



Employee Policy Handbook
Administrative Employees

Table of Contents

100 Introduction to Ashland University _____ 1

- A Brief History of Ashland University
- Our Mission
- Our Vision
- Institutional Core Values
- The Administrative Structure
- Executive Leadership Team
- Board of Trustees and President
- Corporate Status

200 General Policies _____ 3

- 205 Human Resources Administration
- 210 Gifts
- 215 Required Notifications to Supervisor
- 220 Bulletin Boards
- 225 Soliciting for Causes
- 230 Use of University Phones
- 235 Use of Cell Phones
- 240 Dress Code
- 245 Public Demonstration
- 250 Non-Smoking Policy
- 255 Confidentiality
- 260 Whistleblower Policy for Suspected Ethical
and/or Legal Violations
- 265 Moving Expenses

300 Employment Definitions _____ 9

- 310 Exempt Employee
- 320 Non-Exempt Employee
- 330 Regular Full-time Employee
- 340 Regular Part-time Employee
- 350 Temporary Employee
- 360 Introductory Employee
- 370 Probationary Employee

400 Employment _____ 10

- 410 Employment at Will
- 420 Employment of Family Members
- 430 Posting of Open Positions
- 440 Equal Employment Opportunity
- 450 Work Schedule
- 460 Consulting Employment
- 470 Administrative Supplemental Contracts
- 480 Immigration Process and Fees

500 Wage and Salary Administration _____ 15

- 510 General Increases
- 520 Promotion
- 530 Merit Increases
- 540 Payment Policy
- 550 Payment Schedule
- 560 Payroll Deduction

600 Employee Benefits _____ 16

- 610 Health Care Benefits
 - 610.1 Group Health Care Insurance
 - 610.2 Group Health Care Insurance in the Event of Disability
 - 610.3 Other Group Insurance
- 620 Retirement Plan
- 630 Retiree Health Care
 - 630.1 For those who retire prior to age 65
 - 630.2 For those who retire at age 65 or older
 - 630.3 For employees who retire with a minimum of 25 years of continuous full-time service
- 640 Workers' Compensation Insurance
- 650 On-Campus Tuition Waivers
- 660 Off-Campus Tuition Exchange
- 670 Time Off Benefits
 - 670.1 Vacation
 - 670.2 Holidays
 - 670.3 Sick Time
 - 670.4 Family Medical Leave Act
 - 670.5 Temporary Medical Disability Leave
 - 670.6 Military Leave
 - Ashland University - Application for Leave
 - 670.7 Funeral Leave
 - 670.8 Jury Duty
- 680 Contractual Leave for Protracted Illness or Hospitalization
- 690 Other Benefits
 - 690.1 Library
 - 690.2 Athletic Events
 - 690.3 Parking Permit
 - 690.4 Recreation Center
 - 690.5 Employee Discounts

700 Employee Development _____ 29

- 710 Performance Reviews
- 720 Promotions and Transfers
 - 720.1 Notifying Supervisor of Transfer
 - 720.2 Introductory Period Following Transfer

800 Resolving Conflict _____ 30

**900 Termination of Employment
and Employee Conduct _____ 31**

905 Resignation

910 Job Elimination

915 Inability to Work

920 Exit Procedures

925 Final Wages

925.1 General Rule

925.2 For Employment Terminated Due to Job Elimination

925.3 Following the Death of an Administrative Employee

930 Causes for Discipline or Dismissal

930.1 Steps Preceding Dismissal

935 Absenteeism and Tardiness

940 Probation

945 Suspension

950 Sexual Harassment

955 Technology Use Policy

955.1 Application

955.2 Penalties for Violation

955.3 User Responsibility for Compliance

955.4 Authorized Uses

955.5 Unauthorized Uses

955.6 Waiver of Privacy Expectations

955.7 Additional Regulation of Published Information

955.8 Faculty/Staff Home Pages

1000 Travel Expenses _____ 38

1010 Reimbursement of Travel Expenses

1020 Travel Advances

1100 Emergency Procedures _____ 39

1110 Fire

1120 Inclement Weather Policy

1130 Power Outage

1140 Reporting an Emergency

1200 Keys and Building Security _____ 41

1300 Health and Safety Rules _____ 42

1310 Environmental Health and Safety Policy

1320 Employee Obligations

Appendix I - Tuition Exchange and Waivers_43

AI-100 On-Campus Tuition Waivers

AI-200 Off-Campus Tuition Exchange

AI-300 Eligibility Guidelines for Post-Baccalaureate Coursework

AI-400 Eligibility Guidelines for Dependent Children

AI-500 Financial Considerations with Tuition Waiver

AI-600 Auditing Privileges

AI-700 High School Program Eligibility

AI-800 Tuition Waiver in the Event of Death or Permanent Disability

Appendix II - Drug-Free Workplace Policy __46

All-100 Drug-Free Workplace Act

100 Introduction to Ashland University

A Brief History of Ashland University

Founded in 1878 as Ashland College, the name of the institution was changed to Ashland University (the "University") on May 12, 1989. This change was a practical and logical step based on the many diverse undergraduate, graduate and professional programs offered by the institution.

The University continues to have a rich tradition as a private, liberal arts and sciences institution preparing students for exciting professions and careers. The University consists of five colleges: Arts and Sciences, Business and Economics, Education, Nursing and Health Sciences, Online & Adult Studies and the Ashland Theological Seminary.

The University places great emphasis on the importance of each individual. The phrase "Accent on the Individual" has been our motto for many years and, hopefully, characterizes well the nature and content of the campus environment. It means that our concern for the student extends beyond ensuring a quality education in the classroom and laboratory to include a commitment to provide a stimulating and supportive environment in every respect. Translating the ideas of the Mission Statement into the realities of everyday life is the responsibility of each University employee. These ideas must be evidenced daily in the classroom, residence halls, each teaching site, on the playing fields and in our interaction with others. It should be the goal of each University employee to ensure that our Mission Statement is not merely words on paper but a true reflection of who and what we actually are and intend to be in the future.

Our Mission

Ashland University, guided by our Christian heritage, is a comprehensive, private university that provides a transformative learning experience, shaping graduates who work, serve and lead with integrity in their local, national and global communities.

Our Vision

Ashland University aspires to be a nationally-recognized private university, where traditions of excellence are fostered and students discern their life calling and thrive.

Institutional Core Values

Accent on the Individual

Pledges the best individual and collective efforts to challenge and encourage each member of the University within a supportive community.

Spirituality and Faith

Affirms Christian values as a core element of the University's institutional identity, emphasizing faith in God, moral integrity, and respect for the diversity of values and faith that is found in a community of learning.

Character Development

Promotes integrity, self-discipline, responsibility, compassion, leadership,

service and good citizenship.

Academic Freedom

Supports free, open and critical inquiry for both students and faculty necessary for intellectual and professional development.

Excellence in Teaching

Emphasizes teaching supported by research and scholarship as the University's central responsibility.

The Administrative Structure

The chief administrative officer of the University is the President, who is accountable to the Board of Trustees. The President appoints the Provost and Vice Presidents and assigns them responsibilities and authority over major functional divisions of the organization. They are accountable to the President.

Executive Leadership Team (ELT)

The Executive Leadership Team (ELT) members are responsible for the administration of employee relations consistent with established and approved policies and procedures and for the development of procedures in their respective divisions.

Board of Trustees and President

The Board of Trustees has the final legal authority and responsibility for all corporate affairs. It is a self-perpetuating voluntary body of board members and emeritus trustees. The Board employs a president and assigns to the president the general charge and direction of the business of the corporation.

Corporate Status

The University is nonprofit corporation (Section 501 (c), Internal Revenue Code of 1954), incorporated and organized under the law of the State of Ohio.

200 General Policies

205 Human Resources Administration

The task of administering University employee records and related matters has been assigned to the Human Resources Office. This office may be contacted for information on such matters as insurance and salary computation and interpretation of University Human Resources policies.

University employees are required to notify the Human Resources Office within thirty (30) days any change in name, address, phone number, marital status or number of dependents.

210 Gifts

No employee of the university may accept a personal gift from any vendor "bidding" on a contract with the university.

No employee of the university may accept a personal gift of value greater than \$250 from a vendor of the university.

215 Required Notifications to Supervisor

Except for lunch periods and scheduled break periods, you must obtain approval from your supervisor any time you leave your work area for personal reasons not related to the performance of your duties and responsibilities.

If illness occurs which will prevent an employee from reporting to work, the employee will notify the supervisor or an alternate designated by the supervisor. This must be done as far in advance as possible, and no later than one (1) hour after the time that the employee ordinarily reports to work.

The employee must notify the supervisor each day of the absence, unless this requirement is waived at the discretion of the supervisor.

220 Bulletin Boards

Bulletins and notices on bulletin boards are the University's way of keeping you informed about new policies, procedures and special events. Only authorized employees are permitted to post, remove or alter any notice.

225 Soliciting for Causes

Solicitation or receiving solicitation for any cause during work time or in work areas is not permitted. Work time is defined as the time assigned for the performance of actual job duties. Solicitation during authorized meal and break times is permitted.

230 Use of University Phones

Employees are permitted to make limited use of University telephones for local calls concerning pressing personal business during lunch or rest periods. Please do not abuse this privilege. Urgent incoming calls will be directed to you.

235 Use of Cell Phones

Personal use of employee's cell phones must be restricted to break periods and meal periods only.

240 Dress Code

Each area Vice President has the authority to determine the appropriate clothing attire in each of the departments under his/her control.

245 Public Demonstration

Ashland University employees are permitted to peaceably assemble and demonstrate their opinions during their non-working hours as long as they do not violate applicable laws or University regulations and policies. Such demonstrations should not interfere with open and clear ingress and egress for all University operations and should reflect respect for property and personal rights.

250 Non-Smoking Policy

Ashland University recognizes the health hazards associated with smoking and secondhand smoke and is committed to providing an environment that sustains and enhances the general health and well-being of its faculty, staff, administrators, students and visitors. In order to meet this standard for wellness, smoking and/or the use of tobacco products (cigarettes, cigars, pipes, chew, and any other use of tobacco) will not be permitted within any campus buildings at the main campus and off-campus sites.

In accordance with the passage of Issue 5 on the November 7, 2006 ballot and as defined in Chapter 3794 of the Ohio Revised Code (ORC), Ashland University prohibits all forms of tobacco smoke in all public places and places of employment and areas immediately adjacent to the ingress or egress of the public place or place of employment.

Employees working in non-smoking areas must use established meal and break periods to leave the work area for the purposes of smoking.

Smoking will not be permitted in any indoor academic or administrative buildings including classrooms, residence halls, senior apartments, dining areas, hallways, lounges, elevators, restrooms, work areas, stairwells, indoor recreation facilities, university vehicles, and areas in which fire and safety hazards exist. In addition, smoking is not permitted in any indoor athletic facility.

Smokers who choose to smoke outside are requested not to smoke near building entrances and to ensure the proper disposal of smoking materials.

The sale of cigarettes or other tobacco products in campus buildings/facilities shall continue to be prohibited.

255 Confidentiality

University employees should not discuss confidential University business with anyone other than individuals specifically approved by the employee's supervisor. When questioned on a confidential matter concerning the University, employees should immediately refer the request to the appropriate office, or to the Chief Financial Officer or Human Resources Office.

260 Whistleblower Policy for Suspected Ethical and/or Legal Violations

Ashland University strives to operate in an ethical and lawful manner and expects its board of trustee members, officers, administrators, faculty, staff and students to conduct their activities in accordance with University policies, applicable law and Christian values. It is the responsibility of those associated with the University to comply with the standards set forth and to report violations or suspected violations of these standards of conduct.

Individuals with knowledge of suspected ethical and/or legal violations are urged to first share their concerns, complaints or suggestions with their immediate supervisor or manager. Those who may be uncomfortable reporting an alleged violation to a supervisor or manager may instead contact Ashland University's

Director of Human Resources and Legal Affairs, the University's President, or the Chairperson of the Board of Trustees. Allegations of impropriety, financial or otherwise, involving Trustees, the President, Vice Presidents or other high-level officials shall result in the Chairperson of the Board of Trustees being notified.

The University will investigate any and all alleged violations. To initiate an investigation, the report of the alleged violation should be in writing; although the University reserves the right to investigate reports made orally. A report of violation submitted anonymously, but without sufficient information or a contact able to provide additional needed information, may not be able to be successfully investigated or resolved. Reports of violations or suspected violations will be kept confidential to every extent possible, consistent with the need to conduct an adequate investigation. The Audit and Compliance Committee of Ashland University's Board of Trustees will receive notice of each report of a violation and the actions taken.

No individual, who in good faith reports a violation, shall suffer any harassment, retaliation or adverse employment consequence. Individuals, who harass, retaliate or cause an adverse employment consequence will be subject to disciplinary action up to and including termination.

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed is a violation. Individuals making malicious or knowingly false allegations under this policy will be subject to disciplinary action, up to and including termination.

Nothing in this policy shall be interpreted to preclude anyone from reporting criminal matters to law enforcement agencies or from exercising any reporting rights protected by applicable law.

265 Moving Expenses

The purpose of this policy is to provide a standard procedure for the relocation of newly hired full-time faculty or salaried administrative employees. Certain expenses incurred in moving household goods and personal effects may be reimbursed by the University when agreed upon in advance and reimbursement is sought in accordance with this policy.

Tax Implications

Under the Tax Cuts and Jobs Act of 2017, the personal deduction for relocation expenses and the exclusion from income of the employer-paid relocation expenses are suspended from January 1, 2018, through December 31, 2025. As a result, all moving expenses incurred on or after January 1, 2018, whether reimbursed to an individual or paid to a vendor on behalf of an individual, are taxable income to the individual.

Distance Limitation

To be eligible for any form of reimbursement under this Policy, primary Ashland University location (Ashland main campus, Columbus Center, Mansfield College of Nursing and Health Science, etc.) must be at least fifty (50) miles from the new employee's prior residence.

Maximum Reimbursement

The reimbursement of eligible moving or travel expenses with University funds is at the discretion of the hiring department, and/or appropriate Vice President, but is limited to no more than \$3,000. Any reimbursement in excess of this limit must

be approved by the President prior to offering to prospective employee. The moving expense will be paid out of the employee's assigned department and will be charged to the following item: 5201010 Other Benefits. It is the Department budget manager's responsibility to ensure the department has available funds adequate for the payment of the one-time expense within their budget.

Voluntary Termination

If a relocated employee voluntarily terminates employment at Ashland University within twelve (12) months from the date of the move, the employee must refund to Ashland the full amount of the relocation payment. Utilization of this policy confirms acceptance of the above terms.

Eligible Moving Expenses

Expenses associated with the transportation of household goods and personal effects from the prior residence to the new residence are considered eligible moving expenses, including the costs of packing, shipping and unloading. Also included is the storage of household goods within any period of thirty (30) consecutive days between the move from the prior residence and arrival at the new residence.

Eligible Travel Expenses

Expenses for travel from the former residence to the new residence are typically eligible for reimbursement as moving expenses. Travel expenses are limited to one trip, one way, not to exceed two (2) vehicles. The actual costs of transportation and lodging incurred enroute are considered eligible moving expenses. Note: The mileage reimbursement permissible by the IRS is typically less than the standard mileage paid for business travel (.20 per mile as of January 2019).

Ineligible Expenses

Generally, only expenses identified in the "Eligible" sections of this policy are reimbursable moving and travel expenses. Expenses that are specifically ineligible for reimbursement include but are not limited to:

1. Storage and related expenses outside the allowable 30 days mentioned above.
2. Meals consumed during the time of travel.
3. Pre-move house hunting expenses.
4. Temporary living expenses.
5. Return trips to former residence.
6. Travel expenses related to side-trips or vacation stops on the way from the former residence to the new residence.
7. Security deposits, lease-breaking fees, expense of selling existing residence, mortgage penalties and other home improvements.
8. Cost of unpacking personal items.
9. Costs to move boats, watercraft machines and equipment, motorcycles, snowmobiles, automobiles, animals or other non-household items.
10. Costs of cleaning a new or former residence.
11. Payments to non-professional movers (e.g. friends or family members) who assist with a move.

Scholarly Equipment and Materials

Expenses incurred for the relocation of a laboratory, library, scholarly collection or research equipment will not be considered household goods or personal effects to the extent that these items are relocated to university premises. These expenses are considered ordinary and necessary business expenses of the University and will not be subject to the stated dollar limitations related to moving expenses. Payment of these expenses with University funds is at the discretion of the hiring department, and/or appropriate Vice President.

Documentation and Reimbursement Process

In order for reimbursement of moving expenses to be made, the agreed upon amount must be included in the offer letter with prospective employee. The Moving Expense Reimbursement Form, should be completed by the employee including supporting documentation, reviewed by the Vice President and/or President and submitted to Human Resources for review and approval prior to submission to Payroll for processing.

Existing Faculty/Staff Moves

Moving expenses for existing full-time faculty or salaried administrative employees who relocate for University purposes and required to retain employment may also be reimbursed subject to the limitations of this policy including the distance limitations.

**ASHLAND UNIVERSITY
MOVING EXPENSE REIMBURSEMENT FORM**

Name: _____
(Last) (First) (MI)

Position Title: Department: _____

Date(s) of Move: _____

Home Address: _____
(Street Address)

(City) (State) (Zip)

Former Home Address: _____
(Street Address)

(City) (State) (Zip)

Complete appropriate categories and attach **original** receipts to this form.

Amount

Air fare: _____

Moving van/Trailer: _____

Movers/Load/Unload: _____

Supplies (i.e., tape, packing material): _____

Tolls/Fares/Parking fees: Gasoline for rental vehicle: _____

Mileage for personal vehicle at
standard rate according to IRS PUB 521: _____

Other (specify): _____

Total Expenses Claimed: _____

Faculty/Staff Member's Signature _____
Date _____

Immediate Supervisor Signature _____
Date _____

Human Resources Signature _____
Date _____

FOR HUMAN RESOURCES USE ONLY

Amount of Reimbursement: _____ Account Number: __ - __ - _____ - _____ Date Processed: _____

300 Employment Definitions

310 Exempt Employee

An exempt employee performs executive, administrative or professional work (as defined by the Fair Labor Standards Act). Exempt employees receive a minimum weekly salary regardless of the hours worked.

320 Non-Exempt Employee

A non-exempt employee performs work other than executive, administrative or professional (as defined by the Fair Labor Standards Act) and must receive extra pay as legally required for work beyond forty (40) hours per week.

Certain employees are covered by the overtime wage provisions of the Fair Labor Standards Act and are designated as non-exempt. This means that non-exempt employees receive overtime pay at the rate of one and one-half times regular pay for all hours worked in excess of forty (40) actual work hours during any given work week. The University includes actual worked time and holiday time in the overtime calculation, though including holiday time is not required by law. Floating holiday time is not included in the overtime calculation.

330 Regular Full-time Employee

A regular full-time employee works a minimum average of thirty (30) hours per week and at least 1,560 hours per year and, therefore, is eligible for full employee benefits. Time off benefits for full-time, working less than 12-month employees are prorated.

340 Regular Part-time Employee

A regular part-time employee works on average, between 20-29 hours per week not to exceed 1,559 hours annually and is eligible for vacation, holiday and sick time on a prorated basis and workers' compensation.

350 Temporary Employee

A temporary employee, whether full or part-time, is hired for a specific and limited period of less than 800 hours per year. November 1 - October 31 ACA dates.

360 Introductory Employee

An introductory employee is:

- in his/her first ninety (90) calendar days of employment,
- or in the first ninety (90) calendar days of a new job assignment,
- or in the first ninety (90) days following any change of status.
Supervisors may waive the introductory period for current employees that undergo a status change.

For the first ninety (90) calendar days of employment, all employees are considered to be on an introductory basis

Satisfactory performance upon completion of the introductory period changes the status of the employee from introductory to "regular" unless the employee has been hired specifically for casual or temporary work.

If you take off any time in excess of one continuous work week during the introductory period, the introductory period will be extended by that length of time. The introductory period may be extended at the discretion of Ashland University for no more than (30) days.

400 Employment

410 Employment At Will

Administrative employees are employees at will for an indefinite period. All employees may terminate their employment at any time and for any reason or for no reason. Similarly, all employees are subject to termination at any time, for any reason or for no reason, with or without cause or notice.

No University representative other than the President in a signed writing is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy. Supervisory and management employees have no authority to make any representations to employees or applicants that alter the at-will nature of employment or imply that discharge will occur only for cause.

This policy may not be modified by any statements contained in this Handbook or any other handbooks, employment applications, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, are to create an express or implied contract of employment for a definite period, nor any express or implied contract concerning any terms or conditions of employment. Similarly, University policies and practices are not to be considered as creating any contractual obligation on the University's part or as instituting a requirement that termination will occur only for "just cause." Statements of specific grounds for termination set forth in this Handbook or any other documents are examples only, not all-inclusive lists, and are not intended to restrict the University's right to terminate employees under this employment-at-will policy.

420 Employment of Family Members

The objective of the University is to hire the best qualified candidates for openings. Family members of current employees are eligible to be hired provided they meet the requirements of the position.

However, to prevent potential bias and conflicts of interest, no immediate family member (parents, stepparents, grandparents, spouse, spouse's parents, spouse's grandparents, child, spouse's child by former marriage, grandchildren, aunts, uncles, nieces, nephews, brother, brother-in-law, stepbrother, sister, sister-in-law, or stepsister) shall be hired or transferred into a position where a family member is either a direct supervisor or anywhere in the line of authority over that individual. Additionally, spouses shall not be hired to work in the same department where they both report to the same supervisor. Ashland University student workers are not permitted to report directly to their parent.

Exceptions to this policy must be approved by the Executive Leadership Team prior to any offers being made to candidates.

430 Posting of Open Positions

The process for filling a new or vacated position will begin with completing the required information in the PeopleAdmin Talent Management System. The following outlines the minimum posting requirements for various types of positions within the University. Only the minimum posting requirements are described. Additional posting methods may be utilized for hard to fill positions.

Student, Casual, Temporary and Supplemental positions

Student positions are posted through the Career Center for Life Calling via the Handshake app. Posting (internal or external) of casual, temporary and supplemental positions are optional.

Full and Part-Time Hourly Positions

The Human Resources Office will coordinate the posting of position vacancies for a minimum period of five (5) business days by utilizing the following:

- Ashland University's jobs page @ jobs.ashland.edu.

Salaried Positions, Including Full-Time Faculty

The Human Resources Office will coordinate the posting of position vacancies for a minimum period of five (5) business days by utilizing the following:

- Ashland University's jobs page @ jobs.ashland.edu.

During this period, the position may be advertised using such means as newspapers, websites and trade publications.

President, Vice Presidents, Deans, Directors and Non-Supplemental Head Coaches

All of the procedures for salaried positions will be followed with the addition of at least one required external national format. Examples include:

HigherEdJobs.com, The Chronicle of Higher Education, trade publications, etc. Public Relations will assist in selecting appropriate and cost-effective means of advertising.

Administrative Placements

The University may, in rare circumstances, administratively place an individual into a position without following posting guidelines. Such placements are typically the result of reorganization or are for confidential and/or legal reasons and require the written approval of the Chief Human Resources Officer & General Counsel and the University President.

440 Equal Employment Opportunity

The University provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the University complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age genetic information, disability or veteran status. Improper interference with the ability of the University employees' ability to perform their job duties may result in discipline up to and including discharge.

450 Work Schedule

Office hours for administrative employees normally are based on a time segment of eight worked hours daily. Standard office hours are from 8 a.m. to 4 p.m., Monday through Friday with the exception of scheduled holidays. (Note that employees who are full-time are still to be working 40 hours per week, it is just the hours that the office is open to the public).

Specific work hours designated within each department will depend upon the demands of the individual department. Scheduling staff to meet departmental demands is the responsibility of the department supervisor.

460 Consulting Employment

Administrative employees may provide professional counsel or service to public or private agencies for which direct compensation is received. Such services fulfill a responsibility of the University to the community at large, and provide invaluable professional experiences to administrative employee.

It is understood that work associated with the consulting service will be conducted outside the normal administrative work hours. Such consulting services will not benefit direct competitors of Ashland University nor use the name of the University other than being identified as the individual's employer.

470 Administrative Supplemental Contracts

This policy sets forth the conditions under which Ashland University will issue a supplemental contract for administrative employees who teach classes or commit to other overload contracts for the benefit of Ashland University during their regular working hours. The policy is designed to ensure that administrators are available to students and faculty during normal working hours and that administrative functions do not suffer due to academic responsibilities.

Normally, administrative employees shall not be permitted to teach University classes or engage in other compensated activities outside of their regular job duties during their regular work hours; normally from 8:00 a.m. to 5:00 p.m., Monday through Friday. However, an administrative employee may teach a class under the following conditions:

- A. a class of no more than fifty (50) minutes may be taught during the administrator's regularly scheduled lunch hour, or
- B. an administrator may teach a class (not to exceed one semester), during an academic year if there are necessary and exigent circumstances which require such a teaching assignment, upon approval of his/her immediate supervisor, appropriate Vice President or Provost, and the President.

Under these conditions, the University will issue a supplemental contract to compensate the administrative employee. The administrative employee shall make up any time which is lost from his or her administrative duties because of the teaching assignment. No preparation or course-related work shall be permitted at their respective area of responsibility during a normal work day.

480 Immigration Process and Fees

OVERVIEW:

Ashland University (the "University"), in its sole discretion, may assist newly-hired and existing faculty and administrative employees in acquiring, transferring, or maintaining an employment-authorized visa to establish a lawful presence in the United States and to secure eligibility to work at the University. All assistance provided will be in complete compliance with the standards, practices, and policies as set forth by the U.S. Department of Homeland Security, United States Citizenship and Immigration Services (USCIS) and all related government agencies.

The University has the right and responsibility to determine the most appropriate visa category for the faculty or administrator, based upon the nature of the employment, his or her academic and professional credentials, and the University's interest in establishing a long-term employment relationship with the foreign national.

Typically, an H-1B temporary nonimmigrant visa application is considered before a petition for permanent residence (green card). As a general rule, permanent residence applications are only considered after completing at least one (1) year of successful teaching/work in H-1B visa status.

REQUEST AND APPROVAL OF H-1B:

The following will apply when initially acquiring, transferring, or extending H-1B nonimmigrant visa status:

Since the H-1B is an employer-sponsored visa, the beneficiary of such a visa may not complete a petition on his/her own. Typically, a request is made during an employment search when it is discovered that the prospective employee has a need for the visa as part of a condition of employment in the U.S. For academic positions, the approval from the Dean is required for all applications for H-1B visas. The Dean shall consult with and secure the approvals of the Provost, in consultation with the Chief Human Resources Officer & General Counsel, before any action is taken on behalf of the applicant requesting the visa. Employer-sponsored visas are generally not pursued for non-academic positions. However, in rare instances in which it is appropriate, the approval of the department's Vice President is required for all applications for H-1B visas.

A written request from the originating department should be developed and include the following information:

1. Nature of request and reason for hiring a foreign national rather than a U.S. citizen
2. Prospective employee's name
3. Type of request (initial H-1B application, transfer, or extension)
4. Hiring department
5. Title of position
6. Confirmation of employment status (full-time or, in very limited circumstances, part-time)
7. Proposed annual salary (not including fringes)
8. Anticipated dates of employment
9. Highest academic degree awarded and field of study
10. Job description (A list of illustrative job duties and requirements for work.)

REQUEST AND APPROVAL OF PERMANENT RESIDENCE:

At its discretion, the University may sponsor certain employees for permanent residence status (PERM). Sponsorship for permanent residence status is based upon the employee completing at least one (1) year (and, in certain cases, additional years) of continuous employment with the University and achievement of a satisfactory level of job performance. Only employees in full-time positions, i.e., at least 30 hours per week or, for faculty members, tenured, tenure-track or a faculty position of indefinite duration for which there is an expectation of continued employment, will be considered for permanent residence status.

The Dean shall consult with and secure the approvals of the Provost, in consultation with the Chief Human Resources Office & General Counsel, before any action is taken on behalf of the applicant pursuing a PERM. Employer-sponsored visas are generally not pursued for non-academic positions. However, in rare instances in which it is appropriate, the approval of the department's Vice President is required for all applications for PERMs.

Based upon eligibility and approval, the process to apply for permanent residence status is initiated through the Office of Human Resources. The University and the employee will work with an immigration attorney selected by the University to represent both the University and the employee throughout the process.

COSTS:

The cost for obtaining an H-1B nonimmigrant visa is paid in full by the University. Unless otherwise agreed in writing, the University will not be responsible for: (1) obtaining employment-authorized nonimmigrant visas for additional family members; or (2) any unusual situations including premium processing fees which require the University to pay fees or legal expenses beyond the normal range.

The typical cost for obtaining permanent residence status includes advertising expenses (if applicable), attorney's fees, and USCIS petition and application fees. Subject to the provisions below, the University will pay all of the costs associated with securing permanent residence status on behalf of the employee.

MISCELLANEOUS:

1. The Office of Human Resources should be consulted for all employment-related immigration matters relating to prospective and current employees.
2. All University policies and guidelines regarding recruitment must be followed.
3. The University must receive approval of the H-1B petition from the USCIS before employment can begin.
4. For H-1B visa holders, any substantial change relative to the foreign national's working conditions, location of work, job duties, and/or salary decrease may trigger the need to file an amended petition to the USCIS and, therefore, any such change should be communicated to the Office of Human Resources.
5. An H-1B petition filed with the USCIS represents a firm commitment by the employing department to fully fund the beneficiary for the entire period of time requested (which is typically an initial period of three (3) years and, if appropriate, can be extended for an additional three (3) years).
6. USCIS will hold the University liable for the H-1B worker's return transportation costs if the worker is dismissed from employment (except if the termination is for cause) before the end of the period of authorized stay.
7. The University does not and cannot guarantee any specific government processing time for any application for either H-1B or permanent residence applications. Any and all requests for such applications should be made with as much lead time as possible.
8. Premium processing options for H-1B may be considered when the mutual interests of the University and beneficiary can be best served.
9. The University's sponsorship of an employee for a nonimmigrant visa or permanent residence status does not constitute a guarantee of employment, contract for employment (for any term) or obligate the University in any way.
10. TN Visas are visas for North American employees (Canada and Mexico). The process for TN Visas shall generally follow the same guidelines as the H-1B.
11. This policy supersedes any and all previously prepared policies, whether communicated verbally or in writing, relating to the subjects discussed herein. The University also reserves the right to modify this policy at any time based upon, but not limited to, changes in applicable law.

500 Wage and Salary Administration

Wages and salaries of University employees are reviewed on a regular basis. University pay rates are evaluated relative to the pay for similar jobs in the local community or nationally depending on the normal recruiting market for such positions. The University's financial condition is also a factor in this review.

Listed below are examples of possible types of increases. Individual employees may or may not receive increases depending on the factors indicated and/or the University's financial condition.

510 General Increases

General, across-the-board increases may be awarded at the discretion of the Board of Trustees to those employees with a rating of competent or higher on their current performance review. Normally such increases are effective June 1.

520 Promotion

Following an advancement to a position in a higher salary grade that requires increased complexity or responsibility, a special salary review may be conducted and a salary increase may be awarded.

530 Merit Increases

Merit increases may be awarded, when funds are available, and are primarily a function of job performance as noted on the performance review.

540 Payment Policy

The salaries of administrative employees are set by the Executive Leadership Team in consultation with the Vice President, dean and/or department head, and are based upon the job description and the qualifications and experience of the appointee. General salary increases are determined by the University's financial condition and pay philosophy.

550 Payment Schedule

Paychecks are issued semi-monthly on the 15th and last day of each month. Paychecks must be direct deposited in a checking or savings account. Employees may access Ashland University's Self-Service for detailed paycheck information.

560 Payroll Deductions

Each pay period your deductions will be listed on your check. Social Security and income tax deductions are required by law. These deductions depend upon your earnings and the number of your dependents and are based on information furnished by you on your state and federal tax forms. A mandatory retirement deduction is included, per the Benefit section of this Handbook. Other deductions are made only if authorized by you. Any change in name, address, marital status or number of dependents must be reported to the Human Resources Office immediately to ensure proper credit for tax purposes.

600 Employee Benefits

610 Health Care Benefits

610.1 Group Health Care

Ashland University has a group health care plan. All regular full-time employees are eligible to apply for the group healthcare within their first 30 days of employment at Ashland University.

Regular full-time employees who elect to apply for health care coverage after their first 30 days of employment may do so only during a designated annual enrollment period. For details, see the Human Resources Office.

Information concerning the group health care program and employee costs will be issued to an employee upon joining the plan. The cost and allocation of the health care premium can change at any time.

It is the employee's responsibility to report any changes of name, address, marital status, or number of dependents to the Human Resources Office within thirty (30) days of the change to ensure proper coverage.

In accordance with COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985), employees and their families may elect a temporary extension of health care coverage at group rates due to the following qualifying events:

- Termination of the employee's employment for any reason other than for gross misconduct (including voluntary resignation, involuntary termination, retirement, and layoff).
- Reduction of hours worked and leave of absence.
- Death of the employee.
- Divorce or legal separation.
- Dependent child ceasing to meet eligibility requirements.
- Dependent coverage is lost because the active employee becomes entitled to Medicare.

Loss of coverage by a retiree within one year before or after the commencement of proceedings under Title 11 (bankruptcy), United States Code.

610.2 Group Health Care insurance in the Event of Disability

Employees in good standing, who have completed one year of service, may be eligible to receive continued healthcare benefits in the event of an ongoing verifiable medical disability, for a period of up to three years. The University's health care plan will become a supplement to Medicare if the employee is approved for Social Security disability and Medicare benefits.

Employees in good standing, with more than three years of service may be eligible for this continuation coverage throughout the duration of their disability.

In all cases, the University's obligation will cease when the employee reaches age 65.

The University's contribution to health care coverage for employees on disability leave is limited to that portion of the premium which was being contributed by the University at the time of the disability. In order to remain on the healthcare plan, the employee must establish a bank debit account for payment of premiums.

610.3 Other Group Insurance

Ashland University has optional group insurance plans covering life, short term disability, long term disability and accidental death and dismemberment. All regular, fulltime employees are eligible for coverage.

Information regarding these plans is made available to employees upon hire. The specific coverage and costs are subject to change. Contact the Human Resources Office for further information.

620 Retirement Plan

Regular full-time employees are required to participate in Ashland University's retirement plan immediately upon employment. The mandatory full-time employee contribution is 4%.

Regular part-time employees are eligible to contribute. Part-time employees will not receive a contribution from the University

The retirement plan is currently with Teachers Insurance and Annuity Association (TIAA). The University's contribution to full-time employees begins immediately upon hire. Contact Human Resources for the current contribution scale.

630 Retiree Health Care

630.1 For those who retire prior to age 65

Employees who have completed a minimum of fifteen (15) years of full-time service to Ashland University and wish to remain enrolled under the University healthcare program may participate under the following conditions:

- a) When a retiree's eligibility for continued health care coverage under COBRA ceases, the retiree and covered dependents become eligible for coverage under Ashland University's plan for a maximum of three (3) years or until age sixty five (65), whichever comes first. Re-enrollment in Ashland University's health care plan must be initiated by the retiree by submitting a completed application form within 31 days of the date COBRA eligibility ends. Health care application forms are available in Ashland University's Human Resources Office.
- b) An employee must be enrolled in the Ashland University healthcare program at the time of retirement.
- c) An employee must be at least fifty-five (55) years of age at the time of retirement.
- d) A retiree enrolled under the Ashland University healthcare program must pay one hundred percent (100%) of the healthcare premium.
- e) A retiree may change from family or two-party to single coverage after the date of retirement, but cannot change from single to family or two-party coverage after the date of retirement.
- f) Retirees electing to continue insurance must establish a bank debit account authorizing monthly payments to Ashland University.

630.2 For those who retire at age 65 or older

Effective July 1, 1997, employees who retire at age 65 or older and become entitled to Medicare are eligible to enroll in a Medicare supplemental program, under the following conditions:

- a) An employee must be enrolled in the Ashland University healthcare program at the time of retirement. Following retirement, Medicare becomes the primary coverage and retirees may enroll in the supplemental program which provides additional coverage.

- b) Covered dependents may be enrolled in the regular Ashland University healthcare program for a maximum of three (3) years from the date of the employee's retirement or until the participant is sixty-five (65) years of age, whichever comes first.
- c) An employee must be at least sixty-five (65) years of age to qualify for this coverage.
- d) An employee must have completed a minimum of fifteen (15) years of full-time service to Ashland University.
- e) A retiree enrolled under the Medicare supplemental program must pay one hundred percent (100%) of the healthcare premium.
- f) Retirees electing to continue healthcare must establish a bank debit account authorizing monthly payments to Ashland University.

630.3 For employees who retire with a minimum of 25 years of full-time service

Employees who have completed a minimum of twenty-five (25) years of full-time service are eligible to continue their Ashland University health care coverage as specified:

- a) An employee and his/her spouse are eligible to remain enrolled in the University health care plan for life. The retiree must pay one hundred percent (100%) of the health care premium. Retirees electing to continue health care coverage must establish a bank debit account authorizing monthly payments to Ashland University. Medicare becomes the primary coverage at age sixty-five (65) and the Ashland University health care plan will supplement Medicare coverage.
- b) An employee is eligible to convert his/her group life insurance coverage to an individual non-group universal life insurance policy. An employee must pay one hundred percent (100%) of the premium for life insurance.

640 Workers' Compensation Insurance

All employees are covered under workers' compensation insurance, which provides for benefits in case of certain on the job injuries.

Each person is required to report any occupational accident or illness to the appropriate supervisor immediately. Employee Occurrence Reports, used to report any occurrence of an on the job accident, are available in the Human Resources Office.

An employee sustaining an on the job injury requiring medical attention should, where appropriate, be treated at the Student Health Center. In the event the Student Health Center is closed or follow-up treatment is required off campus, the employee is required to notify the provider of treatment that their injury is work-related.

650 On-Campus Tuition Waivers

Tuition waivers are available to Ashland University employees after one year of regular full-time employment, subject to the Off-Campus Tuition Grant Policy and the On Campus Tuition Waiver Policy, Appendix I, of this handbook. Tuition waiver forms are available in the Human Resources Office.

Subject to Vice President approval, employees who have earned at least 64 credit hours toward an Ashland University undergraduate degree or have completed 50% of their graduate degree credit requirements may take one class per semester during regular working hours.

Employees who have not completed the required credits above may not take classes during regular work hours, except during their regularly scheduled lunch hour (normally scheduled between 11:00 a.m. and 1:00 p.m.). Only one class per semester can be taken by employees during their regularly scheduled lunch period.

660 Off-Campus Tuition Exchange

Off-campus tuition exchange is available to the dependents of Ashland University employees through the “Council of Independent Colleges (CIC) Tuition Exchange Program” and the “Tuition Exchange” program. These programs allow dependents of Ashland University employees to utilize their tuition benefit at hundreds of other colleges and universities throughout the country.

Participation in these programs is subject to all the limitations set forth in the Tuition Grants and Waivers Policy. These scholarships are subject to certain limitations and may not be available in every circumstance. Employees seeking additional information about these programs should contact the Human Resources office to obtain more information.

670 Time Off Benefits

670.1 Vacation

Vacation time will be earned on a pay period basis. Time accrued will be available for use the pay period following its accrual. New employees will be eligible to use accrued vacation after 90 days. Employees will be permitted to retain vacation time in their bank up to the maximum they are set to accrue in one year. New accruals will not enter the bank if the bank is at the max accrual. The accrual rate is based on years of consecutive service from the time the employee first became eligible for vacation:

Years of Service	Amount Accrued Per Pay Period	Annualized (Full-Time)
0-9 Years	7 hours	21 days
10+ Years	8.67 hours	26 days

Administrative employees working less than a full-time schedule will have their accrual reduced accordingly.

Administrative employees will request and receive approvals for vacation through Self Service.

The maximum pay out upon separation for administrative employees is 10 days. See Final Pay Policy in this handbook.

670.2 Holidays

The University currently observes the following as paid holidays and designates the date on which the holiday is observed: Martin Luther King Jr. Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving and the employee’s birthday. During the Christmas and New Year time frame, ten (10) business days are granted according to a schedule that is announced annually.

If any holiday falls on a Saturday or a Sunday, at the discretion of the University, the holiday may be celebrated on the Friday preceding or the Monday succeeding such holiday.

The employee will take his/her birthday holiday at such time as approved by his/her supervisor.

An administrative employee who is required by his/her supervisor to work on a university designated holiday may take another paid day off work subject to the supervisor's approval. Any work performed on a designated holiday will be paid at the employee's straight time rate.

When an employee has a resignation date that falls less than ten (10) business days from a holiday, the employee is not eligible for holiday pay and must utilize vacation days in order to be paid for the holiday. In the case of multi-day holidays, the ten (10) day requirement runs from the last day of the holiday.

670.3 Sick Time

Administrative employees hired as 12-month employees are entitled to 12 weeks (60 days) paid sick leave per fiscal year subject to medical necessity and the approval of the University. Up to a total of five paid sick days in a fiscal year may be granted in the case of an illness or injury of a spouse or child (ren) permanently living in the employee's household.

Employees who adopt a child may be granted up to ten (10) days paid sick time per fiscal year. Male employees may receive up to ten (10) days paid sick time per fiscal year for the birth of a child. Female employees will receive six (6) to eight (8) weeks paid sick time according to medical necessity. Paid time for this policy will be deducted from available sick time.

Administrative employees working less than 12 months per year will be eligible for paid sick time on a pro-rated basis.

Sick leave does not accrue from year to year. Payment for sick leave will be reduced by any disability insurance benefits received by the employee.

Employees absent for over three (3) consecutive calendar days must submit the forms required under the Family Medical Leave Policy of this Handbook.

Sick time for administrative employees does not carry any monetary value at the termination of employment with Ashland University.

670.4 Family and Medical Leave Act (FMLA)

Eligible employees may be entitled to leave under the federal Family and Medical Leave Act (FMLA) for specified family and medical reasons. Although Family Medical Leave is unpaid, the University offers salaried employees up to twelve (12) weeks of paid sick time per fiscal year for their own injury and illness, five (5) days paid sick time for the injury or illness of a spouse or child(ren) permanently living in the employee's household, ten (10) days paid sick time to male employees for the birth or adoption of a child and ten (10) days sick time to female employees who adopt a child.

Eligibility

To be eligible for FMLA benefits, an employee must have been employed by the University for at least twelve (12) months and have worked for at least 1,250 hours during the 12-month period immediately preceding the start of the leave. Periods of approved military leave should be counted when calculating these hours of service requirements for FMLA.

Qualified Leave Reasons

- The employee's serious health condition

- The birth and care of the employee's child
- Placement with the employee of a child for adoption or foster care
- Care of the employee's spouse, child or parent with a serious health condition
- Because of a "qualifying exigency" relating to the active-duty status or call to active-duty in the armed forces of a spouse, child or parent of the employee
- Because care is required for a family member or next of kin who is a member of the armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, therapy or is otherwise in outpatient status on the temporary disability retired list for a serious injury or illness

(For reasons the second and third bullet point, leave must conclude within 12 months of the birth or placement of the child. FMLA applies equally to male and female employees)

Definitions

- **Employee** means faculty or staff member employed by the University on a full time, part-time or temporary basis
- **Serious Health Condition** means an illness, injury, impairment, or physical or mental condition that involves either:
 - *inpatient care in a hospital, hospice or residential medical care facility, or
 - *continuing treatment by a health care provider.
- **Continuing treatment** means, in broad terms:
 - 1) A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment thereof, or recovery there from) of more than three (3) consecutive calendar days (and any subsequent treatment or period of incapacity involving the same condition) involving treatment two or more times by a health care provider (within 30 days of the incapacity) or treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the health care provider's supervision.
 - 2) Any period of incapacity due to pregnancy or prenatal care.
 - 3) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition that requires periodic visits for treatment by a health care provider; continues over an extended period of time; and may cause episodic rather than continuing incapacity (e.g., asthma, diabetes, epilepsy, etc.).
 - 4) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, severe stroke, terminal stages of a disease).
 - 5) Any period of absence to receive multiple treatments by a health care provider either for restorative surgery

after an accident or injury or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment (e.g., chemotherapy for cancer, physical therapy for severe arthritis, or dialysis for kidney disease).

- **Parent** means the biological parent of an employee or an individual who stands or stood in the place of a parent to an employee when the employee was a child.
- **Child** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability.
- **Health Care Provider** means a physician, dentist, podiatrist, clinical psychologist, nurse practitioner, nurse midwives, clinical social workers, physician assistants, or optometrist who is authorized to practice medicine or surgery in the state in which the individual practices his/her profession. In cases limited to treatment consisting of manual manipulation of the spine to correct a subluxation, medical certification may be provided by a chiropractor.
- **Next of Kin** means nearest blood relative.
- **Covered service member** means a member of the United States armed forces, National Guard, or Reserves.
- **Serious Injury or Illness** means an injury or illness incurred by a covered service member in the line of duty on active duty that may render him or her unfit to perform the duties of his or her office, grade, rank, or rating.

Notice and Scheduling Requirements

Employees seeking FMLA leave should provide their supervisors and Human Resources at least 30 days prior written notice of the proposed leave. Where advance notice is not possible, such as in the event of a medical emergency, notice should be given as soon as practicable.

Employees using intermittent leave or leave on a reduced schedule must make a reasonable effort to avoid disrupting University operations, including scheduling doctor's appointments outside of work hours when possible. An employee using intermittent leave due to medical necessity should notify his/her supervisor as soon as he/she knows that he/she will be unable to work. A staff member must notify his/her supervisor on each day of absence unless other arrangements have been made.

Failure to follow this policy may delay or postpone the commencement of the leave and/or result in disciplinary action. Please contact Human Resources for the applicable forms.

Certification by Health Care Provider

If FMLA leave is based on a serious health condition, whether it involves the employee or an eligible family member, medical certification from a health care provider will be required. Failure to provide such certification may result in a delay of the employee's leave. Where the University requires an employee to provide a medical certification, that certification must be provided within twenty (20) calendar days of the University's request. Please contact Human Resources for available medical certification forms. Employees should be aware that the University may, under certain circumstances, require recertification of a medical condition. In addition, employees may be required to report on their intent to return to work. Whenever an employee learns of a change in the anticipated length of a FMLA leave, the employee must notify the University within two (2) business days of learning of such a change.

If a leave request is based on a qualifying exigency due to active duty service or a call to active duty service, the employee may be required to provide a copy of the active duty order or other appropriate documentation, as well as certification and documentation from the employee containing information supporting the qualifying exigency. When leave is taken to care for a covered service member, the employee may be required to provide certification from an authorized health care provider.

Employees using sick leave are prohibited from working either in the workplace or at any other location, including the employee's home, whether for the University or otherwise. When returning to work from a leave taken because of the employee's own serious health condition, the employee will be required to provide a Release to Return to Work Form from the treating physician prior to reporting back to the workplace.

Length of Leave

Eligible employees may be entitled to up to twelve (12) weeks of unpaid leave during any 12-month period (which is measured backward from the date an employee uses any FMLA leave). Each time an employee takes FMLA leave, the remaining leave entitlement equals the balance of the 12 weeks that has not been used during the immediately preceding 12 months. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of FMLA leave during a 12-month period to care for the service member. The leave in this paragraph shall only be available during a single 12-month period, though that leave entitlement shall be applied on a per-covered-service member, per-injury basis.

In certain circumstances, employees may take intermittent leave or leave on a reduced leave schedule. Intermittent leave or leave on a reduced schedule for the birth and care or placement and care of a child for adoption or foster care will be allowed only with the University's prior written approval. Intermittent leave or leave on a reduced schedule may be taken whenever medically necessary to care for a seriously ill family member or because of the employee's own serious health condition.

Substituting Paid Leave

When an employee takes FMLA leave because of the employee's own serious medical condition, the employee must substitute any unused vacation, sick leave or short-term disability leave for any (otherwise) unpaid FMLA leave. Once paid leave options are exhausted the remainder of the leave will be unpaid.

Benefits during Leave

During any FMLA leave, the University will maintain the employee's medical,

dental, vision, life and disability insurance coverage on the same conditions that coverage would have been provided if the employee had been continuously employed during the entire leave period. The University and the employee will each continue to pay their portion of the benefit costs. In some instances, the University may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave on a prorated basis.

670.5 Temporary Medical Disability Leave

In addition to FMLA Leave, administrative personnel with a serious health condition may be entitled to additional leave without pay for a total leave of 180 consecutive calendar days. This leave is available to an employee with a continuous total disability resulting from illness or injury, such that because of the illness or injury, the employee cannot substantially perform the material duties of the employee's job.

670.6 Military Leave

Employees who are obligated to serve in the United States military or state militia will be given the necessary time off to fulfill this obligation. These employees will retain all of their rights to continued employment under existing laws.

For qualified leaves, the university will pay the difference between the employee's military pay and his/her regular university pay. Adequate documentation must be provided by the employee to verify the amount of pay received while on military leave.

Application for Leave

Section I – General

Name

Department

Social Security Number

Beginning Date of Leave _____ Ending Date of Leave

- × Court Leave - Attach Copy of Subpoena
- × Disability/Family Leave - Complete Section II and III
- × Personal Leave Without Pay - Complete Section II
- × Military - Attach Copy of Military Order

Section II - Reason For Request

Explain:

Employee's Signature _____ Date

Section III - Disability/ Family Leave

Beginning date of Disability/Family Leave

Return to Work Date

Attending Physician's Signature _____ Date

Address of Physician:

Phone Number of Physician:

Section IV - Ashland University Authorization

Approved Disapproved

Department Head _____ Date

Human Resources Director _____ Date

President, Ashland University _____ Date

We ask that you not provide any genetic information when responding to this request for medical information. Genetic information includes your family medical history, the results of your or a family member's genetic tests, the fact that you or a family member sought or received genetic services and genetic information of a fetus carried by your family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

670.7 Funeral Leave

All employees are entitled to time off to attend the funeral of a member of their immediate family and to take care of any personal matters related to that death. This time off should not exceed three workdays if the funeral is within the continental United States or five workdays if the funeral is outside the continental United States.

Immediate family includes parents, stepparents, grandparents, spouse's grandparents, spouse, spouse's parents, child, spouse's child by former marriage, grandchildren, aunts, uncles, nieces, nephews, brother, brother-in-law, stepbrother, sister, sister-in-law, and stepsister. Up to 8 hours of paid funeral leave may be granted in other instances at the discretion of the employee's supervisor.

670.8 Jury Duty

Administrative employees called to report for jury duty should notify his/her supervisor immediately as to the probable length of service.

Administrative employees will continue to be salaried during jury service. Human Resources will require documentation of your jury service, including the check received from the court.

680 Contractual Leave for Protracted Illness or Hospitalization

In addition to FMLA Leave, administrative employees with a protracted illness or hospitalization may be entitled to additional leave with pay for a total leave of a duration specified in their individual employment contract. This leave is available to an employee with a continuous total disability resulting from illness or injury, such that because of the illness or injury, the employee cannot substantially perform the material duties of the employee's job.

690 Other Benefits

690.1 Library

Ashland University identification cards entitle employees to the use of the University Library.

690.2 Athletic Events

Passes are available in the athletic department for employees to attend athletic events free with immediate family members living in employee's household.

690.3 Parking Permit

University employees are required to have an Ashland University Faculty/Staff permit in their vehicle while the vehicle is parked in a University lot. One permit, which hangs on the rear-view mirror and can be moved from one registered vehicle to another, will be issued to each employee at no charge. Lost or stolen permits must be reported to the Safety Services Office and will be replaced for a fee. Damaged permits, when returned to the Safety Services Office, will be replaced at no cost. All permits are valid as long as the employee is associated with the University.

Upon termination of employment, the parking permit must be returned to the Human Resources Office.

The University reserves the right to revoke the parking permit and driving privileges on campus for those who are chronic offenders of parking regulations. Employees should refrain from parking in student lots whenever possible.

Employees who do not have a valid state issued handicap permit are not to park in designated handicap spots. Employees are also not to park in designated visitor spaces, fire lanes, service areas, through lanes, no parking zones or grass areas. Use of Faculty/Staff permits by students who are dependents of employees is not permitted and may result in loss of parking privileges.

All accidents on campus or involving a University vehicle off campus must be reported to the Safety Services Office. The University assumes no responsibility for the care and/or protection of any vehicle or its contents at any time the vehicle is in operation or parked on campus.

If an employee is fined for a violation, it must be:

- a)** paid at the Safety Services Office within 72 hours after the violation or
- b)** filed, with a parking appeal form, at the information desk in the Student Center within 72 hours.

Failure to pay an unappealed fine is grounds for disciplinary action up to and including termination.

690.4 Recreation Center

Membership to the Recreation and Rybolt Sport Sciences Center is available to all full-time faculty and staff members, spouses and their families. Individual and family memberships are available. Call or visit the Recreation center for more information on membership costs. Membership includes access to a 3-lane jogging track, climbing and bouldering walls, two gym courts, a multi-purpose court, game room, golf simulator, fitness center, weight room, two racquetball courts, aerobics room, pool, whirlpool and sauna. Personal training and massage therapy are available to members at a discounted price.

690.5 Employee Discounts

All full-time and part-time employees with AU identification cards (Eagle Cards) are entitled to a 10% discount in the AU Bookstores in HCSC and Schar College of Nursing, Eagles' Nest in HCSC, and Tuffy's in the Recreation and Sports Science Center. The discount does not apply to sale merchandise. Special pricing for employees is available in Student Dining, lower Convocation Center.

700 Employee Development

710 Performance Reviews

Performance reviews are an integral part of the management and development philosophy of the University. Performance reviews are intended to foster the growth and performance of each employee while increasing their effectiveness in fulfilling the mission and objectives of the University. Performance reviews are normally conducted annually. Observations and recommendations are documented on the form and discussed during the formal performance review. The original review form is to be forwarded to the Human Resources Office where it will become part of the employee's file.

Performance reviews for introductory employees may be conducted every 30 days throughout the duration of the 90 day introductory period.

720 Promotions and Transfers

It is the policy of The University to promote from within when appropriate and every employee has the opportunity to seek a new position within the University through the job posting system.

1. Newly hired employees will remain in their current position for a minimum of 12 months. Following an internal transfer, an employee is to remain in his/her new position for two years. Exceptions to this policy must be approved in writing by the sending and receiving vice presidents.
2. In case of promotion or an increase in the responsibilities of an employee, a special salary review may be conducted. However, a review does not guarantee an increase in salary.

720.1 Notifying Supervisor of Transfer

Employees transferring to a new position should provide a written two-week notice. An alternative timeframe may be mutually agreed upon.

720.2 Introductory Period Following Transfer

The new position is awarded for an introductory period of ninety (90) calendar days.

800 Resolving Conflict

The procedure for resolving conflict consists of the following steps:

1. The employee normally should attempt to resolve the conflict with the immediate supervisor.
2. If the immediate supervisor is the perceived problem, the employee should attempt to resolve the conflict with the person to whom the immediate supervisor reports.
3. If the employee is unsuccessful in resolving the conflict with the supervisor, the employee should approach the appropriate Cabinet member.
4. If the employee is still unable to resolve the conflict, an appointment may be arranged with the Director of Human Resources and, as necessary, the President.

The employee must document the conflict in writing.

900 Termination of Employment and Employee Conduct

905 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the employer. Although advance notice is not required, the University requests at least two (2) weeks written notice of resignation from hourly employees and four (4) weeks' notice from administrative employees. A terminating employee's service cannot be extended by taking unused vacation or sick time. Following an employee's last day worked, all benefits will end.

When an employee has a resignation date that falls less than ten (10) business days from a holiday, the employee is not eligible for holiday pay and must utilize vacation days in order to be paid for the holiday. In the case of multi-day holidays, the ten (10) day requirement runs from the last day of the holiday.

910 Job Elimination

Occasionally, it may be necessary to eliminate a position or positions because of changes in a program or other circumstances.

If this should occur, the employee(s) affected will be given as much notice as possible.

915 Inability to Work

An employee who is medically unable to perform his/her job and has exhausted all available University approved leave may be terminated.

920 Exit Procedures

The employee must return all University property (including, but not limited to identification card, University credit cards, parking pass and keys) before the final paycheck will be issued. Human Resources shall be contacted prior to an employee's departure to coordinate the termination process with as much notice as possible. The final paycheck will be issued on the last regularly scheduled pay date and will include any severance and/or vacation pay owed the employee.

925 Final Wages

925.1 General Rule

Except as otherwise stated in the Resignation, Job Elimination and Death of an Administrative Employee sections of this handbook, all administrative employees leaving the employment of the University at any time for any reason shall receive the following as final pay:

1. Salary through the last day of employment, PLUS
2. A maximum of 10 days unused vacation pay (See Time Off Benefits-Vacation section of this handbook), LESS
3. Any amount due Ashland University.

925.2 For Employment Terminated Due to Job Elimination

For administrative employees terminated due to job elimination at any time, severance pay will consist of the following:

1. Salary through the last day of employment, PLUS
2. A maximum of 10 days unused vacation pay, if any (See Time Off Benefits-Vacation section of this handbook), PLUS
3. An amount equal to one month's salary, LESS
4. Any amount due Ashland University.

Final compensation will be restricted to base salary with no provisions for bonuses.

925.3 Following the Death of an Administrative Employee

Following the death of a full-time administrative employee, final pay will be paid to the employee's estate and will consist of the following:

1. One (1) month's salary after the date of death
2. Unused vacation pay, if any, LESS
3. Any amount due Ashland University.

930 Causes for Discipline or Dismissal

Certain standards of employee conduct are necessary for the efficient operation of the University and for the benefit and safety of all employees. Employees are expected to abide by the policies in this handbook and refrain from conduct that interferes with operations, discredits the University, or is offensive to fellow employees or other members of the University community. Failure to adhere to these standards will not be tolerated. The University reserves the right to determine the appropriate level of discipline, up to and including termination, for any behavior problem.

Administrative employees may be suspended with or without pay (depending on the circumstances) or dismissed for cause at any time, regardless to length of employment or contract status. Causes for dismissal include, but are not limited to:

1. Unsatisfactory job performance, including violation of any policy in this handbook.
2. Any act of workplace harassment.
3. Falsification of information on an employment application.
4. Willful disregard for University safety or security rules.
5. Immoral, indecent or disorderly conduct, including racial jokes and slurs and all other abusive, profane or threatening language.
6. Insubordination.
7. Misrepresenting a reason for sick leave or other leave of absence; failure to report absences and vacations.
8. Leaving work without permission.
9. Unauthorized use or removal of University equipment, property or documents; or the unauthorized use of University equipment or property for personal ends or profit.
10. Engaging in acts of violence, theft, sabotage or threatening violence.

11. The possession, distribution, manufacturing or use of illegal drugs. Abuse of controlled substances prescribed or not prescribed by a physician. The consumption of alcohol or being under the influence of alcohol during work hours.
12. Falsification or alteration of documents (including, but not limited to: travel expense reports, tuition waiver applications, reimbursement requests, security incident reports, etc.); or termination of other University documents or records.
13. Conviction of any crimes under state or federal laws, whether the criminal act occurred while on duty or off duty.
14. Other reasons which constitute just cause.

These grounds for dismissal or discipline are provided by way of example only and are not intended to constitute an exhaustive list of the grounds for disciplinary action and termination.

930.1 Steps preceding Dismissal

When the University deems it appropriate, prior to the termination of any employee in accordance with the Causes for Discipline or Dismissal section of this handbook the following steps may take place:

1. The employee may receive a verbal warning describing the deficiency or policy violation and how serious it is considered to be. Documentation of the warning will be placed in the employee's file in the Human Resources Office.
2. The employee may receive a written warning defining the standard of performance expected of the employee and a deadline for improvement. The written warning will point out the escalating consequences of failure to improve performance and a copy will be placed in the employee's file in the Human Resources Office.
3. The employee may be placed on probation (see Section 1135) with the warning that failure to improve performance within the amount of time stipulated will result in termination of employment. At the end of the probation period, a written performance evaluation, detailing the results of the probation, will be conducted and placed in the employee's file in the Human Resources Office.
4. The employee may be suspended.

However, dismissal may be effected without the necessity of a prior warning.

935 Absenteeism and Tardiness

Employees who display habitual tardiness or absenteeism will have the matter brought to their attention in a discussion with their immediate supervisor to determine the causes, with the hope that the situation can be remedied. If the pattern continues after this discussion, the employee will be subject to further discipline and possible dismissal.

940 Probation

An employee may be placed on probation for unsatisfactory performance or misconduct. This is an administrative action short of dismissal when there is a reasonable chance of the behavior or performance being rectified. The probation period shall not exceed twelve (12) months. The employee will have a performance appraisal prior to being placed on probation, at which time a specific written plan for correcting the behavior or performance will be agreed upon by both the employee and supervisor. During probation, the employee's behavior or performance will be consistently monitored. An employee on probation is ineligible for salary increases. However, the salary increase can be reinstated after a successful probationary period, but it will not be retroactive to the original date of increase. Prior to or at the end of the probationary period, the employee will either be reinstated or dismissed.

945 Suspension

An employee may be suspended for misconduct or for performance considered detrimental to the University. Suspension will be without pay and is considered a procedure short of termination to allow time for the investigation of the alleged misconduct. Upon completion of suspension and investigation of the offense, the employee will be terminated, put on probation or reinstated. If the employee is reinstated, back pay may be allowed depending on the circumstances surrounding the suspension.

950 Sexual Harassment

The University promotes an environment free of sexual harassment and will not tolerate conduct by any individual that harasses a student, staff, faculty or visitor, disrupts or interferes with a student's academic performance or staff/faculty work performance, or creates an intimidating, offensive, or hostile environment.

Unwelcome sexually harassing or offensive conduct is prohibited. This policy applies to students, faculty, administrators, staff and others on or off University property or participating in a University sponsored event or activity. Prohibited conduct includes but is not limited to:

- Sexual flirtations, touching, advances, or propositions;
- Sexually explicit language or gestures;
- Sexually graphic or suggestive comments about an individual's dress or body;
- Contributing to an offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual jokes or stories.
- Explicit or implicit threats or comments that an individual may be affected in a tangible way in exchange for engaging (or not engaging) in sexually-related conduct.

If you believe that the actions or words of an individual constitute sexual harassment of you or any other University staff, faculty or visitor, such conduct should immediately be reported to the University's Director of Human Resources and Legal Affairs. Sexual harassment complaints or related issues involving students should be reported to the University's Vice President for Student Affairs.

The University will investigate complaints of sexual harassment promptly and impartially. The University will not tolerate adverse treatment of students or other individuals because they report sexual harassment or provide information related to such complaints. While the University will protect the confidentiality of sexual harassment complaints to the extent possible, it also has a legal responsibility to formally investigate any and all complaints. Depending on the specific circumstances, it is the University's general practice that individuals who allege sexual harassment will be kept informed of the investigation process and the ultimate outcome of their complaint. Any individual who is found to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge.

955 Technology Use Policy

955.1 Application

Computer and information technology facilities operated by the University are available for the use of students, faculty and staff generally without charge. Students, faculty and staff are encouraged to use the University computer facilities for research and instruction. University information technology facilities are comprised of numerous components, including such facilities as computer hardware, multimedia hardware, video equipment, software, documentation, communications support, on-line account administration, support services, Internet access and instructional materials. The Information Technology Acceptable Use Policy applies to situations where any person or persons utilize University information technology facilities alone or in combination with other information technology facilities.

955.2 Penalties for Violation

Violation of this policy may result in revocation of utilization privileges, administrative discipline or immediate termination of the violator's relationship with the University and could lead to criminal and civil prosecution. The University is authorized by anyone utilizing its information technology facilities to cooperate with government and civil authorities in the prosecution of any criminal and civil matter against any person who violates this policy, including disclosure of any records, information, data, images, communications, recordings or other evidence in the custody of, or accessible by, the University.

955.3 User Responsibility for Compliance

Utilization of any University information technology facility constitutes acceptance of the terms of this Information Technology Acceptable Use Policy. Users acknowledge they have read and understand this Information Technology Acceptable Use Policy and they shall be personally responsible for their acts or omissions in connection with utilization in derogation of this policy.

955.4 Authorized Uses

Authorized uses of the University information technology facilities include:

- Learning activities facilitating the University's instructional objectives.
- Research conducted in support of educational or research programs authorized by the University.
- Utilization by specifically authorized persons for the administration of the University and its programs.
- Communication necessary for the purposes of the University and its programs.
- Communications between faculty, staff, administrators, students, and others outside the University containing messages or information, the content of which is not in conflict with this policy.

955.5 Unauthorized Uses

Unauthorized uses of the University information technology facilities include:

- Any utilization infringing on the rights or liberties of another.
- Illegal or criminal use of any kind.
- Utilization involving communications, materials, information, data, or images prohibited by legal authority as obscene, pornographic, threatening, abusive, harassing, discriminatory, anti-social, or in violation of any other University policies.
- Accessing, viewing, printing, storing, transmitting, disseminating, or selling any information protected by law or subject to privilege or any expectation of privacy.
- Utilization that causes or permits materials protected by copyright, trademark, service mark, trade name, trade secret, confidential, or proprietary data and information statutes, or communications of another, to be uploaded to a computer or information system, published, broadcasted, or in any way disseminated without authorization of the owner.
- Any attempts to access any resources, features, contents or controls of the information technology facilities or other computer system that are restricted, confidential, privileged or that you are otherwise not authorized to use.
- Utilization of resources causing damage to or altering the operation, functions, or design of the information technology facilities or content or of any other computer system or network.
- Granting access to persons not authorized by the University to any University information technology facility, either by intentional action such as disclosure of account information or unintentional action such as failure to log off.
- Commercial, profit-motivated or partisan political use not related to University programs.

955.6 Waiver of Privacy Expectations

Due to the inherent lack of security in some of the information technology facilities, and due to the right and need for the University to monitor compliance with this policy, utilization of the University information technology facilities that require privacy of any kind for any purpose are not supported and are prohibited. Any person utilizing any University information technology facility understands and agrees they are specifically waiving any expectation or right to privacy in their communications, data, programs, information stored, displayed, accessed, communicated, published, or transmitted on the facilities. Those utilizing the information technology facilities that require security for University-related purposes must contact the information technology facility administrator to arrange for specific project or program arrangements.

955.7 Additional Regulation of Published Information

The University recognizes the value and potential of publishing on the Internet and so allows and encourages students, staff, and faculty to publish electronic home pages, personal pages, publication pages, or other pages that carry out our official University business in support of the University's mission. The quality of information published by the University plays an important role in maintaining the strong reputation and image of the University. In order to ensure that information published electronically is visually appealing, well-written, and follows the same high standards as other forms of published information (print audiovisual, etc.), the following regulations are imposed on home pages (in addition to those contained elsewhere in this policy applicable to all information technology facilities).

955.8 Faculty/Staff Home Pages

Faculty and staff are encouraged to create home pages through the University's home page faculty directory (faculty only) or through the listing of academic and campus departments. Faculty and staff are not permitted to link students to their pages. Faculty and staff pages are subject to review by the Web Task Force, which is authorized, at its discretion, to review home pages, determine if they comply with this policy, and take appropriate actions in response to violations of this policy. Normal appeal processes under the Student Handbook, applicable Employee Policy Handbook, or Faculty Rules and Regulations apply.

1000 Travel Expenses

1010 Reimbursement of Travel Expenses

University employees who incur reasonable and necessary business-related expenses such as mileage, parking, meals and lodging, will be reimbursed by the University after receipt of an expense report.

Expense reports should be submitted within 30 days after the expense is incurred. It must then be signed by a department head, dean or vice president, then forwarded to the Business Affairs office with receipts. Expense report forms for reimbursement are available on the Portal.

1020 Travel Advances

Travel advances are issued by the Business Affairs office upon request. An expense report and receipts must then be submitted within 10 days of the event for which the advance was issued.

Please note the IRS has specific requirements regarding travel advances and expense accountability, i.e., if the reports are not complete and timely, the employer is required by law to do the following:

1. Add the travel advance to the W-2 amounts,
2. Deduct all appropriate taxes for the travel advance from a subsequent payroll.

1100 Emergency Procedures

1110 Fire

At the first sign of fire, locate a pull box to initiate an alarm. Initiating an alarm requires immediate notification to Safety Services at 911 or 5555. Safety Services will then notify the fire department.

The fire department will come only when notified by Safety Services. If the fire is small and contained, an attempt should be made to put it out with one of the extinguishers located throughout the buildings. If unsuccessful in extinguishing the fire, or if it is spreading and not contained, locate staff to report the location of the fire and then vacate the building. Ashland city ordinances require notification to the Ashland Fire Department whenever there is an uncontrollable fire, even if it has been extinguished. Failure to do so warrants criminal prosecution.

Therefore, all uncontrollable fires, regardless of size, require activation of the alarm and immediate notification of Safety Services.

1120 Inclement Weather Policy/Office Closings

The University will authorize class cancellations and/or campus office closings when hazardous weather or other conditions are predicted or occur that present serious threat to the institution's safe and efficient operation and the well-being of its students, employees and guests.

The decision to cancel classes shall be made by the Provost. The decision to close University offices shall be made by the President or his/her designee.

Administrators over non-main campus locations shall consult with the Provost as to cancelling of classes or offices in their location. The ATS President shall make determinations as to the cancelling of classes or the closing of offices of the Seminary.

This policy's provisions with respect to pay/time off shall apply only when main campus is also closed.

Procedures

Note that the cancellation of classes may not always correspond with a closing of University offices. Any official University announcement will clearly state whether classes, offices, or both are closed. Official closing and other announcements will be disseminated via the Ashland.edu website, the AU Portal, and the E2 Campus Alert system. Media outlets may also announce University closings; however, employees should consult one of the official AU closing sources for complete and accurate information.

When only classes are cancelled all University employees should come to work or stay at work as scheduled.

When University offices are closed only employees necessary for the safety and well-being of others are required to report to work. Such "essential employees" include the following departments/functions: *Facilities, Auxiliary Services, Residence Life Area Coordinators (when students are in housing), and Safety Services*. Employees in these areas should report to work as scheduled, even when University offices are announced as closed. If less staffing is required, management will follow normal procedures for calling off or sending home those scheduled.

Compensation/Time Off when University Offices are Closed

Essential employees in full or part-time status shall receive time and a half (1.5) rate for working during periods of office closure.

Student, temporary, and casual employees in essential employees areas shall receive their normal compensation for working during a period of office closure.

Essential employees not reporting to work or leaving work during a period of office closure, for any reason except prior approved leave, must use vacation (or take unpaid time if vacation is exhausted) unless they are specifically called off by their supervisor.

Full-time and part-time employees (not classified as essential employees) shall receive their normal compensation for scheduled hours during a period of office closure. The same shall apply to essential employees called off by their supervisor. For hourly employees, Time Off Paid "TOP" should be entered into Kronos. Student and casual employees do not receive compensation if they are not working during a period of office closure, however, departments may choose to reschedule them for a different future shift to allow them to receive their typical work hours and compensation.

Office closings for hazardous weather are rare and are reserved for extreme weather conditions, as such, non-essential employees should not report to work. In rare situations when non-essential employees are required to work during a period of closure, they may be granted future Time Off Paid "TOP".

Safety

Regardless of what official status the University is in, the decision to report to work or stay at work during inclement weather conditions must be an individual decision, given the unique situation of each individual. Safety should always be the primary factor in making this decision. Essential employees, of course, have a heightened level of responsibility in terms of making arrangements to safely get to and stay at work during periods of closure. Employees not reporting to work or leaving early when offices are open are required to use vacation time.

1130 Power Outage

In the case of a power outage during work hours, contact Safety Services for information on the nature and duration of the outage. Based upon this information, the supervisor will decide whether or not to discontinue working or reassign work duties to another area of the University.

1140 Reporting an Emergency

The purpose of this policy is to ensure that appropriate University departments and personnel are made aware when Emergency Services are called to the University. Nothing in this policy should be interpreted as preventing an individual from first calling 911 if there is an emergency. In the event of an emergency, call 911.

1200 Keys and Building Security

In order to ensure effective physical security on campus, the following procedures shall be observed:

1. Locks and keys will be issued and maintained only by a qualified locksmith who is a member of the Facilities staff.
2. Lock work or issuance of keys will be initiated only upon written authorization provided to Facilities by a department head, director, dean, or officer of the University, or their designated representative.
3. Faculty and staff must personally pick up and sign for their keys at the Facilities Office.
4. Individuals receiving keys are personally responsible for accountability and safekeeping. Assigned keys are not to be transferred, loaned or in possession of any other person.
5. Unauthorized duplication of keys is prohibited.
6. Loss of any key or coded access card which allows entry to residential areas, must be reported immediately to the appropriate department head and to Facilities.
7. All keys must be returned to Human Resources upon termination or Facilities upon transfer from one department or area to another on campus. Return of all keys and clearance of key records will be required before granting of final compensation or benefits upon separation from Ashland University.
8. Do not admit any unauthorized person to any building or facility at any time. Persons found in unauthorized areas may be subject to prosecution.
9. Employees should be sure that lights are turned off, windows closed, and the room or facility is secure before departing. This is particularly important if you are the last one to leave.
10. Safeguarding University and personal property is an individual responsibility. Be sure that equipment, valuables, and other materials are secured before you depart.
11. All injuries/accidents must be immediately reported to your immediate supervisor and to Human Resources.

1300 Health and Safety Rules

1310 Environmental Health and Safety Policy

The safety policy of Ashland University is based on the conviction that the well-being of our employees is our first consideration. Providing a safe place of employment for all employees is a top priority.

Each employee must also recognize and accept personal responsibility for safety. This includes complying with all safety rules, proper use of safety devices and personal protective equipment, offering constructive suggestions for plant safety improvement and full cooperation and support for all safety programs.

Ashland University is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. The University will make every effort to provide a safe, healthy work environment. All employees must be dedicated to the continuing objective of reducing risk of injury. Employees shall work in compliance with established safe work practices and procedures.

Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the University.

It is in the best interest of all parties to consider health and safety in every activity.

1320 Employee Obligations

- Understand and obey all safety rules.
- Know the specific hazards on your job and how to avoid them..
- Report any hazards (unsafe acts and/or conditions).
- Report all accidents resulting in injury, illness or property damage, as well as near misses.
- Know what to do in case of work place emergencies.

Appendix I - Tuition Exchange and Waivers

AI-100 On-Campus Tuition Waiver

Undergraduate

Regular full-time employees, their spouses and dependent children are eligible for tuition waivers for successful completion of regular undergraduate courses offered during the academic year (excluding private music lessons), provided that they qualify for admission on the same basis as any other applicant to Ashland University. Individuals utilizing undergraduate tuition waiver may take up to nine (9) graduate level credit courses as part of their undergraduate degree. Employees must complete one year of regular, full-time service at Ashland University (either one contract year or one anniversary year) before they and their families are eligible for this benefit. Tuition waiver will be granted when the employee's one-year anniversary date falls within 6 weeks of the beginning of a term. A processing fee of \$100 per semester is required.

Master's

Full-time employees who have completed one year of full-time service are eligible for an 80% tuition waiver and, effective February 1, 2020, employees' spouses and dependent children are eligible for a 25% tuition waiver for master's level graduate courses. Employees, spouses and dependent children must qualify for admission on the same basis as any other applicants to Ashland University or Ashland Theological Seminary. Tuition waiver will be granted when the employee's one-year anniversary date falls within 6 weeks of the beginning of a term.

Doctoral

Full-time employees who have completed one year of full-time service and effective February 1, 2020 their spouses and dependent children are eligible for a 25% tuition waiver for doctoral level courses, provided that they qualify for admission on the same basis as any other applicants to Ashland University or Ashland Theological Seminary. Tuition waiver will be granted when the employee's one-year anniversary date falls within 6 weeks of the beginning of a term.

Conditions

Once a tuition waiver has been granted, the requirements described in the Financial Aid Satisfactory Academic Programs Policy must be met to maintain eligibility for the tuition waiver program.

To receive a tuition waiver, employees must submit an application through Human Resources prior to the first day of the semester of enrollment.

Based on the application, the Director of Financial Aid will determine whether the employee should apply for an Ohio College Opportunity Grant and/or a Pell Grant. Approval or rejection of an Ohio College Opportunity Grant shall in no way act as denial of the tuition waiver.

The University reserves the right to cap the number of students eligible for tuition waiver in a given program. Though rare, when such a cap is instituted, priority will be given to current recipients of waiver in the program, followed by employees by seniority date, and then followed by spouses and dependents by the employees' seniority dates.

AI-200 Off-Campus Tuition Exchange

Effective July 1, 1994, off-campus tuition remission is available to the dependents of Ashland University employees through the "Council of Independent Colleges (CIC) Tuition Exchange Program" and the "Tuition Exchange" program. These programs allow dependents of the University employees to utilize their tuition benefit at hundreds of other colleges and universities throughout the country.

These scholarships are subject to certain limitations and may not be available in every circumstance. Employees seeking additional information about these programs should contact the Business Office to obtain more information and/or an application form.

AI-300 Eligibility Guidelines for Post-Baccalaureate Coursework

Only employees and spouses are permitted to take additional undergraduate hours at Ashland University for post-baccalaureate coursework.

AI-400 Eligibility Guidelines for Dependent Children

A dependent child must be claimed as an exemption on the employee's federal income tax return for the year prior to enrollment and/or the year of enrollment. The dependent must also be unmarried (never married) and be no more than 24 years of age. Extension of the age limit may be permitted in cases involving the delay of completing the education program because of service in the armed forces, Peace Corps, or due to extended illness or other delay recognized as beyond the control of the dependent.

A dependent child must be enrolled for not less than twelve (12) undergraduate credit hours per semester (except during summer semester or if the dependent needs less than twelve (12) credit hours to complete their degree during that semester), not to exceed a total of 145 semester hours or six (6) years. (This limitation shall not apply to the employee or his/her spouse.) A dependent who marries during the course of an academic year will be allowed to complete only the semester within which the marriage occurs. In the event marriage occurs between semesters, the dependent is ineligible to continue the tuition waiver program.

The tuition waiver is not available to a dependent child in pursuit of a second baccalaureate degree, or for additional undergraduate study following the receipt of the baccalaureate degree.

A dependent child receiving a bachelor's degree in less than four academic years, whether at Ashland University or elsewhere, or through a combination of both, are not entitled to further remission even though the dependent has received remission for less than 145 hours.

Before a tuition waiver will be granted to a dependent child, the dependent child requesting a tuition waiver must obtain student healthcare coverage or prove that he/she has other healthcare.

AI-500 Financial Considerations with Tuition Waiver

In all cases, tuition waiver refers to basic tuition only. It does not cover the payment of additional fees such as registration, laboratory fees and courses by conference, room/board and other fees not included in basic tuition.

The University tuition remission will not be paid in duplication of other applicable benefits available to the employee, spouse or dependent child such as federal grants or scholarship, vocational rehabilitation benefits, veteran benefits, or veteran dependent benefits, corporate or private foundation grants or scholarships that are designated for the student's tuition or instructional costs. Any amounts received hereunder shall be subtracted from the total tuition charged, and the amount of the Ashland University tuition remission may not exceed the difference thereof.

To determine eligibility for aid from outside sources, all tuition waiver applicants must contact the Financial Aid Office. If eligible for such aid, applicants must apply for the funds available. Applicants who do not apply for financial aid from outside sources will not be granted a tuition waiver. Applicants who are eligible for financial aid from outside sources, but do not accept it, will be granted a tuition waiver, less the amount of the available funds. The requirements of this paragraph shall not be mandatory when they impose a greater personal income tax liability to the applicant.

AI-600 Auditing Privileges

Auditing privileges are available to all regular, full-time University employees after completion of one year of service. Those wishing to enroll as auditors should make arrangements in the Office of the Registrar. Auditing privileges are contingent upon availability of classroom space.

While there will be no charge for the auditing, the auditor will be expected to pay any fees for special materials or equipment paid by a regular student for those courses.

AI-700 High School Program Eligibility

Any qualified employee's dependents, as defined under Eligibility Guidelines for Dependent Children, Tuition Exchange and Waivers section of this handbook, who are eligible for College Credit Plus (CCP), can use the tuition waiver benefit when they have exceeded the 30-hour per year CCP limit or for instances when they are not awarded CCP due to being home or private schooled. Applicants must meet the CCP eligibility requirements and follow the prescribed guidelines.

AI-800 Tuition Waiver in the Event of Death or Permanent Disability

The University will provide tuition waivers or grants for the natural or legally adopted children of any full time administrator, faculty or staff member, in good standing, who has served the University for 10 years or longer and because of death or permanent disability is unable to continue his/her service.

The waiver will be according to the regularly established guidelines for the University's on- and off-campus tuition exchange and waiver programs as outlined in this handbook.

Appendix II - Drug-Free Workplace Policy

AIII-100 Drug-Free Workplace Act

The Drug-Free Workplace Act of 1988 requires applicants for federally funded grants and contracts to certify that they will institute affirmative steps to prohibit the unlawful manufacture, distribution, possession, and use of controlled substances in the workplace.

The following outlines the steps to be taken if an employee of the University is guilty of unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace.

Depending on the degree of the offense the employee will either:

1. Serve an unpaid suspension period of five (5) days or more, depending on the degree of the offense.
2. Serve a probationary period of at least one (1) year.
3. Participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

If the employee's behavior continues to be detrimental to the other employees and/or to the University, employment will be terminated immediately.