ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK
AND AT-WILL EMPLOYMENT

I acknowledge that I have been informed of the online location of ONU’s Support Staff Handbook (See the Office of Human Resources’ page of ONU’s website at www.onu.edu). I understand that it is my responsibility to read and comply with the policies contained in this Handbook. I understand that the policies in this Handbook supersede any prior handbooks or verbal or written policies that I have received.

I understand that the Handbook is not intended as a contract of employment and that my employment with ONU is at-will. I further understand that both ONU and I have the right to terminate my employment with or without notice for any reason or no reason. I also understand that no manager or other representative of the University has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the provisions of this Handbook, except in the case of a written agreement, signed by the President and/or the Provost.

I further understand that the provisions of the Handbook may be changed unilaterally by ONU at any time for any reason.

________________________________________________________________________________________

EMPLOYEE NAME (please print)

________________________________________________________________________________________

EMPLOYEE SIGNATURE DATE
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Section 1: INTRODUCTORY PROVISIONS

1.1: INTRODUCTION

One of the most important resources Ohio Northern University relies upon to achieve its many goals is our workforce. We value our employees. It is their hard work, commitment and positive attitude that make our University run smoothly. As such, the University is committed to creating a favorable work environment – one in which our employees can grow and excel. This Handbook is designed to explain many of the policies and benefits that go into making that type of environment possible.

We believe it is imperative for employees to understand what the University expects of them, as well as to know what to expect from ONU. Every effort has been made to ensure that this Handbook is detailed and accurate, but the wide range of situations that could occur makes it impossible to ensure that absolutely everything is covered. The constantly changing environment in which we do business, changes in our operations, and our desire to always improve are some of the factors that bring about change. For these reasons, ONU, from time to time, may change various provisions contained in this Handbook. We may not be able to provide advance notice of necessary changes. This Handbook supersedes all previously issued handbooks and any inconsistent policies.

It is important for you to familiarize yourself and comply with applicable ONU policies at all times. Because each employee is responsible for complying with the policies described in this Handbook, it is important that you ask questions if you have them. When you have questions or concerns regarding your benefits, or policies and practices, please refer to this Handbook first. You may find you need additional information to fully answer some questions or to determine exactly how a benefit or policy applies to your particular situation. When this happens, your supervisor and/or the Human Resources Department will be happy to assist you. The door is open. Please do not hesitate to call or to schedule a time to talk. We want to hear from you. All contact information for our Human Resources Department can be found on the Human Resources page of the ONU website at www.onu.edu/hr.

1.2: HISTORY & HERITAGE

Ohio Northern University began with a single person and a single idea. In 1871, Henry Solomon Lehr, with support from the community, founded the Northwestern Ohio Normal School as a teacher training institution. Two other name changes would follow; first, to Ohio Normal University and second, in 1903, to Ohio Northern University. The evolution from a normal school to a true university reflects an impressive period of growth in both size and scope, one that distinctively combined traditional arts and sciences departments and education with the professional fields of engineering, pharmacy, law, and business. In 1899, the University affiliated with the United Methodist Church and more intentionally embraced the Judeo-Christian values of becoming church-related. From these beginnings, Ohio Northern University has developed a focus on teaching, learning, scholarship, and professional practice, and a campus environment that is student-centered, service-oriented, and values-based.
1.3: MISSION STATEMENT
Influenced by a unique history and an enduring affiliation with the United Methodist Church, Ohio Northern University’s mission is to provide a high quality learning environment that prepares students for success in their careers, service to their communities, the nation, and the world, and a lifetime of personal growth inspired by the higher values of truth, beauty, and goodness. The University’s distinctive academic program includes mutually supporting liberal and professional education components that integrate practice with theory, complemented by excellent co-curricular offerings that enrich the Northern experience. To fulfill this mission, faculty and staff engage with students so they can learn to think critically, creatively, and entrepreneurially, communicate effectively, gain practical experience, solve problems collaboratively, and act as ethical and responsible members of a global community.

1.4: VISION STATEMENT
Ohio Northern University’s vision is to be among the best private, comprehensive universities in the nation, known for programs of excellence and distinction and recognized for effectively integrating arts and sciences disciplines, professional studies, high impact learning, and civic engagement.

To achieve higher levels of excellence and distinction and greater national recognition, the University will build on its current strengths and pursue the following key elements of a shared strategic vision:

- We will identify and implement opportunities for both new and existing academic program growth with programs in the allied health professions among the first to be considered.
- We will adopt technology resources that enhance student learning and improve administrative functioning.
- We will align our financial aid policies, curriculum, and support services to become a peer leader in graduating students in four years.
- We will build strategic partnerships and expand opportunities to serve our local communities, the region, and beyond.
- We will develop a new campus master plan to meet academic and co-curricular needs, focusing first on a new engineering building and enhanced student services.
- We will incorporate sustainable practices to be better stewards of our environmental, energy, and financial resources.
- We will improve the financial state and fiscal strength of the University.
- We will develop a more compelling brand promise for the University that will advance and enhance our national reputation.

By successfully implementing these key strategies, Ohio Northern University will be poised to celebrate its sesquicentennial year in 2021 and be prepared for continued 21st century success.
1.5: CORE VALUES

**Collaboration:** We encourage the development of unique collaborations that further distinguish the university.

**Community:** We are a community that strives to be purposeful, open, just, disciplined, caring, and celebrative and that is strengthened by engaging all members of the community in the life of the University.

**Diversity:** We value the core belief expressed in the University’s motto, “Ex diversitate vires, “out of diversity strength,” and provide experiences and programs that prepare graduates for success in a diverse nation and world.

**Excellence:** We aspire to achieve the highest standards of performance in our professional fields and our roles at the University.

**Faith:** We celebrate the University’s historic relationship and active affiliation with the United Methodist Church and welcome persons of all faiths by providing a supportive environment for their moral and spiritual growth.

**Integrity:** We expect individuals to conduct themselves with honesty, trustworthiness, and respect for others.

**Service:** We encourage service to others and civic engagement, both as a commitment to community involvement and as a responsibility of democratic citizenship.

Section 2: AT-WILL EMPLOYMENT & EQUAL EMPLOYMENT OPPORTUNITY

2.1: AT-WILL EMPLOYMENT

This Handbook contains information about the employment policies and practices of ONU. Unless you have a separate written agreement that provides otherwise, your employment with the University is at-will. This means that you have the right to end your employment with ONU at any time and for any reason, with or without cause or notice, and likewise ONU can choose to terminate your employment at any time for any reason, with or without cause or notice, subject only to the limitations imposed by applicable law. No manager or other representative of the University has the authority to enter into any agreement altering the at-will nature of your employment unless authorized in writing by the President and/or the Provost.

2.2: EQUAL EMPLOYMENT OPPORTUNITY

2.2.1: EEO Policy/Non-Discrimination

ONU is an equal employment opportunity employer. Accordingly, no person shall be discriminated against on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, marital status, military or veteran status, genetic information, or any other category protected by federal, state, or local law. This policy applies to all areas of employment including recruitment, hiring, training and development, promotion, transfer, compensation, benefits, discipline, separation and other terms, conditions and privileges of employment.
2.2.2: Non-Harassment Policy

ONU’s goal is to create, encourage, and maintain an environment in which all individuals are treated with respect and dignity. This written policy is intended to reiterate this long-standing policy and help ensure that everyone continues to work in a professional atmosphere free of inappropriate and disruptive behavior.

ONU prohibits any harassment, including harassment based on race, color, gender, religion, national origin, age, disability, sexual orientation, marital status, military or veteran status, genetic information, or any other category protected by federal, state, or local law. The term “harassment” includes unwelcome conduct such as slurs, jokes, and other offensive verbal or graphic communications, as well as physical conduct.

2.2.3: Sexual Harassment

Because sexual harassment involves a specific type of unacceptable conduct, the University’s anti-harassment policy includes the following additional explanation of sexual harassment.

For purposes of this policy, sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, when: (1) submission to or rejection of the conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions regarding that individual; or (3) the conduct substantially interferes with an individual’s employment or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment may include, but are not limited to, unwanted sexual demands, demands for sexual favors in exchange for favorable treatment or continued employment, severe and pervasive sexual jokes, sexual advances or propositions, and other similar types of unwelcome behavior of a sexual nature, including the transmission of sexually-oriented emails or other electronic communications.

2.2.4: Reporting Harassment

Making a Complaint

ONU requires reporting of all perceived incidents of all types of harassment, regardless of the accused individual’s identity or position. While the University encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, ONU also requires that individuals report incidents of harassment so that we can ensure that such misconduct can be addressed and prevented in the future. This is particularly important in cases when direct, informal communication between individuals is either ineffective or impractical, or when the individual simply wishes not to confront the offender. The following steps should be followed in reporting any harassment issue:
1) Notification
If you believe you have been subjected to harassment, or if you witness another employee being subjected to harassment, you should report the incident to your manager, to the Campus Conduct Hotline (866.943.5787), and/or to the Office of Human Resources. Managers receiving reports of harassment are required to report the incident to the Office of Human Resources.

2) Time frame for reporting complaint
ONU encourages prompt reporting of complaints so that rapid response and appropriate action may be taken before relationships become irreparably strained. However, late reporting will not in and of itself preclude ONU from taking appropriate remedial action.

Investigating the Complaint
Any allegation of harassment reported under this policy will be promptly investigated. To the extent practical and appropriate under the circumstances, confidentiality will be maintained throughout the investigatory process. However, complaining parties should be aware that ONU’s obligation to investigate may require interviews with the alleged offender(s) and/or other witnesses to the alleged misconduct. It is important to note that if you are questioned with respect to any allegations, this questioning and/or interview should be kept in the strictest of confidence.

Resolving the Complaint
Upon completing our investigation, ONU will notify the complainant and the alleged harasser, as appropriate, of its conclusions and of any actions being taken. If the investigation determines that harassment has occurred, the harasser will be subject to appropriate disciplinary procedures, up to and including termination.

Protection Against Retaliation
Retaliation against an individual who makes a good-faith report of harassment is strictly prohibited. Such retaliation is a serious violation of policy and should be reported immediately. By the same token, any employee who makes a knowingly false complaint of harassment or discrimination, or who otherwise acts in bad faith, will also be subject to appropriate disciplinary action, up to and including termination.

2.3: AMERICANS WITH DISABILITIES ACT
ONU is committed to complying with the Americans with Disabilities Act of 1990, as amended, commonly referred to as the ADA. The ADA prohibits discrimination against any qualified individual with a disability in regard to recruitment, hiring, training and development, promotion, transfer, compensation, benefits, discipline, separation and other terms, conditions and privileges of employment.

The ADA requires that employers provide reasonable accommodations to qualified individuals with known disabilities as long as this does not cause an undue hardship to the employer. The ADA
defines a qualified individual with a disability as an individual who, with or without reasonable accommodation, can perform the essential functions of the position he/she holds or desires. If you have a disability and need a reasonable accommodation, please contact the Office of Human Resources.

Section 3: CLASSIFICATIONS, HOURS & COMPENSATION

3.1: PERSONNEL CLASSIFICATIONS

For purposes related to personnel administration, all employees of the University are placed into one of the following classifications:

- Classification 1: Executive
- Classification 2: General Administrative
- Classification 3: Teaching Faculty
- Classification 4: Administrative Support Staff
- Classification 5: Support Staff
- Classification 5*: Regular Part-Time Support Staff
- Classification 7: Security and Nurses (Support Staff)
- Classification 7*: Regular Part-Time Security and Nurses (Support Staff)
- Classification 8: Non Work-Study Student Employees
- Classification 9: Students
- Classification 10: Part-Time Coaches and Graduate Assistants
- Classification 11: Library Staff (Classification 3 policies apply)
- Classification 12: Academic Staff
- Classification 22: Part-Time Administrative
- Classification 23: Adjunct Faculty
- Classification 24: Part-Time Administrative
- Classification 25: Part-Time Support Staff (Temporary)
- Classification 27: Part-Time Security and Nurses (Support Staff)

3.2: EMPLOYEE CLASSIFICATIONS

Each employee is designated as either NON-EXEMPT or EXEMPT based on federal and state wage and hour laws.

- NON-EXEMPT employees are entitled to overtime pay under federal or state law.
- EXEMPT employees are exempt from the overtime requirements of federal and state law and are not entitled to overtime pay.

In addition to the above categories, each employee will belong to one of the following employment categories:

- FULL-TIME employees are regularly scheduled to work more than 30 hours per week.
• PART-TIME employees are regularly scheduled to work less than 30 hours per week.

• TEMPORARY employees are scheduled to work on a full- or part-time basis for a specified period of time or on a specified project lasting less than one year. Examples would include a person hired for the summer, hired as a temporary replacement, or hired to fill a short-term need.

Your employment category may affect your eligibility for certain benefits. If you have questions regarding your status or eligibility for benefits, please contact the Office of Human Resources or consult the applicable benefit plan description.

3.3: HOURS OF WORK
Most of our employees work a five-day week. The days and hours you work will vary depending upon the nature of the job you hold. Your supervisor or department head will tell you your schedule and will also give you advance notice if your hours should have to be changed.

3.4: TIME REPORTING
Hourly employees must report their time electronically via self-service Banner. An employee who submits his or her time sheet is certifying that the time listed for each day is time actually worked on that particular day, or time for which the employee is eligible for pay due to holiday, personal, sick or vacation time. Electronic time sheets are then electronically submitted by the employee to his or her approver for verification and approval of hours for payment. Falsification of time reported on time sheets is cause for discipline up to and including termination of employment.

3.5: BREAKS & REST PERIODS
Support staff members shall receive two 15-minute break periods during a regular seven & a half or eight-hour workday. Break periods should not exceed 15 minutes for each four-hour period worked. The scheduling of all breaks is at the discretion of the support staff member’s immediate supervisor. Breaks cannot be accumulated and used as compensatory time. Breaks may not be used at the beginning or end of a shift or workday, nor may they be added to the meal break.

Support staff members shall receive a one-hour meal period during a regular eight-hour workday. Like all breaks, scheduling of the meal period is at the discretion of the support staff member’s immediate supervisor.

3.6: BREAKS FOR NURSING MOTHERS
Support staff members who are nursing will be provided with reasonable unpaid break time to express breast milk for one year after the birth of a child as long as providing such break time does not cause undue hardship to ONU. ONU will make reasonable efforts to provide a private location. Support staff members will not be retaliated against for exercising their rights under this policy.
3.7: FLEXIBLE SCHEDULING/FLEXTIME

The University recognizes the growing demand and need for a work/life balance in today’s working environment. Therefore, in certain situations where the needs of both the University and the employee can be met, flexible scheduling and/or flextime may be available.

Flexible Scheduling
Flexible scheduling is the adjustment of a normal work schedule. In order to qualify for flexible scheduling, the following guidelines must be met:

- The employee must present a bona fide need for a schedule modification.
- The employee must work collaboratively with his or her supervisor to develop a proposed schedule establishing the hours to be worked each day, as well as the total duration of the schedule modification. Employees on schedule modifications are required to be scheduled for a five (5) day workweek, though the number of hours per day may vary. Additionally, the proposed schedule must remain the same throughout the duration of the schedule modification.
- The proposed schedule modification must be approved by the employee’s immediate supervisor and Dean or Vice President of the affected area. The Dean or Vice President will make the ultimate determination and that decision will be final.
- At all times, the employee’s immediate supervisor, as well as the Dean/Vice President, has the discretion to alter, modify, amend or terminate the schedule modification. Employees will be provided with reasonable notice in the event this should occur. Please note that should an employee elect to abuse a schedule modification, the schedule modification will be terminated.
- All schedule modifications expected to last thirty (30) days or more must be committed to writing and submitted by the employee’s immediate supervisor to the Office of Human Resources in advance of the effective date of the schedule modification.
- After the initial thirty (30) days, the immediate supervisor will review the suitability of the schedule modification to ensure that the needs of the department and University are being met. Thereafter, periodic evaluations will also be conducted.
- Schedule modifications must be announced to the campus community with notification to those seeking information (i.e., voice mail introduction identifying the hours of operation are outside the normal 8 to 5). Additionally, a proxy shall be designated to address any emergencies that may arise when the employee is not working. The identification of the proxy must be announced to the campus community as well.

Flextime
Flextime is a brief or intermittent daily schedule adjustment which is made in order for the employee to meet family or emergency situations.
• The employee must work collaboratively with his or her immediate supervisor regarding the flextime request, including the establishment of a schedule detailing the hours the employee will work.

• The flextime request must be approved by the employee’s immediate supervisor. At all times, the employee’s immediate supervisor has the discretion to reject the flextime request as needed to meet the needs of the department and/or the University.

• All hours missed based on an employee’s flextime request must be made up within the same work week (Sunday – Saturday) and may NOT be carried over into the following week. No payment will occur for hours missed and not made up. There are no exceptions to this rule.

• Schedule modifications must be announced to the campus community with notification to those seeking information (i.e., voice mail introduction identifying the hours of operation are outside the normal 8 to 5). Additionally, a proxy shall be designated to address any emergencies that may arise when the employee is not working. The identification of the proxy must be announced to the campus community as well.

3.8: PAYROLL PRACTICES

Pay Days
Hourly employees are paid on a biweekly basis, while salaried employees are paid the last day of every month. The biweekly pay periods and pay dates are published on the Office of Human Resources’ webpage. If a pay date falls on a weekend day or a federal holiday, payroll monies will be made available on the last day prior to the weekend or holiday.

For purposes of determining weekly compensation, the official workweek for all support staff covered by this Handbook begins at 12:01 a.m. on Sunday and ends at midnight Saturday.

Direct Deposit
Your paycheck will be direct deposited into the bank of your choice. Please complete the appropriate authorization paperwork. Pay stubs indicating pay and authorized deductions will be available to employees online via the self-service Banner system. Please contact the Office of Human Resources to obtain the necessary forms or if you have any questions about direct deposit.

Authorized Deductions
When you receive your paycheck, please be sure to examine it carefully. Only deductions authorized by law (including but not limited to all applicable taxes and court-ordered payments such as garnishment and child support) and/or authorized by you (including but not limited to deductions to cover the costs of participating in programs such as health insurance) will be taken from your wages or salary. Managers are prohibited from making unauthorized deductions from your pay. If you believe an error has occurred in your pay or if you have any questions about your paycheck, you should promptly notify the Office of Human Resources. If an error is found, you will receive an adjustment as soon as possible, typically on the next regular payday.
3.9: OVERTIME

Overtime is defined as time worked in excess of 40 hours per workweek and is paid at one and one-half (1 1/2) times the regular hourly rate of pay to all eligible employees. All overtime must be previously authorized by your supervisor or department head.

When the regular workweek includes an official paid holiday, the holiday will be considered as “time worked” in determining whether an employee is entitled to overtime pay for that week. Hours worked on a holiday should be recorded on the employee’s time sheet as overtime.

When overtime is required, except for emergencies, every effort will be made by the supervisor to notify the employee at least 24 hours in advance. When recurring overtime is required in any given area, every effort will be made to equalize overtime among employees in that particular area.

3.10: OPEN POSITIONS AND JOB MOVEMENT

In general, lateral and promotional job movements occur in two manners. The first manner of movement is when a department, college or other segment of the University administration chooses to assess needs and skills and reorganize further based on those needs. The second manner of movement is the internal and external posting of available positions.

If a college, department or other segment of University administration chooses to reorganize, all employee movements are at the discretion of ONU with reasonable notification. Once all changes are complete, an evaluation of staffing is conducted and remaining positions may be posted for bidding.

Positions are posted internally for a period of at least five (5) days and all interested candidates are required to submit an internal bid form and current résumé in order to be considered. From this pool, qualified candidates will be contacted for an interview. There may be occasions when the need for special skills dictates that administrators and the Office of Human Resources choose not to post positions internally. At this time an external search will be initiated.

An employee may not request another movement for at least six (6) months unless agreed upon by the supervisor.

3.11: SENIORITY

The length of time an employee has been continuously employed at the University is the employee’s seniority.

There are two (2) types of seniority at ONU:
University-wide Seniority: Related to total continuous employment in a regular full-time or regular part-time position. University-wide seniority is used in computing fringe benefits such as sick leave, vacation, retirement, length of leaves of absence and insurance.

Departmental or Job Seniority: Related to total length of service in any particular department or job at the University. This seniority is considered primarily in instances of layoff, shift preference, and vacation scheduling, and may also be considered relative to promotions only when individual qualifications are equal.

Section 4: EMPLOYEE BENEFITS & LEAVE

4.1: EMPLOYEE BENEFITS

ONU offers a variety of benefits and services to its full-time employees to help provide protection and assistance for you and your family. Those benefits include, but are not limited to, medical insurance, vision, dental insurance, health savings accounts (HSA), flexible spending accounts (FSA), life insurance, long-term disability, TIAA-CREF, education benefits, and an employee assistance program. ONU retains the discretion at all times to delete, add to, or make changes to any of the benefits offered.

Your eligibility for benefits and the type of benefits you may receive depend on your particular position. For more detailed information, please refer to the actual plan documents, summary plan descriptions and other information available online at www.onu.edu/hr. If you have any specific questions, please contact the Office of Human Resources.

4.2: HEALTH INSURANCE

ONU provides medical insurance, including vision insurance, dental and prescription drug coverage. If elected, your coverage under the plan will become effective on your date of hire. Your monthly premium is based on your annual salary, benefit plan selection, and your participation in the Healthy Campus Program. Dependent coverage, coverage for domestic partners (as defined in the summary plan description), and multiple benefit plan options are available. For more detailed information, please refer to the annual plan documents and summary plan descriptions available online on the Office of Human Resources’ page of ONU’s website (www.onu.edu/hr). If you have any questions, please contact the Office of Human Resources.

4.3: HEALTHCARE SAVINGS ACCOUNT (HSA)

If you choose to participate in the high-deductible plan offered by ONU, or if you are a dependent on a similar high-deductible plan, you may make pre-tax contributions into a Health Savings Account (HSA). For more detailed information, please refer to the forms available online on the Office of Human Resources’ page of ONU’s website (www.onu.edu/hr). If you have any questions, please contact the Office of Human Resources.
4.4: FLEXIBLE SPENDING ACCOUNT (FSA)

Under an FSA, pre-tax dollars may be used for reimbursement of eligible medical and dependent care expenses as defined by the IRS code. For more detailed information, please refer to the forms available online on the Office of Human Resources’ page of ONU’s website (www.onu.edu/hr). If you have any questions, please contact the Office of Human Resources.

4.5: LIFE INSURANCE

ONU offers a University paid death benefit of 1.5 times the annual base salary up to a maximum of $50,000. This benefit includes accidental death and dismemberment coverage. If you have any questions, including questions about enrollment, please contact the Office of Human Resources.

4.6: DEATH BENEFITS

In the event of death of a full-time support staff member, the surviving spouse and/or dependent children may be entitled to the following benefits:

- The life insurance benefit noted in Section 4.5 above.
- Educational benefits for dependent children under the age of 25 and spouses of full-time support staff members will continue in effect after the death of the support staff member on the same basis as provided prior to the support staff member’s death, subject to the following limitations:
  - All benefits will cease for the spouse in the event the spouse remarries.
  - Benefits will cease for both the spouse and the children in the event the spouse accepts employment at another educational institution and receives similar benefits from that institution as a result of the spouse’s employment.
  - For faculty and staff members who have completed less than five (5) years of employment at the time of death, tuition and general fee remission for eligible dependents will be limited to 20% for each year of full-time employment completed.
- The spouse and/or dependent children of a deceased full-time support staff member who had elected to participate in the medical insurance family plan may continue in the plan for a period of six months after death. The University will pay the employee and University contributions during this period.
- If at the time of death the support staff member qualifies as a retiree as defined in Section 6.3 (Retirement), retiree medical insurance provisions apply.

4.7: WAGE REPLACEMENT

During the first 90 calendar days of a personal illness, injury or disability, you may be eligible for fifty percent (50%) wage replacement. To qualify for fifty percent (50%) wage replacement, the following criteria must be met:
● You have exhausted all accrued sick, vacation and personal leave, and have requested a leave of absence from ONU; and

● You have been off of work for a medical condition for a minimum of 10 consecutive workdays. (A doctor’s note will be required).

Should you meet the above-stated conditions, you shall be entitled to receive fifty percent (50%) of daily wage for each remaining workday missed as a result of the illness or disability up to and including the 90th calendar day. In no event shall any employee be entitled to fifty percent (50%) wage replacement beyond the 90th calendar day of the illness, injury or disability.

Following the 90th calendar day of an illness, injury or disability, you may be eligible for Long-Term Disability benefits as set forth in Section 4.8 should your illness, injury or disability continue.

4.8: LONG-TERM DISABILITY BENEFITS

Long-term disability benefits are available to qualified ONU employees. The University pays the entire cost of the plan. Contributions toward a retirement fund will be made during this time. For more detailed information, please refer to the summary plan description available online. If you have any questions, please contact the Office of Human Resources.

4.9: WORKER’S COMPENSATION BENEFITS

The worker’s compensation laws of Ohio cover each employee of the University. This law covers medical expenses as well as certain losses of compensation resulting from work-related injuries or illnesses. ONU pays all premiums connected with this benefit. Please note that any work-related injury or illness must be reported immediately to your manager.

4.10: UNEMPLOYMENT INSURANCE

Any employee who is released from employment with the University through no fault of his or her own may be eligible to receive unemployment compensation. Eligibility and the amount of compensation paid is determined by the Ohio Bureau of Employment Services. ONU pays the full cost of unemployment insurance.

4.11: RETIREE BENEFITS

4.11.1: TIAA-CREF Retirement

ONU offers a retirement benefits program through TIAA-CREF. Under that program, the University contributes a defined percentage (found in current SPD) of your regular salary into the retirement annuity program. Voluntary employee contributions may be made into a supplemental retirement annuity account offered by TIAA-CREF through salary reduction (within tax deferred limitations under Section 403(b) of the Internal Revenue Code). All contributions, made by both you and the University, are 100% vested immediately. For more detailed information, please refer
to the annual plan documents and summary plan descriptions available online. If you have any questions, please contact the Office of Human Resources.

4.11.2: Retiree Health Benefits
For employees hired full-time prior to August 1, 2001 who subsequently retire from the University, the retiree may continue to participate in the University’s medical insurance by reimbursing ONU the full cost of premiums for either single or family coverage until age 62. At age 62, the cost of retiree single coverage is provided by the University; however, the retiree will still need to pay the cost of dependent coverage, if applicable.

Upon attaining age 65, or if retiring after age 65, qualified retirees will be provided with a Health Reimbursement Account (HRA) funded by the University to pay premium for a Medicare Supplement plan as chosen by the retiree. Dependent spouses under age 65 may continue to pay premium to the university for continued coverage under the ONU medical plan; however, at age 65, they will need to purchase a separate Medicare Supplement plan. The University offers a retiree service to assist with the selection of plans and ongoing claims and coverage assistance for our over 65 retirees and spouses.

For more detailed information, please refer to the eligibility information available online. If you have any questions, please contact the Office of Human Resources.

4.11.3: Life Insurance
If, as an employee of the University, you contributed to the Aetna paid-up life insurance policy, as a retiree you will receive a certificate for the cash surrender value. If you have any questions, please contact the Office of Human Resources.

4.11.4 Educational Benefits for Retirees & Their Dependents
Dependent Children
Dependent children under age 25 of retired support staff members may continue to receive remission of tuition and fees on the same basis as they would have received this benefit had the support staff member not retired, subject to the following conditions:

- The retired support staff member must meet all of the criteria for retirement as established by University retirement policies and in addition, must have served ten (10) consecutive years with the University and such service must have been the ten (10) years immediately preceding retirement.
- In the event of death of the retiree, this benefit will continue to be made available to dependent children who were dependent upon the retiree at the time of retirement and who continue to be dependent upon the retiree’s spouse, or legal guardian if the spouse is deceased.
• If the spouse remarries or accepts employment at another educational institution and receives similar benefits from the institution as a result of that employment, the benefits will be discontinued.

• This benefit will be made available to adopted children only if they were legally adopted at least ten (10) years prior to retirement.

Retired Support Staff Members and Spouses
• Educational benefits for retired support staff members and their spouses are discontinued at the time of the support staff member’s retirement.

• Retired support staff members and their spouses are eligible, however, to audit courses on the same basis as senior citizens.

4.12: EDUCATIONAL BENEFITS FOR SUPPORT STAFF MEMBERS

All full-time support staff members are entitled to take one academic course per semester in any of the undergraduate colleges of the University, providing such course can be arranged around the employee’s work schedule. Tuition only for such course is waived; however, the support staff member is charged for any service fee and/or administrative charge established by the University. This fee is nonrefundable after the first day of classes. Support staff members are not entitled to remission of other fees of the University. One course is the norm; a second course may be taken with special arrangements, which would require the approval of the support staff member’s immediate supervisor as well as the Director of Human Resources.

4.13: EDUCATIONAL BENEFITS FOR DEPENDENTS (tuition remission, exchange & reimbursement)

Benefits Available
Subject to the provisions below, all dependent children under the age of 25 (including legally adopted children) and spouses of full-time University employees are entitled to full remission of tuition and general fee for undergraduate level educational courses offered at the University. Spouses and dependent children are not entitled to remission of other fees of the University, e.g. technology fee.

Benefits are available only for undergraduate level educational courses offered at the University. Pharmacy majors are considered graduate students in their 5th and 6th years. All graduate programs are excluded from remission.

All dependent children under the age of 25 (including legally adopted children) of full-time University employees may participate, to the extent space is available, in the tuition exchange program under the auspices of Tuition Exchange, Inc. If the number of dependents seeking tuition exchange exceeds the number of available spaces, the Tuition Exchange Selection Committee shall determine which dependents may participate in the exchange program.
Tuition Exchange

Tuition exchange was approved for implementation beginning with the 1993-1994 academic year. The University continues its membership in the Tuition Exchange, Inc. The University accepts incoming undergraduate tuition exchange students after review of the applicant’s credentials by the office of admissions and an offer of admission is made. Incoming tuition exchange students will receive ONU tuition remission at the approved tuition exchange level for a maximum of four academic years and may not receive tuition exchange benefits for summer programs. (Note: The University reserves the right to limit its participation in Tuition Exchange, Inc.).

Restrictions on Education Benefits

Spouses and dependent children are entitled to the remission of tuition only.

Spouses, dependent children and tuition exchange students are required to pay a per credit hour administrative fee established by the University.

Educational benefits for dependent children and tuition exchange students are available only for the pursuit of a first undergraduate degree – whether at ONU or elsewhere. This restriction does not apply to the remission of tuition and general fee for spouses of full-time employees.

The amount of tuition and general fee remission for dependent children and spouses of University employees will not, when combined with gift aid from other sources restricted for tuition only, exceed the total tuition and general fee of the college in which the student is then enrolled. Gift aid from other sources includes but is not limited to:

- Ohio College Opportunity Grant
- S.E.O.G.
- Ada High School Tuition Remissions
- ONU Scholarships (Endowed and Non-endowed)
- ONU Scholarships and grants from outside sources restricted for tuition purposes only

The combination of Pell Grants and Scholarships from outside sources which are not restricted for tuition purposes only may exceed tuition and general fees, but in no instance will such combination exceed tuition, room and board.

Rules Governing the Educational Benefit Program

- Tuition Remission
  - Administrative fees charges paid are nonrefundable after the first day of class.
  - Remission of tuition will not be made for dependent children’s or spouse’s participation in off-campus educational programs.
  - A dependent child’s status is determined as of the first day of classes each semester.
Dependent children under age 25 are defined as those children meeting the following qualifications:

- Students will receive more than half of their support (other than tuition remission) from the parents during the school year – September through August; and
- Students will qualify as dependents as interpreted by the Internal Revenue Service regulations on the parents’ income tax return.

A copy of the employee’s income tax return of the preceding calendar year, reflecting an exemption for the student, may be requested by the Administration prior to allowing tuition remission of the current calendar year for the spring, summer, and fall semesters, along with a statement that the student will continue to meet the dependency criteria for the current calendar year.

When eligible, dependent children of University employees are encouraged to apply for Ohio College Opportunity Grants and other outside scholarships and grants. These funds may be used to cover the administrative fee and the balance will be applied against the tuition remission.

Ada High School remission, S.E.O.G. and ONU scholarships and grants will not apply toward the administrative fees established by the University.

If a dependent child enrolled at ONU and receiving financial aid joins in an ONU Direct Exchange Program which takes the dependent child off campus for study, then the financial aid will continue during the off-campus interim period, providing the dependent child pays the required service fee to ONU.

Dependent children enrolled in any off-campus program, and transferring credits back to ONU, are not eligible for financial aid since the fees are not paid to ONU.

From time to time, dependent children of administrative staff members may enroll in Special Educational Programs or in other similar off-campus programs sponsored or offered by other institutions. It is not the intention of the University policy regarding tuition remission to provide funds in any form for dependent children participating in such programs. Therefore, when this occurs, the policy regarding remission of tuition will be as follows:

- **Students Receiving Tuition Remission**
  Administrative staff children receiving full tuition remission and participating in off-campus educational programs for which ONU has agreed to pay those entities’ fees, will pay the current per semester hour administrative fee to ONU and all charges for course work at the outside entity (Queen Margaret, U. of Findlay, Washington Center, GlobaLinks (AustraLearn, AsiaLearn, EuroLearn) USAC, ISA, NIDA, Middlesex U. etc.).

- **Student Insurance**
  Information on the insurance is available from the Controller’s office.
Dependent children who receive automatic remission of fees are not eligible for Sibling Grants.

Total financial aid received by students may not be in excess of tuition, room and board. If the combination of all aid exceeds this amount, a reduction will be made in the following order: Loans/Work Study, Tuition Remission, Grants-University, Scholarships. Exceptions to this policy are as follows:

- When students are receiving only federal, state or other outside entitlement type aid over which the University has no control; e.g., O.C.O.G., PELL, or S.E.O.G.
- When a student receives aid for skilled services performed. Example: Resident Assistants, Head Residents, Law Research Assistants, Radio Staff, Northern Review and Yearbook. In those cases, the total amount of aid may exceed the total costs of education as determined by the Office of Financial Aid.

**Tuition Exchange**

- The number of tuition exchange openings for the next academic year shall be announced by the President or the President’s designate.

- Application for participation in the tuition exchange program shall be made to the Office of the President or such other office as might be designated by the President.

- Selections shall be based on the following criteria:
  - Academic Achievement - Specific aspects of Academic Achievement shall include, but are not necessarily limited to, the following: ACT/SAT scores, class rank, high school GPA, college GPA if appropriate, and awards/special distinction for academic performance.
  - Special Talents - Specific aspects of Special Talents shall include, but are not necessarily limited to, the following: Musical, dramatic, artistic or athletic talent and distinctive creative accomplishment in a traditional academic area (documentation: awards, prizes, portfolios, publications, and letters of commendation).
  - Leadership and Service to Others - Specific aspects of Leadership and Service to Others shall include, but are not necessarily limited to, the following: Participation in high school, community, religious and/or other organizations and awards/special distinction for leadership and service areas (documentation as in (b.) above).

4.14: MISCELLANEOUS FRINGE BENEFITS

In addition to the benefits summarized above, current and retired support staff members are eligible for a variety of fringe benefits including, but not limited to, free admission to University events, free parking, access to ONU workout facilities, cellular discounts, and various community discounts. For more detailed information regarding these and other fringe benefits, please refer to the Office of
Human Resources’ webpage at www.onu.edu/hr. If you have additional questions, please contact the Office of Human Resources.

**4.15: VACATION**

**General**
ONU recognizes the need for support staff members to be free from their regular duties to enjoy a period of rest and relaxation, and to renew themselves for the work ahead. Paid vacations are, therefore, granted to all full-time and regular part-time support staff members of the University.

**Vacation Accrual**
Vacation time begins to accrue immediately upon employment. Regular full-time employees will accrue vacation each pay period as follows:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Vacation Maximum Accrued Per Year</th>
<th>Vacation Accrued Per Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 5 years</td>
<td>10 work days</td>
<td>Hourly - .39 days per pay period</td>
</tr>
<tr>
<td>6 to 10 years</td>
<td>15 work days</td>
<td>Hourly - .58 days per pay period</td>
</tr>
<tr>
<td>Over 10 years</td>
<td>20 work days</td>
<td>Hourly - .77 days per pay period</td>
</tr>
</tbody>
</table>

This policy allows for a maximum accrual of one time over the annual amount. For example, if an employee earns 15 vacation days per year, the employee may accrue a maximum of 30 vacation days. Once the maximum amount is accrued, no additional hours are earned until vacation time is used. Hours in the vacation accrual remain available for use.

Full-time employees with less than a 12-month appointment and part-time employees who work on a regular schedule are entitled to vacation only on a prorated basis. Part-time employees without a regular schedule, as well as temporary employees, are not eligible to accrue vacation benefits.

Vacation accruals will be prorated during any period where an employee is in an unpaid status.

Eligible employees will begin to accrue vacation as set forth in the schedule above in the pay period most closely matching the employee’s anniversary date.

**Taking Vacation**
Since ONU must maintain sufficient staff on duty at all times to ensure that necessary functions are performed and services provided, all vacation schedules are subject to the approval of the immediate supervisor. Immediate supervisors are responsible for maintaining appropriate vacation schedules and records. In addition, all support staff members are required to log any leave via web time entry in self-service banner.
Employees may be eligible to take up to a week of vacation prior to earning or accruing the time. Should an employee take such vacation and then leave the employment of the University, the employee will be required to repay the used but unearned portion of the vacation time.

Vacation days may be taken in .25 increments (15 minutes at a time).

If an official paid holiday or holidays occur during vacation, the vacation period will be extended accordingly.

**Pay in Lieu of Vacation**
Since the purpose of vacation is to provide support staff members with a period of rest and relaxation, employees may not elect to receive pay in lieu of vacation.

**Vacation Upon Termination**
Generally, when an individual leaves the University, it is intended that all earned, unused vacation will be taken prior to the employee’s departure. There may be circumstances, however, which make it necessary or desirable for the employee to work up to the date of departure. This is ONU’s decision, however, and not an individual choice.

Unless terminated for cause, employees will be paid for any accrued, unused vacation. Failure to provide two weeks’ required written notice will, however, result in forfeiture of all accrued, unused vacation pay.

**4.16: PERSONAL DAYS**
Full-time support staff members will be granted time off for personal reasons with pay up to three (3) working days per fiscal year. This time may be used for any purpose, however, call-in and notification requirements shall be the same as any other absence. Failure to call in or receive approval for the absence will result in non-payment of the days absent from work. Employees who are scheduled to work less than twelve (12) months per year will receive personal time on a prorated basis.

Personal days will not accumulate from year to year, nor may employees take personal days during the two weeks immediately preceding termination.

**4.17: HOLIDAYS**
The list of official holidays is published annually on the Office of Human Resources’ page of ONU’s website ([www.onu.edu](http://www.onu.edu)).

**4.17.1: Holidays - Security and Switchboard Operators Only**
*There will be no seniority privilege in terms of scheduling holiday and vacation times. All requests for time-off will be granted on a first-come, first-received basis.*
**Full-Time Employees – Holiday Pay**
For the purpose of overtime (OT) computation, holiday pay will not be counted toward hours worked in the week for Security Officers and Switchboard Operators. Full-time employees and regular part-time employees who are required to work on paid holidays will be compensated for holiday pay plus one and one-half (1 ½) times the regular rate for all hours physically worked on the holiday.

Employees who were previously scheduled to work on a holiday and fail to do so will not receive holiday pay. If an employee calls off the day before or the day after an actual holiday without advance approval from their supervisor, the employee will not be paid for the holiday. Should a serious issue or injury occur, verification will be required such as a death notification or a physician’s note in order to receive compensation. A full-time officer or switchboard operator who is scheduled to work on a University holiday and subsequently calls-off will not be paid for the University holiday pay. Sick time may not be substituted for the call-off.

If an employee is called-in to work when they were not originally scheduled on a University holiday, thereby necessitating additional travel to and from work, the employee is guaranteed a minimum of two (2) hours work at OT pay. This minimum does not apply to work performed prior to the start of a regular shift which continues into the regular shift or is added to the end of a regular work shift. Employees may be called back to work by a supervisor or other essential personnel on campus, particularly in emergency situations. When the employee is called-in on a holiday the hours will then be counted toward hours worked. In the event a full-time officer or operator works on an actual holiday they may elect to forego the OT rate by choosing a floating 8 hour holiday within the next 30 days with their supervisor’s approval. This cannot create an OT situation.

**Part-Time Employees – Holiday Pay**
Part-time Security officers and call-in switchboard operators working on a University holiday according to the annually posted holiday schedule will receive overtime pay at the rate of one and one-half (1 ½) times the regular rate of pay with the exception of the extended Christmas and New Year’s holiday. During the Christmas break, the one and one-half (1 ½) times the regular rate will only apply to those working on December 25th and on January 1st.

Only the following holiday’s will be allowable under the (1 ½) times the regular pay: New Year’s Day, MLK Day, Good Friday, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas.

**4.18: SICK LEAVE**

**Accrual of Sick Leave**
Support staff members accrue sick time for each pay period worked, irrespective of length of service, up to a maximum of ten (10) working days annually.
All full-time or part-time regular hourly support staff members shall accrue sick time per bi-weekly pay period based on the number of hours in their annual schedule.

The maximum amount of sick time an eligible support staff member may accrue at any given time is limited to 120 working days. If the support staff member’s sick leave accrual reaches the maximum, further accrual of sick leave will be suspended until the balance has been reduced below the limit.

**Use of Sick Leave**

Sick leave is to be used when an employee’s health condition prevents him or her from working or to attend routine doctor visits or check-ups. In addition, accrued sick benefits may be used for personal or immediate family illness or injury requiring the care of the employee. Immediate family is defined as spouse/partner, mother, father, brother, sister, child, including adopted or stepchildren (or the same relatives of your spouse/partner).

Sick leave may be used in increments of .25 (15 minutes at a time).

Please notify your supervisor as soon as possible, but no later than one (1) hour before the beginning of your shift, if you need to take sick leave. Supervisors may request a doctor’s certification or other official verification of the reasons for taking sick time, particularly in cases of chronic, patterned, or long-term absence. If sick time usage extends beyond three consecutive work days, support staff members may elect to apply for leave under the FMLA (see Section 4.19), and, in cases where the absence is due to the support staff member’s own health condition, are required to provide a doctor’s statement or similar verification of the support staff member’s ability to return to work.

**Payment of Accrued but Unused Sick Leave**

Accrued, unused sick leave will not be paid out when a support staff member resigns from or is terminated by ONU.

All support staff employees will receive a sick leave payout upon retirement from the University up to 30 working days. This rate will vary dependent upon the work schedule at the time of retirement, either 7.5 hours or 8 hours per day. **Grandfathering clause:** A support staff employee who has achieved or is starting their 10th year of service or has more than 90 working days of sick leave accrual as of August 1, 2013, will be eligible for up to 90 working days of paid sick leave payout upon retirement from the University. A complete listing of grandfathered support staff will be maintained within the Office of Human Resources.

**4.19: FAMILY MEDICAL LEAVE ACT (“FMLA”)**

The purpose of this policy is to promote a healthier balance between work and family and to allow employees to have time to participate in child rearing and to attend to serious illnesses affecting their immediate family and themselves, in compliance with the federal Family and Medical Leave Act of 1993 (“FMLA”) and any applicable state laws.
Eligible employees are entitled to take up to 12 weeks of unpaid, job-protected leave per rolling 12-month period for one or more of the following reasons:

- The birth of the employee’s child or the placement of a child with the employee for adoption or foster care, provided such leave is concluded within 12 months after birth or placement.
- A serious health condition of the employee that renders the employee unable to perform the essential functions of his or her job.
- The employee is needed to care for the employee’s spouse, child, or parent who has a serious health condition.
- Military Exigency Leave, which is any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is a military member on covered active duty, or has been notified of an impending call to covered active duty status, in a foreign country, in support of a contingency operation.
- Military Caregiver Leave, which is available to any eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty. Employees eligible under this category of leave are entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

A complete copy of ONU’s FMLA policy is posted on the HR website for review. If you have any questions, or if you need a copy of ONU’s FMLA policy, please contact the Office of Human Resources.

### 4.20: PERSONAL LEAVE OF ABSENCE

Unpaid leaves of absence may be granted to support staff members for a period of up to one (1) full year. Under certain circumstances, this period may be extended by mutual agreement of the support staff member and the administration. The Family Medical Leave Act may apply. (See Section 4.19 above.)

A request for leave, setting forth the requested leave dates, must be submitted in writing to the Office of Human Resources with an endorsement by your supervisor and the responsible vice president.

For unpaid leaves of absence other than those covered by the Family Medical Leave Act, you may continue to participate in the following fringe benefit programs by reimbursing the University for the employee’s portion of such programs: 1) health insurance; 2) life insurance; and 3) accidental death and dismemberment insurance.

During an unpaid leave of absence, you will not accrue vacation, personal, medical leave benefits, or credit toward early retirement. Further, during an unpaid leave of absence, you will not be covered...
by disability insurance, nor does ONU make any contributions for Social Security or to TIAA-CREF. You may make direct contributions to TIAA-CREF while on unpaid leave.

While on leave without pay, you are permitted to continue to participate in tuition remission benefits. In the event you do not return to the University for two (2) full years subsequent to said leave without pay, you will reimburse ONU for any tuition and fees remitted during the leave.

If you fail to return to performing assigned duties at the end of an authorized leave, you may be considered to have voluntarily abandoned your employment with ONU. However, an extension of the leave period may be granted under extenuating circumstances, and as required by state or federal law.

4.21: BEREAVEMENT

ONU’s policy is to grant a leave of absence, not to exceed three (3) consecutive working days, to all full-time employees experiencing a death in their immediate family. Vacation time or leave without pay may be utilized to supplement allowed days, if necessary.

As used here, “immediate family” includes an employee’s spouse/partner, parents and grandparents, children and grandchildren, brothers and sisters, mother-in-law and father-in-law, brothers-in-law and sisters-in-law, daughters-in-law and sons-in-law (or the same relatives of your spouse/partner). Adopted, half and step-members are also included in “immediate family.”

4.22: JURY DUTY

ONU’s policy is to grant a leave of absence to any employee who is called to jury duty.

Notification
You must provide to your immediate supervisor as much advance notice as possible of the dates of jury duty service and provide proper written documentation of such service.

Pay During Leave
If you are required to serve on a jury during regularly scheduled work hours, and unless otherwise dictated by state law, the University will allow pay continuation during the leave of service. Any compensation received by the staff member for jury duty service, less expenses, shall be turned over to the University. The employee must submit all documentation to Human Resources for proper verification.

Reporting to Work
Unless otherwise dictated by state law, it is expected that if the full day is not used for jury duty, you will report to work.
4.23: MILITARY LEAVE

Military leave permits employees to fulfill their military obligations as members of the Uniformed Services in accordance with federal and state laws. All employees called to active duty or to Reserve or National Guard training or duty will be granted leaves of absence without pay and reinstatement in accordance with federal and state laws. Military orders should be presented to the Office of Human Resources and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to ONU unless military necessity makes this impossible. Please contact the Office of Human Resources if you need further information.

Section 5: EMPLOYEE CONDUCT & SAFETY

5.1: STANDARD OF CONDUCT

At ONU, it is very important that employees be polite, friendly and respectful toward each other and that all employees work well together in a cooperative manner so that the University can be run efficiently in the best interests of our students and the ONU community.

ONU hopes that employees will exercise self-discipline so that it will be unnecessary for the University to impose discipline. However, objectionable and unsatisfactory conduct or performance will not be permitted and will result in disciplinary action, including but not limited to one or more of the following, depending upon the severity of the infraction:

- An oral warning
- A written warning
- A final written warning
- Probation and/or suspension with or without pay
- Termination of employment

Certain infractions may warrant immediate suspension or termination. Repeated infractions of a less serious nature may result in progressively more serious disciplinary actions, up to and including termination. At all times, ONU may take the disciplinary action it believes is appropriate under the circumstances. Behavior which will result in disciplinary action includes, but is not limited to:

- Unsatisfactory work performance;
- Violation of ONU’s Equal Employment Opportunity policies;
- Violation of ONU’s Drug-Free Workplace policy;
- Violation of ONU’s Workplace Violence policy;
- Violation of ONU’s Sexual Misconduct policy;
- Theft or inappropriate removal of ONU property;
- Falsification of timekeeping or any other ONU records;
- Acts of dishonesty;
- Misrepresentation on any ONU document, including résumés and employment applications;
● Disruptive, disrespectful, and non-collegial activity in the workplace;
● Negligence or improper conduct leading to damage of ONU property;
● Negligence or careless action which endangers the life or safety of another person;
● Excessive absenteeism and tardiness;
● Creating or contributing to hazardous, unhealthy, unsafe, or unsanitary conditions;
● Fighting, provoking a fight or altercation, engaging in any act or threat of violence;
● Insubordination;
● Possessing weapons on ONU premises;
● Engaging in criminal conduct;
● Unauthorized disclosure of confidential information;
● Refusing to cooperate with a University investigation;
● Engaging in off-duty conduct that reflects poorly on ONU; or
● Violation of any of ONU’s policies or procedures.

Nothing in this policy limits an employee’s right or ONU’s right to terminate employment at any time, with or without cause or notice.

5.2: OPEN DOOR POLICY

You are encouraged to discuss any questions, concerns or problems with your immediate supervisor or manager. Issues or problems are typically best resolved in the department where they originated because those persons most familiar with the issues are best equipped to address problems first-hand.

If you have presented a problem or a concern to your manager and feel that additional resolution is needed, you are encouraged to express your concerns to the Director of Human Resources. Additionally, if you are uncomfortable sharing an issue with your immediate supervisor or manager, you may choose to take the concerns directly to the Director of Human Resources.

ONU does not tolerate any form of retaliation against employees solely because they, in good faith, avail themselves of the Open Door Policy.

5.3: EMPLOYEE ASSISTANCE PROGRAM (“EAP”)

Employees occasionally experience personal problems that are difficult to manage without assistance. The purpose of the EAP is to assist those employees with personal problems in an effort to minimize the impact of those problems on the job.

The EAP is available to provide employees assistance with problems such as depression, anger control, marital and family issues, drug and alcohol problems, stress, financial problems and other personal matters. All information relating to an employee’s EAP participation is strictly confidential. To access the EAP, please contact the Office of Human Resources or place a confidential call to Horizon Health, our EAP provider at 888.293.6948.
5.4: PERFORMANCE REVIEWS

It is important that all employees be recognized for good performance and receive appropriate suggestions for improvement where necessary. Accordingly, the performance of all full-time support staff members of the University shall be appraised annually by his/her immediate supervisor. The appraisal is to be in writing, recorded on the evaluation form, and discussed with the individual whose performance is being evaluated. Additionally, performance evaluations may be conducted at any time as necessary.

Less than satisfactory evaluations may result in corrective action, implementation of a performance improvement plan (PIP), or, in certain instances, termination of employment. If a PIP is created, the employee will be required to meet with Human Resources and the supervisor as required until such time that the issue(s) have been resolved or have significantly improved. The evaluation period should also be a time where attainable goals are set by the employee and supervisor alike. Through continual collaboration both should work to achieve these goals.

A satisfactory performance review does not alter the at-will employment relationship between ONU and you and does not guarantee continued employment.

5.5: ATTENDANCE AND TARDINESS

ONU expects regular and timely attendance from all employees. Excessive absences and tardiness burden your co-workers and will be a significant factor in your continued employment, performance appraisals, salary reviews, and in evaluating advancement opportunities. The University recognizes there may be justifiable causes for absence on occasion; however, excessive absenteeism will be subject to disciplinary action up to and including termination from employment.

Absences for reasons other than unexpected illness, injury or other emergency must be scheduled in advance with your immediate supervisor. On those occasions when you are unable to report to work due to unexpected illness, injury or other emergency, and absent unusual circumstances, you must notify your supervisor at least one (1) hour before your scheduled start time. If your supervisor is not available, notify the Office of Human Resources. The failure to call in, as required under this policy, will be treated as an absence. Three (3) consecutive work days of absence without proper notification will be treated as a voluntary resignation. An employee who expects to be absent for more than one (1) day will be expected to contact their supervisor daily unless other arrangements have been made. A supervisor may request a doctor’s release for an employee to return to work for absences due to illness or injury which last three (3) days or longer.

Excessive absenteeism and/or excessive tardiness, which is defined as being absent or reporting to work late ten percent (10%) or more work days over a 60-day calendar period, may result in discipline up to and including termination of employment.
5.6: DRUG & ALCOHOL FREE WORKPLACE

Purpose of Policy
ONU is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace and the campus at large. Use of these substances, whether on or off the job, can adversely affect your work performance, efficiency, and safety. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees, students and campus visitors and exposes the University to the risks of property loss or damage, or injury to other persons.

Standards of Conduct
The standards of conduct contained in this policy apply to all employees whenever on University property, conducting University business, or during the employee’s workday, including meals and rest periods. The following conduct is strictly prohibited:

- Unauthorized use, sale, distribution, manufacture, or possession of alcohol, illegal drugs, or controlled substances;
- Reporting to or remaining at work under the influence of: (a) alcohol; (b) illegal drugs; or (c) controlled substances not used pursuant to and in accordance with the instruction of a physician;
- Operating a University-owned vehicle under the influence of: (a) alcohol; (b) illegal drugs; or (c) controlled substances not used pursuant to and in accordance with the instruction of a physician;
- Transporting and/or consuming alcohol in an ONU-owned vehicle during work hours;
- Transporting illegal drugs or controlled substances in an ONU-owned vehicle.

Any employee who engages in prohibited conduct under this policy is subject to discipline, up to and including termination.

Drug Testing
If the University suspects that an employee’s work performance or on-the-job behavior may have been affected in any way by alcohol or drugs; that an employee may have contributed to a work-related accident; or that an employee may have used drugs or alcohol in violation of this policy, ONU may require the employee to submit to a breath, urine and/or blood sample for alcohol and/or drug testing. The University reserves the right to require a drug test of an employee returning from a leave of absence. Further, ONU reserves the right to test under the following circumstances:

- Pre-employment;
- Employee involved in work-related accident;
- Reasonable suspicion; and
- Random testing.
Testing will be conducted by a third party administrator (TPA).

Employees tested for cause will be suspended without pay until the test results are complete and reviewed. If the test results are found to be negative, the employee will be returned to work and paid for the time suspended.

Positive test results determined by the TPA to have no legitimate medical explanation will result in discipline up to and including immediate termination. Failure to submit to the required alcohol or drug test immediately upon request by ONU is grounds for discipline up to and including immediate termination.

ONU urges employees to contact the Employee Assistance Program (EAP) for assistance with drug and/or alcohol problems. Counseling and treatment may also be included in the University’s health insurance program. For more information, please contact the Office of Human Resources.

5.7: SMOKE-FREE POLICY

The University recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its students, faculty, staff and visitors. ONU maintains a tobacco- and smoke-free policy for all academic and campus service buildings, offices, residence halls, apartments and Greek houses. Smoking must take place at least 20 feet from all university buildings. The Inn at Ohio Northern University is a 100% smoke-free facility, including the garden courtyard.

5.8: WORKPLACE VIOLENCE

ONU strives to provide an environment free from violence in the workplace. Violence by an employee or anyone else against a prospective employee, employee, manager, administrator, student, campus visitor, client, vendor or other third party will not be tolerated. “In the workplace” means on University-owned or leased property, at an ONU-sponsored function, or in the course of conducting ONU business.

ONU prohibits the carrying of concealed weapons in the workplace. ONU prohibits and will not tolerate the possession, use, sale, or distribution of any dangerous weapon (concealed or otherwise) in the workplace by prospective employees, employees, managers, administrators, students, campus visitors, clients, vendors or other third party. This type of activity may be grounds for immediate termination. If an employee is aware of this type of activity, the employee should contact his or her manager or the Office of Human Resources immediately. “Dangerous weapons” include but are not limited to guns, knives, and any other instrument designed or intended for use as a weapon.

ONU reserves the right to conduct searches for prohibited weapons or other prohibited items on its property or authorize searches for prohibited weapons by law enforcement on its property as it deems necessary to assure the safety of its employees and visitors. The right to conduct searches
includes persons, vehicles, or objects that enter on the University's property, and also includes the search of lockers, desks, purses, briefcases, bags, toolboxes, lunch sacks, clothing, vehicles parked on the property, and any other item in which a weapon may be hidden. Refusal to permit a search may result in discipline, up to and including termination. Any such weapon that is found will be confiscated and the employee will be subject to disciplinary action, up to and including termination.

If an employee receives or overhears any threatening communications from a prospective employee, employee, manager, administrator, student, campus visitor, client, vendor or other third party, the employee should report it to his or her manager or to the Office of Human Resources immediately. The employee should not engage in either a physical or verbal confrontation with a potentially violent individual.

If an employee encounters an individual who is threatening immediate harm to a prospective employee, employee, manager, administrator, student, campus visitor, client, vendor or other third party, contact the police or 911 immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated, and documented. Employees are expected to report and cooperate in an investigation of any suspected or actual cases of workplace violence. Violations of this policy, including failure to report or fully cooperate in the University’s investigation, may result in disciplinary action, up to and including termination from employment.

5.9: SEXUAL MISCONDUCT

Sexual misconduct is unacceptable and will not be tolerated at ONU. All members of the ONU community, including but not limited to students, faculty (including adjunct faculty), staff, volunteers, campus visitors, and independent contractors are subject to this policy.

This policy defines sexual misconduct as the threat or the commission of behavior used to obtain sexual gratification against another’s will or at the expense of another such as inducing fear, shame, or mental suffering. Sexual misconduct includes unwanted sexual acts or actions, whether by an acquaintance, a person in the position of authority, or a stranger that occurs without indication of consent of both individuals or under threat or coercion. Sexual misconduct can occur either forcibly and/or against a person’s will, or when a person is incapable of giving consent. Silence does not in and of itself constitute consent. The victim of sexual misconduct may be anyone, including but not limited to, adults, adolescents, and minors, the developmentally disabled and vulnerable individuals regardless of age. Sexual misconduct may include, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling, and threat of sexual assault. Please note, this policy does not address acts of sexual harassment which is also considered sexual misconduct, but is dealt with in a separate policy (See Section 2.2).

If you believe you have been the victim of sexual misconduct, have knowledge of another person being the victim of sexual misconduct, or believe in good faith that you have witnessed a possible
warning sign of sexual misconduct, you are urged to make a formal report to the police, your supervisor or manager, and/or the Director of Human Resources. Whether or not a formal report is made, all victims of sexual misconduct are strongly encouraged to seek appropriate help as promptly as possible, which may include a medical evaluation and obtaining information, support, and counseling, either on or off campus.

A report of sexual misconduct will be investigated and dealt with promptly. ONU will make every effort possible to preserve the privacy of an individual who makes a report under this policy and to protect the confidentiality of the information reported. The degree to which confidentiality can be protected, however, depends upon the University’s legal duty to respond to the information reported and the professional role of the person being consulted. The professional being consulted should make these limits clear before the disclosure of any facts.

Anyone found in violation of this policy will be subject to disciplinary action that may include termination, suspension, removal from campus, cancellation of contract, other appropriate institutional sanctions or any other means necessary to address the behavior. Prosecution by civil authorities may also occur.

5.10: PERSONAL APPEARANCE

Employees are required to maintain good personal hygiene, to dress in appropriate business attire, and to behave in a professional, businesslike manner. Use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and ONU.

5.11: CASUAL DRESS

Casual dress and spirit wear days will be announced periodically throughout the year. Additionally, summer dress code will allow for a business casual dress code. Guidelines and details will be distributed to the campus as the days are assigned.

5.12: SAFETY AND HEALTH

ONU is committed to providing a safe and healthful working environment. Every effort is made to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment. All employees are expected to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

The responsibilities of all employees in this regard include, but are not limited to:

Exercising maximum care and good judgment at all times to prevent accidents and injuries;

- Promptly reporting any and all accidents or injuries to supervisors/managers and seeking first aid for all injuries, regardless of how minor;
- Promptly reporting unsafe conditions, equipment, or practices to supervisory personnel;
• Using safety equipment provided by ONU at all times;
• Conscientiously observing all safety rules and regulations; and,
• Keeping personal work areas clean and orderly. Before departing in the evening, employees should lock all files and cabinets and clear all work materials from desk surfaces and floor.

5.13: ACCIDENTS ON CAMPUS INVOLVING INJURIES
If any individual suffers significant injury or illness due to an on-campus accident, please call 911 immediately for EMT assistance.

If you are injured on the job, report at once to your supervisor or department head who will arrange for medical care. All accidents, major or minor, should be reported as soon as possible to the Security Office by the employee, or if the employee is incapacitated, by the supervisor. The Security Office will complete an injury report and forward one copy to the Office of Human Resources. An injury report is required for all worker’s compensation claims.

5.14: CAMPUS LAW ENFORCEMENT POLICY
ONU’s Office of Campus Security seeks to enhance the quality of life at the University by maintaining a safe and secure environment for ONU’s students, faculty, staff and visitors.

In pursuit of a safe and secure environment, ONU campus security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the University. Further, ONU campus security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty and staff.

Campus security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on campus. The Office of Campus Security at ONU maintains a highly professional working relationship with the Ada Village Police Department and Hardin County Sheriff’s Office. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Office of Campus Security and the appropriate police agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

5.15: SOLICITATION & DISTRIBUTION OF MATERIALS
ONU’s policy regarding solicitation and distribution of materials on University property is designed to prevent disruption on campus and to ensure a productive working environment.

Individuals not employed by ONU may not solicit or distribute materials on University property at any time for any purpose.

The solicitation and distribution of materials on University property by employees is permitted only as follows:
● Employees may not solicit anywhere on University property when any of the parties are on working time.

● Distribution of materials is permitted only in non-working areas and during non-working time.

● “Working time” includes the time that an employee is scheduled to be engaged in work or attending an authorized meeting; it does not include meal periods, rest breaks, or other specified non-work periods.

● “Working Areas” include those areas where employees perform their job duties or responsibilities and areas where customers may be present.

● In accordance with ONU’s general rules regarding workplace conduct and safety, any solicitation and distribution must be conducted in a manner that does not harass or interfere with the rights of other employees and that does not result in the accumulation of litter on University property.

● Prior to engaging in solicitation (whether oral or written) involving the sale of goods, the employee must make a detailed written request to the Vice President of Financial Affairs seeking approval at least two weeks in advance. The written request must identify the type or cause of solicitation, the dates upon which the solicitation will occur, the location of the solicitation, the person/organization affected by the efforts, type of solicitation (i.e., email, in-person requests, flyers, etc.), and information related to the costs/proceeds.

ONU’s policy against improper solicitations and distributions extends to the communication systems. You may not use any electronic communications device in a manner that is contrary to ONU’s non-solicitation policy.

5.16: POLITICAL ACTIVITY
Federal tax law prohibits the University from carrying on propaganda or otherwise attempting to influence legislation, and from participating in or intervening in any political campaign on behalf of any candidate for public office. All University employees in carrying out their official duties for the University must abide by this prohibition.

5.17: STATEMENTS TO THE PRESS AND OTHERS
ONU’s Office of Communications and Marketing is the official spokesperson for the University with regard to the media. All media questions should be referred to that office.

5.18: RELEASE OF INFORMATION ABOUT STUDENTS
ONU recognizes its responsibility to protect students and former students against the improper disclosure of information. The University has adopted policies in recognition of this responsibility and in compliance with the Family Education Rights and Privacy Act (“FERPA”). For more information regarding the University’s compliance with FERPA, or if you have any questions
regarding the release of student information, please see the FERPA Information page on ONU’s website or contact the University Registrar.

5.19: CONFIDENTIAL INFORMATION

As part of your employment with ONU, you may be entrusted with confidential and/or proprietary information. The unauthorized release of this type of information could be very damaging to the University. The protection of confidential business information and trade secrets is vital to the interests and the success of ONU. Such confidential information includes any information the University treats as proprietary or designates as confidential, whether or not owned or developed by ONU. By way of example, this includes, but is not limited to:

- Statistical data
- Software programs, computer information, or computer codes
- Financial information
- Admissions information
- Student lists/database
- Marketing strategies
- Pending projects and proposals
- Technological data and prototypes
- Employees’ Social Security Numbers, medical information, etc.

You may not seek to benefit personally nor permit others to benefit through the use of confidential information obtained as a result of your work assignment.

Every employee has an ethical and legal obligation to maintain confidentiality. Documents or records of any type, or any summaries or copies of any such documents or records, whether in paper, magnetic, digital or electronic format, must not be removed from ONU property, disclosed, or discussed for any purpose without specific authorization. Confidential information must not be distributed, posted or placed on the internet, or transmitted via internet, email, voice mail, fax, PDA, cell phone, text message, or any other method without prior authorization. Any questions regarding the confidential nature of information should be directed to the President and/or the Provost.

Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment and possible legal action.

5.20: ELECTRONIC COMMUNICATIONS

This policy is an overview of ONU’s guidelines regarding use of its electronic communications systems. This policy applies to all employees, whether physically located on ONU’s campus or working at remote locations, including their homes.
ONU’s electronic communications systems include, but are not limited to, all of the following and any other ONU technologies used to access, produce, and distribute data and information, as well as any future technologies acquired by ONU to do the same: computers, servers, databases, email, internet access, PCs, PDAs, telephones, cell phones, and fax machines.

ONU’s electronic communications systems and the data transmitted through and contained within it are ONU property. Employees should not have any expectation of privacy for any files, documents, or other communications created, stored, or transmitted using these systems. This is true even when a password or other security is placed on the communication, and regardless of whether it is related to personal or business use. By using ONU’s electronic communications systems, employees give their consent to monitoring, recording, reviewing, accessing, deleting, and disclosing of all communications received or sent on those systems, when ONU deems it appropriate to do so, and within the limits of applicable law.

Employees may access only files or programs that they have permission to enter. Unauthorized review of files or use of passwords, installation of non-ONU owned software or hardware, removal of files or programs, or improper use of information contained in the electronic communications systems is prohibited.

It is strictly prohibited to use the electronic communications systems to engage in any communication or action that is illegal, threatening, unlawfully discriminatory or harassing, defamatory, slanderous, obscene, or that in any way violates any other University policy. Any employee who receives such a communication from inside or outside ONU should refrain from forwarding it to any other individual, either within ONU or outside the organization. It is also prohibited to use the electronic communications systems for viewing or storing pornography.

The use of the electronic communications systems to solicit or persuade others for outside business ventures or for commercial, religious, political, or other causes that are not work related is also strictly forbidden. They may also not be used for conducting a job search (except as part of a University-authorized outplacement process).

ONU recognizes that limited personal use of its electronic communications systems is inevitable. However, at no time may these systems be used in a manner contrary to ONU’s interests or policies. Personal use should not interfere with an employee’s job performance or ONU’s and other employees’ use of these systems.

Unless authorized to do so, employees are prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets, or other confidential information belonging to ONU.

It is the responsibility of all employees to ensure that the software and hardware computer resources owned, leased, or licensed to ONU are properly secured and controlled. User IDs and passwords
must not be shared with other employees or third parties. Employees are responsible for changing their passwords on a regular basis. Any suspected loss or misuse of a password must be reported immediately to ONU.

Employees should not copy, store, or distribute on ONU’s electronic communications systems any software or other copyrighted material of a third party without first confirming in advance that ONU has the right to do so. It is ONU’s policy to respect all software and other copyrights and adhere to the terms of all licenses to which ONU is a party.

Employees may not keep any backup copies of work done for ONU when they leave their employment with ONU. If employees wish to keep samples of their work, they must obtain written permission from the President and/or the Provost to download specific examples. Downloading may occur only in the presence of a member of the Office of Human Resources.

Any employee who discovers a violation of this policy must notify the President and/or the Provost immediately. Violations of ONU’s policies regarding the use of its electronic communications systems will result in disciplinary action, up to termination of employment.

5.21: SOCIAL MEDIA POLICY

Social media and social-networking sites are increasingly common forms of communication. However, please keep in mind when using these sites that you are the arbiter of ONU’s image. You must make sure that your participation in social media and social-networking sites does not in any way interfere with the rights or reputation of another employee, student, or the University. Based on the circumstances, you may be disciplined, up to and including termination, for violation of this policy.

The following are guidelines to consider when participating in social media and social-networking sites:

- You are personally responsible for the content you publish on blogs, social-networking sites and other user-generated media.
- You should use clear disclaimers that the views expressed by you are yours alone. You should never represent that you speak on behalf of the University, or as a representative or agent of the University.
- If you endorse or promote ONU or its services on any Internet source, you must disclose your employment relationship with the University.
- As you know, integrity, diversity, accountability, and respect are core ONU values. Please keep these values in mind as you conduct yourself on social media.
- Be mindful of how you present yourself. Your online presence reflects ONU. Be aware that
your actions captured via images, posts, or comments can reflect that of our University. ONU respects the rights of its employees and, in general, what you do with your non-working time is your affair; however, employees are expected to exercise reasonable standards of conduct to prevent their actions from violating any ONU policy.

- ONU prohibits any form of discrimination or harassment. (See Section 2.2 above). Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace. Please keep in mind the University’s policies on Equal Opportunity Employment. Also keep in mind when posting, blogging, and commenting that such claims are sensitive in nature. Individuals’ jobs and reputations may ride on the content of these investigations. Moreover, any public posts may be taken into account during an internal investigation. ONU asks that you practice judgment commensurate with the sensitive nature of these matters.

- You should not identify or reference any ONU students when posting, blogging and/or commenting on the Internet.

These guidelines are not intended to be all inclusive. In those areas where no guideline is listed, you are expected to use good judgment. Also, the lack of explicit reference to particular social media or social-networking sites does not limit the application of this policy. Please consult the Office of Human Resources if you are uncertain. ONU will also abide by federal and applicable state laws when considering disciplinary action for violation of this policy.

You should have no expectation of privacy with respect to publicly accessible postings in social media. Your postings can be reviewed by anyone, including ONU.

5.22: CHANGE IN PERSONAL INFORMATION

You are expected to promptly inform the Office of Human Resources of any change in your personal information (such as name, address, telephone number, marital status, number of children, etc.). Personal Change Notice forms are located on the Office of Human Resources page of ONU’s website.

Requests for changes to your withholding exemptions, medical benefits coverage, life insurance, or retirement contributions should also be submitted directly to the Office of Human Resources. The appropriate forms are located on the Office of Human Resources page of ONU’s website.

5.23: ACCESS TO PERSONNEL FILE

ONU shall maintain a personnel file on each employee to include such information as the employee’s job application, résumé, documentation of performance and salary increases, and other employment records. Personnel files are the property of the University, and access to the information they contain is restricted. Generally, only supervisors and management personnel who
have a legitimate reason to review information in a file are allowed to do so. Employees who wish to review their own file should contact the Office of Human Resources. With reasonable advance notice, current employees may review their own personnel files in the Office of Human Resources and in the presence of a member of the Office of Human Resources.

5.24: CIVIC SERVICE

The University encourages employees to participate in community volunteer services, i.e., Ada Fire Department, Liberty EMS, disaster teams, rescue squads, etc. However, due to the work load of most employees, volunteer services must be performed at times other than during regular work hours unless prior arrangements are approved by the supervisor and the Office of Human Resources.

5.25: OUTSIDE EMPLOYMENT

No support staff member may engage in any outside employment which will interfere with the competent performance of his or her job responsibilities. Outside work for remuneration which does not interfere with the competent performance of a support staff member’s responsibilities to the University may only be undertaken with the advance approval of the supervisor, in writing, with a copy to the Office of Human Resources.

A request to engage in outside work must be made in writing prior to the commencement of such work. The request shall include all pertinent details, such as the name of the employer, including self-employment, assigned hours or estimated hours, and work schedule.

If the University determines that a support staff member’s outside schedule interferes with his or her job performance, the support staff member may be asked to terminate his or her outside employment if they wish to remain employed by ONU.

5.26: EMPLOYMENT OF RELATIVES

ONU does not prohibit employment of relatives at the University, although relatives are not typically employed within the same department or college. ONU’s policy against the employment of relatives in the same department or college stems from the University’s need to avoid conflict of interest or the appearance of conflict of interest in the conduct of its affairs and its desire that equal consideration in personnel matters be accorded to all staff members. Nevertheless, the University recognizes that unusual circumstances may arise, such as specialized educational background and experience or marriage following employment at the University, which may occasionally lead to employment of two members of the same family in the same department or college.

- In the hiring of support staff members, the University seeks those persons most qualified to fulfill the institution’s need and service obligations.
• Accordingly, members of the same family may be appointed to University positions when it has been determined by the normal review procedures that these individuals are the best qualified for the position.

• A staff member is considered to have a potential conflict of interest when such member has a recommending or decision-making role on a personnel action regarding a person with whom the staff member is related as defined in paragraph 6 below.

• The responsible vice president(s) and the president must approve a decision to hire or have employed two relatives in the same department or college wherein a potential conflict of interest or appearance of conflict of interest exists as defined above.

• In all those personnel actions as described in paragraph 3, the administrators, supervisors or faculty members who are normally in the decision-making/recommending process will remove themselves from it. In those personnel situations where direct supervision by a relative creates the conflict, the immediate senior to such a supervisor shall become the approving/recommending/supervising party and will ensure that appropriate performance information from the respective college or department is available when making decisions.

• For purposes of this policy, relatives are persons related by blood, marriage or legal procedure and include parents, children, husbands, wives, siblings, and in-laws of the foregoing: uncles, aunts, nieces, nephews, grandparents, grandchildren and first cousins.

5.27 SUPERVISING STUDENT ASSISTANTS

As part of the annual budget, certain funds are allocated to each of the colleges and the various departments within the colleges for the employment of student assistants. The interview and selection of students under this program is generally left to the discretion of the department chair/employer. All positions must be posted with the Office of Career Services. Wage scales, work schedules, job classifications, and employment procedures are coordinated and approved by the Office of the Vice President for Financial Affairs in conjunction with the Office of Human Resources.

In addition, federal funds are allocated periodically by the United States Office of Education under the Work-Study Program. These funds are to be used to supplement University funds and may be used only for the employment of students having financial need. The amount of financial need is established by the Director of Financial Aid, after which regular employment procedures are followed. As a general guideline, students working under this program should be limited to no more than 15 hours per week while school is in session and to a maximum of 40 hours per week when school is not in session.

5.28: SUPERVISING SUPPORT STAFF

Supervision of support staff must be done in accordance with this Handbook for employees in classifications 5 and 7. Support and training is offered through the Office of Human Resources. All
supervisors should view the Support Staff Handbook, available on ONU’s Office of Human Resources webpage.

Section 6: LEAVING EMPLOYMENT

6.1: RESIGNATION
Support staff members who voluntarily resign from their position are encouraged to provide written notice to the appropriate supervisor at least two weeks in advance of the date they intend to terminate employment. The supervisor will immediately forward the original resignation to the Office of Human Resources.

The Office of Human Resources will verify vacation entitlement, and in conjunction with the immediate supervisor, will determine whether vacation is to be taken or whether the employee is to continue working up to the resignation date and be paid for unused vacation. (For information related to payout of accrued, unused vacation, please see Section 4.15). In all cases, the Office of Human Resources and appropriate supervisor will establish an official terminal date of employment.

6.2: TERMINATION
As an at-will employee, both you and ONU have the right to terminate the employment relationship at any time for any reason, with or without cause or notice, subject to the limitations imposed by law.

The Office of Human Resources will verify vacation entitlement and, in conjunction with the immediate supervisor, will determine whether vacation is to be taken or whether the employee is to continue working up to the date of termination and be paid for unused vacation. (For information related to the payout of accrued, unused vacation, please see Section 4.15). In all cases, the Office of Human Resources and appropriate supervisor will establish the official terminal date of employment.

6.3: RETIREMENT

Normal Retirement
The normal retirement age for support staff members is the last day of the personnel year in which they attain age 65 provided they have served the University for a minimum of ten (10) years. The normal retirement age is the age at which employees typically begin to receive annuity payments, social security benefits, and other benefits made available to retired employees by the University.

Early Retirement
Support staff members may retire at an early retirement age, such age being defined as:

- The last day of the fiscal year in which the employee reaches age 55, and any subsequent year, provided they have served the University for a minimum of 20 year; or

- The last day of the fiscal year in which the employee reaches age 62, and any subsequent year, provided they have served the University for a minimum of 15 years; or
• The last day of the fiscal year in which the employee completes 30 years of service with the University and any subsequent year.

6.4: RETURN OF ONU PROPERTY
You are responsible for returning items issued to you by ONU or other items belonging to the University that are in your possession, custody, or control. These items include, but are not limited to:

- Keys
- Credit cards
- Cellular phones
- Telephone and Fax equipment
- Equipment/Tools
- Written materials
- Financial information
- Computer software
- Computer hardware (i.e., laptop)
- Operating Manuals and the like
- Identification badges
- Parking placards
- Prospect listings
- Library books
- All documents pertaining to ONU business

You must return all ONU property and any copies of that property, whether in hard copy or stored electronically, digitally, or magnetically, immediately upon request or upon termination of employment. Please work with your supervisor to return all ONU property and to complete and return a Final Clearance Form to the Office of Human Resources prior to your departure.

Where permitted by and to the full extent of applicable laws, ONU may withhold from your paycheck or final paycheck the cost of any items that are not returned when required or if the items are not returned in proper working order. ONU may also take all action deemed appropriate to recover or protect its property.

6.5: FINAL PAYCHECKS
ONU will issue final paychecks on the next available pay date. Final paychecks will not be issued to a support staff member at the time of dismissal.

6.6: EXIT INTERVIEW
ONU will seek to conduct an exit interview for all separations of employment, regardless of cause. The exit interview is the last formal contact with the University and is conducted by the Office of Human Resources. The primary purpose of the interview is to make sure the reasons for the employee’s termination are not based on some misunderstanding or condition which could be
remedied by either the employee or the University. ONU is also interested in obtaining any information which might lead to improved working conditions or employment practices.

6.7: INSURANCE CONTINUATION (COBRA)

Employees who leave ONU have the option of continuing their health insurance coverage at their own expense for up to 18 months after they leave. Continuation of health benefits may be available for a leave of absence that is over 12 weeks or if the employee transfers into an ineligible class of service. Benefits can be continued for up to 29 months for disability and for up to 36 months for divorce, death of the employee, or for a dependent who reaches majority age. If you have any questions concerning insurance continuation, please contact the Office of Human Resources.

6.8: REQUESTS FOR EMPLOYMENT VERIFICATION

The University will provide verification of employment. You may need to request an employment verification when applying for a mortgage or loan, leasing an apartment, or in other situations in which proof of employment or income are needed. In addition, former employees may need to provide employment verification to a prospective employer. All requests for employment verification must be directed to the Office of Human Resources. ONU managers may not provide references or employment verifications and must direct all requests for references or employment verifications to the Office of Human Resources.