Ohio Northern University
MEMORANDUM

October 4, 2007

To: Faculty and Staff

Re: University Faculty Meeting

The regular meeting of the Faculty for October will be held Tuesday, October 9, 2007 at 4:00 p.m. in the Activities Room of McIntosh Center. The agenda is as follows:

1. Call to order.

2. Invocation - Dr. John Berg


4. Unfinished business.

5. Questions for the President

6. Report from University Council - Professor Terry Keiser

7. Reports of Constitutional Committees
   a. Budget and Appropriations - Dr. Nancy Woodley
   b. Academic Affairs - Professor Laurie Laird
   c. Student Activities - Dr. Andrew Roecker
   d. Personnel - Professor Indra Canagaratna

8. Reports of Operational Committees
   a. Committee on Athletics - Professor Thomas Simmons
   b. Cultural and Special Events - Dr. Laurie Bell
   c. International Affairs - Dr. Anne Lippert
   d. Religious Affairs - Chaplain Vernon LaSala
   e. Information Technology - Mr. George Gulbis

9. Other reports.


11. Announcements.


[Signature]
Dr. David R. Sawyers
Secretary
UNIVERSITY COUNCIL

Council approved a motion from the Personnel Committee to amend Faculty Handbook Sections 2.12.2 – 2.12.7 Leaves of Absence (Attachment I) Prof. Terry Keiser

CONSTITUTIONAL COMMITTEES

Budget and Appropriations Dr. Nancy Woodley
The Committee has met weekly during the last month. It has discussed the audit, has approved the revised budget for 2007-2008, and is in the process of setting the planning parameters for the 2008-2009 budget.

Academic Affairs Prof. Laurie Laird
Open forum regarding calendar questions October 30th @ 4 pm

Student Activities Dr. Andrew Roecker
No report

Personnel Prof. Indra Canagaratna
The Committee has forwarded to University Council changes to sections of the Faculty Handbook that deal with leave without pay (sections 2.12.2 – 2.12.7). Committee is reviewing Appendix 12 and Appendix 19 of the Faculty Handbook.

Committee on Athletics Prof. Thomas Simmons
No report

Cultural and Special Events Dr. Laurie Bell
The Committee met on Friday, September 13, 2007. The subcommittees were selected and programming was discussed.

Information Technology Mr. George Gulbis
No report

Religious Affairs Rev. Vern LaSala
RAC met on 9/19/07
Approved minutes of our April 30th meeting
Approved chaplains’ goals and objectives for 2007-2008
Discussed the inactive status of the University Religious Association Council (URAC)
Discussed the football team’s chaplain.
Committee will meet on 10/3/07 and reports will be given re: URAC and the football team’s chaplain.

International Affairs Dr. Anne Lippert
Met on October 2. Fall 2007 international student enrollment was reviewed. There are 62 F and J-status students enrolled. Eight are in the LL.M. program and eight are exchange students. Reports were provided on activities held to date for international students.
To: Professor Terry Keiser,  
Chair / University Council  

From: Professor Indra Canagaratna  
Chair / Personnel Committee  

Date: 5th June 2007  

Re: Changes to Faculty Handbook - Sections 2.12.2 - 2.12.7  

Please note: Underlined text in bold italics = New language  
Regular font = current language  
Strikethrough text = deletions.  

2. Leave Without Pay (9/1/88)  

A. Leaves without pay may be granted to faculty members for personal reasons: in order to care for a newborn son or daughter; because of the placement of a son or daughter with the faculty member for adoption or foster care; in order to care for a spouse, son, daughter, or parent with a serious health condition; or because of the faculty member's own serious health condition; or when faculty members are elected or appointed to serve full-time in an official capacity in a professional association or society, or for some form of public service. Leaves shall be subject to the following conditions:  

(1) For leaves of absence, other than family leaves, the application for leave normally must be submitted by December 1. For family leaves the application for leave must be 30 days before taking leave, or as early as it is practicable. In leaves other than for family leave purposes, the leaves are approved by the appropriate dean and the vice president for academic affairs and the deadline of December 1 may be extended by the administration in extraordinary circumstances.  

(2) Time periods for leaves vary.  
   a. The Family and Medical Leave Act (FMLA) became effective August 5, 1993. While the University's leave policy is more flexible and more generous than the FMLA, federal law requires both Handbook reporting and explicit notification of the FMLA's requirements to the faculty member when a leave is requested.  

   FMLA summarized highlights are:  
(1) Eligibility comes after an individual has worked for the University for one year or at least 1,250 hours in the 12 months preceding leave request.  

(2) The unpaid leave is up to 12 weeks during any 12-month period and is for (a) birth of a child, (b) placement of a child for adoption or foster care, or to care for the child after placement, (c) to care for a parent (but not a parent-in-law) with a serious health condition.
(3) The 12 month period is measured forward from the date an employee's first FMLA begins.

(4) Spouses employed by the university share a single 12-week leave for birth of a child, adoption of a child, and care for a parent.

(5) The Act allows intermittent or reduced leave when the leave is taken because of the serious health condition of a faculty member, spouse, child, or parent.

(6) When the faculty member requests leave FMLA requires the employer to notify the employee of the law. Notification of the following provisions is required when the faculty member requests leave:
   a. Leave will count against FMLA leave entitlement.
   b. Requirement to furnish medical certificates and consequence of failure to do so.
   c. Coordination with other paid leave rights.
   d. Requirement of benefit premium payment(s).
   e. Requirements of a return-to-work certificate.
   f. Job restoration rights.
   g. Requirement of periodic reports of status.

(7) Health care coverage will continue under the same terms offered to faculty members not on leave. Premiums paid by the University may be recaptured if the faculty member fails to return for reasons other than the serious health condition of the employee or an immediate family member. Faculty can also continue in the life insurance and accidental death and dismemberment insurance programs by reimbursing the University for the full cost.

b. Unpaid leaves other than the FMLA leave may be granted for a period of up to one (1) full academic year. This period may be extended by mutual agreement of the faculty member and the administration.

(3) For unpaid leaves other than under FMLA, faculty members may continue to participate in the following fringe benefit programs by reimbursing the University for the full cost of such programs:
   a. Medical insurance.
   b. Life insurance.
   c. Accidental death and dismemberment insurance.

(4) During a leave without pay, faculty members are not covered by disability insurance, nor does the University make any contributions for social security or to TIAA-CREF. Faculty members may make direct contributions to TIAA-CREF while on leave.

(5) While on leave without pay, the tenured faculty member is permitted to continue to participate in tuition remission benefits. In the event the tenured faculty member does not return to the University for two (2) full years subsequent to said leave without pay, the faculty member will reimburse the University for any tuition and fees remitted during the leave.

B. Time on leave of absence without pay is not credited toward the probationary period for tenure, toward time in rank for promotion, for accumulating medical leave
benefits, or for early retirement (Fulbright Fellowships are excepted.) Nothing in the FMLA entitles the faculty member restored to his or her position to accrue any seniority or employment benefits during any period of leave.

3. Absences for Personal and Professional Reasons (9/92)

Ohio Northern is a teaching university. Faculty members have a primary obligation to meet classes when scheduled.

Absence from scheduled classes should be only when reasonably unavoidable.

A. Faculty members may be absent from duties for a period of five (5) or fewer consecutive working days for personal reasons, subject to suitable arrangements for handling institutional duties or other assigned University responsibilities. Arrangements must be approved in advance by the appropriate department chair and dean and reported to the Office of the Vice President for Academic Affairs. Consideration will be given to the effect of the absence on the institutional program both directly from the absence of the faculty member and indirectly through any resulting additional load on colleagues during the absence.

B. Faculty members are encouraged and expected to take part in professional activities related to their academic disciplines and responsibilities. Absences from campus for professional reasons must be approved in advance by the appropriate department chair and deans and reported to the Office of the Vice President for Academic Affairs. Consideration will be given to the effect of the absence of the faculty member and indirectly through any resulting additional load on colleagues during the absence.

4. Jury Duty
The Administration encourages all University employees to discharge their civic obligations and will grant leaves of absence with pay to faculty members who are required to serve on a jury or called to appear before a governmental agency. Any compensation received by the faculty member for jury service, less expenses, shall be turned over to the University.

5. Military Leave
The University complies with appropriate federal and state statutes regarding military leaves of absence.

6. Medical Leave (9/1/88)

Please note that the following guidelines are applicable for both faculty members and academic staff.

A. All full-time faculty members who are unable to work because of pregnancy, extended illness or other disability and who have been employed full-time for at least one year are eligible for paid medical leave totaling one (1) month (about 20 working days) of full salary for each year of service completed to a maximum accumulation of six (6) months.

B. If a single period of illness or disability extends to six months or more and the accrued medical leave is exhausted during the disability, the faculty member shall receive fifty percent of salary for each month in excess of accrued leave to and
including the sixth month. After six months, it is anticipated that disability insurance will be utilized if the disability continues.

C. Payments of full or half salary are payable only for months when the faculty member would have been employed under the faculty member's nine-month contract if the faculty member were not disabled. For example, a faculty member on nine-month contract will not receive medical leave salary for any of the other three (3) months not included under the normal contract even though disabled. Also, medical leave pay shall not overlap any month covered by disability insurance.

D. Faculty members who have recurring periods of disability may accumulate additional eligibility for payment of full salary for medical leave at the rate of one (1) month (about 21 working days) for each complete year of additional service.

E. The University has the right to require a doctor's certificate of inability to perform duties and begin medical leave as well as ability to perform duties and end medical leave whenever it is deemed appropriate by the University. The faculty member shall submit to the Office of Vice President for Academic Affairs a doctor's certificate with the following information:

1. Reason for medical leave
2. Starting date, and
3. Ending date

F. Faculty members failing to return to perform assigned duties at the end of an authorized paid medical leave will be considered in violation of the employment contract and to be voluntarily terminating the contract, unless a further leave of absence without pay has been approved. Granting an absence of leave without pay as an extension of the medical leave period, if needed for medical reasons, will be considered, if based upon extenuating circumstances as set forth in application to the Vice President for Academic Affairs.

G. A faculty member who anticipates a medical leave should provide written notice to supervisor/chair/dean (who will forward it to the Vice President for Academic Affairs) at least one month in advance as to when such leave is likely to begin.

H. All absences due to illness will be reported by department chairs to the dean of the college. The deans will immediately provide that information to the office of Academic Affairs and will make periodic reports of faculty absence due to illness to the Vice President for Academic Affairs. Intermittent short-term absences due to illness may be counted as medical leave.

I. Faculty members will retain service credit for promotion and tenure consideration which has been accumulated at the time leave for the medical condition began. This type of leave without pay is subject to the conditions cited in paragraph 2.12.2.A of this handbook.

7. Maternity Leave (9/1/88) (8/93) (9/98)

A. If medical conditions resulting from pregnancy, childbirth and/or related conditions cause absence from duties exceeding an eligible faculty or staff
member's accumulated paid medical leave, the University grants a leave—
without pay for such continuing medical condition. Upon completion of
such leave, every reasonable effort will be made to return the faculty or
staff member to her last position or to a position with similar duties.—

Faculty members will retain service credit for promotion and tenure-
consideration which had been accumulated at the time leave for the medical-
condition began. This type leave without pay is subject to the conditions

B. Procedures applicable to maternity leave.

1. Determination of when maternity leave or medical leave for such medical-
conditions should commence will be decided by the faculty or staff member
and her physician. The leave should commence when the faculty or staff
member cannot carry out her duties in a safe and satisfactory manner. The
same standards for determining the faculty or staff member's capabilities to
carry out duties will be applied for maternity leave as are applied for this
determination for medical leave. The University has the right to require a
physician's certificate of inability to perform duties for medical conditions
resulting from pregnancy, childbirth, and/or related conditions for purposes of
determining the beginning or end of maternity leave.

2. If possible, a faculty member who anticipates maternity leave or medical
leave for such conditions should provide written notice to the Vice President for
Academic Affairs at least one month in advance as to when she anticipates such
leave is likely to begin. A staff member who anticipates maternity leave or
medical leave for such conditions should provide written notice, at least one-
month in advance as to when she anticipates such leave is likely to begin, to her
supervisor who will notify the Office of Human Resources.

3. When granted, maternity leave will be effective on the first day after all
accumulated medical leave has been taken.

C. Faculty and staff members failing to return to performing assigned duties at the
deadline for authorized maternity leave without pay will be considered in violation of employment contract
and to be terminating the contract voluntarily. Extension of the leave period may be
granted for extenuating circumstances set forth in application above.

The Committee also recommends that the paragraphs be numbered as follows:

Current section 2.12(6)(E) would become 2.12(6)(G)

Current section 2.12(6)(F) would become 2.12(6)(H)

Current section 2.12(6)(G) would become 2.12(6)(F)

Current section 2.12(6)(H) would become 2.12(6)(E)