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# Administrative Staff Council Handbook, revision finalized November 10, 2011.

Bowling Green State University - Administrative Staff Council

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Administrative  
BCSU  
Staff  
Handbook

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## SECTION I: ABOUT ADMINISTRATIVE STAFF

### Overview

This section of the handbook describes generally the responsibilities of administrative staff members and includes information related to the administrative staff constituency.

The administrative staff members at Bowling Green State University are responsible for promoting a healthy climate for learning and professional growth and for asserting the leadership and support essential to enhancing the University's programs and services. Effective administration promotes an institutional reputation of academic and professional excellence as well as the sound management of institutional resources. The Code of Standards (see below in this section) further details responsibilities of administrative staff members to the University community.

All administrative staff members share the common goals of maintaining high standards and supporting the core values and the mission of the University. Structures for supporting administrative staff and for promoting communication and a sense of common purpose among administrative staff include the Office of Human Resources (see below in this section) and the Administrative Staff Council (see Governance below in this section).

### Code of Standards and Responsibilities for Administrative Staff

All members of the University community share the responsibility of sustaining the highest principles of professional behavior. Those persons appointed to administrative assignments have the responsibility of promoting a healthy climate for learning and professional growth and of asserting the leadership and support essential to enhancing the University's programs and services. Effective administration promotes an institutional reputation of academic and professional excellence as well as the sound management of institutional resources.

The University follows a participatory model of governance in which numerous administrative decisions are made following consultation with faculty, students and staff. Administrative behavior that represents dedication to service, openness to disagreement, truth and candor in communication, acceptance of human error in the quest for excellence, tolerance for variations of style, compassion as an essential quality and reconciliation as an honorable process are all integral to the functioning of a mature university.

It is within this context that a code of standards and responsibilities has been developed. The following statements apply to all persons who hold full-time or part-time administrative assignments or other professional, non-teaching administrative staff appointments:

A. Responsibilities to the University Community

1. Employment as administrative staff at the University should entail the understanding and support of the provisions in the Ohio Revised Code, which set forth the legal bases for the University and for all governance documents and basic institutional policies approved by the Board of Trustees. Also, administrative staff should protect the legal and financial interests of the University and the State of Ohio through the implementation and monitoring of policies approved by the Board of Trustees, councils, and agencies of the University and the State of Ohio.
2. Administrative staff members should perform their professional responsibilities fairly and impartially.
3. Administrative staff members should not engage in conduct that is dishonest or fraudulent nor should they accept duties, obligations, gifts or favors of monetary value or engage in private business or professional activities which conflict with the interests and policies of Bowling Green State University and the State of Ohio. The Ohio Ethics Law prohibits exploitation of authority of a University position for personal monetary gain.
4. In public, administrative staff should clearly distinguish personal opinions from statements reflecting the University's positions and policies.
5. In keeping with the University's Affirmative Action Plan as approved by the Board of Trustees on April 14, 1977, administrative staff should not discriminate against individuals because of race, color, religion, age, physical impairment, sex or national origin, and they also should be responsible for eliminating discrimination when it occurs and for establishment of policies to prevent its recurrence.
6. Administrative staff should maintain the confidentiality of written and oral reports or records transmitted in a confidential context. Such information is to be shared only when required by law or with persons of proper authority.

7. Administrative staff should be sensitive to the social norms and moral expectations of the community in which they live and should work with an awareness that the public implicitly identifies the University's staff with the institution itself.
- B. Responsibilities to Students
1. Administrative staff should at all times respect and promote the welfare of students and refrain from relationships that might be perceived as acts that exploit students.
  2. Administrative staff, when interacting with students, should recognize them as developing persons who possess dignity and the potential for self-direction.
  3. Administrative staff should promote and enrich the University's learning environment in response to the academic needs of students and of society-at-large.
  4. Administrative staff should adhere to the spirit and intent of policies describing the role and rights of students and encourage and assist them in the use of established procedures to resolve complaints and grievances.
- C. Responsibilities to Faculty
1. Administrative staff should protect academic freedom and the general right of faculty to discuss controversial ideas of academic concern.
  2. Administrative staff should consult faculty through recognized channels in decision-making.
  3. Administrative staff should provide faculty with the support services and resources essential to a learning environment of excellent quality.
  4. Administrative staff should implement policies fairly and impartially and with due regard for the dignity and rights of the individual faculty member.
  5. Administrative staff should be available to communicate with faculty on matters of academic and general institutional concern.
- D. Responsibilities to Administrative Colleagues



1. Administrative staff should treat staff members with dignity and impartiality and use neither coercion nor preferential treatment in decision-making.
  2. Administrative staff should inform colleagues of goals and objectives while promoting a spirit of cooperation.
  3. Administrative staff should communicate with the officers to whom they report if they are active candidates for other professional positions.
  4. Administrative staff should seek professional advice from other administrative staff when such counsel can improve decision-making.
- E. Responsibilities to Self
1. Administrative staff should actively participate in professional associations for self-development and for the promotion of the interests of the University.
  2. Administrative staff should maintain a commitment to their own professional development.
  3. Administrative staff should maintain their physical and mental well being through a healthy life style. (Board of Trustees, 11/13/80)

### **Office of Human Resources**

The Office of Human Resources provides assistance to administrative staff members on employment-related matters. Services include explaining and interpreting policies and benefits; orienting and processing new employees; conducting exit interviews; counseling staff on retirement; conducting position reviews; counseling staff on personnel matters; maintaining and updating personnel records; and coordinating training and professional development opportunities. Discussions with administrative staff members about employment matters are kept strictly confidential.

Human Resources maintains the official personnel file of every administrative staff member, except those with faculty rank. Included in the file is information pertaining to the staff member's employment at Bowling Green State University, including contract information and evaluations. Staff members are encouraged to update their files when any change occurs in employment, education or professional development. Additionally, the office is available to assist departments with recruitment efforts, if requested.

Questions about employment matters related to administrative staff members should be addressed to Human Resources, 100 College Park Office Building. Questions about insurance benefits should be addressed to the Benefits Office, 100 College Park Office Building.

### **Governance:**

#### **Overview of Administrative Staff Council**

The Administrative Staff Council (ASC) supports the mission of Bowling Green State University through its structure and representation of administrative staff members. Since its formation in 1982, the purpose of ASC has been to promote the general welfare of administrative staff members; seek professional development opportunities; maintain communication among staff members; and review, initiate, and make recommendations on institutional policies.

The entire administrative staff votes for the ASC leadership positions of chair or co-chairs, chair-elect or co-chair elect, secretary, and treasurer. Additionally, all administrative staff members elect the ASC membership, which includes ten percent of all administrative staff proportionally from within the President's and vice-presidents' areas. The Council meets monthly and all administrative staff members are welcome to attend. ASC meeting minutes are available to administrative staff via the administrative staff e-mail listproc and each meeting is highlighted in the campus publication the *Monitor*.

ASC operates according to the governing rules contained in its Bylaws (see <http://www.bgsu.edu/organizations/asc/>). The ASC committee structure allows representatives and administrative staff members at large to promote the needs of the administrative staff community through activities including professional development programs, the Administrative Staff Scholarship, and annual awards and recognition opportunities.

Administrative staff members who are elected or appointed to serve on ASC, its committees or University committees will be allowed time to perform the duties associated with these obligations.

#### **Administrative Staff Council Bylaws**

The governing rules by which the Administrative Staff Council operates are called the Bylaws. The Bylaws serve as an excellent resource for clarifying questions about the election process, meeting structure, and committee work. (See <http://www.bgsu.edu/organizations/asc/> for the Bylaws of the Administrative Staff Council.)

(Revisions to Section I: About Administrative Staff, Governance, Overview of Administrative Staff Council approved by Administrative Staff Council 05/01/2008.)

### **Administrative Staff Council Charter**

The governing rules that define the Administrative Staff Council are called the Charter. The Charter clarifies the purpose, membership, and structure of ASC as described briefly in the overview above. (See <http://www.bgsu.edu/organizations/asc/> for the Charter of the Administrative Staff Council.)

### **Administrative Staff Scholarship**

The Administrative Staff Council initiated the Administrative Staff Scholarship in 1985. Each year, administrative staff members are asked to contribute annually to this scholarship fund. Members of the Administrative Staff Council Scholarship Committee select a full-time or part-time BGSU student to receive the scholarship, which is based on academic standing and financial need. (See ASC Bylaws Article 2, Section 2.D.)

### **Awards and Special Recognition Opportunities**

The Administrative Staff Council Awards and Special Recognition Committee coordinates efforts to reward outstanding performance by members of the administrative staff through individual awards and special recognition opportunities.

The **Michael R. Ferrari Award**, authorized by the Board of Trustees in 1982, is presented to a full-time member of the administrative staff each year. Nominees must have demonstrated exceptional performance with sensitivity to others, an open and caring attitude, and attentiveness to the growth and development of the University. Additionally, criteria include at least one of the following attributes: innovation and initiative, performance "above and beyond" that required by the position, and effective interaction with the University community in providing services that promote growth and harmony. A selection committee composed of administrative staff representing various areas of the University selects the recipient from nominations sought each year. The award is presented at the Administrative Staff Reception scheduled at the beginning of fall semester. (See ASC Bylaws: Article 2, Section 2, F.)

The **B.G. Best Awards**, initiated by the Administrative Staff Council Awards and Special Recognition Committee in 1998, are presented annually to up to twelve full-time or part-time members of the administrative staff. Nominees must have made outstanding contributions to BGSU during the past year. Selection criteria include at least one of the following: implementation of a new idea or program to benefit the BGSU learning community; improvement in the quality of programs or services on the BGSU campuses; demonstrated outstanding commitment to

BGSU through voluntary involvement in campus or community activities; excellent customer service to the BGSU community; or demonstrated exemplary commitment to the core values of BGSU. A selection committee composed of administrative staff representing various areas of the University selects the recipient from nominations sought each year. The awards presentation is made during the Administrative Staff Reception held in the spring semester.

### **New Employee Orientation**

Bowling Green State University is committed to supporting and assisting all new employees in becoming effective and successful members of the BGSU learning community. The Office of Human Resources coordinates centralized orientation for all new administrative staff members through the New Hire Orientation Program. This program acquaints all new staff members with the University's vision, mission, and core values. It provides an overview of the history of BGSU, the surrounding community, the employee's role as a staff member of BGSU, general employment practices and expectations, professional and educational development opportunities, benefits, facilities, and services. The New Hire Orientation Program helps integrate new employees into the BGSU community.

### **Professional and Educational Development Programs**

Bowling Green State University supports and encourages professional development and educational growth for administrative staff. It recognizes that programs aimed at professional development and educational growth benefit the University and the individual through increased effectiveness and professional enhancement. Toward this end, the University encourages flexibility in the planning of and attendance at programs, which address these objectives.

### **Guidelines**

Opportunities for professional development and educational growth are available in many forms including credit courses, training programs, and sponsored seminars. The following guidelines are intended to set criteria for selecting programs to be sponsored University-wide and to guide program implementation; they are meant to be interpreted broadly, within the context of each program that is proposed.

Programs that provide for professional development and educational growth may enhance effectiveness in specific University assignments and responsibilities or more broadly serve the general interests of the University.

These categories are not mutually exclusive. All programs to be sponsored by the University should fall within the following guidelines:

1. Professional and educational development programs that enhance effectiveness in specific University assignments and responsibilities. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition:
  - the program is primarily work related; it may relate to specific tasks or responsibilities or it may offer training related to general skills, knowledge and abilities;
  - the program enhances knowledge or skills related to performance;
  - the knowledge or skills acquired through the program benefit the University and the individual;
  - the program topic is of importance to the University including programs on BGSU policies, procedures and practices.
2. Professional and educational development programs that serve the general interests of the University. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition:
  - the program topic serves the interest of the University, but is not primarily task related
  - the program serves to enhance knowledge of and appreciation of other University areas and departments
  - the program serves to develop and/or strengthen relationships among areas and departments within the University

### **Procedures**

1. The responsibility for implementing University-wide professional and educational development programs for administrative staff rests mainly with the Assistant Vice President for Human Resources.
2. The Professional Development Committee of the Administrative Staff Council in conjunction with the Assistant Vice President for Human Resources will identify topics and schedules for sponsored programs (See ASC Bylaws Article 2, Section 2.A.)
3. Staff members may submit suggestions for professional and educational development programs to Human Resources or to the Administrative Staff Council.

4. Any program proposed for sponsorship by Human Resources must be supported by a statement of its purpose and objectives according to the above guidelines.
5. Proposals will be reviewed and approved by the Assistant Vice President for Human Resources and the Professional Development Committee of the Administrative Staff Council. If there is a question concerning the nature of the program, the Assistant Vice President for Human Resources will request further clarification about the proposed program from the initiator.
6. The Office of Human Resources will make necessary arrangements including speaker or trainer arrangements, room reservation, program announcements and other assistance requested. The Office of Human Resources, Administrative Staff Council, University departments will share expenses for programs, and/or staff members as determined in advance.
7. Participation in professional and educational development programs during regular work hours must be approved by the employee's area vice-president.

## SECTION II: GENERAL UNIVERSITY PERSONNEL POLICIES

### Overview

This section of the handbook includes explanations of institutional policies and federal and Ohio employment laws that pertain to administrative staff, classified staff, and faculty. In cases where the policy is lengthy or subject to change, the entire policy document is located in the Appendices.

### Affirmative Action Plan

Bowling Green State University affirms its policy of equal employment opportunity, equal educational opportunity and nondiscrimination in the provision of educational and other services to the public. The University will not discriminate against any person because of race, religion, color, national origin, sex, marital status, age, handicap, or veteran status, and it will not knowingly cooperate with, support or employ the services of organizations, which do not adhere to this policy.

The Affirmative Action Plan of Bowling Green State University is designed to establish the actions of the University in providing equal opportunity to all persons and in acting affirmatively in instances where such opportunity may be limited. This meets both the spirit and intent of rules and regulations governing affirmative action.

Concerns related to discriminatory practices or the Affirmative Action Plan should be directed to the Office of Equity and Diversity, Bowling Green State University, 705 Administration Building.

### Disability/Reasonable Accommodation Procedures

Section 504 of the Rehabilitation Act of 1973, provides that no otherwise qualified handicapped individual shall receive unequal treatment or be discriminated against under any program or activity receiving Federal financial assistance. This legislation applies to BGSU faculty, classified and administrative staff and students. The Americans with Disabilities Act of 1990 (Title I, effective July 26, 1992) provides additional guidelines for accommodations.

Determining that an individual is handicapped within the applicable federal or state law is only the first step towards determining that he or she is protected under the law. Section 504 protects individuals who are otherwise qualified.

This means that a handicapped employee must be able to perform the essential functions of his/her job, with or without reasonable accommodation.

If you have a physical or mental impairment, which substantially limits one or more major life activity, have a record of such impairment, or are regarded as having such an impairment, the following steps should be followed to establish your right to reasonable accommodation.

1. You should speak with your immediate supervisor and/or the Coordinator of Disability Resources to make them aware of the perceived handicapping condition.
2. The Coordinator of Disability Resources will meet with you, your supervisor and appropriate personnel representatives to discuss the employment concern and clarify the procedures.
3. A job analysis form will be completed and reviewed with you. With your permission, correspondence will be sent to your attending physician requesting that the job analysis form be reviewed and an opinion be provided on your ability to perform the job duties as outlined. Your physician will also be asked to complete a physical capacities form and make comments. In some instances an independent physician may be asked to perform these evaluations.
4. Upon receiving the physician's responses, another meeting will be scheduled to review, discuss and determine what reasonable accommodations, will be made that will permit you to perform the essential functions of the job.

Questions regarding this procedure should be directed to the Office of Disability Services (372-8495) or the Office of Human Resources (372-8421).

### **Driver Insurability Policy Statement**

Bowling Green State University requires that all employees who operate state vehicles be insurable by the University's insurance provider. The purpose of the policy is to reduce the exposure and liability of the University to high-risk drivers and provide a safe working environment for the students, faculty, staff and visitors.

University employees and off-campus applicants who apply for a position that will require driving a state vehicle must sign a 'Motor Vehicle Record Statement' authorizing a University official to request a driver record check.



The record check will be repeated yearly as long as the employee is in a position that requires operation of a state vehicle.

An employee may be transferred, suspended, demoted or dismissed if he or she loses insurability due to a poor driving record. Loss of insurability may result from violations in the last 3 years that consist of any combination of accidents and moving violations which total 6 or more points. Point assignment is determined by the Office of Risk Management and can be viewed at their website: <http://www.bgsu.edu/offices/riskmgmt>.

Reduction of 3 points may be granted for successful completion of the University's defensive driving training course. This reduction does not apply to new hires.

### **Drug-Free Workplace Policy**

In order to ensure the University's commitment to a quality educational and work environment, every faculty member, employee, and student has a right to work and learn in an environment free from the effects of abuse of alcohol and other drugs.

Therefore, it is the policy of Bowling Green State University to prohibit the unlawful use, sale, dispensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized or any other substance that may impair an individual's academic or work performance or pose a hazard to the individual, public, students, or employees of the University on its property or at any of its activities.

It is the responsibility of each faculty member, employee, and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken up to and including dismissal or expulsion from the University and possible criminal prosecution. The University will make appropriate efforts to provide rehabilitative support before giving consideration to termination of employment as stipulated in Section B-I.C.3.c of the Academic Charter and Section 3345.22-25 of the Ohio Revised Code. General student regulations Appendix B, #1, #17, #18, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on Bowling Green State University property or as part of any of its activities.

### **Nepotism**

In keeping with good personnel management procedures and to guarantee equal employment opportunities to all, applicants may not be hired for or promoted into positions in which they would supervise or be subject to the immediate supervision of a member of their immediate family.\* This policy will be upheld regardless of the sex of the relatives involved and will be equally applied to both males and females.

If a proposed hire, promotion, marriage or other action places an employee in supervision of another immediate family member; the matter should be brought to the immediate attention of the cognizant vice-president. Easy accommodation of the situation may not always be possible.

Appointment of spouses or other members of the immediate family to the same department is not necessarily nepotism, but employees may not participate in career decisions on other members of their immediate family.

For more specific information relative to nepotism, you may contact the Office of Equity and Diversity.

\*Immediate family is defined as: spouse, mother, father, son, daughter, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent and legal guardian or other person who stands in place of a parent.

### **Ohio Ethics Law (General Assembly of Ohio, 1973)**

The Ohio Ethics Law was enacted in 1973 by the General Assembly to insure the integrity of government and to improve public confidence in government officials and employees. The following 11 points describe the major provisions of the law:

1. **CONFLICT OF INTEREST.** The ethics law guards against public officials and employees who would misuse their positions for personal gain or benefit.

Section 102.03 of the Revised Code prohibits persons appointed to or employed by a public agency now or within the past year from appearing before that agency in a representative capacity, the so-called revolving door. The section also prohibits the disclosure or use for profit of confidential information acquired during public service, and restricts participation in license or ratemaking proceedings where personal benefits might be derived. In addition, the section prohibits public servants from using their positions to secure anything of value for them.

Section 102.04 prohibits public servants, whether elected, appointed or employed, from appearing before or selling goods and services to other agencies within the same governmental entity. The section does, however, exempt non-elected public officials and employees from the prohibition if they first declare their intent in the form of a statement filed with both the agency with which they serve and the agency with which the business is to be conducted.

2. INVESTIGATIONS. The commission responds to complaints and conducts its own investigations into alleged conflicts of interest.
3. CONFIDENTIALITY. All matters concerning investigations are confidential. If, after a hearing, a complaint is dismissed, the accused person may ask that the matter be made public.
4. HEARINGS. The commission conducts hearings on complaints filed with it after it has been determined that the complaint is not frivolous and that there is reasonable cause to believe the facts as alleged would constitute a violation.
5. REPORT OF FINDINGS. If the commission finds, based on a preponderance of the evidence, that a public official has violated the ethics law, the evidence is turned over to the appropriate prosecuting authority.
6. PENALTIES. Persons found guilty under the Ohio Ethics Law may be fined a maximum of \$1,000 or imprisoned up to six months or both. Persons required filing a financial disclosure statement but who fail to do so, face a maximum fine of \$250 and up to 30 days imprisonment.
7. FINANCIAL DISCLOSURE. All candidates for public office, except those running for village, township or school board office, and all elected officials, except those holding village, township or school board office, are required to file a financial disclosure statement with the appropriate ethics commission each year. Also, certain appointed state officials are required to file a disclosure statement. The statement requires that sources of income and other financial interests are disclosed. Most public officials are required to file with their respective ethics commission by April 15 of each year. Candidates are required to file 30 days prior to the first election in which they appear. Statements are available from any county board of elections or from the commission.

8. PUBLIC INSPECTION. Financial disclosure statements on file with the commission are open to public inspection and copies are available on written request.
9. SPECIAL RULES. The Ohio Ethics Commission has adopted two rules under its rule-making authority, which extend the financial disclosure-filing requirement to certain classes of public officials. The first such rule, EC-2, requires the chief administrative officers of about 100 state boards, commissions and other agencies to file an annual statement. The second rule, EC-3, requires the members of the same boards, commissions and other agencies to file a disclosure statement.
10. FOUR ETHICS COMMISSIONS. The administration of the Ohio Ethics Law is entrusted to four separate agencies, each having a distinct jurisdiction. The House Legislative Ethics Committee and the Senate Legislative Ethics Committee are concerned with candidates for and members and employees of the General Assembly. The Supreme Court Board of Commissioners on Grievances and Discipline is concerned with judicial officers, employees and candidates for judicial office. The Ohio Ethics Commission has jurisdiction over all other public officials, employees and candidates for public office under the purview of Chapter 102 of the Revised Code.
11. ADVISORY OPINIONS. The commission issues advisory opinions in response to questions relating to ethics, conflicts of interest and financial disclosure.

### **Property Use and Disposal**

State directives and University policy prohibit personal use of any government property for personal gain. Under no circumstances can University property, equipment, supplies or facilities be used by a University employee for any reason other than those duties assigned as a direct result of employment. This includes past practices such as

- loaning or borrowing University tools to perform personal tasks at home or at work
- borrowing University supplies for personal use and replacing at a later date
- ordering personal supplies from University vendors for delivery at University work site

- servicing personal vehicles or other personal equipment in University facilities or on University property regardless of whether performed outside working hours
- removing surplus waste or discarded University supplies from University property, i.e., dumpsters, trash receptacles, etc.

Any action in which University property, equipment, supplies or facilities is not used for the purpose intended is considered inappropriate and disciplinary action will be initiated when any infraction is disclosed.

### **Racial and Ethnic Harassment Policy**

(See Appendix A for policy.)

### **Severe Weather Closing Policy and Procedure**

(See Appendix C for policy and procedure.)

### **Sexual Harassment Policy**

(See Appendix D for policy.)

### **Smoke-Free Workplace**

Smoking is prohibited inside all buildings, structures, and vehicles owned or leased by Bowling Green State University, including those at the Firelands College.

### **Solicitation Policy**

#### **Preface**

This policy is framed to permit all Bowling Green State University employees to perform their jobs free from intrusions and to ensure that the missions of the University shall proceed unhampered. It also is recognized, however, that the atmosphere of a University requires "academic freedom, the full freedom of speech, freedom to teach, to learn and to conduct inquiry in a spirit of openness necessary to the acceptance of criticism, the expression of differing opinions and the pursuit of truth" (Article I,1. of the Academic Charter). Furthermore, "all members of the University Community and the Trustees have legitimate concerns about all aspects of the University" (Article I) and "the people who create and maintain the

University constitute the University Community" (students, faculty, administrative staff, classified, administration).

### Definitions

1. Working time: Those hours during which faculty employees are engaged in the primary University function for which they were hired. Classified and administrative staff working time shall mean accepted work-shift or hours during which employees are engaged in the primary function for which they were employed.
2. Internal organization: Any organization or association made up exclusively of University employees. Local affiliation with a regional, state, or national organization shall not preclude a University group being defined as an internal organization.
3. External organization: Any organization or association of individuals that is not made up exclusively of University employees.
4. Solicitation: Any activity which is designed to advertise, promote or sell any product or commercial service, or encourage support for or membership in any group, association or organization.
  - I. Disruption of working time  
A person's ability to perform his or her duties while engaged in the primary University function for which she or he was hired shall not be impaired by any activity conducted for the purpose of advertising, promoting, or selling any product or commercial service or for encouraging or being encouraged to join any group, association or organization.
  - II. Use of facilities
    - A. Campus mail. The internal campus mail system is for the exclusive use of the University and any organization sponsored by (or affiliated with) the University or made up exclusively of students or University employees (whether or not affiliated with state or national societies or associations). No commercial use shall be made of the campus mail system.
    - B. Space. Any organization or individual who wishes to use University space to advertise, promote or sell any product or commercial service or who wishes to encourage membership in any group, association or organization, must obtain authorization of the person or office (e.g., Office of Event Planning & Reservations)

responsible for that space or facility. Normally, requests to reserve or have access to University space must be filed 48 hours prior to a meeting or visit. The request must state:

- (a) the purpose of the proposed visit; and
- (b) the name of any person(s) or alternates who desire access to the campus.

The Office of Event Planning & Reservations will attempt to locate a designated area for use by the non-employee or organization submitting the request and will then issue a permit designating the room and the date and time it may be used. If two or more requests for access to a designated area for the same or overlapping times have been made, the University will attempt to provide alternate designated areas. If no alternate designated area is available, the University will grant access to the available designated area on a rotating basis with equal time for its use. If the designated areas are unavailable due to prior reservation, then the University will immediately notify the requesting party of such conflict.

- C. Bulletin boards or other public access areas. Any employee may post notices or other appropriate information on designated employee bulletin boards or other designated public access areas. If the notice contains information about an on-campus meeting during which a product or commercial service is to be advertised, promoted or sold or during which membership in a group, association, or organization shall be advocated, the notice shall be consistent with (in terms of designated area, time and date) the permission granted to the organization.

### III. Distribution of literature

Distribution of literature by any external organization or non-employee within any building on campus shall be limited to public access areas or to other designated areas reserved according to procedures described above in II, b (space).

### IV. Violations

Any visitor who violates this policy may be denied use of University facilities for up to one year. Any employee who violates this policy may be disciplined under the conditions and in accordance with the procedures established by and published within the appropriate employee handbook.

## SECTION III: EMPLOYMENT PROCEDURES

### Overview

This section of the handbook includes information related to the employment process and operations and activities associated with becoming, continuing, and ending employment as an administrative staff member of BGSU. Procedures related to payroll processing, compensation, performance evaluation, and materials and facilities use are included in this section. In cases where the policy is lengthy or subject to change, the entire policy document is located in the Appendices.

### Compensation Information

#### **Administrative Staff Compensation Plan**

(See Appendix E for Administrative Staff Compensation Plan.)

#### **Flexible Scheduling and Variable Work Hours**

Administrative Staff are salaried employees of the University who perform to complete the duties and responsibilities of their job description, rather than serving a specified number of hours per day, week, or year. Under normal circumstances, a full-time administrative staff member is expected to work 40 hours per week. There may be occasions, however, when it will be necessary to work beyond the 40 hours in order to fulfill the contracted obligations.

The overriding concern of a department must, of course, be the effective conduct of its business. Because of the nature of the University and the specific job responsibilities of Administrative Staff, they may work at times other than the normal office hours (Monday through Friday 8:00 am to 5:00 pm). It is also recognized that Administrative Staff positions may, from time to time, require extraordinary time commitments to enable work to be completed in a timely manner.

In the event of extraordinary time being worked, if the department head determines that office business will continue to be conducted in an effective manner, reasonable requests for scheduled time off or the varying of scheduled working hours may be submitted to the Supervisor by the employee. Approval of this request by the Supervisor would not require the use of any recorded leave.



## Merit Policy

### Principles and Recommendations for a Performance-Based Merit System for Administrative Staff at Bowling Green State University

The Administrative Staff Council believes that a number of important principles must form the foundation for an effective performance appraisal process and for the equitable distribution of salary increment awards. The Council endorses the concept of a performance-based merit system for awarding employee salary increases provided such a system is fair, equitable, and firmly grounded on these principles. By "merit", the Council means a salary increment that is allotted for performance of duties that meets or exceeds unit expectations. The following principles underlie an effective performance-based merit system:

1. An effective merit system should promote employee recruitment and retention, adequately reward conscientious performance of normal duties and responsibilities, and provide incentives that encourage distinguished, innovative and creative achievements to meet unusual challenges and opportunities when they arise.
2. A salary system should be designed to promote internal salary equity (based upon the Administrative Staff Compensation Plan) as well as external salary equity (based upon salary comparisons among individuals in similar positions from similar universities, colleges or departments). The institution should monitor and ensure that employee salaries continue to be commensurate with individual employee's skills, abilities, and experience.
3. A performance-based merit system may include a component of peer-review when appropriate. Appropriateness will be determined by and subject to review and approval of the President or area Vice President.
4. A performance-based merit system should engender the type, quantity, and quality of performance that contributes to the achievement of institutional and unit missions and goals. The reward system also needs to account for a variety of ways that an employee may support these missions and goals.
5. A performance-based merit system needs to establish a clear connection between employee performance and reward. Meritorious performance should be rewarded in tangible ways. A department or unit must clearly identify the normal expectations and performance standards that are expected of all staff. Through this process, indicators must be identified for performances that fall below standard expectations for

merit as well for those types of achievements that surpass the unit's standard expectations.

6. The performance appraisal process should provide employees with constructive comments that enable them to develop professionally and make improvements in performance.
7. A performance-based merit system must avoid trivializing the system by spreading merit too thinly and thus minimizing the impact of any incentive awards given.
8. Even the best annual review systems may produce salary inequities or may fail to appropriately reward contributions or performance spread over longer period of time. Thus, an annual merit review system needs to be supplemented by periodic five-year comprehensive reviews on a rotating schedule.
9. A performance-based merit or salary reward system should foster cooperation among staff, should reward individuals for collaborative efforts and should generate wide support and general satisfaction on the University campus.
10. Both the performance-based merit system and the performance appraisal process will be reviewed annually by ASC, which will make recommendations for modifications as appropriate.

Provided these ten principles are followed, the Administrative Staff Council recommends that Bowling Green State University adopt a performance-based merit reward system. The council believes it is better to improve the existing system than to abandon it completely. What follows are the specific recommendations for an employee performance-based merit system, which is specific to administrative staff members.

#### Recommendations

1. Each year, the University should identify, review and address employee salaries, which may be inequitable. Funds should be made available on a regular, on-going basis to correct salary inequities, make market adjustments and salary adjustments deemed appropriate following comprehensive reviews of employee performance and salary, and to support raises for promotions. These funds should not be considered part of the annual merit pool.

2. To establish a clear connection between employee performance and reward, meritorious performance should be rewarded in tangible ways. Each employee will have a performance appraisal form plan, with specified performance indicators to be rewarded.
3. A performance-based merit system must be administered openly and reliably. Thus, changes in evaluation and merit pay criteria must be completed before the new contract year, i.e., before June 30 of the prior contract year. To ensure that employees can contest unfair merit assessments, timely disclosures of merit performance evaluations are necessary. Continual dialogue between the supervisor and the employee about progress towards goals is essential.

#### TIME DEADLINES

- a. Performance appraisal forms must be completed by May 31 of the prior contract year.
  - b. Evaluations must be completed and results shared with the staff member by May 31.
  - c. Merit criteria must be known prior to start of next contract year.
  - d. A supervisor will meet with employees between November 15 and January 15 for a dialogue on progress toward their annual goals. The supervisor will document at that time an employee's performance appraisal form, which is falling below the satisfactory level. The supervisor will be expected to continue to engage in on-going dialogue with the employee to improve employee performance.
4. A supervisor's merit evaluation will include an assessment of the completion of performance evaluations and merit pay recommendations for their staff on time. Failure to do so will be deemed performance below expectations.
  5. The Office of Human Resources will review all annual performance evaluations and merit pay recommendations to ensure consistency and integrity. Issues concerning the process will be communicated to ASC-PWC on an annual basis.
  6. The annual merit allocations should be based upon the meritorious accomplishments over the most recent three-year period on a rolling basis, i.e., each year new information is added to the file for the most

recent year and information for the oldest year is eliminated from the file. This will help to reduce inequities that may occur from year to year.

7. All employees will be evaluated in their annual performance reviews to determine their eligibility for merit. Merit eligibility is determined by the job performance of an employee, as assessed by the Administrative Staff Performance Appraisal Form. Performing one's job at a satisfactory level and in a competent manner is the basis for merit pay. Given that an employee will qualify for a merit increase by meeting, as well as exceeding, unit standards, it is expected that very few employees will fail to qualify for merit.
8. Any employee who does not qualify for merit in their annual performance review should not receive a salary increase. A professional development fund equal to the uniform percentage raise that would have been allocated to the individual, should be made available to the department or academic unit for employee development, with priority given to assisting employees who have failed to qualify for a merit increment.
9. If the total merit pool for salary increments in a given year is three percent (3%) or less, all employees who qualify for merit in their annual performance reviews will receive the same percentage increase in salary.
10. If the total merit pool for salary increments in a given year is more than three percent (3%) but less than five percent (5%), it will be allocated according to the following guidelines:
  - a. Three percent (3%) of the total salaries of employees shall be allocated as a three percent (3%) increase in salary to all employees who qualify for merit based on their annual performance reviews.
  - b. The remaining difference between the total merit pool and the three percent (3%) of the total salaries of the administrative staff shall be allocated to departments and units for recognition of those employees whose level of performance exceeds department or unit expectations as defined by the merit policy of the department or unit.
11. If the total merit pool is five percent (5%) or more, it will be allocated according to the following guidelines:

- a. Sixty percent (60%) shall be allocated to departments/units to be used as an equal percentage increase in salary to all employees who meet or exceed department/unit expectations and thereby qualify for merit in their annual performance reviews.
- b. Forty percent (40%) shall be allocated to departments/units for recognition and reward of those employees whose level of performance exceeds department/unit expectations as defined by the merit policy of the department/unit.

Approved by Administrative Staff Council - June 5, 1997  
Amended by Central Administration - June 16, 1997

### **Computer Facilities**

Information Technology Services (ITS) operates a number of computer facilities for the University community. Each facility is for a specific purpose and has rules established for its use by Information Technology Services, in consultation with appropriate advisory committees composed of faculty, staff and students.

To use one of these systems, staff members should contact Information Technology Services for an application form and appropriate regulations. A staff member is authorized to access computers according to these rules. Information Technology Services approves access to data that it controls.

Bowling Green State University computing facilities shall only be used for valid University instruction, research or administrative purposes and shall not be used for purely personal gain. It is a violation of federal and state laws and University policy to use another person's computer access code; to give your access code to another person; to access or attempt to access use of another person's programs or data without that person's permission; or to attempt to break University security systems.

### **Non-Compensation Conciliation Process**

Conciliations requested after June 27, 2003

#### **Purpose**

The purpose of the Conciliation Process is to ensure the prompt resolution of complaints by administrative staff members regarding the terms and conditions of employment, or other job-related concerns that have not been

resolved with the immediate supervisor. A staff member may pursue this process for any or all of the following:

- Failure to follow policies and provisions enunciated in the Administrative Staff Handbook.
- Inadequate or inequitable consideration of professional competence.
- Termination of appointment for cause.

The decision not to continue the contract of an administrative staff member is not subject to this procedure. The appropriate Division Vice-President must review the decision not to renew the contract of an administrative staff member.

Any complaint related to the Administrative Staff Compensation Plan will be handled through the procedures established for compensation issues. Issues regarding alleged unlawful discrimination or harassment will be investigated by the Office of Equity and Diversity through established procedures.

### **Scope**

These procedures apply to all covered administrative staff positions and supersede all previous written or unwritten practices. The ongoing responsibility for the administration of these procedures is assigned to the Assistant Vice President of Human Resources or his/her designee. Prior to entering into conciliation, the staff member with the complaint meets with Human Resources in an attempt to resolve the complaint. The staff member with the complaint must bring the concern to the attention of Human Resources within fourteen calendar days of the incident giving rise to the concern. Human Resources **will** investigate the complaint and notify the staff member in writing regarding its findings within ten calendar days. If there is no resolution, the staff member may request conciliation.

There are three steps in this process:

1. Conciliation meeting with second level supervisor and the Dean, as appropriate
2. Vice Presidential Appeal
3. Presidential Review

Step 1 – Conciliation Meeting with second level supervisor and Dean, as appropriate.

The conciliation meeting, facilitated by the Assistant Vice President of Human Resources/designee, provides the staff member and his/her second level supervisor and the Dean, as appropriate, with an opportunity to resolve the complaint in a collaborative, informal fashion. The Dean shall be involved when the staff member reports to an area in Academic Affairs. Participants in the meeting include:

- Staff member
- Advocate for the staff member (as requested)
- Second level supervisor and Dean, as appropriate
- Assistant Vice President for Human Resources/designee

This process designed to be completed within the time frame outlined. Decisions to extend the timelines should have mutual agreement.

**Process**

The staff member will inform Human Resources and the immediate supervisor and Dean, as appropriate, in writing that he/she requests to enter into conciliation. This notice shall be given within fourteen calendar days of the notification from Human Resources regarding its findings from the initial resolution meeting.

1. Upon receipt of the request to enter conciliation, Human Resources begins a tracking/timeline.
2. Within fourteen calendar days of receiving the request to enter conciliation, Human Resources forwards the documentation to all parties involved and schedules the meeting.
3. At the staff member's request, a current member of the BGSU Administrative staff (non-family member), acting as an advocate, may accompany the employee to the conciliation meeting. Advocates may assist in clarifying points discussed in the meeting.

4. In the event the second level supervisor is the Division Vice President, a designee will be appointed, so that the Division Vice President is able to participate in step 2, if required.
5. Within fourteen calendar days after the meeting is scheduled, the meeting will take place to attempt resolution.
6. Human Resources is responsible for reporting, in writing, the outcome of the meeting to all involved within fourteen calendar days after the meeting.
7. If no mutual resolution is reached the dissatisfied individual may appeal directly to the Division Vice President (or designee).

### Step 2 - Vice Presidential Appeal

#### **Process**

1. Within seven calendar days of receiving the decision, the dissatisfied individual may appeal, in writing to his/her Division Vice President (or designee) and the Office of Human Resources.
2. Within fourteen calendar days of receiving the request to proceed to step 2, Human Resources schedules a meeting. Attendees are the same as step 1, with the addition of the Division Vice President.
3. Within fourteen calendar days after the appeal meeting, the Division Vice President or designee responds, in writing, to the staff member, supervisor and Human Resources.
4. If no mutual resolution is reached the dissatisfied individual may request Presidential review.

### Step 3 – Presidential Review

#### **Process**

1. Within seven calendar days of receiving the Division Vice President's decision, the dissatisfied individual may request a review, in writing, to the President of the University.



2. Within thirty calendar days after receiving the request for review, the President or designee reviews the Division Vice President's decision and the written outcome of the original conciliation meeting. The President or designee issues a written decision to the staff member, supervisor, Divisional Vice President and Human Resources.
3. The decision of the President or designee is final.

**Staff member reporting directly to a Vice President or the President Process**

1. When a staff member who reports directly to a Vice President or the President initiates a complaint through this process, the staff member may request a review, in writing, directly to the President. Such written request must occur within fourteen calendar days of the event giving rise to the request.
2. Within thirty calendar days after receiving the request for review, the President (or designee) issues a written decision to the staff member, the Vice President, if necessary, and the Office of Human Resources.
3. The decision of the President (or designee) is final.

Approved by Administrative Staff Council January 9, 2003

Approved by President's Cabinet March 3, 2003

Approved by the Board of Trustees June 27, 2003

**Conflict of Interest: Research and Consulting**

(See Appendix F for policy.)

**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 or title.

### **Notice Provisions**

For the policy approved by the Board of Trustees June 26, 2009 Click [HERE](#)

### **Resignation, Retirement, and Exit Interview Procedures**

- A. An administrative staff member who resigns from the University should
  - 1. Give the immediate supervisor a minimum of one-month written notice before the effective date of resignation; a copy of the notice should be sent to the Office of Human Resources.
  - 2. Leave a forwarding address with the Office of Human Resources. This information would be used only in the event that it would be necessary to contact the employee subsequent to resignation.
  - 3. Schedule an exit interview with the Office of Human Resources, Records Office.
  - 4. Schedule an exit interview with the Office of Human Resources, Benefits Office.

Staff members who are retiring should also follow this procedure.

- B. The exit interview, conducted by an Office of Human Resources staff member, includes a review of the status of insurance, retirement, and other benefits upon termination, and instructions about the return of identification cards, parking decals, keys and other property belonging to Bowling Green State University.

A fee may be deducted from the staff member's last payroll check in the event that University identification cards, keys and parking decals are not returned. Failure to return other University property will be dealt with on a case-by-case basis (See also Key Regulations).

- C. It is the responsibility of the staff member's immediate supervisor to verify the unused sick leave balance for the staff member at time of termination and forward that information to the Office of Human Resources. In addition, the supervisor should inform the President or

appropriate vice-president or dean of the date of termination and balance of unused vacation time to be paid to the staff member so that steps can be taken to remove the person from the payroll.

## **Transfer of Employees Between Administrative and Classified Staff 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 Administrative and Civil Service status, hereafter referred to as "unclassified" and "classified" employees respectively.

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

A transfer between classified and unclassified status must satisfy all of 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; and
4. In the case of a proposed movement to the unclassified status, it must be demonstrated that there is no suitable classification in classified status that would be more appropriate.

### Procedures

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

1. Requests for transfer will be directed to the appropriate vice-president through the Office of Human Resources (for technical review, comment, and recommendation).
2. Final approval for a transfer between the classified and unclassified status rests with the appropriate vice-president, consistent with University policy.

### Scope

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

### Discrimination Complaint Procedure

Bowling Green State University is committed to providing equal opportunity to all persons without regard to race, religion, color, national origin, sex, marital status, age, handicap or veteran status. Regardless of University policy or action; however, an administrative staff member may feel discriminated against. In such situations, the University's desire is to have the alleged discrimination complaint resolved as fairly and expeditiously as possible.

An administrative staff member who has a discrimination complaint, and who has unsuccessfully attempted to resolve it at other levels, may contact the Office of Equity and Diversity. Administrative staff in that office will attempt to resolve the complaint by discussing it with the complainant, the respondent and other appropriate persons who might be helpful in establishing the facts of the case. In all instances, the administrative staff member or anyone providing information on behalf of that person will be assured that no reprisal will occur at any stage as a result of the complaint.

If the complainant is not satisfied with the results of the investigation by the Office of Equity and Diversity, a request for a grievance hearing may be made. In the event that the complainant is not satisfied with the results of the hearing, an appeal may be made to the President of the University. The decision of the President is final.

For specific information regarding the University's affirmative action grievance procedures, you may contact the Office of Equity and Diversity or refer to Bowling Green State University's Affirmative Action Plan.

### Evaluation Procedure

1. All administrative contract staff should be evaluated each year, primarily on the basis of:
  - performance of primary duties
  - performance of occasional duties
  - attainment of agreed upon goals

2. Each vice-president should establish a committee composed of all the administrative staff council representatives of that area to develop a format for written evaluations for the area. Each vice-president and Administrative Staff Council representative should agree to the format. All formats for written evaluation will include the criteria listed in item (1) above.
  
3. Within each department or area, a staff member may be evaluated on additional criteria appropriate to the position and agreed to in advance by the staff member and the supervisor. These criteria may include, but are not limited to:
 

|                             |                                     |
|-----------------------------|-------------------------------------|
| supervisory skills          | learning new skills                 |
| innovations                 | University and professional service |
| professional development    | peer relationships                  |
| interpersonal relationships | research/publications/presentations |
| counseling                  | communication skills                |
| awards/honors               | student evaluations                 |
| teaching                    | service on governance bodies        |
| facility management         |                                     |
  
4. The evaluation process should occur in two steps:
  - A. The staff member and supervisor should meet and accomplish the following:
    - Review and determine staff member's job description and goals for the next contract period and make any necessary changes to the basic job description
    - Based on the above agreements; determine evaluation criteria that will be used to assess the staff member's performance
    - The staff member and supervisor will confirm the job description, goals and evaluation criteria in writing.
  
  - B. Before the beginning of the next contract period, the supervisor will provide the staff member with a written evaluation based on the previous agreements and will discuss the evaluation with the staff member. The evaluation shall be signed by the evaluator and then by the administrative staff member. The administrative staff member's signature does not acknowledge agreement with the evaluation. The employee may respond in writing to the evaluation, and this reply will become part of the evaluation.

- C. If at any time during the contract period the supervisor notes a problem in the administrative staff member's performance, a meeting should be held to discuss the problem and possible corrective actions. In extraordinary cases, when the supervisor determines after the initial meeting the performance is still inadequate, and then the supervisor shall provide a written statement to the administrative staff member again outlining the problem and possible corrective actions. The supervisor and the administrative staff member shall sign this statement and a copy shall be sent to the Office of Human Resources. Progress toward improving performance shall be a part of the regular annual evaluation.
5. The supervisor will send copies of the signed written evaluation to the staff member and to the contracting officer for review and forwarding to the Office of Human Resources.

#### **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 or external funds. In particular, continuation of employment is not guaranteed beyond the termination of grant or external funds. Other policies, procedures and benefits, which are provided contingent upon the availability of grant or external funds include, but are not limited to the following:

- Vacation benefits (including payment of unused balance of no more than 44 days upon termination)
- Sick leave benefits (including payment for a maximum number of days prescribed by policy upon retirement after 10 years of BGSU service)
- Consulting release time
- PERS - University contribution
- Employee and dependent fee waiver
- Insurance benefits
- Holidays

Grant or 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. The determination of appropriate salary levels and annual salary increases for grant funded administrative staff employees is based on the same procedures, guidelines and market considerations as for other administrative staff employees.

### **Key Regulations**

Administrative staff members may obtain office and building keys as needed for their assignments. Administrative staff members must submit a key authorization card, signed by the employee's supervisor, to the Key Office, located in Facilities Services. Keys will be issued 48 hours after submission of the key authorization card. The Director of Public Safety issues grand master keys and alarm keys. When a staff member leaves the University or transfers to a different location on campus, keys must be returned, either at the exit interview in the case of resignation or at the key office in the case of transfer. Master keys are returned to Public Safety. All keys remain the property of the State of Ohio and may not be duplicated. Employees will be assessed appropriate fees for lost keys as determined by Facilities Services.

### **Parking Procedures**

Vehicle identification is necessary for parking needs, assessment and control. All vehicles must be registered and display the appropriate decal/permit when parked in any BGSU parking area other than a metered parking space. Faculty/staff parking areas are identified with the appropriate signature and are located in strategic areas throughout the campus.

Registration should be completed during the first two days of employment. Each staff member is provided a transferable parking decal. To obtain a decal, the staff member must provide the Office of Parking and Traffic with his/her social security number and the auto registration fee waiver obtained from and signed by the departmental budget administrator.

Bicycles and mopeds parked on campus must be operated and parked in a manner which conforms with ordinances of the City of Bowling Green and regulations of the University. All bicycles operated or parked on the University campus must be registered with the City of Bowling Green. As a service, the BGSU Parking and Traffic Office will register bicycles with the city. This is a cooperative service provided by the University and the Bowling

Green Police. License numbers will be recorded and maintained as a means of identification in case the bicycle or moped is lost or stolen. There is a one-time, three-dollar charge for the registration service.

### **Regulations for Disabled Individuals Parking**

The following parking regulations are to assist disabled individuals:

- Permanent wheelchair spaces are marked with handicapped signs and are solely for the use of persons requiring a wheelchair. Individuals using these spaces must have an international access sign displayed on the rear bumper of the vehicle in addition to the appropriate decal.
- Any administrative staff member or student who has a mobility limitation resulting from a health problem or physical disability, and who requires special parking arrangements, should discuss the problem with the Coordinator of Disability Resources or the Office of Parking and Traffic.
- Staff members having visitors who require special parking arrangements on the basis of a mobility limitation should contact the Coordinator of Disability Resources or the Office of Parking and Traffic at least a week in advance of the date needed in order to obtain a free parking permit.

### **Payroll Procedures**

Paychecks are directly deposited by the Payroll Office into an account at a financial institution of the staff member's choice. The necessary permit forms may be obtained and signed in the Payroll Office or the Office of Human Resources. All wages are subject to appropriate income taxes. Main campus staff members are required to pay City of Bowling Green 1.5% income tax. Employees who live in other cities should discuss alternative city tax deductions with the Payroll Office. It is against state regulations to issue advance payment of salaries.

Administrative staff members are paid on the 20th of each month for the calendar month period. In the event the 20th falls on a weekend or a holiday, payment will be made on the last working day preceding the 20th.

Payment for consulting and other supplemental services to the University will be processed through the Payroll Office and added to the next regular paycheck--subject to applicable federal, state, city taxes and deductions for retirement and group insurance coverage.



## **Payroll Deductions**

Bowling Green State University is required by law to make the following deductions from your paychecks:

1. Federal and state income taxes (figured on the basis of your gross salary less group insurance deduction and any tax deferred annuity reduction.)
2. City income tax
  - a. income taxes levied by the City of Bowling Green are figured on the basis of your gross salary less the group insurance deduction
  - b. employees who live in other cities should discuss alternative city tax deductions with the payroll office
3. Public Employees Retirement System/State Teachers Retirement System (based on the University pick-up plan, see PERS)
4. Medicare coverage (effective April 1, 1986, all new university employees are required to pay Medicare coverage at the rate of 1.45% of gross wages)
5. Group insurance coverage (for full-time staff)
6. Internal revenue code has made certain university fee waivers for graduate courses taxable as other compensation. By law, the University is required to withhold (federal, state and local) taxes on this additional compensation

Additionally, deductions that may be withheld at the employee's request include the following:

- Tax-deferred annuities
- Family hospitalization if carrying sponsored dependents (full-time staff)
- Educators insurance - income protection (full-time staff)
- Savings bonds
- United Way contributions
- Dependent life insurance (full-time staff)
- Credit union

- Contributions to B.G.S.U. Foundation, Inc. (i.e. Administrative Staff Scholarship, Falcon Club, President's Club, Parents' Club, etc.)
- Accounts receivable (i.e., Bursar's Office)
- Contributions to 125 Plan.

### **Political Activity**

Whether an administrative staff member may hold a non-University elected or appointed position is dependent upon the compatibility of the two positions involved. Positions are considered incompatible when any of the following situations exist: one position is subordinate to or in any way a check upon the other, time or energies are taken from the duties of the University position or some specific constitutional or statutory bar exists precluding a person from serving in both positions. If the offices are compatible in these respects, then an employee may engage in such activity.

### **Travel**

Off-campus travel on University business and to professional meetings may be reimbursed in part or in full depending upon departmental policies and available funds. All reimbursement is subject to University policy, a copy of which may be obtained from the Business Office. Transportation fares through travel agencies and registrations in excess of \$50.00 can be paid in advance.

Each administrative unit budget supervisor is responsible for approving travel expenses for individual departments. The administrative unit supervisor must seek approval for personal travel reimbursement from the next level administrator. The completed copy of the "BGSU Travel Expense Report" should be submitted to the Business Office for reimbursement.

### **Work Schedule**

In certain circumstances it may be appropriate for a full-time administrative staff member to adopt a flexible work schedule. Such a flexible work schedule must be arranged in advance and must be mutually agreed upon between the administrative staff member and his or her immediate supervisor, and approved by the department or area head. It is expected that normal business hours for each office will be maintained. Additionally, his or her immediate supervisor to determine whether the flexible work schedule should continue will conduct periodic review of an administrative staff member's flexible work schedule.

## SECTION IV: BENEFITS

### Overview

This section of the handbook details the employment and post-employment benefits available to administrative staff members, including insurance, fee waivers, retirement, and compensation regarding work-related injury and unemployment. Benefits for administrative staff members with part-time status are noted accordingly. A brief description of benefits for full-time administrative staff in table form can be found in the Appendices.

### Benefits in Brief for Full-Time Administrative Staff

(See the HR web page at <http://www.bgsu.edu/offices/ohr/benefits/brief.html> for Benefits in Brief for full-time Administrative Staff.)

### Benefits After Retirement

The following benefits are awarded to full-time administrative staff upon formal retirement from the Public Employees Retirement System:

1. A permanent ID card which designates the individual as a retired administrative staff member;
2. The same library and computer privileges as currently held;
3. The person's name placed on the mailing lists for the publications *At Bowling Green* and *Monitor*;
4. The same discounts or charging privileges granted to current administrative staff members;
5. Provide whenever possible appropriate office space and the requisite support services whenever a retired administrative staff member is engaged in part-time instruction or other paid services;
6. The opportunity to audit courses or take courses without payment of the instructional, facility or general fees on a space available basis; in addition, dependents of retired administrative staff member may enroll in classes without payment of instructional fees following the employee's retirement (see Fee Waiver Policy);

7. When requested, the same ticket arrangements and prices for intercollegiate sports events and musical and drama productions.
8. When requested, continuing access to the recreational facilities of Bowling Green State University on the same basis as current administrative staff.

### **Employee Assistance Program (EAP)**

The Bowling Green State University Employee Assistance Program (EAP) is provided for all employees and their family members as a means to obtain confidential and professional assistance in dealing with the difficult situations in life, which most of us face at one time or another. These situations include family or marital problems, financial difficulties, stress, depression, alcoholism or other chemical dependency.

The Employee Assistance Program (EAP) is provided through an external organization. All services are provided by the University at no cost to you and are strictly confidential. EAP referrals to other resources are tied into the University's health care programs as eligible. To take advantages of this benefit the employee need only make a telephone call (1-800-227-6007) to schedule an appointment with a professional EAP counselor.

For further information and copies of available brochures on the program please contact the Office of Human Resources (TEL: 372-8421 or 372-2228).

### **Fee Waiver Policy**

(See Appendix G for policy.)

### **Injury and Workers' Compensation**

The State Workers' Compensation Law for on-the-job injuries or occupational diseases protects administrative staff members. Workers' Compensation applies only to injuries sustained in the course of and arising out of employment. This protection may also extend to authorized University travel, depending on the circumstances. If the Bureau of Workers' Compensation and/or Industrial Commission approves a claim, medical benefits and compensation for unpaid absences from work are provided.

Injuries should be reported on the Bowling Green State University Injury Report form. This form is to be completed by the supervisor of the injured employee, or of the area where the injury occurred, and submitted to the Office of Environmental Health and Safety (102 College Park Building, FAX 372-2194)

on the same day as the injury occurs. For serious injuries, injuries resulting in loss of work, or injuries associated with environmental hazards (e.g., chemical releases) call 911. Environmental Health and Safety will conduct injury investigations as needed.

Bowling Green State University is subject to federal and state regulations which apply to all employees. Regulated areas include fire prevention, radioactive materials, and hazardous waste. The University also has adopted policies, which apply to all departments and employees, as is the case with the BGSU hazardous materials policy, individual departments and areas may have policies and procedures, which affect employees. See your supervisor for information on regulations and policies that apply to your work area. Call Environmental Health and Safety (372-2171) for additional information.

Under the **Ohio Public Employment Risk Reduction Program**, any public employee acting in good faith may refuse to work under conditions reasonably believed to present an imminent danger of death or serious harm, provided that the condition is not such as normally exists or reasonably might be expected to occur in the normal and regular duties of the public employee. Information on this may be obtained by contacting Environmental Health and Safety, 102 College Park Building (372-2171), the Office of Human Resources, 100 College Park Building (372-2259), or by contacting the Division of Occupational Health and Safety, 2323 West Fifth Avenue P. O. Box 825, Columbus, OH 43216-0825 (1-800-671-6868).

### **Public Employees Retirement System**

All administrative staff members are required by law to participate in the Ohio Public Employees Retirement System. Staff members contribute 8.5% of gross salary, and the University as the employer, contributes 13.31% of each staff member's annual earnings to PERS. The University picks up payment of the employee's 8.5% share. For purposes of state and federal income taxes, this 8.5% is excluded from the employee's taxable income. It becomes taxable upon claiming the funds after retirement or upon the optional withdrawal of the account when a person leaves PERS sponsored employment. Members are eligible to retire at age 60 with five years of service, at age 55 with 25 years of service or at any age with 30 years of service. Anytime prior to retirement, accrued contributions may be withdrawn at time of termination of contract. The law requires that three months must elapse from the date the employer certifies that the member left public employment before the refund is made.

Staff members may purchase up to five years of out-of-state or federal civil service for retirement credit provided they have an equivalent amount of

retirement credit with an Ohio retirement system. One advantage of purchasing out-of-state or federal service credit is to increase Ohio retirement monthly benefits.

Staff members who completed a tour of active duty before July 1, 1973, may purchase up to five years of military service for retirement credit provided they have an equivalent amount of service credit with an Ohio retirement system. Career military retirees are exempt from this provision.

Administrative staff members who are on a University-approved leave of absence may be able to purchase a maximum of one year of PERS service credit after they have returned to full-time University service for at least one year.

Human Resources is available to assist staff members who are planning to retire or who have general questions about PERS and the retirement process. Administrative staff members are encouraged to visit the Office of Human Resources at least three months prior to a planned retirement date for a pre-retirement interview. In addition, for details on any PERS policies you may contact PERS directly:

Public Employees Retirement System  
277 East Town Street  
Columbus, OH 43215  
Phone: (614) 466-2085

For administrative staff who have prior credit in or belong to STRS, questions may be addressed to:

State Teachers Retirement System  
275 East Broad Street  
Columbus, OH 43215  
Phone: (614) 227-4090

### **Unemployment Compensation**

Employment at Bowling Green State University is covered under the Unemployment Compensation Act, which may provide income if the unemployment comes through no fault of the administrative staff member and if the staff member is available and seeking work. Should one become unemployed for any reason, the local Bureau of Employment Services should be contacted. If suitable work is unavailable, one may qualify for unemployment compensation. Further information may be obtained from the Office of Human Resources.

### **Procedures for Application**

1. When an application is made by a former administrative staff member for unemployment compensation and the Office of Human Resources is notified by the Bureau of Employment Services, Human Resources staff will seek information concerning the individual's current employment status. If the administrative staff member in question has always been on a term or temporary appointment, Human Resources staff will determine that the termination of employment is due to the lack of availability of further work, (i.e., appropriate for unemployment compensation).
2. If the termination of employment was voluntary on the part of the administrative staff member, unemployment compensation is not permissible. If the termination is related to some cause in which the administrative staff member has no responsibility for the outcome (e.g., staffing reduction), the Office of Human Resources will endorse the payment of unemployment compensation.
3. In any case where the Assistant Vice President for Human Resources disagrees with the payment of unemployment compensation to a former administrative staff member, the Assistant Vice President will bring the matter to the attention of the appropriate area director or vice-president for review.

## SECTION V: LEAVES

### Overview

Under certain scheduled and emergency circumstances, administrative staff members are excused from work. This section describes the different categories of "leave time" and conditions under which specific leaves are authorized. In cases where the policy is lengthy or subject to change, the entire policy document is located in the Appendices.

### Civic Duty Leave

#### **Jury Duty**

You will receive leave with full pay when summoned for jury duty. All compensation you receive for jury duty is to be paid to the Bursar at BGSU, UNLESS the jury duty was performed while you were on vacation or outside your normal working hours.

#### **Court Attendance**

You will receive leave with full pay when subpoenaed to appear in court where you ARE NOT a party to the action.

If you receive a summons to appear before a court - that is, you ARE a party to the action - you may use vacation time or take leave without pay.

### Family and Medical Leave Act (FMLA) Policy

Bowling Green State University understands the importance of family issues in today's work force. The University also recognizes that more of its employees than ever face conflicting demands of family obligations and work. Because employees may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their own serious health conditions; and, in order to comply with the Family and Medical Leave Act (FMLA) of 1993, the University has established a parental leave and family and medical leave policy. The University will grant an eligible employee unpaid leave for up to 12 weeks during a 12-month period for the following reasons:

1. The birth or adoption of a child, or the foster care placement of a child
2. To care for a "family member" of the employee if that individual has a serious health condition



3. A serious health condition of the employee renders the individual unable to perform his or her job functions

Procedures for FMLA leave will apply also to leave under state law and University policy that are longer than 12 weeks (medical, disability, maternity, etc.) Leave under state law and University policy will run concurrently with leave under this policy. The University will comply with both federal and state law, as well as University policy regarding these leaves.

A packet of information covering the University's policy, request forms, and required documentation is available in the Office of Human Resources. A copy of employee rights under the Family and Medical Leave Act of 1993 is contained at the end of this handbook.

Questions or concerns regarding family or medical leave under this act can be addressed by calling the Office of Human Resources (372-8421).

### **Holidays**

Bowling Green State University observes 10 holidays each year: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. Law as floating holidays designates Presidents' Day and Columbus Day. Each year the University may reassign those days to any other day of the year.

If a holiday falls on Sunday, it is normally observed on the following Monday; if a holiday falls on Saturday, it is normally observed on the preceding Friday. When it is necessary for an administrative staff member to work on a holiday, an equal amount of time may be taken at a later date at a time mutually agreed upon with the supervisor.

### **Leave of Absence Without Pay**

#### **Considerations**

A leave of absence without pay may be granted to a full-time administrative staff member by the area supervisor. The supervisor should consider the following factors before granting a leave of absence:

1. receipt of written leave request at least one month prior to the effective date of the leave;
2. length of leave of absence requested;

3. determination of whether the position can be held for the staff member's return and whether it can be satisfactorily filled by a temporary appointment without being detrimental to the efficiency of the operation.

### **Notification**

When a leave of absence without pay is approved, the supervisor should inform the President, vice-president or dean of the area to initiate removal of the staff member from the payroll for the designated period of time. This notification should be in writing with a copy to the Office of Human Resources. No less than 10 days prior to the start of the leave of absence, the supervisor should notify the staff member in writing that the leave has been approved.

### **Insurance coverage**

During a leave of absence, a full-time employee may maintain insurance coverage by personally assuming the financial obligation for a maximum period of one or two years (depending upon the type of insurance desired) with possible further extension if approved. Insurance coverage is provided by the University to the end of the month in which the leave begins and is provided at the beginning of the month in which the staff member returns. The employee must assume the total premium cost for insurance coverage for the intervening months of the leave. Additional insurance benefits may be available for a disability leave of absence. If a staff member decides not to return from a leave of absence, he or she should notify the supervisor not less than one month prior to the date of termination.

Questions about the Leave Without Pay policy should be addressed to Human Resources.

### **Types of Leave Without Pay for Administrative Staff**

The leave without pay policy allows full-time and part-time administrative staff members the opportunity to voluntarily request unpaid leaves of absences. Two types of leave without pay are available to members of the administrative staff: special short-term leave of less than three months, and long-term leave of more than three months. Both are subject to approval by the staff member's supervisor and contracting officer after receipt of an application from the staff member at least one month prior to the effective date of the leave. An application form for both types of leave is available in Human Resources.

Employees will receive a full month of PERS retirement credit if earnings are a minimum of \$250.00 per month, partial credit if earnings are less than \$250.00 and no credit if there are no earnings. The employee's contract base salary will not be affected by the leave without pay arrangement.

Vacation and sick leave will accrue only for hours actually worked. Leave without pay can be used in sequence with vacation.

Generally, salary reductions will be spread across the remaining paychecks in the contract period unless the employee requests that the entire reduction be reflected in the next pay.

### **Short-Term Leave**

Short-term leaves are available to full-time and part-time administrative staff and may occur over a period of weeks, months, monthly or via a reduced work schedule of less than 40 hours per week. Leave and/or reduced work schedule may not exceed a total of three months in a 12-month period and may not be in effect for more than three years.

Staff members will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for continuing to pay the same insurance premiums they may pay when not on leave.

The status of full-time and part-time staff members remains the same.

No approval will be given to the hiring of temporary or part-time staff to fill in for the temporary vacancies created by these leaves. The staff member's absence must not interfere with or impede other University operations. With reasonable notification, employees on leave without pay should be available to return to their assignment in the event of emergencies with significant impact on the long-term functioning of the area.

Staff members may cancel the leave arrangement by notifying the supervisor one month prior to the return to a full-time schedule.

### **Long-Term Leave**

Long-term leaves are available to full-time administrative staff for periods in excess of three months. In reviewing the leave request, the supervisor must determine whether the position can be held for the staff member's return and whether it can be satisfactorily filled by a temporary

appointment without being detrimental to the efficiency of the unit's operation.

During the leave of absence, the employee may maintain insurance coverage for a maximum of one or two years (depending on the type of insurance) by personally assuming the financial obligation. Extension of coverage may be approved upon appeal. Insurance coverage is provided by the University to the end of the month in which the leave begins and is reinstated at the beginning of the month in which the staff member returns. In the intervening months, the staff member must assume the total premium cost of both employee and employer for insurance coverage (additional insurance benefits may be available for a disability leave of absence).

If a staff member decides not to return from a leave of absence, he or she should notify the supervisor not less than one month prior to the date of termination.

### **Maternity/Paternity/Adoption Leave**

#### **Maternity Leave**

1. Staff members who give birth are eligible for maternity leave. The customary and usual maternity leave will be four months per pregnancy.
2. The four-month maternity leave need not be taken as consecutive days if mutually agreeable to the administrative staff member and the immediate supervisor.
3. Accrued sick leave, accrued vacation credit and a leave of absence without pay can be used during this four-month period. A staff member may use any or all of the accrued vacation credit and/or accrued sick leave during the maternity leave before going on a leave of absence without pay.
4. A staff member will notify, in writing, the supervisor and the Office of Human Resources, prior to the start of the maternity leave, as to the number of days to be taken as sick leave, the number of days to be taken as vacation, and the number of days to be taken as a leave of absence without pay.
5. Should a staff member decide not to return to the University following maternity leave, the staff member must notify the supervisor, in writing, no less than 30 calendar days preceding the scheduled return to work.

6. Staff members taking maternity leave are guaranteed their positions and job title upon return.

### **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 administrative staff member to notify the immediate supervisor of an anticipated birth or adoption, which the administrative staff member expects will result in such a work interruption. Moreover, it is the right of an administrative staff member to secure time to attend to pregnancy, childbirth, or adoption leave without affecting the terms or conditions of the staff member's employment.

Time needed for paternity/adoption leave is to be arranged and granted under the provisions of the Family and Medical Leave Act (FMLA) Policy, (see page 45 of this handbook). Questions or concerns regarding paternity or adoption leave can be addressed by calling the Office of Human Resources (372-8421).

For explanation of these policies, contact the Office of Human Resources.

### **Military Leave**

Administrative staff members who are members in the Ohio National Guard or active reserve component of the armed forces are eligible for military leave with pay for periods of active duty or field training not to exceed 31 days per calendar year. A written request for military leave and a copy of military orders or other authorizing document for such duty must be submitted to the supervisor, the President, or the area vice-president, and the Office of Human Resources at least two weeks prior to the effective date to qualify for military leave. Such leave is in addition to regular vacation time. The maximum time for which payment under this provision will be made in any calendar year is 22 days.

Administrative staff members with at least 90 days of University service who are involuntarily called to extended active duty in the military service shall be granted military leave without pay for the duration of such service. Upon application to Bowling Green State University within 90 days following the date of discharge from extended active duty, the staff member shall be reinstated to the former position or to a similar position. This reinstatement right should be explained to anyone hired to replace an employee on military leave. A staff member on military leave who re-enlists, or voluntarily extends the original tour of active duty, forfeits the reinstatement right.

Questions about military leave should be addressed to the Office of Human Resources.

**Personal Leave Policy**

Full-time and part-time administrative staff is eligible for up to twenty-four hours of personal leave per calendar year on a prorated basis as follows:

| Accrued Sick Leave Hours | Eligible Personal Leave Hours |
|--------------------------|-------------------------------|
| 0 – 80.0 Hours           | 0 Hours                       |
| 80.01 – 300.0 Hours      | 8 Hours                       |
| 300.01 – 600.0 Hours     | 12 Hours                      |
| 600.01 – 900.0 Hours     | 16 Hours                      |
| 900.01 – 1200.0 Hours    | 20 Hours                      |
| 1200.01 or more Hours    | 24 Hours                      |

Eligibility to use personal leave will be done once annually with available computerized sick leave records used to determine accrued balances. For administrative staff eligibility of personal leave hours will be determined on sick leave balances as of the first day of the calendar year.

Staff may use personal leave in any increment of time to offset the time they normally would have been scheduled to work.

Personal leave may be used for unusual personal or family obligations, mandatory court appearances other than jury duty (criminal or civil cases, traffic court, divorce proceedings, custody proceedings, or appearing as directed as parent or guardian of juveniles), legal or business matters, family emergencies of a nature that require an employee’s immediate attention; medical, psychological, dental or optical examination of the employee or the employee’s immediate family; weddings of members of the immediate family, religious holidays which fall on a normally scheduled workday for an employee, and any other matter of a personal nature.

Personal leave may be used in conjunction with vacation, or for vacation purposes. It may not be used to cover unexcused absences, or to make up time.

Requests for use of personal leave must be made in advance giving notice to the immediate supervisor, unless the leave is for use in an emergency situation. Reasonable notice will be established by the immediate supervisor/department/area head as appropriate. Personal leave will be reported on the leave request form for administrative staff.

Failure to use all personal leave balances during the calendar year in which it is received, will result in forfeiture of the unused personal leave. At the time of separation from the university employees are not eligible for payment of unused personal leave balances.

The University Payroll Department will maintain records of accruals, usage, and balances for administrative staff.

Personal leave may not be used to extend an employee's active pay status, for the purpose of accruing overtime or compensatory time, employee's date of resignation, or date of retirement.

### **Religious Services Leave**

An administrative staff employee may be granted a two-hour release time period to attend a religious service, which occurs during normal working hours. Arrangements for doing so must be made in advance with the immediate supervisor.

If an administrative staff member requires more than two hours for a religious service, that excess time must be taken as vacation, or leave without pay must be used.

It is recognized that individuals of certain religions observe their holidays on days which have not been designated as legal holidays by state law. Arrangements relative to time off in such instances are to be mutually agreed upon by the immediate supervisor and the administrative staff member. Time off may be taken in exchange for another University recognized holiday during which all offices may not be closed (e.g., Veterans' Day). If arrangements relative to the exchange of time cannot be made, vacation time may be used. Supervisors are encouraged to be flexible in the application of this policy.

### **Sick Leave Policy**

The sick leave policy is designed to provide an administrative staff member with continued income during a period of illness or recovery. Sick leave shall be earned at the rate of 10 hours or 1.25 days per month for full-time, 12 month staff beginning with the first month of employment. There is no limit on the amount of sick leave that can be accrued. Sick leave is the authorized absence from duties due to

- a. Personal illness, injury, pregnancy, exposure to contagious disease that could be communicated to other employees; and to illness, injury, or death

in the staff member's immediate family.\* The area supervisor may approve sick leave in the case of a member of the immediate family not living in the same household.

- b. Medical, dental or optical examination or treatment of staff member or member of the immediate family.
- c. Death in the immediate family (limited to 10 working days).
- d. Attendance at the funeral of a friend or relative not identified as immediate family (limited to one working day).

\* Definition of immediate family: brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, child, grandparent, a legal guardian or other person who stands in place of a parent.

When a staff member is unable to work, the immediate supervisor (or other designated person) should be notified on the first day of absence, if possible. Otherwise, the absence may be charged to leave without pay.

The administrative staff member should complete a report for every use of sick leave by using the Leave Reporting Form. It should be forwarded to the immediate supervisor for approval and forwarded to the Payroll Department by the 5th of the month following usage. Supervisors may request medical documentation for sick leave absences.

Accrued, but unused sick leave balances are reflected on the monthly paycheck stub. In the event a staff member exhausts accumulated sick leave because of an extended illness, the staff member may be retained on the payroll in an unpaid status for an additional period of time if recommended by the area head, and approved by the vice-president or President. Consideration should be given to years of service, extent of illness, or other extenuating circumstances.

Full-time staff members who are contracted for less than 12 months and part-time staff earn sick leave on a prorated basis, according to the number of hours or days per month in their contract.

A staff member eligible for Workers' Compensation may choose to use sick leave before such payments are made (sick leave is usually of greater advantage to the staff member).



At the date of retirement into Public Employee Retirement System or upon death while an employee of the University, each administrative staff member, who has 10 or more years of service with the State of Ohio, is eligible to receive payment for one-fourth of the value of their accrued but unused sick leave credit. The maximum payment allowed, however, is for 30 days. Such payment shall be based on the staff member's rate of pay at the time of retirement or death. Payment for sick leave on this basis will eliminate all sick leave credit accrued by the staff member, such a payment may be made only once to any employee in the case of retirement or to his/her estate in the case of death.

Questions about the sick leave policy and procedures should be addressed to the Office of Human Resources.

### **Special Leave Policy**

The special leave policy allows full-time administrative staff members' opportunities to voluntarily request leaves of absences anytime during the calendar year subject to the following stipulations:

1. Leave may occur over a period of weeks, months, monthly, or a reduced work schedule of less than 40 hours per week (leave and/or reduced work schedule may not exceed a total of three months in a 12-month period).
2. All leaves must be approved by the immediate supervisor and the dean, director, or area head. The staff member's absence must not interfere or impede other University operations.
3. No approval will be given to the hiring of temporary or part-time help to fill in for the temporary vacancies created by these leaves. Employees on special leave should be available to return to their assignment in the event of unforeseen emergencies.
4. Participants will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for paying applicable insurance premiums.
5. Vacation and sick leave will accrue for hours actually worked.
6. In the case of PERS retirement credit accrual, participants will receive a full month of credit if earnings are a minimum of \$250.00 per month, partial credit if participants earn less, and no credit if there are no earnings.

7. The status of full-time staff members remains the same.

### **Vacation Policy**

All full-time, 10-MONTH AND 12-month, administrative staff members earn vacation time at the rate of (14 hours and 40 minutes) per month worked. All full-time, 9-month administrative staff members who are required to work during academic recesses and/or academic breaks, earn vacation at the rate of 1.83 days per month worked.

All part-time 10-month and 12-month administrative staff members earn a pro-rated amount based on the number of hours worked each month. All part-time, 9-month administrative staff members do not earn vacation.

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, while under suspension or while employed elsewhere. During the first year of employment, vacation may be utilized as it is accrued.

An annual vacation is important to the well being of the staff member. Each staff member is encouraged to use all earned vacation annually and area supervisors are expected to accommodate such requests for vacation provided they are requested in advance and the needs of the area are not impaired. It is expected, however, that no single vacation leave taken will exceed 22 consecutive working days unless approved in advance by the contracting officer. A full-time 12-month staff member's vacation balance cannot exceed 44 days (352 hours) at the end of each fiscal year (June 30 of each year). For full-time 10-month employees the balance cannot exceed 36.6 days (293 hours, 20 minutes); for full-time 9-month employees the balance cannot exceed 33 days (264 hours). If vacation is not used the employee will lose all hours above the maximum accrual.

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 should 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 compensation will be paid in a lump sum. At the time of separation from employment with the University, administrative staff who

have completed one full year of service with the University are eligible for payment of unused vacation credit not to exceed allowed maximum accruals. In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

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.

The administrative staff member for every use of vacation using the leave reporting form should complete a report. It should be forwarded to the immediate supervisor for approval and forwarded to the Payroll Department by the 5<sup>th</sup> of the month following usage.

Accrued but unused vacation leave balances are reflected on the monthly paycheck stub.

Questions about the vacation policy and procedures should be addressed to the Office of Human Resources.

**APPENDICES**

## APPENDIX A

### A. RACIAL AND ETHNIC HARASSMENT POLICY

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

#### **I. Definition**

Racial and ethnic harassment constitutes any physical or verbal behavior that subjects an individual to an intimidating, hostile or offensive educational, employment or living environment. Such harassment:

- A. Denigrates or stereotypes an individual because of his or her racial or ethnic affiliation;
- B. Demeans or slurs an individual through pictorial illustrations, graffiti or written documents or material because of his or her racial or ethnic affiliation.
- C. Makes unwarranted and disparaging references or innuendoes in attributing an individual's personal conduct, habit or lifestyle to his or her racial or ethnic affiliation.

#### **II. Regulations**

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

#### **III. Responsibilities**

- A. On a University-wide basis, the Office of Equity and Diversity is responsible for the coordination and implementation of Bowling Green State University's Racial and Ethnic 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 dissemination and implementation of this policy within his or her area of responsibility. Persons at this level are also responsible for referring reported unresolved incidents of racial and ethnic harassment to the Office of Equity and Diversity.
- C. As a University policy, it is the responsibility of each faculty member, administrative staff member and classified staff member to ensure adherence to this policy within his or her area of responsibility.
- D. It is the responsibility of all members of the University community to discourage 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 allegations of racial or ethnic harassment. They are intended to be responsive to particular situations and to be as formal or informal as allegations dictate.

##### **A. Procedure for the Complainant**

- 1. Any individual who believes that he or she has been racially or ethnically harassed should contact the Office of Equity and Diversity. Staff in this office initially will 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 Office of Equity and Diversity 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 Equity and Diversity. 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 Office of Equity and Diversity only if the complainant has filed a formal, written complaint.

5. The role of the Office of Equity and Diversity 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, in writing, to the President of the University. The appeal must be filed within 7 calendar days of notification of the appropriate vice-president's action. The President will review the appeal and respond, in writing, to all parties--respondent, complainant, Director of Equity and Diversity, and the vice-president--concerning his or her disposition of the appeal. This must be done within 10 calendar days after receiving the appeal.

B. Procedure for the Respondent

1. Investigations regarding alleged instances of harassment will be conducted by staff in the Office of Equity and Diversity only if a formal, written complaint has been filed with the Director of Equity and Diversity.
2. The role of the Office of Equity and Diversity in the processing of the complaint will include, but is not limited to the following:
  - a. consultation with the respondent;
  - b. discussion with the appropriate persons suggested by 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 by the vice-president, he or she may appeal, in writing, to the President of the University. The appeal must be filed within 7 calendar days of the notification of the vice-president's action. The President will review the appeal and respond, in writing, to all parties--respondent, complainant, Director of Equity and Diversity, and the vice-president--concerning his or her disposition of the appeal. This must be done within 10 calendar days after the appeal.

C. Principles

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

1. Each complaint will be handled on an individual, case-by-case, basis considering the complete record and all relevant circumstances.
2. An investigation will be conducted as fairly and expeditiously as possible.
3. In investigating complaints of racial or ethnic harassment, complete confidentiality will be maintained in consideration of both the complainant and the respondent.
4. An individual bringing forth a complaint of racial or ethnic 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.
6. Nothing in this policy should be interpreted as interfering with the practice of academic freedom at Bowling Green State University.
7. The purpose of this policy is to end racial and ethnic harassment, and therefore a complainant to achieve personal goals not in conformity with the purpose of this policy may not use it.



Passed by Equal Opportunity Committee on 1/24/85.

Passed by Faculty Senate on 3/18/85.

Revisions passed by Equal Opportunity Committee on 3/25/85.

## APPENDIX B

### B. POLICY ON VIOLENCE

It is the policy of BGSU that acts of violence, threats of violence, or intimidation will not be tolerated. In its mission to become a premier learning institution, BGSU recognizes the importance of providing a safe environment for all its members. In this community, victims/survivors will be treated with dignity and respect. Any persons found in violation of this policy may be subject to disciplinary action. Violators may also be subject to criminal prosecution.

For purposes of this policy, the following definitions apply.

A. Acts of violence include any exercise of force against another person or against property that could result in physical or emotional harm.

B. Threats of violence include any verbal or non-verbal communication that inflicts harm.

C. Intimidation includes any verbal or non-verbal act towards another person, the purpose of which may be to coerce, and the result of which could cause the other person to fear for his or her safety or the safety of others.

In many situations, these actions are also considered criminal acts under the Ohio Revised Code. Acts defined in this subsection include but are not limited to: physical assault or abuse, sexual assault or abuse, stalking, verbal or other threats of physical or sexual assault, threats that may include a weapon, and damage or destruction of another's property.

BGSU is committed to providing education, prevention, advocacy, intervention, and support services which address acts of violence, threats of violence, and intimidation. In addition, the University collaborates with community agencies and professionals in providing services and referrals. All members of the BGSU community are asked to report violations of the policy on violence to appropriate authorities.

## APPENDIX C

### C. SEVERE WEATHER CLOSING POLICY AND PROCEDURES

Severe Weather Policy:

<http://www.bgsu.edu/downloads/execvp/file85573.pdf>

Severe Weather Policy Scenarios:

<http://www.bgsu.edu/downloads/execvp/file85575.pdf>

## APPENDIX D

### D. SEXUAL HARASSMENT POLICY

Concerns related to sexual harassment should be directed to the Office of Equity and Diversity, Bowling Green State University. The Sexual Harassment Policy follows:

It is the policy of Bowling Green State University that sexual harassment will not be condoned. This policy applies equally to faculty, administrative and classified staff, and students and is in keeping with the spirit and intent of guidelines on discrimination because of sex.

#### **Policy Guidelines and Procedures**

##### I. Definition

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic pursuits,
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile or offensive working or educational environment.

##### II. Regulations

- A. It is a violation of University policy for any member of the faculty, administrative and classified staff, or student body to engage in sexual 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 sexual harassment.

##### III. Responsibilities

- A. On a University-wide basis, the Office of Equity and Diversity is responsible for the coordination and implementation of Bowling

Green State University's sexual 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 dissemination and implementation of this policy within his or her area of responsibility. Persons at this level are also responsible for referring reported incidents of sexual harassment to the Office of Equity and Diversity.
- C. It is expected that each faculty member, administrative staff member and classified staff member will ensure adherence to this policy within his or her area of responsibility. Such efforts are largely a matter of good faith.
- D. It is the responsibility of all members of the University community to discourage sexual 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 "sexual 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 indicate.

- A. Procedure for the Complainant
  - 1. Any individual who believes that he or she has been sexually harassed should contact the Office of Equity and Diversity. 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 Office of Equity and Diversity 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 Equity and Diversity. 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 Office of Equity and Diversity only if the complainant has filed a formal, written complaint.
5. The role of the Office of Equity and Diversity 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, in writing, to the President of the University. The appeal must be filed within 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--respondent, complainant, Director of Equity and Diversity, and the vice-president--concerning his or her disposition of the appeal. This must be done within 10 calendar days after receiving the appeal.

B. Procedure for the Respondent

1. Investigations regarding alleged instances of sexual harassment will be conducted by staff in the Office of Equity and Diversity only if a formal, written complaint has been filed with the Director of Equity and Diversity.
2. The role of the Office of Equity and Diversity 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, in writing, to the President of the University. The appeal must be filed within 7 calendar days of the notification of the vice-president's decision. The President will review the appeal and respond, in writing, to all parties--respondent, complainant, Director of Equity and Diversity, and the vice-president--concerning his or her disposition of the appeal. This must be done within 10 calendar days after receiving the appeal.

C. Principles

In investigating complaints of sexual 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 at the totality of circumstances.
2. The investigation will be conducted as fairly and expeditiously as possible.
3. In investigating complaints of sexual 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 sexual 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.

Approved by the Board of Trustees on October 9, 1981.

## APPENDIX E

### E. ADMINISTRATIVE STAFF COMPENSATION PLAN

#### INTRODUCTION AND RATIONALE

In order for Bowling Green State University (BGSU) to attract and retain qualified administrative staff employees, it is BGSU's policy to maintain fair and competitive grade levels and pay ranges without regard to race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or status as a Special Disabled or Vietnam-era veteran.

The purpose of the Administrative Staff Compensation Plan is to establish a system that reflects

- Relationships between positions and their worth
- The principles of equitable compensation
- Competition with the external employment market

#### SCOPE

These policies and procedures apply to all occupied administrative staff positions and supersede all previous written or unwritten practices. The ongoing responsibility for the administration of the Administrative Staff Compensation Plan (Plan) is assigned to the Assistant Vice President for Human Resources.

#### I. Objectives

It is the intent of the Administrative Staff Compensation Plan to

- Administer the Plan in accordance with the general policies of the University
- Provide a compensation plan that is internally equitable (as determined by comparing similar University positions) and externally competitive with the market. When appropriate, this plan will be determined by comparing salary ranges within the University with salary ranges for similar positions outside the University.
- Ensure equitable compensation for positions requiring similar educational levels, experience levels, skills, effort, working conditions, and levels of responsibilities



- Ensure that the administration of the position evaluations and grade level assignments is consistent and uniform throughout the University
- Provide for a review process that will address inequities
- Allow for the maintenance of competitive grade levels
- Provide policies and procedures which ensure that the Plan will be equitably and efficiently administered

## II. Definition of Terms

The following terms are used in the Administrative Staff Compensation Plan:

### A. Administrative Staff Advisory Team Members

The Administrative Staff (AS) Advisory Team consists of 16 (sixteen) administrative staff members selected by the Administrative Staff Council (ASC) Executive Committee. Team members serve three-year terms (September 1 / August 31) with five or six new members joining the team each year. Team members must be inactive for one year after completion of their three-year term before they can be considered for re-appointment. If a committee member cannot complete his/her term, ASC's Executive Committee will appoint a member from the same functional area to complete the term. Membership to this committee should include representatives from all functional areas.

The team's primary responsibility is to collaborate with Human Resources in the re-evaluation of JOB Analysis Questionnaires. Human Resources and past members of the Administrative Staff Advisory Team train team members to analyze, evaluate, and recommend a grade level (numeric ranking) for currently occupied administrative staff positions.

Each time an administrative staff position is re-evaluated, Human Resources selects four members from the Team to participate in the process, attempting to rotate participation equally among members. One team member must be from the same vice-presidential area as the position being re-evaluated. The other three team members should be from different vice-presidential areas. If one member of the four-person team feels it is necessary to recuse him/herself the

process can continue with a three-member team. If more than one team member wishes to be recused, a new team may be assigned. The Human Resource director appoints two members of the Human Resource staff to serve as committee members.

Administrative staff team members also participate in the Conciliation/ Appeals process, but individual team members may not participate in both the re-evaluation and the appeals process for the same position.

Administrative Staff Advisory Team Member Rotation:

The Administrative Staff advisory team consists of 16 (sixteen) Administrative Staff members selected by the ASC Executive Committee for staggered three-year terms.

- A. Members will begin service on September 1 and serve for three years, ending on August 31.
- B. Each year, five or six new members will be appointed to replace the five or six who are completing their service.
- C. Membership to this committee should represent all of the functional areas. If the university structure changes, the next members appointed should address any committee inequities resulting from the new structure.
- D. If a committee member cannot complete his/her term, ASC'S Executive Committee will appoint a member from the same functional area to complete the term.
- E. No members shall serve consecutive three-year terms.

B. Grade Level

The grade level is the numeric ranking of administrative staff positions from 5 to 23.

C. Human Resources/Administrative Staff Advisory Team (HR/AS Advisory Team)

Two members of the Human Resources staff and the four members selected from the Administrative Staff Advisory Team comprise the HR/AS Advisory Team. This combined team is responsible for analyzing, evaluating, and recommending a grade level whenever an occupied administrative staff position is re-evaluated.

D. JOB Analysis Questionnaire

The Job Analysis Questionnaire is the instrument used to describe the position responsibilities. This questionnaire is used by the HR/AS Advisory Team and/or Human Resources to determine the grade level of an administrative staff position based upon the level of knowledge and experience, creativity and complexity, impact on the institutional mission, internal and external contacts, and leadership. The JOB Analysis Questionnaire must be completed in order for any administrative staff position to be created and/or changed.

E. Pay Range

The pay range is the compensation for a particular grade level. Each pay range has a designated minimum, midpoint, and maximum. In 2001/2002 for example, in grade level 14 the minimum is \$33,404, the midpoint is \$42,590, and the maximum is \$51,776.

F. PRESIDENT'S Compensation Working Group

The President's Compensation Working Group is comprised of administrators appointed by the President. This group routinely reviews issues regarding the Plan and decides the outcome of the appeals process.

### III. Policies

The following policies have been established for the maintenance and management of the Administrative Staff Compensation Plan.

A. New Administrative Staff Hire

New administrative staff generally is hired between the minimum and midpoint of a grade level. A salary assigned above the midpoint requires prior approval by the Vice-President, after consultation with the Offices of Human Resources and Equity and Diversity. (Number 2 - Approved by Board of Trustees, September 13, 1996.)

B. Upgrade

Definition:

A position is re-evaluated and assigned to a higher-grade level as a result of significant expansion in the position's existing duties and responsibilities.

Policy:

The incumbent is guaranteed at least a 5% increase in salary or the minimum salary for the new level, whichever is greater. (Number 3 - Approved by Board of Trustees, September 13, 1996).

C. Promotion

Definition:

An incumbent moves from a position requiring a certain level of skill, effort, and responsibility to a position requiring a significantly greater degree of skill, effort, and responsibility.

Policy:

When an employee is promoted, she/he is guaranteed at least a 5% increase in salary or the minimum salary for the new level, whichever is greater. (Point 4 - Approved by Board of Trustees, September 13, 1996.)

D. Interim/ Acting Positions

Definition:

A staff member is assigned to a position on an interim/ temporary/ acting basis.

Policy:

If the assignment is longer than 30 calendar days and is in a higher grade level, the staff member receives a premium for the time served equal to at least a 5% increase in salary or the minimum for the interim grade level, whichever is greater. (Point 5 - Approved by Board of Trustees, September 13, 1996.)

E. Demotion

Definition:

An incumbent staff member moves from a position requiring a certain level of skill, effort, and responsibility to another position in a lower grade level requiring a lesser degree of skill, effort, and responsibility.

Policy:

When a demotion occurs, the incumbent's salary is reduced to a level in the lower pay range equivalent to his/her level in the original pay range. (Point 6 - Approved by Board of Trustees, September 13, 1996) The President, in consultation with the Vice-President and Human Resources, must approve any exceptions to this policy.

F. Downgrade

Definition:

A position is reassigned to a lower grade level as a result of significant reduction in the position's existing duties and responsibilities.

Policy:

When a position downgrade occurs, the incumbent's salary is reduced to the level in the lower pay range equivalent to his/her level in the original pay range. The President, in consultation with the Vice-President and Human Resources, must approve any exceptions to this policy.

G. Transfer

Definition:

An incumbent staff member moves from a position requiring a certain level of skill, effort and responsibility to another position requiring the same degree of skill, effort, and responsibility that is assigned to the same grade level.

Policy:

When a transfer occurs, normally the incumbent's salary will not be adjusted. (Point 7 - Approved by Board of Trustees, September 13, 1996.) The President, in consultation with the Vice-President and Human Resources, must approve any exceptions to this policy.

H. Market Exceptions

Definition:

A market exception is a special salary premium established for particular positions when unusual market conditions exist, causing excessive turnover, salary midpoints well below market average, and/or failure of current salary to attract qualified candidates.

Policy:

A special market salary premium may be paid for these positions. (Point 8 - Approved by Board of Trustees, September 13, 1996.)

I. Pay Above Maximum

Policy:

Administrative staff salaries are capped at the maximum or above the maximum of a pay range. However, staff members whose salaries are currently at or above the maximum are exempt for a period of three years. Effective July 2000, the salaries of any staff still above maximum MAY be frozen until such time as those salaries are within his/her range. If, at any time during the three years, a staff member's salary should fall within range, the exemption ceases to apply to that staff member and the capped maximum will be enforced. (Point 10 - Approved by Board of Trustees, September 13, 1996.)

Staff at the maximum will be considered for a merit increase not to exceed the percentage adjustment of the pay range.

Staff above the maximum is eligible each year for a one-time, merit-based bonus not to exceed the percentage of the salary pool designated for merit each year. This will occur only when the Board of Trustees authorizes bonuses and will not be added to base salaries.

J. Progression Through the Pay Range

Definition:

Progression through a pay range is the method by which an incumbent moves through his/her assigned pay range.

Policy:

Staff progress through pay ranges based on meritorious performance. Human Resources, in conjunction with the Administrative Staff Council Executive Committee, will develop by the year 2002 criteria and a process for staff to reach the midpoint of a pay range.

K. Title Revision

Policy:

Title changes may be requested to more accurately reflect position responsibilities. A Job Analysis Questionnaire is completed and forwarded to Human Resources in accordance with established procedures. If the proposed title accurately reflects the responsibilities, the HR/AS Advisory Team may recommend that the title be changed regardless of any change in the grade level. No title change occurs without approval from the supervisor, Vice-President, and Human Resources.

L. Salary Range Adjustments

Policy:

Effective 1997-98, the ranges for each grade level will be adjusted in a three-year recurring cycle. In the first two years of the cycle, the pay range of each grade level will move up annually by an amount that is 1% less than the average salary increase paid to staff that year. (Number 9 - Approved by Board of Trustees, September 13, 1996.)

Every third year beginning with 1999-2000, the University will re-evaluate the ranges in light of current market conditions, as well as other relevant factors, and adjust the ranges in accordance with that

re-evaluation. (Point 9 - Approved by Board of Trustees, September 13, 1996.)

#### IV. Administrative Compensation Plan Position Evaluation/Re-evaluation Processes

The position evaluation process is the method by which positions are evaluated against a uniform set of criteria and assigned to established grade levels and appropriate pay ranges. Human Resources conducts the evaluations for new positions. Human Resources and the Administrative Staff Advisory Team jointly conduct the re-evaluation of occupied positions. re-evaluation occurs when initiated by the incumbent, the supervisor(s), or Human Resources. It is anticipated that re-evaluation initiated by the incumbent or the supervisor(s) for a specific position will occur no more than once every two years. Position evaluations/re-evaluations are normally completed in twelve (12) weeks from the time the JAQ is submitted to Human Resources unless there is an agreement to extend the timelines and all parties are informed.

A. Positions are evaluated when one of the following occurs:

- A new position is created. A supervisor, area head, dean, Vice-President, or President/Designee, in consultation with Human Resources, is responsible for submitting a completed JOB Analysis Questionnaire to Human Resources.
- A position becomes vacant. A supervisor, area head, dean, Vice-President, or President/Designee in consultation with Human Resources is responsible for submitting a completed Position Analysis Questionnaire to Human Resources.

B. Positions are re-evaluated when one of the following occurs:

- A significant change in responsibilities occurs or is proposed in existing positions. Re-evaluations are initiated by the incumbent or the supervisor submitting a completed Job Analysis Questionnaire to Human Resources.
- Reorganization occurs. Re-evaluations are initiated by an area head, dean, Vice-President, or President/designee prior to the reorganization and in consultation with Human Resources. Reorganization may result in significant changes in position responsibilities.

C. Re-evaluation Process for Administrative Staff Positions Initiated By The Incumbent And/Or Supervisor:

1. The initiator completes the Job Analysis Questionnaire that is found on Human Resources web site:  
<http://www.bgsu.edu/offices/ohr/forms>.  
The criteria used in the grading process are also on this web site. If the initiator is the employee, the completed Questionnaire is forwarded to both the immediate supervisor and the second-level supervisor for signature and comment. When an initiator is a supervisor, area head, or Vice-President, the supervisor meets with the incumbent to discuss position responsibilities and obtain signatures on the Questionnaire. The supervisor comments, signs, and forwards the Questionnaire to the second-level supervisor. Supervisor and employee retain a copy.
2. Upon receipt of the Questionnaire, the second-level supervisor evaluates, comments, signs, and forwards the JAQ to Human Resources.
3. Upon receipt of the completed JOB Analysis Questionnaire, Human Resources logs in the JAQ, notifies the initiator, and begins a tracking/timeline. Human Resources reviews all documents for completeness, gathers additional information as needed, and distributes the documents to the HR/AS Advisory Team. Any changes, additions, or deletions made to the JAQ by Human Resources must be forwarded to the employee and supervisor.
4. The HR/AS Advisory Team analyzes, evaluates, and recommends a grade level based on the established criteria. In the event the HR/AS Advisory Team requests additional information, Human Resources gathers the additional information and forwards it to the Team.
5. Human Resources forwards the results of the re-evaluation to the immediate supervisor and the appropriate Vice-President for consideration. If the position reports directly to the President, it is forwarded to the President/Designee for consideration.
6. After input from the immediate supervisor and/or the secondary supervisor, the Vice-President or President/Designee reviews all



documents and forwards a written decision about the position to Human Resources.

7. Immediately following the Vice-Presidential or Presidential/designee decision, Human Resources forwards copies of the re-evaluation results, including documentation that supports the committee's recommendation to the employee and the appropriate supervisory structure.
8. Administrative staff and/or initiators who do not agree with the determination may meet with Human Resources and, if appropriate, the immediate supervisor for further explanation. If there is still no agreement, the staff member and/or initiator may follow the Conciliation/ Appeals process.

#### V. Conciliation/ Appeals Process

The purpose of the Conciliation/ Appeals Process is to ensure prompt resolution of disagreements regarding the results of position re-evaluations and subsequent placement in the Plan.

There are three steps in the process:

1. Conciliation Meeting
2. Appeals Board
3. Presidential Appeal

##### A. Conciliation Meeting

The Conciliation Meeting, facilitated by the Assistant Vice President for Human Resources/designee, provides the initiator of the conciliation process and the Vice-President with an opportunity to resolve the complaint in a collaborative, informal fashion. If the position reports directly to the President, the President/designee will participate in the conciliation process. Participants in the meeting include:

- Employee
- Immediate Supervisor
- Vice-President or President/designee
- Assistant Vice President for Human Resources/designee
- ASC Review Team member from the initial re-evaluation team

The process is normally completed within four (4) weeks unless there is an agreement to extend the timelines and all parties are informed.

Process:

1. Within seven (7) calendar days after receiving the Vice-Presidential or Presidential/designee decision and relevant documentation from Human Resources, the initiator/incumbent informs Human Resources in writing of the intent to enter into conciliation.
2. Upon receipt of the request for conciliation, Human Resources begins a tracking timeline.
3. Human Resources coordinates a meeting with the appropriate parties. A meeting must be convened within thirty (30) calendar days of the request for conciliation.
4. Human Resources is responsible for reporting, in writing, the outcome of the meeting to all involved parties within fourteen (14) calendar days of the meeting.
5. If the meeting results in a change of grade level for the position in question, Human Resources, in conjunction with the initiator/incumbent, recommends the effective date of the change to the Vice-President. No action is necessary if the meeting results in no change in the position.
6. If the initiator/incumbent is not satisfied with the decision, she or he can request an Appeals Board review.

#### B. Appeals Board

The Appeals Board provides the initiator of the appeals process an opportunity to achieve resolution through the involvement of administrative staff in reviewing the appeal and making recommendations to the President's Compensation Working Group. The Appeals Board consists of five (5) members of the Administrative Staff Advisory Team who have not been involved in the re-evaluation or conciliation process. Human Resources is available as a resource. The process is normally completed within sixteen (16) weeks unless there is an agreement to extend the timeline and all parties are informed.

Process:

1. Within seven (7) calendar days of conciliation, the initiator informs Human Resources and the Vice-President, in writing, of the intent to appeal. If the position reports directly to the President, the initiator informs Human Resources and the President/Designee, in writing, of intent to appeal.
2. Within seven (7) calendar days of notification of the intent to appeal, Human Resources forwards the appeals packet (an appeal request form, JAQ, factor sheet, and supporting documentation) to the initiator.
3. Within fourteen (14) calendar days of receiving the appeals packet, the initiator completes the appeal request form and forwards any supporting documentation to Human Resources.
4. Upon receipt of the completed documentation, Human Resources forwards a copy of the initiator's completed appeals packet and any other documentation to the Vice-President or President/Designee. Within fourteen (14) calendar days of receiving the information from Human Resources, the Vice-President or President/Designee acknowledges receipt of the packet and forward any comments, in writing, to Human Resources. Human Resources forwards a copy of the response to the initiator.
5. During steps three and four, Human Resources, in conjunction with the initiator, selects five (5) Administrative Staff Advisory Team members for the Appeals Board. Advisory Team members who participated in the re-evaluation or conciliation process are not eligible to serve on the Appeals Board.
6. Within seven (7) calendar days of receiving the completed documentation from the Vice-President or President/Designee, Human Resources forwards this documentation and the initiator's documentation to the Appeals Board.
7. Within fourteen (14) calendar days of receipt of the completed documentation, the Appeals Board meets to review the original re-evaluation decision and subsequent documentation triggered by the appeals process.
8. Within seven (7) calendar days of the review, the Appeals Board submits its recommendation and supporting rationale in writing to Human Resources, initiator, Vice-President or President/Designee and President's Compensation Working Group.
9. Within thirty (30) calendar days of receiving the recommendation of the Appeals Board, the President's Compensation Working

Group, without the Vice-President or President/Designee where the appeal occurs, reviews the recommendation of the Appeals Board and makes a decision.

10. Within seven (7) calendar days of making a decision, the President's Compensation Working Group will submit the decision and supporting rationale in writing to the initiator, supervisor, Vice-President or President/Designee, and Human Resources.
11. If the decision results in a change of grade level, Human Resources recommends the effective date of the change with the Vice-President or President/Designee.
12. If the initiator or Vice-President or President/Designee is not satisfied with the decision, she/he can appeal to the President.

C. Presidential Appeal

1. Within seven (7) calendar days of receiving the decision of the President's Compensation Working Group, the initiator or Vice-President appeals in writing to the President or his/her designee. The designee cannot be from the initiator's Vice Presidential area, Human Resources, or President's Compensation Working Group. If the position reports directly to the President, the President appoints a designee for this process.
2. Within thirty (30) calendar days after receiving the appeal, the President or designee makes a decision and notifies in writing the initiator, supervisor, Vice-President, President's Compensation Working Group, and Human Resources
3. The decision of the President or designee is final.

Last Revision Date: July 3, 2001

Administrative Staff Council Approval: October 4, 2001

## APPENDIX F

### F. CONFLICT OF INTEREST: RESEARCH AND CONSULTING

#### A. Conflict Situations

1. An administrative staff member may not accept employment from outside the University that will adversely affect fulfillment of the staff member's University responsibilities and duties.
2. Favoring of outside interests. When an administrative staff member engaging in externally-sponsored work has a significant financial interest in, or a consulting arrangement with, a private business concern, it is imperative to avoid actual or apparent conflicts of interest between externally-sponsored University research/consulting obligations and outside interests or obligations. Such conflicts of interest may arise by:
  - a. Orientation of the staff member's University research/consulting to serve the needs of the private firm without disclosure of such undertaking to the University and the sponsoring agency;
  - b. Purchase of major equipment, instruments, materials or other items for the University research from a private firm in which the staff member has an interest without disclosure of such interests;
  - c. Transmission to the private firm, or other use for personal gain, of externally sponsored work products, results, materials, records or information that are not made generally available. (This would not preclude appropriate licensing arrangements for inventions or consulting on the basis of externally-sponsored research results where there is significant work by the staff member independent of externally-sponsored research/consulting);
  - d. Use for personal gain or other unauthorized use of privileged information acquired in connection with the staff member's externally sponsored activities (The term "privileged information" includes medical, requirement or price actions; possible new sites for government operations; and knowledge of forthcoming programs or of selection of contractors or subcontractors in advance of official announcements);
  - e. Influence upon the negotiation of contracts relating to the staff member's externally-sponsored research between the University

and private organizations with which the administrative staff member has consulting or other significant relationships; or

- f. Acceptance of gratuities or special favors from private organizations with which the University does or may conduct business in connection with an externally-sponsored research/consulting project, or extension of gratuities or special favors to employees of the sponsoring government agency or private organization under circumstances which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties.
3. Consulting for government agencies, their contractors, or private organizations.
    - a. When the staff member engaged in government-sponsored research also serves as a consultant to a federal agency, professional conduct is subject to the provisions of the Conflict of Interest Statutes (18 U.S.C. 202-209 as amended) and the President's memorandum of May 2, 1963, "Preventing Conflicts of Interest on the Part of Special Government Employees." When a person consults for one or more government contractors, or prospective contractors, in the same technical field as the research project, care must be taken to avoid giving advice that may be of questionable objectivity because of its possible bearing on one's other interest.
    - b. In undertaking and performing consulting services, a staff member should make full disclosure of such services to the University and to the contractor or private organization insofar as they may appear to relate to the work at the University and to the contractor.

#### B. University Procedures

1. Reporting of outside employment or interests.

A full-time 12-month administrative staff member may engage in paid consultation provided the consultation will either enhance the staff member's professional growth or will relate to that person's University position and expertise and provided the department director, and appropriate dean, vice-president or President agree in advance that such activities do not interfere with University responsibilities. Such consultation is limited to no more than five days per year. These five days may be used only for consultation and

do not accrue from one year to the next. Vacation time must be utilized for paid consultation beyond five days per year.

2. Distribution of effort.
  - a. With the competing demands placed upon the energies of an administrative staff member, the way in which one divides effort among these various functions does not raise ethical questions unless the agency supporting the research is misled in its understanding of the amount of intellectual effort one is actually devoting to the research in question. If the University-approved research agreement proposes that the administrative staff member devotes a certain fraction of effort to the externally-sponsored research, or one agrees to assume responsibility for such research, a demonstrable relationship between the indicated effort or responsibility and the actual extent of involvement is to be expected.
  - b. The administrative staff member shall supply appropriate documentation such that the director of the department may maintain records of the time involved with all outside consulting or research work by the administrative staff member.
3. Reporting of inventions.

Inventions made by University administrative staff members usually involve contributions by, and consequent interests of, the inventor, the University, and an outside research sponsor. To protect the rights of all three parties, prompt reporting and action are necessary. Any administrative staff member who conceives an invention in the course of research conducted at the University shall report the invention to the associate vice-president for research for appropriate action. The allocation of patent rights and division of proceeds, if any, shall be consistent with the existing patent policy as approved by the Board of Trustees, and consistent with the terms of any relevant research grant or contract. A copy of the patent policy is available in the Office of Human Resources.
4. Production of films or instructional materials.

The development and sale or rental of audio-visual or other instructional materials produced by individuals while under University contracts or developmental grants shall be reported to the immediate supervisor and appropriate agreements made to respect the mutual interest of all parties. Such materials remain the property of Bowling Green State University.

## APPENDIX G

### G. FEE WAIVER POLICY

(BGSU Trustees, 1976, Revised July 23, 1982, December 10, 1982, Revised December 3, 1999 )

The Employee and Dependent Fee Waiver Policies were updated effective Summer 2010 and are located at the Human Resources web site:

[BGSU :: Human Resources: Benefits :: Fee Waiver Policy](#)

To access forms directly, choose appropriate form below:

[Employee Fee Waiver](#)

[Dependant Fee Waiver](#)