

**BOARD OF TRUSTEES  
FINANCE AND ADMINISTRATION COMMITTEE**

**September 19, 2014  
9:00 a.m., University Center, Room 214**

**Agenda**

**1.0 Action Items**

- 1.1 Resolution F28-14  
Adoption of Policy 4.52, Leaves of Absence, Holidays and Vacation for  
Administrative Employees and the Rescission of Policies 4.55Rev, 4.56Rev,  
4.57, 4.65 and 4.68.**

The rationale for the proposed consolidation of five policies that cover similar topics into a single policy and the resulting rescission of the redundant policies will be provided to the Committee for review and recommendation to the Board.

- 1.2 Resolution F29-14  
Adoption of Revised Policy 4.58Rev, On-Campus Education Benefits/Tuition  
Reimbursement**

The proposed modifications to this Board of Trustees' policy will be described for the Committee's review and recommendation to the Board.

- 1.3 Resolution F30-14  
Adoption of Policy 5.36, Banning Individuals from University Property**

The proposed Policy's purpose and content will be offered for the Committee's review and recommendation to the Board. The related procedure is included for information.

**2.0 Information Items**

- 2.1 FY14 General Fund Closing (Preliminary) (Ballengee)**
- 2.2 Quarterly Personnel Actions (Boyles)**
- 2.3 University Investment Report (Boyles)**
- 2.4 FY15 Revenue Shortfall Strategies (Boyles/Morris)**

**RESOLUTION F28-14**

**APPROVAL OF THE ADOPTION OF  
POLICY 4.52, LEAVES OF ABSENCE, HOLIDAYS, AND VACATION FOR  
ADMINISTRATIVE EMPLOYEES  
AND  
RESCISSION OF POLICIES 4.55REV, 4.56REV, 4.57, 4.65 AND 4.68**

WHEREAS, the President has initiated a systematic review of existing institutional policies in order to ensure their accuracy and application to current organizational needs; and

WHEREAS, a review of Policy 4.55Rev, Administrative Employee Vacation; Policy 4.56Rev, Administrative Staff Sick Leave; Policy 4.57, Administrative Staff Holidays; Policy 4.65, Administrative Family and Medical Leaves and Policy 4.68, Disability Leave of Absence, addressing certain benefits and leave of absence topics for administrative/ATSS employees, require technical updates and reflect a multitude of topics that are appropriate to be addressed under the auspices of one Board of Trustee policy; and

WHEREAS, the proposed Policy 4.52, Leaves of Absence, Holidays, and Vacation for Administrative Employees, incorporates the primary components of all of the previous policies into one consolidated policy; and

WHEREAS, “administrative employees” for purposes of this policy include the classifications of administrators (includes police officers) and administrative technical support staff (ATSS);

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby rescinds Policies 4.55Rev, 4.56Rev, 4.57, 4.65, and 4.68 and approves Policy 4.52, Leaves of Absence, Holidays, and Vacation for Administrative Employees effective September 19, 2014.

(September 19, 2014)

# Shawnee State University

POLICY TITLE:	LEAVES OF ABSENCE, HOLIDAYS, AND VACATION FOR ADMINISTRATIVE STAFF/ATSS
POLICY NO. :	4.52
ADMIN CODE:	3362-4-23
PAGE NO.:	1 OF 13
EFFECTIVE DATE:	09/19/2014
NEXT REVIEW DATE:	09/2017
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOT

## 1.0 PURPOSE

The University is committed to providing administrators and administrative technical support staff (ATSS) with appropriate avenues for employees to take time away from work assignments and for the University to remain fully compliant with applicable regulatory provisions for various forms of leaves that are essential to the health and wellbeing of University employees. This policy identifies the holidays that are observed by the University, provides for the accrual and use of vacation, and defines the various forms of leaves of absences (LOAs) that are available.

## 2.0 HOLIDAYS

2.1 The following are designated University holidays:

<u>Holiday</u>	<u>Usually Scheduled</u>
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

2.2 The University will develop a schedule each year that will allow for designated holidays to be observed. Based upon this schedule there will be substitute holiday dates as determined by the University's President in order to keep the University open to meet class requirements or to provide for a better schedule for students

and/or employees. Holidays which may be substituted by the President of the University include:

Martin Luther King Day  
Columbus Day  
President's Day  
Veteran's Day

- 2.3 The University calendar is subject to the negotiated labor agreements in effect each year and to final approval by the Board of Trustees.

### 3.0 VACATION

- 3.1 The University regards a vacation as a period of rest and relaxation earned for past service. Since the annual vacation is important to the wellbeing of employees and their families, employees are encouraged to utilize all earned vacation.
- 3.2 The vacation year upon which accrual is based is July 1 through June 30.
- 3.3 Full-time employees accrue vacation leave based upon the schedule below. Part-time employees and employees working less than twelve months per year will accrue vacation leave on a pro-rata basis.

<u>Years of Service</u>	<u>Days of Vacation/Employment Year</u>
Less than 3 years	20
3 – 5 years	21
6 – 8 years	22
9 – 11 years	23
12 – 14 years	24
15 years or more	25

- 3.4 An employee may accumulate a maximum of two (2) times the accrued days of vacation earned in one year. This amount may be carried over from year to year. Any unused time above this maximum as of June 30 must be used by September 30 of the next fiscal year.
- 3.5 A newly hired employee's vacation accrual rate may include previous full time service with a State of Ohio state agency or political subdivision with the following conditions:

- 3.5.1 The employee must inform and provide written documentation to the Department of Human Resources within ninety (90) days of employment that s/he has full time service with a state agency or political subdivision of the State of Ohio. In such case, the employee's accrual will be adjusted to the appropriate rate from the date of employment with the University.
- 3.5.2 Notification by the employee to the Department of Human Resources received after ninety (90) days of employment with the University will be applied to the employee's accrual rate beginning the next full pay period in which the request and required documentation are received by Human Resources.
- 3.5.3 A year of full time service with a state agency or political subdivision is considered as twenty-six (26) biweekly periods.
- 3.5.4 The employee's adjusted accrual balance (whether retroactive to the employment date or a later date) will be reflected on the pay records beginning with the next full pay period after receipt of required documentation.
- 3.6 All vacation requests must be approved by the appropriate supervisor prior to the employee actually taking time off, except when leave is used in cases of emergency.
- 3.7 When an official University observed holiday falls within an employee's vacation that day will not be charged as vacation.
- 3.8 All accrued vacation must be exhausted before an unpaid leave of absence commences.
- 3.9 Employees who retire or resign will be paid for earned but unused vacation up to a maximum of two times the accrued days of vacation in one year at the time of his/her departure. In the event of the death of an employee, vacation pay for vacation earned but not taken up to a maximum of two times the accrued days of vacation in one year will be paid to the estate of the employee.
- 3.10 It is the employee's responsibility to see that vacation request forms are signed, approved by the supervisor, and submitted to the Department of Human Resources.

- 3.11 The Department of Human Resources will maintain an up-to-date record of vacation for each employee. Any questions concerning vacation record-keeping should be directed to Human Resources.
- 3.12 Employees requesting vacation leave must complete and sign a [Request for Leave Form](#), obtain the signature of their supervisor and send the original form to Human Resources prior to the end of the pay period in which the leave occurs.

#### 4.0 SICK LEAVE

- 4.1 Upon hire, a full-time Administrator or ATSS employee will receive one hundred and twenty (120) hours of sick leave credited to his/her leave account.
- 4.2 After the first year of employment and thereafter, sick leave will accrue for full-time Administrators and ATSS pro-rated each pay period for a maximum of 120 hours per year.
- 4.3 Upon hire, the part-time Administrator or ATSS employee will receive a pro-rated amount of sick leave credit as described in Section 1.0 of this policy, based upon the employee's full-time equivalency (FTE) percentage determined at the time of hire. For example, a half-time employee (.50 FTE) will be eligible for a credit of sixty (60) hours of sick leave, etc.
- 4.4 After the first year of employment and thereafter, sick leave shall accrue for part time administrators and ATSS at a pro-rated amount based upon the employee's FTE for each day in any given pay period.
- 4.5 An Administrator or ATSS may transfer into the University any accumulated, documented, and verified sick leave balance that has been accumulated by a school system, government agency, department or institution of the government of the State of Ohio. If the employee elects to do so and informs the Department of Human Resources within ninety (90) days of his/her employment date, he/she may elect to transfer any unused and unpaid sick leave balance above one-hundred and twenty (120) hours to their Shawnee State University sick leave account. This amount will be in addition to the University credited amount. For example, if the employee had six hundred and twenty (620) hours of unused and unpaid sick leave from a prior state of Ohio employer, then five hundred (500) hours could be transferred to Shawnee State University.

- 4.6 There is no maximum applied to the amount of sick leave that may be accumulated during active employment.
- 4.7 The sick leave account balance will be reduced an hour for each hour of sick leave used. As an alternative to using up sick leave hours, the employee and supervisor may use flexible scheduling (working less hours of the normal schedule and making those hours up another time or day) to account for time off for medical appointments or other reasons which would otherwise be used as sick leave hours. For ATSS, hours must be made up within the same week, or if not, the sick leave account will be reduced an hour for each hour of sick leave used.
- 4.8 Sick leave may be utilized for an authorized absence from scheduled duties due to illness, accident, exposure to contagious disease, family emergencies requiring the attendance of the employee, dental or optical examination or treatment, pregnancy and/or childbirth and related conditions, or death in the immediate family.
- 4.9 The definition of an immediate family member includes: grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, same sex domestic partner, child, grandchild, legal guardian, or other person who stands in the place of a parent.
- 4.10 To request sick leave (including leave that qualifies under the Family Medical Leave Act – FMLA), a request form must be submitted to Human Resources or the immediate supervisor thirty (30) days in advance of the need, if foreseeable and such notice is practicable. If it is not possible for the leave request form to be submitted in advance of the leave, it must be approved by supervision and submitted to Human Resources upon return from the absence. Time on approved sick leave will run concurrent with an approved leave under FMLA (refer to section 5.0 below).
- 4.11 If an employee is expected to be off more than five (5) consecutive work days, a signed or official doctor's statement must be submitted in advance to the supervisor or Human Resources. If an employee does not have advance warning, the doctor's statement must be provided to the supervisor or Human Resources as soon as practicable after the employee knows he/she will be off more than five (5) consecutive days and in no event any later than the date the employee returns to work (unless more time is granted by the Director of Human Resources or designee).

- 4.12 In situations involving FMLA leave, or leave involving less than five (5) consecutive work days, and there are habitual absences, a doctor's statement may be required upon the request of the supervisor or Human Resources. All doctors' statements shall be in the form of a signed or official statement from the attending physician, stating the general nature of the illness, date of medical treatment, and the conditions under which the employee is released to return to work or a statement from the attending physician verifying the illness or injury of the employee's immediate family. The failure to submit doctor's statements, or the failure to submit proper leave forms to Human Resources, may result in delay of payment for the time missed.
- 4.13 The Administrator or ATSS, upon official state retirement from active service or upon separation of employment by an ARP participant who meets the eligibility requirements under the OPERS or STRS retirement systems and with ten or more years of full-time service with the University (including predecessor institutions), will be paid in cash for one-fourth of the value of one hundred sixty days (40 days). Payment will be based upon the employee's rate of pay at the time of retirement. Any unpaid leave remaining on the Shawnee State sick leave account will be available for use upon rehire (unless hired into a position that does not provide sick leave).
- 4.14 The cash payout of sick leave balance as provided in section 4.13 will be made only once to any Administrator or ATSS. An employee, who received such cash payout rehired by the University after retirement, may accrue and use sick leave while actively employed but shall not convert to cash any unused sick leave balance at the time of a second retirement.
- 4.15 Intentional misuse of the sick leave provision herein may be considered grounds for disciplinary action. Non-compliance with sick leave rules and regulations may result in the Administrator or ATSS not receiving pay for the requested sick leave.
- 4.16 Employees requesting sick leave must complete and sign a [Request for Leave Form](#), obtain the signature of their supervisor and send the original form to Human Resources prior to the end of the pay period in which the leave occurs.

## 5.0 FAMILY AND MEDICAL LEAVE (FMLA)

### 5.1 SCOPE



- 5.1.1 Employees with one year of service with the University and who have worked for 1,250 hours in the previous 12 month period are eligible for up to twelve weeks of paid (existing sick leave and/or vacation) and/or unpaid leave for qualifying events, in a twelve month period (rolling year, see CFR 29, Part 825.200). Qualifying events are:
- 5.1.1.1 Childbirth (due to the birth or to care for the newborn child) – within twelve months following the birth of the employee’s child.
  - 5.1.1.2 Adoption or foster care – within twelve months of the adoption or placement of a child for foster care.
  - 5.1.1.3 Serious personal illness –
    - 5.1.1.3.1 A serious health condition that results in a period of incapacity for more than three days during which the employee is unable to work, or
    - 5.1.1.3.2 A chronic condition requiring a regimen of ongoing care by a health care provider that intermittently (less than three days) renders the employee unable to work while seeking treatment or while recovering from the condition.
  - 5.1.1.4 Serious illness of a member of the employee’s immediate family – a serious health condition (as defined in 5.1.3 above) which requires the employee to provide care. Immediate family is: father, mother, spouse and child (under 18 or over 18 if incapable of self-care.)
  - 5.1.1.5 Qualifying exigency arising out of the fact that the employee’s spouse, child, or parent is a covered military member on active duty, or has been called to active duty, in support of a contingency operation.
  - 5.1.1.6 Care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent or next of kin

of the service member.

#### 5.2 LENGTH OF LEAVE/PAID OR UNPAID

The length of leave can be up to twelve weeks. Employees will first use sick leave, where appropriate, prior to vacation and any unpaid leave. Employees will use vacation and any comp time prior to any unpaid leave after sick leave is exhausted or for events where sick leave is inappropriate. FMLA leave coordinates and runs concurrently with other paid and unpaid leaves.

#### 5.3 CHILDBIRTH AND ADOPTION TIMEFRAME

Leave under this policy which pertains to care for a newborn, adopted, or foster child may only be taken within twelve months of the child's birth or placement into the employee's home.

#### 5.4 CERTIFICATION FOR HEALTH LEAVE

If an employee requires leave for a serious health condition for himself/herself or a spouse, parent, or child a health care provider's certification shall be required stating the commencement date and probable duration of the condition and the medical facts substantiating the condition. The University may require an independent examination at no cost to the employee.

#### 5.5 NOTICE OF THE LEAVE

Employees must provide at least thirty days' advance notice if the leave is foreseeable. If the leave must begin within fewer than thirty days, the employee must provide notice as soon as practicable.

#### 5.6 EMPLOYMENT AND BENEFITS PROTECTION

Any employee who takes leave under the provisions of this policy, on return from such leave shall be restored by the University to the position of employment held by the employee when the leave commenced or be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

#### 5.7 CONTINUATION OF HEALTH PLAN COVERAGE DURING FMLA LEAVE

If after the exhaustion of all forms of paid leave, a period of unpaid leave is required to complete the twelve week leave given through this policy, the University shall maintain the coverage under the group health plan for this period under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.

#### 5.8 RETURN FROM FMLA LEAVE

If the employee fails to return from an FMLA leave, the University may recover the premium that the employer paid for maintaining coverage for the employee under the group health plan during any period of unpaid leave.

#### 5.9 REQUEST FOR LEAVE

Employees requesting FMLA leave should complete and sign a [Request for Leave Form](#), obtain the signature of their supervisor and send the original form to Human Resources prior to the end of the pay period in which the leave occurs or as soon as practicable thereafter.

### 6.0 DISABILITY LEAVE

#### 6.1 APPLICATION

6.1.1 Full-time Administrators and ATSS may be granted a disability leave of absence in the event of a disabling illness or injury (except work related in which case workers' compensation rules will apply) that extends beyond leave provided under FMLA.

6.1.2 Approval of such leave is contingent upon the employee submitting a satisfactory written physician's statement attesting that the essential functions of the assigned position cannot be performed.

6.1.3 The University can request that an examination be completed by a physician of its choosing. In such case, the University will pay for the cost of the examination.

6.1.4 Written application to the Department of Human Resources should be made as early as possible and must include a statement from the attending physician with a projected return date.

## 6.2 DURATION AND RETENTION

- 6.2.1 The duration of disability leave will be based on the projected return date provided by the attending physician. An initial request for disability leave may be for one year or less. A disability leave may be extended one additional year with a request for such extension to be made no later than sixty (60) days prior to the originally scheduled return date. The total amount of time on such leave, paid or unpaid, for the same injury or illness, may not exceed two years. The amount of time shall be reduced by family medical leave used for the same injury or illness.
- 6.2.2 In order to be paid leave, the employee will use earned but unused sick, vacation, or comp time. All types of paid leave must be used prior to unpaid leave.
- 6.2.3 Prior to returning to work, the employee must provide the University with the attending physician's release attesting to his/her ability to perform the essential job duties. The University may request an independent examination as identified in 6.1.3 above.
- 6.2.4 The employee will retain reinstatement rights to his/her current position if the disability leave is six (6) months or less. If such leave time exceeds six (6) months, up to a maximum of twelve (12) months, the University will place such employee in the same or similar position in which the employee possesses the required qualifications necessary to perform the essential responsibilities. The University will make every effort to reinstate an employee to the same or similar position if such leave exceeds one year.

## 6.3 INSURANCE COVERAGE

- 6.3.1 The University will continue group health insurance throughout the period of an approved paid leave.
- 6.3.2 The University will continue group health insurance throughout the period of an approved unpaid leave for a maximum of six (6) months.
- 6.3.3 While on an approved unpaid leave (other than FMLA), the employee must timely remit the established insurance contribution payments for the

duration of the leave. If the employee payment contributions are not timely remitted, the employee will forfeit University-provided health plan coverage and may elect health plan continuation under COBRA at 102% of the full cost of the University's health plan.

- 6.3.4 The University will continue group health insurance as provided in the Family Medical Leave Act (FMLA) of 1993 as currently amended, and offer group health continuation and conversion benefits as provided under the Consolidated Omnibus Reconciliation Act (COBRA).

#### 6.4 DISABILITY RETIREMENT REINSTATEMENT

In the case of an employee who has been granted a disability retirement through OPERS or STRS, the period of reinstatement shall be in accordance with the prevailing rules of the state retirement system. An employee who wishes to be reinstated from disability retirement must make written application to the appropriate Vice President and must complete a "fit to return to duty" examination showing recovery from the disability or injury and attest that the essential functions of the position can be performed. The physical examination shall be given by a licensed physician designated by the University or in the case of disability retirement, by a physician designated by the state retirement system. The cost of such examination will be borne by the individual. No application for reinstatement will be valid if filed after the date that an employee is eligible for service retirement with the state retirement system. The University will consider an application submitted under this provision, however, reinstatement is not guaranteed.

- 6.5 Employees requesting disability leave must complete and sign a [Request for Leave Form](#), obtain the signature of their supervisor and send the original form to Human Resources prior to the end of the pay period in which the leave occurs.

#### 7.0 WORKERS' COMPENSATION LEAVE

Workers' compensation leave will be provided as set forth in the Ohio statutes (ORC Chapter 4123) for workplace injuries and/or occupational diseases. Additional information may be found on the University website at the [Office of Human Resources](#) webpages.

#### 8.0 COURT/JURY DUTY LEAVE

- 8.1 An employee who is required to report for jury duty or is subpoenaed to appear before any court, commission board, or other legally constituted body, where the employee is not a party to the action, shall be entitled to leave with pay for the scheduled work hours lost as the result of such duty. For ATSS employees, the employees will be compensated by the University in an amount equal to his/her straight-time (non-overtime) rate of pay. For both Administrators and ATTS employees, their normal pay will be paid to them while on jury duty, less the amount received by the employee from the government for such appearance. An employee who reports for such duty and is excused shall immediately contact his/her immediate supervisor and report for work, if requested. In order to be paid by the University for such leave the employee must submit to Human Resources written proof, executed by the administrator of the court showing the duration of such duty and the amount of compensation received for such duty.
- 8.2 Employees requesting court/jury duty leave must complete and sign a [Request for Leave Form](#), obtain the signature of their supervisor and send the original form to Human Resources prior to the end of the pay period in which the leave occurs.

## 9.0 MILITARY LEAVE

- 9.1 An employee who is unable to report for regularly scheduled work because the employee is required to report for duty as an active duty member of the armed forces, a reserve member of the armed forces, or as a member of the Ohio National Guard shall be compensated in accordance with Ohio law.
- 9.2 The University will adhere to any federal or state laws enacted during the term of this Agreement regarding employer responsibilities toward active employees who are members of the armed forces.
- 9.3 To be eligible for this leave and in accordance with federal and state law, the employee is expected to provide the order or written statement from the appropriate military commander to his/her supervisor which shall be forwarded to Human Resources.
- 9.4 Employees requesting military leave must complete and sign a [Request for Leave Form](#), obtain the signature of their supervisor and send the original form to Human Resources prior to the end of the pay period in which the leave occurs.

## 10.0 REQUIRED LEAVE FORMS/OTHER REQUIREMENTS

- 10.1 Employees are required to complete [Request for Leave Forms](#) to document leaves of absence as indicated in the above sections. These forms must be completed by the employee, signed by the supervisor and turned in to Human Resources by the end of the pay period in which the absence occurs.
- 10.2 The Department of Human Resources may provide for additional guidelines and requirements which may be found on the [Office of Human Resources](#) webpages.

History

Effective: 09/19/14

Replaces: 4.55Rev, 4.56Rev, 4.57, 4.65 and 4.68

Applicable Procedures: N/A

**RESOLUTION F29-14**

**APPROVAL TO ADOPT  
ON CAMPUS EDUCATION BENEFITS/TUITION REIMBURSEMENT  
POLICY 4.58REV**

WHEREAS, Policy 4.58Rev, On-Campus Educational Benefits Administrative/ATSS, last reviewed and approved by the Board of Trustees on March 15, 2008, requires revision to transition from the University offering a fee waiver for enrollment in an on-campus course to the reimbursement of tuition upon the successful completion of a course; and

WHEREAS, fee waivers will continue for administrative employees and their eligible dependents who were previously registered at SSU no later than fall 2014 and for as long as enrollment is continuous (except for summer term) and/or the current program or course is completed; and

WHEREAS, administrative employees and their eligible dependents enrolling in SSU on-campus classes beginning spring 2015 will be subject to the provisions of the modified Policy; and

WHEREAS, the proposed policy is renamed “On Campus Education Benefits/Tuition Reimbursement;”

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves Policy 4.58Rev, effective September 19, 2014.

(September 19, 2014)



# Shawnee State University

POLICY TITLE:	ON CAMPUS EDUCATION BENEFITS/TUITION REIMBURSEMENT
POLICY NO. :	4.58REV
ADMIN CODE:	3362-4-30
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	09/19/2014
NEXT REVIEW DATE:	09/2018
RESPONSIBLE OFFICER(S):	PRESIDENT/VPF&A
APPROVED BY:	BOT

## 1.0 PURPOSE

The University encourages administrative employees (administrators and administrative technical services staff (ATSS) to further their education and the education of their spouse and eligible dependents by providing reimbursement of tuition charges that have been incurred, in accordance with the terms of this policy.

2.0 TRANSITION PROVISION: Administrative employees, spouses and eligible dependents enrolled in an SSU on-campus course as of fall 2014 will continue to receive the fee waiver benefit (rather than tuition reimbursement). The waiver of tuition and fees as stipulated by the provisions outlined in Policy 4.58Rev (dated 3/15/08) shall continue as long as enrollment is continuous (except for summer term) and/or the current program or course is completed.

## 3.0 ELIGIBILITY

3.1 For administrative employees enrolling in SSU on-campus courses beginning with the spring 2015 term, the reimbursement of tuition shall be provided to active full-time administrative employees, spouses, eligible dependents, and to those full-time administrative employees who are:

3.1.1 On an authorized leave of absence;

3.1.2 On temporary layoff or furlough status through the layoff or furlough recall periods;

3.1.3 On disability retirement and retirement status with ten years of full-time continuous service per Section 6.0.

3.2 The spouse and eligible dependent(s) of an employee who became deceased while actively employed and who had completed ten (10) years of full-time continuous service shall be eligible for tuition reimbursement per Section 7.0.

- 3.3 Part-time administrative employees are eligible for benefits as described in Section 3.2. Dependents of part-time administrative employees are not eligible for benefits under this policy.
- 3.4 In an effort to provide stability with the employment of selected contract services, the reimbursement of some fees may be extended to contracted employees as specifically defined by the Vice President for Finance and Administration in the contractual agreement between Shawnee State University and the contractor.

#### 4.0 TUITION REIMBURSEMENT BENEFITS

##### 4.1 FULL-TIME ADMINISTRATIVE EMPLOYEES

- 4.1.1 Administrative employees may be reimbursed for a maximum of two (2) courses not to exceed (6) credit hours per semester.
- 4.1.2 Administrative employees are expected to register for classes that meet outside of their regular work schedules. In situations in which the course must be taken during the employee's regular work schedule, with written approval from his/her supervisor, an administrative employee may arrange for a flexible schedule in order to complete the required course.
- 4.1.3 The restriction of six (6) credit hours shall not apply when on an authorized leave of absence or a temporary layoff or furlough.

##### 4.2 PART-TIME ADMINISTRATIVE EMPLOYEES

A part-time administrative employee is eligible for a maximum of one (1) course per term, taken on the employee's own time. No special provisions will be made in employees' work schedules to accommodate taking the class.

##### 4.3 ELIGIBLE DEPENDENT

- 4.3.1 An eligible dependent is defined as the spouse, widow/widower, or children 24 years of age or younger and dependent as defined under IRS rulings. Dependents of full-time administrative employees may enroll in as many hours per term as allowed under the University's academic policies.
- 4.3.2 The maximum benefit for each dependent of an actively employed administrative employee under this policy is 160 semester hours.

#### 4.4 RETIRED FULL-TIME ADMINISTRATIVE EMPLOYEES AND DEPENDENTS

- 4.4.1 A full-time administrative employee who has formally retired into an Ohio state pension system or approved alternative retirement system (ARP), receiving a pension benefit payment and not actively working as a re-employed retiree (ref. 3.3.2), who has served at Shawnee State University for ten (10) continuous years or more in full-time status, is eligible to receive undergraduate tuition reimbursement benefits on a space-available basis not to exceed 130 credit hours.
- 4.4.2 A dependent of a retiree (meeting the above criteria) who is actively enrolled in an undergraduate degreed program at the time of the employee's retirement may continue to receive tuition reimbursement in order to complete the current course of study, not to exceed a total of 130 credit hours.

#### 4.5 DEPENDENTS OF A FULL-TIME EMPLOYEE DECEASED WHILE IN ACTIVE STATUS

- 4.5.1 A widow or widower and/or dependent child of an deceased administrative employee as defined in 2.3 is eligible to receive tuition reimbursement benefits, as follows:
- 4.5.1.1 Must be enrolled in an undergraduate degreed program within one year of the active employee's date of death
  - 4.5.1.2 Will be registered on a space-available basis
  - 4.5.1.3 Will received maximum tuition reimbursement not to exceed 130 credit hours

#### 5.0 ON-CAMPUS GRADUATE PROGRAM REIMBURSEMENT

- 5.1 Full-time administrative employees (but not dependents) with at least 2 years of continuous service with the University are eligible for tuition reimbursement for the successful completion of on-campus graduate programs, as follows:
- 5.1.1 Prior written approval of the degreed program required by the employee's supervisor through the Vice President
  - 5.1.2 The employee must apply following the same application and selection criteria as all students

- 5.1.3 Class space must be available, preference will not be given to SSU employees
- 5.1.4 The reimbursement shall not exceed 50% of the fees on a maximum of eight (8) credit hours per semester
- 5.1.5 Administrative employees may complete one (1) graduate degree program under this policy
- 5.1.6 Prior approval by supervisor and Vice President to flex work or modify work schedules (including using earned vacation or comp time) is required in order to maintain a full-time workload.

## 6.0 ADDITIONAL REQUIREMENTS/CRITERIA

- 6.1 Except as described in 2.1 above, effective January 2015, the University will reimburse administrative employees, spouses and eligible dependents for the successful completion (as determined by the program of study requirements) using the following criteria:
  - 6.1.1 Administrative employees, spouses and dependents shall enroll during the regular registration processes
  - 6.1.2 Programs or classes which have special admission requirements or limited class sizes will be available for enrollment in the same manner as made available to the general student body; and administrative employees, spouses and dependents will be required to compete for admission into these programs or courses with other student applicants
  - 6.1.3 Administrative employees, spouses and dependents must remit payment for tuition in accordance with University student payment deadlines
  - 6.1.4 Upon the successful completion of courses the amount of instructional, general, technology and applicable out-of-state fees to be reimbursed shall be determined after the grades are officially posted. All other costs and/or fees are the responsibility of the administrative employee, spouse or dependent
  - 6.1.5 The administrative employee, spouse or dependent must file the Free Application for Federal Student Aid (FAFSA) and complete the verification process if necessary. Reimbursement will be equal to the billed

instructional, general, technology and applicable out-of state fees less any federal, state, or scholarship funds

- 6.1.6 All necessary and required forms must be completed according to University policies and timetables. Forms are available on the [Financial Aid](#) webpage.

## 7.0 NON-CREDIT COURSES

Non-credit courses are not eligible for tuition reimbursement as stipulated and provided by this Policy. If completion of a non-credit course is initiated by the employee's supervisor, is determined by the supervisor that the course directly relates and enhances the employee's skills and ability to perform assigned duties, and aides in the department's overall performance, the cost for such course may be paid fully by the administrator's department.

### History

Effective: 08/27/91

Revised: 09/19/14, 03/15/08, 02/09/00, 06/18/93

Applicable Procedures: N/A

**RESOLUTION F30-14**

**APPROVAL OF THE ADOPTION OF POLICY 5.36,  
BANNING INDIVIDUALS FROM UNIVERSITY PROPERTY**

WHEREAS, Shawnee State University recognizes that in order to maintain a safe environment for students, employees, vendors and other visitors, there are times in which removing and prohibiting individuals from campus may be required; and

WHEREAS, proposed Policy 5.36 establishes the circumstances and authorization for removing and/or banning individuals from University owned, leased, or managed property; and

WHEREAS, procedures required for the effective and consistent implementation of the Policy are provided for informational purposes;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves Policy 5.36, Banning Individuals from University Property effective September 19, 2014.

(September 19, 2014)

# Shawnee State University

POLICY TITLE:	BANNING INDIVIDUALS FROM UNIVERSITY PROPERTY
POLICY NO. :	5.36
ADMIN CODE:	3362-5-36
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	09/19/14
NEXT REVIEW DATE:	09/19/17
RESPONSIBLE OFFICER(S):	PRESIDENT
APPROVED BY:	BOT

## 1.0 PURPOSE AND APPLICATION

1.1 The purpose of this campus ban policy is to ensure the health and safety of the University community by identifying the circumstances and processes for removing and/or banning individuals from entering University owned, leased or managed property.

1.2 This policy applies to University students, employees, vendors and other visitors.

## 2.0 CIRCUMSTANCES AND AUTHORIZATION FOR REMOVAL AND PROHIBITION OF INDIVIDUALS FROM UNIVERSITY PROPERTY

2.1 The circumstances in which an individual may be removed and/or banned from University property shall be based upon reasons tied to health and safety in order to stop or prevent harm to individuals or property. Such circumstances will be established in an accompanying procedure.

2.2 Only individuals who have the President's authorization through an accompanying procedure may order individuals to be removed and/or banned from University property.

## 3.0 PROCEDURE

3.1 A procedure will be established to implement this policy. The procedure will include the circumstances and processes for banning individuals, as well as identifying the University officials who have requisite authority from the President to ban individuals, and may include other topics to effectively implement this policy.

History

Effective: 09/19/14

Applicable Procedure: 5.36:1 Circumstances & Processes to Ban Individuals from University  
Property



## INFORMATION ONLY

PROCEDURE TITLE:	CIRCUMSTANCES & PROCESSES TO BAN INDIVIDUALS FROM UNIVERSITY PROPERTY
PROCEDURE NO.:	5.36:1
RELATED POLICY:	5.36
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	VPF&A, DEAN OF STUDENTS, DIRECTOR HR, DPS
EFFECTIVE DATE:	09/19/14
NEXT REVIEW DATE:	09/14/17
APPROVED BY:	PRESIDENT

### 1.0 SCOPE OF PROCEDURE

- 1.1 The purpose of this procedure is to identify the following: the circumstances for banning individuals; the University officials with requisite authority to issue a ban, and the University processes for instituting University bans.
- 1.2 This procedure applies to all employees, students, vendors and other campus visitors.

### 2.0 CIRCUMSTANCES FOR BANNING INDIVIDUALS

- 2.1 An individual may be banned from University property for any of the following reasons or circumstances:
  - 2.1.1 Active or passive, willful or deliberate obstruction, disorderly conduct, disruption, or occupation of building entrances, walkways, parking areas, the interior of any building, especially classrooms and offices, or any other space that impedes implementation of authorized programs and functions of University;
  - 2.1.2 Detaining, holding, intimidating, injuring, menacing, stalking, or threatening to injure or coerce by bodily harm any person lawfully upon property owned, leased, managed or operated by the University;
  - 2.1.3 Theft, malicious destruction, damage or injury to property not personally owned;

- 2.1.4 Conduct that creates a substantial risk of injury to a person or damage to property;
- 2.1.5 Engaging, participating, or furthering any act or action that is in violation of criminal law; and
- 2.1.6 Violation of any University policy or procedure, the purpose of which is to ensure the health and/or safety of the campus.

### 3.0 UNIVERSITY OFFICIALS AUTHORIZED TO BAN INDIVIDUALS

- 3.1 The following University officials have authority to order individuals to immediately leave or be removed from University property and to prohibit their return until further notice:

- President of the University
- Any University police officer
- Any Vice President
- Dean of Students

### 4.0 PROCESS FOR BANNING INDIVIDUALS

- 4.1 An authorized University official may give a verbal ban notice when deemed appropriate by that official. A written ban will be issued as soon as practicable after the verbal notice, which will normally be within three business days. The process for issuing a written ban is dependent upon the status of the individual as follows:

#### 4.1.1 Students

Students may be banned from any University property as a disciplinary measure or when placed on emergency suspension, in accordance with the Student Conduct Code process. Written notification will identify the time period of the ban and prohibited University areas and will be issued by the Dean of Students or other University official identified in the Student Conduct Code for this type of action.

#### 4.1.2 Employees

Employees may, if the circumstances are deemed appropriate, be banned from any University property when placed on administrative leave, or

when suspended or terminated from employment with the University. All employees will be notified in writing by the responsible University official.

4.1.2.1 Faculty determinations will be made by the Provost.

4.1.2.2 Determinations for other employees will be made by the Vice President for Finance and Administration.

4.1.3 Vendors and other Visitors

4.1.3.1 A written notice from the Director of Public Safety will be promptly sent to the banned individual, when possible. The written notice will include the following information: reasons or circumstance(s) for the ban; identification of university buildings, or campus area the individual is prohibited from entering; dates or duration of the ban; process for seeking review of the ban determination.

4.1.3.2 Visitors banned from campus are not entitled to a hearing but may, within five business days of the written notification, submit a request in writing [to the Vice President for Finance and Administration (VPFA)] for a review of the decision. The request must include reasons to support a reversal. Notice of the VPFA's decision will be provided within 30 days of receipt of the request and will be considered final.

4.2 An individual who violates the terms of a ban notice, whether verbal or in writing, is subject to arrest and prosecution for criminal trespassing.

5.0 SCOPE AND LENGTH OF BAN

5.1 An individual may be banned from the entire University, including leased or managed property, as deemed appropriate by an authorized University official.

5.2 A typical ban period is six months or a semester, one year or indefinite period of time. The length of time of a ban should be commensurate with the gravity and nature of the offense. The following factors may be considered: age of the offender and whether the individual is a repeat offender or a convicted felon.

## 6.0 RECORDS AND LOG OF BANNED INDIVIDUALS

- 6.1 A copy of all written notifications to ban students, employees, vendors and other visitors will be maintained in the Department of Public Safety (DPS). The DPS will also be responsible for maintaining a log of all banned individuals that will identify the duration and prohibited University areas of each banned individual.

### History

Effective: 09/19/14

### QUARTERLY PERSONNEL REPORT

Action	Name	Employment Status		Effective	Salary	Comments
		From	To			
Appointments	Alan Walker		Interim Provost/VP Academic Affairs	08/01/14	\$175,000	President, Century Education Group; President, Upper Iowa University; Vice Provost for Extended University Programs, Western Michigan University; Director of Program Development, Louisiana State University; Ph.D. Higher Education Policy and Administration, University of Kansas; M.Ed. Vocational/Adult Education, University of Idaho
	Erik Larson		Assistant Professor, Natural Science/Geology	08/18/14	\$44,725	Ph.D. Earth & Atmospheric Science, Mississippi State; BS Environmental Analysis, Unity College
	Van Lemmon		Academic Fieldwork Coordinator, OTA	08/18/14	\$35,225	Post Baccalaureate Certificate in Occupational Therapy; BS in Journalism, Bowling Green State University; School Based Occupational Therapist, Worthington Schools & Westerville & Miamisburg City Schools
	Daniel O'Connor		Visiting Faculty, Fine, Digital & Performing Arts	08/18/14	\$42,825	MFA, Painting and Drawing, Pennsylvania Academy of the Fine Arts; BA, Painting and Drawing, University of Cincinnati
	Alan Gravano		Visiting Faculty, English & Humanities	08/18/14	\$49,475	Ph.D. English, University of Miami; MA English, University of Miami; MFA, University of Miami; BA Political Science & English, Stetson University
	Amy Grau		Full Time Instructor, Sociology	08/18/14	\$44,725	Ph.D. Sociology, University of Cincinnati; MA Sociology, University of Cincinnati; BA Sociology, Xavier University
	Jennifer Scott		Visiting Faculty, English & Humanities	08/18/14	\$37,125	BS, MA, New Mexico Tech, New Mexico State University
	Rose Roach		Full Time Instructor, Nursing	08/18/14	\$62,775	MS, Nursing Administration, San Jose State University; BSN Nursing, University of Akron
	Ryan Gamm		Assistant Professor, Teacher Ed	08/18/14	\$46,625	Ph.D. Educational Leadership, Miami University; MAT AYA Earth Science Education, Miami University; BA Geography and Environmental Science, Miami University
	Mark Romesser		Visiting Faculty, Photography	08/18/14	\$58,975	MFA Photography, Academy of Art University; BA Photography, Brigham Young University
	Jacqueline Camley		Senior Instructor, Rehabilitation & Sport Professions	08/18/14	\$37,125	Masters Applied Physiology & Kinesiology, University of Florida; BA Applied Health Sciences, Sheridan College; BA Physical Education, Brock University
	Mitra Devkota		Assistant Professor, Mathematics	08/18/14	\$49,475	Ph.D. Statistics, South Dakota State University; MS Mathematics, Northern Arizona
	Pablo Salinas		Visiting Faculty, Spanish	08/18/14	\$44,725	Ph.D. Spanish Literature and Culture, University of Ottawa; MA Hispanic Studies, Universite De Montreal; BA Honours Spanish Literature and Culture, Concordia University; BA Communication Journalism, Universidad De San Martin De Porres, Peru
	Jessica Bryant		Project Assistant, Student Support Services (TRIO)	08/11/14	\$34,000	BA Arts, Masters Social Work; Shawnee State University, Ohio State University
	Jacob Snyder		Coordinator of Sports Information and Game Management	07/21/14	\$31,284	BA Broadcast Journalism, Marshall University
	Laura Eggert		Residence Coordinator	07/14/14	\$30,400	Masters of Art, Social Work with Forensic Concentration, University of St. Francis; BA, Social Work, University of St. Francis
	Justin McMillan		Coordinator, Multicultural Affairs & Student Life	07/07/14	\$35,000	MA in Communication, Central Michigan University; BA in Communications, Central Michigan University
	Kate Kerr		Interim Director, CIPA	05/15/14	\$50,000	MA in International Affairs, Ohio University; M.Ed. in Reading, University of Delaware; BA in Art, University of Delaware
	Jeff Nickel		Head Coach Women's Basketball/Intramural Coordinator	07/01/14	\$39,000	MA in Athletic Administration and Coaching, Concordia University-Irvine; BA in Integrated Social Sciences, Shawnee State University
	Corey Culbertson		Payroll & Records Management Coordinator	08/18/14	\$37,732	BA with a concentration in Marketing, University of Rio Grande; BA in Business Administration, Shawnee State University

### QUARTERLY PERSONNEL REPORT

Action	Name	Employment Status		Effective	Salary	Comments
		From	To			
<b>Changes in Status</b>	Aimee Welch	Account Clerk II, Development	Project Coordinator, Development	08/18/14	\$37,732	Promotion
	Sean Dunne	Senior Instructor	Assistant Professor, Sociology	08/18/14	\$52,325	Promotion
	Chris Moore	Admissions (Athletics) Officer	Acting Head Coach (Baseball) & Academic Program Coordinator	08/25/14	\$36,978	1 Year Appointment
	Rebekah White	Coordinator, Annual Giving & Stewardship	Assistant Director, Development	07/19/14	\$47,900	Reclassification
	Terry Noel	Programmer/Analyst	Software Engineer	07/05/14	\$56,386	Reclassification
	Bill Rockwell	Director University Housing & Residence Life	Director, Event & Conference Services, UC, and Housing Operations	07/01/14	\$77,650	Reclassification
	Mary Cummings	Librarian, Reference	Librarian, Research & Instruction	07/01/14	\$56,388	Reorganization/Title Change Only
	Suzanne Johnson-Varney	Librarian, Technical Services	Librarian, Technical Services & Collection Management	07/01/14	\$54,677	Reorganization/Title Change Only
	Katy Mathuews	Librarian, Access Services	Librarian, Learning & Outreach	07/01/14	\$47,180	Reorganization/Title Change Only
	Janet Stewart	Librarian, Systems	Librarian, Systems & Digital Initiatives	07/01/14	\$56,271	Reorganization/Title Change Only
	Pat Carson	Director, Procurement Services	Director, Contracts Management & Strategic Sourcing	06/01/14	\$62,630	Reorganization/Title Change Only
	Jonica Burke	Director, Institutional Finance	Director, Budget & Financial Analysis	06/01/14	\$82,400	Reorganization/Title Change Only
	Deann McKenzie	Accountant Supervisor	Manager, General Accounting Services	06/01/14	\$61,089	Reorganization
	Michelle Finch	Manager, Bear Card Program/Accountant	Supervisor, Procurement & BearCard Services	06/01/14	\$56,359	Reorganization
	Emily Pierce	Accountant	Accountant, Budget & Analysis	06/01/14	\$44,415	Reorganization
	Susie Ratcliff	Accountant	Accountant, Campus Business Services &	06/01/14	\$46,802	Reorganization
	David DeSario	Visiting Faculty, Math	Asst Professor, Math	08/18/14	\$52,325	
	Leeann Denning	Associate Professor/Nursing	Acting Chairperson/Dept. of Nursing	08/19/14	\$90,263	
	Becky Thiel	Chairperson/Dept of Nursing	Acting Associate Provost	08/18/14	\$120,000	Academic Year Assignment
Shawn Rose	Senior Instructor, Math	Visiting Faculty, Math	08/18/14	\$49,475	Interim one year assignment	
<b>Terminations</b>	Sandra Cox	Assistant Professor, English/Humanities		05/06/14		Resignation
	Justin Grube	Coordinator, Sports Information and Game Management		05/30/14		Resignation
	Jennifer McKinney	Senior Instructor, Mathematics		06/09/14		Resignation
	Vanessa VanDyke	Residence Coordinator		06/10/14		Resignation
	Ann Marie Short	Associate Director, Clark Memorial		06/13/14		Retirement
	Tammy Cooper	EOC Coordinator, OACHE		06/30/14		Resignation
	Patricia Spradlin	Associate Professor, English & Humanities		07/01/14		Retirement
	Jerardi Cohen	Associate Professor, Teacher Education		08/15/14		Resignation
	Theodore (Ted) Tom	Assistant Director of Athletics/Coach (Baseball)		08/22/14		Resignation
	Thomas M. Scott	Security Officer		08/26/14		Resignation
	Dave Todt	Provost/VPAA		07/05/14		Resignation/Sabbatical



University Portfolio  
Asset Allocation  
Periods Ending June 30, 2014

	Domestic Large-Cap Equity	Domestic Mid/Small- Cap Equity	Int'l Equity	Tactical Balanced	Fixed Income	Cash	Total	
Vanguard 500 Index (VIFSX)	\$ 4,097,901	-	-	-	-	-	\$ 4,097,901	25%
TAMRO Capital Partners	-	\$ 1,030,816	-	-	-	-	\$ 1,030,816	6%
Harbor International (HAINX)	-	-	\$ 745,358	-	-	-	\$ 745,358	5%
Europacific Growth (AEPFX)	-	-	\$ 756,951	-	-	-	\$ 756,951	5%
Oppenheimer Dev. Mkts. (ODVYX)	-	-	\$ 601,447	-	-	-	\$ 601,447	4%
Manning & Napier	-	-	-	\$ 1,727,527	-	-	\$ 1,727,527	10%
WHG Income Opp. (WHGIX)	-	-	-	\$ 789,714	-	-	\$ 789,714	5%
FPA Crescent (FPACX)	-	-	-	\$ 833,232	-	-	\$ 833,232	5%
Agincourt Capital	-	-	-	-	\$ 2,928,640	-	\$ 2,928,640	18%
PIMCO Total Return (PTTRX)	-	-	-	-	\$ 1,452,886	-	\$ 1,452,886	9%
Harbor High Yield Bond (HYFAX)	-	-	-	-	\$ 543,948	-	\$ 543,948	3%
Ashmore Emerg. Mkt Debt (EMCIX)	-	-	-	-	\$ 1,030,895	-	\$ 1,030,895	6%
Money Market Funds	-	-	-	-	-	\$ 11,024	\$ 11,024	0%
<b>Total Investment Portfolio</b>	<b>\$4,097,901</b>	<b>\$1,030,816</b>	<b>\$2,103,756</b>	<b>\$3,350,473</b>	<b>\$5,956,369</b>	<b>\$11,024</b>	<b>\$16,550,338</b>	
<i>Actual Asset Allocation</i>	<i>25%</i>	<i>6%</i>	<i>13%</i>	<i>20%</i>	<i>36%</i>	<i>0%</i>	<i>100%</i>	
<i>Neutral Target Asset Allocation</i>	<i>24%</i>	<i>8%</i>	<i>8%</i>	<i>20%</i>	<i>40%</i>	<i>0%</i>	<i>100%</i>	

**Investment Portfolio Asset Allocation**

