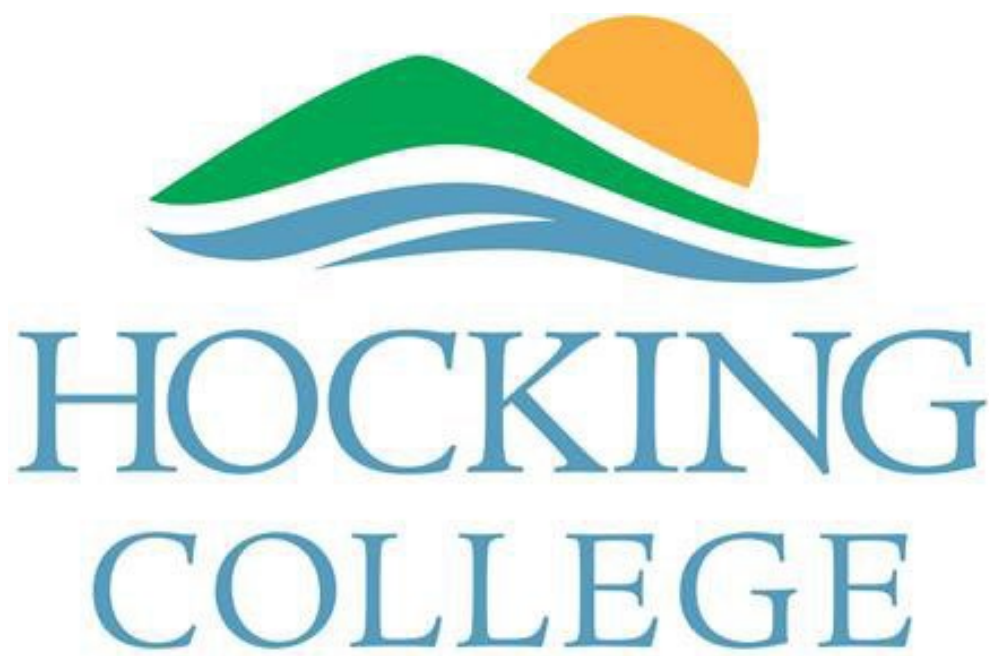


Hocking College Employee Handbook



August 1st, 2026

ABOUT THIS HANDBOOK/DISCLAIMER

Welcome to Hocking College! We have prepared these "Employee Essentials" to provide you with an overview of our college's policies, benefits and rules. It is intended to familiarize you with important information about the college, as well as provide guidelines for your employment experience with us in an effort to foster a safe and healthy work environment. Please understand that this only highlights college policies, procedures and benefits for your personal understanding and cannot, therefore, be construed as a legal document. It is intended to provide general information about the policies, procedures, benefits and regulations governing the employees of the college, and is not intended to be an express or implied contract. The guidelines presented are not intended to be a substitute for sound management, judgment and discretion. Further, the college makes periodic updates to its policies and procedures. Please refer to www.hocking.edu for current versions of the Colleges Policies and Procedures

The complete and detailed Hocking College Policy Manual can be found at Hawknet, the College's intranet.

All non-bargaining employees of Hocking College, regardless of their classification or position, are employed on an at-will basis. This means that an employee's employment is terminable at the will of the employee or Hocking College, with or without cause and with or without notice. Furthermore, nothing contained in the policies, procedures, handbooks, manuals, job descriptions, application for employment or any other document of Hocking College shall in any way create an express or implied contract of employment or an employment relationship other than an at-will basis for non-bargaining employees.

Employees in certain positions at Hocking College are covered by two collective bargaining units: Hocking College Education Association Professional Unit or Hocking College Education Association Support Staff. These positions are identified in the respective Collective Bargaining Agreements (CBA). Some conditions of employment set forth in this handbook may vary depending on the respective CBA. For employees covered by a collective bargaining agreement, please refer to your union contract regarding specific terms and conditions of employment. This handbook supplements your contract and any matter not contained in your contract is governed by college policies and procedures.

Each complete CBA can also be found online at the Hocking College Human Resources webpage at: <http://www.hocking.edu/human-resources-office>

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, procedures and benefits described in this handbook change from time to time. Accordingly, the college reserves the right to modify, supplement, rescind, or revise any provision of this handbook from time to time as it deems necessary or appropriate in accordance with the CBAs.

All of us must work together to make the college a viable and healthy organization. This is the only way we can provide a satisfactory working environment that promotes genuine concern and respect for others including all employees, students and the public. If any statements in this handbook are not clear to you, please contact the Human Resources Office for clarification.

This handbook is subject to the terms of any applicable collective bargaining agreement.

This handbook supersedes all prior handbooks, policies and procedures of the college.

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Section 1 - GOVERNING PRINCIPLES OF EMPLOYMENT

1-1. Introduction

For employees who are commencing employment with Hocking College ("Hocking College" or "the College"), on behalf of Hocking College, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at Hocking College. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.



Dr. Betty Young, Ph.D., LD, LLM, President

1-2. Open Door Policy

In keeping with Hocking College's philosophy of open communication, all employees have the right and are encouraged to speak freely with management about their job-related concerns.

Employees are urged to go directly to their supervisor to discuss job-related ideas, recommendations, concerns and other issues which are important to them. If, after talking with their supervisor, they feel the need for additional discussion, the employee is encouraged to speak with the Hocking College Human Resources Department.

The most important relationship employees will develop at Hocking College will be between the employee and supervisor. However, should employees need support from someone other than their supervisor, the entire management team, including Hocking College Human Resources, is committed to resolving individual concerns in a timely and appropriate manner.

1-3. Equal Employment Opportunity

Hocking College is committed to providing employment opportunities to all employees and applicants in compliance with applicable federal and Ohio law. Employment decisions are based on individual qualifications, merit, and organizational needs.

The College does not discriminate in employment or educational Opportunities. This policy applies to all aspects of employment including but not limited to recruitment, hiring, promotion, compensation, training, discipline, and termination. All employment-related decisions will be made without regard to protected characteristics and will be based on legitimate, non-discriminatory factors such as education, experience, skills, performance, and institutional requirements.

Hocking College prohibits discrimination or harassment based on any characteristic protected by law.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Director of Human Resources. Hocking College will not allow any form of retaliation against employees who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Director of Human Resources. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

1-4. Reasonable Accommodations & Interactive Dialogue

Hocking College is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA). To that end, we will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom Hocking College has notice may require such an accommodation, without regard to any protected classifications, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Accommodation Request Process

- Initiating a request
 - Employees shall make a request for accommodations either verbally or in writing to the Human Resources Department. When the request is made verbally, Human Resources will put the request in writing and the employee shall sign the request.
 - Requests shall have adequate information to identify the need for the accommodation and the reason for the accommodation including supporting documentation if needed.
- Documentation:
 - Hocking College may request documentation in support of the accommodation request.

- All documentation will be kept confidential.
- Interactive Process:
 - Hocking College will engage in a timely process with the employee to determine reasonable accommodations.
- Determination:
 - Hocking College shall determine the appropriate reasonable accommodation(s) that do not create and undue hardship on the College.
 - The employee will be notified and the appropriate accommodations that are agreed upon by the college.
- Implementation:
 - All approved accommodations will be implemented in a timely manner.
 - Supervisors and relevant staff will be informed of the accommodations on a need-to-know basis.
- Appeals:
 - Employees who disagree with an accommodation decision may submit an appeal in writing to the VP, Chief Financial Officer.

Hocking College will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation.

Hocking College will not allow any form of retaliation against employees who have requested an accommodation, for whom Hocking College has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process.

Employees with questions regarding this policy should contact the Director of Human Resources.

1-5. Code of Ethics

Public servants, including all Hocking College employees, have a responsibility to comply with the Ohio Ethics Law. The Ethics Law applies to all public officials and employees. Whether they are full-time or part-time compensated employees, elected officials, or uncompensated members of decision-making boards, all public servants are required to comply with these laws.

For additional information regarding the Ohio Code of Ethics, please visit <http://www.ethics.ohio.gov/ethicslawrevisedcode.pdf>. Please consult Human Resources if you have any questions.

1-6. Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination (sexual violence and gender-based harassment) in education programs and activities that receive federal funds.

The Faculty/Staff Relationships and Sexual Harassment of Students policy applies to allegations of sexual harassment that create discriminatory and/or hostile environment that significantly affect another person's access to education, college benefits and/or college activities.

The allegations must be/have occurred on Hocking College property or through college sponsored programs, including locations, events or circumstances over which the college exercises substantial control over both the Respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by Hocking College.

Title IX Administrators will assist Complainants in understanding if their complaint falls under the Faculty/Staff Relationships and Sexual Harassment of Students policy or other college policies or procedures. The college will take all allegations seriously and ensure remedies are found for harmed individuals regardless of which process is used.

1-7. Non-Harassment and Sexual Harassment

Hocking College is committed to maintaining a work environment where all employees, students, applicants, volunteers, vendors, and visitors are treated with dignity and respect. Harassment of any kind will not be tolerated.

Harassment: Includes any verbal, non-verbal, or physical conduct designed to annoy, intimidate, threaten, or unlawfully coerce another; and/or any conduct, which creates an intimidating, hostile or offensive working environment. Hocking College maintains a policy against any form of workplace harassment. All forms of harassment are strictly prohibited. This includes harassing, offensive, threatening or violent behavior by employees or non-employees (vendors, job applicants, students, visitors, spouses, etc.) against self, others, College property, or on College premises.

The policy applies to all persons employed by or under contract employment with the College. Each department Vice President, Director, Dean, Manager, Supervisor, and Employee is responsible for keeping the workplace free of harassing, offensive, threatening or violent behavior. It is the expectation of the College, that all employees are respectful and civil in all forms of communication.

Profanity and offensive/inappropriate language will not be tolerated. If an employee believes that a remark or certain words are offensive, refrain from using them. Any employee who finds himself/herself a victim of profanity or offensive/inappropriate conduct should contact their immediate supervisor or a member of the Human Resource Department.

This policy covers all College premises and College-sponsored events as well as all campuses. The Human Resources Department will coordinate the investigation of all reports of threatening or violent behavior promptly, impartially, and as confidentially as possible.

Hocking College will not tolerate sexual harassment or related behavior of any kind. It is the policy of the College to maintain a working environment free from any discrimination and to prohibit sexual harassment against employees and applicants due to sex including sexual harassment, which is prohibited by federal ([42 U.S.C.2000e 2a](#)) and state ([O.R.C. 4112](#)) law. This includes discriminatory sexual advances or harassment which adversely affects an employee's terms or conditions for employment, either directly or indirectly.

Any applicant or employee who believes that he or she is a victim of gender discrimination, or sexual harassment through unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature by a supervisor, subordinate, peer, student, or vendor should immediately report such an incident to the Director of Human Resources to receive counseling and to discuss methods of resolution. Any Violation of this Policy can lead to disciplinary action up to and including termination.

1-8. Faculty/Staff Relationships and Sexual Harassment of Students

The purpose of this policy is to maintain a professional work and learning environment and to prevent conflicts of interest, favoritism, and abuses of authority that may arise from personal or romantic relationships in the workplace. This policy applies to all faculty, staff, administrators and other employees of Hocking College. Hocking College recognizes that personal relationships may develop among employees. However, romantic or sexual relationships in which one individual has direct or indirect authority, supervisory responsibility, or evaluative influence over another can create a conflict of interest and is not permitted. Romantic or sexual relationships are strictly prohibited between Faculty/Staff and Students.

If a personal or romantic relationship exists or develops that may create a real or perceived conflict of interest, the individuals involved must promptly disclose the relationship to Human Resources. Failure to disclose a relationship or comply with this policy may result in disciplinary action, up to and including termination of employment.

Prohibited Conduct

- A. No faculty or staff member may have an improper, amorous or sexual relationship with any student.
- B. No faculty or staff member shall engage in sexual harassment of any student.
- C. Any student, faculty member or staff employee who knowingly makes a false report of sexual harassment of an improper, amorous or sexual relationship under this policy will be subject to disciplinary action. In the case of faculty or staff members, that disciplinary action includes, but is not limited to, suspension or dismissal. In the case of a student, a false report would constitute dishonesty as discussed in the Student Guide and would subject the student to the sanctions described for violation of Code I and/or Code II offenses as described in the Student Guide.
- D. No one shall suffer penalty or retaliation, including any actions that may dissuade a reasonable person from making or supporting a charge, for reporting an improper, amorous or sexual relationship or sexual harassment that violates this policy. Any person found to have engaged in retaliatory conduct will be subject to disciplinary action.

Enforcement

Any student who has knowledge of or has been subject to an improper, amorous or sexual relationship or sexual harassment is encouraged to report that conduct to the appropriate department head or the Human Resources Department.

Any faculty, staff member or student, who learns of an improper, amorous or sexual relationship or of sexual harassment of a student, must report the information to the Human Resources Department. Failure to report as required by this policy is grounds for disciplinary action against the faculty or staff member. No person who has received a complaint of conduct violating this policy or who otherwise knows of such conduct, should attempt to investigate or respond to that complaint on his or her own.

Upon receiving a complaint of sexual harassment, the Director of Human Resources will conduct an investigation of the allegation. The investigation will permit both the complainant and the accused an opportunity to provide a description of the events at issue, as well as witnesses who might support their respective positions. The investigation will also include a review of any applicable documentation that might be relevant to the allegations. Upon concluding the investigation, the Director of Human Resources, in consultation with the President and others as appropriate, will determine whether any disciplinary action should be taken and, if so, what level of discipline is appropriate.

1-9. Drug-Free Workplace Act of 1988

Drug-Free Workplace Act of 1988

In response to the Drug-Free Workplace Act of 1988, Hocking College will:

1. Require each federally funded grant employee to notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
2. Require that the college will notify the federal agency within 10 days after receiving notice from an employee or otherwise receiving actual notice with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

All employees are asked to acknowledge that they have read the above policy and agree to abide by it in all respects. By law, this acknowledgment and agreement are required as a condition of continued employment.

The college will make a good faith effort to continue to maintain a drug-free workplace by implementation of the above actions.

1-10. Drug-Free Schools and Communities Act of 1989

The U.S. Department of Education has issued regulations implementing the provisions of the Drug-Free Schools and Communities Act Amendments of 1989. Hocking College's policies on substance abuse and alcoholic beverages outline information on college sanctions for violation of these policies, criminal sanctions for the illegal possession or distribution of drugs and alcohol, and health risks of drugs and alcohol. These policies are available to each Hocking College student and employee on the Hocking College website. The college continues to review its policies on drug and alcohol for effectiveness and consistency of application, and where necessary, makes appropriate changes.

1-11. Drug-Free and Alcohol-Free Workplace

The College Board of Trustees has declared Hocking College to be a drug and alcohol free workplace. The main purpose is to protect the health and well-being of the College, its individual employees, and its students.

Alcohol is prohibited in college owned or leased buildings, or on college owned or leased grounds and parking lots, unless authorized by the President for an event, or purchased for resale by a college auxiliary enterprise.

The President may waive provisions of this policy or related procedures if doing so will advance the College's mission and is in compliance with state and federal laws.

The College upholds the federal and state laws prohibiting the use, possession, sale, or offering for sale of controlled substances and will not interfere with the legal prosecution of any members of the community who violate such laws. Hocking College has the legal right to search any and all buildings on the campus without prior notice.

The unauthorized possession, offer for sale, use or sale of alcohol, or illegal drugs, or the misuse of any legal drugs on college premises or while on college business is prohibited and will constitute grounds for termination. Any employee under the influence of drugs or alcohol, which impairs judgment, performance or behavior while on college business, will be subject to discipline up to and including termination.

Hocking College shall establish procedures to administer this policy.

The college maintains an Employee Assistance Program (EAP). Employees are urged to use the program for help with alcohol or drug problems. It is each employee's responsibility to seek assistance from the EAP before the problem affects judgment, performance or behavior.

1-12. Expectations Related to the Use of Alcohol on Hocking College Sponsored Trips

Hocking College students are held to the Student Code of Conduct while on college-sponsored trips. The Hocking College guide for student behavior on trips includes a section related to the use of alcohol. Alcohol consumption in countries other than the United States may pose additional security and health risks to students engaging in global studies.

If alcohol consumption is affecting the well-being of a student and/or interfering with his or her participation in the study abroad program or is otherwise disrupting the instructional environment for others, it is the responsibility of the Hocking College employee accompanying student to bring this to the attention of the college and to request a change in the student's behavior. Failure on the student's part to change disruptive behaviors will be subject to sanctions by the college.

In countries where the legal age for consumption is lower than that of Ohio, the student will be held to the legal drinking age in Ohio (21 years of age). Faculty are not in the position to "police" this policy, yet behaviors that are indicative of underage drinking may be cause for sanctions by the college, which may include an early return home. Irresponsible use of alcohol from any individual will be cause for sanctions by the college and should be reported to the college.

Further, it is the expectation that the employee both model and encourage healthy behavior and choices for students engaging in global studies. As the Hocking College employee accompanying students and an adult role model, students and host institution are observing the employee's actions. Employees should bear this in mind with your own choices about alcohol consumption while serving in this role.

Under no circumstances may the accompanying Hocking College employee purchase or otherwise obtain alcohol for students. Drinking during class, labs or study sessions is prohibited. (the only exception is when testing is needed for classwork) **Cross Reference:** 1) CDL Policy

1-13. Tobacco-Free Campus

In accordance with the State of Ohio, Issue 5 (passed November 2006), Hocking College is tobacco-free. The use of any tobacco products, including cigarettes, cigars, pipe tobacco, smokeless tobacco/snuff and chewing tobacco, is banned from Hocking College owned and/or managed properties, except in private vehicles. Faculty, staff and students violating this policy are subject to college disciplinary action. Violators may also be subject to prosecution for violation of Ohio's Smoking Ban (ORC Chapter 3794.) Visitors who violate this policy may be denied access to Hocking College campuses and may ultimately be subject to arrest for criminal trespass. Cross references: Ohio Revised Code, Chapter 3794 - Ohio's Smoking Ban.

1-14. Workplace Violence

Hocking College believes in maintaining a safe and healthy workplace, in part by promoting open, friendly and supportive working relationships among all employees. Violence and threats of violence have no place in our business. Violence is not an effective solution to any problem. Neither threats of violence nor fighting will be tolerated. Furthermore, employees who have a problem that is creating stress or otherwise making them distressed, should discuss it with their supervisor or Human Resources.

Employees are expected to immediately report to their supervisor, Campus Police or Human Resources, any violation of this policy. Any employee found threatening another employee or fighting will be subject to disciplinary action, up to and including termination.

1-15. Health Insurance Portability and Accountability Act (HIPAA)

The College has adopted a policy that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by the College representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs. PHI refers to individually identifiable health information received by the company's group health plans and / or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability. The College has designated the Director of Human Resources as the HIPAA Compliance Officer (HCO), and any questions or issues regarding PHI should be presented to the HCO for resolution. The HCO is also charged with the following responsibilities

- a) issuing procedural guidelines for access for PHI;
- b) developing a matrix for personnel who will need access to PHI: and
- c) developing guidelines for describing how and when PHI will be maintained, used, transferred or transmitted.

1-16. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, sets forth requirements regarding the privacy of student records. FERPA governs the release of records maintained by an educational institution and access to those records. FERPA is designed to protect the privacy of educational records.

The student's educational record is confidential and will only be disclosed at the written request of the student or alumnus or to the extent that FERPA authorizes disclosure without consent. The only information that may be released without the student's permission is name, dates of attendance, full-time or part-time enrollment status, program of study, honors and awards received, degree(s)/certificate(s) awarded, if any, address, participation in officially recognized sports and activities and photograph. Photographs may be used for marketing, publicity and newsworthy events.

Directory information may be released without consent of the student unless the student has requested in writing that information designated as directory information not be disclosed. This request encompasses all directory information.

Students may inspect and review their educational records by submitting a written request to the Registrar that identifies as precisely as possible the record or records he or she wishes to inspect. The Registrar will make the needed arrangements for access as promptly as possible and notify the students of the time and place where the records may be inspected. The college reserves the right to refuse to permit a student to inspect the following records: (1) the financial statement of the student's parents; (2) those records which are excluded from the FERPA determination of the educational records.

Students who believe their education records are inaccurate, misleading or in violation of their privacy rights, may ask to have them corrected.

1-17. Clery Act

The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety.

ASRs must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence, and stalking.

Creating and maintaining a safe campus environment for students, faculty, staff and visitors of Hocking College is of primary importance to the college. Members of the community should keep in mind that crime does exist and, as such, each person should assume a personal responsibility to report crime as they become aware of it to ensure the safety of all people who interact with Hocking College.

Section 2 - OPERATIONAL POLICIES

2-1. Employee Classifications, Non-Bargaining Unit

1. Full-Time Employees - An employee who has satisfactorily completed the probationary period and is scheduled to work 40 hours per week on a regular and continuous basis.
2. Part-Time Employees - An employee who is scheduled to work less than an average of 40 hours per week.
3. Casual/Temporary employees - An employee whose services are anticipated to be of limited duration.
4. Adjunct Faculty -Temporary, part-time, non-bargaining unit faculty appointed on a semester-by-semester basis.

Bargaining Unit employees should refer to their respective Collective Bargaining Agreements: Professional Bargaining Unit Contract, Support Staff Bargaining Unit Contract and Ohio Patrolmen's Benevolent Association (OPBA) Contract for employee classification definitions for their respective groups.

For purposes of the Fair Labor Standards Act, employees will be categorized as one of the following:

Exempt Employees - Certain employees such as executive, administrative, professional and outside sales employees are paid on a salary basis for all hours worked each week. Certain computer and other professionals may also be exempt regardless of whether they are paid on a salary or hourly basis. These employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek. No overtime pay will be paid to exempt employees. Please refer to the Professional Bargaining Unit Agreement for flex time policy for professional, non-instructional, exempt employees.

Non-Exempt Employees - All employees who are not identified as exempt employees are considered non-exempt employees. Non-exempt employees are eligible for payment of overtime and premium pay.

2-2. Your Employment Records

It is the employees' responsibility to provide current information regarding address, telephone number, insurance beneficiaries, change in dependents and marital status. Please contact the Human Resources Department to note any changes in address, phone number, emergency contact information, marital status and number of dependents. Changes in exemptions for tax purposes will only be made upon the receipt of an updated tax form.

Personnel Files

Employee personnel files are the property of Hocking College and do not belong to the employee. Upon request, Hocking College will provide employees with copies of their personnel file.

Performance Evaluation

Employees may have their job performance reviewed on an annual basis by their supervisor. Scheduled evaluations do vary by employee group so please refer to the appropriate procedure or CBA.

2-3. Working Hours and Schedule

Generally speaking, the regularly scheduled hours of operation for Hocking College office are Monday through Friday, between 8 a.m. to 5 p.m. The usual expected workday for individual employees may vary at the discretion of the supervisor and in accordance with any applicable CBA. Breaks are scheduled with the supervisor and in accordance with any applicable Collective Bargaining Agreements. Meal periods are unpaid. This regular schedule may vary depending on such factors as weather, business exigency and emergency situations. Employees who are unsure about expected starting times on any particular job assignment should ask their supervisor for clarification. In case of unplanned conditions, such as bad weather, that may force a schedule change at the last minute, employees should contact their supervisor directly.

2-4. Remote Work/Telecommuting

In order to maximize operational efficiency, Hocking College may permit an employee to work remotely from a designated alternative work location. Telework is a management option and not a right or benefit that an employee of Hocking College can expect or demand. Telework is authorized by the college on a case-by-case basis based upon the operational needs of the college; during disasters, emergency situations or long-term pandemic circumstance; or any other reason that would benefit the college to have an employee perform their assigned job responsibilities at an alternative work location for a specific period of time. The college may choose to limit teleworking to employees in certain classifications, certain positions, or certain circumstances.

2-5. Artificial Intelligence

The College recognizes that the use of AI tools can potentially assist employees with the performance of job duties. However, there are many risks. To ensure the protection of confidential information and the integrity of our operations, as set forth below, all employees who wish to use AI tools must receive management approval and, if granted, comply with the below best practices.

Evaluation of AI tools. Employees must evaluate the utility and security of any AI tool before using it. This includes reviewing the tool's security features, terms of service, and privacy policy. Employees should also review the reputation of the tool developer and any third-party services used by the tool. But most importantly, employees **must** receive management approval prior to using any AI tool after explaining the manner in which it will be used and the benefits to the business.

Protection of confidential data. In using any AI tool, employees must not upload or share any confidential, proprietary, or protected data without prior written approval from the Immediate manager. This includes data related to customers, employees, or partners. Similarly, employees must ensure any AI tool does not utilize confidential or copyrighted information of a third party.

Access control. Employees must not give access to any AI tools approved for business use to anyone outside the company without prior approval from the Immediate manager and implementation of processes as required to meet security compliance requirements. This includes sharing login credentials or other sensitive information with third parties.

Compliance with security policies. Employees must apply the same security best practices we use for all company and customer data. This includes using strong passwords, keeping software up-to-date, and

following the College's data retention and disposal policies.

2-6. Timekeeping Procedures

Hourly Non-Bargaining Employees - including Casual/Temporary Employees

All Non Salary Exempt employees will use Paycor for clocking in and out with the exception of Student Employees. Student Employees shall use a time sheet for their first pay period. They shall turn the time sheet into their Supervisors for sign off. Supervisors shall have the time sheets turned into Payroll at the appropriate time.

2-7. Work Week and Overtime

Hocking College's work week begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight.

Occasionally it may be necessary for an employee to work beyond his or her normal workday hours. An employee working more than 40 hours per week, between 12:01 a.m. Sunday and 12:00 midnight the following Saturday, shall be paid 1.5 of his/her regular pay rate for the hours in excess of 40. No employee shall work overtime unless authorized to do so.

Overtime will be distributed among employees at the discretion of the supervisor and in accordance with a Collective Bargaining Agreement, if applicable.

2-8. Travel and Business Expenses

Employees may occasionally incur expenses on behalf of Hocking College. Hocking College will reimburse employees for typical business expenses, such as travel and certain job-related business expenses. Up to date policies, procedures and guidelines are available in Financial Services, in the Collective Bargaining Agreements and the Hocking College website, <http://www.hocking.edu>.

2-9. Payroll Processing/Payday

All initial paperwork required for payroll purposes takes place in the Human Resources Office. Individuals employed by the college will not receive a paycheck until payroll forms are completed.

New faculty members must have an official course transcript on file before payroll will be processed. Official transcripts are required in order to complete an instructional employee file. Any changes in number or amount of deductions on tax forms are handled through the Human Resources office and then forwarded to

Payroll for processing. Discrepancies or questions concerning paychecks are handled within the Payroll Department.

2-10. Direct Deposit

Hocking College requires employees to use direct deposit. Authorization forms are available from the Human Resources Department.

2-11. Performance Review

Depending on the employee's position and classification, Hocking College endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

Bargaining unit employees should refer to the applicable Collective Bargaining Agreement with regard to performance reviews.

In addition to these formal performance evaluations, the College encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

2-12. Sunshine Law and Public Records

Ohio Revised Code (ORC) Section 149.43 (E)(2) requires all public offices to adopt a public records policy in compliance for responding to public records requests. Public records requests shall be processed pursuant to procedures established by the College that are in compliance with ORC Chapter 149.
Policy

Hocking College will comply with the Ohio Public Records Act.

Definitions

Pursuant to ORC 149.011(G), a “record” is any document, device, or item, regardless of physical form or characteristic, including an electronic record, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.”

2-13. Job Postings

Hocking College is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the online job posting program which is in place for all employees. To be eligible to apply for an open position, the employees must meet the following requirements:

- Be a current, regular, full-time or part-time employee;
- Have been in current position for at least six (6) months;
- Maintain a performance rating of satisfactory or above;
- Not be on conduct/performance-related probation or warning;
- Meet the job qualifications listed on the job posting; and
- Provide their current manager with notice prior to applying for the position.

If employees find a position of interest on the job posting website and they meet the eligibility requirements, an online job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The College reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information about the program, please contact the Human Resources Department.

2-14. Grant Funded Positions

The following guidelines are in effort for grant funded positions:

1. Employees accepting fully-funded grant positions will be terminated upon the termination of the special funding.
2. If funding is reduced for any percentage of the position, the employee's position will be reduced accordingly.
3. Grant funded employees who apply for non-grant funded positions will be considered an external applicant.

2-15. Standards and Expectations for the Workplace

Safety

Hocking College believes in maintaining safe and healthy working condition for employees. However, to achieve the goal of providing a safe workplace, each employee must be safety conscious. The college has established the following policies and procedures to provide safe and healthy working conditions. Each employee is expected to follow these policies and procedures, to act safely and to report unsafe conditions to his or her supervisor in a timely manner.

Reporting Unsafe Conditions or Practices

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If the

employee observes an unsafe condition, he/she should warn others, if possible and report the condition to their supervisor immediately. If the employee has a question regarding the safety of the workplace and practices, the employee should ask their supervisor for clarification.

Using Safety Equipment

Where needed, Hocking College provides its employees with appropriate safety equipment and devices. Employees are required to use the equipment provided in the manner designated as proper and safe by the manufacturer. Failure to properly use the equipment may lead to disciplinary action, up to and including termination.

If the employee requires safety equipment that has not been provided, he/she should contact their supervisor before performing the job duty for which the safety equipment.

Commercial Driver's License (CDL)

Hocking College follows the guidelines from the Federal Motor Carrier Safety Administration (www.fmcsa.dot.gov.) The following is a list of positions at Hocking College that require a CDL license:

- Fleet Employees
- Gas Well Employees
- Heavy Equipment Employees
- Horse Barn Technicians
- Industrial Ceramics
- Natural Resources Instructors (includes: National and Historical Interpretation, Ecotourism, Farrier, Forestry, Natural Resource Sciences, Fish Management)

Reporting an Injury

Employees are required to report any injury, accident or safety hazard immediately to their supervisor(s) and complete an accident/health incident report within 24 hours and submit to Human Resources. The form can be found at <http://www.hocking.edu/report-it>.

Hazard Communications

Employees who believe that they are dealing with a hazardous material and lack the appropriate information and/or safety equipment, should contact their supervisor immediately.

Section 3 - RULES OF CONDUCT AND PROGRESSIVE DISCIPLINARY PROCEDURE

3-1. Workplace Conduct

To ensure an orderly environment and provide the best possible work environment, Hocking College expects employees to conduct themselves in an appropriate manner during work hours and at any function at which the person represents Hocking College. Hocking College's reputation is one of its most valuable assets. In addition, the employee is expected to follow rules of conduct that will protect the interests and safety of all employees as well as the College.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. That being said, the College shall establish procedures which will provide a written set of standards to help ensure that employees understand college expectations and these expectations will be enforced uniformly.

The purpose of this procedure is to give guidance to employees on how the Employee Code of Conduct Policy shall be governed.

1. Class A-any Class A violations can result in a final warning or termination depending on the severity of the violation.
 - a. Theft of misappropriation of the Institution's funds or other property.
 - b. Threatening, attempting or doing bodily harm to another person on the Institution's property, including fighting.
 - c. Intentionally damaging or vandalizing any of the Institution's equipment or Property or the property of another person while such property is legitimately on the premises (including the grounds) of the Institution.
 - d. Engaging in any conduct, while on the Institution's property or on paid time, which constitutes a crime (felony or misdemeanor) under the laws of Ohio or under the laws of the place where the conduct occurred.
 - e. Falsifying any record of the Institution, including without limitation, timecards, employment applications or academic records.
 - f. Insubordination or refusing to perform any proper work instruction rendered by the employee's immediate supervisor or any higher level supervisor or manager of the Institution.
 - g. Engaging in other employment misconduct, which is generally deemed to be inexcusable in nature.
 - h. Working in an unsafe manner.
 - i. Engaging in discriminatory, harassing or retaliatory behavior.
 - j. Reporting to work in an unsafe condition, including but not limited to being under the influence of drugs and/or alcohol.
 - k. Use of concealment of an unauthorized weapon.
 - l. Disclosure or misuse of confidential information.
 - m. No Call/No Show for three consecutive days. This will be considered voluntary resignation.
 - n. Refusing to cooperate or being untruthful in an investigation.

Class B-Class B violations typically result in progressive discipline. Multiple Class B violations can lead to further disciplinary action up to and including termination.

- a. Rendering poor job performance (Including poor teaching by academic personnel) or inability to perform assignments, tasks or instructions properly within the employee's usual job duties or responsibilities.
- b. Conduction one's self in a disorderly manner while on the job.
- c. Violating any health, safety or sanitation requirements, including smoking in unauthorized areas.
- d. Unauthorized absence from work or excessive absenteeism or tardiness.
- e. Engaging in unauthorized use of Institution privileges, rank or equipment.
- f. Engaging in other employment misconduct of a serious nature or which intentionally impedes or hinders the educational process of the Institution.
- g. Unprofessional Conduct.

Note: Disciplinary suspension and dismissals from employment shall be invoked only with the concurrence of the President of his/her designee.

It must be recognized that an exhaustive listing of all possible misconduct, which could result in discipline is not possible. The Rules of Conduct, therefore, are considered guidelines only. Employees are expected to conduct themselves in an honest, honorable, courteous and appropriate manner at all times. Employees are expected to contribute to a positive working environment. Employees are encouraged to act as ambassadors of the College and are relied upon to display professionalism in representing the College.

3-2. Discipline (Progressive)

The personal conduct and behavior of all employees must conform to standards of performance appropriate for an educational institution. When an employee's behavior fails to meet these standards, jeopardizes the safety or welfare of students, another employee or employees, the public or interferes with college operations, the supervisor should initiate corrective action. Corrective action is normally progressive but may not always be, depending on the severity of the offense. Disciplinary action may call for a verbal warning, a written warning, suspension without pay or discharge, depending on the severity of the problem and the number of occurrences. While one or more of these forms of discipline may be taken, no formal order or procedure is necessary. Serious infractions may necessitate the termination of an employee without advance notice. Serious infractions may include violations of college policy and/or the law. All disciplinary action will be documented in the employee's personnel file.

Each individual employee is expected to know the rules of conduct and to take responsibility for their own behavior.

The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Purpose:

To provide clear guidance to all employees including faculty and staff and supervisor in the progressive disciplinary process unless otherwise governed by collective bargaining agreements.

Procedures:

Guidelines:

- All disciplinary action must be conducted in a timely manner and in accordance with all Hocking College policies and procedures.
- While disciplinary action is typically done in a progressive manner, the college reserves the right to bypass progression for serious infractions.
- All forms of progressive discipline shall involve discussion and documentation by the supervisor.

Steps:

Verbal Warning:

- Typically the first step,
- All Class B violations of the Employee Code of Conduct should start with a Verbal Warning.

Written Warning:

- Typically the second step for Class B violations but can be the first step with Class A violations.
-

Final Written Warning:

- Typically issued after a Written Warning for Class B violations, may be a first step for any Class A violation.

Termination or Suspension

- The last steps for progressive discipline. Depending on the severity of the violation a suspension may be used in lieu of termination. Class A violations of the employee Code of Conduct can lead to immediate suspension or termination. Suspensions can be paid or unpaid.

Responsibilities:

Supervisors administer discipline, document actions and consult with Human Resources

Human Resources: Provide guidance, ensures consistency and maintain records.

Documentation: All disciplinary actions must be documented and maintained in the employee's personnel file.

Employees may provide a written response to any disciplinary action.

3-3. Due Process

The purpose of due process is to ensure fair and equitable treatment for employees, eliminate dissatisfaction and resolve problems at their point of origin so that constructive, work-producing relationships may be maintained.

An employee who has a complaint arising from a misinterpretation, misapplication, or claim of violation of policy, condition of employment, rule or regulation may initiate a formal grievance. Non-grievable issues are:

1. Performance Appraisals;
2. Termination during a probationary period;
3. The number of terminations due to a reduction in force.

To be processed, grievances must be presented within fourteen (14) calendar days from the date the claim violation occurred, or the date the grievant should have known of its occurrence. There is a fourteen (14) calendar day interval for each response at each level. The grievant may advance the grievance to the next step if unsatisfied with the response.

To provide employees with a fair and structured process for addressing grievances related to workplace concerns, policy violations, or conditions of employment. This procedure is not intended to mirror or replace any formal grievance provisions as directed by any bargaining unit contracts.

Procedures:

Step 1 – Supervisor

- The employee (grievant) shall first discuss the concern with their immediate supervisor.
- If the concern is not resolved, the grievant must submit a written grievance to the supervisor, with copies provided to the next administrator in the chain of command and Human Resources.
- The written grievance must include:
 - Date of occurrence
 - Description of the grievance
 - Policy, rule, or condition allegedly violated
 - Desired resolution
- The supervisor will respond in writing to each issue raised and provide copies to the next administrator and Human Resources.

Step 2 – Vice President

- If the grievant is not satisfied with the outcome at Step 1, they may request a meeting with the appropriate Vice President/President.
- The Vice President will review the grievance, conduct any necessary investigation, and respond in writing.

Step 3 – President

- If the grievant remains dissatisfied, they may request a meeting with the President of the College.
- Following review and discussion, the President will issue a final decision.
- The President's decision is final and binding.

Additional Guidance

- Employees are encouraged to follow each step of this procedure; however, Human Resources is available at any time to provide guidance.
- Complaints involving sexual harassment or unlawful discrimination should be reported directly to Human Resources in accordance with applicable policies.

Section 4 - BENEFITS

4-1. Benefits Overview

In addition to good working conditions and competitive pay, it is Hocking College's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Hocking College provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Director of Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, Hocking College (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the College intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Director of Human Resources.

4-2. Paid Holidays

All approved holidays to be taken off by employees of Hocking College are marked on the calendar as legal holidays. The President's Office will send an updated calendar at the beginning of every academic year.

The college observes the following paid holidays:

- New Year's Day, January 1
- Martin Luther King Day, third Monday in January
- Good Friday, as specified on calendar
- Memorial Day, last Monday in May
- Juneteenth Day, as specified on calendar
- Independence Day, July 4
- Labor Day, first Monday in September
- Veterans' Day, as specified on calendar
- Thanksgiving, third Thursday in November

- Friday following Thanksgiving
- Christmas Day, December 25

Holidays that fall on a Saturday will be observed on the preceding Friday. Holidays which fall on a Sunday will be observed on the following Monday. Employees of Hocking College may take time off work for religious holidays. Their supervisor shall be notified prior to taking the time off at least 2 weeks in advance. This time will be deducted from accumulated vacation or personal days leave.

4-3. Paid Vacations

Hocking College appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. Hocking College fully encourages employees to get this rest by taking vacation time. Full-time employees accrue paid vacation time as follows:

Vacation

Vacation for eligible employees is accrued on a monthly basis up to 160 hours total accrual per year. Vacation time accrued beyond 160 hours is lost if not used by the employees. *Employees must keep vacation accrual under 80 hours on June 31st and December 31st. Not doing so can lead to loss of vacation time.*

Bargaining unit members (both support staff and non-teaching professional) should review the vacation accrual portions of their respective negotiated agreements to determine their rates of vacation entitlement.

Vacation is granted only up to the amount accrued at the time of the request. Vacation requests are to be approved by the employee's supervisor prior to the requested time-off. Typically all requests of 3 days or more should be presented by the employee at least two weeks prior to the requested dates. The employee should be given notice of approval or denial within three working days of the submitted request. Employees are encouraged to follow this procedure to help prevent delays and disappointments.

Upon separation from service, all employees shall be entitled to compensation for any earned, but unused vacation. Accrued vacation from any other employers may never be transferred to Hocking College.

In case of death of an employee, unused vacation shall be paid to the next of kin or the estate of the deceased employee.

4-4. Paid Personal Days

Full-time employees receive two personal days per year, these days will be prorated.

1. The employee need offer no explanation for utilizing such time-off.
2. Personal days are "free" and are not deducted from any accrued time.
3. Personal days will be scheduled in advance with the employee's immediate supervisor or his/her designee. Employees should communicate to the supervisor or his/her designee no fewer than three work days prior to the use of personal days. The three-day notification may be waived if mutually agreed upon by the supervisor and the employee.

Unused personal days are forfeited at the end of the calendar year and are not paid out at separation unless otherwise required by law.

4-5. Sick Days

Employees may use sick leave for absences due to doctor's appointments, personal illness in the immediate family, maternity reasons, injury, exposure to contagious disease which could be communicated to students or the employees and illnesses, injury, disability or death in the employee's immediate family.

- A full-time employee will accrue sick leave at the rate of 10 hours per month.
- Sick leave is accrued at the end of the first two pay periods each month. The employee may accrue up to 1760 hours.
- An employee who is absent on sick leave due to personal illness or injury or immediate family illness or injury may be required to present a doctor's certificate stating the cause of the absence, when the absence exceed three work days. Employees who are on personal sick leave for more than three days or FMLA will be required to bring in a physicians note with medical clearance in order to return to work. The college will not require such certificate in the case of illness or injury of less than three work days duration except in the case of an employee who frequently takes sick leave and only after the employee has been so notified in writing. Sick leave accrual will be posted on the staff Paycor.

Reporting Absences

All employees (full-time, part-time and faculty) are expected to report an absence promptly when normal duties cannot be performed and sick leave is being used. A consecutive period of sick leave use includes all days an individual is normally expected to work whether or not the individual has scheduled responsibilities. If an employee is off of work for more than three or more consecutive days due to their own illness or injury, that employee must contact the Human Resources Department to determine eligibility for Family Medical Leave Act (FMLA).

Use of accrued sick leave days must be reported to and approved by the employee's supervisor on a daily basis. An employee may use sick leave for any of the following reasons:

1. Personal illness, accident, injury or surgical procedure
2. Pregnancy and/or childbirth and related conditions
3. Maternity/paternity leave
4. Medical, dental or optical examination or treatment of the employee or a member of the immediate family
5. Exposure to communicable disease that could infect others
6. Illness, injury, accident or death of the employee's immediate family

Employees may be required to furnish a written, signed statement justifying the use of sick leave. Falsification of such a statement is grounds for disciplinary action, including dismissal.

Request for Leave

Employees requesting leave, with the exception of personal days, jury duty, bereavement or FMLA, are to do so through the college's electronic system. If requesting personal days, jury duty, bereavement or FMLA, the Non-Paycor Leave/Cancellation form must be completed by the employee, submitted to their supervisor for signature and then forwarded to the Human Resources Office. Failure to file such a statement may result in disciplinary action. Falsification of statements may result in termination.

Each leave request requires a date of expiration. Failure of any employee to renew the leave in a manner consistent with procedures described herein and/or failure to return to work in three working days after the leave's expiration date may result in disciplinary action including termination of said employee.

Sick Leave Buy-Out

An employee who has seven employment years or more of service with the college may elect at the time of retirement from active service under the Retirement System Law (SERS/STRS) to be paid in cash in one-fourth of the value of his/her accrued but unused sick leave credit. Such payment shall be considered to eliminate all sick leave credit accrued at the time. The maximum payment which may be made shall be 200 days (or 1760 hours).

Transfer of Sick Leave

An employee earning sick leave from another Ohio public employer may transfer 50 percent of the accumulated sick leave up to a maximum of 140 work days within 90 calendar days of employment at Hocking College.

Employees re-employed within 10 years, whose sick leave has not been transferred or paid, will have the prior accrual reinstated upon re-employment. Retirees being re-employed will have sick leave accrual begin at zero accrual.

4-6. Lactation Accommodations

Hocking College will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child, in accordance with and to the extent required by applicable law. The break time, if possible and permitted by applicable law, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The College will make reasonable efforts to provide employees with the use of a room or location in close proximity to the employee's work area, other than a bathroom, to express milk in private. This location may be the employee's private office, if applicable. Please consult the Director of Human Resources with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

4-7. Workers' Compensation

On-the-job injuries are covered by Hocking College's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow College procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

4-8. Jury Duty

To provide guidance for employees who are called to serve on jury duty, ensuring compliance with legal obligations while maintaining continuity of operations. This procedure is not intended to mirror or replace any formal grievance provisions as directed by any bargaining unit contracts.

Procedures:

Guidelines

- Employees are encouraged to fulfill their civic responsibility to serve on jury duty.
- The College will comply with all applicable laws regarding jury service.
- Employees must notify their supervisor as soon as they receive a jury duty summons.

Employee Responsibilities

- Provide a copy of the jury duty summons to their supervisor and/or Human Resources.
- Keep their supervisor informed of jury duty schedules and any changes.
- Report to work when not required to be present for jury duty.

Leave

- Employees can use appropriate accrued leave.

Work Coordination

- Supervisors will make reasonable efforts to adjust work schedules to accommodate jury duty.
- Departments will ensure continuity of operations during the employee's absence.

4-9. Bereavement Leave

To provide employees with time off to grieve and attend to matters related to the death of a family member or loved one, while ensuring continuity of operations. This procedure applies to all employees, unless otherwise governed by collective bargaining agreements or employment contracts. This procedure is not intended to mirror or replace any formal grievance provisions as directed by any bargaining unit contracts.

- Bereavement leave is granted in the event of the death of an immediate family member or other qualifying relationship. Immediate family is defined as spouse/life partner, child, mother, father, sister, brother, mother-in-law, father-in-law, grandparents and grandchildren or permanent residents of the employee's own household.
- Employees will be paid for 1 day without using accrued leave and will be able to take up to 4 additional days using accrued time off for the death of immediate family members.
- Employees may use up to 3 days of accrued leave for the death of an extended family member.
- One day of available accrued leave may be used in the case of the death of a unit co-worker during which to attend the funeral.
- Supervisors may request reasonable documentation (e.g., obituary, funeral program) when appropriate.

4-10. Voting Leave

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day.

4-11. Insurance Programs

Health and Life Insurance

Hocking College provides eligible employees with health and life insurance. Please see the Human Resources website for current and detailed information.

4-12. Employee Assistance Program

All employees, household members, dependents in and away from home and parents/parents-in-law are eligible and may obtain confidential advice and assistance in dealing with personal problems by utilizing the Employee Assistance Program (HealthAdvocate) at 877.851.1631 or at members.healthadvocate.com.

Services are confidential and governed by federal and state laws. Information is not shared without the employees' consent or as mandated by law. Using the program will not affect job security or advancement and all organizational policies and procedures remain in effect.

Confidential professional support is available 24 hours a day, 365 days a year. All counselors are qualified masters/doctoral level professionals.

Examples include:

- General day-to-day issues
- Stress
- Depression or anxiety
- Job performance difficulties
- Alcohol/drug abuse
- Legal/finance matters
- Identity theft recovery assistance
- Marriage conflicts
- Child/eldercare and other family issues

Employee names, records and other confidential information are not shared with the college. Further information can be obtained from the Human Resources Office.

4-13. Retirement Plan

Hocking College provides eligible employees with a choice of defined benefit or defined contribution retirement plans through the State Teachers Retirement System (STRS), the State Employees Retirement System (SERS) and selected vendors. Eligible employees also have the opportunity to participate in 403b and 457B supplementary retirement plans, please see the Human Resources website <http://www.hocking.edu/human-resources-office> for current and detailed information.

4-14. Additional Benefits

Hawk Shop and Nature Center

Employees receive a 20% discount at the Hawkshop. Employees must present a valid Hocking College staff ID to receive the discount.

Student Center

The Hocking College Student Center is open to students and staff daily during normal session throughout the year. Promoting healthy lifestyle through exercise for all levels of fitness, Hocking College offers a number of group fitness and personal training courses to students and the community.

Employees have unlimited access to the Student Center free of charge. On a per time basis, immediate family members have unlimited access to facilities for a \$5 charge for the immediate family member group.

Dining Services

Hocking College offers a variety of dining options throughout our campus with a 15% discount. For more information, menus and hours of operation visit www.hocking.edu/dining/.

Section 5 - LEAVES OF ABSENCE

5-1. Personal Leave

Employees may apply for and may be granted a leave of absence without pay. Employees shall give four weeks written notice of their request for such leave of absence, except in cases of emergency. All such personal leaves of absence require specific approval and shall not exceed 12 months in duration from the last day worked.

5-2. Military Leave

Both the employer and the unions recognize the honorable sacrifice and patriotic duty provided by the members of the United States Military in service to their country. Employees who are members of the United States military will be provided all rights that are applicable under state and federal laws and shall be compensated by the college up to 10 working days per calendar year for any difference between his/her regular wages and the amount of pay received for such duty, as documented by official military pay records.

5-3. Family and Medical Leave

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty

that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

5-4. Unpaid Leaves of Absences

Extended Disability

Employees may apply for and shall be granted a leave of absence without pay for disability, including pregnancy complications, beyond sick time accrued. The employee must submit a satisfactory physician's statement with such application at least one week prior to being granted the leave, except in cases of emergency. All such disability leaves of absences require specific approval by the college and shall not exceed 12 months in duration from the last day of paid leave.

Personal Reasons Leave

Employees may apply for and may be granted leave of absence without pay for such reasons as vacations or other matters specifically covered above. Employees shall give four weeks written notice of their requests for

such leave of absence, except in cases of emergency. All such personal reasons leaves of absences require specific approval and shall not exceed 12 months in duration from the last day worked.

Retention of Position

After any unpaid leave of absence exceeding six weeks (with the exception of FMLA), an attempt will be made to return the employee to the same position; however, where this is not possible or practical, the employee will be offered another position, if one is available, for which the employee is qualified.

Insurance Premiums

During an unpaid leave of absence, the college will pay its share of any group insurance premiums due that are continued through the end of the calendar month in which the employee last actually worked or was on paid leave status, whichever is later. Thereupon, the employee shall be offered all COBRA and conversion benefits required by Ohio or federal law and shall be responsible for the payment of all relevant premiums. Please refer to Family Medical Leave Act Policy.

Bargaining unit employees should refer to their respective contracts: Professional Bargaining Unit Contract, Support Staff Bargaining Unit Contract and OPBA Contract.

Section 6 - GENERAL STANDARDS OF CONDUCT

6-1. Care of Equipment and Supplies

All employees are expected to take care of equipment and supplies provided to them. They are responsible for maintaining this material in properly working condition and for promptly reporting any unsafe or improper functioning of this material to their supervisor.

Neglect, theft and/or destruction of Hocking College materials are grounds for disciplinary action, up to and including, termination.

6-2. Conflict of Interest

College employees are expected to devote their work activities primarily to functions of the College. They may, however, engage in extramural activities provided that such activities do not detract from the performance of their duties and responsibilities to the College and/or create conflict of interest with their assigned College responsibilities. Extramural activities means any work not performed as a College employee, whether or not compensated. It is expected that extramural activities will take place outside of the employee's designated work time.

Authorization may be granted to employees who want to perform work outside of the College during their designated work time. Any such time will be charged to accrued vacation, leave without pay, or documented flex time approved by the employee's supervisor. Employees shall not engage in any activities or outside employment that may result in a conflict of interest as defined by the Ohio Ethics Commission. Employees shall not use their positions to secure anything of value, financial gain, or personal benefit that would not ordinarily accrue to them in the performance of their official duties. Nor shall they accept any compensation from any other agency or individual for work performed in the course of their employment by the College.

6-3. Employee Dress and Personal Appearance

The purpose of this policy is to guide all employees in projecting a clean and professional personal appearance, at all times, in recognition of their responsibility to serve as role models for the students of Hocking College. A professional appearance is one that contributes to our values and to a positive, respectful and safe environment for students, employees and the public. The College recognizes that different applications of this policy may be necessary depending on the degree of public contact, nature of work, standards of program and future workplace of students, professional grooming and attire, and safety issues. Therefore, this policy provides general guidance.

There are three reasons for implementing workplace attire guidelines:

- to ensure safety while working;
- to demonstrate appropriate workplace standards of graduates and their employers;
- to promote a positive working environment focused on outcomes and results conducted in a visually professional manner.

Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their co-workers.

Individual departments are expected to dress according to the standards of their respective professions and employers of Hocking College graduates. Some positions may require employees to wear special clothing or uniforms. Clothing and grooming styles dictated by religion or ethnicity are exempt.

All Employees

If not assigned to, or representing, a specific program of Hocking College, all employees are expected to dress in business casual or business attire. Business casual is defined as dress slacks, pants, or skirts with collared shirts, sweaters, Hocking College logos, or department logos, all of which are clean and well maintained. If jeans are worn, they must be of a professional look, not faded, or torn. Exceptions may be granted on rare occasions when the day's tasks require otherwise. Always present a clean, professional appearance and be well-groomed. Wear clean clothing, free of holes, tears, or other signs of wear. Clothing with offensive or inappropriate designs or stamps are not allowed. Clothing should not distract from a professional appearance. The Hocking College nametag or badge must be visible at all times. Tattoos should not be visible. Facial hair must not exceed 1 inch in length.

The following guidelines are expected for each program area:

Allied Health & Nursing

At a minimum, clothing worn should reflect practicum sites. Default attire should be business casual or business attire. Specific dress code policies of the practicum agencies should be adhered to.

Arts, Business & Sciences

All employees are expected to dress in business casual or business attire unless the day's tasks require otherwise. Always present a clean, professional appearance and be well-groomed. Wear clean clothing, free of holes, tears, or other signs of wear. Clothing with offensive or inappropriate designs or stamps are not allowed. Clothing should not distract from a professional appearance.

Natural Resources

All employees are expected to dress according to the role and department they represent. For programs that offer career paths to the Ohio Department of Natural Resources, specific appearance and grooming standards apply. For example, ODNR requires employees to maintain a neat, well-groomed appearance. For males, hair above the ear or the collar of the shirt with cleanly shaven necks is the expected standard. Beard and mustache length shall not exceed ½ inch when measured from the skin. Females must wear longer hair in neat buns or pony tails.

Public Safety

Some programs require uniforms or special attire. For employees who wear civilian attire, clothing must fit properly, be clean and free of stains, and not damaged or excessively worn. The following are unacceptable modes of dress for all public safety programs:

1. Any clothing item that shows excessive wear and/or that distracts from a professional business appearance;
2. All T-shirts;
3. Swimsuit, tube, tank, or halter tops;
4. Shorts and/or warm up suits;
5. Flat sandals, including “flip flop” style beach wear, and/or any footwear which may constitute a safety hazard;
6. Spandex type pants or see-through clothing;
7. Bare midriffs;
8. Bare shoulders and visible spaghetti straps;
9. Low necklines;
10. Distasteful or potentially divisive printed slogans, buttons or pins.

No item of civilian attire may be worn that would adversely affect the reputation of the Program or the morale of students or employees.

Workforce Development

Some programs require uniforms, specialized safety gear, or special attire. All other employees are expected to dress in business casual or business attire unless the day's tasks require otherwise. Always present a clean, professional appearance and be well-groomed. Wear clean clothing, free of holes, tears, or other signs of wear. Clothing with offensive or inappropriate designs or stamps are not allowed. Clothing should not distract from a professional appearance.

Should an employee be requested to return home to change into acceptable attire, accrued annual leave will be used to offset the employee's absence. Should no accrued annual leave be available, the employee will not be paid for the time taken to change clothing and return. Repeated violations of this policy could be cause for disciplinary action.

6-4. Safety and Security Policy

The Department of Campus Safety shall take reasonable steps to maintain a safe and secure environment at Hocking College. The Department of Campus Safety shall maintain and operate an Emergency Preparedness

Manual, which may be updated from time-to-time.

Firearms and other weapons: except as set forth in this policy, no person may carry or use weapons on College property. For the purposes of this policy, weapons are defined to be guns, knives, or any other dangerous instrument.

Exceptions:

- Local Law Enforcement acting within their scope to maintain a secure campus.
- Weapons may be used for educational purposes within College- approved curriculum.
- The College may develop procedures to allow students to check in weapons with campus safety for the purpose of participation in college athletics(ie. Archery) and/or hunting.
- Exceptions to this policy may apply with the permission of the President of the College.

6-5. Health and Safety

The health and safety of employees and others on College property are of critical concern to Hocking College. The College intends to comply with all health and safety laws applicable to our business. To this end, the College must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the College's premises, or in a product, facility, piece of equipment, process, or business practice for which the College is responsible should be brought to the attention of management immediately.

Periodically, the College may issue rules and guidelines governing workplace safety and health. The College may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

Hocking College reserves the right to require employees while on College property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on College or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the College or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

6-6. Nepotism

Hocking College imposes no restrictions on the concurrent employment of members of the same immediate family except the following:

- One immediate family member may not supervise another or be in the supervisory line. No individual may be assigned to a department or a unit under the direct or indirect supervision of an immediate family member. An agreement must be reached as part of the terms of the initial appointment designating the position to which the individual will report. This agreement is subject to the approval of the Vice President of the division in which the person is employed. Supervision includes the awarding of any benefits (e.g., promotion, retention, salary, leaves of absence.)
- Each immediate family member must be judged on his or her own merits and shall not be prejudiced (favorably or unfavorably) by the employment of another immediate family member or by their activities, status, rank or position.
- Each immediate family member must conduct himself or herself in accordance with all applicable state ethics laws and college ethics policies (see Conflicts of Interest and Commitment.)
- Specifically, immediate family members may not participate in searches or initial appointment decisions if an immediate family member is a candidate for the position.
- Immediate family members may not authorize, vote upon, discuss, deliberate, recommend or otherwise use the authority or influence of his or her position, formally or informally, to secure the employment, retention, promotion or tenure of an immediate family member or to approve payment to an immediate family member for services rendered in his or her public employment. This provision does not prohibit immediate family members from providing requested factual information regarding the immediate family member's work-related activities (e.g., spouses who are coauthors on research or scholarly papers may provide factual information on the nature of the co-authorship.)

For the purpose of this policy, "immediate family" includes spouses, domestic partners, parents, children and siblings even if the parties do not reside in the same residence.

6-7. Operation of Vehicles

All employees authorized to drive College-owned or leased vehicles or personal vehicles in conducting College business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on College property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

College-owned or leased vehicles may be used only as authorized by management.

Portable Communication Device Use While Driving

Employees who drive on College business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

6-8. Personal and Company-Provided Portable Communication Devices

Hocking College-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the College's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a College-provided or personal device, employees must comply with applicable College guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a College-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, College information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of College information. This is the only way currently possible to ensure that all College information is removed from the device at the time of termination. The removal of College information is crucial to ensure compliance with the College's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a College-issued device, the College's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on College business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business

needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

6-9. Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompanying them anywhere in Hocking College facilities other than the reception areas.

6-10. Publicity/Statements to the Media

All media inquiries regarding the position of the College as to any issues must be referred to the President's Office. Only the President's Office is authorized to make or approve public statements on behalf of the College. No employees, unless specifically designated by the Presidents Office, are authorized to make those statements on behalf of College. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the College must first obtain approval from President's Office.

6-11. Punctuality and Attendance

Punctual and regular attendance is an essential responsibility of each employee at Hocking College. Any tardiness or absences causes problems for fellow employees and supervisors. When the employee is absent, others must perform the work, which disrupts normal day-to-day operations.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of the college and minimize unscheduled absences.

Any employee who fails to report to work without notification to his or her supervisor for a period of three days or more will be considered to have voluntarily terminated their employment relationship.

Absence

Defined: Absences is a failure of an employee to report for work when the employee is scheduled to work.

1. Excused absences occurs when all four of the following conditions are met:

- the employee provides sufficient notice to his or her supervisor
- the reason is found credible or acceptable by his or her supervisor (see number two below)
- such absence request is approved by his or her supervisor
- the employee has sufficient accrued leave time to cover such absence. Employees must take earned accrued time for every absences unless otherwise allowed by college policy (e.g. jury

duty, etc.) Hocking College uses a calendar year when determining an excessive amount of unexcused absences. (See number two below.)

2. Unexcused absence occurs when one of the four conditions in number one above is not met. If it is necessary for an employee to be absent or late for work because of illness or an emergency, the employee must notify his/her supervisor no later than 30 minutes after the employee's scheduled starting time on that same day. If you are unable to call, have someone make the call for you.
3. Sixteen hours of unexcused absence may subject the employee to immediate termination. Progressive discipline will be administered according to "Progressive Discipline for Unexcused Absences" table.
4. An unexcused absence will be documented for all employees who miss work when they are out of accrued leave time (sick/vacation), unless FMLA guidelines require a different practice.
5. Employees who have five consecutive days of excused absences because of illness or injury must give Hocking College proof of physician's care. If an illness or injury prevents an employee from performing their regularly scheduled duties, a physician's statement must be provided verifying (a) the nature of the illness or injury; (b) if and when the employee will be able to return to work, if applicable; and (c) whether the employee is capable of performing their regularly scheduled duties and if not, what duties the employee is capable of performing. The employee is responsible for providing Hocking College with the above-described physician's proof of physician's care. Without an acceptable excuse, the employee may be subject to immediate termination.

Sufficient Notice - To be considered an excused absences as defined in number one, sufficient notice must be given to the supervisor. Sufficient notice is:

1. For a scheduled absence of eight hours or more, employees must give a notice of one week (seven days.)
2. For a scheduled absences of less than eight hours, employees must give a notice of two working days. No exceptions.
3. For an emergency absence occurring a) at the beginning of the employee's shift, employees must notify their supervisor within 30 minutes after the beginning of their shift and b) during the employee's shift, employees must notify their supervisor before leaving the premises.
4. Your supervisor must approve any exceptions to this provision or any conflicts in scheduling.

Tardiness

Employees are expected to report to work on time. Employees who cannot report to work as scheduled, should notify their supervisor no later than 30 minutes after their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

There is a five minute grace period in the morning and a two minute grace period when returning from lunch. Supervisors will track when this grace period is used in excess, i.e. more than 10 times in one year. Once an employee has used 10 grace period allowances, they will forfeit use of a grace period and any tardiness will result in an unexcused absences.

6-12. Smoking

Smoking, including the use of e-cigarettes, is prohibited on College premises and in all College vehicles.

6-13. Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for Hocking College. Solicitation of any kind by non-employees on College premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the College is prohibited at all times. Distribution of literature by non-employees on College premises is prohibited at all times.

6-14. Use of Communications and Computer Systems

As part of its educational mission, Hocking College acquires, develops and maintains computers, computer systems and networks. These computing resources are intended for college-related purposes, including direct or indirect support of the college's instruction, service and research missions; college administrative functions; student and campus life activities; and the free exchange of ideas within the college community and among the wider local, national and global communities.

The rights of free expression and academic freedom apply to the use of the college computing resources and network. So too, however, do the responsibilities and limits associated with those rights. All who use the college's computing resources must act responsibly, in accordance with the highest standard of ethical and legal behavior. Thus, legitimate use of computer resources or network does not extend to whatever is technically possible and all users must abide by applicable restrictions.

6-15. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the College's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the College is not responsible for any damage to employees' personal belongings unless the

employee's supervisor provided advance approval for the employee to bring the personal property to work.

6-16. Use of Social Media

The purpose of the Hocking College Social Media Policy is to provide users with reasonable expectations for engagement on social media platforms and to ensure the benefits and risks of the engagement are in balance with the College's image and reputation.

Social media platforms are communication tools. Social media users at Hocking College build and engage with audiences in an interesting, engaging, honest, and relevant manner.

The goal of the College's social media policy is to carefully help employees utilize chosen social media platforms in a legal, ethical, efficient and effective manner.

For the purpose of this social media policy references to, "College social media accounts" includes, but is not limited to, departmental, divisional and unit accounts.

The performance expectations outlined in this social media policy are subject to the procedures for review and disciplinary action if not met.

Use of Hocking College Likeness

The phrase Hocking College and the College's logos are registered trademarks, referred to in this policy as "likeness". The Hocking College name or logo may be editing in terms of content or color. The Office of Marketing, Public and Community Relations must approve the use of the Hocking College name, logo, avatars and other visual identifiers on all social media accounts and are not to be used on personal accounts.

To foster brand awareness and build reputation, student organizations creating social media accounts of their own are representative of that student organization alone and are not monitored, controlled or protected by Hocking College and must be communicated as such with the appropriate language. Student organizations may not use "Hocking College" at the beginning of the group or page name. "[Group-name] at Hocking College" is the preferred style. When identifying the College in the group or page name, the full name, Hocking College, must be used.

Information on brand standards may be clarified by contacting the Office of Marketing, Public and Community Relations.

Applicable Guidelines and Policies

Each post on a Hocking College social media site is representative of Hocking College. Publication, engagement, and commentary on social media carry the same obligations as any other kind of publication or commentary at Hocking College. Users must comply with:

- The brand standards detailed in Hocking College's Brand Identity Manual.
- The employee standards outlined in the Hocking College Employee Handbook and, specifically those related directly to the competence, performance and conduct of employees. Student workers are also held to the standards of the Employee Handbook.
- All local, state and federal laws, including but not limited to: the Family Educational Rights and Privacy Act (FERPA), the Federal Trade Commission Act, the Health Insurance Portability and Accountability Act (HIPAA), U.S. copyright law and the National Labor Relations Act (NLRA).
- The Hocking College Information Services General Computing and Network Use Policies (Ref. Policy Number 2.3 - IT Security and Operational Policy)

- All policies and Terms of Service of the social media platform.

In addition, because social media users are engaging in public relations work, all users of Hocking College accounts must post content in a manner that is honest, accurate and complete. Users must avoid actions and circumstances that create conflict between personal and professional interests, and promptly disclose any existing or potential conflict of interest.

Hocking College reserves the right to delete postings or block users that it deems to be libelous, slanderous, unlawful, obscene, hateful, soliciting, threatening, abusive, harassing, or infringing on another's rights, including but not limited to intellectual property, privacy, or publicity rights. Comments deemed to be off-topic, repetitive or found to be promotional of external organizations are subject to removal.

Responsibilities of Employees with Personal Accounts

Hocking College recognizes values employees' rights to speak freely on their personal social media accounts. The following guidelines for activity on social media applies to both official Hocking College accounts AND personal/private accounts or forums. Hocking College encourages employees to recognize a responsibility to conduct themselves professionally online.

Be advised of the following responsibilities:

- Hocking College's likeness (including names or nicknames) is not to be used in your social media account name, "about" section, or biography if you intend for your account to be personal.
- Employees are welcome to list their place of employment on social media accounts, but may not place official or unofficial iterations of Hocking College's likeness on their personal accounts without explicit permission from the Office of Marketing, Public and Community Relations. Permissions may include an invitation to share a logo or mark as part of a promotion. Some platforms, such as Facebook and LinkedIn, will automatically display a Hocking College mark if you identify the College as your employer; this linkage is acceptable.

If you discuss higher education on your personal social media accounts, blog or website, adhere to these policies by including a claim of individual reflection such as:

"The views expressed on this [blog, page, Website, etc] are mine alone and do not necessarily reflect the views of Hocking College."

Responsibilities Regarding Unofficial Social Media Accounts

Employees engaging with social media accounts or forums other than official Hocking College Social Media Accounts may have some responsibilities due to their status as Hocking College employees. To be clear, there is no expectation that employees must actively monitor unofficial sites.

Examples of such accounts or forums could be a student- or community-initiated site, account or forum wherein users share information and opinion. If an issue or information pertaining to Hocking College's likeness or reputation, or the reputations of students, faculty or staff, arises, employees may have a responsibility to report the information to the Office of Marketing, Public and Community Relations.

Additionally, conduct that a reasonable person would find abusive, threatening, intimidating, or harassing should be reported. Employees who observe abusive, threatening, intimidating, or harassing behavior related to a member of the Hocking College community, have a responsibility to report such observations to the appropriate office at Hocking College.

Hocking College has a legal responsibility to respond to such behaviors that it knows or should have known about, and employee knowledge may constitute College knowledge. The College recognizes having an ethical responsibility to intervene in situations wherein abusive, threatening, intimidating, or harassing behavior is occurring.

While standards for assessing whether something is abusive, threatening, intimidating, or harassing behavior vary, the "reasonable person" standard is a good guideline. A "reasonable person" is a hypothetical one, having average or ordinary reason, judgment, care, and intelligence. The following question may help in the event you are unsure if behavior is recognized as a violation against this section of the policy:

Does anything you read or observe on an unofficial site where College issues arise-as a reasonable person with average reason, judgment, care, and intelligence-cause you any concern?

If the answer is "yes," "maybe," or "I don't know," take a screenshot (Using software similar to www.take-a-screenshot.org/) of the questionable material and report the incident. If the issue pertains to an employee, please notify the Director of Human Resources. If the issue involves a student, please notify the Vice President of Student Affairs. Please CC marketing@hocking.edu on all notifications of such emails.

Once a report is received, a process of fact-finding will start. The goal of fact-finding is to better understand the context and content of the reported posting to determine whether it warrants a College response.

6-17. References

Hocking College will respond to reference requests through the Human Resources Department. The College will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

Only the Human Resources Department may provide references.

6-18. If You Must Leave Us

Should any employees decide to leave the College, we ask that they provide a Supervisor with at least two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All College property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the College's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the College (through payroll deduction, if lawful) for any lost or damaged College property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

6-19. Exit Interviews

Employees who resign are requested to participate in an exit interview with the Human Resources Representative, if possible.

6-20. A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about Hocking College. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, Hocking College, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the College or its personnel policies and practices.

GENERAL HANDBOOK ACKNOWLEDGMENT

This Employee Handbook is an important document intended to help employees become acquainted with Hocking College. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the College's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

I have received and read a copy of Hocking College's Employees Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the College at any time.

I further understand that my employment is terminable at will, either by myself or the College, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of Hocking College other than the President may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the College's Employee Handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

