upon the occurrence of an injury, the first step should be to obtain medical attention for the injured employee as indicated by the severity of the injury. This includes one of the following:

1. Obtain medical care through the University Health Service or a private physician.

2. Make patient comfortable and render only the following emergency care as indicated.

a. Stop any obvious profuse bleeding by applying pressure directly over wound (preferably with a clean cloth, towel, or bandage).

b. Keep breathing passages unobstructed by making sure nose and mouth are uncovered and as clear as possible (free of chewing gum, etc.) and loosen any tight clothing around the neck. In patient is an ACCIDENT victim, keep patient calm, lying down, and keep bystanders away.

3. If NON-ACCIDENT victim, move patient to nearest private area, e.g., restroom, office.

4. Ask any person available who is familiar with the emergency situation as to location, nature of illness or injury, should call for help immediately.

WHO TO CALL

EMERGENCY ON EITHER CAMPUS: Call University Police 537-5321 (off campus) or 2256; 537-8000 or 537-8080.

The Police Dispatcher will notify Campus Security officers and the Regional Emergency Medical Service of Northwest Ohio (REMSNO) which is located near the campus in Oldeas Hill. REMSNO will assume full control of the entire emergency situation including Life Squad, Rescue Squad and Fire Department, or will supply other equipment needed.

As soon as possible after the injury, the supervisor or department chairman shall notify the Personnel Department of the occurrence of the injury. In the absence of a supervisor, a fellow employee

The University of Toledo Policies and Procedures — 1982 Edition
MATERNITY LEAVE

Prior to a maternity leave request the employee and supervisor should discuss the length of the leave required, and the amount of sick leave, vacation, or leave without pay that will be applied to the Maternity Leave Request.

A maternity leave for childbirth purposes will be allowed for up to four months following birth if the staff member so requests. No doctor's certification will be required for the four month maternity leave.

A leave for an extended period of time before birth or a leave in excess of four months after delivery will need medical certification.

A classified staff member may use any or all of her accrued, unused vacation credit during the maternity leave period before going on unpaid leave of absence.

A pregnant classified staff member may request an unpaid leave of absence for that period of her expected absence that will not be covered by vacation leave or sick leave.

MILITARY LEAVE

Classified staff who are members of the Ohio National Guard or military reserve units are eligible for military leave with pay. Leave for active duty or field training cannot exceed 31 calendar days per calendar year. A copy of military orders or other authorization document for such duty must be submitted to your supervisor and the Personnel Office to qualify for military leave. Such leave is in addition to regular vacation time. The maximum hours for which payment under this provision will be made in any calendar year is 176 hours (22 days).

Classified staff with at least 90 days of University service who are involuntarily called to extend active duty in the military service shall be granted military leave without pay for the duration of such service. Upon application within 90 days of the date of discharge from extended active duty, the individual shall be reinstated to the position held prior to military service. This reinstatement right should be recognized by anyone hired to replace an individual on military leave. If a classified staff member re-enlists or voluntarily extends the original tour of active duty, reinstatement rights are forfeited.

MILITARY SERVICE CREDIT (Public Employees Retirement System)

If you have five (5) years of retirement credit with an Ohio retirement system (PERS or STRS), and if you have completed a tour of military service before July 1, 1973—you are entitled to "buy back" up to five (5) years of military time for retirement credit. Obviously, you can increase your monthly retirement benefits under PERS by purchasing your military service credit. (Career military retirees are exempt from this provision.)
grounds for disciplinary action under Chapter 3783. of the Revised Code if committed by an electrical safety inspector.

(E) The board shall keep a record of the names, addresses, and such other information as it requires, of each electrical safety inspector and each electrical safety inspector trainee and a record of its proceeding under Chapter 3783. of the Revised Code.

*HISTORY: 149 v H 17. Eff 6-22-84.

§ 3783.05 [Regulations.]

The board of building standards, in accordance with Chapter 119. 3781., and 3791. of the Revised Code, shall adopt, amend, or repeal such regulations as may be reasonably necessary to administer Chapter 3783. of the Revised Code. All fees collected by the board pursuant to Chapter 3783. of the Revised Code shall be paid into the state treasury to the credit of the industrial relations operating special account created in section 4101.021.

*HISTORY: 139 v § 559. Eff 11-30-82.


Cross-References to Related Sections

Industrial relations: operating special account, RC § 4101.021.

§ [3791.03.1] § 3791.031 [Non-smoking areas provided.]

(A) As used in this section, "place of public assembly" means:

(1) Enclosed theatres, except the lobby; opera houses; auditoriums; classrooms; elevators; rooms in which persons are confined as a matter of health care, including but not limited to a hospital room and a room in a rest home; and a room in which a person living in such rest home;

(2) All buildings of business or other enclosed structures owned by the state, its agencies, or political subdivisions, including but not limited to hospitals and state institutions for the mentally retarded and the mentally ill; university and college buildings, except rooms in which persons are confined as a matter of health care, including but not limited to hospital rooms and a room in a rest home;

(C) No person shall smoke in any area designated as a no smoking area in accordance with division (B) of this section.

(D) Whoever violates this section is guilty of a minor misdemeanor.


Law Review

## PROGRESS REPORT

**Employee’s Name:**

**Date:**

### PROGRESS FACTORS

<table>
<thead>
<tr>
<th>Category</th>
<th>Progressing Slowly</th>
<th>Progressing Well</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEARNING</strong> - Job knowledge/skills required by position</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>QUALITY</strong> - Accuracy, creativity, clarity, neatness, judgement required by position</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>QUANTITY</strong> - Volume, speed required by position</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INITIATIVE</strong> - Supervision required to plan and start work</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INDUSTRY</strong> - Supervision required to maintain work effort</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DEPENDABILITY</strong> - Attendance, punctuality, adherence to instructions and deadlines</td>
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</tr>
<tr>
<td><strong>RELATIONSHIPS</strong> - Adaptability, helpfulness, tact, cooperativeness</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>APPEARANCE</strong> - Behavior and grooming relative to department standards</td>
<td></td>
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</tr>
</tbody>
</table>

### RECOMMENDATIONS AND PLANS FOR IMPROVEMENT

Reviewed with employee on:

(Date)  (Supervisor’s Signature)  (Employee’s Signature)
January 2, 1985

MEMORANDUM

TO: Administrative Staff Welfare Committee
   Susan Darrow
   Pat Fitzgerald
   Paul Yon

FROM: Susan Caldwell, Director
      Administrative Staff Personnel Services

SUBJ: Revisions to the Administrative Staff Handbook

The Administrative Council at a recent meeting discussed two policy items that affect administrative staff members: 1) a policy statement concerning grant-funded employees; 2) extension of vacation and tuition fee waiver benefits to part-time administrative staff members. I am forwarding this information to you for review and discussion. The Administrative Council has approved these policies and, unless the Administrative Staff Council has concerns or questions about them, they can be incorporated into the 1985-86 Handbook.

The policy statement relative to grant-funded employees (see attached) clarifies what is already included in the wording of the employment contract: Employment and benefits for staff members whose positions are funded by external sources are contingent upon the availability of grant funds.

The University recently extended vacation and employee fee waiver benefits to part-time classified staff. In order to provide similar benefits to part-time administrative staff, the following changes/clarifications were approved by Administrative Council:

**Vacation**

1) Part-time administrative staff members who are contracted for 12-months but who work only part of each week (changed from "part of each day") earn vacation on a pro-rated basis.

2) Part-time administrative staff are not eligible for payment for accrued but unused vacation at time of separation from the University.

3) Part-time, 12-month administrative staff must complete one full-time equivalent year of service before being eligible to use earned vacation.
Employee Fee Waiver

1) All part-time administrative staff who have completed the equivalent of one full year of service at BGSU are eligible for an employee fee waiver.

2) The fee waiver benefit is prorated according to the percentage of time worked. Contracts of 75-99% are eligible for 3 courses; 50-74%, 2 courses; and 25-49%, 1 course.

I have drafted for your review proposed wording for the Vacation and Fee Waiver policies to incorporate these changes. Please let me know your comments or suggestions.

SC:mmb
Attachments
xc: Joe Martini
ASPS

Policy for Administrative Staff in Grant or Externally Funded Positions

Administrative staff members in positions funded wholly or in part by grant or other external funds are covered by the policies, procedures, and benefits noted in the Administrative Staff Handbook except that such coverage is contingent upon the availability of said grant/external funds. In particular, continuation of employment is not guaranteed beyond the termination of grant/external funds. Other policies, procedures, and benefits which are provided contingent upon the availability of grant/external funds include, but are not limited to the following:

1. Vacation benefits (including payment of unused balance of no more than 40 days upon termination).
2. Sick leave benefits (including payment for a maximum number of days prescribed by policy upon retirement after 10 years of BGSU service).
3. Consulting release time.
4. PERS – University contribution.
5. Employee and dependent fee waiver.
6. Insurance benefits.
7. Supplemental Retirement Program.
8. Holidays.

Grant/external funds must be set aside each year to cover salary and all benefits that have a direct financial impact on the University. Failure of the grant or external source to provide said funds could result in the termination of employment and/or the curtailment or elimination of certain benefits.
VACATION POLICY

All full-time, twelve-month, administrative staff members earn vacation time at the rate of twenty days for each year of service. During the first year of employment, the twenty days are accrued but may not be used until the first year's employment is completed. For example, if employment begins on July 1, 1982, the employee would be eligible to take twenty days of vacation on July 1, 1983 -- but not before. After the first year of employment, vacation is earned and may be utilized on a monthly pro-rated basis, i.e., 1 2/3 days per month. Records of vacation should be maintained by the staff member's supervisor or a designee on a monthly basis, with accrual, use and balance noted.

Vacation is earned while a staff member is in an active-pay-status with Bowling Green State University. It is not earned while on an unpaid leave of absence or while employed elsewhere.

Staff members are expected to utilize their vacation annually and at a time approved by the area supervisor. A maximum of forty days of vacation may be accumulated at any one time. It is expected, however, that no single vacation leave taken will exceed 20 consecutive working days unless approved in advance by the supervisor.

For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, Dean, or a Vice President, may authorize vacation leave in advance of accumulated leave, provided that the staff member terminate employment, the termination check shall be reduced by the amount of used but unearned vacation.

Vacation pay is not granted in lieu of vacation except at termination of employment and such terminal compensation will be paid in a lump sum. The maximum amount of terminal compensation will be forty days. In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

This policy excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer. Administrative staff members who are contracted for 12 months but who work only part of each day WEEK earn vacation on a prorated basis. For example, an employee contracted to work two-thirds of each day FIFTY PERCENT for 12 months AND WORKS PART OF EACH WEEK, earns vacation at two-thirds ONE-HALF the normal rate. PART-TIME 12-MONTH ADMINISTRATIVE STAFF MEMBERS WHO HAVE COMPLETED THE EQUIVALENT OF ONE FULL YEAR OF SERVICE AT BOWLING GREEN STATE UNIVERSITY ARE ELIGIBLE TO UTILIZE EARNED VACATION. AT THE TIME OF SEPARATION FROM EMPLOYMENT WITH THE UNIVERSITY, PART-TIME ADMINISTRATIVE STAFF ARE NOT ELIGIBLE FOR PAYMENT OF UNUSED VACATION CREDIT.
The President or Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current vacation leave records.

At the end of each fiscal year, every staff member will submit to Administrative Staff Personnel Services a form approved by the immediate supervisor summarizing vacation use, accrual, and balance for July-December and January-June of that year. That form is placed in the staff member's personnel file located in the Office of Administrative Staff Personnel Services.

Questions about the vacation policy and procedures should be addressed to the Office of Administrative Staff Personnel Services.
Spouse/Child

The child or children and/or cohabitant spouse of a full-time employee, including faculty and Civil Service (or local equivalent of Civil Service), and employees of the Departments of Aerospace Studies and Military Science, who has completed five years of full-time service at Bowling Green State University, may enroll without payment of the instructional fee either as a full-time or as a part-time student at the University, on the campus or at any off-campus branch or center, provided that (1) the individual is eligible to be considered a personal exemption under the provision of Section 151 of the Internal Revenue Code or (2) in the case of natural or adopted child who is not claimed by the employees for federal tax purposes under IRS regulations, that the earnings of child are less than $1,200 or more of support in any calendar year. An employee is required to certify in a notarized statement that the eligibility conditions are met under provision (2). The general fee and any other course fees or charges will be paid by the student.

Instructional and general fees are waived for faculty and staff who have formally retired into STPS and PEPS and who wish to take a course on a space available basis. In addition, undergraduate instructional fees are waived for dependents of retirees during the time retiree is employed under provisions of the Supplemental Retirement Program.

A full-time administrative staff member is one who works 40 hours a week on a regular schedule and is employed full-time for minimum of nine months a year—such eligibility to be determined by appropriate authorities.

The President of the University is authorized, effective as of September 1, 1976, to provide for the payment of the instructional fee under circumstances determined to be exceptional and appropriate.

Widow, Widower or Child of a Deceased Faculty or Administrative Staff Member

The widow, widower or child of a deceased full-time faculty or administrative staff member who has completed five years of full-time service at Bowling Green State University, may enroll without payment of the instructional fee either as a full-time or a part-time student at the University, on the campus, or at an off-campus branch or center. The general fees and any other course fees or charges will be paid by the student. This policy does not apply if the faculty member or staff member's appointment was terminated for any reason other than by retirement, death, or sickness which led to death. The policy also does not apply to a child who is not eligible to be considered a dependent under the provision of section 151 of the Internal Revenue Code. Appeals of the application of these procedures should be made to the President of the University.

The policy governing these staff benefits shall be as follows:

Employee

Full-time employees of the University (including an individual employed full-time at the University but compensated by another agency such as ROTC or a research agency), individuals who have emeritus status, or individuals who have retired from full-time employment at BGSU into STPS or PERS may enroll in four courses each year, not to exceed two courses per academic term, on either an audit or credit basis without payment of the instructional or general fees, if

1. one's administrator certifies that the individual's enrollment will not interfere with the discharge of duties as a University employee;

2. one's enrollment in the section of the subject is approved by the appropriate academic dean or area administrator; the form is then forwarded to Administrative Staff Personnel Services for processing.

3. one's enrollment will not prevent a regularly registered student from attending the class section; and

4. enrollment for the course occurs in the Office of Registration and Records.

An accounting of courses taken each year begins with the fall semester (i.e., from fall semester through the following summer session each year a maximum of four courses may be taken with fees waived, not to exceed two courses per academic term).

PERMANENT PART TIME ADMINISTRATIVE STAFF WHO HAVE COMPLETED THE EQUIVALENT OF ONE FULL YEAR OF SERVICE AT BOWLING GREEN STATE UNIVERSITY (2080 HOURS OR TWELVE FULL MONTHS) ARE ELIGIBLE FOR AN EMPLOYEE FEE WAIVER. THE FEE WAIVER BENEFIT IS PRO-RATED ACCORDING TO THE PERCENTAGE OF TIME WORKED. STAFF WITH CONTRACTS OF 75% - 99% ARE ELIGIBLE FOR 3 COURSES; STAFF WITH CONTRACTS OF 50% - 74% ARE ELIGIBLE FOR 2 COURSES; STAFF WITH CONTRACTS OF 25% - 49% ARE ELIGIBLE FOR 1 COURSE.

THE FEE WAIVER BENEFIT ALLOWS PART-TIME STAFF MEMBERS TO ENROLL IN COURSES, NOT TO EXCEED TWO PER ACADEMIC TERM, ON EITHER AN AUDIT OR CREDIT BASIS WITHOUT PAYMENT OF INSTRUCTIONAL OR GENERAL FEES ACCORDING TO THE SAME RESTRICTIONS NOTED ABOVE FOR FULL-TIME STAFF.

In order to avoid interruptions on the job, administrative staff members should whenever possible register for classes which meet outside of their regular work schedule. When this is not possible, staff members may, with the approval of their supervisor, enroll for a class during the normal workday. All time taken from the regular workday to attend classes must be made up.
Fee Waivers Agreement Between BGSU and UT

A reciprocal agreement exists between BGSU and UT whereby full-time employees of one university may take courses at the other university with a waiver of fees. This covers full-time employees only and does not include waivers for dependents.

The procedures are outlined below. BG employees will receive the same benefits at the University of Toledo as on our campus. BGSU rules and limitations under the present policy for employees will apply for taking courses at UT.

1. It will be necessary to be properly admitted as a student (either undergraduate or graduate) at UT before enrolling for courses.

2. Expense authorization forms are available in the Office of Administrative Staff Personnel Services.
PERSONNEL WELFARE COMMITTEE
January 17, 1985

A. Discussed revisions in vacation and fee waiver policy as passed by Administrative Council and recommend that Administrative Staff Council approve policies post facto.

B. Recommended editorial changes with Susan Caldwell. Highlighted among these changes are the addition of racial harassment policy (when approved) solicitation policy, policy on grant funded adm. staff positions.

C. Request that Susan Caldwell join the committee meetings for informational services. If there are no objections she indicated that she would be delighted.

D. Discussed and will forward our recommendations for:

1. Change in leave policy that will include adoptions.

2. Ask Executive Council to submit to the University Committee request to survey adm. staff to find whether there is interest into buying into or receiving family optical/dental

3. Request Adm. Eco. Council to forward to the University Insurance Committee request with appropriate documentation to include annual gynecological examinations under diagnostic clause.

4. Change a section of the handbook regarding jury duty RE; Supeana for personal vs. university business. in determining use of vacation or leave without pay.

5. Recommend that adm. staff employees be in a position to gain access to evaluation information that is utilized for non-renewal of contract. Hoping something could be developed in cooperation with Wayne Colvin's committee on evaluation. Sue Caldwell response is below.

6. Recommendations for revising benefits for employees with fifteen + years service.

E. The committee did not or are prepared to offer recommendations for adjusting eligibility requirements for dependent tuition fee waivers, or supplemental retirement program. Possibly, within the forthcoming year. 15+ years service.

Feb. 5, 6, 7

Feb. 5 Eco. Council sent to A.S. Council Feb. 7
MEMORANDUM

TO:  Paul Yon
      University Archives

FROM:  Sola Giford
        Associate Registrar and
        Director of Records

RE:  Attached Correspondence

As a result of my circulation of the proposed revision to the Handbook to the members of the Administrative Staff in my network, I received the attached suggestion from Duane Whitmire. I do not know what level Bowling Green State University would have to pursue reciprocal dependent fee waivers, but it certainly sounds like a good idea.

I am just passing this suggestion on to you for your deliberations.

vs/9

Attachment

cc:  Joe Martini, Chair
     Administrative Staff Council
January 30, 1985

TO: Paul Yon

FROM: Kathryn Thiede

RE: Procedure to Obtain Approval for Administrative Staff Professional Development

I wanted to pass along a problem I recently experienced with the guidelines for administrative staff participation in professional development. As I read Susan Caldwell's memo (1/2/85) regarding the workshops on microcomputers, I noted her statement, "The guidelines require that a staff member's participation in a professional development program must be approved in advance by his/her area management including vice president."

I wanted to attend the workshops on 1/23 and 1/29/85 and submitted a request to Bill Miller, which he approved on 1/11/85. I submitted a request to Eloise Clark on 1/14/85 with Dr. Miller's written approval. To this date, I have not heard from Dr. Clark's office regarding my request to attend the workshops. I did not attend either workshop.

My concern about the procedure to obtain approval rests with the channel of notification regarding vice presidential approval. Should I expect approval "in advance by his/her management including vice president"?

Would you share this concern with the Administrative Staff Council? Thank you.
MEMORANDUM

TO:    Administrative Staff Council

FROM:  Susan Caldwell, Director
        Administrative Staff Personnel Services

SUBJ:  Administrative Staff Handbook

Enclosed is a summary of revisions proposed for the
1985-86 Administrative Staff Handbook. Draft copies of the handbook
have been given to members of the Executive Committee and the
Welfare Committee. I would like to thank and commend the ASC
Welfare Committee for their hard work in reviewing the handbook
and for their many excellent suggestions.

SC:mmb
Enclosure
Summary of Revisions

<table>
<thead>
<tr>
<th>Title page</th>
<th>Change dates.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Index</td>
<td>Revise page as appropriate</td>
</tr>
<tr>
<td>Page i</td>
<td>Add paragraphs on Ferrari Award and Scholarship Program</td>
</tr>
<tr>
<td>Section I Index</td>
<td>Revise and re-page as appropriate</td>
</tr>
<tr>
<td>Page 1</td>
<td><strong>Affirmative Action Policy</strong> - add a statement that the Affirmative Action Plan is available in the Affirmative Action Office.</td>
</tr>
<tr>
<td>Page 2</td>
<td>Grammatical change</td>
</tr>
<tr>
<td>Page 7</td>
<td>Correct &quot;Vice Provost for Research&quot; to &quot;Associate Vice President for Research.&quot; Add a statement that a copy of the Patent Policy is available in Administrative Staff Personnel Services Office.</td>
</tr>
<tr>
<td>Pages 8-9</td>
<td>Under &quot;Continuance,&quot; items 2a &amp; b, clarify that years of service is contract service. Also indicate that recommendations for non-renewal will be made to the President, appropriate Vice President, or Dean by area heads. Under &quot;Dismissal&quot; change Vice President to President and appropriate vice president. Clarify last sentence.</td>
</tr>
<tr>
<td>Page 10</td>
<td>Add new policy on Grant or Externally Funded Positions.</td>
</tr>
<tr>
<td>Page 11</td>
<td>Spelling correction</td>
</tr>
<tr>
<td>Page 19</td>
<td>Typing correction</td>
</tr>
<tr>
<td>Page 20</td>
<td><strong>Sexual Harassment Policy</strong> - add a statement that the full policy is included in the Appendix.</td>
</tr>
</tbody>
</table>
Section II Index

pages 22-24

Revise and re-page as appropriate.

Add a section about discounts on Continuing Education courses.

Fee Waiver Policy - include definitions of full-time and part-time staff at the beginning of the policy. Also include new benefit for part-time administrative staff.

Pages 25-28

Make appropriate corrections in premium rates for insurances and revisions consistent with the handbook.

Page 30

Leave of Absence - a statement requiring the supervisor to give written approval of a leave. Also included a statement that a staff member who decides not to return from a leave should provide a month's notice.

Page 32

Item 6 - change course to courses.

Page 34

Remove section on Counseling Services Option. Under "Instructional Fee Grants for Retirees and Dependents Options," change course to courses.

Page 35

Add a statement that Administrative Staff Personnel Services provides assistance on retirement matters.

Page 38

Add vacation benefits for part-time administrative staff members.

Section II Index

Revise and re-page as appropriate.

Page 41

Grammatical change.

Page 42

Add a paragraph on "Professional Development Program Guidelines" with reference to the Appendix.

Page 44

Add a paragraph on "Solicitation Policy" with reference to the Appendix.

Appendix

New section - include copies of Sexual Harassment Policy, Professional Development Guidelines, and Solicitation Policy.
February 7, 1985

MEMORANDUM

TO: Joe Martini
Chair, Administrative Staff Committee

FROM: Administrative Staff Personnel Welfare Committee


It is the recommendation of the Personnel Welfare Committee to make the following policy changes in the Administrative Staff Handbook for 1985-86. We move that:

a. The word "adoption" and subsequent description be added to the section relative to Maternal-Paternal Leave Policy. p. 31.

b. That smoking be prohibited in restrooms of academic and office buildings as well as the Library. p. 45.
February 11, 1985

MEMORANDUM

TO: Joe Martini, Chair
   Administrative Staff Council

FROM: Susan Caldwell, Director
   Administrative Staff Personnel Services

SUEJ: Maternity/Paternity/Adoption Leave

Sue Crawford, Dick Lehler, and I met on Friday, February 8, to discuss changes in the maternity leave policy. Our proposal includes the following parameters:

1) Prior to the leave, the employee and supervisor will agree, in writing, to the length of the leave and the amount of sick leave, vacation, and/or leave without pay that will be applied to the leave. Medical examiners may direct changes to 1.

2) A leave for childbirth purposes will be allowed for up to four months following birth if the staff member requests. Any combination of sick leave, vacation, and/or leave without pay may be used to cover the four-month absence.

3) No doctor's certification will be required for the four-month leave.

4) A leave in excess of four months must be approved (and can be denied) by the staff member's supervisor, except if for reason of illness.

5) If the staff member requests to use sick leave for an extended period of time before birth or beyond the four-month leave, a doctor's certification will be required.

6) In the case of the policy for administrative staff, the same parameters will be applied to paternity and the proposed adoption leave.

7) In the case of the policy for classified staff, presently only maternity leave is covered. Extension to paternity and adoption leave will be considered.

We would certainly appreciate your comments on our proposed changes.

X: Sue Crawford
   Dick Lehler
Paul

Here is the sick leave form you asked for.

Pat.
BOWLING GREEN STATE UNIVERSITY
LEAVE REQUEST
(Follow Instructions on Reverse Side)

Name ___________________________ Date Submitted ____________

Department _____________________ Social Security Number ________

Job ____________________________ Office _______________________
Title __________________________ Phone _______________________

Date and Time of Notification ___________ Person Receiving Notification ________

TYPE OF LEAVE Amount to be Taken TIME REQUESTED

☐ Sick (complete section below) _______ Hours _______ Days _______ From: Month, Day _______

☐ Vacation _______ / _______ Hour _______

☐ Leave without Pay (LWOP) _______ / _______ Hour _______

☐ Military Leave _______ / _______ Hour _______

☐ Leave of Absence _______ / _______ Hour _______

REQUESTING USE OF SICK LEAVE FOR THE FOLLOWING REASON

☐ Hospital ___________________________________________

☐ Injury on Job _______________________________________

☐ Illness (Specify) _____________________________________

☐ Family Illness _________________________________________

☐ Dental ______________________________________________

☐ Funeral ______________________________________________

Employees using three or more consecutive days may be required to submit a doctor's excuse.

Remarks: ________________________________________________

EMPLOYEE'S STATEMENT

The personal data provided in this application is true, correct, and complete to the best of my knowledge and belief. I full understand that a knowingly false entry shall be grounds for disciplinary action which may include dismissal.

_________________________ ______________________
(Signature) (Date)

SUPERVISOR OR DEPARTMENT HEAD

☐ Approved ☐ Disapproved for the following reason: _______________________________________

_________________________ ______________________
(Signature) (Date)

AREA HEAD

☐ Approved ☐ Disapproved for the following reason: _______________________________________

_________________________ ______________________
(Signature) (Date)

OFFICE OF PERSONNEL ADMINISTRATION USE ONLY

☐ Recorded Remarks: ________________________________

_________________________ ______________________
(Signature) (Date)
INSTRUCTIONS TO EMPLOYEE/SUPERVISOR - SICK LEAVE

This form must be completed for every use of sick leave. You may submit the form either before or after the time for which sick leave is requested, depending on circumstances. The form must be completed the first day you return to work. The completed form will be retained in the Office of Personnel Administration as a part of the employee's personnel record.

Sick leave shall be granted to employee upon approval of the supervisor for the following reasons:

a. Illness or injury of the employee or a member of immediate family.
b. Death of member in employee's immediate family (not to exceed 5 days).
c. Medical, dental, or optical examination or treatment of employee or a member of his immediate family.
d. If a member of immediate family is afflicted with a contagious disease and requires the care and attention of the employee, or when through exposure to a contagious disease, the presence of the employee at his job would jeopardize the health of others.
e. Pregnancy and/or childbirth and related conditions. (Procedures governing the use of sick leave for maternity purposes may be found in Personnel Procedure Memorandum No. 5.)
f. Sick leave (maximum of 8 hours) may be used to attend the funeral of a friend or relative not identified as immediate family.

A limit of five days will be allowed for the care of the employee's wife and family during a post-natal period.

Other information and details concerning sick leave are contained in Personnel Procedure Memorandum No. 2.

INSTRUCTIONS TO EMPLOYEE/SUPERVISOR - LEAVE OF ABSENCE

APPROVAL OF A LEAVE OF ABSENCE IS NOT AN AUTOMATIC PROCEDURE BUT A MATTER OF ADMINISTRATIVE DISCRETION. THE MERITS OF EACH INDIVIDUAL CASE ARE REVIEWED.

An employee, while on leave of absence without pay, does not earn sick leave or vacation credit. However, the time spent on authorized leave of absence is to be counted in determining length of service for purposes where longevity is a factor.

Blue Cross Hospitalization and John Hancock Surgical-Medical Insurance and John Hancock Group Life Insurance are paid by the University for the employee for the month in which the leave of absence becomes effective, two additional months, and the month that the employee returns to his assignment. Therefore, the University will continue your coverage for ____________ and ____________ 19___. If your leave of absence extends beyond ____________ 19___ you must personally arrange with the Insurance Administrator, Room 20-A Shatzel Hall, to continue your Blue Cross/John Hancock medical coverage beyond the period stated above. Failure to continue payments on your part will result in a cancellation of benefits.

If you are enrolled in the Dependent Group Life Insurance Plan contributing 84¢ per month to provide protection for your family, you must continue these payments while you are on leave of absence. The Insurance Office will provide you the information regarding the exact amount of premium you must pay.

Should circumstances dictate that an extension of your leave is necessary, you should contact either your supervisor or this office. If it is found that a leave of absence is not actually being used for the purpose for which it was granted, the University may cancel the leave and direct the employee to return to work.

Other information and details concerning leave of absence are contained in Personnel Procedure Memorandum No. 5.
MEMORANDUM

TO: Joe Martini  
Administrative Staff Council

FROM: Paul Yon, Chair  
Administrative Staff Council  
Personnel Welfare Committee

RE: Maternity Leave Policy/Maternity Leave Form

The Personnel Welfare Committee of the Administrative Staff Council recently considered, during emergency session on 12 February, the present Maternity Leave Policy and Maternity Leave Form recently implemented by the office of Administrative Staff Personnel Services.

In the interest of pending publication deadlines, objections voiced by administrative staff, and an overall urgency the committee recommended the following:

a. That the current Maternity Leave Policy be rewritten and adopted by Executive Council with the appropriate changes. (see attached)

b. That A.S.C. Executive Committee instruct the office of Administrative Staff Personnel Services to immediately terminate the use of the Maternity Leave of Absence Form currently in use.

c. That a copy of the "written" terms of the maternity leave agreed to and mutually acceptable by the employee and immediate supervisor be deposited in the employee's permanent personnel file housed within the office of Administrative Staff Personnel Services.

d. That all new forms originating within the office of Administrative Staff Personnel Services and effecting administrative staff policy be first submitted to Administrative Staff Council Personnel Welfare Committee, as appropriate, for their consideration.

e. That the re-evaluation of maternity leave etc. be considered of high priority for 1985-1986.

Should you have additional questions please give me a call.

lk
Paternity/Paternity/A adoption leave

Pregnancy, childbirth or adoption may require a temporary interruption in the way in which an administrative staff member meets customary contractual obligations. It is the responsibility of the staff member to notify the immediate supervisor of an anticipated birth or adoption which the administrative staff member expects will result in such an interruption. Moreover, it is the right of an administrative staff member to secure time to attend to pregnancy, childbirth, or adoption without affecting the terms or conditions of the staff member's employment.

Time needed to attend to pregnancy, childbirth, or adoption is to be arranged on mutually acceptable written terms with the immediate supervisor. Specific details relative to the use of sick leave, leave without pay, vacation time, or arrangements for modified work schedules must also be mutually agreeable to the administrative staff member and the immediate supervisor. Consideration should be given to the needs of the individual employee and to the concerns and interests of the affected unit and its employees. Administrative staff members should contact the Office of Administrative Staff Personnel Services as early as possible prior to a leave to review benefits.

Sick leave is authorized for that period of time the staff member is physically unable to work as determined by her physician. Administrative staff members should contact the Office of Administrative Staff Personnel Services as early as possible prior to a maternity leave to review benefits and procedures. Written documentation about the leave is required.
SUBJECT: Maternity Leave of Absence for ____________________________

Bowling Green State University policy regarding maternity leaves of absence is to pay available sick leave benefits during that period of time when, as a result of pregnancy, an employee must be absent due to physical inability to perform regular assigned duties. The remainder of the maternity leave of absence may consist of available paid vacation and/or leave without pay.

Although medical judgment may vary in this matter, I wish to stress that the information requested is to determine the specific period of physical incapacity as opposed to the longer period of time during which you might customarily prefer that your patient not work.

In order to determine the beginning and ending period of time which may be covered by available paid sick leave, please provide the following information concerning the above named employee:

1. The expected delivery date. ______________________________________

2. The period before delivery in which your patient will physically be unable to perform regular assigned duties. (Complete one of the two items to the right.)
   - Patient may work up to delivery time as long as she feels up to it.  (Specific period of time)

3. The amount of time following delivery in which your patient will be physically unable to resume regular assigned duties. (Specific period of time)
   - (Date)
   - (Physician’s Signature)

Your patient’s signature below indicates that she is requesting you to release the information specified above.

   - (Date)
   - (Patient’s Signature)

Your cooperation in this matter is appreciated. Please do not hesitate to contact me if you have any questions. Thank you.

Very truly yours,

Susan Caldwell, Director
Administrative Staff Personnel Services
MEMORANDUM

TO: Paul Yon, Chair
Personnel Welfare Committee
Administrative Staff Council

FROM: Susan Caldwell, Director
Administrative Staff Personnel Services

SUBJ: Administrative Staff Handbook

February 22, 1985

Enclosed is a suggested method of revising the Administrative Staff Handbook on a yearly basis that avoids the need to reprint the entire document. I request that the Personnel Welfare Committee review it and, if in agreement, consider presenting it to the entire Administrative Staff Council at the March 7 meeting for a decision.

If it is approved by ASC, I am confident that we can implement the procedure this year. There are several additional details that must be considered.

1) Will the handbook be designed for insertion in a three-ring binder? A three-ring binder certainly makes replacing pages easier than if the handbook is stapled or otherwise permanently bound. The pages of the handbook can be printed on three-hole-punched paper.

2) Will a binder be provided to each staff member this year, or will staff members be expected to provide their own? Is there a concern that if a binder is not provided, some staff members will not provide their own and the chances of misplacing the handbook will increase? I will prepare some estimates on the cost of binders.

3) Will the Administrative Staff Council budget be able to pay for binders? The Office of Administrative Staff Personnel Services is budgeted to cover the expense of duplicating the handbook, but not for the purchase of binders.

I look forward to meeting with the Personnel Welfare Committee on March 5. If there are any questions about this suggestion, we can discuss them then.

SC:mmb
Enclosure
xc: Joe Martini
MEMORANDUM

TO: Paul Yon
FROM: Joe Martin
RE: Maternity Leave Policy/Maternity Leave Form

Your February 18, 1985 memorandum
- has been given to Susan Caldwell
- will be reviewed with the Executive Council on February 26, 1985 meeting
- is to be introduced by you at the March 7 Administrative Staff Council meeting along with the changes to the University's No Smoking and Severe Weather Policies
- and then will be forwarded via Sue Caldwell to the Administrative Council for review before going to the next step. It is possible that the Severe Weather Policy and the No Smoking Policy will have to go to the Faculty Senate and Classified Advisory Council for their review and approval.

Just as important, I wish to thank you and your committee members for the continued efforts on behalf of the Administrative Staff and Staff Council. You all have been extremely thorough and very helpful. The Administrative Staff have benefited much from all of your hard work.

Again, many thanks.

JM/dlb

xc: Susan Darrow
    Nan Edgerton
    Pat Fitzgerald
MEMORANDUM

TO: Joe Martini, Chair
Administrative Council

FROM: Paul Yon, Nan Edgerton, Pat Fitzgerald
Personnel Welfare Committee

RE: T.I.R.E.S.

March 6, 1985

The Personnel Welfare Committee, Administrative Staff Council, recommends that administrative staff be afforded the opportunity to participate in the Toledo Industrial Recreational and Employee Services Council, Inc. (T.I.R.E.S.). It is our understanding that no additional costs will be incurred by administrative staff except the cost of an ID card.

ljk
MEMORANDUM

TO: Dr. Paul J. Olscamp
    Dr. Dwight F. Burlingame
    Dr. Eloise E. Clark
    Dr. Richard R. Eakin
    Dr. Mary M. Edmonds
    Mr. Philip R. Mason
    Mr. Paul R. Nusser
    Dr. Karl A. Vogt

FROM: Susan Caldwell, Director

SUEJ: Recommended Policy Changes for the 1985-86 Administrative Staff Handbook

March 18, 1985

Several weeks ago, a draft copy of the 1985-86 Administrative Staff Handbook was sent to you. It included recommended editorial changes for the handbook. The Administrative Staff Council, at its March 7 meeting, considered and approved two recommended policy changes for the 1985-86 Administrative Staff Handbook. They have asked me to forward these recommendations to Administrative Council for review and approval. The two policies under consideration are 1) Maternity/Paternity Leave and 2) Smoking Regulations. The changes are incorporated in the attachments.

The Maternity/Paternity Leave policy appears on page 31 of the draft copy of the handbook. One of the changes recommended by the Administrative Staff Council is to add Adoption Leave to the policy so that staff members adopting children would have the same leave privileges that are already provided for pregnancy and childbirth. In addition, the ASC recommends eliminating the last paragraph of the policy as it is presently written because that paragraph pertains to the use of sick leave by women only.

The Smoking Regulations appear on pages 44-46 of your 1985-86 draft copy of the handbook. The Administrative Staff Council feels that smoking should be prohibited in restrooms of academic and office buildings and the libraries because of lack of adequate ventilation. The attached copy of the regulations reflects this recommendation as well as the current smoking policies for the Health Center and Student Recreation Center. The term "residence halls" has been changed to "dining halls" which is more accurate since there is no general smoking policy for the residence halls. Because the smoking regulations are University policy affecting more than the administrative staff, the Administrative Staff Council realizes that it may be necessary to obtain faculty, classified staff, and student input before the policy can be enacted.
We would appreciate your reviewing these policy recommendations and the editorial changes included in your draft copy of the 1985-86 Administrative Staff Handbook. In order to present the handbook to the Board of Trustees at the April 12 meeting, it will be necessary to prepare final copies for the Board members by April 1. If you have questions about these recommendations, please do not hesitate to contact me or Joe Martini, ASC Chair. Thank you for your time and consideration.

SC:mmb
Attachments
xc: Joe Martini
MATERNITY/PATERNITY/ADOPTION LEAVE

Pregnancy, childbirth OR ADOPTION may require a temporary interruption in the way in which an administrative staff member meets customary contractual obligations. It is the responsibility of the staff member to notify the immediate supervisor of an anticipated birth OR ADOPTION which the administrative staff member expect will result in such an interruption. Moreover, it is the right of an administrative staff member to secure time to attend to pregnancy and childbirth OR ADOPTION without affecting the terms or conditions of the staff member's employment.

Time needed to attend to pregnancy, childbirth OR ADOPTION is to be arranged on mutually acceptable WRITTEN terms with the immediate supervisor. Specific details relative to the use of sick leave, leave without pay, vacation time, or arrangements for modified work schedules must also be mutually agreeable to the administrative staff member and the immediate supervisor. Consideration should be given to the needs of the individual employee and to the concerns and interests of the affected unit and its employees. ADMINISTRATIVE STAFF MEMBERS SHOULD CONTACT THE OFFICE OF ADMINISTRATIVE STAFF PERSONNEL SERVICES AS EARLY AS POSSIBLE PRIOR TO A LEAVE TO REVIEW BENEFITS.

Sick leave is authorized for that period of time the staff member is physically unable to work as determined by her physician. Administrative staff members should contact the Office of Administrative Staff Personnel Services as early as possible prior to a maternity leave to review benefits and procedures. Written documentation about the leave is required.
SMOKING REGULATIONS

"There shall be no smoking in any classroom, laboratory, or other instructional room in any University building at any time . . . All persons entering any classroom building or the Library shall confine their smoking in the areas in the respective buildings in which smoking is permitted as clearly indicated by official University signs posted in the building, and shall refrain from smoking in all other areas of such building...."

Substitute Senate Bill No. 96 adopted in 1976, Amending Section 3791.031 of the Ohio Revised Code, states in part:

"(E) For the purpose of separating persons who smoke from persons who do not smoke for the comfort and health of persons not smoking, in every place of public assembly there shall be an area where smoking is not permitted, which shall be designated a no smoking area...

A no smoking area may include the entire place of public assembly. Designations shall be made by the placement of signs that are clearly visible and that state "no smoking." No person shall remove signs from areas designated as no smoking areas.

(C) No person shall smoke in any area designated as a no smoking area in accordance with Division (B) of this section.

(D) Whoever violates this section is guilty of a minor misdemeanor." (Ohio Revised Code)

POSTING OF SMOKING AREAS

Academic Buildings: There shall be no smoking in the classrooms, RESTROOMS, laboratories, or other instructional rooms at any time. Smoking in academic buildings shall be confined to offices, AND hallways or-RESTROOMS.

Office Buildings: There shall be no smoking in offices, RESTROOMS, and meeting rooms designated no smoking areas. Receptacles will be provided in offices/areas where smoking is permitted; however, smokers will be encouraged to confine smoking to hallways AND lobbies or-RESTROOMS.

DINING RESIDENCE HALLS: Smoking is permitted in dining rooms, cafeterias, or other rooms used primarily for the service of food; however, smokers should be aware that tobacco smoke may be offensive to non-smokers.

Theaters Arenas, etc.: In enclosed theaters, opera houses, auditoriums, arenas, and gymnasiums smoking will be confined to hallways AND lobbies or-RESTROOMS where receptacles will be provided.

Libraries: Smoking by library patrons is permitted only the snack bar or-RESTROOMS. Areas for staff smoking is at the
discretion of library departments.

Health Center: There shall be no smoking in public areas of the Health Center by patients or employees.

STUDENT RECREATION CENTER: THERE SHALL BE NO SMOKING IN THE STUDENT RECREATION CENTER.

University Union/Offenhauer Conference Area: Smoking will be permitted in those areas used primarily for the service of food plus the bowling area. Meeting rooms (including 11th Floor Offenhauer) will be designated as no smoking areas unless an individual sponsor specifies with the Conference and Arrangements Office to designate a portion of a specific meeting room for smoking.

Elevators: There shall be no smoking in any elevator in any University building.

Public Vehicles: Smoking will be confined to the rear of buses. Smokers are encouraged not to smoke in small vehicles.
MEMORANDUM

TO: Susan Caldwell, Director
    Administrative Staff Personnel Services

FROM: Joe Martini, Chair
    Administrative Staff Council

RE: Revisions to Administrative Staff Handbook

Both the Personnel Welfare Committee and the Administrative Staff Council support the suggestions outlined in your February 22, 1985 memorandum to Paul Yon to handle the yearly updating of the handbook. However, since the Administrative Staff Council does not have sufficient dollars to purchase a binder for each current staff member, these persons will be responsible to purchase their own through their regular operating budgets.

As for new staff, you might consider providing a BGSU binder to be presented during your initial interview with that individual. Obviously, this should be considered a suggestion for your consideration only.

Hopefully, this new procedure will save you and the University some money and energy over a period of time. Again, thank you for your interest and continued support.

JM/dlb

xc: ASC Executive Committee
    Personnel Welfare Committee
MEMORANDUM

TO:    Paul Yon, Chair
       Personnel Welfare Committee
       Administrative Staff Council

FROM:  Susan Caldwell, Director
       Administrative Staff Personnel Services

SUBJ:  Administrative Staff Handbook

Enclosed is a suggested method of revising the Administrative Staff Handbook on a yearly basis that avoids the need to reprint the entire document. I request that the Personnel Welfare Committee review it and, if in agreement, consider presenting it to the entire Administrative Staff Council at the March 7 meeting for a decision.

If it is approved by ASC, I am confident that we can implement the procedure this year. There are several additional details that must be considered.

1) Will the handbook be designed for insertion in a three-ring binder? A three-ring binder certainly makes replacing pages easier than if the handbook is stapled or otherwise permanently bound. The pages of the handbook can be printed on three-hole-punched paper.

2) Will a binder be provided to each staff member this year, or will staff members be expected to provide their own? Is there a concern that if a binder is not provided, some staff members will not provide their own and the chances of misplacing the handbook will increase? I will prepare some estimates on the cost of binders.

3) Will the Administrative Staff Council budget be able to pay for binders? The Office of Administrative Staff Personnel Services is budgeted to cover the expense of duplicating the handbook, but not for the purchase of binders.

I look forward to meeting with the Personnel Welfare Committee on March 5. If there are any questions about this suggestion, we can discuss them then.

SC:mmb
Enclosure
xc: Joe Martini
REVISIONS TO THE HANDBOOK

The Administrative Staff Handbook is revised each year to include current, accurate information about policies, procedures, and benefits affecting administrative staff members. The revisions are made effective with the start of each fiscal year.

Only pages with revisions or additions are updated each year. Pages are numbered consecutively throughout the book with the most recent effective date (month and year) in the lower outside corner. If a page must be revised, the new page will have the same page number as the one it replaces. The effective date (month & year) in the lower outside corner will differentiate the old page from the new one.

Example:

- 5 - 7-85

If a revision or addition requires more pages than it is replacing, a decimal will be added to the page number of the extra pages.

Example: If three new pages will replace page 5, the new pages will be numbered 5, 5.1, and 5.2. Also, the effective date will appear in the lower outside corner.

The Office of Administrative Staff Personnel Services will distribute revisions at the beginning of each fiscal year. Administrative staff members should remove the appropriate old pages and replace them with the new (revised) pages provided.
June 10, 1985

TO: Paul Yon

FROM: Joe Martini

Found this in my notes.

Don't expect anything by your group — thought you should know.
H. B. 373—Calamity Days. Fox. To enact section 3317.012 of the Revised Code to provide for additional calamity days, and to declare an emergency.

H. B. 374—Alcohol Sales, Fairgrounds. Shoemaker. To amend section 1711.09 of the Revised Code to prohibit the sale of beer and intoxicating liquor on the fairgrounds during any fair.

H. B. 375—Grain. Shoemaker. To amend sections 4921.02 and 4921.03 of the Revised Code to exempt carriers of feed and feed ingredients from regulation as common or contract carriers.

H. B. 376—Children's Services. Luebbers. To amend sections 2151.411, 2915.01, 3317.029, 3317.024, 3317.03, 3317.11, 3327.01, 3701.021, 3701.022, 3701.023, 3701.024, 3701.025, 4551.05, 5111.02, and 5153.16 of the Revised Code to change the name of the Bureau of Crippled Children's Services to the Bureau of Services for Children with Disabilities, and to replace other references to crippled children.

H. B. 377—Primary Elections. Blessing. To amend section 3513.191 of the Revised Code to reduce from four to two the number of years within which having voted in one political party's primary election disqualifies a person from being a candidate in any other party's primary election.

H. B. 378—University Employees, Sick Leave. Blessing. To amend section 124.39 of the Revised Code to require, in the case of the death of an employee of a state college or university or of certain political subdivisions, that one-fourth of the value of the employee's unused sick leave credit be paid to his family or to his estate.

H. B. 379—School Districts, Funding. Van Vyven. To enact sections 3317.029 and 3317.021 of the Revised Code to provide for supplemental payments to increase state basic aid to certain school districts and to give school districts additional state aid when their effective tax rates decline and when the personal property assessment rate falls below 35%.

A toll-free telephone line to call OSBA Headquarters

1-800-282-6556

(Government Affairs 1-800-324-2772)

(in-state calls only)
June 10, 1985

MEMORANDUM

TO: Susan Darrow, Honors Program
    Pat Fitzgerald, WBGU-TV
    Paul Yon, Center for Archival Collections

FROM: Nan C. Edgerton
       Assistant Director

Enclosed is a revised draft of the fee waiver policy. (See my corrections written in hand.) Please pay special attention to several clauses in the policy. First, the footnotes on the first page. I moved these to the end of the policy so we can eventually compare this format with Pat's draft. Second, re-read the section on part-time employees carefully. We may have to get Susan Caldwell's interpretation of this, but there is a distinction between part-time and permanent part-time employees. We tried to make this consistent at the last meeting, but I chose the original wording because we need a clarification. Third, double-check the section on appeals (VI. Other). I made the change we discussed. Finally, please compare this draft with the current one in the handbook to make sure that the meaning of the policy is intact. This is important because I "cleaned up" the jargon in several places.

Paul, please let me know how to proceed from here. Should we discuss comments and suggestions at the June meeting?

Please feel free to make many suggestions. Thanks for your help.

Im

xc: Susan Caldwell,
   w/ xc of policy
The policy governing these administrative staff benefits shall be as follows:

I. FULL-TIME EMPLOYEE

A. ELIGIBILITY. For the purposes of this policy, a full-time administrative staff member is one who works 40 hours a week on a regular schedule and is employed full-time for a minimum of nine months a year (including an individual employed full-time at the University but compensated by another agency such as POTC or a granting agency).

B. BENEFIT. Full-time employees may enroll in four courses each year, not to exceed two courses per academic term, on either an audit or credit basis, without payment of the instructional or general fees if:

1. An employee initiates a request via a fee waiver form. These forms are available in the office of Administrative Staff Personnel Services (911 Administration Building).

2. An employee's supervisor certifies that the employee's enrollment will not interfere with the discharge of duties as a University employee.**

3. An employee's enrollment in the course is approved by the appropriate academic dean or area administrator who will then forward the fee waiver form to Administrative Staff Personnel Services for processing.

4. An employee's enrollment will not prevent a regularly registered student from attending the class section.

5. An employee enrolls for the course through the Office of Registration and Records.

C. RECIPROCITY. An agreement exists between Bowling Green State University (BGSU) and the University of Toledo (UT) whereby full-time employees of one university may take courses, with a fee waiver, at the other university. This arrangement covers full-time employees only and does not include waivers for dependents. The following conditions apply:

1. An employee must be properly admitted as an undergraduate or graduate student at UT before registering for courses.
2. Fee waiver forms must be filed and approved. These forms are available in the office of Administrative Staff Personnel Services.

D. CONTINUING EDUCATION COURSES. Administrative staff members are entitled to a 20% discount on registration for most non-credit courses and conferences offered through the Office of Continuing Education.

II. PART-TIME EMPLOYEE.

A. ELIGIBILITY. A permanent part-time administrative staff member is one who works less than 40 hours a week on a regular schedule and whose contract indicates part-time status. Part-time administrative staff who have completed the equivalent of one full year of service at Bowling Green State University (2080 hours or twelve full months) are eligible for an employee fee waiver.

B. BENEFIT. The fee waiver benefit is prorated according to the percentage of time an employee works. Staff with contracts of 75% - 99% are eligible for three courses per year; staff with contracts of 50% - 75% are eligible for two courses per year; staff with contracts of 25% - 49% are eligible for one course per year.

1. The fee waiver benefit allows part-time staff members to enroll in courses, not to exceed two per academic term, on either an audit or credit basis without payment of instructional or general fees according to the same restrictions noted for full-time staff. (cf. conditions * **)  

III. SPOUSE/CHILD

A. ELIGIBILITY. The child, children, and/or cohabitant spouse of a full-time administrative staff member who has completed five years of full-time service at Bowling Green State University is able to receive fee waiver benefits provided that:

1. the individual to receive the fee waiver is eligible to be considered a personal exemption under the provision of Section 151 of the Internal Revenue Code or

2. in the case of a natural or adopted child who is not claimed by the employee for federal tax purposes under IRS regulations, the earnings of the child are less than $1,000 in any calendar year and the employee-parent provides $1,200 or more of support in any calendar year. An employee must certify in
a notarized statement that the eligibility conditions are met under provision (2).

3. An employee must initiate a fee waiver form—available in the Office of Administrative Staff Personnel Services—to receive benefits for his or her spouse or child.

B. BENEFIT. The child or spouse of an employee may enroll as a full-time or part-time student without payment of instructional fees. The student may attend classes at the main campus or at any off-campus branch or center. The student will pay the general fee and other course fees or charges.

IV. WIDOW/WIDOWER OR CHILD OF A DECEASED ADMINISTRATIVE STAFF MEMBER

A. ELIGIBILITY. The widow/widower or child of a deceased full-time administrative staff member is able to receive fee waiver benefits provided that:

1. the individual was eligible to be considered a personal exemption under the provision 151 of the Internal Revenue Code or

2. in the case of a natural or adopted child who was not claimed by the deceased employee for federal tax purposes, the earnings of the child are less than $1,000 in any calendar year and the deceased employee-parent provided $1,200 or more of support in any calendar year.

3. The deceased administrative staff member served at Bowling Green State University for five years or more.

4. The deceased administrative staff member’s appointment at Bowling Green State University was terminated by retirement, death, or sickness which led to death, and for no other reason.

B. BENEFIT. The widow/widower or child of a deceased administrative staff member may enroll as a full-time or part-time student without payment of instructional fees. The student may attend classes at the main campus or at any branch campus or center. The student will pay the general fee and other course fees or charges.
V. RETIRED ADMINISTRATIVE STAFF MEMBERS

A. ELIGIBILITY. A staff member who has formally retired into STPS or PEPS is able to receive fee waiver benefits.

B. BENEFIT. Retired administrative members may take courses on a space available basis. In addition, dependents of retirees may enroll in classes without payment of instructional fees while the retiree participates in the Supplemental Retirement Program. Please note that the retiree must be properly enrolled under the provisions of the Supplemental Retirement Program to receive the fee waiver benefit for dependents.

VI. OTHER

A. APPEALS. Appeals of the application of these procedures should be made to the President of Bowling Green State University. The President of the University is authorized, effective as of September 1, 1976, to provide for the payment of instructional fees under exceptional and appropriate circumstances.

B. For further information about fee waiver benefits, please contact the Office of Administrative Staff Personnel Services (911 Administration Building).

* An accounting of courses taken begins with the fall semester; (i.e., from fall semester through the following summer session of each year). Staff members may take a maximum of four courses, not to exceed two courses per academic term, with a waiver of fees. Part-time staff members may take courses on a limited basis.

** In order to avoid interruptions on the job, administrative staff members should whenever possible register for classes which meet outside of their regular work schedules. When this is not feasible, staff members may, with the approval of their supervisors, enroll for a class during the regular work day. All time taken from the regular work day to attend classes must be made up.
Fee Waiver Policy (BGSU Board of Trustees, 1976, Revised:____ _______________________________)

The policy governing benefits for administrative staff members shall be as follows:

I. FULL-TIME EMPLOYEE

A. ELIGIBILITY. For the purposes of this policy, a full-time administrative staff member is one who works 40 hours a week on a regular schedule and is employed full-time for a minimum of nine months a year (including an individual employed full-time at the University but compensated by another agency such as ROTC or a granting agency).

B. BENEFIT. Full-time employees may enroll in four courses each year, not to exceed two courses per academic term,* on either an audit or credit basis, without payment of the instructional or general fees if:

1. The employee initiates a request via a fee waiver form. These forms are available in the Office of Administrative Staff Personnel Services (911 Administration Building).

2. The employee's supervisor certifies that the employee's enrollment will not interfere with the discharge of duties as a University employee.**

3. The employee's enrollment in the course is approved by the appropriate academic dean or area administrator who will then forward the fee waiver form to Office of Administrative Staff Personnel Services for processing.

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2. in the case of a natural or adopted child who was not claimed by the deceased employee for federal tax purposes, the earnings of the child are less than $1,000 in any calendar year and the deceased employee-parent provided $1,200 or more of support in any calendar year.

3. The deceased administrative staff member served at Bowling Green State University for five years or more.

4. The deceased administrative staff member's appointment at Bowling Green State University was terminated by retirement, death, or sickness which led to death, and for no other reason.

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A. ELIGIBILITY. A full-time administrative staff member who has formally retired into STRS or PERS is able to receive fee waiver benefits.

B. BENEFIT. Retired administrative staff members may take courses on a space available basis. In addition, dependents of retirees may enroll in classes without payment of instructional fees while the retirees participate in the Supplemental Retirement Program. Please note that the retiree must be properly enrolled under the provisions of the Supplemental Retirement Program to receive the fee waiver benefit for dependents.

VI. OTHER

A. APPEALS. Appeals of the application of these procedures should be made to the President of Bowling Green State University. The President of the University is authorized, effective September 1, 1976, to provide for the payment of instructional fees under exceptional and appropriate circumstances.

B. For further information about fee waiver benefits, please contact the Office of Administrative Staff Personnel Services (911 Administration Building).

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** In order to avoid interruptions on the job, administrative staff members should whenever possible register for classes which meet outside of their regular work schedules. When this is not feasible, staff members may, with the approval of their supervisors, enroll for a class during the regular work day. All time taken from the regular work day to attend classes must be made up.
I. Student Accumulation as of 6/30/25


1984-85

37 Ass'ns. 15 paid
3.75 day low
38.94 HIF.
19.38 day 2
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<th>Years of Service</th>
<th>Count</th>
<th>Percentage</th>
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<td>4%</td>
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<tr>
<td>20-24 years</td>
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<td>3%</td>
</tr>
<tr>
<td>15-19 years</td>
<td>31</td>
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Resignations - Full-time Administrative Staff 1983-84

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<tr>
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<th>Men</th>
<th>Women</th>
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</thead>
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<tr>
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<td>11</td>
</tr>
<tr>
<td>Marriage</td>
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<td>2</td>
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<tr>
<td>Moving</td>
<td>0</td>
<td>2</td>
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<tr>
<td>Retirement</td>
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<tr>
<td>Professional Reasons</td>
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<td>2</td>
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<tr>
<td>Return to School</td>
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<tr>
<td>Dissatisfaction</td>
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<tr>
<td>Other (personal)</td>
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<td>1</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>11</strong></td>
<td><strong>24</strong></td>
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<tr>
<td>Reason</td>
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<td>Women</td>
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<td>-------</td>
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<tr>
<td>Another job</td>
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<td>13</td>
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<td><strong>Totals</strong></td>
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REPORT OF TASK FORCE TO STUDY CONTRACT PERSONNEL

Moved by _______________ and seconded by _______________

that the report of the committee to study personnel matters be received and that the recommendations in the report be approved as policy to become effective July 1, 1972.
April 18, 1972

REPORT OF TASK FORCE TO STUDY CONTRACT PERSONNEL

Under date of August 12, 1970, President Hollis Moore appointed a task force to review administrative personnel policy at the University. Included were Ashel Bryan, Chairman, and Delmont Brown, representing the Board of Trustees; and the following University staff members: T. E. Becky, Terrence Flannigan, James L. Galloway, John D. Hayes, John W. Martin, P. M. McFall, Paul P. Nussar, and Glenn Van Wormer. The task force reviewed the December 1969 report "Management Study and Analysis Ohio Public Higher Education" by Warren King and Associates—giving special attention to the section on Personnel Administration as it applied to Bowling Green State University; employed a consultant to advise it on procedures; and reviewed positions at the University which are filled by individuals appointed under contract.

Theodore J. Holoson, Director of Personnel for the University of Dayton, began to advise the committee in October, 1970. Under date of February 4, 1971, he presented a preliminary recommendation including guidelines for developing job descriptions and factor weights for each position. In an earlier report to the Board of Trustees, major administrative positions were reviewed prior to issuance of contracts for appointment for the 1971-72 fiscal year.

The task force then reviewed in detail those contract positions which could be filled by appointment under classified service. Concurrently the Ohio Legislature was considering a revision in pay scales for classified service.

The task force established two principles: That a final recommendation for the transfer of contract personnel to classified service should be delayed until the revised pay scales were adopted by the Legislature, and that any contract position which became vacant should be filled by appointment under classified service—if at all possible.

With the March 1972 authorization of the Federal Pay Board for the state to pay the increases as voted by the General Assembly and approved by the Governor, the task force could complete its study of detailed positions.

As a final report, it is recommended to the President and the Board of Trustees that the following policy be approved for transfer of contract personnel to classified appointment:

1. Transfer from the unclassified to the classified service shall be voluntary on the part of those employees occupying positions recommended for transfer to the classified service by the Provost or vice president.

2. Monetary increases for those transferring from the unclassified service to the classified service will not be in violation of the Economic Stabilization Act of 1971 if the wage increase is not excessive.

3. An employee transferring from the unclassified service to the classified service will not have his current gross annual salary decreased, nor have his title changed, unless such change is acceptable to both the administrator and the employee.
4. Should the incumbent of a position recommended for transfer to classified service decline the transfer, he may remain as an unclassified employee. The position will be indicated as a "red-circle position," and at the time the incumbent terminates, the position will be classified. Those unclassified employees who decline a transfer at this time will be reviewed and may transfer at a later date. It was recommended that the positions be reviewed annually.

5. In those situations wherein an acceptable classification will be unavailable for an employee now in the unclassified service, and the employee remains on contract appointment, the salary of the individual will be based upon the employee's skills, education, and job responsibilities.

6. In those situations wherein an employee is offered an appropriate classification but elects to remain on contract appointment, the salary of the individual will be based upon the employee's skills, experiences, and job responsibilities.

7. Those employees who transfer from the unclassified service to the classified service will retain their accrued sick leave, not to exceed 120 days (260 hours), and vacation leave, not to exceed 40 days (320 hours), balances.

8. An employee who transfers from the unclassified service to the classified service cannot subsequently change his mind and revert to the unclassified service.

9. The classification assigned to the position of those individuals accepting transfer from the unclassified to the classified will be reviewed at the time incumbent terminates his employment. It is recognized that the recommended classification has been determined by the individual's education, skills, and job responsibilities. The job responsibilities have been significantly increased through the years of experience of these employees, whereas a replacement normally would be at a lesser classification.

10. The effective date for the transfer from unclassified to classified service will be July 1, 1972.

11. Employees who transfer from the unclassified service to the classified service will be eligible for annual step increase the first day of the pay period containing July 1, 1973.

12. Employees transferring from the unclassified to the classified service will be placed in either step 1, 2, or 3 of the pay range assigned to their classification. If the appropriate classification is unacceptable to the Provost, area vice president, and/or the Director of Personnel Services, the individual will remain unclassified; the position will be a "red-circle position" subject to annual review, and will be classified when the incumbent terminates.

13. Those employees who transfer to the classified service and are exempt from the overtime provisions of the Fair Labor Standards Act will submit a weekly time-card to the payroll supervisor.
14. Time-cards of classified employees who are exempt from the Fair Labor Standards Act will reflect the actual hours the employee works and the record of hours worked over forty (compensatory time) will be maintained by the area supervisors.

15. Overtime for an exempt classified employee may be either compensatory time on a one-for-one basis or pay at employee's regular hourly rate.

16. An employee now appointed under contract whose position is not recommended for transfer to classified service may request consideration for appointment under classified service by requesting such to the Provost or the vice president in charge of the area.

The task force further recommends that the following policy be applied for all future appointments to the staff:

**CRITERIA FOR APPOINTMENT UNDER CONTRACT**

As a guiding principle, it is recommended that appointment to unclassified service (either new or replacement) be restricted to positions that meet the following criteria:

I. Professional duties of part-time or full-time teaching, library service, or research which carry academic rank;

II. Administrative duties calling for
   
   (a) a salary in excess of $10,400 per year; and
   
   (b) management of a department or area which requires supervision of other employee(s); and
   
   (c) administering a budget or assigned the responsibility to authorize expenditure of University funds.

Positions which do not qualify under I or II, (a) and (b) and (c), will be in the classified service unless a written authorization for contract appointment is recommended by the Provost or a vice president and approved by the President of the University.

Effective with adoption of this policy, the name, title, area of employment, and salary of each newly appointed, nonfaculty, unclassified employee is to be forwarded to the Director of Personnel Services by the Provost or vice president of the area of the University in which the appointment is made.
MEMORANDUM

TO: Dr. Hollis A. Moore
    Mr. J. C. Scheuerman

FROM: Personnel Services Advisory Committee

SUBJECT: Recommended Policies for Vacation, Sick Leave and Leave of Absence

On October 26, 1973, the Personnel Services Advisory Committee was appointed by the President to establish several policies and procedures for unclassified employees (contract, non-academic). The minutes of all committee meetings to date have been forwarded to your office, including recommendations concerning insurance and other benefits.

Attached herewith are three additional recommendations:

1. Vacation policy
2. Sick Leave policy
3. Leave of Absence policy

The following notes may provide helpful background information:

1. In keeping with the Affirmative Action Program, these recommendations are in general agreement with those presently applicable to classified employees.

2. It is assumed that because of the nature of contract responsibilities, most contract employees will work considerably more than an average 40-hour work week. In recognition thereof, for many years the minimum vacation earned has been four weeks per year.

3. Until recently, all classified employees received only two weeks of vacation, regardless of the number of years of service. However, in accordance with recent changes in the state law, classified employees now receive three weeks of vacation after ten (10) years of service, and four weeks of vacation after twenty (20) years.

4. Therefore, it is also recommended that contract employees earn vacation based upon similar years of service at BGSU as proposed in the vacation policy.
If your office (or others) desires additional information, please advise. The current vacation policy was adopted in 1955 (copy attached); however, it was not approved by the Board of Trustees (verified by Dr. McFall's office).

Committee Members:

F. E. Beatty
Roy Clark
Paul R. Nusser
John D. Hayes
Ray Malone
Robert McKay
Carol Payne
Richard Stoner
Marilyn Shepherd
Ray Whittaker
Charles Gallagher, Ex Officio
Elton Ringer, Chairman

ER/kb
Attachments
**RECOMMENDED VACATION POLICY FOR NON-ACADEMIC CONTRACT EMPLOYEES**

All full-time, twelve-month, non-academic contract employees earn annual vacation in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Vacation Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year of service</td>
<td>No Vacation*</td>
</tr>
<tr>
<td>One year, but less than 10 years</td>
<td>20 work days</td>
</tr>
<tr>
<td>Ten years, but less than 20 years</td>
<td>25 work days</td>
</tr>
<tr>
<td>Twenty years or more</td>
<td>30 work days</td>
</tr>
</tbody>
</table>

*Employees with less than 1 year of service may take (borrow) 5 days vacation after each three months of service. However, if an employee terminates employment before completing one year of service, his/her termination check shall be reduced by the amount of vacation taken.

Employees are expected to utilize their vacation annually and at a time approved by the area supervisor. Absences chargeable to vacation are to be reported to the employee's area administrator (or his designee) who will maintain vacation records.

Vacation is computed from initial date of employment. Accumulated vacation up to a total of that earned in two years may be carried into a new contract year. Upon termination of employment, compensation for accrued vacation will be paid in a lump sum.

If an employee has interrupted service with the University (other state agencies excluded), his/her prior full-time employment period with the University shall be counted for determination of vacation earned.

Days designated as holidays shall not be charged against vacation.

Vacation is earned while an employee is on an active pay status; it is not earned while on unpaid leave of absence.

Vacation pay is not granted in lieu of vacation except at termination of employment.
In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

This policy excludes Medical Doctors, Residence Hall Directors, Housemothers and other employees whose contract period is for less than twelve months inasmuch as they have time off with pay during shut-down periods between quarters, holidays, or summer.
VACATION BENEFITS
(Detailed in Separate Exhibit)

Classified Employees.

Vacation benefits for classified employees are determined by the State. Vacation is earned on the basis of longevity, with a maximum of 5 weeks upon completion of 25 years of service:

1 - 7 Years 2 Weeks
8 - 14 Years 3 Weeks
15 - 24 Years 4 Weeks
25 Years and Over 5 Weeks

Contract Employees.

Contract employees receive 4 weeks of vacation, regardless of longevity; however, Library employees receive several additional days of vacation.

The Personnel Services Advisory Committee recommended that contract employees should also earn vacation based upon longevity—or to at least grant 5 weeks to those completing 25 years of service (which would be consistent with the classified policy). To avoid possible inequities, perhaps the 5 weeks policy and the Library differential should be reviewed again.

Maximum Vacation Accrual.

Similarly, the maximum vacation accrual is considerably more liberal for classified employees (a maximum of 15 weeks after 25 years of service—as listed below), as compared with 4 weeks beyond one's anniversary date for all contract employees regardless of the number of years of service:

1 - 7 Years 6 Weeks
8 - 14 Years 9 Weeks
15 - 24 Years 12 Weeks
25 Years and Over 15 Weeks

To partially close the differential, perhaps after 15 years (or 25 years), contract employees might be given an additional 4 weeks of accrual.
82 responses

<table>
<thead>
<tr>
<th>years</th>
<th>under 1</th>
<th>24</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>4</td>
</tr>
</tbody>
</table>

Marital status: m = 57, single = 23

Spouse at 8G: yes = 16, no = 46

If yes, ft = 13, pt = 3

Yrs if full time: 1 (3), 2 (2), 3 (1), 4 (1), 5 (1), 6 (1), 7 (1), 19 (2)

Would use:

Spouse: 32

Undergrad = 14

ft = 4

Pt = 10

Grad = 16

ft = 2

Pt = 14

Children: 5

Undergrad = 4

ft = 3

Pt = 1

10 FTE working time

18 + 2 graduate

1-5 yrs.

ADS
9-22-69

Check. Bring receipt - 8/73 9/73 10/73

20 Days. March -April 73


Ralph W. McDonald. April 18, 1955

\[
\begin{align*}
&\text{\underline{\text{\$24}} \\
&\underline{\text{\$40}} \\
&\underline{\text{\$52}} \\
&\underline{\text{\$60}} \\
&\underline{\text{\$1700}} \\
&\underline{\text{\$17,680}} \\
\end{align*}
\]
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 a.m.</td>
<td>Breakfast</td>
<td>To arrive after 6 a.m.</td>
</tr>
<tr>
<td>7:00 a.m.</td>
<td>Breakfast</td>
<td>To arrive before 7 a.m.</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Dinner</td>
<td></td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td>Dinner</td>
<td></td>
</tr>
</tbody>
</table>

- To arrive after 6 a.m.
- To arrive before 7 a.m.
- Breakfast
- Lunch
- Dinner
- To arrive before 7 a.m.
- To arrive after 6 a.m.
- Breakfast
- Lunch
- Dinner
<table>
<thead>
<tr>
<th>0.0 days</th>
<th>30 days</th>
<th>48 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>no food</td>
<td>no food</td>
<td>no food</td>
</tr>
<tr>
<td>Inter</td>
<td>1 hr</td>
<td>1 hr</td>
</tr>
<tr>
<td>2-4 hrs</td>
<td>2-4 hrs</td>
<td>2-4 hrs</td>
</tr>
<tr>
<td>bedtime</td>
<td>bedtime</td>
<td>bedtime</td>
</tr>
<tr>
<td>7/7/14</td>
<td>7/8/14</td>
<td>7/15/14</td>
</tr>
<tr>
<td>5/7</td>
<td>5/7</td>
<td>5/7</td>
</tr>
<tr>
<td>Morn</td>
<td>Morn</td>
<td>Morn</td>
</tr>
<tr>
<td>5/7</td>
<td>5/7</td>
<td>5/7</td>
</tr>
</tbody>
</table>
Information was sought in 2 areas, vacation policy and leave policy

**Akron**
- Vacation - 22 days/year: Could accumulate up to 44 but would revert back to 22 accumulated at beginning of a new year. There is no increase in vacation days based on time in service. Up to 22 days would be paid on separation.
- Leave - No leave at present but they are introducing one this year.

**Central**
- Vacation - 20 days/year: Could accumulate 20 days. No increase based on time in service. Up to 20 days would be paid upon separation.
- Leave - have none

**Cincinnati**
- Vacation - 22 days/year: Could accumulate 60. No increase based on time in service. Up to 66 days could be paid upon separation.
- Leave - 1 year maximum, must be approved by Vice Pres.; purpose - for enhancement of current performance.

**Kent**
- Vacation - 20 days/year: Could accumulate 60. Increases to 25 days/year after 25 years. Up to 60 days would be paid on separation.
- Leave - None

**Miami**
- Vacation - 22 days/year: Could accumulate 40 which would be paid upon separation. Days beyond 40 go into a Reserve Disability Fund which could be used in medical situations where sick leave runs out. No increase based on time in service.
- Leave - Up to 1 year at full pay, approved by trustees, no minimum service required upon return. Vacation and Sick Leave cannot be used during this time.

**Ohio University**
- Vacation - 22 days/year: Could accumulate up to 32. No increase for time in service. Up to 32 days could be paid upon separation.
- Leave - Up to 5 month at full pay - is flexible for longer periods, V.P. approves, return for a minimum of 1 year.

**Toledo**
- Vacation - 24 days/year: Could accumulate up to 72 days. No increase for time in service. Up to 48 days could be paid upon separation.
- Leave - None

**Youngstown**
- Vacation - 22 days/year: Could accumulate up to 33 days. No increase for time in service. Up to 33 days could be paid upon separation.
- Leave - Up to 1 year, paid 75% of salary or $1500/month whichever is smaller. Required to return for 1 year or twice leave time.
Abstract of Benefits

Vacation -

2 schools have 20 days/year
7 schools have 22 days/year
2 schools have more than 22/year

Accumulation:

3 schools allow for accumulation of 3 years of vacation
3 schools allow for accumulation of 2 years of vacation
1 school allows for accumulation of 1 year of vacation
3 schools allow for between 1 and 2 years of accumulated vacation
1 school (Miami) has a special program for 40 days accumulated vacation with excess beyond 40 going into a special reserve.

Payment on separation:

3 schools would pay up to allowed accumulation
2 schools would pay up to only 1 year's vacation
1 school (Toledo) would pay 2 years vacation

Increases for time in service:

1 school allows for increase vacation after 25 years
1 school is in process of change
9 schools have no increase

Leave -

4 schools have some form of Administrative Development Leave - requirements and pay vary.
1 school is in process of developing a leave
6 schools have no such policy
Wright State
Vacation - 22 days/year  
Could accumulate up to 44 days. Increase for time in service now in process. Up to 44 days would be paid upon separation.
Leave - None

Ohio State -
Vacation - 25 days/year  
Could accumulate up to 30 days. No increase for time in service. Up to 30 days paid upon separation.
Leave - None

Cleveland
Vacation - 22 days/year  
Could accumulate 44 days. No increase for time in service. Maximum paid upon separation - 22 days.
Leave - Could receive a special leave of no limit and no pay for purposes of study, research, public office, etc.. Not really what we are considering.
<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>25+ years</td>
<td>13</td>
<td>4%</td>
</tr>
<tr>
<td>20-24 years</td>
<td>12</td>
<td>3%</td>
</tr>
<tr>
<td>15-19 years</td>
<td>31</td>
<td>9%</td>
</tr>
<tr>
<td>10-14 years</td>
<td>33</td>
<td>9%</td>
</tr>
<tr>
<td>5-9 years</td>
<td>78</td>
<td>21%</td>
</tr>
<tr>
<td>1-4 years</td>
<td>132</td>
<td>36%</td>
</tr>
<tr>
<td>0 years</td>
<td>64</td>
<td>18%</td>
</tr>
</tbody>
</table>
### Resignations - Full-time Administrative Staff 1984-85

<table>
<thead>
<tr>
<th></th>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Another job</td>
<td>8</td>
<td>13</td>
</tr>
<tr>
<td>Marriage</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Moving</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Retirement</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Dissatisfaction</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Care for family member</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Pursuing employment elsewhere</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Personal</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>17</td>
<td>25</td>
</tr>
</tbody>
</table>
Resignations - Full-time Administrative Staff 1983-84

<table>
<thead>
<tr>
<th>Reason</th>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Another job</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>Marriage</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Moving</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Retirement</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Professional Reasons</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Return to School</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Dissatisfaction</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Other (personal)</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>11</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>
# VACATION POLICY FOR ADMINISTRATIVE STAFF

SURVEY OF STATE UNIVERSITIES IN OHIO

Addendum - December 9, 1985

<table>
<thead>
<tr>
<th>Ohio State</th>
<th>Annual Rate of Accrual</th>
<th>How Accrued</th>
<th>Maximum Accrual</th>
<th>Payment at Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Administrators - 176 hours per year (increases to 200 hrs. per year after 25 yrs. of service)</td>
<td>Accrued by pay period</td>
<td>Cannot exceed 240 hours in pay period</td>
<td>240 hours (30 days)</td>
<td></td>
</tr>
<tr>
<td>Unclassified - 1-3 yrs.: 96 hrs. per yr. 4-10 yrs.: 120 hrs. per yr. 11-24 yrs.: 176 hrs. per yr. 25+ yrs.: 200 hrs. per yr.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution</td>
<td>Annual Rate of Accrual</td>
<td>How Accrued</td>
<td>Maximum Accrual</td>
<td>Payment at Termination</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------------</td>
<td>-------------------------------------------------</td>
<td>-----------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Akron</td>
<td>22 days</td>
<td>Monthly (1.833 days per month)</td>
<td>Cannot exceed 22 days on July 1 (can exceed 22 days during the year)</td>
<td>22 days ✔</td>
</tr>
<tr>
<td>Bowling Green</td>
<td>20 days</td>
<td>Monthly (1.67 days per month)</td>
<td>Cannot exceed 40 in any month</td>
<td>40 days ✔</td>
</tr>
<tr>
<td>Central</td>
<td>20 days</td>
<td>Accrue 40 hours at end of each quarter (Jan.-Mar., Apr.-June July-Sept., Oct.-Dec.)</td>
<td>Cannot exceed 160 hours (20 days) on July 1 (can exceed 160 hours during the year.)</td>
<td>20 days 160 hrs. ✔</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>22 days</td>
<td>Monthly (1.83 days per month)</td>
<td>Cannot exceed 66 days in any month</td>
<td>66 days ✔</td>
</tr>
<tr>
<td>Cleveland</td>
<td>22 days</td>
<td>Accrue every pay period (twice a month)</td>
<td>Cannot exceed 44 days in any pay period</td>
<td>22 days ✔</td>
</tr>
<tr>
<td>Kent</td>
<td>20 days</td>
<td>Credited at beginning of fiscal year (or pro-rated if start after 25 years svc.) after July 1</td>
<td>60 days (75 days) balance at the end of fiscal year</td>
<td>60 days ✔</td>
</tr>
<tr>
<td>Medical College</td>
<td>20 days</td>
<td>Bi-weekly pay period 6.14 hours per pay period</td>
<td>Cannot exceed 40 days (320 hours) in any pay period</td>
<td>20 days ✔</td>
</tr>
<tr>
<td>Miami</td>
<td>22 days</td>
<td>Accrued monthly, but recorded only at end of year.</td>
<td>Cannot exceed 40 days on June 30</td>
<td>40 days ✔</td>
</tr>
<tr>
<td>University</td>
<td>Days</td>
<td>Payment at Termination</td>
<td>Maximum Accrual</td>
<td>Accrual/Loss</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------</td>
<td>-------------------------</td>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Ohio State</td>
<td>20</td>
<td>30 days</td>
<td>16.7 hrs/mo.</td>
<td>1.75/hr/hr</td>
</tr>
<tr>
<td>Ohio University</td>
<td>22</td>
<td>48 days</td>
<td>16.7 hrs/mo.</td>
<td>1.75/hr/hr</td>
</tr>
<tr>
<td>Toledo</td>
<td>24</td>
<td></td>
<td>7.4 hrs/pay</td>
<td></td>
</tr>
<tr>
<td>Wright State</td>
<td>22</td>
<td></td>
<td>1.87 days</td>
<td></td>
</tr>
<tr>
<td>Youngstown</td>
<td>22</td>
<td></td>
<td>1.87 days</td>
<td></td>
</tr>
</tbody>
</table>

*No response from Ohio State as of November 4, 1985.
ADDRESS PROVISIONS ON CONTRACT.

Thirteen schools examined: Vacant 72d.

<table>
<thead>
<tr>
<th>Schools</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>7</td>
<td>32</td>
</tr>
<tr>
<td>5</td>
<td>20</td>
</tr>
</tbody>
</table>

1 school 24 days (Robbed).

7 schools 32 days.

5 schools 20 days (1 school 25 days after 25 yrs.) + 265d.

Maximum Acct.

<table>
<thead>
<tr>
<th>School</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>72</td>
</tr>
<tr>
<td>1</td>
<td>66</td>
</tr>
<tr>
<td>1</td>
<td>60</td>
</tr>
<tr>
<td>2</td>
<td>44</td>
</tr>
<tr>
<td>1</td>
<td>40</td>
</tr>
<tr>
<td>2</td>
<td>33</td>
</tr>
<tr>
<td>1</td>
<td>22</td>
</tr>
<tr>
<td>1</td>
<td>20</td>
</tr>
</tbody>
</table>

Repeal 2d days interim.

Pay 60 days.

Pay 60 days interim.

1. Top half new contract
2. Maintain purpose
3. Keep memorandum
4. Equity
5. Subsequent
6. Recurrence tool
7. Same to return good. From staff
1. Carry over accumulated 60 days each paid for 90 days

2. more to 22 days immediately
   insert after 1 week
  
   Due to providing information on vacation, 
   e.g., on Tuesday, provide Terri, 
   possible inconvenient schedule on 
   vacation day.

3. accumulate 60 days, but may paid to upon 
   termination.

a. behind average of clerical based schools.
   average is actually 23 to 28 per

b. Incentive - morale for persons 
   who are currently employed.

Due to paid annual 
   - total minutes last year, 
   compare at FPD with W's
   - paid staff, work to balance.
   - paid staff, work to balance.

People - liberty faculty get 24 days. Ask
Bill Jones, Joann,

A good health care for personnel for 

Carpenters
   10 additional costs
   - Excessive trips
   - moral
   - Dose better
   - with 90 days, no cost.
<table>
<thead>
<tr>
<th>Institution</th>
<th>Annual Rate of Accrual</th>
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<th>Maximum Accrual</th>
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<td>20 days</td>
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<td>Monthly (1.83 days per month)</td>
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<td>65 days</td>
</tr>
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</tr>
<tr>
<td>Kent</td>
<td>20 days (25 days after 25 years svc.)</td>
<td>Credited at beginning of fiscal year (or prorated if start after July 1)</td>
<td>Cannot exceed 60 days (75 days) balance at the end of fiscal year</td>
<td>60 days (75 days)</td>
</tr>
<tr>
<td>Medical College</td>
<td>20 days</td>
<td>Bi-weekly pay period 6.14 hours per pay period</td>
<td>Cannot exceed 40 days (320 hours) in any pay period</td>
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<td>40 days</td>
</tr>
</tbody>
</table>
### VACATION POLICY FOR ADMINISTRATIVE STAFF
#### SURVEY OF STATE UNIVERSITIES IN OHIO

**Page 2**

<table>
<thead>
<tr>
<th>University</th>
<th>Annual Rate of Accrual</th>
<th>How Accrued</th>
<th>Maximum Accrual</th>
<th>Payment at Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio State</td>
<td>20 days</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Ohio University</td>
<td>22 days</td>
<td>Two days per month except no accrual in June</td>
<td>Cannot exceed 33 days</td>
<td>30 days</td>
</tr>
<tr>
<td>Toledo</td>
<td>24 days</td>
<td>Bi-weekly pay period 7.4 hours per pay period.</td>
<td>Cannot exceed 72 days</td>
<td>48 days</td>
</tr>
<tr>
<td>Wright State</td>
<td>22 days</td>
<td>Monthly (1.83 days per month)</td>
<td>Cannot exceed 44 days</td>
<td>44 days</td>
</tr>
<tr>
<td>Youngstown</td>
<td>22 days</td>
<td>Monthly (1.83 days per month; except 1.87 days in June)</td>
<td>Cannot exceed 33 days</td>
<td>None - use up vacation by extending termination date by amount of vacation credit</td>
</tr>
</tbody>
</table>

*No response from Ohio State as of November 4, 1985.*
During the Fall Semester, 1984, the Administrative Staff Council's Personnel Welfare Committee began to examine the University's policy on tuition fee waiver for dependents. With the assistance of the Office of Administrative Staff Services, thirteen state supported institutions in Ohio were contacted and asked to provide comparative data on the tuition fee waiver policy. The results of this survey are listed below.

**FINDINGS:** Bowling Green State University, with five years, has the longest waiting period for employees of any school canvassed.

<table>
<thead>
<tr>
<th>Waiting Period</th>
<th>Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>No mandated waiting period:</td>
<td>Akron, Cincinnati, Kent, Medical College, Ohio University, Wright State, Youngstown</td>
</tr>
<tr>
<td>One-year waiting period:</td>
<td>Central State, University of Toledo</td>
</tr>
<tr>
<td>Three-year waiting period:</td>
<td>Cleveland State, Miami University, Ohio State University</td>
</tr>
<tr>
<td>Five-year waiting period:</td>
<td>BGSU</td>
</tr>
</tbody>
</table>

The personnel Welfare Committee also conducted a survey, via questionnaire, to those administrative staff who have been employed less than five years (192). Eighty-two (42%) responded to the questionnaire. Twenty-four or 20% of the respondents indicated that they had been employed between three to five years. Nine respondents, of those employed between three and five years, indicated they would use this benefit for their spouse. Two respondents indicated they would use the benefit for their children. (See attached survey and corresponding results.)

**RECOMMENDATIONS:** The required waiting period for receiving the benefit of waiver of instructional fees for student dependents of university employees be reduced from five years after date of employment to three years after the date of employment.