



Administrative Staff

Employee Handbook

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Section 1: Introduction & Overview

Welcome!

All BGSU employees play a critical role in the success of the University, a place where our vision is to be a national model of a learning community. As a staff member, you're an important part of this learning community and can make a difference in the lives of our students, faculty, staff, alumni and donors each and every day.

This handbook contains information about the policies, procedures, benefits and services available to you as a BGSU employee. While the handbook is designed to be a comprehensive overview, employees often have questions about the information. The Office of Human Resources is available to answer any questions.

Thank you for the work you do at Bowling Green State University. Together, we offer an outstanding environment where our students can **belong**, they have an opportunity to **stand out** so that they can **go far**.

All the best for a rewarding career at BGSU.

Sincerely,
Rodney K. Rogers, Ph.D. '81
President

Disclaimer

This manual provides an overview of the policies and procedures for administrative staff employees, but is not meant to replace or override existing policies. Links are included for specific policies referenced in the manual; however, it is the employee's responsibility to read and understand that information and seek clarification when needed. The entire [University policy register](#) can be found on the website for the Office of General Counsel.

This manual is not intended to create any type of contract with the employee. It is designed for informational purposes only and the provisions are not contractually binding. The University has the discretion to make revisions to the manual to remain current and consistent with current practices or changes in local, state or federal law. Thus, the University reserves all management rights and retains all right to take actions deemed necessary to achieve organizational goals and the right to set productivity and performance standards.

Office of Human Resources

The Office of Human Resources is responsible for and has oversight for the following areas: benefits administration; employee and labor relations; professional development training; equal employment opportunity and compliance; organizational development and compensation. The Chief Human Resources Officer is designated as the appointing authority and is responsible for explaining and interpreting personnel policies and civil service laws, developing and implementing benefit programs and workplace policies and procedures.

The Office of Human Resources is located in the Huntington Building at 1851 N. Research Drive, Bowling Green, OH 43403.

Phone: 419-372-8421

Fax: 419-372-2920

Email: ohr@bgsu.edu

Website: [Human Resources](#)

Administrative Staff Council

The Administrative Staff Council (ASC) supports the mission of Bowling Green State University through its structure and representation of administrative staff members. Since its origination in 1982, the purpose of ASC has been to promote the general welfare of administrative staff members; seek professional development opportunities; maintain communications among staff members and review, initiate, and make recommendations on institutional policies.

ASC leadership positions consist of: chair or co-chair; chair-elect or co-chair elect, secretary, treasurer, and several division representatives. All elections are made through a voting process involving all administrative staff members. The Council meets on a monthly basis, and all administrative staff members are welcome to attend.

For additional information regarding Administrative Staff Council please visit the [Administrative Staff Council](#) webpage.

Ombudsperson

BGSU administrative staff ombudspersons are designated individuals who serve on-campus as impartial dispute resolution practitioners. Their responsibility is to provide confidential and informal assistance with the resolution of workplace issues. They serve as a reliable, comprehensive source of information about the University policies and procedures in order to assure members have the full knowledge of, and access to, all appropriate conflict-resolutions processes. Ombudsperson(s) supplement, but do not replace, the existing resources for conflict resolution (ie: Office of Human Resources, etc.).

While an ombudsperson's assistance is confidential, any notes taken or records made during the process could be considered a Public Records. Nothing during the ombud's process can supersede the Ohio Public Records Act.

Any advice given by an ombudsperson does not have the authority to bind either the University or the other party to the discussions. Similarly, an ombudsperson cannot be held legally responsible for advice given in good faith.

The principles by which the Administrative Staff Ombudspersons operate, include but are not limited to the following:

- Provide impartial and confidential consultation to members of administrative staff on workplace issues
- Remain independent, neutral and impartial, and exercise good judgment
- Assist with the interpretation of University policies and procedures
- Assess the pros and cons of possible options for addressing concerns
- In necessary, conduct informal fact-finding in order to better understand an issue from all perspectives
- Consult with other individuals who may be in a position to help develop cooperative strategies for complaint resolution
- With the inquirers permission, consult with all parties to clarify and analyze problems, focus discussions, and develop a mutually satisfactory process for resolution
- When appropriate, facilitate group meetings among parties
- Encourage flexible administrative practices to maximize the institutions ability to meet the needs of all members of the campus community
- Whenever possible and appropriate, provide referrals to other campus resources to assist in conflict resolution

Section 2: Equal Opportunity and Commitment to Diversity

Equal Opportunity

Bowling Green State University confirms its commitment to provide equal employment opportunities to all employees and applicants for employment without regard to race, sex, gender identity, genetic information, gender expression, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, pregnancy, military status, or status as a Special Disabled or Vietnam-era veteran. Equal employment opportunity applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

For additional information, please review the full [Equal Employment Opportunity Policy](#).

Religious Accommodation

At BGSU, all employees, faculty, administrative and classified staff, are to be granted a two-hour release time period to attend any religious service or to meet a religious need that occurs

during normal working hours. There may be no loss of compensation, vacation or personal time for this period.

For additional information, please review the full policy governing [the accommodation of religious observances by University employees and students.](#)

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Bowling Green State University will make reasonable accommodations for the known disability of an otherwise qualified individual.

Employees who may require a reasonable accommodation should contact the Office of Accessibility Services. For more information, please review the full policy governing [disability and reasonable accommodation.](#)

Compliance with Disability Regulations – Office of Accessibility Services

Parking spaces marked with disability/wheelchair signs are available in various campus parking lots for persons with disabilities who properly display a current state-issued plaque/card in accordance with Section 4503.55 of the Ohio Revised Code. The University continues to improve the accessibility of its buildings; for example, building ramps for persons in wheelchairs and removing architectural barriers. Staff members and applicants needing assistance should contact the Office of Human Resources at 372-8421 or the Director of Accessibility Services at 372-8495.

Anti-Harassment & Retaliation Policy

It is Bowling Green State University's policy to provide a work environment free of sexual and other harassment. To that end, harassment of Bowling Green State University employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

The policies governing anti-harassment and retaliation can be found at:

[Anti-Harassment](#)

[Retaliation](#)

[Racial & Ethnic Harassment](#)

[Sexual Harassment](#)

Discrimination/Harassment Complaint Process

Bowling Green State University confirms its commitment to provide an environment free of unlawful harassment. However, regardless of University policy or action, a staff member may

feel discriminated against with regard to such things as assignment, promotions, or accepted employee work practices, related to protected categories. In such situations, the University tries to resolve alleged discrimination complaints fairly and as quickly as possible.

If you feel you have been discriminated against, and personal attempts to resolve the situation have been unsuccessful, you may file your complaint with the Office of Human Resources. The Director or the designee in Human Resources will:

- attempt to resolve your complaint informally
- discuss your concern with your supervisors and associates, if it is agreeable to you
- assist you in filing an internal formal complaint if the problem cannot be resolved informally
- investigate your complaint and make available to you final documents of the investigation
- assure that you and any staff members who assist you are free from retaliation or discrimination at any stage of the complaint presentation or processing

For more information or to discuss a complaint, call the Office of Human Resources at 419-372-8421. To file an informal/formal complaint, please complete a [Complaint Form](#).

Section 3: Workplace Guidelines

Code of Ethics and Conduct

Bowling Green State University pursues its mission and conducts its academic and business affairs with the highest degree of integrity and honesty and in a manner that is, and appears to be in full accord with principles of academic excellence, canons of ethical and professional conduct all controlling law.

The policy governing Code of Ethics and Conduct can be found at [Code of Ethics and Conduct Policy](#).

Political Activity

The policy governing the circumstances when a University employee may hold political office, engage in partisan political activity, use University time, property and equipment for political activity, and participate in other activities of a political nature can be found at [Political Activity](#).

Solicitation

Bowling Green State University employees are to perform their jobs free from intrusions and to ensure that the mission of the University shall proceed unhampered. It also is recognized,

however, that the atmosphere of a university requires "academic freedom, the full freedom of speech, freedom to teach, to learn, and to conduct inquiry in a spirit of openness necessary to the acceptance of criticism, the expression of differing opinions and the pursuit of truth."

The policy governing solicitation activities on campus can be found at [Solicitation Policy](#).

Nepotism

In keeping with good personnel management procedures and to guarantee equal employment opportunities to all, applicants may not be hired for or promoted into positions in which they would supervise or be subject to the immediate supervision of a member of their immediate family.

The policy governing nepotism can be found at [Nepotism Policy](#).

Consensual Amorous Relationships

Bowling Green State University promotes an atmosphere of professionalism based on mutual trust and respect. The integrity of interaction among faculty, staff and students must not be compromised. Consensual amorous relationships between persons having an evaluative, supervisory, or decision-making relationship present an inherent risk of a conflict of interest.

The policy governing consensual amorous relationships can be found at [Consensual Amorous Relationship Policy](#).

Driver Insurability

Bowling Green State University requires that all employees who operate state vehicles be insurable by the University's insurance provider. The purpose of the policy is to reduce the exposure and liability of the University to high-risk drivers and provide a safe working environment for the students, faculty, staff and visitors.

University employees and off-campus applicants who apply for a position that will require driving a state vehicle must complete a motor vehicle record statement authorizing a University official to request a driver record check. The record check will be repeated yearly as long as the employee is in a position that requires operation of a state vehicle.

An employee may be transferred, suspended, demoted or dismissed if driver insurability is lost due to a poor driving record. Loss of insurability may result from violations in the last three years that consist of any combination of accidents and moving violations which total six or more points as determined by the Office of Risk Management.

Emergency Cancellation, Delay and Closings

The policy governing the framework and protocol for modifying normal operations during seasonal inclement weather, health hazards or other emergencies can be found at [Emergency Cancellation, Delay and Closings Policy](#).

Dispute/Conflict Resolution

Bowling Green State University retains the right to formulate its own policies and procedures as well as to interpret, implement and administer those policies and procedures and all state and federal laws. The interpretation, implementation and administration of state and federal law, as well as University policies and procedures, are not for dispute. Complaints pertaining to these rights will not be considered for handling within the framework of these procedures. Employee problems or conflicts should be resolved as quickly as possible in a positive, constructive manner and employees are encouraged to consult their immediate supervisor or a representative from the Office of Human Resources. In the workplace disputes, conflicts or misunderstandings may potentially occur. However, an employee may file a notice of dispute/conflict following the procedure outlined below for employees not covered by a collective bargaining agreement with the purpose of resolving work related disputes.

Definitions

Dispute/Conflict: A problem or complaint that arises in the course of employment over the application of federal law, state civil service laws and/or University policies and procedures and which is within the authority of the University to resolve.

Example of a Dispute/Conflict Incident: An employee is singled out in a department as the only individual having to purchase their own tools/equipment in order to perform their job. This would be a misapplication of the standard University practice of providing equipment/tools for employees.

Example of Non-Disputable Incident/Non-Conflict Incident: An employee does not like the particular brand of tools/equipment that they are required to use in the performance of their duties and wants a different brand purchased. This would not be a valid incident, because the University retains the right to choose the type of equipment/tools that are issued to employees.

Employee with Dispute: A staff member who is filing a request for dispute/conflict resolution that is not otherwise covered under a collective bargaining unit's agreement.

Employee named in Dispute: The supervisor (or designee if determined by the Chief Human Resources Officer) responsible for reviewing the written request for dispute/conflict resolution and preparing the response on the dispute resolution form at either Step 1 or Step 2.

Support person: A current University employee who may accompany and advise employee during the process, but cannot speak on behalf of the employee during the proceedings.

General Provisions

1. A dispute/conflict is a problem or complaint, which arises in the course of employment over the application of federal law, state civil service laws and/or University policies and procedures and is within the authority of the university to resolve.
2. Discrimination based on gender, race, religion, age, national origin, disability or sexual orientation are not proper within the framework of the dispute/conflict resolution process and should be handled through the Office of Human Resources.
3. All the time limits are in calendar days, unless otherwise indicated in the dispute/conflict resolution procedures. Time limits may be extended upon mutual agreement of both parties.
4. If a decision is not made by respondents within the time limits established up through Step 2 of the dispute/conflict resolution process, and if the employee desires, the dispute/conflict may be moved to the next step of the dispute/conflict resolution process.
5. If the results of a dispute/conflict at any step are not appealed by the employee within the established time limits by going to the next step of the dispute/conflict resolution process, the dispute/conflict will be considered terminated.
6. The burden of proof lies with the employee filing the written request for dispute/conflict resolution. The employee may withdraw his or her dispute/conflict at any stage of the dispute/conflict resolution process.
7. An employee and witnesses will be allowed a reasonable amount of time off, with pay, during regularly assigned shift(s) to present a dispute/conflict or provide a witness statement at any step of the dispute/conflict resolution process.
8. Employees currently employed on an active basis are eligible to use the dispute/conflict resolution process. Employees who are suspended are not eligible to utilize the dispute/conflict resolution process during the period of suspension. Dismissal or voluntary resignation from the University will terminate any dispute/conflict initiated by the former employee.
9. A dispute/conflict, which is appealed to the courts or other external process, will be automatically withdrawn from the University's dispute/conflict resolution process.
10. Only the employee who is directly affected can file a dispute/conflict resolution request. Dispute/conflict resolution requests may not be filed on behalf of an administrative staff member or group.
11. All discussions and meetings regarding dispute/conflict resolution will take place in a private workplace setting and will not be open to the public.

12. The respondent and the employee requesting dispute/conflict resolution may seek legal counsel, but may not be represented by legal counsel during any steps of the dispute/conflict resolution process.
13. The employee may be accompanied through all steps of the dispute/conflict resolution process by another university employee of his/her choice who may serve as a support person, but such support person may not participate in the role of legal counsel or speak on behalf of the employee during the proceedings. It will be the responsibility of the employee to make arrangements to fit the meeting date and time established.

Procedures

Prior to filing a written request for dispute/conflict resolution, every effort should be taken to resolve the issue informally. Designated staff members of the Office of Human Resources are available to assist in informal resolution of differences between employees and their supervisors and managers or to assist in the interpretation of policies and procedures and their proper applications. If an employee chooses to request a dispute/conflict resolution after informal measures occur, the individual should send a memorandum, a sample of which is included in this handbook, to the immediate supervisor and the Office of Human Resources notifying them of this intention if the dispute/conflict for resolution could not be resolved informally. To assist employees regarding dispute/conflict resolution a copy of the University dispute resolution form is also included.

Step 1

The employee must formally present a dispute/conflict to his/her immediate supervisor within seven calendar days of the date of a disputable incident. In the situation where the alleged dispute/conflict involves the immediate supervisor, the employee may present the dispute/conflict to the Chief Human Resources Officer or his/her designee, who will designate another individual as respondent at Step 1 with the consent of the employee.

The following information must be clearly stated on the appropriate dispute resolution form designated by the University:

1. Nature and specifics of the dispute or conflict.
2. Alleged misapplication of rules/procedures.
3. Date of alleged misapplication.
4. Corrective action requested and reasons.
5. Summary of efforts made to resolve the dispute or conflict informally.

6. Any other information pertinent to the dispute or conflict, including all factual information available, including dates, names of individuals involved incidents, occurrences, circumstances and dates of any relevant decision or action.

Upon receipt of the dispute form, the respondent (immediate supervisor or other individual if designated as the step one respondent) will date-stamp the dispute form to establish the effective date for time limits applicable in this procedure, and return a date-stamped copy to the employee immediately.

The respondent will discuss the dispute/conflict with the employee as soon as possible, but no later than seven calendar days from receipt of the dispute resolution form. In addition, the respondent will meet with other individuals who may have information relevant to the alleged dispute/conflict.

After the meeting, the respondent will respond to the employee on the dispute resolution form as soon as possible, but no later than seven calendar days after meeting with the employee. If both parties agree that the dispute/conflict has been resolved, the original form should indicate the manner of resolution. Both parties should sign and date the form and forward it to Human Resources to be placed in the employee relations file, by employee name. The Office of Human Resources will provide a copy to the employee, immediate supervisor and the next level of supervision.

If the dispute/conflict is not resolved, the original form is returned to the employee who may pursue the dispute/conflict by following the procedures outlined in Step 2.

Step 2

If the employee is not satisfied with the response of Step 1, he/she may within seven calendar days, submit the original form to his/her department/administrative unit head, as the Step 2 respondent, who will date-stamp the dispute resolution form upon receipt and return a date-stamped copy to the employee. If the situation exists where the dispute/conflict involves the department/unit head, the employee may present the dispute/conflict resolution to the Chief Human Resources Officer or his/her designee who will designate another individual at Step 2, or choose to forward the dispute/conflict for consideration at Step 3.

If the dispute/conflict is to proceed at Step 2, the appropriate respondent will attempt to determine the facts relating to the dispute/conflict and may use the following approaches in whatever order is deemed appropriate.

1. Meet with the employee who has requested dispute resolution.
2. Meet with the employee's immediate supervisor and/or department head or any other individuals who may have information relevant to the dispute/conflict.
3. Meet jointly with the employee and respondent to try to resolve the dispute/conflict.

The Step 2 respondent will prepare the response on the dispute resolution form and return it to the employee as soon as possible, but no later than seven calendar days after filing date at Step 2. The report will confirm or disaffirm if there is actually a misapplication of policy, rules or procedures.

If both parties agree that the dispute/conflict has been resolved, the original dispute resolution form should indicate the manner of resolution. Both parties should sign the form and forward it to Human Resources to be placed in the file.

A copy of the resolution will be provided to the employee, immediate supervisor and the next level of supervision.

If the dispute/conflict has not been resolved, the original form is returned to the employee who may pursue the dispute/conflict by following the procedures outlined in Step 3.

Step 3

An employee who is still not satisfied with the results of Step 2 may, within seven calendar days after receipt of the results of Step 2, submit the original dispute resolution form to the Chief Human Resources Officer. Upon receipt of the original dispute resolution form, the Office of Human Resources will date-stamp the form to establish the effective date for time limits outlined in Step 3.

Within seven calendar days after receipt of a request, the Chief Human Resources Officer or his/her designee, will begin the task of convening a meeting in accordance with the following guidelines. If an extension of time is needed, the Chief Human Resources Officer or his/her designee, may extend the timeframe up to five additional calendar days. If unavailable, a meeting may be established within ten additional days if necessary.

1. Direct the employee to provide a listing of available meeting dates and times to coordinate a meeting.
2. Copies of documentation for presentation at the meeting must be furnished by the employee to the Office of Human Resources at least three working days before the meeting. Lists of any consenting witnesses to be called to serve as a witness during the meeting, the names must also be submitted at this time. If any witnesses are unable or fail to appear, the meeting will proceed as scheduled.

3. The outcomes of the Step 3 meeting by the Chief Human Resources Officer or designee are final and have no further appeal rights.

Section 4: Employment Status & Records

Work Schedule(s)

Administrative staff employees should follow the established work schedules within the department, however, recognizing that departmental demands may require that you work more than 40-hours in a workweek. In certain circumstances it may be appropriate for a full-time administrative staff member to adopt a flexible work schedule. A flexible work schedule must be arranged in advance and approved by the supervisor. Normal business hours for each office must be maintained. Additionally, the supervisor will conduct a periodic review to determine continuation.

New Staff Orientation

As a new Falcon, you will participate in a new staff orientation as part of the onboarding process. During this session you will receive general information about Bowling Green State University and your employee benefits. For additional information, please visit the Office of Human Resources website at <https://www.bgsu.edu/human-resources.html>.

Employee Identification Cards

All employees are issued a BG1 Card upon hire. This card identifies you as a member of the University staff and provides additional discounts and resources to the University community. For additional information please visit the BG1 Card Services at [BG1 Card Services](#).

Parking

Employee parking areas are located throughout the campus. All vehicles must be registered with Parking Services. For additional information please visit Parking Services at [Parking Services](#).

Access to Personnel Files

OHR keeps a personnel file on every administrative staff member. You may review your personnel file, with the exception of confidential letters of reference, by contacting the office to schedule an appointment. Information included in the file, will include but is not limited to the following: employment history, all personnel/pay transactions, performance evaluations, application forms and other materials essential to your work record. BGSU employees should be aware that most personnel records are considered public information pursuant to Ohio Revised Code Section 149.43. Certain records, including medical information, social security numbers and residential and family information of law enforcement officers, are exempt from

disclosure. Most other records, including performance evaluations, salary, leave balances, disciplinary actions, grievances, and applications of employment are publicly available.

The Office of Human Resources is located in the Huntington Building at 1851 N. Research Drive, Bowling Green, OH 43403. Phone: 419-372-8421; Email: ohr@bgsu.edu.

Performance Management

Performance Management is the process supervisors use to maintain or improve employee job performance through the use of performance assessment tools, coaching and counseling, as well as, providing continuous feedback.

The performance management process documents and communicates with employees about their work performance through the use of an appraisal tool. Formal performance appraisals are conducted annually for supervisors to measure and communicate employee performance for the prior year, which is the basis and serves as a foundation to provide praise and recognition, direction, clarify expected results and help focus efforts.

Grant Funded Positions

Administrative staff members in positions funded wholly or in part by a grant or other external funds are covered by policies, procedures and benefits noted in this handbook, except that such coverage is contingent upon the availability of said grant or external funds. Continuation of employment is not guaranteed beyond the termination of the grant and/or external funding.

Separation from Employment

Separation from employment may be voluntary or involuntary. If an employee should voluntarily separate their employment from BGSU, an employee is asked to submit notice of resignation at least two weeks in advance to the direct supervisor with a copy to Human Resources.

Contact the Office of Human Resources (419-372-8421 or ohr@bgsu.edu) to schedule an exit interview. The exit interview has two segments: firstly, to cover the status of insurance, retirement, and other benefits upon termination, and instructions about the return of identification cards, keys and other property belonging to the University; secondly, to obtain meaningful information about an employee's BGSU employment experience and share reasons of transfer or departure as an element of organizational development.

Employees separating are to clear offices of personal property/equipment, clear up any financial obligations that you may have with the University, and return University-owned property and equipment (laptops, library books, keys, uniforms, etc.). A copy of a clearance form for this purpose is available from the Office of Human Resources. A fee may be deducted from the employee's last payroll check in the event that university property is not returned. Failure to return other University property will be handled on a case-by-case basis.

Section 5: Compensation

Pay Transparency Nondiscrimination Provision

BGSU is considered a federal contractor. A contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Payroll

Administrative Staff employees are paid on the 20th of each month for the current monthly period. Administrative hourly employees are paid on a bi-weekly pay, every other Friday. Paychecks are directly deposited into your checking and/or savings account. Your pay advice will be made available through the MyBGSU portal.

Time Records

Exempt staff members must accurately report all paid time away for work on a monthly basis. Administrative-hourly staff members are required to report accurately all work hours on a daily basis, as well as paid time away from campus.

All hours must be reported through the MyBGSU portal. Anyone falsifying the reporting of time worked or paid time away from work may be subject to disciplinary action up to and including termination of employment.

Payroll Deductions

Bowling Green State University is required by law to withhold all applicable tax deductions, as well as retirement contributions from each employee's paycheck. In addition, deductions can also be withheld for the following:

- Charitable contributions, applicable to income tax regulations
- Gifts to the University or University Foundation
- Employee associations dues, if applicable
- Medical, dental, life or other insurance purchased through the University

Questions regarding taxes, deductions or net payment amounts should be directed to the Payroll Office.

Garnishments

Bowling Green State University will comply with wage garnishment orders issued by court order or other legal or equitable procedures (e.g. Internal Revenue Services (IRS) or state tax collection).

The policy governing Wage Garnishment can be found at [Garnishment of Wages.](#)

Administrative compensation plan

It is BGSU's policy to maintain fair and competitive grade levels and pay ranges without regard to race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, status as a Special Disabled or Vietnam-era veteran, or genetic information.

The purpose of the Administrative Staff Compensation Plan is to establish a system that reflects:

- Relationships between positions and their worth
- The principles of equitable compensation
- Competition with the external employment market

These policies and procedures apply to all occupied administrative staff positions and supersede all previous written or unwritten practices. The ongoing responsibility for the administration of the Administrative Staff Compensation Plan (Plan) is assigned to the Chief Human Resources Officer.

I. Objectives

It is the intent of the Administrative Staff Compensation Plan to:

- Administer the Plan in accordance with the general policies of the University
- Provide a compensation plan that is internally equitable (as determined by comparing similar University positions) and externally competitive with the market; when appropriate, this plan will be determined by comparing pay ranges within the University with pay ranges for similar positions outside the University
- Ensure equitable compensation for positions requiring similar educational levels, experience levels, skills, effort, working conditions and levels of responsibilities
- Ensure that the administration of the position evaluations and grade level assignments is consistent and uniform throughout the University
- Provide for a review process that will address inequities
- Allow for the maintenance of competitive grade levels
- Provide policies and procedures which ensure that the Plan will be equitably and efficiently administered

II. Definition of Terms

The following terms are used in the Administrative Staff Compensation Plan:

A. Administrative Staff Advisory Team Members

The Administrative Staff (AS) Advisory Team consists of sixteen administrative staff members selected by the Administrative Staff Council (ASC) Executive Committee. Team members serve three-year terms (September 1 /August 31) with five or six new members joining the team each year. Team members must be inactive for one year after completion of their three-year term before they can be considered for re-appointment. If a committee member cannot complete his/her term, ASC's Executive Committee will appoint a member from the same functional area to complete the term. Membership to this committee should include representatives from all functional areas.

The team's primary responsibility is to collaborate with Human Resources in the re-evaluation of Job Analysis Questionnaires (JAQ). Human Resources and past members of the Administrative Staff Advisory Team train team members to analyze, evaluate and recommend a grade level (numeric ranking) for currently occupied administrative staff positions.

Each time an administrative staff position is re-evaluated, Human Resources selects four members from the Team to participate in the process, attempting to rotate participation equally among members. One team member must be from the same vice-presidential area as the position being re-evaluated. The other three team members should be from different vice-presidential areas. If one member of the four-person team feels it is necessary to recuse him/herself the process can continue with a three-member team. If more than one team member wishes to be recused, a new team may be assigned. The Chief Human Resources Officer appoints two members of the Human Resource staff to serve as committee members.

Administrative staff team members also participate in the Conciliation/Appeals process, but individual team members may not participate in both the re-evaluation and the appeals process for the same position.

Administrative Staff Advisory Team Member Rotation:

The Administrative Staff advisory team consists of sixteen Administrative Staff members selected by the ASC Executive Committee for staggered three-year terms.

- a. Members will begin service on September 1 and serve for three years, ending on August 31.
- b. Each year, five or six new members will be appointed to replace the five or six who are completing their service.

- c. Membership to this committee should represent all of the functional areas. If the University structure changes, the next members appointed should address any committee inequities resulting from the new structure.
 - d. If a committee member cannot complete his/her term, ASC'S Executive Committee will appoint a member from the same functional area to complete the term.
 - e. No members shall serve consecutive three-year terms.
- B. Grade Level
The grade level is the numeric ranking of administrative staff positions from 350 to 363.
- C. Human Resources/Administrative Staff Advisory Team (HR/AS Advisory Team)
Two members of the Human Resources staff and the four members selected from the Administrative Staff Advisory Team comprise the HR/AS Advisory Team. This combined team is responsible for analyzing, evaluating and recommending a grade level whenever an occupied administrative staff position is re-evaluated.
- D. Job Analysis Questionnaire (JAQ)
The Job Analysis Questionnaire is the instrument used to describe the position responsibilities. This questionnaire is used by the HR/AS Advisory Team and/or Human Resources to determine the grade level of an administrative staff position based upon the level of knowledge and work experience, problem solving, impact on operations (the consequence of action and autonomy), communications (the degree of interaction and nature of contact), supervision and level of authority. The Job Analysis Questionnaire must be completed in order for any administrative staff position to be created and/or changed.
- E. Pay Range
The pay range is the compensation for a particular grade level. Each pay range has a designated minimum, midpoint and maximum.
- F. PRESIDENT'S Compensation Working Group
The President's Compensation Working Group is comprised of administrators appointed by the President. This group routinely reviews issues regarding the Plan and decides the outcome of the appeals process.

III. Policies

The following policies have been established for the maintenance and management of the Administrative Staff Compensation Plan:

- A. New Administrative Staff Hire
New administrative staff are generally hired between the minimum and midpoint of a grade level. A pay assigned above the midpoint requires prior approval by the Vice-President, after consultation with the Offices of Human Resources and Equity and Diversity.

B. Upgrade

A position is re-evaluated and assigned to a higher-grade level as a result of significant expansion in the position's existing duties and responsibilities.

Policy:

The incumbent is guaranteed at least a 5% increase in pay or the minimum pay for the new level, whichever is greater.

C. Promotion

An incumbent moves from a position requiring a certain level of skill, effort and responsibility to a position requiring a significantly greater degree of skill, effort and responsibility.

Policy:

When an employee is promoted, she/he is guaranteed at least a 5% increase in pay/hourly rate or the minimum pay for the new level, whichever is greater.

D. Interim/Acting Positions

A staff member is assigned to a position on an interim/temporary/acting basis.

Policy:

If the assignment is longer than 30 calendar days and is in a higher grade level, the staff member receives a premium for the time served equal to at least a 5% increase in pay or the minimum for the interim grade level, whichever is greater.

E. Demotion

An incumbent staff member moves from a position requiring a certain level of skill, effort and responsibility to another position in a lower grade level requiring a lesser degree of skill, effort and responsibility.

Policy:

When a demotion occurs, the incumbent's pay is reduced to a level in the lower pay range equivalent to his/her level in the original pay range. The President, in consultation with the Vice-President and Human Resources, must approve any exceptions to this policy.

F. Downgrade

A position is reassigned to a lower grade level as a result of significant reduction in the position's existing duties and responsibilities.

Policy:

When a position downgrade occurs, the incumbent's pay/hourly rate is reduced to the level in the lower pay range equivalent to his/her level in the original pay range. The President, in consultation with the Vice-President and Human Resources, must approve any exceptions to this policy.

G. Transfer

An incumbent staff member moves from a position requiring a certain level of skill, effort and responsibility to another position requiring the same degree of skill, effort, and responsibility that is assigned to the same grade level.

Policy:

When a transfer occurs, normally the incumbent's pay/hourly rate will not be adjusted. The President, in consultation with the Vice-President and Human Resources, must approve any exceptions to this policy.

H. Market Exceptions

A market exception is a special pay premium established for particular positions when unusual market conditions exist, causing excessive turnover, pay midpoints well below market average, and/or failure of current pay to attract qualified candidates.

Policy:

A special market pay premium may be paid for these positions

I. Pay Above Maximum

Administrative staff salaries/hourly rates are capped at the maximum or above the maximum of a pay range. However, staff members whose salaries are currently at or above the maximum are exempt for a period of three years. Effective July 2000, the salaries of any staff still above maximum MAY be frozen until such time as those salaries are within his/her range. If, at any time during the three years, a staff member's pay should fall within range, the exemption ceases to apply to that staff member and the capped maximum will be enforced.

Staff at the maximum will be considered for a merit increase not to exceed the percentage adjustment of the pay range.

Staff above the maximum is eligible each year for a one-time, merit-based bonus not to exceed the percentage of the pay pool designated for merit each year. This will occur only when the Board of Trustees authorizes bonuses and will not be added to base salaries.

J. Progression Through the Pay Range

Progression through a pay range is the method by which an incumbent moves through his/her assigned pay range.

Policy:

Staff progress through pay ranges based on meritorious performance.

K. Title Revision

Title changes may be requested to more accurately reflect position responsibilities. A Job Analysis Questionnaire is completed and forwarded to Human Resources in accordance with

established procedures. If the proposed title accurately reflects the responsibilities, the HR/AS Advisory Team may recommend that the title be changed regardless of any change in the grade level. No title change occurs without approval from the supervisor, Vice-President, and Human Resources.

L. Pay Range Adjustments

Each year, the University will re-evaluate the ranges in light of current market conditions, as well as other relevant factors, and may adjust the ranges in accordance with those results.

IV. Administrative Compensation Plan Position Evaluation/Re-evaluation Processes

The position evaluation process is the method by which positions are evaluated against a uniform set of criteria and assigned to established grade levels and appropriate pay ranges. Human Resources conducts the evaluations for new positions. Human Resources and the Administrative Staff Advisory Team jointly conduct the re-evaluation of occupied positions. Re-evaluation occurs when initiated by the incumbent, the supervisor(s), or Human Resources. It is anticipated that re-evaluation initiated by the incumbent or the supervisor(s) for a specific position will occur no more than once every two years. Position evaluations/re-evaluations are normally completed in twelve weeks from the time the Job Analysis Questionnaire is submitted to Human Resources unless there is an agreement to extend the timelines and all parties are informed.

A. Positions are evaluated when one of the following occurs:

- A new position is created. A supervisor, area head, dean, Vice-President, or President/Designee, in consultation with Human Resources, is responsible for submitting a completed Job Analysis Questionnaire to Human Resources.
- A position becomes vacant. A supervisor, area head, dean, Vice-President, or President/Designee in consultation with Human Resources is responsible for submitting a completed Job Analysis Questionnaire to Human Resources.

B. Positions are re-evaluated when one of the following occurs:

- A significant change in responsibilities occurs or is proposed in existing positions. Re-evaluations are initiated by the incumbent or the supervisor submitting a completed Job Analysis Questionnaire to Human Resources.
- Reorganization occurs. Re-evaluations are initiated by an area head, dean, Vice-President, or President/designee prior to the reorganization and in consultation with Human Resources. Reorganization may result in significant changes in position responsibilities.

C. Re-evaluation Process for Administrative Staff Positions Initiated By the Incumbent and/or Supervisor:

1. The initiator completes the Job Analysis Questionnaire that is found on the Human Resources website. The criteria used in the grading process are also on this web site. If the initiator is the employee, the completed Job Analysis Questionnaire is forwarded to both the immediate supervisor and the second-level supervisor for signature and comment. When an initiator is a supervisor, area head, or Vice-President, the supervisor meets with the incumbent to discuss position responsibilities and obtain signatures on the Job Analysis Questionnaire. The supervisor comments, signs, and forwards the Job Analysis Questionnaire to the second-level supervisor. Supervisor and employee retain a copy.
2. Upon receipt of the Job Analysis Questionnaire, the second-level supervisor evaluates, comments, signs, and forwards the Job Analysis Questionnaire to Human Resources.
3. Upon receipt of the completed Job Analysis Questionnaire, Human Resources logs in the Job Analysis Questionnaire, notifies the initiator, and begins a tracking/timeline. Human Resources reviews all documents for completeness, gathers additional information as needed, and distributes the documents to the HR/AS Advisory Team. Any changes, additions, or deletions made to the Job Analysis Questionnaire by Human Resources must be forwarded to the employee and supervisor.
4. The HR/AS Advisory Team analyzes, evaluates, and recommends a grade level based on the established criteria. In the event the HR/AS Advisory Team requests additional information, Human Resources gathers the additional information and forwards it to the Team.
5. Human Resources forwards the results of the re-evaluation to the immediate supervisor and the appropriate Vice-President for consideration. If the position reports directly to the President, it is forwarded to the President/Designee for consideration.
6. After input from the immediate supervisor and/or the secondary supervisor, the Vice-President or President/Designee reviews all documents and forwards a written decision about the position to Human Resources.
7. Immediately following the Vice-Presidential or Presidential/designee decision, Human Resources forwards copies of the re-evaluation results, including documentation that supports the committee's recommendation to the employee and the appropriate supervisory structure.

8. Administrative staff and/or initiators who do not agree with the determination may meet with Human Resources and, if appropriate, the immediate supervisor for further explanation. If there is still no agreement, the staff member and/or initiator may follow the Conciliation/Appeals process.

V. Conciliation/Appeals Process

The purpose of the Conciliation/Appeals Process is to ensure prompt resolution of disagreements regarding the results of position re-evaluations and subsequent placement in the Plan.

There are three steps in the process:

1. Conciliation Meeting
2. Appeals Board
3. Presidential Appeal

A. Conciliation Meeting

The Conciliation Meeting, facilitated by the Chief Human Resources Officer/designee, provides the initiator of the conciliation process and the Vice-President with an opportunity to resolve the complaint in a collaborative, informal fashion. If the position reports directly to the President, the President/designee will participate in the conciliation process. Participants in the meeting include:

- Employee
- Immediate Supervisor
- Vice-President or President/designee
- Chief Human Resources Officer/designee
- ASC Review Team member from the initial re-evaluation team

The process is normally completed within four weeks unless there is an agreement to extend the timelines and all parties are informed.

Process:

1. Within seven calendar days after receiving the Vice-Presidential or Presidential/designee decision and relevant documentation from Human Resources, the initiator/incumbent informs Human Resources in writing of the intent to enter into conciliation.
2. Upon receipt of the request for conciliation, Human Resources begins a tracking timeline.
3. Human Resources coordinates a meeting with the appropriate parties. A meeting must be convened within thirty (30) calendar days of the request for conciliation.

4. Human Resources is responsible for reporting, in writing, the outcome of the meeting to all involved parties within fourteen calendar days of the meeting.
5. If the meeting results in a change of grade level for the position in question, Human Resources, in conjunction with the initiator/incumbent, recommends the effective date of the change to the Vice-President. No action is necessary if the meeting results in no change in the position.
6. If the initiator/incumbent is not satisfied with the decision, he or she can request an Appeals Board review.

B. Appeals Board

The Appeals Board provides the initiator of the appeals process an opportunity to achieve resolution through the involvement of administrative staff in reviewing the appeal and making recommendations to the President's Compensation Working Group. The Appeals Board consists of five members of the Administrative Staff Advisory Team who have not been involved in the re-evaluation or conciliation process. Human Resources is available as a resource. The process is normally completed within sixteen weeks unless there is an agreement to extend the timeline and all parties are informed.

Process:

1. Within seven calendar days of conciliation, the initiator informs Human Resources and the Vice-President, in writing, of the intent to appeal. If the position reports directly to the President, the initiator informs Human Resources and the President/Designee, in writing, of intent to appeal.
2. Within seven calendar days of notification of the intent to appeal, Human Resources forwards the appeals packet (an appeal request form, JAQ, factor sheet, and supporting documentation) to the initiator.
3. Within fourteen calendar days of receiving the appeals packet, the initiator completes the appeal request form and forwards any supporting documentation to Human Resources.
4. Upon receipt of the completed documentation, Human Resources forwards a copy of the initiator's completed appeals packet and any other documentation to the Vice-President or President/Designee. Within fourteen calendar days of receiving the information from Human Resources, the Vice-President or President/Designee acknowledges receipt of the packet and forward any comments, in writing, to Human Resources. Human Resources forwards a copy of the response to the initiator.
5. During steps three and four, Human Resources, in conjunction with the initiator, selects five Administrative Staff Advisory Team members for the Appeals Board.

Advisory Team members who participated in the re-evaluation or conciliation process are not eligible to serve on the Appeals Board.

6. Within seven calendar days of receiving the completed documentation from the Vice-President or President/Designee, Human Resources forwards this documentation and the initiator's documentation to the Appeals Board.
7. Within fourteen calendar days of receipt of the completed documentation, the Appeals Board meets to review the original re-evaluation decision and subsequent documentation triggered by the appeals process.
8. Within seven calendar days of the review, the Appeals Board submits its recommendation and supporting rationale in writing to Human Resources, initiator, Vice-President or President/Designee and President's Compensation Working Group.
9. Within thirty calendar days of receiving the recommendation of the Appeals Board, the President's Compensation Working Group, without the Vice-President or President/Designee where the appeal occurs, reviews the recommendation of the Appeals Board and makes a decision.
10. Within seven calendar days of making a decision, the President's Compensation Working Group will submit the decision and supporting rationale in writing to the initiator, supervisor, Vice-President or President/Designee, and Human Resources.
11. If the decision results in a change of grade level, Human Resources recommends the effective date of the change with the Vice-President or President/Designee.
12. If the initiator or Vice-President or President/Designee is not satisfied with the decision, she/he can appeal to the President.

C. Presidential Appeal

1. Within seven calendar days of receiving the decision of the President's Compensation Working Group, the initiator or Vice-President appeals in writing to the President or his/her designee. The designee cannot be from the initiator's Vice Presidential area, Human Resources, or President's Compensation Working Group. If the position reports directly to the President, the President appoints a designee for this process.
2. Within thirty calendar days after receiving the appeal, the President or designee makes a decision and notifies in writing the initiator, supervisor, Vice-President, President's Compensation Working Group, and Human Resources
3. The decision of the President or designee is final.

Section 6: Employee Benefits

Insurance Benefits

Bowling Green State University provides a comprehensive benefit program for you and your family as part of your total compensation package. These plans are reviewed annually to maintain competitiveness while being cost effective. Specific details about the current benefit plans can be found at [Benefit Details](#).

Full-time employees are eligible for several insurance plan options through BGSU to include:

- Health & Prescription
- Dental
- Vision
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Flexible Spending Accounts (healthcare and dependent care)
- Voluntary Plans

Information regarding all current plans, eligibility, and employee cost can be found in the [Office of Human Resources website](#) under Benefits. Enrollment is required within 30 calendar days (including weekends and holidays) from the date of eligibility (such as new hire or newly full-time). Once initial election is complete, changes cannot be made at any time other than annual Open Enrollment for the following calendar year or a Qualified Life Event. Life Event completion must be made within 30 calendar days (including weekends, evenings and holidays) from the date of the event. For a list of qualified events, step-by-step instructions and additional information please see the [Life Event tab](#) in the Benefits section of the Office of Human Resources website. Please contact the Office of Human Resources at 419-372-8421 if you have questions or need assistance. We also offer in person assistance during normal business hours.

Communication regarding upcoming changes or enrollment periods will be communicated through university email, the OHR website, and Campus Updates.

Deadlines for new enrollments, life events, and Open Enrollment are firm. Please make sure you click submit to save your selections, and print a confirmation statement for your records. Review the confirmation statement for accuracy as the completion of your enrollment is your electronic signature authorizing the enrollment in these plans along with any associated payroll deductions.

Employee Assistance Program/Work-Life Balance

The Bowling Green State University Employee Assistance Program (EAP) is provided for all employees and their family members as a means to obtain confidential and professional assistance in dealing with difficult situations in life, which most of us face at one time or another. This program also provides a host of information and services available to assist with everyday life to include areas such as relationships, personal growth, emotional wellbeing, financial fitness, legal, and much more.

This program is provided through an external organization, IMPACT Solutions and is kept confidential. The following features are a part of this program:

- A master's level educated individual to talk to 24 hours a day, 365 days a year
- Service and information are available to ALL employees and their household members, as well as dependents living away from home and parents and parents-in-law
- Guaranteed face-to-face counseling sessions – 5 sessions per topic (Note: If you may want additional visits, please validate the provider is a member of your health insurance network for the best coverage.)
- Priority given for high-risk situations
- Management referral process (Used by supervisors, after coordination with the Office of Human Resources)
- On-site support for training programs
- Web portal with daily living information, resources, and interactive features
- Referrals to community resources
- Any much more!

To use this program, call 1-800-227-6007 or visit www.myimpactsolution.com and use the username BGSU.

Tuition Fee Waivers

The policies governing fee waiver benefits for administrative staff members and eligible dependents can be located on the website for the Office of General Counsel in the University Policies section. Fee waiver benefits for eligible employees and dependents are available as of the beginning of the first semester following the employee's hire into a full-time or part-time position with BGSU. Any requests for fee waiver benefits can be made after you login to the myBGSU portal.

[Employee Fee Waiver](#)

[Dependent Fee Waiver](#)

Retirement

New employees of BGSU are eligible for the Ohio Public Employees Retirement System (OPERS). If the new employee is full-time, they have the choice of participating in OPERS or an Alternative Retirement Plan (ARP). The two programs differ regarding many aspects, so it is important that you review all information and understand how each program works. Your election between the OPERS and ARP retirement programs is irrevocable. You will have a 120-day election period from your hire date with BGSU to return the completed OPERS/ARP Retirement Election form to the Office of Human Resources. Please note that Ohio law (Ohio Revised Code Section 3305.06) requires a portion of the employer contribution for an ARP member go to the state retirement system to mitigate any negative financial impact of the ARP on the state retirement system. This portion is known as the mitigating rate. In addition, OPERS and STRS have the authority to collect a mitigating rate from the employer contribution made on behalf of their members who elect their defined contribution or combined plan. The mitigating rate is subject to fluctuation and may increase or decrease at any time based on current law. Only the Ohio General Assembly has the ability to reduce the impact of the mitigating rate on plan participants. The current mitigating rate is listed in the ARP section of the OHR website. Please contact OPERS or STRS for more information regarding the mitigating rate.

During your election period or until your election form is received by the Office of Human Resources, deductions taken from your check(s) and contributions made by the University on your behalf will be sent to the OPERS Traditional Plan. If you elect the ARP or one of the other OPERS plan options, contributions made by you and the employer will be rolled over to the program you have chosen, if requested by you.

If within your 120-day election period you elect OPERS, you will receive an OPERS enrollment kit regarding the three options (Traditional, Member-Directed or Combined) they offer with detailed information. You will have an additional 60 days to select one of the three options, for a total of 180 days from your date of hire. If you elect the ARP, contributions to your chosen vendor will begin with the next pay period after receipt of the election form.

Contributions made by BGSU and you during the 120-day election period will be rolled over to the ARP vendor you select, if requested.

The Alternative Retirement Plan providers used by BGSU are listed with their contact information in the OHR website. In addition, a link to the OPERS site with contact information is provided as well.

In addition to the retirement benefit listed above, employees can also invest money and reduce their taxes at the same time through supplemental programs offered at BGSU. These supplemental retirement programs are voluntary and are taken as pre-tax deductions. The programs offered by BGSU along with the current providers and contact information are available in the OHR website in the benefits section.

Employee Recognition – Service Awards

Bowling Green State University has traditionally recognized the value and support rendered by all employees in accomplishing its assigned mission of providing the best possible environment for the student population. The annual Service Award program recognizes all employees whose service to the University has reached a milestone for each five-year period, following when the requisite service is completed. As an example, an employee completing five years of service in 2017 will be recognized at the 2018 Service Award program.

More information about Service Awards and any upcoming events can be found in the Office of Human Resources website in the [Service Awards](#) section.

Section 7: Leave Benefits

Holidays

The Office of Human Resources issues a University Holiday Schedule for each year, summarizing holiday observances. BGSU observes ten holidays each year. Below is the list of holidays:

New Year's Day	January 1
Martin Luther King Jr. Day	January (third Monday)
Presidents Day*	February (third Monday)
Memorial Day	May (last Monday)
Independence Day	July 4 th
Labor Day	September (first Monday)
Columbus Day*	October (second Monday)
Veterans Day	November 11
Thanksgiving Day	November (fourth Thursday)
Christmas Day	December 25

If a holiday falls on Sunday, it is normally observed on the following Monday; if a holiday falls on a Saturday, it is normally observed on the preceding Friday. When it is necessary for an administrative staff member to work on a holiday, an equal amount of time may be taken at a later date at a time mutually agreed upon with the supervisor.

Vacation Leave

Bowling Green State University recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The University provides paid vacation to full-time employees for this purpose and employees are encouraged to take vacation during the year. Part-time employees who are regularly scheduled are eligible for paid vacation on a prorated basis.

Vacation earning schedule is as follows:

Employee Classification	Pay Schedule	Vacation Accrual per Year	Vacation Accrual Rate
12 month Full Time	Monthly	22 days	14.67 hours per pay
	Bi-Weekly	22 days	6.77 hours per pay
12 month Part Time	Monthly/ Bi-Weekly	Pro-rated amount based on the number of hours worked each pay period	Pro-rated amount based on the number of hours worked each pay period
10 month Full Time	Monthly	18.345 days	14.67 hours per pay
	Bi-Weekly	18.345 days	6.77 hours per pay
10 month Part Time	Monthly/ Bi-Weekly	Pro-rated amount based on the number of hours worked each pay period	Pro-rated amount based on the number of hours worked each pay period
217 day Full Time	Monthly	18.36 days	12.24 hours per pay
	Bi-Weekly	18.36 days	5.65 hours per pay
9 Month Full Time/Part Time	Monthly/ Bi-Weekly	Do not earn vacation	

Vacation is earned while a staff member is in an active pay status. It is not earned while on an unpaid leave of absence or while under suspension. During the first year of employment, vacation may be utilized as it is accrued. For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the president, vice president and/or dean, may authorize vacation leave in advance of accumulated leave provided that should the staff member terminate employment, the final check shall be reduced by the amount of used but unearned vacation.

Employees should submit vacation plans in advance to their supervisors for approval. It is expected, however, that no single vacation leave taken will exceed 22 consecutive working days unless approved in advance by the contracting officer. A full-time 12 month staff member's vacation balance cannot exceed 44 days (352) at the end of each fiscal year (June 30). Full time 10-month employees' balance cannot exceed 36.75 days (294 hours); full time 217 day employees' balance cannot exceed 36.75 days (294 hours). Unused vacations hours above the maximum accruals will be forfeited.

Vacation pay is not granted in lieu of vacation except at termination of employment and will be paid in a lump sum. At the time of separation from employment with the University, administrative staff who have completed one full year of service with BGSU are eligible for a payout of the unused vacation hours not to exceed the allowed maximum accruals.

Sick Leave

Bowling Green State University provides full-time and part-time employees with paid sick leave. Sick leave shall be earned at the rate of 10 hours or 1.25 days per month for full-time 12 month staff beginning with the first month of employment. Full-time staff members who are employed for less than 12 months and part-time staff earn sick leave on a prorated basis, according to the number of hours or days worked per month. There is no limit on the amount of sick leave that can be accrued.

Accumulated sick leave may be used only for absences for the following:

- illness-injury-exposure to contagious disease
- pregnancy and postnatal recovery period
- care of staff member's wife and family during postnatal period (maximum 5 days)
- medical, dental or optical examinations or treatment
- serious illness in the immediate family
- death in the staff member's immediate family (maximum 10 days)
- attending the funeral of a friend or relative not in the immediate family (maximum 8 hours)

Family Member is defined as:	
• Spouse • Children • Siblings • Brother-in-law • Daughter-in-law • Mother-in-law • Step-parents • Step-siblings	• Parents • Grandparents • Grandchildren • Sister-in-law • Son-in-law • Father-in-law • Step-children • Legal guardian or other person who stands in place of a parent (in loco parentis)

The staff member should notify their immediate supervisor on the first day of absence, if possible, otherwise, the absence may be charged to leave without pay. Supervisors may request medical documentation for sick leave absences.

At the date of retirement into the Public Employee Retirement System or upon death while an employee of the University, each administrative staff member, who has 10 or more years of service with the State of Ohio, is eligible to receive payment for one-fourth of the value of their accrued but unused sick leave credit. The maximum payment allowed, however, is for 30 days (240 hours). Payment shall be based on the staff member's rate of pay at the time of retirement or death.

Personal Leave

Full-time and part-time administrative staff are eligible for personal leave on an annual basis. The policy governing personal leave can be found at [Personal Leave Policy](#).

Leave of Absence without Pay

The leave without pay policy allows full-time and part-time administrative staff members the opportunity to voluntarily request unpaid leaves of absences. Two types of leave without pay are available to members of the administrative staff: special short-term leave of less than three months, and long-term leave of more than three months. Both are subject to approval by the staff member's supervisor and contracting officer after receipt of an application from the staff member at least one month prior to the effective date of the leave. An application form for both types of leave is available in Human Resources.

Vacation and sick leave will accrue only for hours actually worked.

Staff members will continue to receive their regular insurance benefits. Employees are responsible for continuing to pay the same insurance premiums they may pay when not on leave, and the payment must be received monthly in Human Resources or the coverage will end. Checks should be made payable to Bowling Green State University in the amount owed for the insurance premiums.

Short-Term Leave/Special Leave without pay

Short-term leaves are available to full-time and part-time administrative staff and may occur over a period of weeks, months, monthly or via a reduced work schedule of less than 40 hours per week. Leave and/or reduced work schedule may not exceed a total of three months in a 12-month period and may not be in effect for more than three years.

No approval will be given to the hiring of temporary or part-time staff to fill in for the temporary vacancies created by these leaves. The staff member's absence must not interfere with or impede other University operations. With reasonable notification, employees on leave without pay should be available to return to their assignment in the event of emergencies with significant impact on the long-term functioning of the area.

Staff members may cancel the leave arrangement by notifying the supervisor one month prior to the return to a full-time schedule.

Long-Term Leave

Long-term leaves are available to full-time administrative staff for periods in excess of three months. In reviewing the leave request, the supervisor must determine whether the position can be held for the staff member's return and whether it can be satisfactorily filled by a temporary appointment without being detrimental to the efficiency of the unit's operation.

Family Medical Leave

Bowling Green State University understands the importance of family issues and conflicting demands of family obligations and work. Because employees may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their own serious health conditions, and in compliance with the Family and Medical Leave Act (FMLA) of 1993, the University has a Parental Leave and Family and Medical Leave Policy.

The University will grant an eligible employee leave for up to 12 weeks during a 12-month rolling calendar period for the following reasons:

- The birth or adoption of a child, or the foster care placement of a child.
- To care for a family member of the employee when that family member has a serious health condition.
- A serious health condition of the employee renders the individual unable to perform his or her job functions.

Leaves under state law and University policy will run concurrently with leave under this policy. The University will comply with both federal and state law, as well as University policy regarding these leaves. Additional information regarding leaves of absence and the Family and Medical Leave Act along with the required forms can be found in the OHR website under the Employee section.

Questions or concerns regarding family or medical leave under this action can be addressed by calling the Office of Human Resources 419-372-8421.

Maternity Leave

A maternity leave for childbirth purposes will be allowed for a period of time that may include pre-delivery, delivery, and recovery time, and not to exceed four months. Medical certification by a physician is required for the required period of time. The medical certification must include the probable period for which the employee will be absent and accompany the maternity leave request.

Prior to a maternity leave request, the employee and supervisor should discuss the length of the leave required, and the amount of sick leave, vacation, or leave without pay that will be applied to the Maternity Leave Request

If the employee is unable to return to work at the conclusion of the maternity leave, or within the six-month period, a medical leave of absence without pay may be requested. Medical certification by a physician is required for the medical leave of absence.

An administrative staff member may use any or all of her accrued but unused vacation leave, and accrued but unused sick leave credit during the maternity leave period before going on unpaid leave of absence.

Military Leave

Administrative staff members who are members in the Ohio National Guard or active reserve component of the armed forces are eligible for military leave with pay for periods of active duty or field training not to exceed 31 days per calendar year. A written request for military leave and copy of military orders or other authorizing document for such duty must be submitted to the supervisor, the president or the area vice-president, and the Office of Human Resources at least two weeks prior to the effective date to qualify for military leave. Such leave is in addition to regular vacation time. The maximum time for which payment under this provision will be made in any calendar year is 22 days.

Administrative staff members with at least 90 days of University service who are involuntarily called to extended active duty in the military service shall be granted military leave without pay for the duration of such service. Upon application to BGSU within 90 days following the date of discharge from extended active duty, the staff member shall be reinstated to the former position or to a similar position. This reinstatement right should be explained to anyone hired to temporarily replace an employee on military leave. A staff member who re-enlists, or voluntarily extends the original tour of active duty, forfeits the reinstatement right.

Court and Jury Duty

If you are serving on a jury or are subpoenaed to appear in court as a witness for the federal, state, or local government, you will be excused from work with pay during the time required.

All compensation you receive for jury duty is to be paid to the Bursar's Office, unless the jury duty was performed while you were on vacation or outside your normal working hours.

If you receive a summons to appear before court and you are a party to the action, you may use personal leave, vacation leave or take leave without pay for the absence.

Section 8: Work Environment and Conditions

Workplace Safety

All employees of BGSU are required to comply with safety and environmental requirements that are established by Federal, State, and local agencies, and by University policies and procedures. Employees must also comply with additional safety and environmental requirements set by their departments or areas. Employees are encouraged to discuss any concerns regarding these requirements with their superiors and administrators and also with Environmental Health & Safety.

Under the Ohio Public Employment Risk Reduction Program, each public employer shall provide a place of employment free from recognized hazards. Any public employee acting in good faith may refuse to work under conditions reasonably believed to present an imminent danger of death or serious harm, provided that the condition is not such as normally exists or reasonably might be expected to occur in the normal and regular duties of the employee. Information on the program may be obtained by contacting Environmental Health & Safety, the Office of

Human Resources, or the Division of Labor and Worker Safety. The Division of Labor and Worker Safety is located at 50 West Broad Street, Columbus, OH 43215. Phone: 800-671-6858, Fax: 614-644-3133, or refusal to Work Phone: 614-731-4380.

Drug-Free Workplace

In order to ensure the University's commitment to a quality educational and work environment, every faculty, staff and student has a right to work and learn in an environment free from the effects of abuse of alcohol and other drugs. The policy governing the drug-free workplace can be found at [Drug Free Workplace.](#)

Smoke-Free Workplace

Smoking is prohibited inside all buildings, structures, and vehicles owned or leased by Bowling Green State University. The policy governing the smoke-free workplace can be found at [Smoke Free Workplace.](#)

Workplace Violence Prevention

Bowling Green State University has a very clear policy that acts of violence, threats of violence, or intimidation will not be tolerated among its employees (faculty, administrative and classified staff) while engaged in the work they were hired to do. The University recognizes the importance of providing a safe environment for all of its employees. In this community, victims/survivors will be treated with dignity and respect. Any persons found in violation of this policy may be subject to disciplinary action.

The policy governing workplace violence prevention can be found at [Violence in the Workplace.](#)

Workers' Compensation

Bowling Green State University takes pride in the safety of our staff, faculty, students and community. However, accidents do happen. As an employee of BGSU, it is your responsibility to observe all safety precautions based on your job. Safety training and assistance are available through the Office of Environmental Health and Safety.

Employees who are injured at work must complete the BGSU online injury/illness form within 24 hours of the incident. If the injured worker is unable to do so, the employee's immediate supervisor may complete the form using the best information available. All accident claims will be investigated to document time and place of occurrence, determine cause and develop preventative measures.

More information is available in the Office of Human Resources website in the [Employee section under Leave of Absence/Workers Compensation](#), or contact the Human Resources office at 419-372-8421.

Injury and Illness & Accident Reporting

It is Bowling Green State University's policy to comply with occupational safety and health standards of the Ohio Public Employees Risk Reduction Act and all applicable Federal, State, and local rules, regulations, and directives. This applies to faculty, staff, students and guests.

Accident reporting is required for all injuries/illnesses which are work or educational related regardless of where the injury/illness occurs and also for injuries/illnesses which take place on BGSU property.

Reporting is to occur for all incidents using the electronic form located on the Environmental Health & Safety website. This should be submitted within 24 hours of the incident.

For a serious accident or injury that occurs on campus or as a part of an employee's work assignment, contact 9-1-1.

Injury and Illness Reporting

For further information or clarification on topics contained in this handbook, please feel free to contact the Office of Human Resources at ohr@bgsu.edu or 419-372-8421. **GO FALCONS!**